

**SCHOOL DISTRICT OF HOLMEN**  
**REGULAR SCHOOL BOARD MEETING MINUTES**  
**Monday, June 26, 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 Maggie Smith, Bridget Todd-Robbins, Barb Wuensch, Jennifer Dieck, Khadijah Islam, Chris Lau, and Lindsay Nied. 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 26, 2023 Board meeting. Motion made by C. Lau, seconded by B. Wuensch. Motion carried.

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

No one addressed the Board at this time.

**07. DISTRICT ADMINISTRATOR'S REPORT**

7.1 District Administrator Status Report Summary

District Administrator Dr. Kristin Mueller reported the Holmen Area Foundation held the 18 Holes for Holmen golf outing on June 14. Funds raised will help support the School District of Holmen through grants. Dr. Mueller informed the Board that twelve teaching staff are taking part in the 1316 embedded Reading Teacher licensure course series.

**08. RECOGNITION/THANK YOU**

8.1 Recognition of WIAA Spring Sports Officials

Activities Directors Jason Lulloff (Holmen High School) and Ben Tashner (Holmen Middle School) recognized and thanked officials for making it possible for student-athletes to compete during the spring sports season.

8.2 Telly Award Recognition

Dr. Mueller recognized Communications Specialist Travis Judell won a Telly Award for his video highlighting the District's CTE opportunities.

8.3 National School Public Relation Association Awards

Dr. Mueller also commended T. Judell on earning two awards from the National School Public Relations Association for outstanding school communications.

**09. REPORTS/DISCUSSION**

9.1 HHS Schedule Study Report

HHS Principal Wayne Sackett and Associate Principal Nick Bakke presented information on the history of the HHS block/skinny schedule, current schedule concerns, schedule studies, and the plan to address concerns with the implementation of an A/B block schedule in 2024-25. The presenters highlighted next steps and areas to address with the planned schedule.

9.2 Academic and Career Planning

Director of Safety and Student Services Matt Meyers and Executive Director of Student Services Jill Mason presented to the Board a review of the District's Academic & Career Planning (ACP) Services, per PI-26, including post-graduate outcomes for all students including those with disabilities.

9.3 Notification to Parents/Guardians of School Board Adopted Student Academic Standards

Executive Director of Instructional Services Kim Edwards presented to the Board for approval on July 10 the adoption of the Next Generation Science Standards and the Wisconsin Academic Standards for all other areas, along with the mandated notification of student academic standards for the 2023-24 school year to parents.

## 9.4 District Survey Results

K. Edwards and Dr. Mueller presented to the Board an overview of District 2023 District survey results, highlighting areas to celebrate, opportunities for improvement, and next steps.

## 9.5 Fund Balance Designation

Executive Director of Finance and Operations Julie Holman presented to the Board for approval this evening the designation of estimated equity funds, as distributed between spendable and non-spendable accounts, based on the District's review and projection of the year-end totals. All balances are based on the best information available and are subject to change based on audited year-end results.

**10. CONSENT AGENDA ITEMS**

BE IT RESOLVED that the Board of Education approves the June 26, 2023 Consent Agenda as presented, which includes: May 22, 2023 Board Meeting Minutes; Personnel Report; Financial Claims and Accounts; Budget Status Reports; Employee Handbook Language: Part I Section 14 - Donation of Leave Bank, Part II Section 6 - Curriculum Writing/Facilitation of Staff Development, Staff Development, Team Leader, Mentor, Curriculum Chair/Curriculum Council and Other Extra Duty Assignments, Part II Section 6 - National Board Certification, Part II Section 2 - Work Schedule, Part II Section 6 - Subbing for another Teacher, and Part III Section 7 - License Renewal Reimbursement for Special Education Asst & Drivers; Second Reading of Board Policies: 8431 Preparedness for Toxic Hazards (Facilities), 8600 Transportation, 8605 Use of Electronic Wireless Communication Devices by District Employees Who Operate Board-Owned or Operated Vehicles, 8640 Transportation for Field and Other District-Sponsored Trips, 8660 Transportation by Private Vehicle, 8680 Bus Services Contracts, 1662/3362/4362 Employee Anti-Harassment (P&G), 3111/4111 Creating a Position (P&G), 3120/4120 Employment of Professional/Support Staff (P&G), 4120.04 Employment of Substitutes (P&G), 3122.01/4122.01 Drug-Free Workplace (P&G), 3124 Employment Contract (P&G), 3125 Educator Licensing (P&G), 3217/4217 Weapons (P&G), 3230/4230 Ethics and Conflict of Interest (P&G), 3310/4310 Employee Expression in Non-Instructional Settings (P&G), 3362.01/4362.01 Threatening Behavior toward Staff Members (P&G), 3112/4112 Board-Staff Communications (P&G); Employee Handbook Language Updates to Align with Policies: Part I Section 2 - Family and Medical Leave Act (FMLA), Part I Section 2 - Equal Opportunity Equal Opportunity Complaints, Part I Section 2 - Nondiscrimination Based on Genetic Information of the Employee, Part I Section 3 - Employee (Whistleblower) Protection, Part I Section 3 - Criminal Background Checks and Criminal Background Checks/Charges/Convictions for Active Employees - Obligation to Report, Part I Section 3 - Drug, Alcohol and Tobacco-Free Workplace, Part I Section 3 - Employee Anti-Harassment, Part I Section 3 - Ethics and Conflict of Interest, Part I Section 3 - Personal Property of Staff Members, Part I Section 3 - Physical Examination, Part I Section 3 - Staff Dress Code, Part I Section 3 - Threatening Behavior towards Staff Members, Part I Section 2 - Unrequested Leaves of Absence/Fitness for Duty, Part I Section 3 - Use of Tobacco and Nicotine by Staff, Part I Section 3 - Weapons, Part I Section 3 - Workplace Safety, Part I Section 4 - Job Descriptions, Part I Section 3 - Other Employee Leaves, Part I Section 2 - Lactation Breaks, and Part V Section 1 - Employment of Personnel for Co-Curricular Activities; and Fund Balance Designation. Motion made by C. Lau and seconded by K. Islam. Motion carried. Dr. Mueller recognized the retirements on tonight's consent agenda: Paige Brush and Wendy Wedan.

