



Respectful, Responsible, Safe & Prepared

SCHOOL BOARD MEETING MINUTES February 8, 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:

Stephen Johnson welcomed everyone and thanked the Administration for all of their efforts during these busy times. He then asked Carrie Naparalla 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, Patrick Phair, Betty Manion, Steve Hackett, and Mark Polebitski (via phone).

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Carl Hayek, Steve Thomaschefskey, Laurie Schmidt, Michael Werbowsky, Jenifer Erb, John Meyer, John Erspamer, Jody Pankratz, Carrie Naparalla, Ella Waite, and a member of the community.

Approval of Agenda:

A motion was made by Steve Hackett and seconded by Betty Manion to approve the agenda as presented. The motion carried unanimously on a voice vote.

Public Comment:

A community member addressed the Board reminding them that the District's music programs have had and continue to have a huge impact in the community, and requested that the Board continue the WHS spring musical program this year. In addition, she is aware that participation in the WMS band is high so is requesting more 1:1 instruction.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Consent Agenda:

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

Approval of Minutes:

January 11, 2022, Regular Board Meeting
January 26, 2022, Policy Committee Meeting
February 2, 2022, Finance Committee Meeting

Financial Reports:

Accounts Payable Approval: \$2,398,566.36, and Building Fund Payable: \$0

Cash Receipts: \$5,715,125.64

Treasurer's Report – Total Cash per Reconciliation: \$9,851,308.66

Budget to Actual Comparison by Fund Groups:

Fund 10 Ending Balance: \$9,756,919 [2020-2021: \$8,212,667]

Fund 21 Ending Balance: \$343,399 [2020-2021: \$367,917]

Fund 27 Ending Balance: -\$1,310,122 [2020-2021: -\$1,250,275]

Fund 38 Ending Balance: \$216,897 [2020-2021: \$0]

Fund 41 Ending Balance: \$0 [2020-2021: \$70,215]

Fund 49 Ending Balance: \$399,359 [2020-2021: \$166,693]

Fund 50 Ending Balance: \$103,530 [2020-2021: -\$84,062]

Retirements – End of 2021-2022 School Year:

Laurel Leder – WMS Choir Teacher

MaryAnn Snider – WMS 8th Grade English Teacher

Resignations:

Kayla Christman – WMS Ed. Asst.-Spec. Ed.

Hires – 2021-2022 School Year:

Jessica Haessig – WLC Ed. Asst.-Spec. Ed.

Braden Mallasch – Part-Time Social Media Assistant

Transfers/Changes:

Timothy Koltz – Temporary to Permanent Full-Time Technology Help Desk Asst.

Delaney Barbeau – 1.0 FTE to .8 FTE CEC Pillar Infusion Coordinator/Ed. Asst.-Spec. Ed.

Leave of Absence:

Riley Bicanic – WMS Speech Language Pathologist

Job Share Agreement – 2022-2023 School Year (Continuation of Current Agreement):

Andrea Fossum-Grail and Tina Olson – WLC 1st Grade Teachers

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

WHS Coaching Positions - Hires:

McCoy Mix – JV Girls Basketball

WHS Volunteer Advisor Positions:

Nate Helm-Quest – Robotics

David Scott – Robotics

WMS Coaching Positions – Resignations:

Michael Waldschmidt – 7th Grade Girls Basketball

WMS Coaching Positions – Hires:

Kirbianne Holat – 7th Grade Girls Basketball

WMS Volunteer Coaching Positions:

Kyle Hamm - Wrestling

Salary Step Changes:

Holly Olsen – 12B30 to 12M

Avery Beck – 2B12 to 2B24

Debbie Townsend – 7B18 to 7M

The motion carried unanimously on a roll call vote.

Communications:

Mr. Saari noted that February 14-18 is Bus Driver Appreciation Week, February 19-26 is National FFA Week, and the month of February is Career and Technical Education Month.

Donation:

Mr. Saari advised of the generous donation of homemade outerwear from the Homespun Ministries group of Calvary Lutheran Church to the Waupaca Learning Center. A motion was made by Dale Feldt and seconded by Steve Klismet to accept with gratitude the donation from Calvary Lutheran Church as presented. The motion carried unanimously on a voice vote.

2021 Holiday Giving Season Report:

Mr. Saari shared this annual report by our social workers recognizing the generous donations, events, and support that was provided to our families in need during this past holiday season.

