The regular business meeting of the Holland Board of Education was called to order by President Meyer, at 7:03 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, Woltman and Ybarra
Administration: Superintendent Davis, Deputy Superintendent Sherwood and Administrative Assistant Kooiker (recorder)

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF CONSENT AGENDA

A. APPROVAL OF AGENDA
   1. Regular Business Meeting of November 18, 2019
   2. Consent Agenda for November 18, 2019

B. APPROVAL OF MINUTES
   1. October 21, 2019, Regular Business Meeting

Moved by Mr. McKay, supported by Mrs. Falstad, that the Board of Education approve the Consent Agenda for November 18, 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 Escape Ministries.

For eleven years, Holland Public Schools has had the opportunity to partner with Escape Ministries in providing academic support, mentoring, and career-based connections for students while serving long-term suspensions or expulsions. Students who have applied for reinstatement to HPS following successful participation at Escape have shown to have greater success and high school completion.
VI. PERSONNEL REPORT AND/OR RECOMMENDATIONS –

Deputy Superintendent Sherwood recommended the following personnel action:

A. Resignations:
   ➢ Rachel Fetterley, 21st Century Learning/My Life teacher, Holland Middle School, effective November 21, 2019.
   ➢ Dorothy DeMay, Art Teacher, Holland Middle School, effective November 8, 2019.

Moved by Mrs. Colburn, supported by Mr. Woltman, that the Board of Education approve, with regret, the resignation of: Dorothy DeMay and Rachel Fetterley. The motion was unanimously approved.

B. Hiring:
   ➢ Carrie Fickel, Art Teacher, Holland Middle School, effective November 8, 2019.
   ➢ Nicole Fredericks, Science Teacher, Holland Middle School, effective November 15, 2019.
   ➢ Valerie Fatura, TWBI Kindergarten Teacher, effective January 6, 2020.

Moved by Mrs. Colburn, supported by Mrs. Falstad, that the Board of Education hire the following teachers in accordance with the Holland Education Association and that they be afforded a probationary contract: Carrie Fickel, Nicole Fredericks, Valerie Fatura, and Jonathan Verge. The motion was unanimously approved.

VII. ADMINISTRATIVE PERSONNEL REPORT AND/OR RECOMMENDATIONS –

Superintendent Davis recommended the following administrative personnel actions:

A. Administrative Retirement:
   ➢ Patricia Dobias, Director of School Improvement, effective January 30, 2020.

Moved by Mr. Marroquin, supported by Mr. McKay, that the Board of Education approve, with regret, the retirement of Patricia Dobias. The motion was unanimously approved.

VIII. BOARD COMMITTEE REPORTS AND/OR RECOMMENDATIONS

A. EXECUTIVE COMMITTEE - President Meyer reported on the November 6, 2019, meeting of the Executive Committee.

Holland High School Student Senate Organization: Diamante Balcazar shared updates with the committee including preparation for Snowcoming, the recent SLIC presentation, and requests related to lighting and internet access after school hours.
Personnel Update: Deputy Superintendent Sherwood provided a personnel update on recently filled positions, current vacancies and other matters arising. Superintendent Davis discussed school safety and ensuring that all staff and students are afforded powerful opportunities of learning in safe, secure, and predictable learning environments.

Legislative Updates: Superintendent Davis provided a legislative update.

Enrollment Dashboard: Superintendent Davis provided an update on the fall student enrollment for the District. The enrollment for this school year has remained stable overall with a difference of only six students from August-October.

Policies for First Reading: Superintendent Davis submitted the following policies for first reading:

- 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)

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

Organizational Meeting for 2020: Committee members discussed the timeline, format and calendar options for the 2020 Board Organizational meeting calendar year. The recommendation is for the Organizational Meeting to be on the same evening as the regularly scheduled board meeting on December 16, 2019.

