The regular business meeting of the Holland Board of Education was called to order by President Meyer, at 5:30 p.m., in the Board Training Room of the District Administration Office, 320 W. 24th Street.

I. ROLL CALL

Board: Trustees Colburn, Falstad, Marroquin, McKay, Meyer, and Woltman
Excused: Trustee Ybarra
Administration: Superintendent Davis, Deputy Superintendent Sherwood, Director Dobias, Associate Superintendent Headley-Nordman, and Administrative Assistant Kooiker (recorder)

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF CONSENT AGENDA

A. APPROVAL OF AGENDA
   1. Regular Business Meeting of December 16, 2019
   2. Consent Agenda for December 16, 2019

B. APPROVAL OF MINUTES
   1. November 18, 2019, Special Meeting
   2. November 18, 2019, Regular Business Meeting

Moved by Mr. McKay, supported by Mrs. Flastad, that the Board of Education approve the Consent Agenda for December 16, 2019. The motion was unanimously approved.

IV. HOLLAND HIGH SCHOOL SENATE

Diamante Balcazar, Student Senate representative, shared information on the Holland High School Senate Organization.

V. COMMUNITY PARTNER SALUTE/HPS CELEBRATES

A. Holland Public Schools recognized the collaborative partnership with two of our “senior” volunteers: Mrs. Grandma Mary Butler and Mrs. Jane Osman.

VI. PERSONNEL REPORT AND/OR RECOMMENDATIONS –

Deputy Superintendent Sherwood recommended the following personnel action:
A. Hiring:

➢ Lisa Whiteman, Special Education Teacher, West School, effective November 20, 2019.

Moved by Mrs. Colburn, supported by Mrs. Falstad, that the Board of Education hire the following teacher in accordance with the Holland Education Association and that she be afforded a probationary contract: Lisa Whiteman. The motion was unanimously approved.

VII. ADMINISTRATIVE PERSONNEL REPORT AND/OR RECOMMENDATIONS –

Superintendent Davis recommended the following administrative personnel actions:

A. Administrative Hire:

➢ Matthew Stolz, Associate Superintendent of School Improvement

Moved by Mrs. Falstad, supported by Mr. McKay, that the Board of Education approve the administrative hire of Matthew Stolz as Associate Superintendent of School Improvement. The motion was unanimously approved.

VIII. BOARD COMMITTEE REPORTS AND/OR RECOMMENDATIONS

A. EXECUTIVE COMMITTEE - President Meyer reported on the December 4, 2019, meeting of the Executive Committee.

Holland High School Student Senate Organization: Diamante Balcazar shared updates regarding the actions of Student Senate. Student Senate was the recipient of the 4th Quarter fundraising campaign of Four Quarters in the amount of $1,600. The Senate is in the process of planning an International Festival in April, 2020. Students are interested in continued dialogue around equity/inclusion and recent events in the district. There is an interest to follow up with the November Professional Staff Development. Senate members are eager to provide extended learning opportunities for elementary staff and follow up with secondary staff regarding equity/inclusion in the classroom from a student perspective. Facilities recommendations were also discussed.

Personnel Update: Deputy Superintendent Sherwood shared information about the District’s process in reviewing the current hourly wage scale for instructional assistant staff and the impact of current market conditions on the ability to attract and retain qualified employees. A three level system has been created recognizing the skill sets and advanced training necessary for these leveled positions. The committee affirmed this new wage scale and concept. Information will be shared with all current Instructional Assistant staff so that as positions throughout the current year are posted, candidates may apply noting the changes in wages accordingly. The potential wage scale change, once finalized, is expected to go into effect July 1, 2020. Open positions in the district were also reviewed.

Out of State/Overnight Field Trip Request: Superintendent Davis brought forward the following field trip request:

Moved by Mr. Woltman, supported by Mr. McKay that the Board of Education approve the field trip request by Matt Hill for the Baseball Team spring training in Orlando, Florida April 3 - April 11, 2020, as presented. The motion was unanimously approved.

Legislative Updates: Superintendent Davis provided a brief overview of the proposed changes in high
school graduation requirements and potential impacts. Of greatest concern includes: the elimination of the Personal Curriculum, the elimination of the required PE/Health credit, standardization of courses from district to district, and the impact of school choice based upon what different districts offer. There is already flexibility in the Michigan Merit Curriculum, through the Personal Curriculum. What is really needed is flexibility in teacher certification and what a teacher can teach under Highly Qualified and Certified requirements.