District Administrator's Report:

Mr. Saari advised that COVID continues and the current mitigation measures will continue, but our medical team is transitioning to discussions relating to student nutrition/food service and various mental health topics, and is moving from a weekly meeting to a monthly meeting schedule.

Mr. Saari provided updates relating to the open part-time music instructor position, the increase in staff unpaid leave requests, Safety Team meetings, CTE Pathway meetings, and the Grant Writer.

Mr. Saari reminded everyone of the District's mobile friendly app that is now available and strongly encourages everyone to download it.

Monitoring:

Technology Updates and Long Term Planning:

Director of Technology Steve Thomaschefskey advised of the many updates that have been completed, including upgrades to various lab equipment. Work on the District's network has also been completed. In addition, the upper elementary grades 1:1 devices are now a part of the District's 1:1 replacement cycle.

Mr. Thomaschefskey also advised of the current projects they are working on, in particular items relating to network security and monitoring, and that a security audit was completed. He advised that there has been a low demand for hotspots so they may reduce the number of those available in each building. Mr. Thomaschefskey also advised that upgrades at WHS will begin this summer, as well as work relating to dual factor authentication for all staff. Also, the District is entering a new eRate cycle so the entire infrastructure will be replaced as the current components are nearing end of life.

Mr. Thomaschefskey pointed out the continued work, training, and support the Technology Integration Specialists and staff provide to assist staff and substitutes throughout the District. In addition, they work on the District's social media posts, phone app, and test new technologies. He added that work experience students do a great job putting together a lot of the District's social media posts as well.

Mr. Thomaschefskey shared that they will be creating stakeholder groups for each building to be sure the teachers have input on technology, and they will also continue to focus on cybersecurity.

Mr. Thomaschefskey expressed his gratitude to his entire staff for all of their hard work and effort to support our students and staff during another demanding year.

Administration:

Approval of School Handbooks for 2022-2023 School Year:

Mr. Saari advised that no real significant changes have been made to any of the School Handbooks for 2022-2023. He advised that the handbooks are normally printed sometime in July so they will incorporate any changes to policy numbers, etc., made through June.

A motion was made by Patrick Phair and seconded by Steve Klismet to approve the School Handbooks for Waupaca High School, Waupaca Middle School, Waupaca Learning Center, Waupaca 4K, and Chain Exploration Center for the 2022-2023 school year as presented. The motion carried unanimously on a voice vote.

AGR Reports:

Waupaca Learning Center Principal John Erspamer shared the WLC's Achievement Gap Reduction (AGR) report and Chain Exploration Center Principal Carrie Naparalla shared the CEC's AGR report with regard to their respective K-3 reading and math programs. Both principals indicated that they are seeing positive trends since the fall reports and feel confident that they will meet the goal of 80% or more by the end of the school year. These are procedural reports required by the DPI for the AGR Grant.

Chain Exploration Center:

Chain Exploration Center Principal Carrie Naparalla also shared the Mid-Year Progress Report which is required as part of the charter school grant through the DPI. The report provides information relating to four different performance measures: 21st Century skills, i-Ready, achievement gap, and service learning. Principal Naparalla advised that they continue to work with staff to make sure all students have the same learning opportunities. She also advised that the report included one corrective action plan relating to the audit being filed late which has been resolved with the auditors.

Moving the March Regular Board Meeting from the 8th Due to Spring Break:

Board President Stephen Johnson advised that due to the March regular Board meeting occurring during spring break, the Administration will be unavailable so he asked the Board for some alternative dates – either the 15th or the 22nd. Administration suggested March 22, but some of the Board members are unavailable then, so it will be set for March 15, 2022.

A motion was made by Steve Hackett and seconded by Patrick Phair to change the date of the March regular Board meeting from March 8 to March 15, 2022, at 5:30 p.m. The motion carried unanimously on a voice vote.

2nd Friday in January Enrollment Count:

Mr. Saari shared the 2nd Friday in January enrollment report which is required by the DPI. He stated the numbers came in as expected – 2,025 pupils and an FTE of 1,975.

Current and Projected Student Enrollment:

Director of Teaching and Learning Mark Flaten provided information on current and projected student enrollment, including a breakdown of students by grade level. He advised that enrollment is declining across the state, including the School District of Waupaca. He added that this data will be used in future staffing recommendations.

Board Reports:

Student Representative Report:

Ella Waite provided the current win-loss records for each of the winter sports teams, and commented that the chess team and ice fishing team are doing well. She added that the High School dance team finished in second place at State in both pom and jazz, and the Middle School dance team finished first in their competition. She shared that Student Council is starting a “help for the homeless drive” and that there are food drives at some of the sporting events as well.

