

SCHOOL DISTRICT OF HOLMEN
REGULAR SCHOOL BOARD MEETING MINUTES
Monday, June 12, 2023 7:00 p.m.
School Board Meeting Room
1019 McHugh Road
Holmen, Wisconsin 54636

01. CALL TO ORDER by J. Dieck, Board President

02. PLEDGE OF ALLEGIANCE

03. ROLL CALL by M. Smith, Board Clerk

Board members present were Lindsay Nied, Maggie Smith, Bridget Todd-Robbins, Barb Wuensch, Jennifer Dieck, Khadijah Islam, and Chris Lau. Krystal Lee (Student Representative) was excused.

04. NOTICE OF QUORUM by J. Dieck, Board President

With seven Board members present, J. Dieck declared a quorum.

05. APPROVAL OF AGENDA

BE IT RESOLVED that the Board of Education approves the agenda for the June 12, 2023 Board meeting. Motion made by C. Lau, seconded by L. Nied. Motion carried.

06. PUBLIC PARTICIPATION (*related to an agenda item*)

No one addressed the Board at this time.

07. REPORTS/DISCUSSION

7.1 Employee Handbook Language

Director of Human Resources Melissa Kaatz presented to the Board for consent on June 26 the recommendation to approve updates to the following sections of the Employee Handbook. The changes, if approved, would become effective on July 1, 2023.

- a. Part I, Section 14 - Donation of Leave Bank
- b. Part II, Section 6 - Curriculum Writing/Facilitation of Staff Development, Staff Development, Team Leader, Mentor, Curriculum Chair/Curriculum Council and Other Extra Duty Assignments
- c. Part II, Section 6 - National Board Certification
- d. Part II, Section 2 - Work Schedule
- e. Part II, Section 6 - Subbing for another Teacher
- f. Part III, Section 7 - License Renewal Reimbursement for Special Education Asst & Drivers

08. CONSENT AGENDA ITEMS

Motion made by M. Smith and seconded by C. Lau to approve the June 12, 2023 Consent Agenda as presented.

Motion failed. L. Nied requested items 8.4m 5511 Dress and Grooming and 8.4qq 1421/3121/4121 Criminal History Record Check and Employee Self-Reporting Requirements be pulled from the consent agenda and considered separately.

BE IT RESOLVED that the Board of Education approves the June 12, 2023 Consent Agenda excluding items 8.4m 5511 Dress and Grooming and 8.4qq 1421/3121/4121 Criminal History Record Check and Employee Self-Reporting Requirements, which includes: May 8, 2023 Board Meeting Minutes; Personnel Report; Financial Claims and Accounts; and Second Reading of Board Policies (will be implemented July 1, 2023) 6108 Authorization to Make Electronic Fund Transfers, 6111 Internal Controls, 6112 Cash Management of Grants, 6147 Debt Management, 6800 System of Accounting, 2430 District Sponsored Clubs and Activities, 2431 Interscholastic Athletics, 5120 Assignment with District, 5451.01 Wisconsin Academic Excellence Scholarship, 5451.02 Technical Education Higher Education Scholarships, 5500 Student Code of Classroom Conduct, 5500.01 Conduct in Virtual Classroom, 5513 Care of District Property, 5517 Student Anti-Harassment, 5517.01 Bullying, 5540.01 Investigations Involving Suspected Child Abuse, 5611 Due Process Rights, 5630 Corporal Punishment, 5630.01 Seclusion and Restraint, 5830 Student Fundraising, 5840 Student Groups, 5751 School-Age Parent, 5516 Student Hazing, 5520 Disorderly Conduct, 5530 Drug Prevention, 5771 Search and Seizure, 5464 Early Graduation, 2411 School Counseling and Academic and Career Planning, 2464 Programs for Students with Gifts and Talents, 2461 Recording of IEP Team Meetings, 0167.5 Use of Electronic Mail, 0167.6 E-Mail - Public Records, 0175.1 School Board Conferences and Workshops, 1130

