

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE
HOLLAND BOARD OF EDUCATION**

**The School District of the City of Holland
Ottawa County, Michigan
August 28, 2023**

- I. CALL TO ORDER - ROLL CALL - WELCOME** – President Colburn welcomed the audience and called the meeting to order at 6:00 p.m. in the District Administration Office, Board Training Room, 320 West 24th Street.

ROLL CALL:

BOARD: Trustees Arendshorst, Colburn, Falstad, Marroquin, Mulder, Woltman, and Ybarra

ADMINISTRATORS: Superintendent Cassidy, Associate Superintendent Pennington, and Administrative Assistant Kooiker (recorder)

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF CONSENT AGENDA

A. APPROVAL OF AGENDA

1. Regular Business Meeting of August 28, 2023
2. Consent Agenda for August 28, 2023

B. APPROVAL OF MINUTES

1. July 17, 2023, Regular Business Meeting

Moved by Diane Ybarra, supported by Chris Arendshorst, that the Board of Education approved the Consent Agenda for August 28, 2023. The motion was unanimously approved.

- IV. PUBLIC COMMENTS:** There were no public comments.

V. PERSONNEL REPORT AND/OR RECOMMENDATIONS

Associate Superintendent Pennington recommended the following personnel action:

A. Resignations:

- **Emma Kornelis**, TWBI 4th Grade Teacher, Holland Language Academy, effective July 24, 2023.
- **Brittany Ridenour**, 3rd Grade Teacher, Holland Heights, effective August 25, 2023.
- **Elizabeth Rocha**, Hired to start the 23-24 school year, TWBI Teacher, Holland Language Academy, effective July 25, 2023.
- **Carly Miller**, Special Education Teacher, Holland Middle School, effective August 2, 2023.
- **Amanda Yoder**, Speech Therapist, West School, effective July 21, 2023.

Moved by Chris Arendshorst, supported by Linda Falstad, that the Board of Education approve, with regret, the resignation of Emma Kornelis, Brittany Ridenour, Elizabeth Rocha, Carly Miller, and Amanda Yoder. The motion was unanimously approved

B. Hiring:

- **Stormy Diaz**, 2nd Grade Teacher, Holland Heights School, effective August 21, 2023

- **Kimberly Dufresne**, Special Education Teacher, West School, effective August 21, 2023.
- **Kendall Harmening**, 1st Grade Teacher, Jefferson School, effective August 21, 2023.
- **Ann Holmes**, Special Education Teacher, Holland Middle School, effective August 21, 2023.
- **Kyle Liechty**, Social Studies Teacher, Holland Middle School, effective August 21, 2023.
- **Meridith Ridl**, Art Teacher, Holland Language Academy, and Jefferson School, effective August 21, 2023.
- **Elizabeth Schoettley**, 4th Grade Teacher, West School, effective August 21, 2023.
- **Autumn Sharkey**, 5th Grade Teacher, Holland Heights School, effective August 21, 2023.
- **Jillian Sietsema**, Early Childhood Specials Teacher, West School, effective August 21, 2023.
- **Nicole Stenman**, 5th Grade Teacher, West School, effective August 21, 2023.
- **Joy Zomer**, Alternative Program Teacher, District, effective September 8, 2023.

Moved by Lois Mulder, supported by Mark Woltman, that the Board of Education approve a probationary contract for Stormy Diaz, Kimberly Dufresne, Kendall Harmening, Ann Holmes, Kyle Liechty, Meredith Ridl, Elizabeth Schoettley, Autumn Sharkey, Jillian Sietsema, Nicole Stenman, and Joy Zomer. The motion was unanimously approved

VI. BOARD COMMITTEES and STUDY SESSION REPORTS AND/OR RECOMMENDATIONS

A. TEACHING FOR LEARNING – The committee met on August 7, 2023.

Agenda Review and Roll Call: The meeting was called to order at 4:46 p.m.

Board: Trustees Colburn, Falstad, and Mulder

Administration: Superintendent Cassidy and Associate Superintendent Remillard

Public Comments: There were no public comments.

Office of School Improvement: Associate Superintendent Remillard provided updates on the following:

- Kindergarten Screening
- Summer School
- GSRP 5-Day Option
- PD Planning / Mentor/ Mentee

Office of Student Services: Associate Superintendent McCloud will provide updates on the following:

- Extended School Year (ESY) updates
- Peer to Peer-Update

2023-2024 Course List Approval: Superintendent Cassidy presented the recommended classes/courses to be offered at Holland High School, Holland Virtual Tech, and Holland Early College for credit, meeting the requirements for graduation.

Superintendent Updates: Superintendent Cassidy provided updates on the following:

- Back-to-school events

Other:

- Parent Advisory Committee Representative
- Building Presentations

- Discussion of Policy 8390 Animals on District Property

Adjournment: The meeting adjourned at 5:30 p.m.

STRATEGIC PLAN FOCUS AREAS

ACADEMICS/PROGRAM GOAL:

Holland Public Schools will provide educational excellence that meets the needs of each student in all district programs in safe, secure and predictable learning environments.