**Enrollment Dashboard:** Superintendent Davis provided an update on the fall student enrollment for the District including FTE, special programs, and the monthly dashboard report. Enrollment for the school year has remained relatively stable for the year with an overall difference of 13 students. Overall, the ethnic demographic make-up of the district is 3% Asian, 9% African-American, 47% Hispanic, 5% Multiracial, and 36% White.

**Superintendent’s Evaluation:** Superintendent Davis reviewed the process for the evaluation of the superintendent in December, 2019.

**Policies for Second Reading:** Superintendent Davis recommended the following policies for second reading and adoption.

Moved by Mrs. Falstad, supported by Mr. McKay, that the Board adopt the following bylaws and policies: [Attachment A]

- Bylaw 0100 Definitions (Revised)
- Bylaw 0167.2 Closed Session (Revised)
- Policy 1422.01 Drug-Free Workplace (New)
- Policy 2210 Curriculum Development (Revised)
- Policy 2414 Reproductive Health and Family Planning (Revised)
- Policy 3120 Employment of Professional Staff (Revised)
- Policy 3120.04 Employment of Substitutes (Revised)
- Policy 5113.02 School Options Provided by Federal Law (Revised)
- Policy 5200 Attendance (Revised)
- Policy 6321 New School Construction, Renovation (Revised)
- Policy 6325 Procurement – Federal Grands/Funds (Revised)
- Policy 6605 Crowdfunding (Revised)
- Policy 8400 School Safety Information (Revised)
- Policy 8402 Emergency Operations Plan (New)
- Policy 8500 Food Services (Revised)

The motion was unanimously approved.

**COTW Agenda Construction:** Committee members planned the agenda for the December COTW Meeting based upon the discussions at Teaching for Learning, Finance & Property, Executive Committee and matters arising

**Organizational Meeting Agenda for 2020:** Committee members reviewed a draft agenda for the upcoming organizational meeting.

**Projects under current study/review:**

- Emergency Operations Plan
- Board Governance
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. TEACHING FOR LEARNING COMMITTEE – Chairperson Colburn reported on the December 2, 2019, meeting of the Teaching for Learning Committee.

POL 221 Local Policy Initiative - Marketing Holland Public Schools: Hope College students Alec Driscol & Annie Bruebach presented information on a marketing plan/academic focus area as part of their undergraduate work at Hope College. Their recommendation included the concept creation of magnet schools.

Sex Education Advisory Board (SEAB): Director Dobias provided an update and recommendations relative to the formation of a sex advisory board, membership, length of terms, process, and purpose.

Moved by Mrs. Colburn, supported by Mr. Marroquin, that the length of term for the SEAB be three years, the committee be comprised of 8-9 members based upon state requirements, and that the Co-Chairs be Megan Kosters, HHS Health Teacher and Annie Sterken, HPS Parent. The motion was unanimously approved.

3rd Grade Reading Law: Director Dobias provided an update on the Read by Grade Three Bill, responsibilities of the District, assessment scores for consideration of retention, and HPS’ exemptions from retention.

Summer Adventure Academy: Director Dobias reviewed student achievement data from the summer adventure academy summer school program and implications for future planning. Based upon prior year’s outcomes, the overall program is being reduced in scope and scale. Committee members requested additional data on the performance of students who participate in summer school programs and the impact on achievement in the academic year following.

Superintendent’s Evaluation: Superintendent Davis reviewed the process for the evaluation of the superintendent in December, 2019.

Projects under current study/review:

- 31 A Leadership Committee
- Holland Language Academy Library
- Student Achievement Growth for Evaluation (40%)
- Academic Parent Teacher Teams/Student-Lead Conferences
- Holland Education Network

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.

C. FINANCE AND PROPERTY COMMITTEE – Trustee McKay reported on the December 3, 2019, meeting of the Finance and Property Committee.

Financial Reports for November 2019: Director Powers reviewed the general fund budget to actual report and the capital project listing report for the month of November, noting that overall the year is progressing as expected, mostly on a similar pace to the previous fiscal year. Revenues are at 35.6% of budget compared to 34.1% last year through November. Expenditures for the year are at 27.5% while last year was 26.9%. Variances in certain line items were discussed with the committee.

