REGULAR MEETING MINUTES - proposed
BOARD OF EDUCATION
HOLT PUBLIC SCHOOLS
DIMONDALE AND HOLT,
MICHIGAN
ADMINISTRATION BUILDING, 5780 West Holt
Road, Holt, MI 48842
Monday, June 10, 2019, 7:00 p.m.

1. CALL TO ORDER – QUORUM
President Mark Perry called the Regular Meeting of the Board of Education to order at 7:08 p.m. on Monday, June 10, 2019, at 5780 W. Holt Road, Holt, Michigan.

Present: Mark Perry, Julie Bureau, Amy Dalton, Jennifer Robel, Ben Bakken, David Hornak, Superintendent; Student Representative Adele Colson (Bureau was excused by Mr. Perry toward the end of the meeting due to illness)

Phone: Laura Colligan participated by phone until 6pm with prior notice

Absent: Robert Halgren with prior notice

Central Office Staff present: Kevin Badge, Jessica Cotter, Steve Netzel, Kim Cosgrove, Susan Ward

Others in attendance who signed in: Rick Brown, Evan Robertson, Christy McNamara
Janette Kowalski, Charlie Harrison, Sally Hock-Harrison, Rebecca and Terry Barnes, Ken and Mary Barnes, Linda Klungle, Wendy Guilfoyle, Lauren Grasso, Amy Grasso, Tori Vanwyck, Deputy Belanger, Tabitha Cox, Christy McNamara, Clarissa Wierckz, Courtney Salow, Zach Gietzel.

President Perry established the presence of a quorum; the Pledge of Allegiance was recited.

2. CHANGES/ADDITIONS TO THE AGENDA – 4.9 and 4.10 to move to 5.3 – 5.3.1 so updates can be approved after the discussion regarding changes to policy.

3. PUBLIC COMMENT
   - Janette Kowalski announced that Sycamore will hold its Spring Carnival on Thursday, June 13, 2019, and invited Dr. Hornak and Mr. Hayhoe to ‘volunteer’ to participate as pie targets in their pie throwing contest. Throws at Mr. Hayhoe will be no cost; throws at Dr. Hornak will cost $1. There will be a number of local mascots, and it was noted that the pie throwing contest will take place rain or shine.
   - Sally Hock-Harrison spoke regarding the blinking lights at Holt and Kahres intersection, indicating she feels that they still don’t blink at the right time. Ms. Hock-Harrison expressed compliments to a bus driver who stopped at an Eifert Rd. residence to pick up a student and was very vigilant about confirming who the person was that was taking the boy off the bus. She would like more information about how lunch debt is handled after school concludes. Ms. Hock-Harrison complimented Student Representative Adele Colson to the school and Board. She also noted that there were missing agendas not posted on the website in prior week, and not today either. She
feels the online calendar needs to be extended, as July 8th is the last calendar entry. Perry indicated that July 8 is actually the last scheduled Board meeting.

4. APPROVAL OF THE BOARD MINUTES
4.1 Approval of the Special Meeting Minutes of April 27, 2019: Motion to approve made by Bakken, seconded by Dalton, supported by all.
4.2 Approval of the Special Meeting Minutes of May 13, 2019: Motion to approve made by Bakken, seconded by Dalton, supported by all.
4.3 Approval of the Regular Meeting Minutes of May 13, 2019: Motion to approve made by Bakken, seconded by Robel, supported by all.
4.4 Approval of Bills Paid: Motion to support made by Bakken, seconded by Bureau, supported by all.
4.5 Approval of recommended pay rate changes. Perry recommended taking each raise one-by one.
  4.5.1 Childcare employees: Motion to approve made by Bureau, seconded by Bakken, supported by all.
  4.5.2 Security employees: Motion to approve by Dalton, seconded by Robel, supported by all. Perry abstained due to his wife holding security position for school district. Called for a voice vote. Halgren; Yes, Dalton; yes, Bakken; yes, Bureau; Yes.
  4.5.3 EduStaff: Motion to approve with a request to revisit Food Service salaries in July by Dalton, seconded by Robel, supported by all. Perry abstained due to his wife being an EduStaff member, voice vote requested. Bakken; yes, Halgren; yes, Dalton; yes, Bureau; yes, Perry; abstain.
  4.5.4 Administrative positions: Motion to approve administrative pay rates and appoint Deputy Superintendent of Operations and Administration, Kim Cosgrove, made by Bakken, seconded by Robel, supported by all.
4.6 Approval of final discipline for students A & B: It was recommended that both Student A and Student B receive ‘year-end’ suspensions. Perry asked for any other recommendations; no response. Motion to approve made by Bakken, seconded by Robel, supported by all.
4.7 Approval of K-5 Science Curriculum: – Presentation and cost of implementing ‘Amplify’ science curriculum for next fiscal year was presented by Jessica Cotter at Committee of the Whole. Motion to approve by Bakken; seconded by Dalton, supported by all.
4.8 Approval of Field Trip – Boys Varsity Tennis: Details are in Board packet. Dr. Hornak clarifying a question from prior to meeting. “No student will stay with family not their own”. Motion to approve by Bakken; seconded by Dalton, supported by all.
4.9 Approval of 2019-20 Michigan High School Athletic Association (MHSAA) Membership Resolution: Details are in Board packet. Motion to approve by Bakken, seconded by Dalton, supported by all. Perry asked subsequently if this includes 6th grade and middle school athletes. Dr. Hornak responded that this would include grades 7, 8, 9, 10, 11, and 12.

