



*Respectful, Responsible, Safe & Prepared*

## **SCHOOL BOARD MEETING MINUTES January 12, 2021 Regular Meeting**

Pursuant to the regulations, the regular Board meeting was held on the above date in the Waupaca High School LMC Distance Learning Lab and virtually via Google Meet, Live Stream, and by phone. The meeting was also broadcast on TV Channel 991.

The purpose of the Board Meeting Minutes are to capture the essence of discussions through the actions voted on. These minutes should not be interpreted to represent a transcription of the meeting. To watch a recording of this meeting, please click [here](#)

### **President's Comments and Pledge of Allegiance:**

Stephen Johnson welcomed everyone and asked Ella Waite to lead the Board in the Pledge of Allegiance. He also advised that long-time educator Boyd Simonson's wife passed away and expressed the Board's sympathies and prayers to the family.

### **Call to Order:**

The meeting was called to order by President Stephen Johnson at 5:17 p.m.

### **Roll Call:**

Present in the WHS LMC Distance Learning Lab: Stephen Johnson, Betty Manion, and Dale Feldt. Mark Polebitski, Patrick Phair, Sandra Robinson, and Steve Hackett (joining at approximately 5:30 p.m.) were virtually present via Google Meet.

### **Also Present:**

Present in the WHS LMC Distance Learning Lab: Ron Saari, Sandy Lucas, Laurie Schmidt, Ella Waite, and Steve Klismet. Virtually present via Google Meet: Mark Flaten, Carl Hayek, Steve Thomaschefskey, Joe Sbertoli, Dar Pflugardt, Michael Werbowsky, Jenifer Erb, Laura Colbert, John Erspamer, Jody Pankratz, Carrie Naparalla, Megan Sanders, Carol Beyer-Makuski, Mandi Salter, and Wendy Vandenbush.

### **Approval of Agenda:**

A motion was made by Dale Feldt and seconded by Betty Manion to approve the agenda as presented. The motion carried unanimously on a voice vote.

### **Public Comment:**

None.

### **Approval of Minutes:**

A motion was made by Dale Feldt and seconded by Patrick Phair to approve the December 8, 2020, Regular Board meeting minutes as presented. The motion carried unanimously on a voice vote.

### **Review of Board Meeting Norms:**

The Board reviewed their collective commitments.

**Communications:**

Mr. Saari announced that January 18-22 is Adult School Crossing Guard Recognition Week.

**District Administrator's Report:**

Mr. Saari provided updates regarding the vocal and music classes in our schools, as well as the Grant Writer's continued work and successes.

The WASB State Education Convention is next week so Mr. Saari provided links to the Convention Guidebook for the Board to review as well as a note-taking template for their use. He shared a few of the non-general sessions he is interested in attending as well as some non-general sessions that he thought the Board members may be interested in.

Mr. Saari provided the Board with a copy of the HR memo that was sent to all employees last week relating to the expiration of the FFCRA, noting that the employees' available sick leave is better this year than last. He advised of meetings Mr. Werbowosky and he have recently had with struggling open enrolled students and their parents. He also provided the Board with a copy of his presentation given at Rotary relating to the District's financial status.

Mr. Saari reminded the Board of the presentation he provided last month relating to his mid-year evaluation and that their one overarching goal is working closer together to take the District from various levels of good to every increasing levels of great by role modeling and having a partnership of purpose.

Mr. Saari also provided an updated spreadsheet and additional information in response to questions the Policy Committee had relating to the NEOLA policies.

**Monitoring:****Food Service Update:**

Food Service Director Dar Pflugardt presented an update on the number of (reimbursable) meals Food Service has provided to in-person learners as well as for take home and pick up, and the costs associated with providing those meals. She also advised that Food Service provides meals for the Waupaca County Alternative Program students as well. Food Service is continuing to be reimbursed through the summer school food program (and can continue to do so through the end of the school year) because it is a larger reimbursement than the regular school program. Revenues are down due to no a la carte being offered, no vending, the Café is not open, and there is no reimbursement for free and reduced students. Costs have increased, but labor costs are down. Food Service is looking forward to the transition plan which should provide more participation and reduce the labor per meal costs.

Board President Johnson thanked Dar and her entire group for everything they have done for our students.

**Board Reports:****Upcoming Meetings and Other Activities:**

The Board was reminded of the following upcoming meetings and other activities:

January 14, 2021 – Learning in 2020-2021 Stakeholders Meeting – 5:00 p.m.

January 20-22, 2021 – WASB Wisconsin State Education Convention - Virtual

January 29, 2021 – Policy Committee Meeting – 11:00 a.m.

February 9, 2021 - Regular Board Meeting - 5:15 p.m.

February 12, 2021 – Policy Committee Meeting – 11:00 a.m.

February 26, 2021 – Policy Committee Meeting – 11:00 a.m.

