



PERSONNEL COMMITTEE MEETING MINUTES
June 4, 2020 – 11:30 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 11:30 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 Stephen Johnson, 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, Mark Flaten, and Steve Thomaschefskey. Virtually present via Google Meet: Carl Hayek, Laurie Schmidt, and Michael Werbowsky.

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.

Approval of Extended Contract Requests:

Mr. Saari presented the Committee with Extended Contract Requests of 13 staff members for approval to work additional hours during the summer break to complete various tasks.

A motion was made by Patrick Phair and seconded by Betty Manion to make a recommendation to the full Board at the next regular Board meeting to approve the Extended Contract Requests as listed. The motion carried unanimously on a voice vote.

Update Regarding Pay Forms:

Mr. Flaten presented two new types of pay forms. The first being an Extended Contract Request Form & Pay Log to be used by staff members requesting extended contract hours to complete tasks that cannot be completed during the “regular” school year. The second form is a Special Project & Stipend Pay Request Form & Log to be used by a staff member seeking approval to work on a special project outside the school day. The purpose of the forms is to identify why the request is being asked, provide more accountability and consistency, and improve communication and transparency. A third form is being developed for hourly employees for accountability purposes and will be brought before the Committee at a later date.

Summer School Staffing:

Mr. Saari advised that, due to low registration numbers, the EC-8th grade enrichment summer school courses will not be held this year, which will have some impact on the budget. However, the remediation courses offered at the Middle School and High School levels will be held. Mr. Werbowsky advised that the current enrollment numbers for High School Summer School will continue to grow. The remediation classes are offered to students who did not complete their assignments during the school year and/or are not meeting critical or necessary learning targets, allowing them the opportunity to do so, so it does not negatively impact them in the future. All summer school classes are going to be virtual and students will receive a pass/fail grade.

A motion was made by Patrick Phair and seconded by Betty Manion to make a recommendation to the full Board at the next regular Board meeting to approve the summer school staffing for Middle School and High School Remediation Summer School as presented. 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 12:07 p.m. The motion carried unanimously on a voice vote.