

**SCHOOL DISTRICT OF HOLMEN  
SCHOOL BOARD COMMITTEE MEETING NOTES  
DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
Monday, September 9, 2024 5:00 p.m.  
School Board Meeting Room  
1019 McHugh Road  
Holmen, Wisconsin 54636**

**01. CALL TO ORDER 5:00**

B. Todd-Robbins called the meeting to order at 5:00 p.m.

**02. ROLL CALL & NOTICE OF QUORUM**

Committee members present were Bridget Todd-Robbins, Lindsay Nied, Dr. Kristin Mueller, Sue Eitland, Josh Feuerhelm, Martha Hauser Hage, Anita Jagodzinski, Ellen Koebl, Caitlin Leary, Mark Lee, Jennifer Lulloff, Jenna Mashak, Daniel Ott, Daisha Rand, Kelly Remus, Hallie Weibel, and Keiven Zielke. Absent were Heidi Feuerhelm, Jennifer Gimmer, and Pang Xiong.

**03. APPROVAL OF AGENDA**

The agenda was approved by consensus.

**04. PUBLIC PARTICIPATION**

No one addressed the committee.

**05. APPROVAL OF PRIOR MEETING NOTES**

5.1 April 8, 2024 DEI Committee Notes

The April 8, 2024 DEI Committee Notes were approved by consensus.

**06. INTRODUCTIONS**

Committee members introduced themselves and their role in the School District of Holmen community.

**07. COMMITTEE MEETING DATES FOR 2024-25**

The Committee will meet the second Monday of the month at 5pm during the 2024-25 school year. Dr. Mueller explained the plan is to complete the DEI long range plan and present it to the Board at the November 25, 2024 Board meeting. The Committee canceled the December meeting as the DEI long range plan will appear on the Board consent agenda on December 9. The Committee will reconvene in January to plan next steps.

**08. COMMITTEE PURPOSE**

The Committee approved the following Committee Purpose by consensus. "The purpose of the DEI Committee is to advance the diversity, equity, and inclusion in the District through the School District of Holmen vision, mission, and core values."

**09. COMMITTEE NORMS**

Dr. Mueller reviewed norms for the committee. The committee approved the norms as presented by consensus.

**10. REVIEW OF 2023-24 COMMITTEE WORK**

10.1. Commitment Statement

Dr. Mueller shared the commitment statement created last year and approved by the Board.

The DEI commitment statement guides the committee, as well as serves as a compass for DEI

to be included throughout District culture. The statement explains how the District lives out its core values.

S. Eitland shared that some 4K teachers shared the statement in their orientation slides with families.

10.2. DEI Long Range Plan: Phase 1

Dr. Mueller reviewed the DEI long range plan approved by the Board in the spring of 2024. The plan aligns DEI goals under the Focus Areas. The Committee will finalize Phase II of the plan and present it to the Board for consideration.

**11. COMMITTEE INPUT ON PRIORITIZATION OF ACTIONS AND METRICS OF DEI LONG RANGE PLAN**

Exercise 1:

Dr. Mueller stated all the goals and actions in the DEI long range plan cannot be accomplished in one year. Committee members provided feedback on what items they believed to be the highest priority within each focus area by placing stickers next to the action. The group then placed a sticker of a different color next to their overall highest priorities.

The feedback from the DEI Committee will be provided to the director that oversees that Focus Area. The director will work with District staff to develop a plan for DEI work within the Focus Area, which they will present to the Committee at the October meeting.

B. Todd-Robbins asked for thoughts on the exercise. One member said they needed more stickers as it was difficult to narrow down what they felt was most important. Another said they had too many stickers because they had a clear thought on what was most important to them.

The results from the Committee showed Health & Safety had the areas of highest priority overall, with pockets in Workforce and Student Learning. It was proposed that since Holmen is farther along in its DEI work than many other districts and has addressed many of the more fundamental topics of workforce and student learning, it can shift more focus to Health & Safety. For example, one Committee member stated they did not place a sticker on retention issues, since Holmen has the highest retention rate and best culture of places they have worked.

Exercise 2:

To help determine metrics for the action items, the committee broke up in small groups and wrote suggestions for metrics for the action items under each Focus Area.

**12. CLARIFY/REVIEW ACTIONS & DISCUSSION**

The feedback provided by the DEI committee on prioritization and metrics will be reviewed by District Administration and considered in DEI plans under each Focus Area. Administration will present to the DEI Committee at the October meeting. The DEI Committee will then finalize the DEI long range plan to present to the Board in November. The Committee will not meet in December.

**13. ADJOURNMENT**

The September 9, 2024 DEI Committee meeting adjourned at 6:29 pm.