



**SCHOOL BOARD
MEETING – August 3,
2020 – 5:30 P.M.**

**CALL MEETING TO
ORDER** - Gartzke called the
meeting to order at 5:30 p.m.

ROLL CALL - Present -
Gartzke, Bernard, Bunton,
Lear, and Propst. Also
present - Villalobos, David,
Tomich, Howe, Laird,
Shattuck, Vieau, Bauter,
Hose, Parish, Bailey,
Liesener, Cirillo, Wudtke,
Peterson, Hartlmeier, Radtke,
Kastner, Tye, Ardellini,
Koren, Gartzke, Lebiecki,
Runnalls, Harris, Guagliardo,
Snyder, Rahl, Thoma,
Meidenbauer, Wolf, Hills,
Loucks, Pezzino, Cull,
Kallerud, Healy, Rempe, and
others who phoned into the
meeting.

**PLEDGE OF
ALLEGIANCE** - The
Pledge of Allegiance was
recited by all present.

**AGENDA
VERIFICATION** - Motion
by Lear/Bernard to verify
the agenda as presented.
Motion approved 5-0.

**CONVENE INTO
EXECUTIVE SESSION,
PURSUANT TO
WISCONSIN STATE
STATUTE 19.85 TO
DISCUSS AND TAKE
POSSIBLE ACTION ON:
Personnel - 19.85(1)(c)**

Motion by Bernard/Lear to

convene into Executive
session at 5:30 p.m. Motion
approved by roll call vote,
5-0.

**RECONVENE INTO
OPEN SESSION -**

Motion by Lear/Bernard to
reconvene into open session
at 5:59 p.m. Motion
approved 5-0.

PUBLIC COMMENT - No
one addressed the board.

CONSENT AGENDA

Approve of the
Intergovernmental
Agreement Between the Holy
Hill Area School District and
the Hartford Joint 1 School
District for Speech Services

Approve of the Resignation
of Ms. Heather Leffler

Approve of the Resignation
of Ms. Jennifer Hink

Approve of the Title IX
Policy Update

Approve of the MSO ACE
Virtual Program Plan
Addendum for 2020-2021

Motion by Bernard/Lear to
approve of the consent
agenda items. Motion
approved 5-0.

REPORTS

Board President - Gartzke
thanked everyone for
attending the meeting in
person and virtually, noted
how many people were in
attendance, and stated that
there were quite a few
important topics to discuss at
tonight's meeting. Gartzke
also mentioned that Josh
Schoemann from the county

reached out to him and was
looking for the district's
insights and concerns, how
best the county could work
with us and be a partner in
reopening school. Villalobos
is also working on some of
these aspects with area
leaders.

**Administrator -
Title XI Policy Update &
Requirements** - Villalobos
remarked that this policy is
getting a facelift with new
updates and requirements.
The policy updates are
necessary by August 14th.

Staffing Update - Villalobos
noted the several staff
vacancies that occurred with
the resignations of teacher
and food service personnel.
In forecasting the district's
needs, support staff positions
are also expected and the
district is actively looking to
staff these positions.

Real Estate Update
-Villalobos talked to the
closing agent and the district
will close sometime this
month on the sale of Plat
School. Villalobos remarked
that the Plat sale is
bittersweet, but looks forward
to the district focusing on
student needs, rather than
managing a building.

**Scheduling of Special
Meeting - Legal Updates** -
Villalobos attended a very
timely legal seminar that
focused on items needing
attention and policy updates
that have to be done prior to
the start of the school year
due to the pandemic. Some of
the topics discussed were
classes held virtually, travel,

COVID exposure, workplace safety, dress codes, and layoffs and furloughs.

Raider Ready - Laird hoped everyone was well and that the Raider Ready plans are being finalized. Raider Ready day will be on 8/24 and is held to familiarize incoming 5th grade students with the building and processes. An email was sent to parents to order T-shirts. The district is inviting 2 sections of 5th grade to attend Raider Ready day; one group attends between 8:00 a.m. to 10:00 a.m. and the other group from 10:30a.m. to 12:30p.m.

Orientation - Shattuck shared an update on the open house plan. The open house will be held 2 different evenings to minimize parents with dual school commitments. The first orientation night is Wednesday, 8/19 at Friess Lake. and the second night is 8/20. The school is planning to host the open house event outdoors where teachers and families can meet each other and drop off supplies. Shattuck is staggering attendance times and developing a schedule so parents are aware and families do not have to come back multiple times. School pictures will not be hosted this year during open house, but will occur during the school year.

