



*Respectful, Responsible, Safe & Prepared*

**PERSONNEL COMMITTEE MEETING MINUTES**  
**May 23, 2023 – 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, Ron Brooks, and Lori Chesnut). Additionally, Board members Dale Feldt, Steve Klismet, and Bob Adams were present and Molly McDonald was present via phone.

**Also Present:**

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Carl Hayek, Steve Thomaschefskey, Laurie Schmidt, John Meyer, John Erspamer, Sarah Hanneman, and many SDW staff and community members.

**Approval of Agenda:**

A motion was made by Ron Brooks and seconded by Lori Chesnut 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.

**Staff Salary Increase for 2023-2024:**

Director of Business Services Carl Hayek advised that three topics are being presented tonight – staff salary increases for 2023-2024, adding an English Learner Coach for 2023-2024, and a librarian attrition/retirement reduction structural change. He pointed out that Administration's decision-making is based on the District's long term best interests, adding that the District's budget is a guiding principle of living within our means.

Mr. Hayek advised that the personnel budget is much more than just salaries and hourly pay – it also includes all of the District's benefits, extra duty pay, substitute pay, professional development pay, extended contract pay, employee tax sheltered annuity management, and extracurricular pay. He further advised that the revenue cap controls how much revenue a district is allowed to tax and how much general state aid a district is allowed. The state contributes 88.12% of our money, and the best case scenario is that the revenue cap increases by 4% not the 8% CPI. He pointed out that any additions become compounded expenses and increase the budget forever, and that deficit spending has long-term implications. The Governor will not get everything he is proposing in his budget – in fact, historically, what he requests and actually attains is about half of his original budget.

Mr. Hayek further advised that per pupil revenues lag inflation by more than \$3,200 since 2009, and as a result, Wisconsin's per pupil spending ranking has dropped from #11 in 2002 to #25 in 2020, which is 5.6% below the national average. In addition, state reimbursement for special

education is well below the costs. Further, the District's enrollment has steadily declined yet our teacher staffing level has remained the same. He advised that the Administration follows our attrition method rather than laying people off or non-renewing them.

Mr. Hayek shared that the District has never had to go to referendum to exceed the revenue cap. Its focus is on key K-12 funding priorities such as revenue limit adjustments, special education, and mental health. Therefore, we cannot give the CPI of 8% – it is fiscally unsustainable. If we did, he advised that the District would be forced to make staffing reductions, there would be long-term implications, a referendum to exceed the revenue cap would be required in two years, there would be an erosion of the fund balance, and the Governor's budget proposal will not support it. A 5% salary increase will equate to \$1,324,868 in the District's overall expenses. The estimated additional revenue for the District after the Governor signs the state budget is \$1,300,000, resulting in a difference of -\$24,868.

He outlined possible actions the District would need to take in order to give the teachers an 8% increase, such as elimination of all of our regular education assistants (22 employees), elimination of all teacher extra duty pay and extended contracts, and freezing administration and all other support staff wages. In addition, keep in mind that the non-salary budget like natural gas and property insurances will increase.

Mr. Hayek advised that 74% of the District's budget is in salary and benefits. The internal movement on the teacher salary matrix (individual salaries increase upward based on advancing a step on the salary schedule) increases teachers' individual salaries. He explained how the recommended 5% increase is applied to the 2023-2024 teacher salary matrix, and provided information relating to the calculation of the teacher scattergram which was done in April. The average increase per teacher will be \$3,481. Mr. Hayek commented that few, if any, other districts have maintained a salary matrix, and most have a three tiered pay system. In addition, he knows of no other district that pays the teachers for other duties they are asked to perform as much as SDW does.

Mr. Hayek recommended that the District nurses, secretaries, Administration, and District Office staff also receive an increase of 5.0% as well.

He added that there will be no increase to the athletic/non-athletic extracurricular pay, so it will remain at the same levels as the 2022-2023 school year.

Finally, he recommended that the District's support staff consisting of food service, custodial, maintenance, educational assistants and special educational assistants receive an overall 5.0% increase to all of their 2023-2024 salary matrixes, with special educational assistants receiving an additional \$1.00 per hour increase on their salary matrix because of their increased job duties.