5. REPORTS
5.1 Student Representative Report: Colson discussed meeting regarding diversity awareness with Ms. Abdulla, hoping to make things as accessible as possible for students. This is her last Board meeting, also expressed her support for the arts, mentioning the upcoming ‘Legally Blonde’ event. Dalton expressed her thanks to Colson for her work. Colson outlined her history at Holt Schools since grade 7, her involvement in musicals, plays, Girl Scouts, as well as her work as captain of debate and forensics team, Student Council, and as social justice activist, and more. Ms. Colson also announced that she was the keynote speaker at NFTY Convention in Texas. She
will be continuing her education at Loyola University New Orleans to study psychology and musical theater. Perry invited her to come back to visit.

5.2 ISOA: Perry moved this to the fall as there was no report.

5.3 Adoption of Board Policy – Bureau discussed the ISD Board of Education elections and Erin Schor and Michael Flowers were both elected to a six-year term from July 1, 2019 through June 30, 2023 and Lori Zajac was elected to complete the term she was appointed. Her term also expires June 30, 2023.

Spring Update: Regarding replacement of spring policy numbers, the Policy subcommittee met with Dr. Halik in May for spring update; requested that we waive the first reading of the policy. There are five revisions and four social media special updates. Perry recommended doing spring update, then social media policy. Updates come twice per year – spring and fall. Bureau noted that the proposed language change is often state mandated. Bakken asked if this is all consistent with NEOLA. Bureau responded that it is. The Board Packet has a list of all revised or replacements of prior policies that have been done away with. Motion to approve revisions and replacements by Dalton, seconded by Robel, approved by all.

Regarding new edits to language to comply with current law, motion to adoption of new language was made by Bureau, seconded by Dalton, approved by all.

5.3.1 Spring Social Media Update: Bureau noted initial change to language as to what constitutes a mobile device. 7544 was a brand new piece of policy regarding use of social media for staff and students during workplace/school hours. Motion to approve by Bureau, seconded by Dalton, approved by all.

