Approved 4/1/26

SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
POLICY COMMITTEE
Wednesday, February 4, 2026, 5:00 p.m.
Frederic D. Frick Administrative Center
Boardroom
1019 McHugh Road
Holmen, Wisconsin 54636

01. CALL TO ORDER

02. ROLL CALL & NOTICE OF QUORUM

Committee members present were Chris Lau, Dr. Kristin Mueller, Caitlynn Hinytzke, Khadijah Islam, Katherine Lavelle, Betty Pfaff, and Nick Bakke. Also present were Jill Mason, Kim Edwards, and Kathleen Stephany.

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 December 3, 2025 Policy Committee Notes

The December 3, 2025 Policy Committee Notes were approved by consensus.

06. POLICY REVIEW

6.1 0000 Bylaws

a. 0100 Definitions

Dr. Mueller explained that Neola recommended updating two definitions to reflect statutory changes. Legislation recently updated the definition of "Personal Communication Device" to include gaming devices. The committee will review po 5136 Personal Communication Devices in April. Additionally, Neola recommended an updated definition for "School Support Organization," a term used across multiple policies. These specific policies will be reviewed by the Finance Committee.

The Policy Committee approved by consensus the updates to po 0100 Definitions as presented.

b. 0143.1 Public Expression of Board Members

Suggested revisions to po 0143.1 Public Expression of Board Members better align the policy with the District's practices. This includes that Board members work collaboratively with the District Administrator and Communications Specialist on public statements and that public expressions by Board members may reflect on the Board and/or District.

The Committee approved by consensus the updates to po 0143.1 Public Expression of Board Members as presented.

c. 0144.5 Board Behavior, Communications, and Code of Conduct

Most of the Neola-recommended updates to po 0144.5 Board Behavior, Communications, and Code of Conduct are technical changes that do not impact the content of the policy. There are two more significant updates. First, language has been added to note Board communication must comply with Open Meeting Laws. Second, the Enforcement section adds more detail on the process for when a complaint is received.

The Committee approved by consensus the updates to po 0144.5 Board Behavior, Communications, and Code of Conduct as presented.

d. 0155 Committees
Proposed updates to po 0155 Committees add that students may be committee members and that the Board President and/or District Administrator may serve as an ex-officio committee member. This adds flexibility to allow for the serving Board President's preference.

The Committee approved by consensus the updates to po 0155 Committee as presented.

6.2 1000 Administration

a. 1210 Board-District Administrator Relationship
The District retained much of our original policy during the transition to Neola because of the delineation between Board and District Administrator roles. The current Neola-recommended updates may seem somewhat redundant, but are important as they reinforce the Board will hold the District Administrator accountable and clarifies the process when communication is received.

The Committee approved by consensus the updates to po 1210 Board-District Administrator Relationship as presented.

b. 1230.01 Development of Administrative Guidelines
Per a recommendation by Neola, po 1230.01 Development of Administrative Guidelines would include language that employee and student/family handbooks are available on the District website. This aligns with current practice.

The Committee approved by consensus the updates to po 1230.01 Development of Administrative Guidelines as presented.

c. 1240 Evaluation of the District Administrator
The only change to po 1240 Evaluation of the District Administrator is adding a recommended timeline for the completion of the District Administrator's evaluation. This timeline aligns with contract renewal timelines and is a safeguard for both the District and District Administrator.

The Committee approved by consensus the updates to po 1240 Evaluation of the District Administrator as presented.

6.3 2000 Program

a. 2131.01 Reading Instructional Goals and Kindergarten Assessment
Kim Edwards reviewed the updates recommended by Neola to po 2131.01 Reading Instructional Goals and Kindergarten Assessment in response to Act 20. This policy is unusual in that it includes a lot of process.

The Committee approved by consensus the updates to po 2131.01 Reading Instructional Goals and Kindergarten Assessment as presented.

b. 2261.01 Parent/Guardian and Family Engagement in Title I Programs
Neola recommendations for po 2261.01 Parent/Guardian and Family Engagement in Title I Programs attempt to add clarity that the District is required to have a policy to create a plan and the requirements of the plan.

The Committee approved by consensus the updates to po 2261.01 Parent/Guardian and Family Engagement in Title I Programs as presented.

c. 2431 Interscholastic Athletics
Updates to po 2431 Interscholastic Athletics address Name, Image, and Likeness (NIL) compensation standards with flexibility by stating that the District will meet or exceed standards set by the WIAA. The District also has its co-curricular code of conduct to help address eligibility.

