



## **SCHOOL BOARD MEETING MINUTES February 16, 2023 Special Meeting**

Pursuant to the regulations, a special Board meeting was held on the above date in the Waupaca High School Community Room and live streamed via YouTube.

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](#).

### **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, and Betty Manion.

Excused: Patrick Phair and Ron Brooks.

### **Also Present:**

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Carl Hayek, Matt Vassar, Michael Werbowski, Jenifer Erb, Kyle Scherwinski, John Meyer, John Erspamer, Jody Pankratz, Brenda Plum, Melissa Durrant, Sandy Robinson, Art Hill, and John DeVos. Mistie Rodberg and Steve Kieckhafer from PRA Architects attended via Google Meet.

### **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.

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

The Board reviewed their collective commitments.

### **PRA Architects – Window in Receptionist Area at Each of the Four Schools:**

Board President Johnson advised that the purpose of this meeting is to review the safety entryway plans that were approved by the Board on January 10<sup>th</sup> and determine if we want to make any alterations to that plan, such as putting in receptionist windows. Ms. Rodberg advised that the current concept is with the receptionist on one side of the counter and the visitor on the other side, with the desk away from the window. She added that they could make some alterations to have a transaction window instead, but PRA has not developed any formal design plans for those at this time. However, she does have sketches showing possible transaction windows/desks at each of the schools.

With regard to the WHS Office, Mr. Saari asked if we could possibly move the transaction window and desk to where the current principal's office is now. Several Board members noted that a wall would then need to be built to protect that hallway and we would be losing the two points of secure entry.

Several Board members emphasized that a line of sight is a critical item and inquired if a transaction window would reduce that line of sight. Ms. Rodberg then showed an example of a transaction window, which keeps much of the glass.

Several Board members advised that they believe a drop box is also necessary. However, Ms. Rodberg advised that there may be an issue with door clearance for accessibility, depending on the location of the secretaries.

In response to an inquiry, Mr. Johnson advised that originally there was discussion on this, but because most schools don't use a transaction window or a drop box, we decided not to have them. Ms. Rodberg added that originally two choices were brought forward and the decision was made to not use those in order to give it more of a collegial feel and the secretaries would be away from the window.

Mr. Saari advised that he is an advocate for the transaction window and drop box because the Community Safety Committee recommended it. He wants this on record for the public to know if we decide to not put in a window and drop box, it was against his recommendation and the Community Safety Committee. He added that having the window would provide a better line of sight and the secretaries would be able to see people more clearly. It would also eliminate the need for visitors to go into the office to sign in. If students are already in the building, they can come into the office through the free flow door.

After some discussion, Board member Klismet expressed his concerns about additional costs associated with this change, and added that he will hold people accountable. Ms. Rodberg explained that the additional cost would be to alter the designs – if it's for a drop box, it wouldn't be much, but if you are creating a transaction window and desk situation that would create more cost. Building and Grounds Supervisor Matt Vassar reiterated that the biggest cost will be in the redesigning of the plans, but if we are just adding a drop box and not a desk, no redesign is necessary.

Director of Business Services Carl Hayek advised that in the big picture, it's a budgetary number and the additional cost would just come out of the \$300,000 architectural budget. Whatever the Board decides to do, the total cost of the project will remain within the referendum dollars the taxpayers approved. We are early in the project so we do have some wiggle room—we have “x” amount of dollars and we will work through the nuances. The architectural budget will vary depending on what is decided. It seems that we just have differences of opinion, and he is just concerned about getting the project done on time.

Mr. Kieckhafer advised that PRA will accomplish the best for the District; however, the longer it takes to make a decision, the more it will cost. PRA will reprice this and compare it with the referendum dollars, but he does not see a significant increase. Board member Manion added that since the Board is requesting the changes, it is our responsibility for the additional costs.

Following further discussion, Board President Johnson summarized the options regarding proposed modifications as being: 1) have drop boxes only; 2) have transaction windows with or without drop boxes; or 3) a desk with a speaker at the window. Several Board members then asked to hear from the building principals as to their preferences.

WHS Principal Michael Werbowski advised that he would prefer a better direct line of sight to the door. He likes the idea of having a transaction window and drop box, because if we have a transaction window, it would be a quicker exchange for students leaving early as they wouldn't have to come into the office. Board member McDonald added that from a parent's perspective, she would be more comfortable putting items in a drop box.

WMS Principal John Meyer advised that they have never had a direct line of sight. Currently, items are dropped off on a bench outside the office and when that person leaves, the secretary goes and picks it up. Ms. Rodberg advised that the size of vestibule #2 could be increased along with adding a transaction window over that desk but it would decrease the size of the waiting area. Mr. Meyer advised he is OK with that. He is also OK with a transaction window and no drop box, as having a drop box would require more reconfiguration changes to be made, but he would support it if that is what the Board decides.

WLC Principal John Erspamer advised that he and his staff are OK with not moving the desk and getting up and going to the window to speak to a visitor, as well as picking up something that was delivered in the drop box. He added that even if they move the desk as indicated on the alternate sketch, it is not guaranteed that a secretary is always going to be at the desk. But he does see the value of a drop box and it does provide increased safety for the staff.

CEC Office Secretary Brenda Plum advised that she is not sure a drawer and transaction window would fit in the area. Ms. Rodberg advised that there are issues with moving the desk and adding a transaction window, and it will require considerable reconfiguration.

Mr. Saari advised that he wants some level of consistency throughout all of the buildings to make it seamless for parents and the community when visiting our schools.

Board President Johnson commented that it seems that all of the schools would prefer a transaction window versus just a talk-through window, along with drop boxes.

Many Board members reiterated that their biggest concern is that when we are done, we are not over budget, we have a good quality product, and everybody is safe. Mr. Klismet asked to hear from Mr. Hayek regarding his confidence in being able to accomplish that. Mr. Hayek advised that he is very confident and will make the project come in on budget. He added that it is important that everybody is on the same page.

A motion was made by Dale Feldt and seconded by Steve Klismet to modify the architectural designs to have PRA Architects add in the transaction window with the drop box at each school. Board President Johnson asked for a point of clarification regarding their motion and inquired if this motion includes the possibility of (and it may vary by building based on the building's desire) relocating the support staff desk(s) that would be located at the transaction window. Mr. Feldt and Mr. Klismet agreed to amend their motion to include the desks. Therefore, the motion now reads:

To modify the architectural designs to have PRA Architects add in the transaction window with the drop box at each school, including the possibility of relocating the support staff desk(s) to be at the transaction window.

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 6:35 p.m. The motion carried unanimously on a voice vote.

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

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