

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

**The School District of the City of Holland
Ottawa County, Michigan
December 18, 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 Superintendents McCloud, Pennington, and Remillard, Director Craner, and Administrative Assistant Kooiker (recorder)

GUESTS: Rene Bair, HMS Principal, Rakendra Davis, HMS Assistant Principal, Sara Folkert, Jefferson School Principal, Jennifer Heinritz, Jefferson School Assistant Principal

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF CONSENT AGENDA

A. APPROVAL OF AGENDA

1. Regular Business Meeting of December 18, 2023
2. Consent Agenda for December 18, 2023

B. APPROVAL OF MINUTES

1. November 20, 2023, Regular Business Meeting

Moved by Diane Ybarra, supported by Chris Arendshorst, the Board of Education approved the Consent Agenda for December 18, 2023. The motion was unanimously approved.

IV. HOLLAND HIGH SCHOOL SENATE

Student Senate President Owen Ceithaml provided an update to the Board.

- Student groups
- Fun Spirit week
- Planning snow-coming event

V. HPS CELEBRATES

Teacher and Student Earn Awards from Daughters of the American Revolution

Derek Orme, Holland Middle School Teacher, was named the 2024 DAR American History Teacher of the Year. To be selected for the History Teacher of the Year Award from the Daughters of the American Revolution, a teacher must teach American history, have incisive knowledge he or she readily shares with students, foster a spirit of patriotism, and demonstrate the ability to relate history to modern life and events. Mr. Orme was nominated by HHS Assistant Principal Zach Kapla.

Henry Mulder, Holland High School 12th grade student, earned the 2024 DAR Good Citizen Award. Henry's award was based on an essay he wrote about good citizenship and patriotism.

Congratulations to Mr. Orme and Henry Mulder!

VI. BUILDING PRESENTATIONS

- Holland Middle School: Principal Rene Bair, Assistant Principal Rakendra Davis, and Tier II Lead Kyle Kreps provided an update.
- Jefferson Elementary: Principal Sara Folkert and Assistant Principal Jennifer Heinritz provided an update.

VII. PUBLIC COMMENTS: There were no public comments.

VIII. PERSONNEL REPORT AND/OR RECOMMENDATIONS

Associate Superintendent Pennington recommended the following personnel action:

A. Hiring:

- **Autumn Buikema**, Speech and Language Pathologist, Jefferson and Holland Middle School, effective December 18, 2023.
- **Sara Casey**, Special Education Teacher, West School, effective December 11, 2023.
- **Amy O'Keefe**, Special Education Teacher, Jefferson School, effective December 11, 2023.
- **Kyla Reichert**, 2nd Grade Teacher, Holland Language Academy, effective January 8, 2024.
- **Anna Slenk**, Instructional Coach, Holland Language Academy, effective January 16, 2024.

Moved by Lois Mulder, supported by Mark Woltman, that the Board of Education approve a probationary contract for Autumn Buikema, Sara Casey, Amy O'Keefe, Kyla Reichert, and Anna Slenk. The motion was unanimously approved.

IX. ADMINISTRATIVE PERSONNEL REPORT AND/OR RECOMMENDATIONS

Superintendent Cassidy recommended the following administrative personnel action:

A. Administrative Resignation:

- **Vincent Brower**, Supervisor of Facilities, Grounds and Maintenance, effective December 15, 2023.

Moved by Chris Arendshorst, supported by Linda Falstad, that the Board of Education approve, with regret, the resignation of Vincent Brower. The motion was unanimously approved.

B. Administrative Hiring:

- **Matt Murphy-DuBay**, Associate Superintendent of Business and Finance, effective January 8, 2024.

Moved by Chris Arendshorst, supported by Linda Falstad, that the Board of Education approve a contract for Matt Murphy-DuBay as Associate Superintendent of Business and Finance. The motion was unanimously approved.

- **Patricia Beatty**, Director of Early Childhood, effective January 15, 2024.

Moved by Diane Ybarra, supported by Lois Mulder, that the Board of Education approve a contract for Patricia Beatty as Director of Early Childhood. The motion was unanimously approved.