18-mill Operating Tax Levy Renewal: Superintendent Davis and Director Powers discussed options and related timelines for the renewal of the expired 18-mill operating tax levy. Discussion included potential strategies to avoid revenue loss resulting from Headlee “rollbacks”. Based on feedback from the committee, administration will work with legal counsel to prepare the necessary resolution document for the January regular board meeting, calling for a 2-year renewal in May 2020.

Instructional Assistant Wage Scale: Deputy Superintendent Sherwood shared information about the District’s process in reviewing the current hourly wage scale for instructional assistant staff and the impact of current market conditions on the ability to attract and retain qualified employees. A three level system has been created recognizing the skill sets and advanced training necessary for these leveled positions. The committee affirmed this new wage scale and concept. Information will be shared with all current Instructional Assistant staff so that as positions throughout the current year are posted, candidates may apply noting the changes in wages accordingly. The potential wage scale change, once finalized, is expected to go into effect July 1, 2020.

Superintendent’s Evaluation: Superintendent Davis reviewed the process for the evaluation of the superintendent in December, 2019.

Project Updates: Deputy Superintendent Sherwood and Supervisor Brower shared information regarding the following current or planned projects.

- Mold Remediation – Remediation efforts at HLA
- Design/bidding process for anticipated summer 2020 projects (HMS Carpentry, Parking Lot Renovations, athletic upgrades, irrigation, playgrounds)

Projects under current study/review:

- GMB Facility Assessments in alignment with Project Priority List
- Funding Future Capital Needs
  - a. The committee discussed a potential timeline for future funding needs and the need to develop a list of potential projects based upon facility assessments, purchases of school busses, facility needs and program developments.
- City of Holland Housing Developments-Superintendent Davis shared information on approved housing developments in the city and the potential impact on enrollment in the district.

STRATEGIC PLAN FOCUS AREA

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

D. COMMITTEE OF THE WHOLE - President Meyer reported on the December 9, 2019, Committee of the Whole meeting.

*MASB Annual Leadership Conference:* Trustees Meyer and Ybarra reported on their recent attendance at the MASB Annual Leadership Conference, November 8-11, 2019.

*Committee Reports:*

a. Personnel Report: Deputy Superintendent Sherwood updated the committee on personnel items including the status of the Holland High Theatre program-Jonathon Verge, a framework of leveled pay for instructional assistants to begin in 2020-2021, and the hiring process for the Associate Superintendent of Instruction and Director of Communications and Marketing.

b. Executive Committee Report: President Meyer provided updates to committee members with items discussed at the Executive Committee meeting on December 4, 2019.

c. Teaching for Learning Committee Report: Chairperson Colburn provided updates to committee members with action items discussed at the Teaching for Learning Committee meetings on December 2, 2019.

d. Finance & Property Committee Report: Chairperson Ybarra provided updates to committee members with action items discussed at the Finance & Property Committee meeting on December 3, 2019.

e. HEA / Board Communications Report: Trustee McKay and Meyer provided an update to committee members with items discussed at the HEA/Board Communications meeting on November 14, 2019.

f. Holland Educational Foundation Report: Trustee Colburn provided an update. The annual year-end request is currently taking place.

*Closed Session:* The Board of Education entered into closed session at 6:23 p.m. under Section 8(k) as provided by the Open Meetings Act (effective March 28, 2019) for the purpose of discussing the District’s Emergency Operations Plan (EOP) in accordance with 2018 Public Act (PA) 551. This plan requires school districts to establish an EOP that sets forth several requirements such as school violence and attacks, dealing with threats, bomb threats, fire, weather emergencies, intruders, parent/pupil reunification, threats to school sponsored activities, mental health training, active violence protocol, post-incident measures and vulnerability assessments.

**Moved by Mrs. Falstad, supported by Mr. McKay, that the Board of Education enter into closed session under Section 8(k) as provided by the Open Meetings Act for the purpose of discussing the District’s Emergency Operations Plan.** The motion was unanimously approved.

*Return to Open Session:* The board returned to open session at 7:25 p.m.

*Recommendation to approve the District’s Emergency Operations Plan:* The motion will be considered at next week’s regular meeting of the Board.

