



Respectful, Responsible, Safe & Prepared

**SCHOOL BOARD MEETING MINUTES
March 15, 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 Shana Rogne and the 8th grade flute players for their wonderful performance. He then asked Trevor Leopold to lead the Board in the Pledge of Allegiance.

Call to Order:

The meeting was called to order by President Stephen Johnson at 5:31 p.m.

Roll Call:

Present in the WHS Community Room: Stephen Johnson, Dale Feldt, Steve Klismet, Mark Polebitski, Patrick Phair, Betty Manion, and Steve Hackett.

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, Austin Moore, John Erspamer, Carrie Naparalla, Trevor Leopold, Ella Waite, and members of the community.

Approval of Agenda:

A motion was made by Steve Hackett and seconded by Dale Feldt 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.

Consent Agenda:

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

Approval of Minutes:

February 8, 2022, Regular Board Meeting
February 14, 2022 Special Board Meeting
February 21, 2022, Policy Committee Meeting
February 22, 2022 Special Board Meeting
March 3, 2022 Personnel Committee Meeting

Financial Reports:

Accounts Payable Approval: \$2,800,690.18, and Building Fund Payable: \$0
Cash Receipts: \$4,332,844.50
Treasurer's Report – Total Cash per Reconciliation: \$11,389,654.20
Budget to Actual Comparison by Fund Groups:
Fund 10 Ending Balance: \$11,670,405 [2020-2021: \$10,455,840]
Fund 21 Ending Balance: \$353,069 [2020-2021: \$368,230]
Fund 27 Ending Balance: -\$1,508,088 [2020-2021: -\$1,439,696]
Fund 38 Ending Balance: \$0 [2020-2021: \$0]
Fund 41 Ending Balance: \$0 [2020-2021: \$70,228]
Fund 49 Ending Balance: \$399,367 [2020-2021: \$166,693]
Fund 50 Ending Balance: \$126,785 [2020-2021: -\$76,190]

Retirements – End of 2021-2022 School Year:

Mark Kryshak – WHS Instrumental Music Teacher
Charles Peters – WHS At-Risk Teacher

Resignations:

Melissa Cook – WHS Health Aide
Riley Bicanic – WMS Speech-Language Pathologist

Hires – 2021-2022 School Year:

Kathleen (Alan) Hammond – Temporary Part-Time WHS Music Instructor
Michele Miller – WMS Ed. Asst.-Spec. Ed.

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

Nancy Pulvermacher and Kareene Hansen – WMS 7th Grade Teacher

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

WHS Volunteer Coaching Positions:
David Yeska - Baseball
WHS Volunteer Advisor Positions:
Jon Loken - Robotics

Extra Curricular Coaches and Advisors – 2022-2023 School Year:

WHS Coaching Positions:
Elizabeth Kneer – Varsity Volleyball

Renewal of CESA 5 Services Contract for 2022-2023
Renewal of CESA 5 Lease Agreement for 2022-2023
Chess Club Class 3 Request to Compete in Nationals in April 2022

The motion carried unanimously on a roll call vote.

Communications:

Mr. Saari noted that last week was National School Breakfast Program Week.

Donations:

Mr. Saari advised of the generous donation of homemade outerwear from the Homespun Ministries group of Calvary Lutheran Church to the Waupaca Middle School. He also advised of the generous monetary donations totaling \$1,663.50 from the Knights of Columbus to the District's special education programs.

A motion was made by Patrick Phair and seconded by Steve Hackett to accept with gratitude the donations from Calvary Lutheran Church and the Knights of Columbus as presented. The motion carried unanimously on a voice vote.

District Administrator's Report:

Mr. Saari advised of the following:

Due to the low number of COVID positive cases and the new CDC guidance, our medical staff is transitioning to discussions focusing on other student needs. Therefore, this update will be eliminated in future reports, and the District's COVID dashboard will be updated weekly rather than daily.

Due to a request received from the community, the Chamber is hosting a virtual School Board candidate forum and anticipates a release date of March 22 or 23. It will also be shared on the radio as well as the Chamber's and the City's websites and Facebook pages.

The recent reunification tabletop training activity with County Emergency Management provided insight where there are gaps and where more planning is needed, such as having communication templates for various situations.

We are very excited to share that our nomination of the Waupaca Foundry for the 2021-2022 WASDA Bert Grover Child Advocacy Award was chosen, which recognizes the Waupaca Foundry for their extraordinary dedication to students, the District, and the community. In addition, a TV news crew will be onsite tomorrow interviewing staff and Waupaca Foundry representatives regarding our Robotics Club.

We are not getting as many people downloading the District's mobile friendly app as desired so he encouraged everyone to do so.

He also provided updates relating to the CTE Pathway meetings and the Grant Writer.

Monitoring:Update on Strategic Plan:

Mr. Saari shared the revisions the District had to make to its Strategic Plan due to DPI's recommendation to not use the 2019-2020 numbers as our baseline anymore. So those changes are reflected in every building's scorecard as well as the District's. Director of Teaching and Learning Mark Flaten advised that no other changes were made to the Strategic Plan other than adding the 5% increase language and other formatting and language changes to improve consistency throughout.