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

A. TEACHING FOR LEARNING – The committee met on December 4, 2023

Agenda Review and Roll Call: The meeting was called to order at 4:45 p.m.

Present:

Board: Trustees Falstad, Marroquin, and Mulder

Administration: Superintendent Cassidy and Associate Superintendents McCloud and Remillard

Guests: Dana Loveland, Zach Kapla, and Jason Siersma

Public Comments: There were no public comments.

Office of School Improvement & Office of Student Services: Associate Superintendents Remillard and McCloud and the high school team of Dana Loveland, Zach Kapla, and Jason Siersma presented the following new courses for consideration. Board action will be requested at the regular board meeting.

- New Course Proposal - HS College Algebra
- New Course Proposal - HS Math in Literacy
- Peer to Peer - HS Updated Language
- New Course Proposal - HS Sports Officiating

Moved by Tim Marroquin, supported by Lois Mulder, that the Board of Education approve the new courses at Holland High School as presented. The motion was unanimously approved.

Superintendent Updates:

- Ok Conference

Other: No other items were discussed.

Adjournment: The meeting adjourned at 5:37 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 8, 2023.

Agenda Review and Roll Call: The meeting was called to order at 8:00 a.m.

Present:

Board: Trustees Arendshorst, Woltman, and Ybarra

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

Guests: Andrea Mehall, Josh Rumpsa, Zach Kapla, and Blake Muller

Public Comments: There were no public comments.

Holland High School Football Field: Andrea Mehall, Zach Kapla, Josh Rumpsa, and Blake Muller shared a proposal for the construction of a football field on the HHS campus, including history, potential impact, and cost estimates.

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

- Financial Reports for November 2023
- Payroll/ORS Update

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

- Vacancies and Postings Update
- New Hires
- Changes to Prohibited Subjects of Bargaining

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

- Discuss “Right of First Refusal” for 591 Central Avenue
- Next steps for Facility Master Planning

Other: No other items were discussed.

Adjournment: The meeting adjourned at 8:56 a.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.

C. EXECUTIVE COMMITTEE – The committee met on December 7, 2023.

Agenda Review and Roll Call: The meeting was called to order at 2:00 p.m.

Present:

Board: Trustees Colburn, Woltman, and Ybarra

Administration: Superintendent Cassidy

Public Comments: There were no public comments.

Superintendent Updates:

- Staffing Updates
- Facility Master Plan Next Steps
- “Right of First Refusal” for 591 Central Avenue

Organizational Meeting Agenda for 2024: Committee members reviewed a draft agenda for the organizational meeting on December 18, 2023.

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 3:15 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 11, 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, Marroquin, Mulder, Woltman, and Ybarra

ADMINISTRATION: Superintendent Cassidy and Associate Superintendents Pennington, McCloud, and Remillard

HEIGHTS STAFF: Kevin Derr, Tesha Post, Sharon Hoitenga, Kacie Williams, Liz Melangton, and Student Power Council

Public Comments: There were no public comments.

Holland Heights Building Presentation: Principal Kevin Derr and the Heights Staff provided an update.

Building Projects Update: Adam Seng, OAK Senior Project Manager, provided bid information on projects at Holland High School and Middle School.

The following action item was request at the regular board meeting.

Holland High School Renovation/Middle School Controls

1	General Trades Nugent Builders Inc	357,282
2	Aluminum, Glass & Glazing Lakeshore Glass	7,080
3	LPDA Schepers Brothers	103,597
4	Flooring Sobie Company	180,960
5	Painting H&H Painting	57,667
6	Casework & Countertops Stonecreek Interior Systems	445,000
7	Theatrical Equipment Beck Studios	75,200
8	Fire Protection Triad Fire Suppression Inc	28,550
9	DDC Controls Control Net	1,158,300
10	Mechanical & Plumbing DHE Mechanical & Plumbing	2,971,000
11	Commissioning	0 -
12	Electrical Parkway Electric	1,232,100

Moved by Diane Ybarra, supported by Chris Arendshorst, that the Board of Education approve 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. The motion was unanimously approved. [Attached A]

Committee Reports:

- a. Teaching for Learning Committee: Chairperson Marroquin provided updates with items discussed at the Teaching for Learning Committee meeting on December 4, 2023.
- b. Finance & Property Committee: Chairperson Woltman provided updates with items discussed at the Finance & Property Committee meeting on December 8, 2023.
- c. Executive Committee: President Colburn provided updates with items discussed at the Executive Committee meeting on December 7, 2023.
- d. Holland Educational Foundation Report: Trustee Mulder provided an update.