Projects under current study/review:

- Emergency Operations Plan
- Board Governance

STRATEGIC PLAN FOCUS AREA

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 November 4, 2019, meeting of the Teaching for Learning Committee.

Curriculum Policy Review Process: Director Dobias presented a comprehensive framework for curriculum review and planned purchases. Additional documentation forms are in the development process. This process is integral moving forward to ensure curriculum alignment against the state standards, prioritization of resources, assessment of student achievement, inclusive of parent engagement, and ensuring that our curriculum is reflective of our student demographics.

Administrator Growth Plans: Director Dobias shared an example of a building level growth plan, including areas of targeted focus, and measures of success. Student achievement results currently account for 40% of an administrator’s total evaluation.

November 1, 2019 PSD Recap: Director Dobias highlighted the learning outcomes and planned next steps based upon the Professional Staff Development Day. The day focused on our three priorities of PreK-13 Literacy, Social Competency, and Instructional Pedagogy.

District Priority-Literacy PreK-13: Director Dobias provided an update on the targeted focus areas and professional development to support all students reading/writing well and independently at grade level. A comprehensive list was presented.

Next Generation Science Update: Director Dobias shared the District’s preparedness for implementation and planned purchases for the future.

A goal for developing the NGSS was to create a set of research-based, up-to-date K–12 science standards. These standards give local educators the flexibility to design classroom learning experiences that stimulate students’ interests in science and prepares them for college, careers, and citizenship.

Projects under current study/review:

- Holland Language Academy Library - An area in the Longfellow Building has been identified and remediation is in process of the books located in the media center of the Van Raalte Building. It is our hope to have the library functional in December.
- Student Achievement Growth for Evaluation (40%) - Committee members discussed that student achievement growth for professional staff evaluation is now at 40% of the total evaluation rating.
- Academic Parent Teacher Teams/Student-Lead Conferences - Superintendent Davis highlighted work and pilots that are taking place across the district in preparation for wider implementation.

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  - Chairperson Ybarra reported on the November 5, 2019, meeting of the Finance and Property Committee.

Financial Reports for October 2019: Director Powers reviewed the general fund budget to actual report and the capital project listing report for the month of October, noting that overall the year is progressing as expected, mostly on a similar pace to the previous fiscal year. Revenues are at 30.2% of budget compared to 27.6% last year through October. Expenditures for the year are at 19.8% while last year was 19.3%. Variances in certain line items were discussed with the Committee.

Summer Tax Collection Resolution: Director Powers discussed the annual summer tax resolution required in order for the District to levy and collect with the summer 2020 tax bills. The Committee is recommending the following action at the November 18, 2019 meeting:

Moved by Mrs. Ybarra, supported by Mr. Woltman, that the Board of Education approve the 2020 Summer Tax Collection Resolution as presented. [Attachment A] The motion was unanimously approved.

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

Health Insurance Renewals and Open Enrollment Period: Deputy Superintendent Sherwood provided a brief update on the insurance rate renewals effective January 1, 2020 and discussed the District’s plans for the open enrollment period, noting that rates are increasing slightly over the current year.

Funding Future Capital Needs: Director Powers shared options for funding future capital needs, focusing on a potential opportunity to handle items that are not allowable expenditures from the Sinking Fund tax levy. Given the general fund’s lack of resources to meet all of the current and future needs, the Committee will consider the information and options and anticipates this being an ongoing discussion item over the next several months.

Dutch Dome Multimedia System Upgrade: Director Thelen presented results from proposals for multimedia system upgrades planned for the Dutch Dome utilizing the District’s Sinking Fund resources. The Committee is recommending the following action at the November 18, 2019 meeting

Moved by Mrs. Ybarra, supported by Mrs. Falstad that the board approve the contract with Moss Telecommunications for the multimedia system upgrades in the Dutch Dome in an amount not to exceed $36,270.81. [Attachment B] The motion was unanimously approved.

Middle School Carpet Replacement: Administration pulled this item from the agenda as it will be gathering more information prior to seeking project approval.

