

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

**The School District of the City of Holland
Ottawa County, Michigan
December 19, 2022**

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.

- The meeting was broadcast via Zoom at this link:
<https://us02web.zoom.us/j/82733637188?pwd=ck1nYkFaOS9CSW1BMHIDL3hoVXZXUT09>.

ROLL CALL:

BOARD: Trustees Colburn, Falstad, Meyer, Woltman, and Ybarra

EXCUSED: Trustee Marroquin

ADMINISTRATION: Superintendent Cassidy, Associate Superintendents Pennington and Remillard,
Director Craner, and Administrative Assistant Kooiker (recorder)

GUEST: Dan Rathburn, OAK, Senior Project Manager

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF CONSENT AGENDA

A. APPROVAL OF AGENDA

1. Regular Business Meeting of December 19, 2022
2. Consent Agenda for December 19, 2022

B. APPROVAL OF MINUTES

1. November 21, 2022, Regular Business Meeting
2. November 21, 2022, Closed Session

Moved by Diane Ybarra, supported by Phil Meyer, that the Board of Education approves the Consent Agenda for December 19, 2022.

Roll Call Vote:

Ayes: Colburn, Falstad, Meyer, Woltman, and Ybarra

Nays: None

The motion was unanimously approved.

IV. HOLLAND HIGH SCHOOL SENATE

Student Senate President Libby LeFebre provided an update to the Board.

- Great participation in Spirit Week
- Provided hot chocolate to all high school students
- Students participated in a lip sic battle, funds were raised for the Theatre Department

V. HPS CELEBRATES

A. Ottawa Community School Network (OCSN): Beginning in October, HPS families were invited to the Power H Store (located in Longfellow School) to "shop" for clothing, shoes and boots, school supplies, household items, and other goods in a dignified setting. The Store opens one evening each month. Since opening more and more families are coming to shop in the Store - to pick up items they

need. All the items in the Power H Store are donated by community members or organizations. In November, the Apothecary Gift Shop collected items donated from their staff and customers. In December, the Store teamed up with David's Sparks of Joy to give away Christmas Trees and decorations to families. Over the Holidays, employees at MillerKnoll have made significant donations to build up the inventory for when the store reopens on January 12. And on February 2, rather than give items away, The Store will ask HPS Families to donate items and restock the shelves in the store.

The Power H Shop was the idea of our OCSN Coordinators in our buildings as a way to meet the needs of HPS families. Please, join us in thanking the Community School Coordinators for their dedication to HPS students and their families!

Kacie Williams- DHHS Heights
Ashley Golin- HLA
Kaitlin Deboard- Jefferson
Mallory Timmer- West
Sarah Krupka- HMS
Lauren Gray- HHS (now vacant)

B. Phil Meyer, Board of Education Trustee: President Colburn and Superintendent Cassidy thanked Phil for his commitment to HPS and our community. Phil is always prepared, looks at everything we do with a critical eye, and cares deeply about the success of Holland Public and our students. Phil served as Board President during what is probably the toughest time in history to serve on a school board. Phil is completing his six year board term at the end of this month.

VI. PUBLIC COMMENTS

- Mike McKay, 6172 Bayou Trial, Saugatuck, MI 49463. Tribute to Phil Meyer and thanked him for his contribution to HPS.

VII. PERSONNEL REPORT AND/OR RECOMMENDATIONS

Associate Superintendent Pennington recommended the following personnel action:

A. Hiring:

- **Kristin Douma**, School Social Worker, West School, effective December 5, 2022.
- **Lauren Gray**, School Social Worker, Holland High School, effective December 5, 2022
- **Nasha Huitema**, EL Teacher, Holland High School and Holland Middle School, effective December 12, 2022.
- **Olivia Torola**, Speech and Language Pathologist, West School, effective January 5, 2023.
- **Stacy Van De Burg**, First Grade Teacher, Jefferson School, effective January 5, 2023.
- **Lydia Williams**, Speech and Language Pathologist, TBD, effective January 5, 2023.

Moved by Phil Meyer, supported by Mark Woltman, that the Board of Education approves a probationary contract to: Kristin Douma, Lauren Gray, Nasha Huitema, Olivia Torola, Stacy Van De Burg, and Lydia Williams.

Roll Call Vote:

Ayes: Colburn, Falstad, Meyer, Woltman, and Ybarra

Nays: None

The motion was unanimously approved.

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

A. TEACHING FOR LEARNING – The committee met on December 5, 2022.

Agenda Review and Roll Call: The meeting was called to order at 5:30 p.m.

Present:

Board: Trustees Falstad, Marroquin, and Meyer

Administration: Superintendent Cassidy and Associate Superintendents McCloud and Remillard

Public Comments: There were no public comments.

