

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

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**The School District of the City of Holland  
Ottawa County, Michigan  
March 16, 2020**

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The regular business meeting of the Holland Board of Education was called to order by President Meyer, at 7:05 p.m., in the Board Training Room of the District Administration Office, 320 W. 24<sup>th</sup> Street.

**I. ROLL CALL**

Board: Trustees Falstad, Marroquin, McKay, Meyer, and Ybarra – Physical Attendance  
Trustees Colburn and Woltman – Virtual Attendance  
Administration: Superintendent Davis, Deputy Superintendent Sherwood, Associate Superintendents Headley-Nordman (Virtual Attendance) and Stolz, Director Craner and Administrative Assistant Kooiker (recorder)

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF CONSENT AGENDA**

**A. APPROVAL OF AGENDA**

1. Regular Business Meeting of March 16, 2020
2. Consent Agenda for March 16, 2020
3. Amend Agenda – Approve Policy #0100 (Emergency Approval) and Approval of 2020-2021 Calendar

**B. APPROVAL OF MINUTES**

1. February 17, 2020, Regular Business Meeting
2. February 24, 2020, Special Meeting

**Moved by Mr. McKay, supported by Mrs. Ybarra, that the Board of Education approve the Consent Agenda for March 16, 2020.** 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 work of Midtown Counseling. Now in its third year of our partnership, Midtown is providing direct counseling support to students and families at HPS that would otherwise be unavailable. Providing direct support in a school-based fashion assists in reducing/removing barriers to provide mental health and support services.

**VI. PUBLIC COMMENTS:** There were no comments.

**VII. POLICIES FOR APPROVAL:**

**Moved by Mrs. Ybarra, supported by Mr. McKay, that the Board adopt the following policy:**

[Attachment A]

- Policy 0100 Definitions (Revised) Emergency Approval

The motion was unanimously approved.

**Moved by Mrs. Colburn, supported by Mr. Marroquin, that the Board adopt the following policies:**

[Attachment A]

- Policy 1420 School Administrator Evaluation (Revised)
- Policy 1615 Use of Tobacco by Administrators (New)

- Policy 2265 Child Care Center Staff and Volunteers (New)
- Policy 2410 Prohibition of Referral or Assistance (Revised)
- Policy 2414 Reproductive Health and Family Planning (Revised)
- Policy 2418 Sex Education (Revised)
- Policy 2628 State Aid Incentives (Revised)
- Policy 3210 Staff Ethics (Revised)
- Policy 3215 Use of Tobacco by Professional Staff (Revised)
- Policy 3220 Professional Staff Evaluation (Revised)
- Policy 4215 Use of Tobacco by Support Staff (Revised)
- Policy 5330.02 Opioid Antagonists (Revised)
- Policy 5512 Use of Tobacco by Students (Revised)
- Policy 6800 System of Accounting (Revised)
- Policy 7300 Disposition of Real Property (Revised)
- Policy 7434 Use of Tobacco on School Premises (Revised)
- Policy 7440.03 Small Unmanned Aircraft Systems (New)
- Policy 8462 Student Abuse and Neglect (Revised)

The motion was unanimously approved.

**VIII. PERSONNEL REPORT AND/OR RECOMMENDATIONS** – Deputy Superintendent Sherwood recommended the following personnel action:

A. Resignation:

- Dina Matchinsky, District Social Worker, effective March 2, 2020.

**Moved by Mr. McKay, supported by Mrs. Ybarra, that the Board of Education approve, with regret, the resignation of Dina Matchinsky.** The motion was unanimously approved.

**IX. BOARD STUDY SESSION I & II REPORTS AND/OR RECOMMENDATIONS**

A. STUDY SESSION I – Board members will report on the March 2, 2020 Study Session I Meeting.

**VISION STATEMENT**

Holland Public Schools  
The Choice for Educational Excellence  
Compassionate Staff, Leading Edge Programs, Committed Community  
Right for Me

**MISSION STATEMENT**

Embrace, Engage, and Empower each student for success in an ever-changing world.

*8th Grade Geometry MVU Program Update:* Ryan Harrell, Challenge Teacher for the District, provided an update on the progress of implementation, student achievement, and student interaction with the Michigan Virtual University 8th grade geometry curriculum. This methodology was used in place of a live taught class for eligible students at Holland Middle School. (Colburn reporting)

*School Improvement Team Presentation:* Principal Nick Cassidy and Assistant Principal Rene Bair presented priority areas and growth benchmarks for Holland Middle School. The middle school focused

on social competency, improve climate and culture for all students, reduce disciplinary referrals among all subgroups, reduce student failures, and increase student attendance. (Woltman reporting)

*Enrollment Projections:* Dr. Fred Ignatovich of Standfred Consultants presented enrollment projections based upon national, state and local trends, which were determined by several factors. These factors included birth rates, unemployment and the labor force, single family building permits, estimated population history and public schools head count. Additional factors that are reviewed includes enrollment history, schools of choice, charter and non-public schools, local housing and economic conditions, and the census profile.