**Change Date of March Regular Board Meeting to March 16, 2021:**

Because March 9, 2021, falls during spring break, a motion was made by Dale Feldt and seconded by Mark Polebitski to change the date of the March Regular Board Meeting from March 9, 2021, to March 16, 2021, at 5:15 p.m. The motion carried unanimously on a voice vote.

**Spring Election Candidates:**

Board President Johnson noted the six candidates, including the three incumbents, who have filed candidacy papers for the upcoming spring School Board election.

**Instructional Committee:**

Committee Chairperson Dale Feldt reported that the Committee discussed five new high school course offerings for the 2021-2022 school year, as well as correcting February 15, 2021, to be a staff in-service day.

The Committee recommended that the full Board approve the English and Social Studies course changes for the 2021-2022 school year as presented. The recommendation carried unanimously on a roll call vote.

The Committee recommended that the full Board restore February 15, 2021, as a staff in-service day as presented and recommended by Administration. The recommendation carried unanimously on a roll call vote.

Director of Teaching and Learning Mark Flaten advised the Board that it has come to his attention very recently that due to the current schedule, some students have not been able to complete the required number of hands-on learning hours in the Gas Metal Arc Welding course offered through Fox Valley Technical College. So they are offering to teach two other classes in its place for the second semester – a Welding Print Reading course and a Welding Symbols course. If students can come in often enough to meet the hands-on learning hours, the Gas Metal Arc Welding course will still be offered.

A motion was made by Dale Feldt and seconded by Betty Manion to allow the two new welding classes as presented to proceed for the second semester. The motion carried unanimously on a voice vote.

**Joint Finance Committee / Chain Exploration Center Governance Council Meeting:**

Committee Chairperson Sandra Robinson advised that this joint meeting was held for the purpose of reviewing the Annual Financial Audits for the year ended June 30, 2020, for both the School District of Waupaca and the Chain Exploration Center with our Auditor, Karen Kerber of KerberRose SC. Ms. Robinson also advised that since that meeting, a couple of adjustments have been made to ensure consistency throughout the report. The updated report has been sent to the Board and is on the website.

A motion was made by Sandra Robinson and seconded by Dale Feldt to accept the School District of Waupaca Annual Financial Audit Report for the year ended June 30, 2020, as amended by the Auditor. The motion carried unanimously on a voice vote.

**Policy Committee:**

Committee Chairperson Patrick Phair reported that the Committee met on two separate occasions, December 18, 2020, and January 6, 2021, to discuss a number of policies.

The Committee recommended that the full Board approve and adopt the following policies as presented at the December 18, 2020, Policy Committee meeting:

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities  
Policy 8450.01 – Personal Protective Equipment During Pandemic/Epidemic Events  
W110 Educational Philosophy (NEOLA 2105)  
W153 Board Self-Evaluation (NEOLA 0123.1)  
W174 Organizational Meeting of the Board (NEOLA 0151.1)  
W185 Board Committees (NEOLA 0155)  
W185.1 Board Committee Structure (NEOLA 0155)  
W187 Public Comment Periods During Board Meeting (NEOLA 0167.3)  
W161 Public Expression of Board Members (NEOLA 0143.1)  
W222 Administrator Contracts (NEOLA 1220.01)  
W251 Organization for Administrative Purposes (NEOLA 1100.01)  
W251.1 Organizational Chart (NEOLA 1100.02)

The recommendation carried unanimously on a roll call vote.

Committee Chairperson Phair then advised that after speaking with the other Committee members, they decided to table the recommendations indicated in Agenda Items X.F.2.a. and b. relating to NEOLA Policy 0144.1 – Board Compensation and Section I., Paragraph J. Board Member Compensation and Expenses, of the Policy Governance Manual. These will be taken up again at the next Policy Committee meeting.

The Committee recommended that the full Board approve and adopt the following policies as presented at the January 6, 2021, Policy Committee meeting:

W186 - Advisory Committees to the Board (NEOLA 9140)  
NEOLA Policy 0111 - Name/Legal Status  
W160 - Number (NEOLA 0141)  
W183 - Voting (NEOLA 0167.1)  
W184 - Meeting Minutes (NEOLA 168.1)  
NEOLA Policy 0100 - Definitions  
NEOLA Policy 0112 - Purpose  
NEOLA Policy 0113 - Boundaries  
NEOLA Policy 0114 - Classification  
NEOLA Policy 0115 - Address  
NEOLA Policy 0121 - Authority  
NEOLA Policy 0122 - Board Powers  
NEOLA Policy 0132.1 - Selection of District Administrator  
NEOLA Policy 0132.2 - Administrative Guidelines  
NEOLA Policy 0133 – Judicial

The recommendation carried unanimously on a roll call vote.

Board President Johnson advised that the Board members would be paid for their attendance at the State Education Convention under the current compensation practices and they should keep a log of their participation and turn it into Sandy Lucas.

