



Respectful, Responsible, Safe & Prepared

SCHOOL BOARD MEETING MINUTES

January 14, 2025 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](#).

Interim District Administrator Craig Gerlach advised that Waupaca Police Officer Wes Zube was in attendance due to non school related threats made against a Board member.

President's Comments and Pledge of Allegiance:

Ron Brooks welcomed everyone and commented that the Board is in the midst of one of the most important decisions it will have to make in choosing a new District Administrator. He quoted several interesting statements made by anonymous community members as well as the three candidates themselves at last night's community/parents meet and greet with the superintendent finalists. He also commented that in striving for excellence, we need to recognize successes and celebrate those. Mr. Brooks then asked Bob Adams to lead the Board in the Pledge of Allegiance.

Call to Order:

The meeting was called to order by President Ron Brooks at 5:32 p.m.

Roll Call:

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

Also Present:

Present in the WHS Community Room: Craig Gerlach, Sandy Lucas, Mark Flaten, Austin Moore, Laurie Schmidt, Michael Werbowsky, Jenifer Erb, Kyle Scherwinski, John Meyer, Lisa Graf, John Erspamer, Jody Pankratz, Carrie Naparalla, Alec Olson, Jay Seefeldt, Melissa Durrant, Marsha Purchatzke of Go-Riteway, and Police Officer Wes Zube.

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.

Magic Minute:

Each of the Board members as well as the Student Representative shared a positive comment or event.

Public Comment:

None.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Board Reports:Student Representative Report:

Alec Olson advised of the Student Council's activities, shared that newborn piglets are in the Ag room, and provided an update on the winter sports teams. He also advised that 11 students participated in the superintendent interviews yesterday, the art show and band concert were held last night, and the first semester ends this week.

Approval of Minutes:

December 10, 2024 Regular Board Meeting

January 2, 2025 Special Board Meeting

January 6, 2025 Special Board Meeting

January 7, 2025 Special Board Meeting

A motion was made by Bob Adams and seconded by Lori Verhalen to approve the Minutes of the four meetings listed above as presented. The motion carried unanimously on a voice vote.

Upcoming Meetings and Other Activities:

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

January 21-24, 2025 - WASB State Education Convention

January 27, 2025 - Special Board Meeting - 5:30 p.m.

February 11, 2025 - Regular Board Meeting - 5:30 p.m.

Completion of Board Member Availability Calendar:

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

Spring Election Candidates:

Board President Ron Brooks advised that he and Nicolas Genske are the candidates for the two seats in the spring School Board election. He added that he was disappointed that only two candidates are running, but Mr. Genske previously served on the Board and he is looking forward to working with him again.

School Visits or Other Board Reports:

Mr. Brooks and Board member Betty Manion shared that they attended several holiday concerts and plays at WLC and WMS.

CEC Liaison Report:

CEC Liaison Betty Manion advised that she was unable to attend the Governance Council's (GC) meeting on January 3, however, she shared the meeting notes that were provided to her. The CEC is using a new lesson format called Tomato and is using the BEST screener. The GC is continuing to look into different foreign language options. They are working on a large Rotary grant for playground equipment and received a grant for a book vending machine. They have an agreement with WRCCS for professional development, as well as an agreement with Dr. David Poeschl for a policy governance presentation in the spring which the SDW Board will be invited to attend as well. The WHS Strings Club will be joining the CEC strings students at the Suzuki concert on January 16. Other events scheduled were game night on January 23 and movie night on March 20.

Consent Agenda:

A motion was made by Betty Manion and seconded by Molly McDonald to approve the items of the consent agenda as presented.

Financial Reports:

Accounts Payable for December 2024

Cash Receipts

July and August 2024 General Cash Reconciliation

Year-to-Date Financial Update - Budget to Actual Comparison by Fund Groups as of 12/31/2024:

Fund 10 Ending Balance: \$1,442,821 [2023-2024: \$5,701,751]

Fund 21 Ending Balance: \$272,627 [2023-2024: \$400,252]

Fund 27 Ending Balance: -\$1,239,292 [2023-2024: -\$1,167,638]

Fund 50 Ending Balance: \$293,127 [2023-2024: \$575,744]

Retirements - End of the 2024-2025 School Year:

Amy Holterman - WMS 6th & 7th Grade ELA Teacher

Resignations:

Lindsey Dashner - WMS Ed. Asst.-Spec. Ed.

Timothy Koltz - Technology Help Desk Assistant

Hires – 2024-2025 School Year:

Laura Sullivan-Nelsen - WLC Ed. Asst.

Emma Smidt - WMS Ed. Asst.-Spec. Ed.

Extra Curricular Coaches and Advisors – 2024-2025 School Year:

WHS Volunteer Coaching Positions:

Cody Rasmussen - Boys Hockey

Ryan Mace - Boys Hockey

Jeffery Wright - Boys Hockey

Jayce Koshollek - Boys Hockey

Braeden Ryan - Boys Hockey

WHS Volunteer Advisor Positions:

Carter Tice - Robotics

Salary Step Changes:

Yvonne Brown - 4B to 4B6

Brittany Chovanec - 5M6 to 5M12

Jessica Hauser - 3M to 3M6

Kirbi Holat - 9B6 to 9B18

Stephanie Imhoff - 15B24 to 15B30

Dana Koeppler - 13B18 to 13B30

Kyle Mannel - 11B6 to 11B24

Amanda Nelson - 12B24 to 12B30

Amy Niemuth - 2B6 to 2B12

Holly Olsen - 15M24 to 15M30

Tom Reif - 14B12 to 14B18

Cory Scott - 3B6 to 3B18

Payton Thurber - 5M18 to 5M24

Kristin Tripp - 15B12 to 15B18

The motion carried unanimously on a roll call vote.