Mr. Hayek concluded by stating that the Governor's proposed budget does not equate to an 8% increase; it doesn't even equate to a 4% increase. He added that this is the District's biggest raise across the board ever offered to staff. Remember, a budget isn't one dimensional, it is multifaceted.

The Committee commented that it was great to see that our support staff was receiving an increase, but they would have liked to have given the teachers more for their exemplary work, especially during the past three years. But with other required needs of the District and because we are fiscal stewards of our taxpayers, we have to balance it out and even a 5% increase in this climate is tough.

A motion was made by Ron Brooks and seconded by Lori Chesnut to make a recommendation to the full Board at the next regular Board meeting to increase the teacher salary matrix for certified teaching staff for the 2023-2024 school year by 5.0% as presented. The motion carried unanimously on a voice vote.

A motion was made by Ron Brooks and seconded by Lori Chesnut to make a recommendation to the full Board at the next regular Board meeting to increase wages for District nurses, secretaries, Administration and District Office staff for the 2023-2024 school year by 5.0%, for a total of \$137,417, as presented. The motion carried unanimously on a voice vote.

A motion was made by Lori Chesnut and seconded by Ron Brooks to make a recommendation to the full Board at the next regular Board meeting that all athletic/non-athletic extracurricular pay will remain at the same levels as the 2022-2023 school year as presented. The motion carried unanimously on a voice vote.

A motion was made by Ron Brooks and seconded by Lori Chesnut to make a recommendation to the full Board at the next regular Board meeting to increase the food service, custodial, maintenance, educational assistants, and special educational assistants salary matrixes for the 2023-2024 school year by 5.0%, with an additional \$1.00 per hour increase to the special educational assistants salary matrix, as presented. The motion carried unanimously on a voice vote. The 5.0% increase for the special educational assistants will be applied first to their salary matrix and then the \$1.00 per hour increase will be added.

**English Learner (EL) Coach:**

Director of Student Services Laurie Schmidt advised that there has been an influx of primarily Spanish speaking English learners in our community and School District. In the past, because the District's EL student population was very low, the Title III dollars (less than \$10,000) the District received were automatically turned over to CESA 5 to become a member of their Title III consortium. However, for the 2023-2024 school year, because of our increase of EL students, we should see an increase in the Title III dollars, so the District will allocate those funds to an EL Coach position. She is recommending a "coach" because there is more flexibility with regard to licensing through the DPI.

Ms. Schmidt further advised that because the District will meet the threshold of English learners who speak the same language in grades K-3, it will be required to create a plan for a bilingual-bicultural program.

She added that the main focus for this new position will be to provide direct services to our K-3 students as well as supporting our 4-12 grade teachers, and will set the stage and build procedures for future programming. This position will also assist with translation and interpreting needs within the District. She shared the job description and advised that a job posting for the position has been published.

Ms. Schmidt also advised that teachers struggled earlier in the year because of the sudden influx of EL students, but when there is a process in place, it becomes easier. She anticipates that we will see our EL student numbers continue to grow for the younger students. However, she doesn't foresee a need for an additional teacher immediately, but we may need to add a bilingual aide or assistant in the next few years.

A motion was made by Ron Brooks and seconded by Lori Chesnut to make a recommendation to the full Board at the next regular Board meeting to approve the English Learner (EL) Coach job description and posting for hire as presented. The motion carried unanimously on a voice vote.

### **Administrator Contract Updates:**

District Administrator Ron Saari advised that because the Board previously approved updated language related to the liquidated damages section in the individual teacher contracts, it is necessary to update this language in the administrator contracts as well. The updated language is similar to the teacher contracts, but the amounts are different. The newly proposed language as set out below will replace the current language and it has been vetted by the District's attorney.

IT IS FURTHER AGREED by the parties hereto that, in the event said Administrator breaches his/her contract by termination of services to accept other employment after May 31, but before June 15, he/she shall forfeit two thousand dollars (\$2,000) as liquidated damages for securing a replacement.

