



Respectful, Responsible, Safe & Prepared

SCHOOL BOARD MEETING MINUTES January 11, 2022 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:

Because Stephen Johnson is attending the meeting remotely, Vice President Dale Feldt welcomed everyone and asked Michael Werbowski to lead the Board in the Pledge of Allegiance.

Call to Order:

The meeting was called to order by Vice President Dale Feldt at 5:30 p.m.

Roll Call:

Present in the WHS Community Room: Dale Feldt, Steve Klismet, Patrick Phair, Betty Manion, and Steve Hackett. Stephen Johnson was present via Google Meet.

Excused: Mark Polebitski

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Carl Hayek, Steve Thomaschefskey, Laurie Schmidt, Michael Werbowski, Jenifer Erb, John Meyer, Carrie Naparalla, Dar Pflugardt, Trevor Leopold, Carol Beyer-Makuski, and members of the community. Karen Kerber of KerberRose CPAs was present via Google Meet.

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.

Public Comment:

Two community members addressed the Board requesting that the District implement a temporary mask mandate for all students and staff until the current COVID surge subsides or, in the alternative, offer online learning. A third community member addressed the Board stating that since the wearing of masks became optional in the District, his children are doing better in school.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Consent Agenda:

Board member Betty Manion asked that Item VII.D. be removed from the consent agenda for further discussion later in the meeting. A motion was made by Steve Hackett and seconded by Patrick Phair to approve the items of the consent agenda as amended and presented.

Approval of Minutes:

December 14, 2021, Regular Board Meeting

December 20, 2021, Special Board Meeting

January 3, 2022, Joint Retreat between the School District of Waupaca Board of Education and Chain Exploration Center Governance Council

Financial Reports:

Accounts Payable Approval: \$2,202,899.96, and Building Fund Payable: \$0

Cash Receipts: \$3,403,580.60

Treasurer's Report – Total Cash per Reconciliation: \$6,527,752.84

Budget to Actual Comparison by Fund Groups:

Fund 10 Ending Balance: \$6,326,020 [2020-2021: \$5,438,723]

Fund 21 Ending Balance: \$346,037 [2020-2021: \$388,232]

Fund 27 Ending Balance: -\$1,147,163 [2020-2021: -\$1,099,203]

Fund 38 Ending Balance: \$0 [2020-2021: \$0]

Fund 41 Ending Balance: \$0 [2020-2021: \$70,198]

Fund 49 Ending Balance: \$399,352 [2020-2021: \$166,692]

Fund 50 Ending Balance: \$86,805 [2020-2021: -\$91,194]

Hires – 2021-2022 School Year:

Joni Eisentraut - .5 FTE WLC Ed. Asst.

Transfers/Changes:

Kayla Christman – .5 FTE WMS Ed. Asst.-Spec. Ed. to 1.0 FTE WMS Ed. Asst.-Spec. Ed.

Extra Curricular Coaches and Advisors – 2021-2022 School Year:

WHS Coaching Positions:

Jeremy Koehler – Varsity Girls Soccer

Elizabeth Kneer – JV Girls Soccer

WHS Volunteer Advisor Positions:

Lydia Engelbreth – Robotics

Brendon Serrano – Robotics

Sara Timm – Robotics

Salary Step Changes:

Alan Konda – 10B30 to 10M

Jill Beilfuss – 6M12 to 6M18

Payton Mix – 2B12 to 2B18

Jason Wenzel – 4B18 to 4B24

Danielle McHugh – 12B30 to 12M

David Peterson – 20M18 to 20M24

Renee Draeger – 18B30 to 18M

Amber Koski – 4B24 to 4M

Cory Nagel – 9B30 to 9M

Amy Smidt – 7B30 to 7M

Lisa Johnson – 8B24 to 8B30

Ashley Nelson – 6M to 6M6

The motion carried unanimously on a roll call vote.

Communications:

Mr. Saari announced that January 17-21 is Adult School Crossing Guard Recognition Week.

District Administrator's Report:

Mr. Saari advised of the recent changes made to the District's COVID quarantine and close contact guidelines. He added that the District has no definitive percentage or tipping point when protocols might change. He hopes the District can continue to keep its doors open, and advised that he is briefed regularly by the medical team following their meetings.

Mr. Saari advised that the 2021-2022 ACT will be given digitally via student Chromebooks and provided the District's rationale for doing so. He also provided updates relating to the open high school music position, the early release Wednesday professional development work, as well as the Grant Writer, and provided data relating to the social media marketing efforts.

Mr. Saari reminded everyone of the District's mobile friendly app that is now available which makes information more accessible for students, families, and our community, and encouraged everyone to download it. He also reminded the Board that the WASB Convention is next week and asked that they complete the notes template for each of the sessions they attend whether attending in person or online.

