

A regular meeting of the Board of Education was called to order at 7:00 p.m. at West Ottawa Public Schools' Administration Office, 1138 136th Avenue.

**REGULAR MEETING  
CALL TO ORDER**

President K. McCoy opened the meeting with the Pledge of Allegiance.

**PLEDGE OF ALLEGIANCE**

Members Present: D. Duistermars, C. Lebster, McCoy, L. Rutan, R. Schipper and T. Smith. Superintendent T. Bearden was also present.

**ROLL CALL**

Members Absent: M. Remenschneider (with notice)

Moved by C. Lebster, supported by R. Schipper, to approve the minutes of the October 27, 2021, special meeting as presented. Motion carried 6-0-0.

**APPROVAL OF MINUTES**

Moved by D. Duistermars, supported by L. Rutan, that the agenda be approved as presented. Motion carried 6-0-0.

**APPROVAL OF AGENDA**

J. Malloch, assistant superintendent of business services, provided an overview of the FY 2021 financial audit.

**INFORMATION ITEMS**  
FY 2021 Audit Presentation

Superintendent Bearden provided a strategic planning, bond sale, and elementary library update. He also discussed the new structure he would like to propose for the 2nd semester Board meeting calendar. His executive summary mentioned the U.S. plateauing, while Michigan continues to increase. It also included rates in transmission, regional and pediatric hospitalizations, and county residents vaccinated.

Superintendent's Update

Student Senate Representative Kate Roudebush reported on the blood drive, college application week, Veterans Day assembly, and upcoming month of caring.

Student Senate Update

D. Duistermars reported the following was discussed during the November 3 Instructional Services committee meeting: November celebrations, World Language Credit for EL, migrant, and immigrant students, secondary PD on October 29, upcoming projects, and Panther Pathways Kickoff events.

Committee Reports  
Instructional Services Report

T. Smith reported the following items were discussed during the November 2 Student Services committee meeting: Elementary early release for district grade level meetings and Panther Pathways enrollments and offerings.

Student Services & K-5  
Instruction Report

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K. McCoy reported the following was covered during the November 4 Finance & Facilities committee meeting: Maner Costerisan FY 21 audit report, WOPS internal audit presentation, General and Food Service Fund monthly financials, capital projects update, 124th and Ransom property update, contracts and bid approvals, and current labor market update.

D. Duistermars reported the following items were discussed during the November 10 H.R. & Communications committee meeting: the business position, GSRP at GR, postings, MESSA in-network plan comparison, OSHA Standard, and the employee COVID-19 vaccination letter.

Superintendent Tim Bearden provided an overview of the following revisions of the twenty board policies brought to the district during Neola's biannual policies update meeting:

**Contents of Packet #2122-01:**

**Vol. 36, No. 1 Updates**

1. Revised Policy 0167.3 – Public Participation at Board Meetings
2. Revised Policy 3120 - Employment of Professional Staff
3. Replacement Policy 5722 – School-Sponsored Publications and Productions
4. Revised Policy 6114 - Cost Principles - Spending Federal Funds
5. Revised Policy 6152 - Student Fees, Fines, and Supplies
6. Revised Policy 7450 - Property Inventory
7. Revised Policy 8310 - Public Records
8. Revised Policy 8320 Personnel Files
9. Revised Policy 8330 - Student Records

**Administrative Guidelines**

1. Revised AG 1630.01/3430.01/4430.01 - FMLA Leave
2. New AG 3131 - Staff Reductions/Recalls
3. Revised AG 5460 - Graduation Requirements
4. Revised AG 5722 – School-Sponsored Publications and Productions
5. Revised AG 6423 - Use of Credit/Debit Cards
6. New AG 6424 - Purchasing Cards
7. Revised AG 7450 - Inventory Procedure
8. Revised AG 8310A - Public Records
9. Revised AG 8310D - Transmission of Records and Other Communications
10. Revised AG 8320- Personnel Records
11. Revised AG 8330 - Student Records

Moved by L. Rutan, supported by T. Smith, that the policies in Packet #2122-01 be considered for a first reading as presented.

Motion carried 6-0-0.

Opportunity was given for communications from the audience regarding agenda items. There was no response.

**INFORMATION ITEMS  
(Cont'd.)**

Committee Reports  
Finance & Facilities Report

H.R. & Communications Report

Board Policies  
(First Readings)  
(Packet #2122-001)

**COMMUNICATIONS FROM  
THE AUDIENCE**  
(regarding agenda items)

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Moved by T. Smith, supported by C. Lebster, that the employee bonus, as presented, be paid to the employees of West Ottawa Public Schools as recommended by the Superintendent.

Motion carried 5-1-0. *D. Duistermars abstained.*

**ACTION ITEMS**

Approval of  
Employee Bonus

Moved by R. Schipper, supported by T. Smith, that the purchase of furniture from Custer in an amount not to exceed \$437,693, be approved as recommended by the Assistant Superintendent of Business Services.

Motion carried 6-0-0.

Approval of Custer  
Furniture Purchase

Moved by L. Rutan, supported by T. Smith, that the purchase of district technology and software licensing from People Driven Technology in an amount of \$42,751 be approved as recommended by the Assistant Superintendent of Business Services.

Motion carried 6-0-0.

Approval of People  
Driven Technology  
Licensing Purchase

Moved by D. Duistermars, supported by R. Schipper, that the Board approve the contracts for Evergreen Irrigation and Landscape Design for work to be completed on-site at the new Performing Arts Center.

Motion carried 6-0-0.

Approval of Evergreen  
Irrigation and Landscape  
Design Contracts

Moved by L. Rutan, supported by T. Smith, that the Board approve, following a 30-day review, the following curricula:

- a. GamePlan YK-5 Elementary Music Curriculum, in the amount of \$31,463.60.

Motion carried 6-0-0.

Approval of Curricula

Moved by T. Smith, supported by L. Rutan, that the Board approve the following travel applications, pending consideration of the world situation at the time of the proposed trip:

1. January 13-16, 2022 – Model United Nations Club to the U of Michigan Competition in Ann Arbor, MI
2. February 25 & 26, 2022 – WOHS Choirs to the ARTIC, Vander Cook College of Music, Broadway Chicago for Art, and Singing and Theater in Chicago, Illinois
3. March 18-20, 2022 – Model United Nations Club to the MSU Competition in East Lansing, Michigan

Motion carried 6-0-0.

Approval of  
Travel Applications

Moved by R. Schipper, supported by D. Duistermars, that a probationary contract for the 2021-2022 school year be awarded to the following:

- David Binkley Business Teacher, West Ottawa High School
- Natalie Frampton GSRP Teacher, Great Lakes Elementary

Approval of  
Probationary Contracts

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Opportunity was given for communications from the audience. There was no response.

D. Duistermars, T. Smith and R. Schipper shared kudos to a few WO programs and organizations on their recent achievements.

The next regular meeting will be held on Monday, December 13, 2021 at 7:00 p.m. in the Administration Office Training Room.

Moved by T. Smith, supported by C. Lebster, that the meeting adjourn at 8:02 p.m. Motion carried 6-0-0.

Respectfully submitted,

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Mary Remenschneider, Secretary

**FUTURE CONSIDERATION**

**COMMUNICATIONS FROM  
THE AUDIENCE**

(regarding items  
not on the agenda)

**BOARD COMMUNICATIONS**

**NEXT MEETING 12/13/21**

Regular Meeting, 7:00 p.m.

**ADJOURNMENT**