



SCHOOL BOARD MEETING MINUTES January 10, 2023 Regular Meeting

Pursuant to the regulations, the regular Board meeting was held on the above date in the Waupaca High School Community Room and live streamed via YouTube. The meeting was also broadcast on TV Channel 991.

The purpose of the Board Meeting Minutes is 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 Dar Pflugardt to lead the Board in the Pledge of Allegiance.

Call to Order:

The meeting was called to order by President Stephen Johnson at 5:30 p.m.

Roll Call:

Present in the WHS Community Room: Stephen Johnson, Dale Feldt, Steve Klismet, Molly McDonald, Patrick Phair, Betty Manion, and Ron Brooks.

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Laurie Schmidt, Steve Thomaschefskey, Rylie Nusz, Michael Werbowski, John Meyer, John Erspamer, Jody Pankratz, Carrie Naparalla, Dar Pflugardt, Matt Vassar, Kyle Scherwinski, Carol Beyer-Makuski, and David Minch and Amber Tigert from KerberRose CPAs, and a member of the community.

Approval of Agenda:

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

Public Comment:

None.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Consent Agenda:

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

Approval of Minutes:

December 12, 2022, Policy Committee Meeting

December 13, 2022, Regular Board Meeting

January 3, 2023, Joint Building and Grounds Committee and Community Safety Committee Meeting

Financial Reports:

Accounts Payable Approval: \$2,564,499.64, and Building Fund Payable: \$0

Cash Receipts: \$3,400,280.57

Retirements:

Theresa Beder – WMS Ed. Asst.-Spec. Ed.

Resignations:

Trevor Leopold – Director of Co-Curricular Activities/Athletics

Michele Miller – WMS Ed. Asst.-Spec. Ed.

Hires – 2022-2023 School Year:

Amy Severson – WHS Custodian

Patty Olson – WLC Custodian

Transfers/Changes – 2022-2023 School Year:

ReBecca Lewis-Clifton – CEC Curriculum Infusion Coordinator/Ed. Asst.-Spec. Ed. to CEC Health Aide

Extra Curricular Coaches and Advisors – 2022-2023 School Year:

WHS Volunteer Coaching Positions:

Johnathan Schmidt - Wrestling

WHS Volunteer Advisor Positions:

Craig Gadzinski - Chess

WMS Advisor Positions:

Jeremy Reedy – Chess

Salary Step Changes:

Devon Feldt – 7M to 7M6

Alan Konda – 11M to 11M6

Brian Kurszewski – 13M12 to 13M18

Kerry Lueders – 22M28 to 22M30

Jennifer Miller – 5B6 to 5B12

Amanda Nelson – 10B6 to 10B12

Catherine Seifert – 12M18 to 12M24

Hannah Whipple – 3B18 to 3B24

Jessica Witkowski – 7B to 7B6

The motion carried unanimously on a roll call vote.

Communications:

Mr. Saari advised that this week is Adult School Crossing Guard Recognition Week.

District Administrator's Report:

Mr. Saari provided the timetable and calendar of events related to the facility safety projects.

To support our students with autism, Mr. Saari advised that a new special education teacher (emphasis in autism) position has been created and posted on WECAN. This new position has not been budgeted for so it will be coming before the Personnel Committee at its upcoming meeting. Director of Student Services Laurie Schmidt fielded questions and added that this position will require cross categorical licensure in special education and will support the increasing number of K-4 students at the WLC who are on the autism spectrum with significant needs such as communication, academics, and self regulation.

Mr. Saari reminded the Board of the upcoming WASB Convention next week in Milwaukee and advised he will be attending one of the pre-convention workshops. He advised there is also a convention guide and an app that they can download as well. In addition, he shared that the Board has been invited to attend a dinner Wednesday evening which is being hosted by several vendors, and he inquired if they would also want to get together informally Thursday evening.

Mr. Saari advised that the Board will need to complete the WASB School Perceptions annual board self-evaluation this year.

Finally, he advised there were no changes from last month's update from the Grant Writer.

Monitoring:

School District of Waupaca Financial Audit:

David Minch from the independent audit firm of KerberRose CPAs advised that they reviewed the financial statements, practices, and procedures of the District. The District received a clear opinion, which is the highest level they can provide, adding that they had no concerns regarding the required supplemental or other supplemental information provided.

