



SCHOOL BOARD MEETING MINUTES July 19, 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](#).

Notices to the Board:

Prior to the meeting being called to order, Board member Betty Manion advised the Board of the following:

1. She received notice that there is an opening on the Region 7 WASB Board of Directors so if anyone is interested in applying for that, let her know.
2. She received an unsigned letter via the U.S. Mail which she perceived as threatening, and provided a copy to all other Board members.

President's Comments and Pledge of Allegiance:

Stephen Johnson welcomed everyone and asked Jamie Trzebiatowski to lead the Board in the Pledge of Allegiance.

Call to Order:

The meeting was called to order by President Stephen Johnson at 5:33 p.m.

Roll Call:

Present in the WHS Community Room: Stephen Johnson, Dale Feldt, Patrick Phair, Betty Manion, and Ron Brooks.

Excused: Steve Klismet.

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Carl Hayek, Mark Flaten, Steve Thomaschefskey, Michael Werbowski, John Erspamer, Jody Pankratz, Carrie Naparalla, Jamie Trzebiatowski, Hannah Rowe, Trevor Leopold, and members of the community.

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.

Public Comment:

Mrs. Sandy Robinson addressed the Board expressing her support for the Board members especially in light of Board member Manion's receipt of a threatening letter.

Two other community members addressed the Board requesting that a High School female wrestling team be formed along with hiring a female team coach as they stated there are a lot of girls in the community who would be interested in participating on a wrestling team competing against other girls rather than boys. It would also bridge the gap from youth teams to the college level. Board President Johnson advised that the Board and Administration will review this information and proceed accordingly.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Consent Agenda:

A motion was made by Betty Manion and seconded by Patrick Phair to approve the items of the consent agenda as presented.

Approval of Minutes:

June 14, 2022, Regular Board Meeting

June 20, 2022, Policy Committee Meeting

Financial Reports:

Accounts Payable Approval: \$2,480,671.91, and Building Fund Payable: \$336,679.00

Cash Receipts: \$3,669,930.24

Treasurer's Report – Total Cash per Reconciliation: \$12,251,406.63

Budget to Actual Comparison by Fund Groups:

Fund 10 Ending Balance: \$12,321,651 [2020-2021: \$11,423,881

Fund 21 Ending Balance: \$389,724 [2020-2021: \$331,542]

Fund 27 Ending Balance: -\$13 [2020-2021: \$0]

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

Fund 41 Ending Balance: \$0 [2020-2021: \$70,264]

Fund 49 Ending Balance: \$53,303 [2020-2021: \$166,696]

Fund 50 Ending Balance: \$376,027 [2020-2021: \$99,737]

Resignations:

Christal Buch – WLC Food Service Class 1B

Mark Polebitski – School Board Member

Hires – 2022-2023 School Year:

Tony Altmann – WHS Math Teacher

Kandi Bouwma – WHS Alternative Education Teacher

Holly Saunders - WMS Music Teacher

Matthew Arndt – WHS Custodian

Bridgit Hill – WHS Custodian

Theresa Kettlewell – WLC Custodian

Hunter Lurvey – WMS Custodian

Transfers/Changes – 2022-2023 School Year:

Dale Knolle – WHS Custodian to WLC/WMS Maintenance Class I

Angie Borntreger – WMS Food Service Class 1B to WLC Food Service Class 1B

Ashley Brill – WLC Food Service Class 3A to WMS Student Services Secretary Class II

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

WHS Volunteer Advisor Positions:

Leota Studzinski – Cross Country

WHS Coaching Positions:

Forrest Wright - Boys Varsity Head Hockey

Student Academic Standards
Student Assessments Annual Notice
Annual Seclusion and Restraint Report
2022-2023 Meal and Milk Prices
2022-2023 Athletic Ticket Prices

The motion carried unanimously on a roll call vote.

Communications:

District Administrator's Report:

Mr. Saari advised that the Community Safety Committee meetings have begun, with the next meeting scheduled for Thursday evening. He also provided an update of the City's Economic Development and Community Engagement Steering Committee.

Administration would like to keep the July 26th Board retreat date to address the Treasurer position as well as other items relating to Mark Polebitski's resignation from the Board.

Mr. Saari advised that his luncheon meetings with new teachers began today. He also advised that the Comet House has been sold and it will be moved. A plan will be shared at next month's regular Board meeting.

Mr. Saari also provided an update relating to the projects submitted and awards received by the Grant Writer to date.