5.4. Superintendent’s Report: Dr. Hornak reported that he is still active on several boards at the local level and that he has also been asked several times to speak at state and national level. He advised that in the event some asks regarding lawsuits or investigations that no comments be made due to pending investigations. We can still be found on Instagram, Facebook, Twitter, and now on YouTube. The Ram Quarterly has been published, and that it can be found via www.holtnow.com; a copy of Kid News is provided in the Board packet, listing top ten students. There was also a Lansing State Journal article provided on bullying and school district protocols. While the District provided the Board the required discipline data in October, a discussion did not occur during a Board meeting. Dr. Hornak noted that this year’s commencement ceremony was ‘incredible,’ and that one grandparent even remarked that she had been to a total of 18 ceremonies, and that this was the best one. His compliments were also offered to Student Representative Adele Colson for her speech. The Kroger awards are at nearly $11,000 so far. National Skilled Trades signing day was a huge success; a number of students signed letters of intent. This is highlighted by a student who earned an apprenticeship at Laux Construction. The library was filled with interested students; even though that Friday was right before Memorial weekend; Lucas Schrauben drove this. A grant was also submitted for school safety. Six Destination Imagination earned their way to global finals; all six teams finished in the top 30. One team earned the Spirit of DI Award. There are plans to invite these teams to a future meeting. One student at Wilcox won Safety Patrol of the Year; this student will also be invited to a future meeting. New items include a gymnastics cooperative agreement between Holt, Mason, and Dansville to help ensure that all students have a place to complete. Regarding comments made earlier about the school zone beacon, Dr. Hornak noted that the light has still been blinking at the appropriate times, however the times may need to be adjusted. As of May 13, Dr. Hornak is healthy and clear to work with no restrictions.
5.5. Board President’s Report: Perry reported that we will have the annual joint meeting in the future; this year is a home event. Strategic Plan will be next.

6. DISTRICT DELEGATIONS AND PRESENTATIONS

6.1. District Pride/Ram Pride Delegation

6.1.1 Linda Klungle – Bureau noted that several days a week, for 9 years, Ms. Klungle has helped re-shelving and labeling library books. She is a retired teacher from Swartz Creek, with grad children in the district. She has volunteered her work in all of Holt’s elementary libraries. She has labeled all A.R. books, prepped new books for circulation, including categorizing and finding space for the books. She has delivered purged to shelters and other non-profits, and has been helpful with all librarian requests, AR program, craft kits, and special projects. Ms. Klungle was presented with a Holt Schools pin.

6.1.2 Rebecca Barnes – Bureau recalled that Ms. Barnes has been helping the schools for 5 years, several days a week, fitting and altering gowns and costumes for choirs, theater, while maintaining the inventory. She has assisted with costuming and all plays, musicals, all choirs, and outfits for the show choir performance. She works on fundraisers, and sits on Holt Vocal Music Boosters board, even though she has had no students in the school for many years. Ms. Barnes was presented with a Holt Schools pin.

6.2 Chi Scholarship Recipient – Lauren Grasso: Bureau noted that it is a most prestigious scholarship – quite considerable in criteria, with a very large rubric. There is always a large number of applications that the Curriculum Subcommittee goes through each spring, rating students. There were 64 applicants this year; Lauren Grasso was selected. Ms. Grasso stated that she will be attending MSU to study for pre-med at MSU Medical School.

6.3 Secondary Updates – No Secondary Updates this month

6.4 Attendance Updates: Before discussing attendance, Netzel discussed the process that the Sycamore committee used to identify a new principal. In summary, compliments were made to Sycamore staff and parents for their help regarding the new Sycamore principal. 20–30 people attended the ‘fish bowl’ interviews with candidates. Each candidate was offered a tour of the building. They are close to making the announcement.

Attendance Updates: there is a correction to the form regarding Sycamore student count – it is at 396, which equals 11 percent. Netzel noted they want to identify home visit students and find out why they may be struggling; buildings must access community and parties to support the initiative, including consideration of how to invite parents in before impact increases over time. It is not settled and they want to do more. Perry asked if last year was their baseline year; Netzel responded that it was, and they are now giving comparison data. Perry asked about new initiatives. Netzel added that there has been more conversation about transparency, and including personal touches to help with truancy, such as postcards to students that they were missed. Bakken noted that this year’s measuring point was typically May 24; this year’s was May 4. Netzel responded that school year end will be the measuring stick.

6.5 IRIP Update: IRIP plan includes initial criteria to identify student retention in 3rd grade due to M-Step scores. There are systems and processes in place now, and we are identifying students early that otherwise would have been identified this year as needing to repeat.

6.6 Enrollment Update 2019/20: Steve Netzel discussed overall theme: looking at kindergarten having equal distribution throughout buildings. Grades 1 – 12 there were not many new school of choice
students entering the system; please see documents to answer any questions. We will also analyze the Eidex reports and will follow up at upcoming meeting.

Regarding enrollment, June 17 at 4:00 PM is the deadline to turn in school of choice applications. In kindergarten, 299 students were enrolled; there are 34 spots left, but there are still lot of residents not enrolled.

