



*Respectful, Responsible, Safe & Prepared*

**SCHOOL BOARD MEETING MINUTES**  
**January 11, 2024 Regular Meeting**  
(Rescheduled due to Inclement Weather on 01.09.24)

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:**

Dale Feldt welcomed everyone and thanked staff for their participation in the virtual learning day on Tuesday. He then asked Alec Olson to lead the Board in the Pledge of Allegiance.

**Call to Order:**

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

**Roll Call:**

Present in the WHS Community Room: Dale Feldt, Steve Klismet, Betty Manion, Molly McDonald, Bob Adams, Ron Brooks, and Nic Genske.

**Also Present:**

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Steve Thomaschefskey, Laurie Schmidt, Michael Werbowsky, Jenifer Erb, Austin Moore, John Erspamer, Carrie Naparalla, Rob Scherrer, Dar Pflugardt, Kyle Scherwinski, Alec Olson, MLSS Interventionists Elizabeth Krcmar, Karen Koehler, Raquel Daye, and Brittany Schnobrich, as well as students David Trzebiatowski and Greta Olson.

**Approval of Agenda:**

A motion was made by Bob Adams and seconded by Ron Brooks to approve the agenda as presented. The motion carried unanimously on a voice vote.

**WIAA Sportsmanship Summit:**

Director of Co-Curricular Activities/Athletics Rob Scherrer advised that he along with Cross Country Coach Jess Bank and three student athletes recently attended the WIAA Sportsmanship Summit. It emphasized that high school sports are education-based, and the importance of sportsmanship and respect in a safe and supportive environment. Two of the three student athletes who attended the Summit, David Trzebiatowski and Greta Olson, summarized what they learned at the presentations. They also outlined the goals they will be working towards to inspire more WHS sportsmanship, school spirit and culture. Overall, it was a great experience for everyone involved.

**Public Comment:**

None.

**Review of Board Meeting Norms:**

The Board reviewed their collective commitments.

**Board Reports:**Student Representative Report:

Alec Olson advised of several events occurring at WHS, including the PBIS assembly to introduce winter sports, students are selecting courses for next year, and the Art Show started tonight in the WHS Library. In addition, a total of 1,200 pairs of shoes were donated for the FBLA shoe drive.

Upcoming Meetings and Other Activities:

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

January 23, 2024 – Finance Committee Meeting – 5:30 p.m.

January 25, 2024 – Joint SB-GC Charter School Contract Committee Meeting – 1:00 p.m.

February 13, 2024 – Joint SB-GC Charter School Contract Committee Meeting – 3:45 p.m.

February 13, 2024 – Regular Board Meeting – 5:30 p.m.

February 22, 2024 – Joint SB-GC Charter School Contract Committee Meeting – 1:00 p.m.

Completion of Board Member Availability Calendar:

The Board members were asked to complete their availability calendars through February.

WASB Resolutions:

Board member and WASB Delegate Betty Manion advised that she will be attending the WASB State Education Convention next week, so if any of the Board members had any concerns with the WASB Resolutions they should let her know. She shared that she is particularly interested in the Resolutions regarding the Office of School Safety, artificial intelligence, and temporary/emergency licensure and certification.

**Spring Election Candidates:**

Board President Dale Feldt advised that there are six candidates for the four positions in the spring School Board election, and they will be on the ballot as randomly selected as follows: Steve Klismet (I), Betty Manion, (I), Nicolas Genske (I), Tom Link, Bob Adams (I), and Lori J. Verhalen.

**School Visits or Other Board Report:**

Board member Betty Manion visited Sunny Day 4K and attended game night at CEC. Several of the Board members shared that they enjoyed the Christmas program at WLC. Board member Molly McDonald advised she attended the junior counselor meeting and found it to be very informative, particularly the job shadowing opportunities. Board President Feldt advised that senior applications for scholarships through the WHS Scholarship Foundation will be opening soon.

**CEC Liaison Report:**

CEC Liaison Betty Manion shared that the CEC Governance Council met last week. The BEST survey is being used for teachers regarding mental health awareness. They also reviewed the school's report card, and are looking at earning a micro-credential on culture. In addition, a mental health grant was written and two Rotary grants were addressed. They are looking forward to the Gala next week at Par 4.

**Joint School Board-Governance Council Charter School Contract Committee:**

Committee Chairperson Dale Feldt advised that the Committee did not meet on Tuesday due to the inclement weather. Their next meeting is scheduled for January 25, 2024, at 1:00 p.m.