Administration:

AGR Reports:

WLC Principal John Erspamer shared the Achievement Gap Reduction (AGR) report for the Waupaca Learning Center. He noted that in reviewing the far left and far right columns it shows the year's growth and that they met just about all of their goals. There is currently one position open for a WLC/CEC Student Interventionist which will provide additional services to students.

CEC Administrator Carrie Naparalla shared the AGR report for the Chain Exploration Center. She was pleased with the numbers, noting that struggles did continue in 2nd grade reading and math. But overall, she is very impressed with the work the students and staff are doing.

Several Board members commented that it is encouraging to see the great progress that was made.

CEC Annual Report:

CEC Administrator Naparalla presented the 2021-2022 Chain Exploration Center Annual Report highlighting certain accomplishments of the past year, and the many unique opportunities available to students. She thanked the Board for their continued support of the Charter School, as well as the Governance Council and staff for all of their hard work. She is proud of the accomplishments, including the five star report card and the students' service hours. She added it has been a great year with lots of progress.

Annual At-Risk Report:

District Administrator Saari presented the annual At-Risk plan for the School District which describes how the District identifies the children who are at risk of not graduating from high school and how the District will meet the needs of those students. A summary of the 2021-2022 At-Risk program was also shared. High School Principal Michael Werbowski also shared that a new At-Risk teacher, Kandi Bouwma, has been hired to replace retiring teacher Charles Peters.

A motion was made by Betty Manion and seconded by Ron Brooks to approve the At-Risk plan as presented. The motion carried unanimously on a voice vote.

Annual School Health Services Summary Report:

School Nurses Jamie Trzebiatowski and Hannah Rowe presented the annual School Health Summary report which outlined the many health services delivered throughout the District for the 2021-2022 school year, along with an additional report relating to specific COVID-19 pandemic health services provided.

The Nurses added that the biggest challenge this past year was an increase in chronic conditions and the severity of those chronic conditions. In addition, direct care hours have increased exponentially, and there was an increase in the quantity of medications that require tracking.

Spring Co-Curricular Acknowledgement:

Director of Co-Curricular Activities and Athletics Trevor Leopold shared the many outstanding achievements of the spring 2022 athletics and activities programs, and also highlighted the accomplishments and awards of specific individual participants. He added the spring season started out slow due to the weather, but ended up being a really exciting year.

Maintenance Building Construction Update:

Director of Business Services Carl Hayek advised that this five year process is coming to a conclusion and shared pictures of the construction progress of the new maintenance building to date. They are anticipating that the building will be completed and ready to move into by August 1.

Board Reports:

Upcoming Meetings and Other Activities:

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

July 21, 2022 – Community Safety Committee Meeting – 5:30 p.m.

July 26, 2022 – Board Retreat – 5:30 p.m.

August 2, 2022 – Community Safety Committee Meeting – 5:30 p.m.

August 9, 2022 – Regular Board Meeting – 5:30 p.m.

August 17, 2022 – New Staff Gathering – 11:30 a.m.

August 24, 2022 – Community Safety Committee Meeting – 5:30 p.m.

Board member Patrick Phair advised that he has a conflict with the July 25 or 26 retreat date.

Review Monitoring Schedule:

Mr. Saari shared the document initially created for the 2021-2022 school year, and advised that he would like to use this format for the upcoming school year. He asked for feedback from the Board and will update this for the 2022-2023 school year following receipt of any input. Board President Johnson added that the Board, however, will continue to have flexibility with this schedule.

Vacancy/Appointment Process:

Board President Johnson advised that Mr. Polebitski has resigned from the Board of Education due to a change in residency and no longer resides in the School District. He thanked Mr. Polebitski for his service to the District as a whole, not just as a Board member.

Board President Johnson advised that the Board will follow Policy 0142.5 which outlines the process of filling a Board vacancy. Mr. Saari further advised that pursuant to that policy, the Board will appoint an individual to fill this vacancy until April 2023, when that seat will be up for election to fill the remainder of Mr. Polebitski's term (through 2024). Then that seat will be up for election in April 2024 for a new three-year term.

Board President Johnson asked that the District place an ad in the newspaper to run twice and on the radio. The applicant must be a resident of the School District and at least 18 years of age, and we will require them to submit a resume and cover letter. He added that the Board has 60 days from the date of the resignation to appoint someone or he will be required to appoint an individual.

After further discussion, the Board determined that the deadline for receipt of application materials will be noon on Friday, August 12, 2022, and interviews will be scheduled after that. Board President Johnson also advised that a special Board meeting can be called to make the appointment.

