



INSTRUCTIONAL COMMITTEE MEETING MINUTES
September 18, 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 Molly McDonald at 5:38 p.m.

Roll Call:

Present in the WHS Community Room: Chairperson Molly McDonald and Committee member Betty Manion. Additionally, Board members Dale Feldt, Steve Klismet, and Ron Brooks were present; Lori Chesnut was present via phone.

Excused: Committee member Bob Adams.

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Steve Thomaschefskey, and Aaron Strebe.

Approval of Agenda:

A motion was made by Betty Manion and seconded by Molly McDonald 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.

Comet House Process:

Director of Technology/CTEC Steve Thomaschefskey shared the Guide for Developing and Marketing Comet Houses/Structures. It was created to help guide and set out a more comprehensive process for Technology Education Teacher Aaron Strebe in teaching the course/building Comet houses or other structures (ex. garages, tiny houses, etc.). It is broken out into four different phases of a project: Pre-Development, Design and Development, Construction, and Marketing and Sales. He advised that this is a living document and will change over time as Mr. Strebe goes through a project and develops and/or tweaks a process. Mr. Strebe will also create a historic file that will be kept for future reference consisting of what was taught in the class, information relating to the subcontractors he worked with on a project, as well as all agreements and documentation. Student and community involvement, such as bringing in people from the townships, City, etc., to talk about their particular areas of expertise, is key to the success of these projects and will be a top priority.

Mr. Strebe advised that he is a licensed general contractor and is in the process of being insured by the District. He will work with plumbing, electrical and other subcontractors, but all of the construction will be done by the students. The subcontractors will not be volunteers but will be paid, and inspectors will be brought in when necessary. From beginning to end, students will be involved in the entire process and will see all the steps involved in the building project, including the zoning process as well as the marketing and selling of the project.

Mr. Thomaschefskey advised that they will begin with building a tiny house and their intention is to have it sold prior to beginning the project. Mr. Strebe advised that their goal is to begin the project sometime in January so they would need a good quality trailer that is designed for tiny houses by then. He is aware of companies in Oregon and Florida that build them but he is not aware of any local company that could do so, and was advised that it takes 6-10 weeks to build a trailer and approximately two weeks to ship it. However, some Board members requested that they purchase a trailer locally if at all possible and suggested a manufacturer. Mr. Strebe added that although they would be starting in January, they can perform a lot of the work inside with a minimal amount of work required to be done outside in the cold weather.

Mr. Strebe and Mr. Thomaschefskey advised that the total investment value of a tiny house would be approximately \$40,000-\$45,000, which includes the cost of the trailer (approximately \$10,000), unless the buyer wanted extra things added. They will work with the Director of Business Services on the amount of the down payment that would be required, and a contract will be drawn up which will then have to be approved by the Board. In addition, the buyer will supply all of the financing so the District will not incur that cost. The buyer will be able to insure the tiny house similarly to a camper on a permanent site. If there are multiple people interested in purchasing a tiny house (or other project), Mr. Thomaschefskey and Mr. Strebe will come back to the Board with a proposed process for that.

They hope to complete two tiny houses per year. However, Director of Teaching and Learning Mark Flaten pointed out that it is going to take time, perhaps more than a year at first to complete, as we are not just teaching the students but getting community partners to come in and having to work within their schedules. He also pointed out that we are a not-for-profit business because education has to be the most important.

It was suggested that perhaps other classes could get involved in a tiny house project as well, such as marketing, art, ag, math, etc. However, Mr. Flaten pointed out this is just one core class being taught by Mr. Strebe with the goal of getting the students involved as much as possible in all areas related to the planning, construction, and marketing and selling of the tiny house. However, this program could be a foundation for other programs such as ag and automotive classes in the future. Board President Dale Feldt added that before trying to integrate other classes, the program has to have a strong structure in place. This is just beginning, but perhaps in the future other classes could be brought in for the different areas.

Mr. Feldt updated the Board regarding the status of the current Comet house, which should be removed by April, so additional fencing will not be needed. Mr. Strebe added that a lot of the tiny house is built inside, but there are cameras outside to address any security concerns.

Mr. Thomaschefskey advised that currently there is over \$20,000 in the account to get a project started. Mr. Strebe will have a budget to work with and they will provide the Board with a rough estimate of the project. Per Board policy, it is required that all materials be bid out and preference will be given to local businesses. In addition, since it will be sold prior to beginning the project, the owner will be purchasing items along the way.

Mr. Strebe advised that the City of Waupaca has no restrictions on a tiny house, and since it is a tiny house and it is on wheels, it is considered a camper and there is no zoning involved. Also, a tiny house can be moved by a District vehicle. It was pointed out that the buyer will know what zoning and inspections are required, so they will know if it can be moved to a particular location.

Mr. Flaten added that we will have agreements and documentation in place to avoid any problems.

Mr. Thomaschefskey advised that he is the administrator who is ultimately responsible for the project in the end and these responsibilities will be added to the CTE Coordinator job description. The Board will be provided regular updates – in January at an Instructional Committee meeting and then monthly or every other month as needed. The Board will also be invited periodically to come in and tour the progress of the tiny house.

Adjournment:

A motion was made by Betty Manion and seconded by Molly McDonald to adjourn the meeting at 6:25 p.m. The motion carried unanimously on a voice vote.