



**INSTRUCTIONAL COMMITTEE MEETING MINUTES**  
**May 20, 2024 – 5:30 p.m.**  
**Waupaca High School Community Room and [Live Stream](#)**

**Welcome and Call to Order:**

The meeting was called to order by Committee Chairperson Molly McDonald at 5:30 p.m.

**Roll Call:**

Present in the WHS Community Room: All members of the Instructional Committee were present (Chairperson Molly McDonald and Betty Manion; Bob Adams was present via phone). Additionally, Board members Dale Feldt, Steve Klismet, Lori Verhalen, and Ron Brooks were present.

**Also Present:**

Present in the WHS Community Room: Mark Flaten, Austin Moore, Steve Thomaschefskey, Laurie Schmidt, Sandy Lucas, Jenifer Erb, Kyle Scherwinski, Aaron Strebe, and Sarah Hanneman.

**Approval of Agenda:**

A motion was made by Betty Manion and seconded by Bob Adams to approve the agenda as presented. The motion carried unanimously on a voice vote. However, Committee Chairperson Molly McDonald noted that the Tiny House Update will come before the District Library Plan on the agenda as Mr. Strebe has another event to attend.

**Review of Board Meeting Norms:**

The Board reviewed their collective commitments.

**Tiny House Update:**

Technology Education Teacher Aaron Strebe advised that this is the first year for the tiny house project and it will take a little more than a year to complete. His goal is to shorten the timeline in the future. The purpose of this project is to bring knowledge and a building skill set to students, as well provide hands on experience and possible apprenticeships. Mr. Strebe also advised that he continues to build relationships with area contractors, many of whom helped out on the project. Mr. Strebe then provided a timeline for the completion of the remaining items.

Director of Technology/CTE Steve Thomaschefskey advised that when the tiny house is ready to sell, there may be some sort of recognition of Mr. Strebe and the students for their work on this project as well as for area businesses who provided their expertise.

Mr. Strebe advised that the biggest cause for the delay in the completion of the project was the weather because they could only work on it inside up to a certain point as the garage door is only 10 feet high and the structure is 13 feet high. So when it was moved outside, inclement weather played a big role in the delay. To avoid this in the future, Mr. Thomaschefskey suggested that in the short term, a larger garage door opening could be made, with the long term goal being to

construct a pole shed. Director of Business Services Austin Moore will explore the cost of creating a larger garage door. The project is currently under budget.

Mr. Thomaschefskey shared that they are pitching this project to area businesses/contractors as a conduit to apprenticeships. He added that this project will continue to evolve and expand into other areas such as zoning, marketing, etc. The focus this year was on getting the process down.

Mr. Moore advised that one of the auction parameters is to sell the tiny house “as is”, with no warranties. Board member Lori Verhalen added that when a house is sold at auction, typically it is sold “as is” to the highest bidder, which would be most beneficial for the District.

### **District Library Plan:**

District Librarian Sarah Hanneman advised that the DPI requires the District to approve and file a written, long-range library plan for library services development. She created this plan based on the Future Readiness model framework, which sets out the whole media program which allows us to see how well we are doing in meeting the needs of our students and staff and where improvements can be made.

She further advised that the budget sets out the guidelines for spending school library dollars, and the District library staff consists of herself and four library assistants. She also identified the Board policies that pertain to library media and technology.

Ms. Hanneman outlined two goals (curriculum, instruction and assessment, and use of space and time) that she will work on over the course of the next three years. She discussed how she is going to strive to meet those goals and will assess whether they are met or not.

Ms. Hanneman advised that she created more of a “living library” which involves the library assistants more. She does have a heavy workload but partnering with TIS’s has helped a lot. There have been some scheduling issues, but for the most part staff have been flexible so it has worked out. In addition, most students are very receptive to the new library framework and elementary administration like the program.

A motion was made by Bob Adams and seconded by Betty Manion to make a recommendation to the full Board at the next regular Board meeting to approve the District Library Plan as presented. The motion carried unanimously on a voice vote.

### **Update on Making Learning Visible Plan (MLVP) at WHS:**

Director of Teaching and Learning Mark Flaten provided an update on the proficiency standards vs. regular points-based grade reporting system at WHS. WHS will remain status quo and continue with the regular points-based system into next school year. He advised that the proficiency standard has been around a while, especially in elementary schools. The goal is to improve outcomes and clarity. Mr. Flaten shared that there are different ways of calculating the 3-2-1 standard into letter grades and that this has not been determined yet. He has shared some sample conversions in the past.

WHS Associate Principal Jenifer Erb advised that most teachers are on board with prioritizing the standards and like the learning targets. All agree that they have developed better teaching strategies. Converting the 3-2-1 standard to a percentage is still a struggle and requires a change in mindset. Dean of Students Kyle Scherwinski noted that the Administration needs to accurately explain this to families and students or there will continue to be apprehension. Ms. Erb added that WHS may have a parent meeting during orientation to discuss this.

Several Board members expressed their concerns that the District needs to better explain this to parents, as they continue to hear from them as well as from staff that they have some apprehension and concerns and are still trying to understand the new system. It was suggested that perhaps a tech school or university representative come in to explain how students will be accepted into their schools. Mr. Flaten noted that universities only see transcripts which indicate the class they took and the letter grade they received. Committee Chairperson Molly McDonald pointed out that is one area the parents struggle with – why have the 3-2-1 standard when it is going to be converted to a letter grade anyway.

The process in determining a valedictorian was also discussed, with Mr. Flaten noting that there is a separation of behavior versus academics when it comes to determining a valedictorian.

Ms. Erb advised that after using this standard for a year now, they are making some improvements to some of the learning targets and other items, and noted that teaching has improved.

Several Board members emphasized that the District needs to make it understandable for parents, teachers, and community members. The biggest issue is selling it and explaining to parents how it will work in the future in getting their students into tech schools and universities. It is hard to change a mindset.

Board members suggested a survey be sent to previous graduates to see how well the School District of Waupaca prepared them to go to the tech/college, and possibly schedule a linkage meeting with them during the month of January when most are home.

**Adjournment Into Closed Session:**

A motion was made by Betty Manion and seconded by Bob Adams to adjourn into closed session pursuant to Wis. Stats. Section 19.85(1)(e), deliberating or negotiating regarding public business including negotiations and bargaining regarding claims made to the District regarding internet issues. The motion carried unanimously on a roll call vote at 6:26 p.m.

The Board did not reconvene in open session.

**Adjournment:**

A motion was made by Dale Feldt and seconded by Betty Manion to adjourn the meeting at 6:53 p.m. The motion carried unanimously on a voice vote.