School Visit Reports:

Board members Patrick Phair and Steve Klismet shared that they visited the WHS tech ed department where they were shown equipment and talked about projects such as the tech house. They also visited the WHS automotive department. Mr. Phair suggested we may need to rethink how students and teachers can use their cell phones in the classroom. Board member Betty Manion reported that she visited the WMS FACE classroom and was invited to judge the cupcake wars. She also visited with the WMS Technology Integration Specialist.

Board President Stephen Johnson asked that Dale Feldt and Betty Manion work with Mr. Saari on determining linkage meetings.

WASB Delegate Report:

Board member Patrick Phair reported that, as the Board’s Delegate, he attended the Delegate Assembly during the WASB State Education Convention. All of the proposed resolutions presented were passed, noting that there was much discussion regarding the resolution relating to curriculum and professional training on Asian Americans and Pacific Islanders.

Upcoming Meetings and Other Activities:

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

February 14, 2022 – Special Board Meeting – 5:30 p.m.

February 21, 2022 – Policy Committee Meeting – 5:30 p.m.

March 15, 2022 – Regular Board Meeting – 5:30 p.m.

March 28 21, 2022 – Policy Committee Meeting – 5:30 p.m.

(Committee Chairperson Phair advised that he is not available on March 28 so requested that the Policy Committee meeting be rescheduled to March 21.)

Policy Committee:

Committee Chairperson Patrick Phair advised that at the January 26th Policy Committee meeting, discussion was had regarding advertising and that the Committee was assured by Director of Co-Curricular Activities and Athletics Trevor Leopold that he will follow the policy (#9700.01) closely. Committee Chairperson Phair also pointed out that pursuant to NEOLA Policy 0166 Agenda, there is language that needs to be included on all of the Board’s agendas going forward.

Board President Johnson advised that per the Committee’s request, the Administration followed up with legal counsel regarding the retention of emails if a Board member is using an email account other than the School District’s for school-related business, and they confirmed that the email needs to be forwarded to the District for retention or if the Board member doesn’t want to do that, they are responsible for its retention.

Committee Chairperson Phair then advised that the Policy Committee reviewed and recommended that the full Board approve and adopt the following policies:

NEOLA Policy 9700.01 Advertising and Commercial Activities
NEOLA Policy 1210 Board-District Administrator Relationship
NEOLA Policy 0131.1 Bylaws and Policies (W151)
NEOLA Policy 0141.1 Student Representation at Board Meetings (W160.1)
NEOLA Policy 0143 Authority of Individual Board Members (W161)
NEOLA Policy 0175.1 School Board Conferences, Conventions, and Workshops (W163)
NEOLA Policy 0164.1 Regular Meetings (W170)
NEOLA Policy 0166 Agenda (W171.2)
NEOLA Policy 0161 Parliamentary Authority (W181)
NEOLA Policies 3340/4340 Grievance Procedure (W527/W527-R1)
NEOLA Policies 3431.01/4431.01 Uniformed Service Leave and Other Rights of Service Members (W532.42/W532.42-R1)
NEOLA Policy 3242 Professional Development Opportunities for Licensed Staff (W537)
NEOLA Policy 3243 Staff Attendance at Workshops and Conferences (W537.2)
NEOLA Policy 3120.09 Staff Attendance at Extra-Curricular Meetings, Workshops and Tournaments (W537.3)
NEOLA Policies 3122/4122 Nondiscrimination and Equal Employment Opportunity (W511)
NEOLA Policies 3160/4160 Standard New-Employee and Interval-Based Health Examinations (W523.1)
NEOLA Policies 3160.01/4160.01 Waupaca School District Pre-Employment Drug Testing (W523.2)
NEOLA Policies 3122.02/4122.02 Nondiscrimination Based on Genetic Information of the Employee
NEOLA Policies 3123/4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment
NEOLA Policies 3362/4362 Employee Anti-Harassment
NEOLA Policies 3419/4419 Group Health Plans
NEOLA Policies 3419.02/4419.02 Privacy Protections of Fully Insured Group Health Plans
NEOLA Policies 3419.03/4419.03 Patient Protection and Affordable Care Act
NEOLA Policies 3139/4139 Staff Discipline (W522)
NEOLA Policies 3122.01/4122.01 Drug-Free Workplace (W522.1/W522.1 R1/ W522.1-R2)
NEOLA Policy 4162 Controlled Substance and Alcohol Policy for Employees that Transport Students (W523.4)
NEOLA Policies 1630.01/3430.01/4430.01 Family & Medical Leave of Absence (“FMLA”) (W528/W528.1)
NEOLA Policy 3120 Employment of Professional Staff (W533)
NEOLA Policy 4120 Employment of Support Staff (W533)
NEOLA Policies 3121/4121 Criminal History Record Check (W533.1)
NEOLA Policy 3120.04 Employment of Substitutes (Professional Staff) (W534.1)
NEOLA Policy 4120.04 Employment of Substitutes (Support Staff) (W534.2)
NEOLA Policy 4162.01 Bus Driver Policies (W541.61/W541.61-R1/W541.62)
NEOLA Policies 3111/4111 Creating a Position
NEOLA Policies 3120.01/4120.01 Job Descriptions
NEOLA Policy 3120.06 Selecting Student Teachers/Administrative Interns
NEOLA Policy 3120.07 Employment of Casual Resource Personnel
NEOLA Policy 3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities
NEOLA Policies 3120.10/4120.10 Job Sharing
NEOLA Policy 3124 Employment Contract
NEOLA Policy 3125 Educator Licensing
NEOLA Policies 3130/4130 Assignment and Transfer
NEOLA Policies 3131/4131 Reduction in Staff
NEOLA Policies 3132/4132 Vacancies
NEOLA Policy 3140 Non-Renewal, Resignation and Termination
NEOLA Policy 4140 Termination and Resignation
NEOLA Policies 1461/3161/4161 Unrequested Leaves of Absence/Fitness for Duty
NEOLA Policies 3170/4170 Substance Abuse