Mr. Minch then went through and highlighted certain areas of the audit report. He commented that the Balance Sheet is basically how the District budgets throughout the year and it indicates that overall the District had a very strong year. In addition, the General Fund is in a strong financial position, and Fund 50 also had a strong year.

Mr. Minch shared the management letter which indicates corrected and uncorrected misstatements this year. This included a reminder that the District has to have an actuary study done (which is required every two years). There were no other matters of concern.

He also commented that the DPI encourages districts to spend down Fund 50, which can be done by purchasing equipment.

Mr. Minch advised the Board that, in his opinion, the District is in a very strong financial position, has no debt, and everything is budgeted for.

He added that the last few pages of the audit report are required to be reported – that the District contracts with the auditor and the audit is completed to be sure that the District is consistent with government accounting standards. He also advised that they will work with the District to lower the number of journal entries, and that they did not find any noncompliances.

Chain Exploration Center Financial Audit:

Mr. Minch then summarized the financial statements of the CEC. It also has a clear, unmodified opinion and no proposed corrected misstatements. He stated that the CEC had a consistent year.

Mr. Minch advised that the School District of Waupaca and Chain Exploration Center audits were automatically submitted to the state.

Budget Update/Review, including Grants:

Director of Business Services Assistant/Accountant Carol Beyer-Makuski provided a budget update indicating where we are at currently regarding Fund 10 expenses compared with prior years. She also shared a listing of the various grants that will be used to supplement the budget, some of which are new this year. She also advised that with the exception of the ESSER III grant, everything will be claimed in full. The remaining funds in the ESSER III grant will be used to cover the second year of the two year contracts for two interventionists, one data analyst, and one high school dean of students.

Food Service Update:

Food Service Director Dar Pflugardt provided a financial comparison of the past few years of Fund 50, noting that the correct balance for 2022-2023 to date is \$359,234. She also shared a comparison of the meal reimbursement amounts for the last few years and noted that this year we have received approximately half of what we received last year. She advised that the Food Service Department is doing better than years previous to Covid and the supply chain issues are improving.

Ms. Pflugardt advised that the first step in calculating meals per labor hour (MPLH) is to determine meal equivalency. MPLH is used to evaluate the program and is an industry standard of measuring success. She then shared the MPLH for the District as a whole as well as for each school. She noted that the MPLH does not include any administrative hours. Ms. Pflugardt advised that the District is within industry standards at all of the schools except the CEC, but the CEC is OK.

Knowing that we need to spend down Fund 50, Ms. Pflugardt advised that they could use two new dishwashers (one at both the CEC and WLC). She would also like a 6 burner gas range and blenders are needed as well. But she cautioned that the fund balance can drop quickly.

Administration:

Rural Virtual Academy Continuation:

Director of Teaching and Learning Mark Flaten reminded the Board that we are currently an Affiliate Partner of the Rural Virtual Academy (RVA) and that Administration is recommending that the District become an Invested Partner beginning with the 2023-2024 school year and continuing through the 2027-2028 school year. He added that belonging to the RVA benefits our students by providing them with more course options. He further advised that being an Invested Partner lowers our costs through a longer term commitment, and provides us some flexibility which helps us to retain staff FTE, especially in light of declining enrollment.

Mr. Flaten advised that we currently have 13 students enrolled in RVA full time and another 60 students taking individual classes. The 60 students work with their school counselors and are taking classes more aligned with their academic and career plans. Currently, as an Affiliate Partner, the District spends approximately \$6,400 per full time open enrolled out student and as an Invested Partner it would be approximately \$3,379.

A motion was made by Dale Feldt and seconded by Ron Brooks to approve the School District of Waupaca becoming an Invested Partner with Rural Virtual Academy as presented. The motion carried unanimously on a roll call vote.

Open Enrollment Limits:

Director of Student Services, Laurie Schmidt, advised that this is a standardized report which is required in January setting forth the limits for open enrollment which begins the first week in February. She shared the District's availability of space in each of the grade levels/schools for the 2023-2024 school year.

Ms. Schmidt advised that the District has sufficient spaces in regular education to accommodate non-resident open enrollment applications for regular education programs for the 2023-2024 school year. She also advised that based on the current number of students and caseloads of staff in special education, the District is full and there are no spaces available for non-resident open enrollment applications for special education programs for the 2023-2024 school year.