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

- School Accountability Index and Comprehensive School Improvement
- 90 Day Plan
- Vision for School Improvement

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

- Special Education Indicators
 - 14 areas schools report to the State
 - 8/14 “Met” include; Dropout Rate, Suspension and Expulsion, Suspension and Expulsion by Race and Ethnicity, Educational Environment, Parent Involvement, Disproportionately Identifying Students with Disabilities and Disproportionate Representation of Eligibility Categories
 - 4 areas “Not Met” include; Graduation, Early Childhood Educational Environments, Preschool Outcomes and Child Find

*Statewide assessments and Post-Secondary Outcomes were not recorded for the 2019-20 school year (Indicator 3 and 14)

- Special Education Staffing Updates
 - SSW-West
 - SLP-Starting January 5, 2023

Superintendent Updates: Superintendent Cassidy provided updates on the following:

- Academics/Programs Goal, Data, Strategies
- Family and Community Partnerships, Data, Strategies
- Teacher Housing and Recognition Update
- Book Fines

Other: No other items were discussed.

Adjournment: The meeting adjourned at 6:49 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 December 6, 2022.

Agenda Review and Roll Call: The meeting was called to order at 4:00 p.m.

Present:

Board: Trustees Meyer and Ybarra

Administration: Superintendent Cassidy, Associate Superintendent Pennington, and Chief Financial Officer Powers

Public Comments: There were no public comments.

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

- Financial reports for November 2022

Dan Rathburn provided bid information at the regular board meeting on December 19.

Moved by Mark Woltman, supported by Diane Ybarra, that Owen-Ames-Kimball Co. be authorized to issue Notices of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Holland Public Schools.

Roll Call Vote:

Ayes: Colburn, Falstad, Meyer, Woltman, and Ybarra

Nays: None

The motion was unanimously approved.

1	Earthwork	Site Work Solutions, Inc.	686,470
2	Concrete	VanLaan Concrete Construction	366,410
3	Masonry	JK Masonry	207,825
4	Metals	Custom Steel Fabricators, LLC	49,690
5	Landscaping	Landscape Design Services	264,325
6	Playground Equipment	Sinclair Recreation	243,330
7	HM Doors, Frames & Hardware	Automatic Equipment Sales & Services	28,760
8	Joint Sealants	CJ's Coatings & Sealants, Inc.	5,464
9	General Trades	Vander Kodde	227,700
10	Aluminum, Glass & Glazing	Lakeshore Glass and Metals LLC	107,895
11	Lath, Plaster, Drywall & Acoustical	Schepers Brothers	185,755

12	Flooring	Ritsema Associates	48,890
13	Terrazzo Restoration	Welch Tile & Marble Co.	31,223
14	Painting	Halligan Painting, Inc.	48,300
15	Fire Suppression	Franklin Holwerda Company	14,750
16	Mechanical & Plumbing	Lamphear Service Company	221,610
17	Test & Balance	Third Coast Test & Balance	1,195
18	Commissioning	FISEXCx	4,500
19	Electrical	Town and Country Electric	322,600
20	Food Service Equipment	Merchandise Equipment	227,578
21	Track Resurfacing	Current Sports, LLC	118,083

Moved by Mark Woltman, supported by Linda Falstad, that Owen-Ames-Kimball Co. be authorized to issue Notices of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Holland Public Schools.

Roll Call Vote:

Ayes: Colburn, Falstad, Meyer, Woltman, and Ybarra

Nays: None

The motion was unanimously approved.

1	General Trades	VanderKodde Construction	104,705
2	Lath, Plaster, Drywall & Acoustical	Intext Concepts	24,628
3	Doors, Frames and Hardware	Automatic Equipment Sales & Service	13,570
4	Flooring	Welch Tile	22,917
5	Mechanical/Plumbing	Lamphear Service Company	208,085
6	Electrical	Rob Miller Electric	42,948

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

- Personnel Report
 - Vacancies and Postings Update
 - New Hires
- Health Resource Advocate Grant
 - Quarterly Report

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

- Finance and Operations Goal, Data, Strategies
- Human Services Goal, Data, Strategies
- Bond Project Updates (HLA Playground, HMS Paint, Heights Planning)
- Teacher Housing and Acknowledgement Update

Other: No other items were discussed.

Adjournment: The meeting adjourned at 4:42 p.m.

STRATEGIC PLAN FOCUS AREAS

ACADEMICS/PROGRAM GOAL:

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FINANCE AND OPERATIONS GOAL:

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HUMAN SERVICES GOAL:

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C. EXECUTIVE COMMITTEE – The committee met on December 7, 2022.