FAMILY AND COMMUNITY PARTNERSHIP GOAL:

Holland Public Schools will support and engage staff, family and community partnerships through ongoing communication, involvement and accountability that lead to student success.

FINANCE AND OPERATIONS GOAL:

Holland Public Schools will establish and implement a sustainable budget that supports district programs, building infrastructure and facility master plan.

HUMAN SERVICES GOAL:

Holland Public Schools will recruit, develop and retain team members who demonstrate a high degree of proficiency, community partners that support the vision/mission and volunteers who assist in the implementation.

B. FINANCE AND PROPERTY COMMITTEE – The committee met on August 8, 2023.

Agenda Review and Roll Call: The meeting was called to order at 4:02 p.m.

Present:

Board: Trustees Arendshorst, Woltman, and Ybarra

Administration: Superintendent Cassidy, Assistant Chief Financial Officer Weavers, and Associate Superintendent Pennington

Public Comments: There were no public comments.

Finance & Property: Assistant Chief Financial Officer Weavers provided updates on the following:

- Financial Reports for July 2023
- Year End/Audit Update
- Payroll/ORS Update

Human Resources Report: Associate Superintendent Pennington provided an update on the following:

- Vacancies and Postings Update
- New Hires
- HESPA Contract Ratified

Superintendent Updates: Superintendent Cassidy provided an update on the following:

- Discussed next steps for Facility Master Planning
- Updated Bond Project Timeline
- School Safety Funds

Other: No other items were discussed.

Adjournment: The meeting adjourned at 5:30 p.m.

STRATEGIC PLAN FOCUS AREAS

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C. EXECUTIVE COMMITTEE – The committee met on August 9, 2023.

Agenda Review and Roll Call: The meeting was called to order at 3:02 p.m.

Present:

Board: Trustees Colburn, Woltman, and Ybarra

Administration: Superintendent Cassidy

Public Comments: There were no public comments.

2023-24 Organizational Chart: Superintendent Cassidy reviewed the 2023-24 Organization Chart with the committee.

Annual review of Board Policy 8600 Transportation: Superintendent Cassidy reviewed the transportation guidelines and established reasonable walking distances for students in the District. TK-5 remains at 1.25 miles, and 6-12 remains at 1.5 miles.

Review of Board Policy 8390 Animals on District Property: This policy was tabled at the July 17 board meeting. This will be added to the study session agenda on August 14, 2023.

Superintendent Updates:

- Staffing Updates
- Strategic Planning and next steps
- Back-to-school events
- School Safety Funds

Study Session Agenda Construction: Committee members planned the agenda for the August Study Session Meeting based upon the discussions at Teaching for Learning, Finance & Property, Executive Committee, and matters arising.

Other: No other items were discussed.

Adjournment: The meeting adjourned at 4:12 pm.

STRATEGIC PLAN FOCUS AREAS

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HUMAN SERVICES GOAL:

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D. BOARD STUDY SESSION – The committee met on August 14, 2023.

Agenda Review and Roll Call: President Colburn welcomed all participants and called the meeting to order at 5:30 p.m. in the Board Training Room of the District Administration Building, 320 West 24th Street.

ROLL CALL:

BOARD: Trustees Arendshorst, Colburn, Falstad, Mulder, Woltman, and Ybarra

ADMINISTRATION: Superintendent Cassidy and Associate Superintendent Pennington

Public Comments: There were no public comments.

Committee Reports:

a. Teaching for Learning Committee: The committee met on August 7, 2023.

The following approvals were requested this evening:

- 2023-2024 Course List Approval: The committee recommended approval of the following:

Moved by Lois Mulder, supported by Diane Ybarra, that the 2023-2024 Course Lists for credit be approved as presented. The motion was unanimously approved.

[Attachment A]

- Parent Advisory Committee Representative: Superintendent Cassidy brought forward a request to appoint Lori Lepard as Parent Advisory Committee Representative.

Moved by Lois Mulder, supported by Chris Arendshort, that the Board of Education appointed Lori Lepard to the Parent Advisory Committee of the OAISD Special Education Committee. The motion was unanimously approved.

b. Finance & Property Committee: The committee met on August 8, 2023.

- Business Office Update: Chairperson Woltman provided an update.
- OAK Longfellow Project: Adam Seng, OAK Senior Project Manager provided an update on the Longfellow project.

Moved by Mark Woltman, supported by Diane Ybarra, that Owens-Ames-Kimball Co. be authorized to Issue Notices of Pending Awards in the amount of \$555,336. to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Futhermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Holland Public Schools. The motion was unanimously approved. [Attachment B]

General Trades	VanderKodde Construction	65,580	65,580
Lath, Plaster, Drywall & Acoustical (LPDA)	Schepers Brothers	44,529	44,529
Painting	H&H Painting Company	7,500	7,500
Fire Protection	Triad Fire Suppression	19,150	19,150
Mechanical/Plumbing	Alternative Mechanical	163,362	163,362
Electrical	Polarity Electrical	43,330	43,330
Earthwork	Site Work Solutions	24,850	24,850
General Conditions	Owen-Ames-Kimball Co.	87,567	87,567
CM Liability Insurance	Owen-Ames-Kimball Co.	INC	0
Preconstruction Fee	Owen-Ames-Kimball Co.	INC	0
CM Fee	Owen-Ames-Kimball Co.	17,551	17,551
	Subtotal	473,419	473,419
Building Contingency		45,587	45,587
	Billing Subtotal	519,006	519,006
AE Fee		36,330	36,330
Total		555,336	555,336

c. Executive Committee: The committee met on August 9, 2023.

d. Holland Educational Foundation Report: Trustee Mulder provided an update.