As a result of the review of data, Dr. Ignatovich shared Holland Public Schools enrollment projections from the 2019-2020 enrollment of 3,020 to decline 364 additional students by the school year 2024-2025 resulting with a district total of 2,656 students. The most likely enrollment projections by the 2024-2025 school year were broken down by grade levels as shown to the right. Dr. Ignatovich also shared the accuracy of his projections from the past, which were mostly on trend with their enrollment predictions. (Ybarra reporting)

| Holland Public Schools Most Likely Enrollment Projections by 2024-2025 School Year |                  |                    |
|------------------------------------------------------------------------------------|------------------|--------------------|
| Grade Levels                                                                       | Loss of Students | Percentage of Loss |
| K-5                                                                                | -46              | -3.5%              |
| 6-8                                                                                | -134             | -17.8%             |
| 9-12                                                                               | -184             | -17.3%             |
| Total K-12                                                                         | 364              |                    |

*Special Education Program Update:* Associate Superintendent of Student Services Headley-Nordman was scheduled to provide a program analysis and review of three identified priority areas. Due to time limitations, this section was tabled until a later board work session. (Meyer reporting)

*Projects under current study/review:*

- Building School Improvement Team Presentations

|                |             |
|----------------|-------------|
| March 9, 2020  | West        |
| April 13, 2020 | HLA         |
| April 20, 2020 | Jefferson   |
| May 4, 2020    | High School |
| May 11, 2020   | Heights     |
| June 1, 2020   | West        |
| June 8, 2020   | HMS/HLA     |

*Other:* An update was provided regarding the high school student walkout and the district's communication and preparation efforts on the Coronavirus. (Meyer reporting)

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.

B. STUDY SESSION II – Board members will report on the March 16, 2020 Study Session II meeting.

VISION STATEMENT

Holland Public Schools  
The Choice for Educational Excellence  
Compassionate Staff, Leading Edge Programs, Committed Community  
Right for Me

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Embrace, Engage, and Empower each student for success in an ever-changing world.

STRATEGIC PLAN FOCUS AREAS

*School Improvement Team Presentation:* Due to school closure, the presentation from West Elementary did not take place.

*Finance & Property:*

- o Financial Reports for February 2020: Accounting Supervisor Plooster reviewed the general fund budget to actual report and the capital project listing report for the month of February

Revenue

- Local Sources were slightly less than February, 2019, due to timing of receipts from local using.
- Federal Sources show a variance as a result of in 2019, a reimbursement request was processed but not in 2020 showing a difference of \$225,000.
- Incoming Transfers - \$75,000 was transferred from the Food Service fund in February. We have budgeted a transfer of \$125,000 for Fiscal Year 2019-2020.

Expenditures

- January contained a third payroll in 2020 whereas March, 2019, had a third payroll. This amounts to roughly \$1.3 million for the district and difference in the expenditure report.
- Instructional - above payroll timing there was a timing difference in our processing of the Path Program Invoice from Hope College: \$40,000
- Operation & Maintenance - The nominal and dollar amount increase in 2020 over 2019 is due to the ongoing mold remediation and increase project costs/timing of projects.
- Central Services - Trending less in 2020 over 2019 due to a timing difference in the tech consortium invoice.
- Community Services - Increased Shared Time Teacher insurance (\$15,000), timing difference in conferences (\$18,000) and additional Title I supplies (\$9,000) over 2019.

Capital Projects

- Softball batting cage replacement: project has been completed and paid.

- Furniture: Our trend has been to complete two buildings per year. HLA and West were scheduled this year. HLA costs have been included with mold remediation and Vince has had preliminary discussions with Kathleen at West.
- Projects at HLA: continue to be on hold.
- Mechanicals: a portion of the mechanicals project at MTC, including the boiler replacement, was completed in February.
- The window replacement at MTC was completed and paid in February.

