



SCHOOL BOARD MEETING MINUTES
March 12, 2024 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:

Dale Feldt welcomed everyone and asked Mr. Rudy Pate to lead the Board in the Pledge of Allegiance.

Call to Order:

The meeting was called to order by President Dale Feldt at 5:31 p.m.

Roll Call:

Present in the WHS Community Room: Dale Feldt, Steve Klismet, Molly McDonald, Bob Adams, Nic Genske, and Ron Brooks (arrived at 6:20 p.m.); Betty Manion was present via phone.

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Laurie Schmidt, Austin Moore, Michael Werbowski, Jenifer Erb, John Meyer, John Erspamer, Carrie Naparalla, Rob Scherrer, Alec Olson, Missy Durrant, Bill Storck, Rudy Pate, and former City of Waupaca Librarian Sue Abrahamson.

Approval of Agenda:

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

Public Comment:

None.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Personnel:

Updated Staffing Changes for the 2024-2025 School Year:

District Administrator Ron Saari advised of the known staffing changes to date, noting that the only change is the addition of an EL Coach. Director of Teaching and Learning Mark Flaten added that this will continue to be a monthly update provided to the Board to keep them advised of the movement of staff.

Hires – 2023-2024 School Year:

Samantha Peterson – WHS Ed. Asst.-Spec. Ed.

Pearl Meyer – WHS Ed. Asst.-Spec. Ed.

Tia Golke – Part-time WHS Food Service Class 3B

A motion was made by Molly McDonald and seconded by Nic Genske to approve the above-listed new hires as presented. The motion carried unanimously on a roll call vote.

Board Reports:

Student Representative Report:

Alec Olson advised of the many activities occurring at WHS which included: juniors received their ACT materials today; juniors will be voting for prom court, prom is April 13th; spring sports have started; a forensics tournament is this Saturday; students have completed their 2024-2025 course selections; and seven FBLA members are going to state competition.

Upcoming Meetings and Other Activities:

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

March 18, 2024 – Building and Grounds Committee Meeting – 5:30 p.m.

March 18, 2024 – Instructional Committee Meeting – 6:15 p.m.

March 28, 2024 – Joint SB-GC Charter School Contract Committee Meeting – 1:00 p.m.

April 2, 2024 – Election Day

April 5, 2024 – Election Canvass – 8:00 a.m.

April 9, 2024 – Regular Board Meeting – 5:30 p.m.

April 22, 2024 – Special Board Organizational Meeting – 5:30 p.m.

Completion of Board Member Availability Calendar:

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

School Visits or Other Board Report:

Board member Betty Manion shared that she visited the LIVE program at WHS and discussed the transitions grant they received which will be used for the purchase of a transport van. She also attended CEC reader's theater and the solo ensemble competition hosted at WHS. She, along with Board members Dale Feldt and Bob Adams, attended CEC project night. Mr. Feldt added that he attended the School Law Conference and was a judge in Ms. Amanda Nelson's cooking class. Board member Nic Genske shared that he attended the girls' basketball playoff game.

CEC Liaison Report:

CEC Liaison Betty Manion advised that she attended the Governance Council (GC) meeting which included an enrollment update, noting that grades 4K-5 will be going to the lottery. In addition, the CEC audit was presented by Mr. David Minch of KerberRose SC. The GC also discussed fundraising for the purchase of playground equipment, and surveys were sent out regarding mental health.

Joint School Board-Governance Council Charter School Contract Committee:

Committee Chairperson Dale Feldt advised that the Committee met earlier this afternoon. The contract has been completed and the Committee will be working on the Benchmarks at their next meeting. Their goal is to complete everything at the March 28th meeting. After which, he will send the contract to all members of the School Board and Governance Council for their review, with final approval of the contract being made at the School Board's April 9th meeting.

Finance Committee Meeting:

Committee Chairperson Dale Feldt advised that the Finance Committee met on February 26th and discussed several items, one of which was the purchase of a video board for the WHS gymnasium. He asked Director of Co-Curricular Activities and Athletics Rob Scherrer to provide a brief update on that. Mr. Scherrer shared that he would like to purchase an 8' x 15' video board for the WHS gymnasium which would be 100% paid for by sponsorships. Since the Committee meeting, a final product has been created and he has secured two partnerships and is looking for four more. The video

board would generate revenue of approximately \$7,000 per year for the first three years and then approximately \$42,000 per year after that if the price remains as is.

A motion was made by Dale Feldt, per Committee recommendation, to allow Director of Co-Curricular Activities and Athletics Rob Scherrer to move forward and secure sponsorships, and then proceed to purchase an 8' x 15' video board for the WHS gymnasium as presented. The motion carried unanimously on a roll call vote.

Mr. Feldt provided updates relating to the Spirit Gas Pumps at the Shell and two Mobil gas stations, as well as car wash subscriptions at Waupaca Pump N' Munch Mobil.

An update to the 2024-2025 budget was presented and Mr. Feldt advised that the District will not have to go to an operational budget referendum, and asked Director of Business Services Austin Moore to summarize the update. Mr. Moore advised that they have now received solid numbers from DPI and the CPI is now locked in. Those new numbers along with other miscellaneous items resulted in bringing the deficit down to approximately \$65,000, which can be taken care of through the normal budgeting process.

