

**SCHOOL DISTRICT OF HOLMEN  
REGULAR SCHOOL BOARD MEETING MINUTES  
Monday, December 8, 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** by M. Smith, Board Clerk

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

**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 December 8, 2025 Board meeting.

Motion made by C. Lau, seconded by K. Islam. 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 shared that artwork of Holmen High School (HHS) students is on display at the Pump House Regional Arts Center until January 3 and noted the School District of Holmen (District) is hosting a hiring event on December 10 in the boardroom. Dr. Mueller reported required annual lockdown drills were conducted in District schools and the drill after action reports for each school building were provided to the Board.

- a. Evergreen Drill After Action Report
- b. Prairie View Drill After Action Report
- c. Sand Lake Drill After Action Report
- d. Viking Drill After Action Report
- e. Holmen Middle School Drill After Action Report
- f. Holmen High School Drill After Action Report
- g. ACE Academy Drill After Action Report

**08. RECOGNITION/THANK YOU**

8.1 Family of Cathy Braund Picnic Table Donation

Dr. Mueller thanked the family of longtime staff member Cathy Braund for the donation made in her memory to Evergreen Elementary for the purchase of a picnic table.

**09. REPORTS/DISCUSSION**

9.1 2026-2027 School Year Calendar

Director of Human Resources Melissa Kaatz and HHS Associate Principal Nick Bakke presented to the Board for approval on the December 22 consent agenda the 2026-27 school year calendar for students. The calendar contains 178 student contact days, beginning August 25, 2026 and ending on May 28, 2027.

9.2 Employee Handbook Language Revisions

M. Kaatz presented to the Board for approval on tonight's consent agenda a temporary amendment to Part 2 Section 8: Post-Employment Benefits of the Employee Handbook for a voluntary retirement incentive for the first 15 eligible educators to submit their retirement notice for the end of the 2025-26 school year. The revision, in part, would offer a short-term, enhanced benefit to eligible employees to reduce staffing through natural attrition.

- a. Round 15.5 Part 2 Section 8: Post-Employment Benefits

- 9.3 Summer School  
Executive Director of Instructional Services Kim Edwards and summer school administrators (Sue Eitland, Ben Tashner, N. Bakke) reviewed the 2025 summer school program, noting the successful results of the new summer reading program. N. Bakke shared plans for the two 2026 HHS summer school sessions and discussed future update considerations.
- 9.4 School Safety Plans  
Director of Safety and Student Services Jennifer Gimmer, Director of Safety and Student Services, presented the District and school safety plans required under 2017 Wisconsin Act 143. The plans, which cover prevention/mitigation, preparedness/planning, response, and recovery, are scheduled for Board approval on the December 22 consent agenda. J. Gimmer also reviewed completed safety drills and key takeaways, as well as shared updates on reunification efforts and the Hate & Bias Response Team.
- 9.5 Holmen High School Zero Hour Pilot  
HHS principal Wayne Sackett presented to the Board for informational purposes the Zero Hour Pilot. The program would provide time for flexible HHS student opportunities and staff collaboration until 8:20 a.m. on the M days after January 27, 2026. Breakfast and lunch times would be adjusted, but bus schedules would remain unchanged.
- 9.6 Transportation Contract – Special Education  
Executive Director of Student Services Jill Mason presented for approval on tonight’s consent agenda a transportation contract to provide mandated services. The student’s guardian is willing to provide the specialized transportation under a driver’s contract.

## 10. CONSENT AGENDA ITEMS

C. Lau requested that items 10.5 Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$4,525,000 Per Year for Five Years for Non-Recurring Purposes and 10.6 Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$4,525,000 Per Year for Five Years for Non-Recurring Purposes be pulled from the consent agenda and considered separately.

BE IT RESOLVED that the Board of Education approves the December 8, 2025 Consent Agenda as presented (excluding items 10.5 and 10.6), which includes: November 10, 2025 Board Meeting Minutes, Personnel Report, Finance Claims and Accounts, Budget – Ranking Order of Unfunded Needs for 2026-27 Budget, Employee Handbook Language Revisions: Round 15.5 Part 2 Section 8: Post-Employment Benefits, Transportation Contract – Special Education, and Second Reading of Board Policy: po 8510 Wellness. Motion made by M. Smith and seconded by K. Islam. Motion carried.

BE IT RESOLVED that the Board of Education approves agenda item 10.5 Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$4,525,000 Per Year for Five Years for Non-Recurring Purposes. Motion made by C. Lau and seconded by B. Wuensch. Motion carried.

BE IT RESOLVED that the Board of Education approves agenda item 10.6 Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$4,525,000 Per Year for Five Years for Non-Recurring Purposes. Motion made by C. Lau and seconded by B. Todd-Robbins. Motion carried.

## 11. BOARD DEBRIEF

### 11.1 Board Member comments/reinforcement and committee reports

K. Islam thanked everyone in attendance and the presenters for their preparation. She noted she appreciates their hard work.

C. Lau thanked presenters and reported that he attended the artists’ reception at the Pump House. He noted there is a lot of outstanding work on display and encouraged all to attend. C. Lau stated the Policy Committee met last week and advanced seven policies to the Board for first readings.

L. Nied thanked everyone involved for their hard work with the summer reading program and summer school.

M. Smith agreed with those before her and added the impacts of the summer reading program should be celebrated as there is not often such a concrete jump in results. She noted that she likes to see the partnerships around the reunifications. M. Smith reported that she attended Jinglefest and watched the Viking Express perform.

B. Todd-Robbins reported the Excellence in Education Committee met tonight and held great discussion around the creation of a Holmen family liaison team. The committee discussed how to create a group that advocates for new and marginalized families and will bring back more ideas to the next meeting. B. Todd-Robbins expressed that she is impressed with the thoughtfulness and creativity around the student learning ideas

presented. B. Todd-Robbins gave a shout out to J. Gimmer for the implementation of the Hate & Bias Response Team and said it is an incredible asset to the District.

B. Wuensch stated as the Board Treasurer and chairperson of the Finance Committee, she wanted to recognize Executive Director of Finance & Operations Julie Holman and Director of Business Services Krystal Matt for their work in determining the final referendum numbers. She also acknowledged the Finance Committee spent a great deal of time evaluating referendum options and came to the decision that was just approved by the Board. She noted the Finance Committee recommended the option that does not raise the tax levy but allows the District to address many needs.

- 11.2 Correspondence received
- 11.3 School Board Committee Written Reports
  - a. October 1, 2025 Policy Committee Notes
- 11.4 First Reading of Board Policies:
  - a. 0100 Definitions
  - b. 0141.1 Student Representation at Board Meetings
  - c. 0142.7 Orientation
  - d. 0144.5 Board Member Behavior, Communications, and Code of Conduct
  - e. 8500 Food Services
  - f. 8531 Free and Reduced-Price Meals
  - g. 8550 Competitive Food Sales
- 11.5 Board Meeting Schedule
  - a. December 22, 2025 Board Meeting, 7 pm
  - b. January 12, 2026 Board Meeting, 7 pm
  - c. January 14, 2026 Board Workshop, 5:30 pm
  - d. January 21-23, 2026 State Education Convention
  - e. January 26, 2026 Board Meeting, 7 pm

## 12. ADJOURNMENT

BE IT RESOLVED that the Board of Education adjourns the regular meeting of December 8, 2025 at 8:09 p.m.

Moved by C. Lau. Seconded B. Todd-Robbins. Motion carried.

Submitted by Board Clerk Maggie Smith.