### **Administration:**

#### Enrollment Update and Enrollment Projections:

Mr. Flaten provided the Board with a comprehensive look at the District's current and projected student enrollment, indicating that enrollment is declining. He also provided a detailed view of where the students are coming from and where they are transferring to, including virtual schools. He also advised that the District will offer a virtual learning option for the 2021-2022 school year and is

working toward determining which classes could be offered 100% online and how to best manage staffing for those virtual classes. The District will be hiring an 8<sup>th</sup> grade teacher for the Chain Exploration Center to be in compliance with its contract with the District's charter school (CEC); all other staffing levels are projected to remain the same at this time.

Mr. Saari advised that the District will be sending a letter and brochure out to the families promoting the School District. Mr. Flaten also advised that families are interviewed when opting to open enroll as well as those who are leaving. Mr. Johnson suggested that a synopsis of the surveys as to why people are opting in or out of the School District be presented at a future meeting.

#### Open Enrollment Limits:

Director of Student Services Laurie Schmidt advised that this report is for the 2021-2022 school year. She advised of the number of spaces available for open enrollment for Regular Education, and because of a finite number of spaces and staff available, there are no spaces available for open enrollment in Special Education.

A motion was made by Dale Feldt and seconded by Steve Hackett to approve the recommendations regarding non-resident seats available under open enrollment for the 2021-2022 school year in Regular Education as presented. The motion carried unanimously on a roll call vote.

A motion was made by Sandra Robinson and seconded by Dale Feldt to approve the recommendation that no space is available for non-resident open enrollment applications for the 2021-2022 school year in Special Education. The motion carried unanimously on a roll call vote.

#### Chain Exploration Center Enrollment Update:

CEC Administrator Carrie Naparalla advised of the number of spaces available in each grade level for the 2021-2022 school year as of January 6, 2021, and if needed, a lottery date will be set later this month.

#### Activities Department Update and Fall Co-Curricular Acknowledgment:

Athletic Director Joe Sbertoli highlighted the many achievements of the fall co-curricular programs and individual participants. There were no fall sports at the Middle School, but intramural sports were allowed. He also thanked the coaches and advisors for all of their hard work in allowing the activities and athletics to continue.

#### Student Representative's Report:

Ms. Waite advised that she has spoken to several of her peers and teachers and they expressed concerns regarding transitioning to four days a week of in-person learning. Some of the concerns included possibly outing certain types of students making them targets for bullying, and the number of sick leave days teachers would have available should they need to quarantine.

#### Increasing In-Person Learning Transition Planning Update:

Mr. Saari advised that the Administration is following our medical advisors' recommendations in proposing a four week transition plan for increasing in-person instruction for 7-12 grade students beginning January 19, 2021. Administration is constantly reviewing the shared data relating to COVID and discussing with others, so things could change. However, everything we do is a risk and the Administration believes this is a calculated risk worth taking. This plan will also be presented to the Stakeholders on Thursday evening, but we need to get things rolling so we are ready to go next Tuesday. Returning to in-person learning is on a voluntary basis and the A/B schedule will remain during the transition (for those choosing in-person learning). The transition plan would involve about 80% of the students.

**Consent Agenda:**

A motion was made by Dale Feldt and seconded by Sandra Robinson to approve the items of the consent agenda as presented.

Financial Reports:

Accounts Payable Approval: \$1,975,001.36, and Building Fund Payable: \$0.00  
Cash Receipts: \$3,073,102.29  
Treasurer’s Report – Total Cash per Reconciliation: \$5,371,056.83  
Fund 10 Ending Balance: \$5,438,723 [2019-2020: \$4,001,715]

Resignations:

Crystal Golke – WLC Ed. Asst. – Spec. Ed.  
Jacob Cogger – WHS Technology Education-Woods Teacher

Hires – 2020-2021 School Year:

Delaney Barbeau – Part-Time CEC Pillar Infusion Coordinator  
Jennifer Bush – WMS Ed. Asst. – Spec Ed.  
Crystal Strasse – WLC Ed. Asst. – Spec. Ed.

Transfers/Changes:

Holly Johnson – WMS Ed. Asst. – Spec. Ed. to WLC Ed. Asst. – Spec. Ed.

Salary Step Changes:

Amber Koski – 3B18 to 3B24  
Amy Smidt – 6B18 to 6B24  
Cory Nagel – 8B24 to 8B30  
Sheila Kroseberg – 27M18 to 27M24  
Jason Wenzel – 3B6 to 3B12  
Alan Konda – 9B18 to 9B30  
Payton Mix – 1B0 to 1B6  
Nichole Williams – 3B0 to 3B12

The motion carried unanimously on a roll call vote.

**Adjournment:**

A motion was made by Dale Feldt and seconded by Betty Manion to adjourn the meeting at 6:55 p.m.  
The motion carried unanimously on a voice vote.

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Date \_\_\_\_\_  
Stephen Johnson, President  
Board of Education

\_\_\_\_\_  
Date \_\_\_\_\_  
Elizabeth Manion, Clerk  
Board of Education