7. WRITTEN PETITIONS AND COMMUNICATIONS

7.1. General Correspondence

7.1.1. SRO Report – Deputy Belanger noted that there were 65 school checks during the month of May, one hour of firearms training, and interviews of kids interested in law enforcement. May 8 was Bike to School Day at Horizon and Washington Woods, a canine demo was held for classes at Wilcox. On May 16, a school bus violations task force confirmed no violations. Deputy Belanger discussed community policing, the law enforcement memorial service for Ingham County, and the May 16 Business Alliance monthly meeting, where several students from Holt were honored, along with the safety patrol picnic, pizza party class at Wilcox, Memorial Day parade, and the Special Olympics Torch event. Thanks to the Angel Track bus system, four citations were written. Perry asked to confirm four violations, to which Deputy Belanger confirmed there were four. Robel asked if there was any follow up on the May 4th event; Deputy Belanger responded that he did not believe so but responded that he would follow up on that per Robel’s request. Perry asked if there were additional questions and thanked Deputy Belanger.

7.2. HR Report: Badge reported that there were 15 additional new hires. He also offered that Mark Troisi, North Campus custodian, will be retiring at the end of June, and that there have been 5 other resignations, as well. Dalton asked about exit interviews and noted the value of those. She asked that the Board receive copies of resignation letters to help track reasons for resignations. Robel requested that in-person exit interviews be conducted versus sending out exit surveys. Badge stated that HR typically does not conduct exit interviews in person, but that they can do that.

8. FINANCIAL MATTERS


8.2 2018/19 Proposed General Fund – 2nd Budget Update – first one was in February. This is the clean-up budget for the end of the year; no significant items. Motion to approve by Bakken, seconded by Robel, approved by all.

8.3 Truth in Taxation Hearing – Cosgrove noted this is a public open meeting, and to ask about taxable values. All totaled, $848,183.952 in property tax values; homestead is $605,227,76; non-homestead values are at $240,633,860. Only half of ten mills are collected at $2.322,916.

8.3.1 Public Comment: None.

8.4 2019/20 Proposed General Fund – Original Budget: Cosgrove noted that even after adopting, there will be more changes. Cosgrove went through the slides in the budget packet. The final budget indicates that at $72,800, revenue is greater than expense. Cosgrove asked for adoption of original 19/20 budget. Motion to approve by Bakken, seconded by Robel, approved by all.

Cosgrove presented GASB#84, special revenue funds’ first year of implementation. Motion to approve by Bakken, seconded by Robel, approved by all.
8.6 Approval of Resolution Authorizing Issuance of Notes in Anticipation of State School Aid – Cosgrove. This current year, we borrowed 4.6 million, but for 19/20 are borrowing 4.2. Motion to approve by Bakken, seconded by Robel, approved by all.

8.7 Potential SWAP Refinance Resolution: Cosgrove notes that the page 6 resolution puts parameters on the superintendent; we are looking at a 1.2-million-dollar savings in this refinancing. Motion to approve by Bakken, seconded by Robel, approved by all. Bakken made comment regarding the refinancing of swaps that the interest rate the school entered into when financing the construction of the senior high was done under a complicated, derivative mechanism, which was not an inappropriate debt structure at the time. Since then, school districts are no longer allowed to enter into this type of financing structure, but that does not necessarily mean that if the swap arrangement is in place, that the structure should be terminated. Bakken noted that in this case there is the opportunity for estimated present value savings by terminating the swap, but the additional benefit is to reduce a risk element associated with the swap maturity extending beyond the maturity of our underlying letter of credit.

9. ADMINISTRATION REPORTS AND RECOMMENDATIONS

9.1. Food Service Department Update:

9.1.1 Meal Price recommendations for the 2019/20 School Year: Robertson noted that $2.95 was the average weighted cost for lunches. Food Service is not asking for a price increase, stating that with an excess fund balance, prices do not need to increase. Perry asked if an increase was anticipated. Robertson responded that there could be one coming from staffing area. Perry asked if Robertson felt comfortable in his proposed budget without the increase. Robertson responded he was comfortable. Motion to approve by Bakken, seconded by Robel, approved by all.