CEC FIRST Lego League Exploration Club and Volunteer Advisor Josh Pauling:

Board member Betty Manion advised that this club had been previously approved by the Board at its November 12, 2019, Board meeting. Therefore, the only action that needs to be taken tonight is the approval of Mr. Pauling as the volunteer advisor.

A motion was made by Betty Manion and seconded by Patrick Phair to approve Josh Pauling as the volunteer advisor for the CEC Robotics Club for the 2021-2022 school year. The motion carried unanimously on a voice vote.

Monitoring:

Financial Audit:

Director of Business Services Carl Hayek gave a shout out to his staff for their continued good work, and then introduced Karen Kerber from the independent audit firm of KerberRose CPAs. Ms. Kerber advised that they reviewed the financial practices and procedures of the District, and just as in the past, the District received an unmodified opinion letter from KerberRose, which is the highest level of assurance they can give, adding that all documents supported the information.

Ms. Kerber then went through the Annual Financial Audit Report. She advised that "Deferred Outflows" refer to future potential liabilities. She noted that the District continues to pay off debt, has very little long term debt, is in a good position from a long term perspective, and is in very good shape to borrow additional monies if the need arises. Ms. Kerber stated that the focus of the Balance Sheet is on fund balances and emphasized it is important to always have a healthy fund balance. She added that revenues did decrease somewhat mainly due to a decrease in property taxes and expenditures went up slightly.

She advised that they did have a Restatement related to an accounting standard relating to activity funds. The Special Revenue Trust was moved from Fund 60 to Fund 21, Capital Expansion is Fund 49, and Food Service is Fund 50.

The last few pages of the audit report are required to be reported, as the auditors are hired to prepare the audit but the District reviews it and makes sure the information is proper and presented correctly.

Budget Update/Review, including Grants:

Mr. Hayek shared a history of Fund 10 and where the District is at during a snapshot in time. The majority of expenditures are at the end of the year because there are six payrolls. The District is in line to have a balanced budget.

He also advised of the major grants the District has been awarded and how much of those grants the District is expected to spend this year, all of which will be used to supplement the budget.

Food Service Update:

Food Service Director Dar Pflugardt provided a financial comparison of the Food Service Department's revenue and expenses and noted that the fund balance for 2021-2022 does not take into account the fund balance from last year. She also provided a comparison of the meal reimbursement amounts for the last four years and noted that the reimbursement rates are greater than they were previously. Ms. Pflugardt advised that Food Service has been awarded grants for supply chain issues and she wrote a grant for equipment for the WLC and should hear back on that soon.

Ms. Pflugardt then advised of the meals per labor hour (MPLH) for the District as a whole as well as for each school. She noted that the MPLH takes into account only the preparation and service of food, not any administrative hours. She advised that the District is within industry standards and as a whole is in a very good position.

Food Service is still providing free breakfasts and lunches for every child. She advised that she has adequate staff but can always use more substitutes. The Board expressed their thanks to her and the entire staff for everything they have done for our students.

Administration:

Open Enrollment Limits:

Director of Student Services Laurie Schmidt advised that per State statute the District must provide open enrollment numbers by the end of January. She presented the District's proposal of the availability of space in each of the grade levels/schools for the 2022-2023 school year in regular education. She also noted that based on the current number of students and staff in special education, the District is full and there are no spaces available for open enrollment in special education for the 2022-2023 school year.

A motion was made by Steve Hackett and seconded by Stephen Johnson to approve the recommendation regarding spaces available for non-resident open enrollment applications for the 2022-2023 school year for regular education as presented. The motion carried unanimously on a roll call vote.

A motion was made by Patrick Phair and seconded by Steve Hackett to approve the recommendation that no space is available for non-resident open enrollment applications for the 2022-2023 school year for special education. The motion carried unanimously on a roll call vote.

Tier II Behavior Team Report – High School and Middle School:

High School Principal Michael Werbowsky presented WHS's Tier II team behavior report. He advised that staff work with students to help them change their behavior so that they don't meet the threshold of the Tier II committee. If a student does meet the threshold, the committee provides interventions and supports to the student and parent(s), with citations being the last resort.

Mr. Werbowsky provided behavioral data relating to suspensions per grade level, noting that ninth graders have a higher level of interventions. He also provided law enforcement data and noted that they have seen an uptick in disorderly conduct and vaping citations this year. Mr. Werbowsky then provided attendance data per grade level and advised when truancy letters are sent, parent meetings held, and citations issued. During the 2020-2021 school year they needed to account for the three different learning modalities and no citations were issued.

Board member Steve Klismet advised that he is concerned with some of the behaviors that have been happening in the building. He appreciates everyone's efforts but is also concerned that Mr. Werbowsky and Associate Principal Jenifer Erb are overwhelmed.

