



*Respectful, Responsible, Safe & Prepared*

**PERSONNEL COMMITTEE MEETING MINUTES**  
**August 6, 2021 – 9:00 a.m.**  
**Waupaca High School Community Room**  
**And Virtually 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 9:02 a.m.

**Roll Call:**

Present in the WHS Community Room: All members of the Committee were present (Chairperson Betty Manion, Steve Hackett, and Patrick Phair). Additionally, Board members Dale Feldt, Steve Klismet, Mark Polebitski, and Stephen Johnson were present.

**Also Present:**

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Carl Hayek, Laurie Schmidt, Steve Thomaschfsky, Matt Vassar, Joel Bartel, and Drew Madden. Virtually present via Google Meet: Mandi Salter and Sandra Robinson.

**Approval of Agenda:**

A motion was made by Steve Hackett and seconded by Patrick Phair 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.

**Teacher Bonuses:**

Committee member Patrick Phair pointed out for clarification purposes that the Board had previously discussed a “stipend” for teachers, not a “bonus” (there is a difference). Then Chairperson Betty Manion summarized the history of this request.

Director of Business Services Carl Hayek talked about the State Budget and how there will be no increases per pupil spending or aid. Districts have been told that they are to manage their districts using ESSER funds for the next two years. He pointed out our budget is balanced using ESSER funds, and without ESSER funds, the only way to renovate the entryways at the school buildings is to borrow money or go to referendum. He added that 97% of our budget is controlled by the revenue cap and we increased our revenue cap by \$216,000. Mr. Hayek pointed out that we have one shot for use of ESSER funds for two years and that’s it, so he, along with Administration, recommend that the ESSER funds be used to improve and maintain our infrastructure. This is a fiscal decision (not a personal decision) as the Business Services Director for the District. Mr. Hayek further set out the Administration’s reasonings behind not recommending any bonus payments be made, highlighting again that it is not a wise use of District taxpayer or grant dollars. Those monies would be better invested in infrastructure and increasing the District’s fund balance. He also suggested that if the Committee disagrees with the Administration, the funds for those stipends should come from the yet to be received

ESSER III funds. In good faith to be fiscally responsible, Mr. Hayek does not recommend stipends.

Board President Stephen Johnson cautioned everyone that no comment can be made regarding infrastructure.

Committee member Patrick Phair stated that the decision was already made last spring by the Board to give a stipend to all staff and that they had asked Mr. Hayek to tell us how much and where to get the monies from. He added we need to retain and bring people in during a very competitive jobs market. This issue won't go away; payment of a stipend may be difficult but it is not impossible. He stated that the teachers are the most important aspect of the District.

Committee Chairperson Betty Manion thanked Carl for the number crunching and appreciates his thoughts, but added that the District is about the "who", not the "what". She wants the teaching staff to know that we value them by giving them something to say thanks for all of their hard work.

Board member Steve Klismet stated that the stipend was brought up out of the blue, and argued that the employees are the District Administrator's responsibility so he believes the Board doesn't have the authority to request a stipend. He added that the Board shouldn't micromanage the Administration.

Board member Mark Polebitski stated he previously recommended a \$500 stipend for all the teachers' extra work, or in the alternative we should pay the teachers their per diem for one hour of extra work per week. He added that the Administration was paid last summer, hourly employees received raises, and teachers didn't get extra money, so he requested that Mr. Hayek find a way to the stipend.

Mr. Hayek argued that teachers are one-third of our staff and so many others did much more work too. To say one group is more important than another causes divisiveness within the organization.

Board President Stephen Johnson commented that the Board does have the authority to issue a stipend if it so chooses. Previously, the Board did make a motion to approve the stipend but then it was rescinded and asked the Business Office to make a recommendation, so it was remanded to the Business Office.

A motion was made by Patrick Phair and seconded by Steve Hackett to make a recommendation to the full Board at the next regular Board meeting that we pay all teaching staff a stipend not to exceed \$200 to be paid out as soon as possible. The motion carried unanimously on a voice vote.

### **Restructure of District Libraries Staff and Add an Additional IT Desktop Support Staff Member:**

Director of Technology/CTEC Steve Thomaschefskey advised that due to the resignation of the High School Librarian, the Administration believed this was an opportunity to restructure the District's libraries and bring them more in line with similarly-sized districts. The restructuring would consist of not filling the High School Librarian position but instead adding extra contract days for the two current Librarians. In addition, since the Library Aides will take on more responsibilities, they will be reclassified along with their pay scale, and their number of workdays will be increased. Mr. Thomaschefskey provided a draft of an updated job description for the Library Assistants as well. This would be accomplished without adding to the District's budget. Mr. Thomaschefskey added that the libraries will always be staffed either by an assistant,

another aide or tech coach, particularly during prep hours and lunches. By restructuring the libraries we will still be able to provide high-quality programming while making sure our libraries are staffed comparably with other districts our size.

Mr. Thomaschefskey shared that the last couple of years have been very taxing on the District's IT Department. Therefore, because of the above-mentioned restructuring of the District's libraries staff, the District will be able to add an IT desktop support staff member without adding more money to the District's budget. This will allow the IT Department to better meet the needs of the District's staff and students. He also included a job description for this new position.

A motion was made by Steve Hackett and seconded by Patrick Phair to make a recommendation to the full Board at the next regular Board meeting to not hire a third librarian but instead extend the contracts of the two remaining librarians so that they each have a total of 10 additional days; to reclassify the library aides as library assistants and move their hourly rate of pay to the same pay scale as a special education educational assistant and increase their total workdays from 188 to 208 per year; and to hire an additional IT support staff person as presented. The motion carried unanimously on a voice vote.

**Exit Interviews:**

District Administrator Ron Saari reviewed the results of the exit surveys received from departing employees this past school year, with the overall responses being positive. He cautioned that we cannot get into too much detail during open session. The feedback has been discussed with the principals and others. Mr. Saari emphasized that he wants employees to bring their concerns to the Administration's attention.

**Adjustment of WHS Assistant Principal Contract:**

Our current WHS Assistant Principal was offered a position with another district. Ms. Erb was transparent and the Administration was aware of the situation and met with her personally. This was a fast paced situation and in order to keep her here in Waupaca, it was necessary to adjust her contract by offering an additional salary with additional responsibilities. She accepted our offer. Mr. Saari will provide Board President Johnson with a list of the additional responsibilities.

A motion was made by Steve Hackett and seconded by Patrick Phair to make a recommendation to the full Board at the next regular Board meeting to approve the adjustment of the WHS Assistant Principal's Contract as presented. The motion carried unanimously on a voice vote.

**Adjournment:**

A motion was made by Patrick Phair and seconded by Steve Hackett to adjourn the meeting at 10:22 a.m. The motion carried unanimously on a voice vote.