



*Respectful, Responsible, Safe & Prepared*

## **SCHOOL BOARD MEETING MINUTES June 13, 2023 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 Karen Nowak 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, Betty Manion, Steve Klismet, Molly McDonald, Ron Brooks, Bob Adams, and Lori Chesnut.

### **Also Present:**

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Mark Flaten, Carl Hayek, Laurie Schmidt, Steve Thomaschefskey, Michael Werbowsky, Jenifer Erb, John Meyer, Austin Moore, John Erspamer, Jody Pankratz, Carrie Naparalla, Kyle Scherwinski, Andre Waichulaitis, and several SDW staff members.

### **Approval of Agenda:**

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

### **Public Comment:**

Mr. Andre Waichulaitis addressed the Board regarding someone contacting his employer about his previous public comments.

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

The Board reviewed their collective commitments.

### **Consent Agenda:**

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

### Approval of Minutes:

May 9, 2023, Joint SB-GC Charter School Contract Committee Meeting

May 9, 2023, Regular Board Meeting

May 23, 2023, Personnel Committee Meeting

May 25, 2023, Joint SB-GC Charter School Contract Committee Meeting  
June 6, 2023, Building and Grounds Committee Meeting

Financial Reports:

Accounts Payable Approval: \$2,771,759.10, and Building Fund Payable: \$193,731.05

Cash Receipts: \$784,858.93

Treasurer's Report – Total Cash per Reconciliation: \$9,210,228.18

Budget to Actual Comparison by Fund Groups for May:

Fund 10 Ending Balance: \$9,551,132 [2021-2022: \$14,746,121]

Fund 21 Ending Balance: \$353,507 [2021-2022: \$476,683]

Fund 27 Ending Balance: -\$2,224,124 [2021-2022: -\$1,782,778]

Fund 38 Ending Balance: \$0 [2021-2022: \$0]

Fund 41 Ending Balance: \$0 [2021-2022: \$0]

Fund 49 Ending Balance: \$766,221 [2021-2022: \$389,950]

Fund 50 Ending Balance: \$434,562 [2021-2022: \$257,344]

Updated Staffing Changes for 2023-2024 School Year

Resignations:

Reyna Velazquez Kilty – WLC Ed. Asst.-Spec. Ed.

Katey Everts – WLC Food Service Class 2

Zoey Leasman – Payroll Specialist

Amanda Kraus – WLC Special Education Teacher

Hires – 2023 Summer:

Vivian Vigus – Maintenance/Grounds

Barbara Rusch – Maintenance/Grounds

Sydney Erspamer – WLC Summer School Teacher

Tyler Bouressa – WLC Summer School Teacher

Amanda Reid – Summer School Nurse

Hires – 2023-2024 School Year:

Rhonda Glodowski – Part-Time (.8 FTE) WLC Health Aide

Jenny Shanak – Part-Time (.2 FTE) WLC Health Aide

Ryan Dayton – WLC Special Education Teacher

Transfers/Changes – 2023-2024 School Year:

Lisa Mikolajczak - WLC Class I Secretary to District Payroll Specialist

Emalee Lipke – WLC Class II Secretary to WLC Class I Secretary

Jennifer Miller – CEC Special Education Teacher to WLC Special Education Teacher

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

Resignations:

Chloe Johnson – WMS Dance Coach

WHS Volunteer Advisor Positions:

Keri Otte - Forensics

WMS Coaching Positions:

Jamie Trzebiatowski – Track

Extra Curricular Coaches and Advisors – 2023-2024 School Year:

WMS Coaching Positions:

Hanna Henrich-Waller - Dance

Final Approval of Summer School Staffing for 4K-Grade 8 and Grades 9-12  
Approval of 4K Contracts for Head Start and Sunny Day  
Open Enrollment Applications  
2023-2024 Meal and Milk Prices  
2023-2024 WIAA Membership Approval  
2023-2024 WASB Membership Dues

The motion carried unanimously on a voice vote.

**Communications:**

Donations:

Mr. Saari advised of the generous donation of lumber by Micky Rice to CEC for birdhouses. A motion was made by Betty Manion and seconded by Lori Chesnut to accept with gratitude the donation from Micky Rice as presented. The motion carried unanimously on a voice vote.