Ethics and Conflict of Interest, 1210 Board-District Administrator Relationship, 1220 Employment of the District Administrator, 1230.01 Development of Administrative Guidelines, 1241 Non-Reemployment of the District Administrator, 1240 Evaluation of the District Administrator, 1260 Incapacity of the District Administrator, 1213/3213/4213 Student Supervision and Welfare, 1400/3120.01/4120.01 Job Descriptions, 1422/3122/4122 Nondiscrimination and Equal Employment Opportunity, 1422.02/3122.02/4122.02 Nondiscrimination Based on Genetic Information of the Employee, 1623/3123/4123 Section 504/ADA Prohibition against Disability Discrimination in Employment, and 1630.01/3430.01/4430.01 Family & Medical Leave of Absence (“FMLA”). Motion made by C. Lau and seconded by L. Nied. Motion carried.

BE IT RESOLVED that the Board approves item 8.4m 5511 Dress and Grooming. Motion made by B. Todd-Robbins and seconded by K. Islam. Discussion occurred. Motion carried.

BE IT RESOLVED that the Board approves item 8.4qq 1421/3121/4121 Criminal History Record Check and Employee Self-Reporting Requirements. Motion made by C. Lau and seconded by M. Smith. Discussion occurred. Motion carried.

09. BOARD DEBRIEF

9.1 Board Member comments/reinforcement

M. Smith reported that the Personnel & Governance Committee met on June 5 and reviewed 26 sections of Employee Handbook Language and 24 policies. The Committee advanced all to the Board with minimal edits.

M. Smith thanked the District staff involved with the transition of policies to the Neola platform.

B. Todd-Robbins stated the Student Achievement & Learning Committee will not meet this month.

B. Wuensch said the Finance Committee met tonight and will advance seven policies to the Board for first reading. Three others related to federal funds will require additional committee discussion.

K. Islam reported that she served as the Holmen representative at last week’s CESA 4 annual meeting. She stated that she learned a great deal of information including how the CESA cooperative supports local school districts, as well as information regarding the history and projections of State education funding. She added the CESA 4 annual report is available for those who would like to learn more.

C. Lau reported the Facilities Committee is not meeting over the summer. He wished all a good summer.

J. Dieck stated that she attended graduation and that it was a good, positive experience. She learned that there is currently a handshake agreement between the governor and State Finance Committee regarding the budget and the final budget is expected by the end of the month. She stated initial reports are generally positive with increased spending on special education reimbursement and literacy programs.

9.2 Correspondence received

9.3 School Board Committee Written Reports

a. April 24, 2023 Facilities Committee Notes

b. May 17, 2023 Personnel & Governance Committee Notes

9.4 Board Meeting Schedule

a. June 26, 2023 Board Meeting, 7pm

b. July 10, 2023 Board Meeting, 7pm

9.5 First Readings School Board Policies

a. po 8431 Preparedness for Toxic Hazards (Facilities)

b. po 8600 Transportation

c. po 8605 Use of Electronic Wireless Communication Devices by District Employees Who Operate Board-Owned or Operated Vehicles

d. po 8640 Transportation for Field and Other District-Sponsored Trips

e. po 8660 Transportation by Private Vehicle

f. po 8680 Bus Services Contracts

g. po 1662/3362/4362 Employee Anti-Harassment (P&G)

h. po 3111/4111 Creating a Position (P&G)

i. po 3120/4120 Employment of Professional/Support Staff (P&G)

j. po 4120.04 Employment of Substitutes (P&G)

k. po 3122.01/4122.01 Drug-Free Workplace (P&G)

l. po 3124 Employment Contract (P&G)

m. po 3125 Educator Licensing (P&G)

n. po 3217/4217 Weapons (P&G)

o. po 3230/4230 Ethics and Conflict of Interest (P&G)

p. po 3310/4310 Employee Expression in Non-Instructional Settings (P&G)

q. po 3362.01/4362.01 Threatening Behavior toward Staff Members (P&G)

r. po 3112/4112 Board-Staff Communications (P&G)

10. ADJOURNMENT

BE IT RESOLVED that the Board of Education adjourns the regular meeting of June 12, 2023 at 7:33 p.m. Moved by C. Lau. Seconded B. Wuensch. Motion carried.

Submitted by Maggie Smith, Board Clerk.

A handwritten signature in cursive script, appearing to read "M. Smith", is written in dark ink on the page.