



**PERSONNEL COMMITTEE MEETING MINUTES**  
**May 15, 2020 – 9:30 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 Betty Manion at 9:34 a.m.

**Roll Call:**

Members of the Committee virtually present via Google Meet: Chairperson Betty Manion and Patrick Phair. Absent: Steve Hackett. Additionally, Board members Sandra Robinson, Mark Polebitski, and Dale Feldt were virtually present via Google Meet.

**Also Present:**

Present in the WHS Distance Learning Lab: Ron Saari, Sandy Lucas, and Mark Flaten. Virtually present via Google Meet: Carl Hayek, Laurie Schmidt, Steve Thomaschefskey, Michael Werbowsky, Joe Sbertoli, Hannah Rowe, and Carol Beyer-Makuski.

**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.

**Requests for Increase in Hours:**

Cindy Ikert, Athletic Director Secretary, and Jacci Barnhart, High School Student Services Secretary, with the support of Mr. Sbertoli and Mr. Werbowsky respectively, have asked the Administration for an increase in hours. Mr. Saari outlined several concerns Administration has relating to the next school year because of the Safer-At-Home Orders. The Committee agreed with Administration and took no action at this time, but advised they will revisit these requests when issues relating to the COVID-19 pandemic and Safer-At-Home Orders become more clear.

**Shared Grant Writer:**

The School District of Waupaca, the Waupaca Area Chamber Foundation, and the City of Waupaca are seeking to hire a Grant Writer that will service all three organizations and would like this person on board by July 1, 2020. A Grant Writer Job Description and Grant Writer Pay Structure was presented by Mr. Saari. It is for a two-year contract with a base annual salary of \$40,000, with a 3% incentive payment for anything above the \$100,000 threshold in grants. Tim and Joy Neuville will pay for this position the first year with the three organizations splitting the costs equally thereafter. The Grant Writer will have semi-annual and annual reviews conducted jointly by the three organizations. The Grant Writer

will take direction from the three organizations and will have to get a majority consensus from the three as to which grants to pursue, the goal of which is to create economic development while being consistent with the missions and visions of all three organizations.

The Committee asked that the Grant Writer keep a tally of the number of hours s/he spends on each of the grants and/or entities as it is important to see where the Grant Writer's time is spent.

Mr. Saari advised that this was for the Personnel Committee's information at this time and that the shared Grant Writer position will be on the agenda for the next regular Board meeting on June 9, 2020.

### **Spring Coaches Salaries:**

Joe Sbertoli created a Committee consisting of High School and Middle School advisors and coaches for both boys and girls spring sports to determine how best to compensate them for their out of season work. Because coaches are hard to find, acknowledging them with some level of compensation is requested. Mr. Sbertoli presented the Committee's proposal on how the extra-curricular contracts for Middle School and High School advisors and coaches for the spring sports (only) of 2020 could be paid out.

To be consistent with compensation decisions and because this decision could be precedent-setting, the Personnel Committee requested that this be brought before the full Board at its next regular meeting in June. The Personnel Committee also asked Mr. Sbertoli to provide a list of the advisors and coaches and the dollar amounts for each.

A motion was made by Patrick Phair and seconded by Betty Manion to make a recommendation that the Administration and Athletic Director bring forward a proposal to the full Board at the next regular Board meeting to pay the Spring 2020 High School coaches 25% of their contracts and to prorate the Spring 2020 Middle School advisors' and coaches' and High School advisors' contracts based on the amount of the Spring 2020 season that was completed. The motion carried unanimously on a voice vote.

### **Adjournment:**

A motion was made by Patrick Phair and seconded by Betty Manion to adjourn the meeting at 10:44 a.m. The motion carried unanimously on a voice vote.