- If the Administrator with a signed contract for the ensuing school year seeks release to accept other employment on or after June 15, but before July 1, he/she shall forfeit three thousand dollars (\$3,000) as liquidated damages for securing a replacement.
- If the Administrator with a signed contract for the ensuing school year seeks release to accept other employment on or after July 1, he/she shall forfeit four thousand dollars (\$4,000) as liquidated damages for securing a replacement.
- Liquidated damages may be reduced or waived by the District Administrator due to extenuating circumstances. It is further agreed by the parties hereto, that, in the event said Administrator breaches this contract by termination of services during the term hereof, the Board may, at its option, demand to recover from the Administrator such amount of liquidated damages as set forth above; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the school district is not the exclusive remedy or right of the Board, but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the said Administrator.

He further advised that the purpose of liquidated damages is to deter a late notice that they are leaving the District, because the later it is the harder it is to find another candidate. He added that usually the other district pays the liquidated damages or sometimes they are waived, so oftentimes the administrator is not paying them directly.

A motion was made by Ron Brooks and seconded by Lori Chesnut to make a recommendation to the full Board at the next regular Board meeting to approve the updated liquidated damages language in the Administrator Contracts as presented. The motion carried unanimously on a voice vote.

### **IMC Position:**

Director of Technology/CTEC Steve Thomaschefskey advised that due to our elementary school librarian, Christine Jaenke's, retirement at the end of this school year, Administration carefully reviewed and evaluated the open position. Because of declining enrollments, reduction in staff through attrition, the District's changing needs, the necessity to use our resources wisely, and the fact that buildings have shifted away from traditional library time, it was determined not to fill the open position. But instead, Administration is recommending that our current Middle School/High School Librarian, Sarah Hanneman, be our District Librarian.

In addition, he advised that the District will be implementing the Future Ready Library model. This will make the librarian position into more of a flexible schedule, will help meet the standards of the library, and allow the librarian the ability to meet with grade level teams and teachers.

Ms. Sarah Hanneman shared information regarding the Future Ready Library. She provided a comparison of the current tasks versus what next year's tasks of the librarian will be, noting that all of the District's libraries are staffed with a library assistant who will run the day to day activities, checking out books, etc. The Future Ready Library will make it more personalized and will meet the changing needs of our students, and instead of standalone lessons, they will be more collaborative. She shared that there are two facets of the Future Ready Library K-12 skills – literacy and navigating a library, as well as collaborative projects across the curriculum. She provided examples of what that would look like for an 8<sup>th</sup> grade social studies project and a 6<sup>th</sup> grade ELA project. She also shared what is usually done within the current 30 minute library time (many are standalone lessons) and also provided examples of collaboration that she has already done. The District's goal is to develop a long-range library plan that is based off the Future Ready Librarian framework.

Mr. Thomaschefskey provided an updated Library Media Specialist job description. He advised that to assist Ms. Hanneman with this transition, Administration is recommending that she be provided with 10 additional contract days so that she can inventory and properly prepare our libraries during the summer. Mr. Saari added that if the 10 additional contract days are not sufficient, they can address that if need be at that time.

The Committee expressed their concerns with the increased workload and additional responsibilities Ms. Hanneman is taking on, so it asked her to be sure to let Mr. Erspamer and/or Mr. Thomaschefskey know if it becomes too heavy of a workload. Mr. Thomaschefskey advised that they will continue to monitor this position and Ms. Hanneman throughout the next school year and will adjust if necessary. Ms. Hanneman volunteered to come back before the Board next May and share information on how it is going.

Mr. Thomaschefskey and City of Waupaca Librarian Eric Bailey advised that the District and the City Public Library will continue to work collaboratively, but the District cannot depend on the Public Library to fill its needs. However, Mr. Bailey advised that the Future Ready Library model being proposed will continue to grow their services with the District.

Mr. Thomaschefskey added that no matter what is decided regarding the IMC position, Administration is moving towards the Future Ready Library model. So it is going to look much different than before and it may be difficult for the teachers. But this is a really good coaching model, using Sarah Hanneman as a true resource.

A motion was made by Ron Brooks and seconded by Lori Chesnut to make a recommendation to the full Board at the next regular Board meeting to approve the Administration's recommendation to update the Library Media Specialist job description and add 10 additional contract days onto District Librarian Sarah Hanneman's contract (increasing her additional contract days from 10 to 20) as presented. The motion carried unanimously on a voice vote.

**Adjournment:**

A motion was made by Ron Brooks and seconded by Lori Chesnut to adjourn the meeting at 6:55 p.m. The motion carried unanimously on a voice vote.