



Respectful, Responsible, Safe & Prepared

POLICY COMMITTEE MEETING MINUTES
June 19, 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 Ron Brooks at 5:31 p.m.

Roll Call:

Present in the WHS Community Room: All members of the Committee were present (Chairperson Ron Brooks, Steve Klismet, and Molly McDonald). Additionally, Board members Dale Feldt, Betty Manion, and Lori Chesnut were present.

Also Present:

Present in the WHS Community Room: Ron Saari and Sandy Lucas.

Approval of Agenda:

A motion was made by Steve Klismet and seconded by Molly McDonald to approve the agenda as presented. The motion carried unanimously.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Revise Policy 0155 Committees:

Mr. Saari advised that Board President Dale Feldt requested this policy be revised to make it more clear as to the expectations of the committee chair, which includes a brief report that needs to be made to the full Board of Education regarding what was discussed at the committee meeting and any recommendations made.

Mr. Saari advised that additional minor revisions were made to the Building & Grounds Committee as well as the Finance Committee structures to include reference to the Director of Business Services, and Food Service was added to the Building & Grounds Committee structure. Minor revisions were also made to the Student Services Committee structure to specifically reference special education equipment and transportation and obsolete language was stricken.

Finally, Mr. Saari advised that the expectations for the Board representative positions of WASB Correspondent, CESA 5 Representative, and Chain Exploration Center (CEC) Liaison were added. Therefore, a report from the CEC Liaison will be on the monthly regular Board meeting agenda.

It was brought to the Committee's attention that in order to make it read correctly, "the Committee" (shall be responsible . . .) should be added in a couple of places under the Building & Grounds Committee as well as the Student Services Committee structures. In addition, under the Policies and Procedures Committee structure, the language requiring a recodification of the policies every five years is obsolete because we now have Neola policies, so it should be revised to read: "This committee shall be responsible for adopting, modifying, or rejecting Neola policies."

Committee member Steve Klismet expressed his desire to have a better understanding of each of the committees, and suggested that perhaps a job description setting out the duties of the committee chair, who s/he reports to, and what the committee is all about could be created so that new Board/committee members know what is expected of them and who to contact. Board President Feldt commented that this policy does that and, in addition, we now have an administrator assigned to each committee. Perhaps we could add a brief description of each committee on the website.

Further discussion then continued regarding how detailed of a description of each committee should be included in this policy, as well as how to improve the onboarding of new Board members relating to committees, which could include perhaps meeting with the administrator assigned to that committee.

It was pointed out that the District Administrator usually contacts the committee chair to request a meeting, or if the chairperson has a concern, s/he should confer with the administrator of that committee to determine whether a meeting is warranted. This is stated in the new administrative guideline (AG 0155.1 Scheduling Special School Board or Committee Meetings) that was approved at the June 13, 2023, regular Board meeting. Mr. Saari reviewed a link that was included on this AG setting out the history of the number of meetings each committee has had over the past four years, which indicates the ebb and flow of committee meetings depending on what concerns/issues need to be discussed.

A motion was made by Molly McDonald and seconded by Steve Klismet to move Policy 0155 Committees, as further revised, to the full Board for approval. The motion carried unanimously on a voice vote.

Revise Policy 3131 Reduction in Staff:

Mr. Saari advised that because the Board approved revising the Individual Teacher Contract to include layoff language, Chairperson Brooks requested that same paragraph be added to this policy as well.

A motion was made by Molly McDonald and seconded by Steve Klismet to move Policy 3131 Reduction in Staff, as revised, to the full Board for approval. The motion carried unanimously on a roll call vote.

Adjournment:

A motion was made by Molly McDonald and seconded by Steve Klismet to adjourn the meeting at 6:07 p.m. The motion carried unanimously on a voice vote.