He also advised of the generous donations made by Team Schierl Companies Charitable Giving Fund, Robert and Christine Faulks Woodpile Fund, and Waupaca Area Convention and Visitors Bureau Board to CEC for the dock upgrade and expansion. A motion was made by Betty Manion and seconded by Lori Chesnut to accept with gratitude the donations from Team Schierl Companies Charitable Giving Fund, Robert and Christine Faulks Woodpile Fund, and Waupaca Area Convention and Visitors Bureau Board as presented. The motion carried unanimously on a voice vote.

District Administrator's Report:

Mr. Saari advised that he was asked to be a part of the interview process in the hiring for the Waupaca County Department of Health and Human Services.

He shared that the Adventure Outfitters and CEC Kayak Program Flotilla Fundraiser was an overwhelming success taking in over \$19,000 for the CEC Kayak Program, highlighting the incredible support by the community.

Mr. Saari advised that he and Director of Student Services Laurie Schmidt have participated in child care discussions organized by local community members and organizations looking for ways to get out of this child care desert and improve child care opportunities in our community, which will make it more attractive for people to move here thereby helping local businesses, the City of Waupaca, as well as the SDW.

Mr. Saari shared that all four schools in our District received State recognition for providing multi-level systems of support for students in behavior, reading, and math. Especially the WLC which received the platinum award for behavior, reading and math – the highest rated school in Wisconsin!

He also shared that construction will begin at all four schools as well as the WHS parking lot on June 19, 2023, and advised of the correct doors to be used and office hours if needing to enter a school building during the summer.

Mr. Saari advised that the Grant Writer has over \$11M in pending grants, and we are hoping to be awarded the COPS grant that was recently submitted.

**Monitoring:**

Student Services Updates:

Director of Student Services Laurie Schmidt provided the annual update outlining enrollment data and services provided for our students of special populations such as students with disabilities, students with 504 plans, English learners, and students identified as homeless, with the focus on equity for all student populations.

She advised that there was an increase in students receiving Special Education services. All students with a disability have an Individualized Education Plan (IEP), and the services provided are based on student needs. They also regularly look at possible dismissal and exit from student services if appropriate.

Ms. Schmidt also advised that the District has a few students placed at the Waupaca County Alternative Program (WCAP) through CESA 5. Over 95% of the students attending WCAP are students with disabilities and are provided placement there by the District through an IEP. The cost is approximately \$34,500/year per student and is covered by the resident district.

She advised that Section 504 of the Rehabilitation Act of 1973 (a civil rights statute not a special education statute) requires the District to provide eligible disabled students with equal access (both physical and academic) to regular education services, programs, and activities offered by the SDW. So they look at the major life activities of the student.

Ms. Schmidt advised that our English Learner (EL) population increased significantly this year, therefore the District will be adding staff to work with students and to support teachers.

Finally, she explained how students are identified and the strategies the District uses for identification of homeless. The District's enrollment process has specific questions regarding housing, which then identifies families that our school social workers connect with to assist with resources. She advised of the services the District offers to homeless students, and that the Waupaca Area Services website provides a lot of resources that are available for students, families and the community.

#### **Administration:**

##### Graduating Seniors Celebrations Report:

High School Principal Michael Werbowsky advised of the many accomplishments of the graduating class of 2023. Students are getting more involved with youth apprenticeships and work experience, as well as obtaining licenses and certifications. He shared that 96% of our senior class graduated, with 133 students participating in the graduation ceremony. Board President Feldt added that it was an outstanding graduation ceremony, and suggested that the accomplishments be put on the District's website.

##### WHS and WMS Annual Student Behavior/Discipline Analysis:

WHS Principal Michael Werbowsky, WHS Associate Principal Jenifer Erb, Dean of Students Kyle Scherwinski, WMS Principal John Meyer, and WMS Associate Principal Austin Moore provided information and data relating to student grades, attendance, and behavior issues. They also reported on Gaggie notifications. They advised that students are made aware of the expectations at the beginning of the school year and that our focus is on teaching and learning in a safe and positive environment.

Mr. Werbowsky added that to improve the number of students failing core classes, he worked with his staff and instituted a "guided study hall" which has had a positive impact. Regarding attendance issues, Ms. Erb and Mr. Scherwinski advised that they request in-person meetings with parents, home visits are made by the social workers, and they work with Social Services to help get the student to school. They advised that 3% of the students had 45% of the major write-ups, indicating that most of our students are doing what they are supposed to do. Therefore, they are working on creating more rewards for positive behavior. They advised of the supports that are in place to help the students such as the Educational Assistance Plan which has seen great success. They noted that there is an uptick of behavioral issues a couple of weeks before the end of the school year because some students get nervous and have anxiety about not being in school. Mr. Werbowsky and Ms. Erb credited the addition of Mr. Scherwinski for the decrease in the number of incidents because he is able to provide support to the students quicker.

