SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
POLICY COMMITTEE
Wednesday, December 3, 2025 5:00 p.m.
Frederic D. Frick Administrative Center
Boardroom
1019 McHugh Road
Holmen, Wisconsin 54636

01. CALL TO ORDER

C. Lau called the meeting to order at 5:00 p.m.

02. ROLL CALL & NOTICE OF QUORUM

Committee members present were Chris Lau, Khadijah Islam, Dr. Kristin Mueller, Nick Bakke, Caitlynn Hinytzke, Katherine Lavelle, and Betty Pfaff. Also present was Mike Gasper.

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 October 1, 2025 Policy Committee Notes

The October 1, 2025 Policy Committee Notes were approved by consensus.

06. POLICY REVIEW

6.1 0000 Bylaws

a. 0100 Definitions

Neola-recommended updates to po 0100 Definitions include adding "foreign exchange student" to the definition of parent/guardian, adding language about smartwatches and other wearable technology to the definition of Personal Communication Device, and clarifying the definition of School/District Classification.

The School District of Holmen received the newest policy updates from Neola today, which include updates to po 5136 Personal Communication Devices in response to 2025 WI Act 42. This will be discussed at a later Policy Committee meeting.

The committee approved by consensus advancing po 0100 Definitions as presented.

b. 0141.1 Student Representation at Board Meetings

The suggested change to po 0141.1 Student Representation at Board Meetings greater clarifies the student representative's role during board meetings. The student representative represents the entire student body, reports back to students, and reports out during the Board debrief, but the revision clarifies that the student representative does not engage in Board discussion as they are not a school official.

The committee approved by consensus advancing po 0141.1 Student Representation at Board Meetings as presented.

c. 0142.7 Orientation

There are two recommended revisions to po 0142.7 Orientation. First, it is clarified that the District Administrator's contract is not part of new Board member orientation. The orientation includes discussion of the District Administrator evaluation process.

Secondly, the Wisconsin Association of School Boards (WASB) recommends that the Board President meet with incoming Board members as part of the orientation process. The revisions provide flexibility and clarification on the involvement of the Board President in the orientation process.

The committee approved by consensus advancing po 0142.7 Orientation as presented.

d. 0144.5 Board Member Behavior, Communications, and Code of Conduct
Dr. Mueller reviewed the revisions recommended to po 0144.5 Board Member Behavior, Communications, and Code of Conduct. Clarifying language was added to prohibit conduct by Board members that compromises the reputation of the District and it was added that Board members should comply with the qualifications of the office. Further clarification of expectations state Board members should also let the Board President know if they are unable to attend a meeting and should communicate to the Board President and the District Administrator feedback received from the public. Board members are responsible for disclosing actual or potential conflicts of interest and must protect/not disclose records consistent with FERPA.

The committee approved by consensus advancing po 0144.5 Board Member Behavior, Communications, and Code of Conduct as presented.

6.2 8000 Operations

a. 8500 Food Services
Director of Nutrition Services Mike Gasper reviewed the updates recommended to po 8500 Food Services. The suggestions are based on direct feedback from the DPI's School Nutrition Team to Neola and school district audits to ensure compliance with relevant laws and regulations.

The committee approved by consensus advancing po 8500 Food Services as presented.

b. 8531 Free and Reduced-Price Meals
Similar to po 8500, the Neola-recommended updates are the result of Neola working directly with the DPI to ensure policies are compliant with relevant laws and regulations. The revisions do not change practices in the School District of Holmen.

The committee approved by consensus advancing po 8531 Free and Reduced-Price Meals as presented.

c. 8550 Competitive Food Sales
The minor change to po 8500 Competitive Food Sales removes redundant language. Mike Gasper clarified the District does not provide food of minimal nutritional value to students.

The committee approved by consensus advancing po 8550 Competitive Food Sales as presented.

07. CLARIFY/REVIEW ACTIONS & DISCUSSION

Chris Lau noted the Committee is advancing the seven policies discussed to the December 8 Board meeting for a first reading. The policies will appear for a second reading and final approval on the December 22 Board agenda.

08. ADJOURNMENT

The December 3, 2025 Policy Committee meeting adjourned at 5:30 pm.