A motion was made by Dale Feldt and seconded by Steve Klismet to accept and approve the amended 2021-2026 Strategic Plan as presented. The motion carried unanimously on a roll call vote.

Administration:

Approval of 2023-2024 School Year Calendar:

Director of Teaching and Learning Mark Flaten advised that the school calendars are developed for two school years out. So for the 2023-2024 school year calendar, the Administration created two options – Option A provides for a four day Easter weekend with no breaks between April 2 and May 27, and Option B provides for a three day Easter weekend and another three day weekend in late April (an additional break during the spring months). Mr. Flaten further advised that the teachers were surveyed as to which calendar option they preferred and the majority of the responses preferred Option B.

A motion was made by Steve Hackett and seconded by Patrick Phair to approve Option B for the 2023-2024 school year calendar as presented. The motion carried unanimously on a roll call vote.

Updated Job Descriptions:

Mr. Saari shared the new job descriptions for the Gifted and Talented Teacher, Intervention Teacher, Data Analyst, and High School Dean of Students positions. He added that we will wait on approval of the ESSER III funds before filling the positions.

Mr. Flaten advised that the two Intervention Teachers will be located at the school(s) where they best fit with the teachers and are most needed, and will work directly with students whereas the Coaches work more directly with staff. He further advised that the High School Dean of Students will work with students on behavior, culture, etc., issues, allowing more time for the High School Principals to work with staff.

Director of Technology Steve Thomaschefskey advised that we are looking at hiring an individual (not a company) to fill the Data Analyst position. This position will be able to analyze and organize more data, providing more of an overview of requested information faster to help make decisions. He added that this will allow Mr. Flaten and other Core Team members as well as the Coaches more time to work with the principals and staff. Mr. Thomaschefskey advised that this position will report to him because they are working with confidential data, and will be located at WHS but most likely out meeting with principals and teams most of the time.

Board President Stephen Johnson added that as previously discussed, all of these positions will be reevaluated as time goes by and closely monitored.

Approval of Donation from Waupaca Foundry Toward Updated WHS Fitness Center with Naming Rights:

Mr. Saari advised that as previously shared, the Athletic Department would like to update the equipment in the WHS Fitness Center so it can meet the needs of all students and athletes in the District. He shared the letter of commitment from Waupaca Foundry agreeing to fund Fitness Center equipment purchases in the amount of \$120,000 to be paid by June 30, 2022, with two conditions – that the funds be spent for the purpose intended and that Waupaca Foundry be given prominent and exclusive naming rights for the weight room.

Director of Co-Curricular Activities and Athletics Trevor Leopold advised that he took the physical education teachers to Bayport High School to see their new equipment and what could be done in our P.E. classes. He also advised that he is meeting with representatives of Waupaca Foundry on Friday to discuss the signage, and that the equipment will be installed on June 14, 2022.

A motion was made by Dale Feldt and seconded by Mark Polebitski to approve the donation of \$120,000 from the Waupaca Foundry to purchase fitness equipment for the WHS Fitness Center and

giving them exclusive naming rights as presented. The motion carried unanimously on a roll call vote.

Board Reports:

Student Representative Report:

Ella Waite advised that spring sports practices have started with games beginning next week, and that the Chess Club won the Conference Title in both varsity and junior varsity. Also that the Student Council Academic Honors is on March 21st.

She also advised that the ACT test for juniors is next week so the other students in grades 9, 10, and 12 are to attend school virtually, so she believes that there will be an influx of unexcused absences that day. Mr. Flaten advised that the other grades don't attend school that day in order to provide the juniors with the best possible testing environment with no interruptions, as well as less devices being on our network.

Ms. Waite asked about not having a safety intruder drill this year and was advised that a lockdown can be in place of a drill.

WASB Rewards:

Board President Johnson recognized Board members Dale Feldt, Mark Polebitski, and Betty Manion on achieving certain levels in the WASB Member Recognition Program, demonstrating a high level of commitment to our District and students.

Linkage Meetings/Visits Update:

Board member Betty Manion advised that she worked with Board member Dale Feldt and Mr. Saari on planning Community Linkage meetings per Board President Johnson's request. She shared with the full Board their answers to a variety of questions in order to help finalize a plan and process to address better communication with our community. However, she added that their main focus at this time is to put together a list of groups, determine which groups to meet with initially, and get these meetings up and going.

Board President Johnson asked that the Board focus on the categories or groups (or subgroups) of stakeholders perhaps not listed under paragraph #2 for discussion at another meeting when we will finalize this product.

Upcoming Meetings and Other Activities:

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

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

March 21, 2022 – WHS 2022 Academic Honors – 7:00 p.m.

March 22, 2022 – Groundbreaking Ceremony for New Maintenance Building – 3:00 p.m.

April 5, 2022 – Election Day

April 12, 2022 – Regular Board Meeting – 5:30 p.m.

April 25, 2022 – Special Board Reorganization Meeting – 5:30 p.m.

April 27, 2022 – Policy Committee Meeting – 5:30 p.m.