Communications:

Donations:

Director of Business Services Austin Moore advised that many donations were received from several community members and organizations. Donations received were from Hydroblasters to WLC, Office Outfitters to the District, the Sutherland Family to CEC, Strongwood and Waupaca Foundry to

the Robotics Club, and various community members and organizations to the WHS Agriscience Department. A motion was made by Lori Verhalen and seconded by Betty Manion to accept, with gratitude, the many donations as presented. The motion carried unanimously on a voice vote.

Monitoring:

Grant Update:

Director of Business Services Austin Moore shared Grant Writer Greg Grohman's results for 2024, which included three school-specific grants totaling \$94,465. One of those grants was for the Holocaust presentation and another was for cybersecurity monitoring software which the District is partnering with the City of Waupaca on. The District will continue to partner with the City and Chamber of Commerce to support Mr. Grohman in 2025. Board President Brooks encouraged everyone to read the section in Mr. Grohman's report entitled "A Word on Rejection".

Administration:

Open Enrollment Limits:

Board President Brooks summarized the report advising that there are open spaces everywhere for regular education except CEC K-2nd and 6th grades and there are no special education spaces anywhere. Director of Student Services Laurie Schmidt agreed with that summarization. She advised that this is a standard report that is required and presented every year setting out the District's regular and special education spaces available for open enrollment for the next school year. Ms. Schmidt pointed out that these numbers are projections. She also pointed out that with regard to the CEC, students do not open enroll directly into the CEC but instead open enroll into the District first and then the CEC. Ms. Schmidt also advised that non-resident applications for special education will be closed for all grade levels and it has been closed for the past five years because referral rates continue to climb and caseload management.

A motion was made by Lori Verhalen and seconded by Molly McDonald to approve the recommendation regarding spaces available for non-resident open enrollment applications for the 2025-2026 school year for regular education as presented. The motion carried unanimously on a voice vote.

A motion was made by Bob Adams and seconded by Lori Verhalen to approve the recommendation that no space is available for non-resident open enrollment applications for the 2025-2026 school year for special education as presented. The motion carried unanimously on a voice vote.

Clarification of Language in Policy 3120.04 Employment of Substitutes:

Mr. Gerlach advised that there have been some issues regarding the interpretation of the language in the fifth paragraph pertaining to how long and short term substitute teachers are paid. Because it is not a change to the policy but rather an interpretation issue, it did not go to the Policy Committee first. He further advised that in most cases it is known that the opening is going to be a long term situation, so Administration is recommending that the substitute teacher be paid at the higher rate at the beginning of the assignment.

Director of Teaching and Learning Mark Flaten added that there was also a technical change to accurately reflect the number of teacher contract days.

A motion was made by Steve Klismet and seconded by Betty Manion to approve the recommended revision of the fifth paragraph in Policy 3120.04 Employment of Substitutes as presented. The motion carried unanimously on a voice vote.

The revised language now reads:

Substitute teachers scheduled for eleven (11) or more consecutive days in a specific grade or class shall be compensated at the daily rate of 1/189 of the base pay on the current teacher salary

schedule. The change in pay from “regular substitute” to “long term substitute” pay will begin on the first day of the long term substitute position or be retroactively applied if a short term substitute position transitions into a long term substitute situation.

Adjournment Into Closed Session:

A motion was made by Lori Verhalen and seconded by Molly McDonald 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. Specifically, to discuss succession planning as a result of building principal retirements; to review and discuss Administrator Contracts and revised Administrator Handbook; and to review feedback from the Superintendent Finalists’ Day in the District. The motion carried unanimously on a roll call vote at 5:57 p.m.

Reconvene in Open Session to Consider Action on Matters from Closed Session:

A motion was made by Lori Verhalen and seconded by Molly McDonald to reconvene in open session to consider action on matters from closed session. The motion carried unanimously on a roll call vote at 7:11 p.m.

A motion was made by Steve Klismet and seconded by Bob Adams to accept the recommendation to promote Jenifer Erb into the Principal position at Waupaca High School with the approved salary effective July 1, 2025, as presented. The motion carried unanimously on a voice vote.

A motion was made by Betty Manion and seconded by Steve Klismet to accept the recommendation to promote Jody Pankratz into the Principal position at Waupaca Learning Center with the approved salary effective July 1, 2025, as presented. The motion carried unanimously on a voice vote.

A motion was made by Steve Klismet and seconded by Molly McDonald to approve the new Administrator Contract template and the revised Administrator Benefit Schedule Handbook as presented. The motion carried unanimously on a voice vote.

Adjournment:

A motion was made by Steve Klismet and seconded by Bob Adams to adjourn the meeting at 7:12 p.m. The motion carried unanimously on a voice vote.

Date _____
Ron Brooks, President
Board of Education

Date _____
Betty Manion, Clerk
Board of Education