**Consent Agenda:**

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

Approval of Minutes:

December 12, 2023 Joint SB-GC Charter School Contract Committee Meeting  
December 12, 2023 Regular Board Meeting

Financial Reports:

Accounts Payable Approval: \$2,228,843.17, and Building Fund Payable: \$352,437.11  
Cash Receipts: \$3,639,141.22

Resignations:

Kristina Koch – Food Service Class II Secretary

Hires – 2023-2024 School Year:

Lester Deschler – WMS Custodian  
Kate Rolfs – Part Time WHS Custodian

Extra Curricular Coaches and Advisors – 2023-2024 School Year

WHS Volunteer Advisor Positions:  
Joseph Duda - FBLA

Salary Step Changes:

Devon Feldt – 8M18 to 8M24  
Evelyn Kabke – 10M6 to 10M12  
Jennifer Miller – 6B18 to 6B24  
David Peterson – 22M24 to 22M30  
Hannah Whipple – 4B24 to 4M

Girls Hockey WIAA Cooperative Team Sponsorship Agreement

The motion carried unanimously on a roll call vote.

**Communications:**

Mr. Saari advised that January 22-26 is Adult Crossing Guard Week.

Donations:

Mr. Saari advised of the following unsolicited donations that the District recently received: a donation of clay targets and ammunition from Delta Dental to the Trap and Skeet Club; a monetary donation from First State Bank to the School Social Workers to support student activities; a monetary donation from the Waupaca Lions Club to the School Social Workers to support student needs; as well as donations from Good Samaritan and the Knights of Columbus.

A motion was made by Molly McDonald and seconded by Betty Manion to accept, with gratitude, the donations as presented. The motion carried unanimously on a voice vote.

District Administrator's Report:

Mr. Saari reviewed the Waupaca Relocation Campaign website which is now complete, with its goal being to encourage people to move to the City of Waupaca.

He advised that the DOT has two projects planned for the summer of 2026 on Highway 10, which will affect several on/off ramps in our area and will impact bussing. It is planned to begin in early May and end by October 31, and they will try to limit the ramp impacts. GoRiteway is aware of these projects as well.

Mr. Saari shared a Session Notes template for the Board members to use to record their notes while attending the meetings at the WASB State Education Convention next week.

He advised that a walk-through of the reunification process at St. Mary's Magdalene Church by all safety teams will take place January 31, and on February 19 the individual schools will practice this walk-through.

Mr. Saari shared an invitation he received from the New London School District regarding a professional development opportunity for all school board members in Waupaca County scheduled for January 29 from 6-7:30 p.m. Every school district in our county will have representatives attending. He and Mr. Feldt will be attending, and asked that if any of the other Board members are interested in attending, they should let him or Mr. Feldt know.

Mr. Saari advised that Mr. Grohman was on vacation so there is no monthly Grant Writer update.

### **Monitoring:**

#### Budget Update/Review, including Grants:

Mr. Saari provided a budget update, indicating the overall year-to-date Fund 10 expense to budget percentage as of December 31<sup>st</sup> as compared to prior years. As noted, we are at the point where we would expect to be. He also shared a listing of the various substantial grants that will be used to supplement the budget, and that everything will be claimed in full.

#### Food Service Update:

Food Service Supervisor Dar Pflugardt provided a financial comparison of the past few years of Fund 50, noting the current Fund balance of \$569,029.50. She also explained how meals per labor hour (MPLH) are calculated and that this is an industry standard used to evaluate the success of the program. She noted that the MPLH includes the hours necessary to prepare and serve meals only, it does not include any support staff or administrative hours. Ms. Pflugardt shared the MPLH for the District as a whole as well as for each school, and all are within industry standards and on track except the CEC. However, the MPLH calculation at CEC has been consistent throughout the years and is OK.

Ms. Pflugardt also advised of all the kitchen equipment updates that have been made throughout the District, pointing out that the installation costs for the two dishwashers were very high due to other work that was required to be completed per code.

Mr. Saari pointed out that Ms. Pflugardt has done an excellent job in running the Food Service Department, with zero operating transfers being required for the past few years.

### **Administration:**

#### Construction Update:

Because Mr. Breest was unable to attend tonight's meeting, Mr. Saari provided an update on the construction projects at each of the schools. At CEC, WMS, and WHS, additional casework is being fabricated and will be installed this month. At WMS and WHS, an additional card reader and wiring have been installed and all doors are now operating correctly, and the transaction counter at WHS is completed and fully operational. The flooring issues have been resolved at CEC and exterior signage will be installed soon.

At WLC, the interior work continues and is on track to be completed by the end of February. In addition, the exterior brickwork should be completed later this month along with the installation of the exterior wall panels and aluminum windows. The addition is weatherproofed and temporary heat is installed, and exterior storefront doors will be installed toward the end of the construction to prevent any damage.

