

**HARTLAND LAKESIDE ELEMENTARY  
JOINT NO. 3 SCHOOL DISTRICT  
SCHOOL BOARD MEETING MINUTES  
MONDAY, AUGUST 16, 2021  
NORTH SHORE MIDDLE SCHOOL PRESENTATION ROOM**

**CALL TO ORDER**

Board President Todd Nelson called the meeting to order at 6:39 pm. Board members in attendance are Ann Charlesworth, Tom Harter, Todd Nelson, Shannon Foley, and Jeffrey Pfannerstill, Jr. Administrator present is Nancy Nikolay. Board Secretary Michele Davis is also present.

**PLEDGE OF ALLEGIANCE** was led by Todd Nelson.

**PROOF OF GIVING PUBLIC NOTICE** was properly given.

**PUBLIC COMMENTS**

Public attendees who signed up to speak to an agenda item were provided the opportunity to speak.

**SUPERINTENDENT REPORT**

**COVID-19 Mitigation Protocols:**

District Administrator Nancy Nikolay presented recommendations on COVID-19 mitigation protocols, including requiring masks on all school buses and the district owned bus in accordance with federal mandate. District Nurse AnnMarie Meissner explained the quarantine protocols from Wisconsin Health Department.

Motion made by Shannon Foley and seconded by Todd Nelson to approve the district will continue following Waukesha County Health Department quarantine and isolation guidelines for household close contacts. All were in favor.

Motion made by Shannon Foley and seconded by Jeffrey Pfannerstill, Jr. to approve if there is a COVID positive case in a 4K-5<sup>th</sup> grade classroom, the entire classroom will receive a letter that there is a positive case in the classroom and families will be asked to watch for symptoms. If there is a positive case at the middle school families at that grade level will be notified. All were in favor.

Motion made by Shannon Foley and seconded by Ann Charlesworth to approve having no visitors or volunteers in the schools during school hours while students are present, no field trips, or assemblies and to revisit this discussion at the end of October. All were in favor.

Motion made by Shannon Foley and seconded by Todd Nelson to approve one classroom for grades 4K-5<sup>th</sup> as a parent optional mask only classroom. Ann Charlesworth – aye, Todd Nelson – aye, Tom Harter – nay, Shannon Foley – aye, Jeffrey Pfannerstill, Jr. – aye. Motion passed.

**Insurance Coverage:**

Nancy Nikolay presented coverage information from the insurance carrier regarding the mask policy change.

## **NEW BUSINESS**

### **2020-2021 Health Services Report**

District Nurse AnnMarie Meissner presented information on the 2020-2021 Health Services Report.

## **DIRECTOR OF BUSINESS SERVICES**

### **Finance Committee Report:**

Monthly Voucher and P-Card Purchasing Report:

Director of Business Services Karen Obukowicz presented information on the Monthly Voucher and P-Card Purchasing Report.

The Board discussed large technology purchases within the IT budget to be board approved.

Motion made by Shannon Foley and seconded by Jeffrey Pfannerstill, Jr. to approve the Monthly Voucher and P-Card Purchasing Report. All were in favor.

### **2021-2022 Employee Salary Increase:**

Karen Obukowicz presented information on the recommended 2021-2022 employee 2% salary increases for returning employees based on their 2020-21 salary or hourly wage rate with adjustments for all previously approved FTE adjustments and any changes made to hours per day.

Motion made by Shannon Foley and seconded by Jeffrey Pfannerstill, Jr. to approve the 2021-2022 employee 2% salary increases for returning employees based on their 2020-21 salary or hourly wage rate with adjustments for all previously approved FTE adjustments and any changes made to hours per day and teacher market adjustments to be added after the 2% increase. All were in favor.

### **2020-21 Fiscal year End and 2021-22 Budget Updates:**

Karen Obukowicz presented an update on the 2020-21 fiscal year end and a 2021-22 budget update.

## **OLD BUSINESS**

### **WASB Resolutions:**

No resolutions were brought forward.

## **BOARD PRESIDENT REPORT**

### **Agenda Policy:**

Board President Todd Nelson discussed information from Wisconsin Association of School Board regarding the district's school board meeting agenda policy.

The Board discussed future agenda topics and approved surveying school districts in the area and their protocols for recording school board meetings. This information will be added to the September board meeting agenda for further discussion and decision.

The Board discussed future board professional development with WASB to include topics of public comments, school board emails, and chain of command.

## **ROUTINE**

### **Policy Committee Report:**

Motion made by Todd Nelson and seconded by Ann Charlesworth to approve the policies listed below. All were in favor.

- policy 363.2
- policy 363.2 Rule with the following revisions:
  - A-10 being moved to section B to revise the language to include any violation of the above could result in the administrative team initiating a threat assessment
  - B-3 to state except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an understanding that no privacy right exists that would prevent District officials from (a) monitoring the person's activities; or (b) accessing any user's equipment, data, communications, and other materials.
  - C-1(a) correct K-4 to 4K-2<sup>nd</sup> grades
  - C-1(b) correct grade 5 to grade 3
  - C-7(j) remove strike through on other than a district network and revise to through a district network
- Policy 363.2 Exhibit with revision in student signature line to be grade 3-8

### **Personnel Report:**

Motion made by Todd Nelson and seconded by Tom Harter to approve the Personnel Report. All were in favor.

### **School Board Meeting Minutes:**

Motion made by Tom Harter and seconded by Shannon Foley to approve the July 19, 2021 school board meeting minutes as amended. All were in favor.

## **UPCOMING MEETINGS**

### **Budget Hearing and Annual Meeting:**

Karen Obukowicz requested that the Budget Hearing and Annual Meeting be deferred from September to October 25, 2021.

Motion made by Todd Nelson and seconded by Ann Charlesworth to approve the date change of the Budget Hearing and Annual Meeting to be rescheduled to October 25, 2021 starting at 6:30 pm. All were in favor.

Policy Committee Meeting: September 14, 2021, 11:30 am

Finance Committee Meeting: September 15, 2021, 1:30 pm

School Board Meeting: September 20, 2021, 6:30 pm

Budget Hearing: October 25, 2021, 6:30 pm

Annual Meeting: October 25, 2021 immediately following the Budget Hearing

October School Board Meeting: October 25, 2021 immediately following the Annual Meeting

## **EXECUTIVE SESSION**

Motion made by Todd Nelson and seconded by Tom Harter to convene to executive session at 9:16 pm. All were in favor.

Convening into closed session pursuant to Wis. Stat. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governing body has jurisdiction of exercise responsibility. The board discussed an employee evaluation.

**RECONVENE TO OPEN SESSION**

Motion made by Todd Nelson and seconded by Tom Harter to reconvene to open session at 9:34 pm. All were in favor.

Motion made by Tom Harter and seconded by Ann Charlesworth to not approve the request for contract fee to be waived for Heather Grindatti. All were in favor.

**ADJOURNMENT**

Motion made by Todd Nelson and seconded by Tom Harter to adjourn at 9:53 pm. All were in favor.