**Moved by Mrs. Colburn, supported by Mrs. Falstad, that the Board of Education approve the Holland Public Schools Emergency Operations plan as presented in closed session on December 9, 2019, in accordance with Section 8(k) as provided by the Open Meetings Act and 2018 Public Act (PA) 551.** The motion was unanimously approved.
Board Meeting Organizational Meeting Agenda Review: President Meyer facilitated a review of the organizational meeting agenda for December 16, 2019 at 6:00 p.m. Notable topics will include the Board Governance Structure and the membership of the Executive Committee.

Board Meeting Agenda Construction: Committee members planned the agenda for the December Board Meeting.

Closed Session: The Board of Education entered into closed session under the Open Meetings Act for the purpose of the evaluation of the Superintendent at 8:09 p.m.

Moved by Mrs. Falstad, supported by Mr. McKay, that the Board of Education enter into closed session under the Open Meetings Act, 1976 PA 267; MCLA 15.261 for the purpose of discussing the evaluation of the superintendent. The motion was unanimously approved

Return to Open Session: The Board returned to open session at 9:17 p.m.

IX. SUPERINTENDENT’S REPORT AND/OR RECOMMENDATIONS

A. SUPERINTENDENT’S REPORT

1. Winter Performances/District: Superintendent Davis highlighted the winter and holiday performances and thank students and staff who were engaged in these fine presentations.

2. Superintendent Open Office Hours: Superintendent Davis announced open office hours scheduled for Monday, January 13, 9:00 – 10:00 a.m.

3. Holiday Breaks – Superintendent Davis highlighted the holiday break dates for Christmas (December 23 - January 5, 2020). District Offices will be closed December 24 & 25, 31, and January 1.

4. Current Legislative Initiatives: Superintendent Davis shared information on recent legislative action.

Budget

The Legislature finalized the supplemental spending agreement this week and sent it to Gov. Whitmer for signature. In total, restored FY 2019-20 funding for the K-12 budget was $70.5 million with amended boilerplate items. The $70.5 million is $350,000 in General Fund dollars and $70,150,000 School Aid dollars.

MMC Changes Move in the House

This week we saw more action on the Merit Curriculum and proposed changes to graduation requirements. We will continue to monitor these bills and the flexibility they seek to provide.

The House Education Committee Reports

The House Education Committee briefly met to report two bills, HB 4856 and HB 4826. HB 4856 would allow a teacher to have an endorsement or grade level certification on their teacher certificate nullified if it had not been used for seven years. Currently, the time period is 12 years.

Internet Gaming Package Sent to Governor

The Legislature passed through a 10-bill package to update Michigan’s gambling laws, after several year of attempts to do so.
Depending on who you ask, there is a range of revenue estimates for these bills. Rep. Brandt Iden (Oshtemo Twp.), told the press that new gaming options would bring in “$100 million addition for schools a year. The sports betting piece should bring in $35 to $50 million alone.”

We expect that the governor will sign these bills once a thorough legal review is complete.

X. Consideration of Petition for Reinstatement:

Superintendent Davis brought forward a recommendation for reinstatement with action taken this evening.

Moved by Mr. Woltman, supported by Mrs. Colburn, that the Board of Education approve the recommendation to reinstate Student 1212190930 with conditions as presented. The motion was unanimously approved.

XI. CLOSED SESSION:

The Board of Education entered into closed session at 6:14 p.m. under the Open Meetings Act for the purpose of the Evaluation of the Superintendent.

Moved by Mr. Marroquin, supported by Mr. McKay, that the Board of Education enter into closed session under the Open Meetings Act, 1976 PA 267; MCLA 15.261 for the purpose of discussing the evaluation of the superintendent.

Roll Call Vote
Ayes: Colburn, Falstad, Marroquin, McKay, Meyer, and Woltman
Nays: None
The motion was approved.

XII. RETURN TO OPEN SESSION

The board returned to open session at 6:35 p.m.

XIII. OLD BUSINESS:

A. Superintendent’s Evaluation/Contract Renewal - President Meyer reported out on the evaluation of the Superintendent for 2019 as Highly Effective and recommend the following:

Moved by Mrs. Colburn, supported by Mrs. Falstad, that Superintendent Davis’ contract be extended through 2023-2024. The motion was unanimously approved.

XIV. PUBLIC COMMENTS: There were no public comments.

XV. ADJOURNMENT: President Meyer adjourned the meeting at 6:37 p.m.

Approved as presented: _____________________________

Linda Falstad, Secretary