Mr. Meyer and Mr. Moore advised that attendance at the Middle School has been consistent throughout the school year, and they will be meeting with the SRO and judge in August to discuss getting students back in school. They advised the Board on what types of incidents qualify for in-school (ISS) and out-of-school (OSS) suspensions; bullying is always considered a major and would constitute an ISS or OSS. If there are multiple minors by the same student, the Tier II team and Administration will work with the student. They have seen a significant decrease in majors and it is because of implementing PBIS strategies and recognizing positive behavior. An email is sent to parents for all majors, minors, and positives. Twenty students had 45.6% of the major write-ups, so most of our students are doing the right thing and they celebrate that by awarding Comet Cash digitally.

Approval of 2023-2024 CEC School Handbook:

CEC Principal Carrie Naparalla advised that the CEC Student Handbook was revised to make it more reader friendly. A motion was made by Molly McDonald and seconded by Betty Manion to approve the 2023-2024 Chain Exploration Center School Handbook as presented. The motion carried unanimously on a voice vote.

2023-2024 Health Insurance Renewal:

Director of Business Services Carl Hayek advised that because of the District's Health Insurance Ad Hoc Committee, the District has been able to negotiate health insurance premiums while continuing to offer better health insurance to its staff when compared to most other school districts, adding that health insurance is the second biggest budget item next to salaries. This year the District had a 113% loss ratio, resulting in an initial premium increase of 9%, which was negotiated down to 7.5%. He then asked M3 to provide other options with plan design changes to further reduce the premium increase.

His initial recommendation was to tweak the plan design in order to get the premium increase down to 4.9%. However, after further discussion with the Health Insurance Ad Hoc Committee, he decided to accept the 7.5% premium increase and keep the same plan design. Therefore, there will be an increase to the employee of \$9.01/paycheck for the family plan but no plan design changes. If we would have gone with a plan design change increasing total out-of-pocket maximums, it would have cost a lot more. In addition, there will be no dental insurance or LTD insurance increases.

A motion was made by Ron Brooks and seconded by Steve Klismet to accept Mr. Hayek's and the Health Insurance Ad Hoc Committee's recommendation that WGA/GHT be the District's 2023-2024 health insurance provider with a 7.5% premium increase but with no plan design changes, and the Employee Personal Health Assessment (PHA) process will remain the same, as presented. The motion carried on a 6-0-1 voice vote with Dale Feldt abstaining because he is enrolled in the District's health insurance plan.

A motion was made by Molly McDonald and seconded by Lori Chesnut to approve Delta Dental as the District's self-funded dental insurance provider with no premium increase as presented. The motion carried on a 6-0-1 roll call vote with Dale Feldt abstaining because he is enrolled in the District's dental insurance plan.

A motion was made by Molly McDonald and seconded by Bob Adams to approve The Standard as the District's LTD insurance provider with no premium increase as presented. The motion carried unanimously on a roll call vote.

Budget Snapshot for 2023-2024 and Closeout for 2022-2023:

Mr. Hayek provided a snapshot of the 2023-2024 preliminary budget projection of how we will end up in October, noting that we are about \$89,107 short at this point in time. But because we bid out other insurances, we were able to negotiate a better rate so we saved approximately \$80,000. Therefore we are looking at a \$9,000 shortfall, but he believes the budget will be balanced in October.

Review of Safe Return to In-Person Instruction and Continuity of Services Plan:

Mr. Saari advised that the District is required to review its 2021 Safe Return to In-Person Instruction and Continuity of Services Plan every six months. Therefore, he shared today's update to the Plan. This should be the last update required as it ends September, 2023. At this time the community has an opportunity to comment regarding the plan. There was no public comment.

A motion was made by Dale Feldt and seconded by Betty Manion to approve the June 13, 2023, update to the 2021 Safe Return to In-Person Instruction and Continuity of Services Plan as presented. The motion carried unanimously on a voice vote.

Request to Move July 11<sup>th</sup> Regular Board Meeting to July 17 or 18, 2023:

Mr. Saari advised that he will be on vacation the first two weeks in July so he asked the Board if the July 11<sup>th</sup> regular Board meeting could be rescheduled to July 17 or 18, 2023. Because Lori Chesnut is not available July 18<sup>th</sup>, a motion was made by Betty Manion and seconded by Steve Klismet to move the July 11, 2023, regular Board meeting to Monday, July 17, 2023, at 5:30 p.m. in the Waupaca High School Community Room. The motion carried unanimously on a voice vote.