Policy Committee:

Committee Chairperson Patrick Phair advised that the Policy Committee met on February 21st and reviewed and recommended that the full Board approve and adopt the following policies:

NEOLA Policy 0167.6 Use of Electronic Mail (E-Mail) & Public Records (W166)

NEOLA Policy 5113 Open Enrollment Program (Inter-District) (W423)

NEOLA Policy 5335 Care of Students with Chronic Health Conditions (as amended)
NEOLA Policy 5430 Class Rank
NEOLA Policy 5461 Children At-Risk of Not Graduating from High School (as amended)
NEOLA Policy 5540.01 Investigations Involving Suspected Child Abuse
NEOLA Policy 5605 Suspension/Expulsion of Students with Disabilities
NEOLA Policy 5722 School-Sponsored Publications and Productions
NEOLA Policy 5730 Equal Access for Non-District Sponsored Student Clubs and Activities
NEOLA Policy 5451.01 Wisconsin Academic Excellence Scholarship (W461)
NEOLA Policy 6231 Annual Operating Budget (W620) (as corrected)
NEOLA Policy 6144 Revenues from Investments (W652)
NEOLA Policy 6620 Petty Cash (W662)
NEOLA Policy 6610 Student Activity Funds Management (W662.1) (as amended)
NEOLA Policy 6235 Fund Balance (W662.3)
NEOLA Policy 6630 Staff Cash Handling (W663)
NEOLA Policy 8900 Fraud Preventions and Reporting (W665)
NEOLA Policy 6420 Check Signing (W666)
NEOLA Policy 6521 Payday Schedules (W671.1)
NEOLA Policy 6325 Procurement Methods for Services, Supplies, Equipment and Other Property (W672.1)
NEOLA Policy 6450 Local Purchasing (W672.2)
NEOLA Policy 6440 Cooperative Purchasing (W672.3)
NEOLA Policy 7455 Management of Capital Assets (W683)
NEOLA Policy 6800 System of Accounting (W681)
NEOLA Policy 6108 Authorization to Make Electronic Fund Transfers
NEOLA Policy 6110 Federal Funds
NEOLA Policy 6111 Internal Controls
NEOLA Policy 6112 Cash Management of Grants
NEOLA Policy 6114 Cost Principles - Spending Federal Funds
NEOLA Policy 6116 Time and Effort Reporting
NEOLA Policy 6120 Safety Deposit Box
NEOLA Policy 6146 Post Issuance Tax Exempt Bond Compliance
NEOLA Policy 6147 Debt Management
NEOLA Policy 6150 Tuition Income
NEOLA Policy 6220 Budget Preparation
NEOLA Policy 6230 Budget Hearing
NEOLA Policy 6320 Purchasing
NEOLA Policy 6330 Leasing School Property
NEOLA Policy 6460 Vendor Relations
NEOLA Policy 6470 Payment of Invoices
NEOLA Policy 6510 Payroll Authorization
NEOLA Policy 6670 Trust and Agency Funds
NEOLA Policy 6680 Recognition (W192)
NEOLA Policy 6700 Fair Labor Standards Act (FLSA)
NEOLA Policy 6830 Audit
NEOLA Policy 6520 Payroll Deductions (W671.3/W671.3-R1)
NEOLA Policy 9130.01 Reconsideration of Library Materials (W871)
NEOLA Policy 9150 School Visitors (W861)
NEOLA Policy 9700.02 Distribution/Posting of Non-School Related Materials (W852)
NEOLA Policy 9700.03 Sales and Solicitations on School Property (W850)

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.

Personnel Committee:

Committee Chairperson Betty Manion advised that the Personnel Committee met on March 3rd with two of the issues being securing the ESSER III funds, and providing all employees with the CPI wage increase across the board because we value our staff.

A motion was made by Betty Manion, per Committee recommendation, to approve the 4.7% CPI wage increase to all District staff beginning in the 2022-2023 school year as presented. The motion carried unanimously on a roll call vote.

In addition, Ms. Manion advised that student enrollment and academic staffing was discussed, recognizing that it is a fluid situation.

A motion was made by Betty Manion, per Committee recommendation, in alignment with our Strategic Plan and ESSER III funds, to accept and support the Administration’s core academic staffing recommendations, resulting in a reduction of two teaching positions through attrition (specifically one at the WLC and one at the WMS) as presented. The motion carried unanimously on a roll call vote.

Adjournment into Closed Session:

A motion was made by Dale Feldt and seconded by Steve Hackett 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 pursuant to 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 except where par. (b) applies 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 a possible nonrenewal of a teacher. The motion carried unanimously on a roll call vote at 6:37 p.m.

The Board issued a preliminary notice of nonrenewal of a teacher on a unanimous roll call vote at 7:05 p.m.

Adjournment:

A motion was made by Steve Hackett and seconded by Dale Feldt to adjourn the meeting at 7:08 p.m. The motion carried unanimously on a roll call vote.

_____ Date _____
Stephen Johnson, President
Board of Education

_____ Date _____
Elizabeth Manion, Clerk
Board of Education