Consent Agenda:

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

Approval of Minutes:

February 13, 2024 Regular Board Meeting

February 22, 2024 Joint SB-GC Charter School Contract Committee Meeting

February 26, 2024 Finance Committee Meeting

February 26, 2024 Special Board Meeting

February 27, 2024 Joint SB-GC Charter School Contract Committee Meeting

Financial Reports:

Accounts Payable Approval: \$1,453,287.12, and Building Fund Payable: \$14,922.06

Treasurer's Report – January – Total Cash per Reconciliation: \$9,819,705.08

Budget to Actual Comparison by Fund Groups for February:

Fund 10 Ending Balance: \$9,892,666 [2022-2023: \$10,742,863]

Fund 21 Ending Balance: \$375,084 [2022-2023: \$451,551]

Fund 27 Ending Balance: -\$1,494,739 [2022-2023: -\$1,666,283]

Fund 38 Ending Balance: \$-1 [2022-2023: \$0]

Fund 41 Ending Balance: \$0 [2022-2023: \$0]

Fund 49 Ending Balance: \$1,194,032 [2022-2023: \$922,336]

Fund 50 Ending Balance: \$454,306 [2022-2023: \$410,869]

Resignations:

Tanya Saari – WLC Ed. Asst.-Spec. Ed.

Abby Marshall – WHS Special Education Teacher

Renewal of CESA 5 Lease Agreement for 2024-2025

The motion carried unanimously on a roll call vote.

Communications:

District Administrator Ron Saari recognized two observances which occurred last week – National School Breakfast Week and National School Social Worker Recognition Week.

Donations:

Mr. Saari advised of a donation made to WHS Boys Hockey from Waupaca Area Youth Hockey, as well as many donations from various individuals and businesses to WHS SADD post prom.

A motion was made by Nic Genske and seconded by Bob Adams to accept, with gratitude, the donation made to WHS Boys Hockey from Waupaca Area Youth Hockey, as well as the various donations made to WHS SADD post prom from Liebe Family, Mace Family, River Hill Dental, Chain O'Lakes Litho, Subway, Waupaca Pump N' Munch, Farmers State Bank, Health and Fitness, Waupaca Foundry, Spine and Sport Therapy, and Holly Funeral Home as presented. The motion carried unanimously on a voice vote.

District Administrator's Report:

Mr. Saari shared that over 100 8th graders participated in The Pitch, which is an entrepreneurial workshop, and there will be a student hiring expo this Thursday at WHS, both sponsored by the Chamber.

He provided an update on the Tiny House project advising that there is a meeting next week to discuss marketing it. In response to a question raised regarding the budget for this project, Mr. Feldt asked that it be put on the agenda for the upcoming Instructional Committee meeting on March 18th.

Mr. Saari shared that our Inspire Coordinator has resigned, he and Board President Dale Feldt attended the School Law Conference, and he provided the Grant Writer update as well.

Mr. Saari advised that he along with Building and Grounds Supervisor Matt Vassar met with the County Highway Department to review how to manage this location as the parent staging area in the case of an emergency and they will be meeting again on April 15th. He also explained the reunification process and shared the reunification card. Because websites and/or cell phone lines may be down/overloaded, an Infinite Campus (IC) blast will go out to all parents to notify them of the status and where their child is. The process is for parents to go to the staging area at the County Highway Department and they will then be escorted by law enforcement to the reunification location. Some discussion then continued regarding parent notification, the staging area, and the reunification process.

Monitoring:

Student Services Update:

Director of Student Services Laurie Schmidt provided the annual update outlining enrollment data and services provided for students of special populations such as students with disabilities, students with 504 plans, English learners, and students identified as homeless. Normally this report is provided later in the year, but she shared it tonight because it correlates with the EL program update which is next on the agenda.

She advised that the District has seen a consistent upward trend in special education identification over the past four years and now consists of approximately 18% of our student population. All students with a disability have an Individualized Education Plan (IEP) and the services provided are based on student needs. The District also has five students placed at the Waupaca County Alternative Program (WCAP) through CESA 5 at a cost of \$39,500 per year per student. This year the District was able to claim a high cost reimbursement for those costs.

Ms. Schmidt advised that the District has 15 students with a Section 504 plan, which is considered an accommodation plan and requires the District to provide eligible disabled students with equal access to regular education services, programs, and activities offered by the SDW.

She also advised that our English Learner (EL) population has significantly increased this year from 33 to 67. Therefore, the District now meets the state criteria for a mandated bilingual-bicultural

program, and the Administration will be requesting additional staffing for the EL program. She shared that technology and artificial intelligence are used daily to communicate with students and families. Ms. Schmidt advised that the District works with the Waupaca Public Library, the City of Waupaca, as well as the Foundry to share information and assist families. She further advised that most of the Spanish speaking students are not bilingual, but the WHS Spanish V students assist with these students.

Ms. Schmidt advised that students are identified as homeless during the enrollment process and are offered resources throughout the community. Currently the District has 34 students identified as homeless.