**Board Reports:**

Student Representative Report: None.

Upcoming Meetings and Other Activities:

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

June 15, 2023 – Expulsion Hearing – 5:30 p.m.

June 19, 2023 – Policy Committee Meeting – 5:30 p.m.

June 22, 2023 – Joint SB-GC Charter School Contract Committee Meeting – 1:00 p.m.

July 11, 2023 – Joint SB-GC Charter School Contract Committee Meeting – 3:45 p.m.

July 17, 2023 – Regular Board Meeting – 5:30 p.m.

**Administrative Guideline for Scheduling of Committee and Special Meetings:**

Board President Feldt advised that because it has been difficult at times to schedule committee and/or special Board meetings, he asked Mr. Saari to create an administrative guideline setting out the procedure for the scheduling of these meetings. Therefore, Mr. Saari reviewed the draft Administrative Guideline 0155.1 setting forth the procedure that will be followed, which includes having a monthly calendar for Board members to indicate when they are not available between regular Board meetings.

**Joint School Board-Governance Council Charter School Contract Committee:**

Committee Chairperson Dale Feldt advised that the Committee met twice since our last meeting and it has been working through the contract. These meetings have helped to develop a better understanding of the CEC.

**Personnel Committee:**

Committee Chairperson Betty Manion advised that the Committee met on May 23<sup>rd</sup> to discuss several items. Mr. Saari advised that the Core Team and WTA had a good collaborative meeting last Wednesday and they are in support of the 5% increase and health insurance renewal. They will meet again in the fall. Mr. Saari highlighted the many ways the SDW is reinvesting in its staff, totaling approximately \$500,000.

A motion was made by Betty Manion, per Committee recommendation, to increase the teacher salary matrix for certified teaching staff for the 2023-2024 school year by 5.0% as presented. The motion carried unanimously on a roll call vote.

A motion was made by Betty Manion, per Committee recommendation, to increase wages for District nurses, secretaries, Administration and District Office staff for the 2023-2024 school year by 5.0% as presented. The motion carried unanimously on a roll call vote.

A motion was made by Betty Manion, per Committee recommendation, that all athletic/non-athletic extracurricular pay remain at the same levels as the 2022-2023 school year as presented. The motion carried unanimously on a roll call vote.

A motion was made by Betty Manion, per Committee recommendation, to increase the food service, custodial, maintenance, educational assistants, and special educational assistants salary matrixes for the 2023-2024 school year by 5.0%, with an additional \$1.00 per hour increase to the special educational assistants salary matrix as presented. The motion carried unanimously on a roll call vote.

A motion was made by Betty Manion, per Committee recommendation, to approve the English Learner (EL) Coach job description and posting for hire as presented. The motion carried unanimously on a voice vote.

A motion was made by Betty Manion, per Committee recommendation, to approve the updated liquidated damages language in the Administrator Contracts as presented. The motion carried unanimously on a voice vote.

A motion was made by Betty Manion, per Committee recommendation, to approve the Administration's recommendation to update the Library Media Specialist job description and add 10 additional contract days onto District Librarian Sarah Hanneman's contract as presented. Ms. Manion expressed her concern that the job description for the District Librarian is too much for one person to do, and since we are implementing a new library plan, we need to be sure it is successful. Board President Feldt reminded her that Ms. Hanneman will report to the Board in December regarding her new job duties. The motion carried on a 6-1-0 voice vote with Betty Manion voting no.

**Buildings and Grounds Committee:**

Committee Chairperson Steve Klismet advised that the Committee met on June 6<sup>th</sup>. One of the items discussed was the WHS parking lot renovations. He still had concerns with the design of the parking lanes and snow removal, as well as the exit and entrances and their approval by the DOT. Board President Feldt indicated on the design map how the traffic would flow and where students and staff would park. The backlot is going to continue to be maintained and will be used for overflow and deliveries.

**Adjournment:**

A motion was made by Steve Klismet and seconded by Ron Brooks to adjourn the meeting at 7:43 p.m. The motion carried unanimously on a voice vote.

\_\_\_\_\_ Date \_\_\_\_\_  
Dale Feldt, President  
Board of Education

\_\_\_\_\_ Date \_\_\_\_\_  
Molly McDonald, Clerk  
Board of Education