NEOLA Policies 3210/4210 Staff Ethics
 NEOLA Policies 3211/4211 Whistleblower Protection
 NEOLA Policies 3213/4213 Student Supervision and Welfare
 NEOLA Policies 3214/4214 Staff Gifts
 NEOLA Policies 3215/4215 Use of Tobacco and Nicotine by Professional Staff
 NEOLA Policies 3216/4216 Staff Dress and Grooming
 NEOLA Policies 3230/4230 Conflict of Interest
 NEOLA Policy 3231 Outside Activities of Professional Staff
 NEOLA Policy 4231 Outside Activities of Support Staff
 NEOLA Policies 3281/4281 Personal Property of Staff Members
 NEOLA Policies 3310/4310 Employee Expression in Noninstructional Settings
 NEOLA Policies 3362.01/4362.01 Threatening Behavior Toward Staff Members
 NEOLA Policies 3410.01/4410.01 Compensation for Part-Time Staff
 NEOLA Policies 3425/4425 Benefits
 NEOLA Policies 3430/4430 Leaves of Absence
 NEOLA Policies 3431/4431 Employee Leaves (W529)
 NEOLA Policies 3440/4440 Job-Related Expenses
 NEOLA Policies 3531/4531 Unauthorized Work Stoppage
 NEOLA Policy 4124 Letter of Reasonable Assurance
 NEOLA Policy 4220 Evaluation of Support Staff
 NEOLA Policy 4430.05 Nursing Mothers
 NEOLA Policy 8340 Providing a Reference (W526.1)
 NEOLA Policy 3220 Staff Evaluation and Educator Effectiveness (W538)

A motion was made by Patrick Phair, per Committee recommendation, to approve and adopt the NEOLA Policies listed above as presented. The motion carried unanimously on a roll call vote.

Finance Committee:

Committee Chairperson Dale Feldt advised that discussion was had at the February 2nd Finance Committee meeting regarding the ESSER III funds and the Administration’s proposed plans for those funds.

In response to inquiries, Mr. Flaten advised that any additional interventionists hired will be assigned to where the teachers/students need the most support, but that has yet to be determined. In addition, he added that volunteers are always welcome to help tutor students and that the District participates in the STEP program as well.

A motion was made by Dale Feldt, per Committee recommendation, to approve the ESSER III Plan as presented at the February 2, 2022, Finance Committee Meeting. The motion carried unanimously on a roll call vote.

Adjournment:

A motion was made by Dale Feldt and seconded by Steve Klismet to adjourn the meeting at 6:51 p.m. The motion carried unanimously on a voice vote.

_____ Date _____
 Stephen Johnson, President
 Board of Education

_____ Date _____
 Elizabeth Manion, Clerk
 Board of Education