DISCUSSION

Return to School Plan - Second Reading - Villalobos stated that the return to school plan was first

discussed with the board on 7/20 and everyone present will hear the final version of the plan draft. The video of this plan was posted to the newsletter prior to Governor Ever's mask mandate. Every person, 5 years and older, is required to wear a mask. Villalobos mentioned that the team looked at parent feedback on the responses to the survey; over 200 people responded, 79% of people are comfortable with the plan's face-to-face instruction, 21% of people wanted the virtual option, transportation with Go RiteWay had a high response rate, 56% of people will be continuing to use food service, and of the 21% of virtual learning responses 7% need food service. For digital learning needs 4% need a mobile hotspot and 50% need a device. The goals concerned 5 main areas, with the two most important goals being academic focus followed by safety. Social/emotional and mental health was a large concern also. Villalobos noted that flexibility is key and the need to make several plans, to pivot, and adapt is needed.

Villalobos noted that the plan was also developed with the help of various individuals, state representatives, area superintendents, health department, survey responses, and staff feedback. The district is keeping mitigation, limiting the spread, social distancing, sanitizing efforts, and navigating the health and safety of students, staff and parents at the forefront of their planning.

Villalobos encapsulated the whole presentation in a nutshell; the planning of face-to-face and enhanced digital learning, pending an order, to make sure some therapies can be done in the building, there may be times the school will need to quarantine, and staying abreast of the information and responding to it appropriately. Many other aspects of the plan are: transportation will continue, virtual platforms were investigated, synchronous and asynchronous instruction opportunities will be incorporated, face coverings necessary, breakfast and lunch in classrooms, classroom supplies sanitized regularly, room orientation reviewed, facilities (plexiglass barriers, splash guards for sinks and bathrooms, 2 bottle filling stations available for use but no drinking fountain, sanitizer stations), signage up around building (wash hands, physical distancing, masks), and the daily operations. Visitors will be limited and will have to wear a face covering in the building. The district will be very stringent and will be reevaluating protocols throughout the year. More entrances will be used for students, field trips will be virtual for the 1st trimester, and forming better home and school partnerships is paramount. Parents will need to discuss new processes with children and help communicate things.

Staying home to stay healthy was noted. Students or staff

with symptoms related to COVID-19, must be 72 hours fever free without any medication, before returning to school. The handbook language on attendance will be adapted for these concerns. There will be increased cleaning schedules, sanitizer sprayers, bus-loading processes, changing bell times, signage, food service, hand sanitizers in lunch rooms, and meals eaten in classrooms.

The Special Education service model may include: plexiglass dividers in staff and speech rooms, working 1-1 with students, staff and students wear masks, increased handwashing, minimize large groups, and accommodation discussions.

The orientation nights and Raider Ready days were further discussed. Items purchased were 5 UV lights disinfecting sprayers, shields, temperature checks, Safeschools training, masks and gators sales, donated masks and no-touch thermometers from the state, classroom sanitizer, additional technology, and plexiglass dividers.

Villalobos remarked that this was a second reading of the plan. Questions from attendees concerned: virtual learning, masks and medical conditions, capacity limits and social distancing, sports, mandatory 14-day quarantine, original survey questions and responses, virtual platform benefits, contact tracing, cohorting students and enrichment

opportunities, virtual education, assessments and virtual learning, mobilizing of platforms, outdoor learning, additional outside seating, class sizes, time frame transitions to face-to-face or virtual learning, placement of virtual students, parental decisions on virtual or face-to-face learning, band and orchestra lessons, freeplay for younger students, wrongful death suits, revision of plan per trimester, minimizing risk, recording classes and presentations, and privacy issues.

Villalobos reported that the Hartford Area Educators would be listening to a speaker from Kansas who will share their strategies for virtual learning, modeling teaching techniques, and will learn what does and does not work in the classrooms. Gartzke thanked all the meeting attendees for showing interest and support in this endeavor.

Updated Handbooks & Corresponding Policies -

HHASD Paraprofessional Handbook - Tomich presented the overview of the paraprofessional handbook. Tomich cited some of the contents of the handbook, such as: student information confidentiality and privacy, emergency information, connect staff members, evaluated annually, sharing resources, work hours and paid holidays, scheduling, and supporting students.