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

Present:

Board: Trustees Colburn and Ybarra

Administration: Superintendent Cassidy

Public Comments: There were no public comments.

Superintendent Updates:

- o Strategic Planning Update
- o Discussion of School Board Transition and January meeting schedule

Organizational Meeting for 2023: Committee members discussed the timeline, format and calendar options for the 2023 Board Organizational meeting

Study Session Agenda Construction: Committee members planned the agenda for the December 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 4:43 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.

D. BOARD STUDY SESSION – The committee met on December 12, 2022.

Agenda Review and Roll Call: President Colburn welcomed all participants and call 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 Colburn, Falstad, Marroquin, Meyer, and Ybarra

EXCUSED: Trustee Woltman

ADMINISTRATION: Superintendent Cassidy, Associate Superintendents Pennington and Remillard, Director Craner, and Principal Derr

Public Comments: There were no public comments.

Building Presentations:

- Holland Heights Elementary School, Principal Kevin Derr provided an update.
- Presentation from Holland Heights Power Council
- Presentation from Bob Wandel on Nature-Based at Heights

Committee Reports:

- a. Finance & Property Committee Report: There were no questions, comments or clarification from the meeting on December 6, 2022.
- b. Teaching for Learning Committee Report: There were no questions, comments or clarification from the meeting on December 5, 2022.
- c. Executive Committee Report: The committee met on December 7, 2022 and recommended approval of the following at the Study Session meeting.

Moved by Liz Colburn, supported by Diane Ybarra, that the date, time and location for the 2023 Organizational Meeting for the HPS Board of Education be set as January 9, 2023, 5:30 p.m., with the Board Study Session immediately following, in the Administration Board Training Room located at 320 W. 24th Street, Holland, MI 49423.

Roll Call Vote:

Ayes: Trustees Colburn, Falstad, Marroquin. Meyer, and Ybarra

Nays: None

The motion was unanimously approved.

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

e. HEA communications Update: President Colburn and Trustee Meyer provided an update on the HEA Communications meeting from November 17, 2022.

Superintendent Updates:

- Strategic Plan- Updated timeline
- School Safety Updates

Board Election: President Elizabeth Colburn was elected to fill the partial board seat, and filed her Acceptance of Office for the partial seat, resigned from her previous seat set to expire on December 31. We will need a motion to declare that Elizabeth Colburn continue as President.

Moved by Diane Ybarra, supported by Linda Falstad, that the Board of Education formally declare that Elizabeth Colburn continues as President of the Holland Board of Education.

Roll Call Vote:

Ayes: Trustees Falstad, Marroquin, Meyer, and Ybarra

Nays: None

The motion was approved, with Elizabeth Colburn abstaining.

Board Meeting Agenda Construction: Board Members planned the agenda for the December 19, 2022 Board Meeting.

Other: No other items were discussed.

Adjournment: The meeting adjourned at 6:56 p.m.

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

1. Superintendent Open Office Hours: Superintendent Cassidy announced open office hours scheduled for Thursday, January 5, 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 would like to reach Superintendent Cassidy please email him: ncassidy@hollandpublicschools.org.
2. Current Legislative Initiatives: Superintendent Cassidy shared information on recent legislative action.
 - HB 4188, which amends the Public School Employees Retirement Act to require the retirement system to offer access to one or more fixed annuity options and to allow the system to offer access to one or more variable annuity options provided by a selected annuity provider.
 - This bill requires the investment board to select two or more annuity providers based on a competitive proposal process and to contract with a provider that meets certain conditions.
 - HB 6042, which allows school boards to submit electronic "critical mapping data" to local law enforcement to better assist them in responding to active shooter situations.
 - MDE released a memo yesterday that states that any district or ISD that offers learning under section 21f (or a school of excellence that is a cyber school as defined in section 551) is required to submit a report to MDE that reports the per-pupil costs of operating the virtual learning by vendor type and virtual learning model.

- X. CONSIDERATION OF PETITION FOR REINSTATEMENT:** Superintendent Cassidy brought forward the recommendation of the Hearing Committee to reinstate student #1216221300 with conditions.

Moved by Linda Falstad, supported by Phil Meyer, that the Board of Education approve the request for reinstatement of Student #1216221300 with conditions.

Roll Call Vote:

Ayes: Colburn, Falstad, Meyer, Woltman, and Ybarra

Nays: None

The motion was unanimously approved.

XI. OTHER: No other items were discussed.

XII. ADJOURNMENT: President Colburn adjourned the meeting at 6:41 p.m.

Approved as presented: _____
Linda Falstad, Secretary