



**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MINUTES**  
**MARCH 18, 2024**

**PLACE OF MEETING:** Douglas Elementary School  
Upper El Learning Commons  
261 Randolph Street, Douglas, MI 49406

**TIME OF MEETING:** 6:00 pm

**ADMINISTRATION:** Dr. Tim Travis, Superintendent, Kim Sharda, Executive Assistant,

**1. CALL TO ORDER** The meeting was called to order at 6:02 pm.

**2. ROLL CALL**

**PRESENT:** Bernie Merkle, Amanda Frank, Eric Birkholz, Nicole Lewis  
Laura Zangara, Frank Marro III, Karen Sherwood

**ABSENT:**

**3. PUBLIC COMMENT** – there were NONE

**4. ADDITIONS OR CHANGES TO THE AGENDA** – there were NONE

**5. ACTION ITEMS**

- a. Consent Items
- i. Minutes from February 19, Regular Meeting
  - ii. Minutes from March 4, Workshop Meeting
  - iii. Agenda for March 18, 2024 Agenda

*It was moved by Frank Marro III with support from Nicole Lewis to approve the consent items as presented. The motion carried unanimously.*

- b. Board Policy Updates – the following policy updates were presented to the Board for consideration and possible adoption at the March 4, 2024 meeting of the Board of Education:
- |      |                                  |
|------|----------------------------------|
| 3120 | Employment of Professional Staff |
| 3130 | Assignment and Transfer          |
| 3132 | Vacancies                        |
| 3139 | Staff Discipline                 |
| 3140 | Termination and Resignation      |

*It was moved by Nicole Lewis with support from Eric Birkholz to adopt the board policy updates as presented. A roll call vote showed the motion carried unanimously.*

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- c. Request to Relinquish Federal Funds – Local education agencies not applying for any or all federal funds for the current fiscal year are required to file a board-approved Request to Relinquish Federal Funds with the Michigan Department of Education. Saugatuck Public Schools wishes to not apply for Title III Part A Immigrant Students and English Learners funds for the 2023-2024 school year.

*It was moved by Nicole Lewis with support from Bernie Merkle to approve the Request to Relinquish Federal Funds as presented. A roll call vote showed the motion carried unanimously.*

**6. SUPERINTENDENT'S REPORT**

- a. Strategic Plan Update - Superintendent Travis provided a quarterly progress report on relevant goals in the district strategic plan.

**7. PUBLIC COMMENT** – there were NONE

**8. REVIEW UPCOMING DATES/MEETINGS**

Mar 29 – Apr 5

**April 15**

**May 20**

May 23

May 27

**June 3**

June 5

June 7

**June 17**

**July 15**

Spring Break

**Regular Meeting**

**Regular Meeting**

Graduation

Memorial Day – NO SCHOOL

**Workshop Meeting**

5<sup>th</sup> Grade Graduation 6 pm

½ Day of School – Last Day of School

**Regular Meeting**

**Regular/Organization Meeting**

- 9. ADJOURN** - there being no further business; the meeting was adjourned at 7:31 pm.

Respectfully submitted,



Secretary, Karen Sherwood