

**SCHOOL DISTRICT OF HOLMEN
REGULAR SCHOOL BOARD MEETING MINUTES
Monday, June 9, 2025 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

Board members present were Lindsay Nied, Bridget Todd-Robbins, Barb Wuensch, Abigail Holthe (Student Representative), Jennifer Dieck, and Chris Lau. Maggie Smith and Khadijah Islam were absent.

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

With five 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 9, 2025 Board meeting. Motion made by C. Lau, seconded by B. Todd-Robbins. Motion carried.

06. PUBLIC PARTICIPATION

No one addressed the Board.

07. DISTRICT ADMINISTRATOR'S REPORT

7.1 District Administrator Status Report Summary

District Administrator Dr. Kristin Mueller noted the 18 Holes for Holmen Golf Outing, which raises funds for the School District of Holmen Activities Department and Holmen Area Foundation, will be June 18. Dr. Mueller congratulated student-athletes that competed in State tournaments including Brandon McCormick in tennis and numerous track and field student-athletes.

7.2 Police Liaison Report

08. RECOGNITION/THANK YOU

8.1 WKTY Graduation LiveStream

Dr. Kristin Mueller thanked WKTY for their livestreaming of the Class of 2025 Commencement Ceremony so those unable to attend in person could still cheer on the graduates.

09. REPORTS/DISCUSSION

9.1 Employee Handbook Language

Director of Human Resources Melissa Kaatz presented to the Board for approval on June 23 multiple updates to the Employee Handbook. If approved, the changes would take effect on July 1, 2025.

- a. Round 15 Part 1 Section 2: Title IX
- b. Round 15 Part 1 Section 9: Paid Personal Leave Earned
- c. Round 15 Part 1 Section 9: Paid/Personal Leave Increments
- d. Round 15 Part 1 Section 10: Holidays
- e. Round 15 Part 1 Section 13 Unpaid Leaves of Absence
- f. Round 15 Part 1 Section 14 Post Employment Insurance Eligibility
- g. Round 15 Part 2 Section 6: Extra Duty Assignments and Compensation Rates
- h. Round 15 Part 2 Section 6: Overload Compensation
- i. Round 15 Part 2 Section 6: Summer School
- j. Round 15 Part 2 Section 6 Supplemental Stipends for Education
- k. Round 15 Part 3 Section 4: Annual Route Bidding
- l. Round 15 Part 3 Section 4: Job Sharing
- m. Round 15 Part 3 Section 5: Paid Vacation – Scheduling of Vacation
- n. Round 15 Part 5 Section 1: Extra Curricular Pay Schedule
- o. Round 15 Part 6 Section 3: Substitute Employee Pay Rates

- 9.2 Annual Evaluation of K-12 Literacy Program
Executive Director of Instructional Services Kim Edwards, Director of Learning & Assessment Lacey Sinn, and District Literacy Coach Traci Sommerfeldt provided the annual evaluation of K-12 literacy program including updates to curriculum, assessment results, changes due to Act 20, and instructional materials.
- 9.3 Field Experience Contract
K. Edwards presented for consent on June 23 the recommendation to approve the field experience contracts with Winona State University and the University of Wisconsin – La Crosse.
 - a. Winona State University
 - b. University of Wisconsin – La Crosse
- 9.4 2025-26 Preliminary Budget
Executive Director of Finance and Operations Julie Holman reported to the Board the 2025-26 Preliminary Budget, which has a projected general fund budget deficit of \$912,178. The estimated General Fund balance for 06/30/2026 is \$14,972,346. The Proposed 2025-26 Budget will be presented for review and approval in August 2025. There are many undetermined state and national variables that could impact the 2025-26 Original Budget.
- 9.5 Staffing Update
Executive Director of Student Services Jill Mason presented to the Board for approval on tonight's consent agenda the recommendation to approve the addition of a .5 FTE Speech & Language Pathologist – Special Education to meet student needs.
 - a. .5 FTE Speech & Language Pathologist – Special Education

10. CONSENT AGENDA ITEMS

BE IT RESOLVED that the Board of Education approves the June 9, 2025 Consent Agenda as presented, which includes: May 12, 2025 Board Minutes, Personnel Report, Financial Claims and Accounts, 2025-26 School Meal Prices, and Staffing Update: .5 FTE Speech & Language Pathologist – Special Education. Motion made by C. Lau and seconded by B. Wuensch. Motion carried.

11. BOARD DEBRIEF

- 11.1 Board Member comments/reinforcement
 - B. Todd-Robbins expressed appreciation to the Human Resources Department for all of their work around Employee Handbook updates, especially around the personal leave increments and flexibility of use. She added it shows administration is listening to staff.
 - B. Wuensch congratulated the track and field student-athletes and recognized the girls team for placing fourth in the state.
 - A. Holthe celebrated Brandon McCormick for advancing to the state tennis tournament. She noted summer school is in full swing and said the high school is offering a greater variety of courses than just those that are required for graduation. She stated some high school students are taking part in trips to Spain and central Europe and wished them well.
 - J. Dieck congratulated the track team and reported that she attended the CESA 4 annual meeting last week. J. Dieck stated she sent Rep. Doyle and State. Sen. Pfaff an email outlining how increases for general special education funding versus high cost special education aid would impact Holmen. She will also send this message to two members of the Joint Finance Committee.
- 11.2 Correspondence received
- 11.3 Board Meeting Schedule
 - a. June 23, 2023 Board Workshop, 5 p.m.
 - b. June 23, 2025 Board Meeting, 7 p.m.
 - c. July 14, 2025 Board Meeting, 7 p.m.

12. ADJOURNMENT

BE IT RESOLVED that the Board of Education adjourns the regular meeting of June 9, 2025 at 8:36 p.m. Moved by C. Lau. Seconded L. Nied. Motion carried.

Submitted by Maggie Smith, Board Clerk.