A motion was made by Patrick Phair and seconded by Betty Manion to approve the recommendation regarding spaces available for non-resident open enrollment applications for the 2023-2024 school year for regular education as presented. The motion carried unanimously on a roll call vote.

A motion was made by Betty Manion and seconded by Molly McDonald to approve the recommendation that no space is available for non-resident open enrollment applications for the 2023-2024 school year for special education. The motion carried unanimously on a roll call vote.

Board Reports:

Student Representative Report:

Student Representative Rylie Nusz advised that the Madrigal performances have wrapped up and the jazz season is beginning. Also that play practice is going well and the performances are scheduled for February 16-19.

School Visits or Other Board Reports:

Board member Betty Manion was a judge for the cupcake wars at WMS. Board members Ron Brooks, Molly McDonald, and Steve Klismet toured the CEC.

Upcoming Meetings and Other Activities:

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

January 11, 2023 – Expulsion Hearing – 4:30 p.m.

January 16, 2023 – Board Retreat – 5:30 p.m.

January 17-20, 2023 – WASB Wisconsin State Education Convention

January 25, 2023 – Personnel Committee Meeting – 5:30 p.m.

February 14, 2023 – Regular Board Meeting – 5:30 p.m.

Spring Election Candidates:

Mr. Saari advised that three candidates (Incumbent Molly McDonald, Bob Adams, and Lori Chestnut) have filed candidacy papers for the upcoming spring School Board election.

Policy Committee:

Committee Chairperson Ron Brooks advised that the Policy Committee met on December 12, 2022, and made the following recommendations.

A motion was made by Ron Brooks, per Committee recommendation, to delete NEOLA Policies 3170 and 4170 Substance Abuse as presented. The motion carried unanimously on a roll call vote.

A motion was made by Ron Brooks, per Committee recommendation, to approve and adopt new NEOLA Policy 870 Protection of District Funds as presented. The motion carried unanimously on a roll call vote.

A motion was made by Ron Brooks, per Committee recommendation, to approve the following 16 updated/revised NEOLA policies as presented:

Policy 0100 Definitions
Policy 0144.3 Conflict of Interest
Policy 0161 Parliamentary Authority
Policy 0167.3 Public Comment at Board Meetings
Policies 3120.04 / 4120.04 Employment of Substitutes
Policies 3425 / 4425 Benefits
Policy 4120.10 Job Sharing
Policy 4161 Unrequested Leaves of Absence/Fitness for Duty
Policy 5112 Entrance Age – Admission to Kindergarten and First Grade
Policy 5540 The Schools and Law Enforcement
Policy 5880 Public Performances by Students
Policy 6114 Cost Principles – Spending Federal Funds
Policy 6146 Post Issuance Tax-Exempt Bond Compliance
Policy 9700.01 Advertising and Commercial Activities

The motion carried unanimously on a roll call vote.

A motion was made by Ron Brooks, per Committee recommendation, to approve and adopt new Policy 0176 School Visits By Board Members as revised and presented and as renumbered by NEOLA. The motion carried unanimously on a roll call vote.

Building and Grounds Committee:

Committee Chairperson Steve Klismet advised that the Building and Grounds Committee met on January 3, 2023, and made the following recommendations.

A motion was made by Steve Klismet, per Committee recommendation, to approve the schematic architectural designs as presented by PRA Architects for the point of entry safety renovations and remodeling in our four school buildings as presented. The motion carried unanimously on a roll call vote.

A motion was made by Steve Klismet, per Committee recommendation, to authorize Administration to complete with PRA Architects all detailed design decision-making, and approval of the Core Team schematic design for sign-off as presented. The motion carried unanimously on a roll call vote.

A motion was made by Steve Klismet, per Committee recommendation, to authorize Administration and PRA Architects to implement, direct, and approve all awards of all bids following legal construction bidding process government accounting practices as presented. The motion carried unanimously on a roll call vote.

Adjournment:

A motion was made by Dale Feldt and seconded by Molly McDonald to adjourn the meeting at 7:02 p.m. The motion carried unanimously on a voice vote.

_____ Date _____
Stephen Johnson, President
Board of Education

_____ Date _____
Elizabeth Manion, Clerk
Board of Education