9.1.2 Bread and Dairy Bid recommendations for the 2019/20 School Year - Regarding bread, Robertson noted that there are not many bakers left in our area, so those options are limited. He recommends staying with Alpha, as they have been great, that racks are clean all year, and cost is better than others. Motion to approve by Bakken, seconded by Robel, approved by all.

Regarding dairy, Robertson stated that Cedar Crest is being used now; although they are more expensive than other options, they are the only one that does par level service and knows what products and quantities all the schools go through, among other things. Other baking businesses would need to be called each time, leading to a lot of waste. They also don’t guarantee the 14-day shelf life that Cedar Crest does; they only guarantee to the next delivery date, and they do not do any kind of credits, as Cedar Crest does. Perry asked when Robertson chooses provider, do you choose them to supply all milk. Robertson answered affirmatively. Motion to approve by Bakken, seconded by Robel, approved by all.

9.1.3 Pizza Bid recommendations for the 2019/20 School Year: Robertson indicated that Domino’s Pizza was chosen this year; there was no response from other options. He noted that he funds go directly and only to the local Holt Domino’s store. Motion to approve by Bakken, seconded by Robel, approved by all.

9.1.4 Negative Meal Account Procedure: Robertson stated that he will set the notification limit to $10 this summer so that families receive a call or email when the balance reaches $10. He also met with PTO’s to get them familiar with the procedure. During the last 2 weeks of the school year, they will look at their carryover procedure from years past for negative accounts. Dalton asked regarding versions 1 and 2, that the limit changed from $20 to $30. She is concerned that students are not able to buy milk if there are no funds. Robertson explained that when there is
an ala carte selection, it is seen as a non-reimbursable meal; the point is to give students a reimbursable meal, and not ‘one piece/two piece.’ Robel asked if milk is included in the price. Robertson answered affirmatively. Colson asked if milk came with an alternative option. Robertson noted the ‘share bin’ that is offered in the schools for items that students do not want. Dr. Hornak asked how many schools are not using those bins. Robertson responded that everyone has some kind of share basket, and that he will look into the milk options and get back to the Board on that. Robel asked about negative lunch account balances, wondering if someone could put their own money toward those accounts. Robertson noted that a local group pays off some negative accounts during the holidays, typically the top 5 negative accounts, and that there are also donations made via the Superintendent’s office.

Discussion was continued by Robel regarding the public posting a memo for negative accounts, asking about the locations of those postings, and what that might mean to a student on that list. Colson noted that electronic postings would help avoid the public notices. Robertson stated that that has been attempted, but there was a lot of ‘bounce-back’ of emails; not effective. Regarding moving to biodegradable trays and flatware, Robertson noted that they are using Gordon’s Food Service (GFS) products. Dalton asked if we have to use just GFS. Robertson responded we do because of our location in the State, which requires us to use GFS only.

Robertson noted that ‘Scrappy’ recycling bins will be back in all the schools. Cosgrove noted that Facilities is looking into a 2nd shift operator to collect from recycling bins. Perry recommended asking GFS to move price down, and that would be easier than hiring a person to collect. Robertson noted that biodegradable trays containing liquids were found to fall apart in about 20 minutes. Colson recommended plastic trays as most environmentally friendly option. Robertson noted that we are currently taking some polystyrene to Dart Container recycling. Dalton stated that this situation is worth exploring to try and improve this; Robertson agreed. Dalton asked if Robertson attended conferences with others like him, and what were they doing. Robertson responded that they have all been talking about it; the issues is case size difference. There is not a lot of storage in some schools. Motion to approve by Dalton, seconded by Bakken, approved by all. Robertson also noted they have started a book/popup pantry bus; he will email brochure when completed.

9.2 Facilities Recommendations and Approvals:

Softball field: Brown explained that he is waiting to get prices for the ball field drainage work and understands there is no approval today without actual prices. The only item not appearing on his 19/20 budget is the cost of one truck to replace the old ¾ ton truck, which is out of commission; he would like to purchase one truck this fiscal year, and one truck next fiscal year. Utility cost savings was a factor in helping provide the funds for this year’s truck cost.

Replacement carpeting for Dimondale ($23,700): There were rooms with mold that needed to be replaced – rooms had a mold issue; new carpeting is anti-mold carpet; this will be for 5 rooms.