Parent/Student Handbook -

Laird and Shattuck provided a draft handbook for all present and gave an overview of the changes. Attendance and enrollment language was modified, absenteeism will be revised, links were updated, and safety measures were updated. Propst asked if the handbook addresses the truancy rule and whether the breakfast program will continue. Laird stated the handbook does address this because he hasn't yet received the guidance from the state. The principals also noted that the building facilities will be restricted, Bunton questioned the absences of sick students and evaluations. Laird stated that the district is developing separate locations for kids having colds vs. COVID possible cases. The student records policy, dress and grooming, food service updates, field trip language changes, school pictures, bus transportation, CCR, and band and orchestra adjustments will be made as additional information is shared from the health department.

Employee Handbook - Villalobos stated that, in the past the district contracted with NEOLA for the staff handbook for its simplicity. This year Villalobos noted that many of the changes suggested by NEOLA include the policy language which increases the volume of the handbook. Some changes to the handbook are: movement among staff members, video surveillance, harassment, Title IX, conflict of interest, political activities,

professional growth requirements, reduction in staff, performance of teachers input from supervisors, length of service, staff discipline, leaves of absence, personal communication devices (PCDs), Essential Oils, CBD oil, emails, social media, discipline, resignation, grievance procedure, bullying, weapons, working conditions, and hours. Propst asked if the district had access to the M95 masks. Villalobos stated that the health department has a small amount of masks for this, if needed; Propst indicated he may be able to assist. Gartzke asked what happens if the policy language changes for the handbook. Villalobos would bring any policy language changes back to the board for approval.

Co-curricular Handbook - Laird thanked Paul Shelsta for his help and insight for this handbook. Minor revisions were made to the handbook, such as: all fees must be paid in full prior to participating, no running club, athletic code of conduct also covers things, the co-curricular activity code, several links were added toward the bottom, forms, contracts, information concussion information, and attendance language is more specific. Propst asked if the grade policy or the family fee maximum has not changed. These issues have not changed.

Band/Orchestra Handbook - Laird thanked Martin Ulrich for his help on updating the

handbook. Changes noted were: events and activities, COVID excerpt, focus on lessons and weekly grades, grades are based on participation, reference of keys, rehearsals, research and complete quizzes, promotes private lessons, and omits the student/parent contract.

Policy 8420.01 - Epidemics and Pandemics - Villalobos noted that this policy was updated and adopted in April, 2020. This policy needs another statement added.

Policy 8453 - Direct Contact Communicable Diseases - Villalobos stated that this policy needs to be revised to specifically include different viruses.

Policy 3281 - Personal Property of Staff Members - Villalobos informed all that this is a new policy.

Policy 4281 - Personal Property of Staff Members - Villalobos informed all that this is a new policy.

Policy 0165.1 - Notice of Regular Meetings - Villalobos mentioned that the law changed on this policy and became less restrictive.

Annual Public Notices Review - David shared the Neola list of legal and recommended notices the district must publish on an annual basis. Ms. Tonie Wolf will be updating the district's webpage with the suggested notices.

2019-2020 Budget Amendment/Adjustments -

This item will be tabled until the next board meeting.

Job Description Updates - This item will be tabled until the next board meeting.

Annual Review of School Safety Plan - This item will be tabled until the next board meeting.

Board Retreat with CIAP updates - Arrange meeting date - The board asked that this item be tabled for a future date so the reopening of school can be concentrated on.

ACTION ITEMS

Approve of the Return to School Plan - Motion by Propst/Bernard to approve the return to school plan. Gartzke thanked the staff for their hard work, pulling the community together, and states that this speaks to who we are. Gartzke also reiterated the inquiry on the best way to allow decision-making for parents. Propst stated that this decision-making deadline should be done sooner than later. Bunton echoed Gartzke's sentiments. Villalobos will send out a doodle poll to the board about finding a time to meet virtually. Motion approved 5-0

Approve of Updated Handbooks and Corresponding Policies - Motion by Lear/Bernard to approve of the updated handbooks and corresponding policies. Motion approved 5-0

**Approve of Resolution to
make 2019/20 Budget
Adjustment** - No motion
made. This item was tabled
until the next meeting.

Approve of Public Notices -
Motion by Bernard/Propst to
approve of the public notices.
Motion approved 5-0.

**FUTURE AGENDA
ITEMS:**

Agreement For
Transportation Between The
Holy Hill Area School
District And Riteway Bus
Service, Inc. D/B/A Go
Riteway Transportation
Group Addendum

Payment and reimbursement
rates for per diem meals,
lodging, and mileage

ADJOURN - Motion by
Lear/Bunton to adjourn at
9:02 p.m. Motion approved
5-0.

Respectfully Submitted,

Hope David