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

- Mold Remediation/Insurance Claim update
- Elementary Playground Schedule
- Presentation of Projects Requesting Board Approval
- MS Carpet
- Serving Lines for West Elementary

**Moved by Mrs. Ybarra, supported by Mr. McKay, that the Board approve the purchase of two food service serving lines for West Elementary School from Stafford Smith in the amount of \$84,423.86 with funds to be used from the Food Service Fund approved spend down plan.** The motion was unanimously approved. [Attachment B]

**Moved by Mrs. Colburn, supported by Mrs. Ybarra, that the Board approve the purchase of carpet for Holland Middle School from Johnson Commercial Interiors in the amount of \$97,700.00 with funds from the District Sinking Fund Account.** The motion was unanimously approved. [Attachment C]

*Personnel:* Deputy Superintendent Sherwood provided a personnel update.

*Strategic Plan - Monthly Update on Progress Toward Implementation of the Plan:*

Superintendent Davis provided updates on the following items.

- Finance & Operations:
  - i. Goal 1: Strategy 1: Align personnel, infrastructure, and instructional support resources to current and projected student enrollment.
  - ii. Goal 1: Strategy 3: Monthly review student enrollment trends by grade level and building.
  - iii. Goal 2: Strategy 4: Study existing school debt and strategic opportunities for refinance and/or renewal Enhancement Millage Update from Jason Craner
  - iv. Goal 2: Strategy 6: Develop a facility master plan use and disposition based upon Strategies 1-5 and in alignment with Board Policy 7100-Facilities Planning and 7300-Disposition of Real Property
    - 1. Holland Language Academy Program Recommendation to return to Van Raalte facility was made by Superintendent Davis based upon program needs, facility space, cost of facility renovation, and overall facility master plan use. Board members encouraged involvement of staff and parents on what improvement at Van Raalte site are needed to maximize needs known of that campus.
- Human Services Goal
  - i. Goal 2: Strategy 1: Study local/comparable school districts and industry standards for employee wages, benefits, training, and working environments. Instructional Assistant Leveled Pay System Update

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

- Policy 1420 School Administrator Evaluation (Revised)
- Policy 1615 Use of Tobacco by Administrators (New)

- Policy 2265 Child Care Center Staff and Volunteers (New)
- Policy 2410 Prohibition of Referral or Assistance (Revised)
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*Superintendent Updates:*

- o Legislative Updates: Superintendent Davis provided a legislative update.

*HEA / Board Communications Report:* Trustee Meyer and McKay provided an update to committee members with items discussed at the HEA/Board Communications meeting on February 27, 2020.

*Holland Education Foundation Report:* The social fundraiser for March has been cancelled due to the COVID-19 pandemic.

*Consideration of Petition for Reinstatement:* Superintendent Davis brought forward the following recommendation for reinstatement with action taken this evening.

**Moved by Mr. McKay, supported by Mrs. Colburn, that the Board of Education approve the recommendation to reinstate Student 0304200830 with conditions as presented.**

The motion passed 5-0.

*MASB Winter Institute 2020 Conference:* Trustee Falstad reported on her recent attendance at the MASB Winter Institute Conference and online webinars.

*Other:*

- Superintendent Davis provided a 2020-2021 School Calendar for consideration.
- Superintendent Davis provided district updates relative to COVID-19 and school closure related to staff compensation, closure of buildings/district offices, food distribution locations, and first-responder child-care.

STRATEGIC PLAN FOCUS AREAS

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.

**X. SUPERINTENDENT'S REPORT AND/OR RECOMMENDATIONS**

**A. SUPERINTENDENT'S REPORT**

1. Superintendent Open Office Hours: Superintendent Davis announced open office hours scheduled for Thursday, April 16, 2:00 – 3:00 p.m.
2. Current Legislative Initiatives: Superintendent Davis shared information on recent legislative action.
3. COVID-19 Update: Superintendent Davis provided an update on the current status of the closure of schools through April 6, 2020 by Executive Order and the District's response plan.

**Moved by Mr. McKay, and supported by Mrs. Colburn, that the Board of Education approved to extend the pay of staff through the beginning of spring break, April 2, 2020.** The motion was unanimously approved.

**Moved by Mrs. Ybarra, and supported by Mr. McKay, that the Board of Education approve the district calendar 2020-2021.** The motion was unanimously approved.

Superintendent Davis and Trustee Woltman thanked our staff for sending the students off with hope and encouragement on the first day of the school shut down March 13, 2020.

4. May 5, 2020 School Election: Superintendent Davis reminded the community of the upcoming school non-homestead 18 mill renewal for school operations.

**XI. ADJOURNMENT:** President Meyer adjourned the meeting at 7:50 p.m.

Approved as presented: \_\_\_\_\_  
Linda Falstad, Secretary