**11. BOARD DEBRIEF**

## 11.1 Board Member comments/reinforcement

Maggie Smith commended Travis Judell on his accomplishments and thanked all of this evening's presenters. Bridget Todd-Robbins thanked all for the reports provided tonight and echoed the congratulations to T. Judell. Barb Wuensch also congratulated T. Judell and thanked him for highlighting the good things happening in the School District of Holmen.

Khadijah Islam wished all a Happy Fourth of July. She noted Juneteenth has passed and said she hoped all had good summer celebrations. She added that she is impressed with all the work the District is doing and thanked those involved in the policy transition to Neola.

Chris Lau said tonight's meeting showcased how the school district works and thanked all for their work and presentations. He congratulated T. Judell.

Lindsay Nied added she appreciates all the work of staff members presenting and researching for Board meetings. She encouraged all to go to Facebook to check out the videos posted on the District page.

Jennifer Dieck reported there was great content shared tonight. She will not be at the July 10 meeting. J. Dieck thanked spring officials who allowed for HMS and HHS students to participate in sports programs. She also congratulated T. Judell on his honors earned.

## 11.2 Correspondence received

## 11.3 School Board Committee Written Reports

- a. April 11, 2023 Finance Committee Notes
- 11.4 Board Meeting Schedule
  - a. July 10, 2023 Board Meeting, 7pm, District Office Boardroom
  - b. July 24, 2023 Board Meeting, 7pm, District Office Boardroom
- 11.5 First Readings:
  - a. po 6116 Time and Effort Reporting (Finance)
  - b. po 6146 Post-Issuance Tax-Exempt Bond Compliance (Finance)
  - c. po 6320 Purchasing (Finance)
  - d. po 6423 Use of Credit Cards (Finance)
  - e. po 6510 Payroll Authorization (Finance)
  - f. po 6520 Payroll Deductions (Finance)
  - g. po 6605 Crowdfunding (Finance)
  - h. po 8500 Food Services
  - i. po 8531 Free and Reduced-Price Meals
  - j. po 8550 Competitive Food Sales
  - k. po 2105 Vision and Mission of the District
  - l. po 2120 Continuous Improvement
  - m. po 2240 Controversial Issues in the Classroom
  - n. po 2260 Nondiscrimination and Access to Equal Education Opportunity
  - o. po 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability
  - p. po 2266 Nondiscrimination on the Basis of Sex in Education Program or Activities
  - q. po 2416 Student Privacy and Parental Access to Information
  - r. po 2460.03 Independent Educational Evaluation (EE)
  - s. po 2605 Program Accountability and Evaluation
  - t. po 3242 Professional Growth Requirements
  - u. po 5200 Attendance
  - v. po 5200.01 Full-Time Student
  - w. po 5320 Immunization
  - x. po 5461 Children At-Risk of Not Graduating from High School
  - y. po 5512 Use of Tobacco and Nicotine by Students
  - z. po 5610 Suspension and Expulsion
  - aa. po 6680 Recognition
  - bb. po 7217 Weapons
  - cc. po 7230 Gifts, Grants, and Bequests
  - dd. po 7434 Use of Tobacco and Nicotine on School Premises
  - ee. po 8510 Wellness
  - ff. po 9140 Citizens' Advisory Committees
  - gg. po 9190 Charges for Career and Technical Education Projects
  - hh. po 9800 High School Diplomas for Veterans

## 12. ADJOURNMENT

BE IT RESOLVED that the Board of Education adjourns the regular meeting of June 26, 2023 at 8:32 p.m. Moved by C. Lau. Seconded L. Nied. Motion carried.

Submitted by Maggie Smith, Board Clerk.

