



**PERSONNEL COMMITTEE MEETING MINUTES**  
**March 3, 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 Betty Manion at 5:30 p.m.

**Roll Call:**

Present in the WHS Community Room: All members of the Committee were present (Chairperson Betty Manion, Steve Hackett, and Patrick Phair). Additionally, Board members Dale Feldt, Steve Klismet, Mark Polebitski, and Stephen Johnson were present.

**Also Present:**

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Carl Hayek, and Laurie Schmidt.

**Approval of Agenda:**

A motion was made by Steve Hackett and seconded by Patrick Phair to approve the agenda as presented. The motion carried unanimously on a voice vote.

**Review of Board Meeting Norms:**

The Committee reviewed their collective commitments.

**Staffing Updates:**

Director of Teaching and Learning Mark Flaten advised that this presentation will provide everyone with the appropriate information to understand the Administration's staffing recommendations associated with student enrollment and that this information will be updated on a monthly basis through June. He also highlighted the Staffing Guidelines, and reminded the Board of their roles and responsibilities asking that they view this information through a positive lens.

Mr. Flaten reminded the Committee that our enrollment continues to decline as was previously shared. He advised that as a result of shifting enrollments, Administration is recommending staffing adjustments to the District's core academic teachers by decreasing the number of core academic teachers at the WLC and WMS by one each through attrition (retirements) and not layoffs. At the WLC, Administration is recommending a reduction of one kindergarten teacher and one 1<sup>st</sup> grade teacher, but increasing the number of 4<sup>th</sup> grade teachers by one, resulting in a net reduction of one staff member. At the WMS, Administration is recommending a reduction of one 5<sup>th</sup> grade teacher and one 7<sup>th</sup> grade teacher, but increasing the number of 6<sup>th</sup> grade teachers by one, resulting in a net reduction of one core academic teacher. He added that class assignments for the teachers will be made as soon as students have completed the scheduling process.

Mr. Flaten also advised that Administration will continue to closely monitor the 4K, kindergarten, and 1<sup>st</sup> grade sections. Director of Student Services Laurie Schmidt advised that registration for 4K opened three weeks ago so we are receiving applications currently. She added that students can register for 4K up until school starts.

Mr. Flaten advised that the District looks at every position that comes open, no matter what the position, to determine if it will be replaced/filled depending on enrollment/student course selection. Committee member Patrick Phair cautioned that for certain programs we need to be careful that we are not reducing a program in not replacing a person.

Mr. Flaten also advised of the teacher changes known to date for the 2022-2023 school year, and emphasized that staffing continues to be a fluid situation as we complete student course requests and scheduling for the 2022-2023 school year. He advised that further recommendations may be made regarding non-core academic teacher positions, but at this time Administration doesn't anticipate making any layoff recommendations. Administration's plan is to have the non-core academic staffing recommendations to the Board by the May Board meeting.

Much discussion then ensued regarding the WHS music teacher position that remains unfilled, with Committee member Patrick Phair becoming accusatory at times towards Administration. Mr. Phair asked Administration where this is going and when are we going to make a decision. He believes that Mark Kryshak's retirement was due to not having that position filled, and that other staff members have come forward to discuss this with Administration to no avail. Mr. Phair reiterated we need to do something as we have been trying to get this solidified for several months and the community is asking why. Mr. Phair demanded that Administration do more to recruit as he feels they haven't put much effort into doing so.

District Administrator Ron Saari advised that we are trying but recruitment of an experienced and talented person has been difficult, particularly in trying to hire someone in the middle of the school year.

Board member Mark Polebitski pointed out that students won't sign up for a choir program if there is no advocate for it. He is concerned about the music programs in the District, and that if not enough students sign up, the program will be dropped. He also added that we need to be more creative in our recruitment efforts.

Mr. Flaten advised that we are replacing the WMS choir teacher, and we have a choir teacher at the WHS who is advocating for the program. There is a hiring team that consists of High School Principal Michael Werbowski, the music teachers, and community members. He also added that enrollment in the high school music programs tends to drop when students move from the middle school to the high school because they have more choices.

Committee Chairperson Betty Manion suggested that going forward we all must do our best to help recruit as the arts are important to the students in those programs.

Board member Dale Feldt commented that he doesn't like the blatant and unfounded accusations that have been made by this Board towards the Administration, and implying that they are undermining the program – it is wrong and it is not working as a team. He suggested that the hiring team needs to get together to determine where they can go to recruit. He also suggested that maybe the interests of the students have changed – just because the Board wants a program doesn't mean the kids do.

Board member Steve Klismet suggested that we may have to be willing to spend more to get a person here, and Mr. Flaten added that he knows the Board is supportive in that regard.

Mr. Saari reminded the Board that the culture in our District is very important and it starts from the top down with the Board.

A motion was made by Steve Hackett and seconded by Patrick Phair to make a recommendation to the full Board, in alignment with our Strategic Plan and Portrait of a Graduate IV ESSER III Plan presented to the Board on February 2, 2022, to accept and support the Administration's core academic staffing recommendations, resulting in a reduction of two teaching positions, as presented. The motion carried unanimously on a voice vote.

### **2022-2023 Staff Salary/Wage Increase:**

Director of Business Services Carl Hayek reminded the Committee that at the recent Finance Committee meeting, two priorities for the District's 2022-2023 budget were identified – securing the \$2.4 million ESSER III funds as well as providing all District employees with the CPI wage increase of 4.7%. He advised that the District has consistently given the CPI to teachers and now is asking to give all of our staff the CPI wage increase. He advised that the Administration has been preparing for this since last July by not diverting from this methodology, and securing the ESSER III funds has allowed us to do this for our employees. He added that we know that salaries are a compounded expense but we made sure we can sustain it, and there will be a tight management of next year's budget, but we can do it because it is the right thing to do to retain and attract staff – our staff deserves it and deserves to know it now rather than later.

Mr. Hayek advised that 4.7% is the largest percentage and largest dollar amount ever given. He added that this will give our employees the biggest bang for the buck – it will compound annually and will go into their retirement, which is better than a stipend. He advised that the CPI percentage is calculated by the WERC (Wisconsin Employment Relations Commission) and becomes final when it is announced by the WERC at the end of January.

Mr. Hayek also advised that the salary schedules will be created in April or May, because in order to retain the integrity of the annual teacher salary scatter-gram, we cannot deviate from that time frame or it could negatively result in putting less dollars into the teacher's salary matrix. He added that there will be no changes in the indexing.

A motion was made by Steve Hackett and seconded by Patrick Phair to make a recommendation to the full Board to approve the recommended 4.7% CPI wage increase to all District staff beginning in the 2022-2023 school year as presented. The motion carried unanimously on a voice vote.

### **Adjournment into Closed Session:**

A motion was made by Steve Hackett and seconded by Patrick Phair to adjourn into closed session pursuant to Wis. Stats. § 19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 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 6:33 p.m.

The Board did not reconvene in open session.

**Adjournment:**

A motion was made by Steve Hackett and seconded by Patrick Phair to adjourn the meeting at 7:03 p.m. The motion carried unanimously on a roll call vote.