The Committee approved by consensus the updates to po 2431 Interscholastic Athletics as presented.

6.4 5000 Students

a. 5112 Entrance Age
Jill Mason explained Neola recommended adding the verification of age to the policy. This update aligns with current practice.

The Committee approved by consensus the updates to po 5112 Entrance Age as presented.

b. 5135 Student Identification Numbers and Cards* NEW POLICY
Proposed po 5135 Student Identification Numbers and Cards ensures that student Social Security Numbers are not used for identification numbers or cards. This is current practice in the District. The District includes support line phone numbers on student ID cards, but does not have numbers for texting. This policy will not be effective until 7/1/26 to allow time for the District to add numbers for texting to next year's identification cards.

The Committee approved by consensus the updates to po 5135 Student Identification Numbers and Cards as presented.

c. 5330 Administration of Medication/Emergency Care
The only change proposed for po 5330 Administration of Medication/Emergency Care is the re-addition of "naturopathic doctor" to the definition of Practitioner per Wis. Stat. 118.29(1)(e). The term was removed from the definition in a previous update, but it was found to be required by statute.

The Committee approved by consensus the updates to po 5330 Administration of Medication/Emergency Care as presented.

d. 5505 Academic Honesty
Kim Edwards explained the recommended change to po 5505 Academic Honesty adds language that when enrolled in a third-party, District-sponsored program, students are expected to follow the corresponding academic honesty policies of the institutions.

The Committee approved by consensus the updates to po 5505 Academic Honesty as presented.

6.5 7000 Property

a. 7440.03 Small Unmanned Aircraft Systems (Drones)
Kathleen Stephany reviewed po 7440.03 Small Unmanned Aircraft Systems (Drones). The recommended updates add language to align with requirements for use during WIAA events.

The Committee approved by consensus the updates to po 7440.03 Small Unmanned Aircraft Systems (Drones) as presented.

b. 7540.02 Digital Content and Accessibility* REPLACEMENT POLICY
Kathleen explained that Neola recommends adopting this replacement policy for 7540.02 to address accessibility standards such as WCAG 2.1, Level AA. She reviewed each section and noted how it applied to District systems. She reported this is a large policy with far-reaching impacts.

The Committee approved by consensus the updates to po 7540.02 Digital Content and Accessibility as presented.

c. 7540.08 Artificial Intelligence* REPLACEMENT POLICY
Policy 7540.08 Artificial Intelligence is another replacement policy recommended by Neola to comply with privacy laws and other guidance regarding AI.

The Committee approved by consensus the updates to po 7540.08 Artificial Intelligence as presented.

6.6 8000 Operations

a. 8120 Volunteers
The proposed update to po 8120 Volunteers adds language regarding volunteers using a private vehicle to transport students.

The Committee approved by consensus the updates to po 8120 Volunteers as presented.

b. 8660 Transportation by Private Vehicle for District-Sponsored Activities or Trips
Recommended changes to po 8660 Transportation by Private Vehicle for District-Sponsored Activities or Trips strengthens the requirements of drivers, including driver and vehicle insurance. Language has also been added about potential reimbursement of expenses incurred.

The Committee approved by consensus the updates to po 8660 Transportation by Private Vehicle for District-Sponsored Activities or Trips as presented.

6.7 9000 Relations

a. 9151 Use of Cameras and Other Recording Devices in Locker Rooms
The Neola-recommended updates to po 9151 Use of Cameras and Other Recording Devices in Locker Rooms adds language regarding media presence in locker rooms and the prohibition of recording devices. The updates specifically call out locker rooms.

The Committee approved by consensus the updates to po 9151 Use of Cameras and Other Recording Devices in Locker Rooms as presented.

b. 9700.01 Advertising and Commercial Activities
Dr. Mueller noted an update Neola provided for consideration to po 9700.01 Advertising and Commercial Activities would prohibit advertising for political ideology. She asked committee members for feedback on this option. The recommendation of the committee, Dr. Mueller, and the District's Neola representative is to not adopt this option as it would be difficult to define and enforce.

The consensus of the Committee is to not adopt suggested revisions of 9700.01 Advertising and Commercial Activities and retain the policy as it is currently published.

07. CLARIFY/REVIEW ACTIONS & DISCUSSION

Chris Lau summarized that the Committee is advancing twenty policies to the Board for consideration and is rejecting suggested revisions to one policy.

08. ADJOURNMENT

The February 4, 2026 Policy Committee meeting adjourned at 5:59 pm.