- e. HEA Communications Update: President Colburn and Trustee Arendshorst provided an update on the HEA Communications meeting from November 30, 2023.

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

- Policy 1540 Administrative Staff Reductions/Recalls (New)
- Policy 2370.01 On-Line/Blended Learning Program (Revised)
- Policy 7217 Weapons (Revised)
- Policy 7540.03 Student Technology Acceptable Use and Safety (Revised)
- Policy 8305 Information Security (Technical Correction)
- Policy 8531 Free and Reduced-Price Meals (Revised)

Superintendent Updates:

- OK Conference Update
- Facility Master Planning

Board Meeting Agenda Construction: Board Members planned the agenda for the December 18, 2023 Board Meeting.

Other: School Safety presentations will be shared in January.

Adjournment: The meeting adjourned at 6:55 p.m.

XI. POLICIES FOR SECOND READING AND ADOPTION

Superintendent Cassidy recommended the following policies for second reading and adoption:

- Policy 1540 Administrative Staff Reductions/Recalls (New)
- Policy 2370.01 On-Line/Blended Learning Program (Revised)
- Policy 7217 Weapons (Revised)
- Policy 7540.03 Student Technology Acceptable Use and Safety (Revised)
- Policy 8305 Information Security (Technical Correction)
- Policy 8531 Free and Reduced-Price Meals (Revised)

Moved by Lois Mulder, supported by Mark Woltman, that the Board of Education adopt the policies as presented. The motion was unanimously approved. [Attachment B]

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

1. Superintendent Open Office Hours: Superintendent Cassidy has open office hours scheduled for Thursday, January 11, at 9:00 a.m. (change of date and time for January due to holiday break) 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 at ncassidy@hollandpublicschools.org.
2. Current Legislative Initiatives: Superintendent Cassidy shared information on recent legislative action.

As taken from an MDE press release:

Several Michigan school districts, their students, and their communities will benefit from the state allocating funding to eliminate outstanding debt, the Michigan Department of Education said today. With the passage of a state budget supplemental bill by the Michigan Legislature and Governor Gretchen Whitmer signing the supplemental into law today, local school districts in Pontiac, Benton Harbor, Muskegon Heights, and Ypsilanti will be able to pay off their financial debts.

While this does not directly impact Holland, it shows a realization from the state that schools have been underfunded as stated by State Board President Dr. Pamela Pugh. "The state has the responsibility to better fund its school districts—all its districts, and particularly those whose children need more from schools and often receive less."

West Michigan Teacher Collaborative

The state's investment in the development of teachers is starting to pay off. Holland has multiple employees who have been accepted into the West Michigan Teacher Collaborative. Several of these have diverse backgrounds and hard-to-find skill sets that will greatly benefit Holland when they complete the program.

West Coast Chamber Leadership Cohort

Last week I had the opportunity to take part in my monthly leadership cohort with the West Coast Chamber of Commerce. It was Health and Human Services day so we visited several of the different organizations in Holland that serve the diverse needs of our community. We visited the Community Action House, Holland Hospital and their Behavioral Health wing, the Rescue Mission, and the Child Advocacy Center. It was a great reminder of how fortunate we are to be in a community that supports its most vulnerable members and it was reassuring in our belief that Holland Public Schools is the center of a thriving city, and it is our responsibility to unite the community around the success of ALL students.

XIII. OTHER: No other items were discussed.

XIV. ADJOURNMENT: President Colburn adjourned the meeting at 7:54 p.m.

Approved as presented: _____

Linda Falstad, Secretary