Mr. Werbowsky advised he appreciates the help they have received from the administrative team, and that for the most part staff has been able to deescalate the situation; however, if necessary, law enforcement is brought in quickly. He added that they have had nine mental health responses this year, and situations involving AODA are referred by the school social workers to AODA counselors.

Mr. Werbowsky and Ms. Erb stated that they believe the reason for the uptick in incidents this year is because the students have not had normal socialization for a year and a half in order to learn how to collaborate and work with one another, which affects their maturity level. They have also noticed that students and parents escalate very quickly. It was mentioned that relationships matter and help, and Ms. Erb stated that they have noticed improvement in the students' maturity recently. Mr. Werbowsky emphasized that 90% of our students are doing great things and everything we ask of them.

Similarly, Middle School Principal John Meyer presented WMS's Tier II team behavior report, which uses the same procedures and action plan as WHS. Mr. Meyer advised of the school's behavioral data broken down per category (majors, minors, and positives) in each grade level. He explained that positives are written by the teachers, minors are incidents that are teacher managed, and majors are repeated offenses and when administration gets involved. He also provided information relating to the frequency of major and minor incidents, write-ups, as well as law enforcement reports. Mr. Meyer noted that with the re-teaching of expectations, they have seen a decrease in incidents. He also advised of what they are expecting to see for the remainder of the school year and how WMS is planning to improve behavior.

With regard to incidents on the bus, usually the bus company and/or bus driver notifies Administration. Mr. Meyer advised that walking out to the bus and working with the students directly has helped.

Director of Student Services Laurie Schmidt added that the District's social workers work with those students identified as homeless as well as with Child Protective Services through Waupaca County.

Portrait of a Graduate III – ESSER III Funds:

Director of Teaching and Learning Mark Flaten presented information relating to the funds (approximately \$2.4 million) the District is set to receive this spring from The American Rescue Plan Act, providing one-time funds through the ESSER III grant program. He advised that before any discussion with regard to how the District should spend these dollars is had, it is critically important to understand the realities of our projected finances over the next two years – that the District probably will not receive an increase in state funds, while the estimated CPI will increase approximately 4%, as well as other inflationary costs. He advised that the Administration is estimating a -\$240,000 shortfall over the next two years, which is what we need to focus on by following the guidance outlined in our Strategic Plan.

In addition, Mr. Flaten advised that there are rules and regulations on how the District can spend the ESSER III funds, such as 20% of the funds must be spent on strategies to address the academic impact of lost instructional time through evidence-based interventions to close learning gaps caused by COVID. He outlined the ideas that the Administration is considering to help close the achievement gaps caused by the impact of COVID-19, keeping in mind that education is complex and we cannot take a "replace what's broken" approach.

He advised of the three key factors we must keep in mind when spending the remaining \$1.9 million of the ESSER III funds over the next two years and advised of the ideas being considered for those funds.

He concluded by advising of the next steps that are required in order for the District to receive the ESSER III funds. He cautioned that this is just an overview of what we might be able to do but things could change. We have to have a plan in place by March 11, 2022.

Mr. Flaten and Mr. Hayek stated that we are not talking about this year’s budget, and the surplus that was mentioned in the audit has already been earmarked for the safety renovations with the remainder put in fund balance.

Board Vice President Feldt suggested that perhaps a Finance Committee meeting needs to be scheduled to discuss this in more detail.

Activities Department Update and Fall Co-Curricular Acknowledgement:

Director of Co-Curricular Activities and Athletics Trevor Leopold highlighted the many outstanding achievements of the fall athletic and activities programs as well as the achievements of individual participants. It was a fantastic fall season.

Mr. Leopold also thanked Coach Bryan Fay for his generous donation of funds used to purchase an end zone camera. In addition, the Board was advised that chess team numbers are fantastic, and the ice fishing club is doing very well and has qualified for state. Mr. Leopold advised that he nominated Luke Schwenn for the Milwaukee Bucks Perseverance Award – he won and will be presented the award at an upcoming Milwaukee Bucks game.

Board Reports:

Upcoming Meetings and Other Activities:

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

- January 19-21, 2022 – WASB Wisconsin State Education Convention
- January 26, 2022 – Policy Committee Meeting – 5:30 p.m.
- January 31, 2022 – ESSER III Stakeholder Meeting – 5:30 p.m.
- February 8, 2022 – Regular Board Meeting – 5:30 p.m.
- February 21, 2022 – Policy Committee Meeting – 5:30 p.m.

Spring Election Candidates:

Vice President Feldt advised of the four candidates who have filed candidacy papers for the upcoming spring School Board election.

Adjournment:

A motion was made by Steve Hackett and seconded by Steve Klismet to adjourn the meeting at 8:16 p.m. The motion carried unanimously on a voice vote.

_____ Date _____
Stephen Johnson, President
Board of Education

_____ Date _____
Elizabeth Manion, Clerk
Board of Education