



**POLICY COMMITTEE MEETING MINUTES**  
**June 1, 2020 – 10:00 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 10:00 a.m.

**Roll Call:**

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

**Also Present:**

Present in the WHS Distance Learning Lab: Ron Saari, Mark Flaten, and Sandy Lucas.  
Virtually present via Google Meet: Carl Hayek, Laurie Schmidt, Steve Thomaschefskey, Mike Werbowsky, and Joe Sbertoli.

**Approval of Agenda:**

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.

**New Student Activity Administrative Guideline:**

The purpose of the meeting was for the Committee to be advised, as a follow-up from this past fall, of the onboarding process for new student activities. Mr. Sbertoli presented the New Student Activity – Administrative Guideline (AG 370.1) outlining detailed steps required to assist students and advisors in bringing forward and onboarding a proposed new extra-curricular activity. The first step being the completion of the Activity Proposal Form which must be submitted to Mr. Sbertoli by May 1<sup>st</sup> for the next school year. If approved by Mr. Sbertoli and the Building Principal, the proposal goes before the Board of Education for approval for a one year probationary period. After the first year, there is an evaluation of both the activity and activity's advisor prior to it going before the Board again for approval to become permanent. Evaluations of the activity and the activity's advisor will again be conducted following the third and fifth years of the activity.

The Committee requested that Mr. Sbertoli include references to Board policies relating to fundraising and coaches in the Administrative Guideline. The Committee also requested that Mr. Sbertoli revise Item #6 of the Administrative Guideline as presented to allow for more leeway by the Board. It was also suggested that the Administrative Guideline be used to onboard elementary school activities as well.

**Adjournment:**

A motion was made by Mark Polebitski and seconded by Sandra Robinson to adjourn the meeting at 10:47 a.m. The motion carried unanimously on a voice vote.