Strategic Plan Feedback: Superintendent Cassidy shared feedback from Strategic Plan Feedback sessions and discussed next steps with the Strategic Plan

Review of Board Policy 8390 Animals on District Property: This policy was tabled at the July 17 board meeting. Trustee Mulder will provide additional information.

Administrative Personnel Report And/or Recommendations: Superintendent Cassidy recommended the following administrative personnel action this evening:

A. Administrative Hire:

- Joseph Soto, Director of Safety and Security, effective August 7, 2023.

Moved by Chris Arendshorst, supported by Lois Mulder, that the Board of Education approve the administrative hire of Joseph Soto as Director of Safety and Security. The motion was unanimously approved.

Consideration of HESPA Master Agreement: Superintendent Cassidy brought forward a recommendation for ratifying the HESPA Master Agreement as presented June 1, 2023 – June 30, 2025.

Moved by Lois Mulder, supported by Mark Woltman, that the Board of Education ratify the Holland Education Support Personnel Association Agreement as presented July 1, 2023 – June 30, 2025. The motion was unanimously approved.

Roll Call Vote:

Ayes: Arendshorst, Colburn, Falstad, Mulder, Woltman, and Ybarra

Nays: None

The motion was unanimously approved.

Reinstatement Committee Membership for 2023-2024: Superintendent Cassidy brought forward a recommendation of committee membership for consideration of petitions for reinstatement.

Moved by Diane Ybarra, supported by Lois Mulder, that the Reinstatement Committee Membership for 2023-2024 is approved as presented. The motion was unanimously approved.

Memoranda of Understanding: Superintendent Cassidy brought forward a recommendation to approve MOU's with OCSN, HPS, and Counseling Agencies as presented.

Moved by Lois Mulder, supported by Chris Arendshorst, that the Board of Education approve the 3rd party agency Memoranda of Understanding with OCSN, HPS, and Counseling Agencies as presented. The motion was unanimously approved.

School Presentations: Board members discussed the schedule and process for building presentations, which will begin in October.

OK Conference Discussions: Superintendent Cassidy provided an update on the OK Conference Realignment.

Board Meeting Agenda Construction: Board Members planned the agenda for August 28, 2023 Board Meeting.

Other: No other items were discussed.

Adjournment: The meeting adjourned at 6:42 p.m.

VII. CONSIDERATION OF PETITION FOR REINSTATEMENT: Superintendent Cassidy brought forward the

recommendation of the Hearing Committee to reinstate student #0818231430, with conditions.

Moved by Lois Mulder, supported by Linda Falstad, that the Board of Education approve the recommendation to reinstate Student 0818231430, with conditions as presented. The motion was unanimously approved.

VIII. SUPERINTENDENT'S/CABINET REPORT AND/OR RECOMMENDATIONS

1. Superintendent Open Office Hours: Superintendent Cassidy has open office hours scheduled for Thursday, September 7, 8:00 a.m., at the District Administration Office, Lincoln Conference Room. Superintendent Cassidy will host open office hours on the first Thursday of each month at 8:00 a.m. If you want to reach Superintendent Cassidy, please email him: ncassidy@hollandpublicschools.org.
2. Early Release Update: Superintendent Cassidy provided an update on the Early Release for Professional Learning Communities (PLC). This is dedicated collaboration planning time for staff.
3. Current Legislative Initiatives: Superintendent Cassidy shared information on recent legislative action.

IX. OTHER:

- Policy 8390 Animals on District Property: The revised policy was tabled at the July 17, 2023, Board Meeting and returned to the table this evening for a new vote.

Moved by Lois Mulder, supported by Linda Falstad, that the Board of Education bring revised policy 8390 Animal on District Property back to the table. The motion was unanimously approved

Moved by Lois Mulder, supported by Linda Falstad, that the Board of Education adopt Policy 8390 Animals on District Property (revised). The motion was unanimously approved. [Attachment C]

- Superintendent Cassidy provided updates on:
 - HLA staffing
 - OK Conference Realignment
 - Transportation
 - Middle School Renovations
 - Enrollment
 - Ready for School - Breakfast for Dinner event on September 26.

Superintendent Cassidy expressed the District's sympathy to the family and friends of Lisa Whiteman, ASD Teacher at West Elementary. Lisa passed away on August 27. She will be greatly missed.

X. ADJOURNMENT: President Colburn adjourned the meeting at 6:45 p.m.

Approved as presented: _____
Linda Falstad, Secretary