### Open Enrollment Limits:

Director of Student Services Laurie Schmidt advised that this is a standardized report which is required in January setting out the District's limits for open enrollment which begins in February. She noted that these numbers are projections, and shared the District's availability of open spaces to accommodate non-resident open enrollment applications for regular education in each of the grade levels at each of the schools for the 2024-2025 school year. She pointed out that non-resident open enrollment applications for special education will be closed for all grade levels and categories.

A motion was made by Betty Manion and seconded by Steve Klismet to approve the recommendation regarding spaces available for non-resident open enrollment applications for the 2024-2025 school year for regular education as presented. The motion carried unanimously on a voice vote.

A motion was made by Nic Genske and seconded by Steve Klismet to approve the recommendation that no space is available for non-resident open enrollment applications for the 2024-2025 school year for special education as presented. The motion carried unanimously on a voice vote.

### eMLSS Guidebook Presentation:

Director of Teaching and Learning Mark Flaten advised that an Equitable Multi-Level Systems of Supports (eMLSS) includes all of the ways and programs used to make sure all students are learning at grade level and meeting expectations. Meeting the academic and behavioral needs of all of our students is the responsibility of all District staff, and requires looking at a multitude of evidence and data to identify student areas of strength and need.

The District's reading and math interventionists, Elizabeth Krcmar, Karen Koehler, Brittany Schnobrich, and Raquel Daye, spoke about the eMLSS process. It requires a variety of actions, review, and adjustments which usually take place during PLC time, so if a student is not meeting the goal(s) set for them, they have the tools to go in a different direction. They noted that many students overlap with reading and math intervention so they work as a team to prioritize. Every interventionist serves approximately 40 students and the most support is provided when students are youngest.

In addition, there are three different levels of intensity of support provided – Tier 1-Universal, Tier 2-Targeted, and Tier 3-Intensive. Tier 1 is where all students review core instruction and universal academic and behavioral strategies within their classroom; Tier 2 is where a small group of students receive research-based targeted interventions or enrichment, usually within their classroom, in addition to Tier 1 instruction; and Tier 3 is where a few students receive intensive support utilizing research-based interventions or enrichment, usually in a separate one-on-one or small group setting, in addition to Tier 2 instruction. They noted that support is provided for struggling students as well as for gifted and talented students. eMLSS is going to look different at each building but follow the same overall structure. Approximately 85% of students are in Tier 1, approximately 10-15% of students are in Tier 2, and approximately 5% of students are in Tier 3. The influx of non-English speaking students has affected the numbers somewhat. They also noted that a large number of the class of fourth graders needs additional support (because of the shutdown), but they are seeing that bell curve go down with the current first through third grade classes.

The interventionists noted that developing relationships with the students and their families is important, and they build off that from year to year which helps to close the gap. They communicate directly with the parents to keep them informed.

The interventionists shared the eMLSS non-negotiables, as well as the eMLSS Guidebook, which is a work in progress. Mr. Flaten added that the guidebook formalizes the processes and systematic approach by the teacher.

Activities/Athletic Department Update and Fall Co-Curricular Acknowledgment:

Director of Co-Curricular Activities and Athletics Rob Scherrer shared the many achievements of the fall athletic programs as well as the individual athletic achievements. In addition, the musical was very successful, he has hired a new girls' basketball coach, the dance team is doing great, and the hockey and chess teams have seen an increase in numbers. Several of the Board members added that it was great to see the enthusiasm he has brought to the District.

Mr. Scherrer advised that he is looking for feedback from the Board regarding what they would like to see in these updates/reports moving forward. In addition, Board member Nic Genske asked for his feedback on the challenges involving indoor practice space, which Mr. Scherrer will continue to look at.

**Adjournment into Closed Session:**

A motion was made by Molly McDonald and seconded by Steve Klismet to adjourn into closed session pursuant to Wis. Stats. § 19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and Wis. Stats. § 19.85(1)(f), Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically, to receive updates on pending grievances. The motion carried unanimously on a roll call vote at 6:58 p.m.

**Reconvene Into Open Session to Consider Action on Matters from Closed Session:**

A motion was made by Ron Brooks and seconded by Steve Klismet to reconvene into open session to consider action on matters from closed session. The motion carried unanimously on a roll call vote at 8:09 p.m.

A motion was made by Ron Brooks and seconded by Steve Klismet to accept the retirement of Director of Business Services Carl Hayek and wished him the best. The motion carried unanimously on a roll call vote.

**Adjournment:**

A motion was made by Ron Brooks and seconded by Nic Genske to adjourn the meeting at 8:11 p.m. The motion carried unanimously on a voice vote.

\_\_\_\_\_ Date \_\_\_\_\_  
Dale Feldt, President  
Board of Education

\_\_\_\_\_ Date \_\_\_\_\_  
Molly McDonald, Clerk  
Board of Education