Masonry projects at Hope: Mason has worked on gyms and has assessed entire building; would be around $10,000 to ‘tighten up’ entire building. At the Jr. High, the pool entrance awning fell due to moisture build-up and no moisture barrier in place. It will be house wrapped, and the plan is to use galvanized corrugated metal with ventilation to eliminate any moisture issues. At $3,000, the price is reasonable; it was originally $15,000 for stucco. Ball field projects – draining on left field and warning track – will be entered into SIGMA site this week. Will be pouring two cement pads for future bleachers; getting ready now for future work. Boosters would also like storage
shed for storage; no prices are in cement at this time; $6,000 would likely cover that. Regarding lawn and snow equipment, we need one new district lawn mower to be shared among 10 sites. For snow, it’s same as last year – John Deere tractors will replace very old machines. Last year, we had quite a few breakdowns. Also need storage sheds for district buildings; cost is $2400 each to set up; seller took $200 off per shed for bulk purchase, and there is no delivery fee. Dalton asked if price would extend to additional sheds; Brown responded they would likely do that. Perry asked if we are taking down sheds to replace them; response was that we would, and that most of the old sheds are in bad shape, some don’t have flooring left. Regarding vehicle replacement, Brown would like to replace truck to plow snow; current plow truck flywheel and frame is broken, and it is against the law to use it to plow. Old plows will be re-used where possible on new trucks.

Trash Service Request for Proposals (RFP): The Granger contract is currently up. We received bids from Waste Management, Granger, and Republic. Waste Management pricing was $4,024 lower than what we currently pay Granger. Waste Management will also be delivering brand new dumpster units to the schools. Dalton asked if they recycle like Granger does. They do, and they will also provide bins for recycling. We do need more paper gators. Bakken asked regarding whether Granger does a good job; response was there was no issue with Granger, other than savings on cost; no complaints. Cosgrove noted cost savings of $4,024 over the 3-year period by Waste Management. Brown explained that Granger had recently approached him regarding upcoming price increases due to China and India no longer accepting recycling.

Bakken inquired about the choice of John Deere brand tractors; Brown explained that for the quality, the cost was very close on pricing for other units. X-Mark and John Deer are comparable; John Deere was a little cheaper for zero turn mowers.

Dr. Hornak mentioned the ball field fence; Brown said he had spoken to Renee Sadler and Jeff Naeyaert, and that a cheap solution would be put black tile under it for drainage; Renee thought this was a good idea. Brown mentioned putting boards down or black drain tile, as well, and that Kim Reichard was okay with the tile method, as it had been used in the past. Dalton asked if these expenditures needed approval; Brown responded that they did.

Regarding the EdTrek building, Dalton asked if asbestos would be first; Brown responded that it would. Ed-Trek Demolition: Brown indicated that he is not yet sure about whether asbestos will be an issue prior to demolition; there could be a little bit – the doors appear to be asbestos, but it looks pretty clean other than that. We would have to pay Fibertec to check it out, which would cost around $2800. The state will require an advance permit for tearing down; whoever gets the job has to qualify for that. Bids ranged from $33,000 to $126,000. Bakken asked regarding pricing, but without an asbestos removal quote, Brown did not want to make a guess. Bakken noted that he knows other environmental companies, and would like other names to bid that out; he will send his contacts for two other companies to consider. Motion to approve by Bakken, seconded by Halgren, supported by all.

Motion to approve all summer projects except the EdTrek Demolition and the Softball projects by Bakken, seconded by Robel, approved by all.

10. CALENDAR

2019
June 12 7-12 Half Day for Exams
Bakken offered the idea of a joint municipal school district meeting. Dr. Hornak indicated he is working on meetings. Bakken remarked this would be a ‘good olive branch’ to extend.

11. OLD BUSINESS
12. NEW BUSINESS
13. CLOSED SESSION
   13.1 Superintendent’s Evaluation Feedback (Requested by Superintendent) – Did not occur
14. OPEN SESSION
   14.1 Superintendent’s Contract Discussion – Did not occur
15. ADJOURNMENT
    The motion was made by Perry and seconded by Bakken to adjourn the Regular meeting of June 10, 2019. The motion carried unanimously, and the meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Julie A. Bureau, Secretary
Holt Public Schools Board of Education