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

a. Mold Remediation at HLA
   i. Remediation efforts at HLA VanRaalte continue
   ii. Efforts to create a library at HLA Longfellow are underway
   iii. Information provided to insurance carrier as we await determination of the amount expected to be covered by the claim

Projects under current study/review:
- GMB Facility Assessments in alignment with Project Priority List – GMB actively creating designs and specifications for the 2020 projects
- Funding Future Capital Needs
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 November 11, 2019, Committee of the Whole meeting.

Principals & Assistant Principals Feedback: At the request of the Board of Education, building level leadership provided an update on the school year noting celebrations, things that we are on the verge of, and areas of continued priority and support. Many topics were highlighted including an appreciation to the board for this opportunity. Noteworthy areas of discussion: literacy focus, HiL grant, equity professional staff development, teacher/substitute teacher shortages, professional development and coaching, reductions in behavioral data and in-house process/supports, community partnerships, teacher mentoring/onboarding, recruitment efforts for Instructional Assistants/bus drivers, trauma, elementary/middle school counselors, School Resource Officers, Blue Envelope Training, School Mental Health Care Manager, Big Read Partnership, use of Advisory at HHS, transportation needs for after school events, tight schedules, pockets of large class sizes in the middle/high school.

MASB Annual Leadership Conference: Trustees Meyer & Ybarra will report on their recent attendance at the MASB Annual Leadership Conference, November 8-11, 2019 at the next board meeting as they just returned prior to the meeting this evening.

Committee Reports:
   a. Personnel Report: Deputy Superintendent Sherwood updated the committee on personnel items. President Meyer asked if there were any questions of trustees on the following:
      Executive Committee Report: November 6, 2019.
   b. HEA / Board Communications Report: Trustee McKay and Meyer provided an update to committee members with items discussed at the HEA/Board Communications meeting on October 31, 2019.
   c. Holland Educational Foundation Report: Trustee Colburn shared that HEF would be meeting later this week.

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

December Board Meeting/Organizational Meeting: Due to the scheduling of the Holiday Collage Concert on the same evening, the regular meeting of the Board will be moved to 5:30 p.m. with the 2020 Organizational Meeting immediately following.
Moved by Mrs. Colburn, supported by Mrs. Ybarra, that the December 16, 2019 regular meeting of the board scheduled at 7:00 p.m. be changed to 5:30 p.m. The motion was unanimously approved.

Moved by Mrs. Falstad, supported by Mr. Woltman, that the time and place for the 2020 Organizational Meeting of the Board of Education be December 16, 2019, at 6:00 p.m. or immediately following the regular meeting of the Board of Education scheduled at 5:30 p.m., at 320 W. 24th Street, Holland, MI 49423 in the District Administration Board/Training Room. The motion was unanimously approved.

IX. SUPERINTENDENT’S REPORT AND/OR RECOMMENDATIONS

A. SUPERINTENDENT’S REPORT

1. 82nd Veterans Day Observance: Superintendent Davis recognized our past and current serving members of the military and thank Holland High School Administration and Staff for their 82nd Veterans Day Observance held on November 11, 2019.

2. Superintendent Open Office Hours: Superintendent Davis announced open office hours scheduled for Tuesday, December 17, 3:00 – 4:00 p.m.

3. Holiday Breaks – Superintendent Davis highlighted the holiday break dates for Thanksgiving (November 27 - 29, 2019) and Christmas (December 23 - January 5, 2020).

4. Inclement Weather Information: Superintendent Davis highlighted the process for determining school closures and the best, fastest and most accurate way of knowing if school is in session or not.

5. Current Legislative Initiatives: No report as our legislatures are currently on holiday break.

X. PUBLIC COMMENTS: There were no public comments.

XI. ADJOURNMENT: President Meyer adjourned the meeting at 7:45 p.m.

Approved as presented: __________________________

Linda Falstad, Secretary