Mr. Saari requested that we can keep the July 26 date for a Board retreat or special Board meeting in order to fill the Treasurer role, and to discuss and draft interview questions for potential candidates. Board member Phair reiterated that he is unavailable that day but won't object; he may call in.

Policy Committee:

Committee Chairperson Ron Brooks advised that the Policy Committee met on June 20 and reviewed and recommended that the full Board approve and adopt the following policies:

- NEOLA Policy 0144.5 Board Member Behavior and Code of Conduct
- NEOLA Policy 7240 Site Acquisition
- NEOLA Policy 7250 Memorials and Dedications
- NEOLA Policy 7300 Disposition of Real Property
- NEOLA Policy 7310 Disposition of Personal Property
- NEOLA Policy 7410 Maintenance
- NEOLA Policy 7440 Facility Security
- NEOLA Policy 7440.01 Video Surveillance and Electronic Monitoring
- NEOLA Policy 7450 Property Inventory
- NEOLA Policy 7530.02 Staff and School Officials Use of Personal Communication Devices
- NEOLA Policy 7540 Technology
- NEOLA Policy 7540.01 Technology Privacy
- NEOLA Policy 7540.02 Web Content, Apps, and Services
- NEOLA Policy 7540.06 District-Issued Staff E-Mail Account
- NEOLA Policy 7540.07 District-Issued Student E-Mail Account
- NEOLA Policy 7541 Electronic Data Processing Disaster Recovery Plan
- NEOLA Policy 7542 Access to District Technology Resources From Personally-Owned Communication Devices
- NEOLA Policy 7543 Remote Access to the District's Network
- NEOLA Policy 8141 Required Reporting of Staff Conduct
- NEOLA Policy 8145 Annual Reports
- NEOLA Policy 8146 Notification of Educational Options
- NEOLA Policy 8210 School Calendar
- NEOLA Policy 8220 School Day
- NEOLA Policy 8300 Continuity of Organizational Operations Plan
- NEOLA Policy 8309 Open Meetings for Non-Board Committees
- NEOLA Policy 8315 Information Management
- NEOLA Policy 8320 Personnel Records
- NEOLA Policy 8320.01 Unauthorized Acquisition of Staff Personal Information
- NEOLA Policy 8325 Receipt of Legal Documents by District Employees
- NEOLA Policy 8330.01 Unauthorized Acquisition of Student Personal Information
- NEOLA Policy 8350 Confidentiality
- NEOLA Policy 8405 Environmental Health and Safety Program
- NEOLA Policy 8407 School Resource Officer Program
- NEOLA Policy 8410 Crisis Intervention
- NEOLA Policy 8431 Preparedness for Toxic Hazards
- NEOLA Policy 8431.01 Asbestos Management

NEOLA Policy 8442 Reporting Accidents
NEOLA Policy 8451 Pediculosis (Head Lice)
NEOLA Policy 8453 Direct Contact Communicable Diseases
NEOLA Policy 8462.01 Threats of Violence
NEOLA Policy 8463 Students Without Parents
NEOLA Policy 8540 Vending Machines
NEOLA Policy 8550 Competitive Food Sales
NEOLA Policy 8605 Use of Electronic Wireless Communication Devices by District Employees Who Operate Board-Owned or Operated Vehicles
NEOLA Policy 8640 Transportation for Field and Other District-Sponsored Trips
NEOLA Policy 8680 Bus Services Contracts
NEOLA Policy 8800 Religious and Patriotic Ceremonies and Observances
NEOLA Policy 8310 Public Records (W825)
NEOLA Policy 8330 Student Records (W826)

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

Committee Chairperson Brooks also advised that it was brought to the Committee's attention following the June 20th meeting that two additional NEOLA policies needed to be reviewed. They are:

NEOLA Policy 0143.2 Board Member Information Requests
NEOLA Policy 8305 Information Security

A motion was made by Ron Brooks and seconded by Betty Manion to approve and adopt NEOLA Policy 0143.2 Board Member Information Requests and NEOLA Policy 8305 Information Security as presented. The motion carried unanimously on a roll call vote.

Adjournment:

A motion was made by Betty Manion and seconded by Dale Feldt to adjourn the meeting at 6:42 p.m. The motion carried unanimously on a voice vote.

_____Date_____
Stephen Johnson, President
Board of Education

_____Date_____
Elizabeth Manion, Clerk
Board of Education