Administration:

Staffing for English Learner (EL) Program:

Ms. Schmidt advised that, as previously mentioned, the District has seen a significant increase of English Learners. Therefore, given the increase in Spanish speaking students, in particular, which requires more attention than one EL Coach can provide, she is requesting the addition of one certified EL Coach and two EL Educational Assistants for the 2024-2025 school year. All of these positions have been factored into the 2024-2025 budget, and in addition the District now qualifies for a \$40,000 grant which she will be applying for. She added that although this should have been brought to a Personnel Committee first, she would like to get these positions posted as soon as possible. Therefore, per her discussions with Personnel Committee Chairperson Betty Manion and Board President Dale Feldt, it was agreed that it could go directly before the full Board.

As she stated earlier, the District now meets the threshold for the state's requirement that it create a plan for a bilingual-bicultural program for grades K-3 and 4-8 in reference to the Spanish language.

Ms. Schmidt added that the new EL Coach will provide services to 5-8 grade students followed by supporting the 9-12 grade teachers and students, and the Educational Assistants will support the EL Coaches and students. The additional staffing will support students, teachers and families throughout the District by providing interpreting and translation.

Ms. Schmidt also shared the position descriptions for both the EL Coach and EL Educational Assistant.

A motion was made by Ron Brooks and seconded by Steve Klismet to approve the EL Educational Assistant position description, and to approve the additional 1.0 FTE EL Coach and 2.0 FTE EL Educational Assistants as presented. The motion carried unanimously on a roll call vote.

Chain Exploration Center Enrollment Update:

CEC Administrator Carrie Naparalla provided the CEC's enrollment information for the 2024-2025 school year. Everyone in grades 4K-3 are returning and she was excited to share that a lottery is needed in grades 4K-5.

However, enrollment continues to struggle in grades 6-8. They want to encourage the 5th graders to stay, and have sent out flyers and placed posts on Facebook to encourage new applicants. She also advised that they send exit surveys to families leaving the CEC.

Approval of 2025-2026 School Year Calendar:

Director of Teacher and Learning Mark Flaten advised that Administration provided staff with four different 2025-2026 calendar options for their review, and the 2025-2026 school calendar for Board approval tonight best satisfies most based on the feedback they received. It was noted that, per past practice, spring break is scheduled between the winter and spring sports seasons, although it may interfere with winter postseason activities.

A motion was made by Bob Adams and seconded by Nic Genske to approve the 2025-2026 school year calendar as presented. The motion carried unanimously on a roll call vote.

Proposed Cell Tower on District Property:

Director of Business Services Austin Moore advised that LLC Telecom has been hired by Tillman Infrastructure to find suitable locations for a cell phone tower. LLC Telecom has identified two locations on the western most portion of WHS property that would be suitable for a 100' x 100' area for a 250' cell tower to be erected. Administration has signed a non-binding document that allows LLC Telecom and Tillman Infrastructure to begin the process of evaluating the property. Once their engineers approve the installation process, their construction manager and engineer will meet with the District regarding which location they have chosen and the logistics. At that time, this will come before the Board again with final details on the location and logistics, and for final approval and signature of the lease agreement and related easements. Mr. Moore shared a map indicating where the two proposed areas are located. Several Board members along with Mr. Moore advised that they preferred Option #1, and Mr. Moore advised that the District can agree or not agree with the location chosen.

Mr. Moore advised that this project will positively impact the District as well as our community, and he outlined the proposed terms of the contract. Tillman Infrastructure would be responsible for all costs associated with the installation (which includes fencing) as well as any needed maintenance; the District would not be responsible for any fees or costs. If the tower is no longer needed, Tillman would be responsible for complete removal of the tower, equipment and fencing, as well as any foundations, footings, and concrete below grade. Liability insurance coverage will be the responsibility of Tillman Infrastructure.

A motion was made by Steve Klismet to authorize Administration to negotiate and proceed with signing a lease agreement with LLC Telecom to install a cell phone tower project on District property as presented. However, it was pointed out that the Administration does not yet have the authority to proceed with signing a lease agreement. Therefore, an amended motion was made by Steve Klismet and seconded by Ron Brooks to authorize Administration to negotiate with LLC Telecom to install a cell phone tower project on District property as presented, and then bring that information back to the full Board for final approval and signature. The motion carried unanimously on a roll call vote.

Construction Update:

Mr. Saari advised that the construction projects are coming to an end. He has a walk-through scheduled tomorrow with Miron Construction at the WLC. The entire project is approximately \$139,000 over budget due to unforeseen change orders that took place over the course of the construction process. This additional expense will be covered in the present budget.

Adjournment into Closed Session:

A motion was made by Steve Klismet and seconded by Ron Brooks 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 discuss personnel issues. The motion carried unanimously on a roll call vote at 6:56 p.m.

The Board did not reconvene in open session.

Adjournment:

A motion was made and seconded to adjourn the meeting at 7:50 p.m. The motion carried unanimously on a voice vote.

_____ Date _____
Dale Feldt, President
Board of Education

_____ Date _____
Molly McDonald, Clerk
Board of Education