

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETING (INCLUDES BUDGET HEARING)
PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
PORTAGE, MI 49002
JUNE 24, 2019, 6:30 PM
AGENDA**

VISION STATEMENT

An exceptional, continuously improving learning culture with high expectations, committed to all!

MISSION STATEMENT

Portage Public Schools will educate all students to achieve their potential.

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the Agenda as printed (or as amended).

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page

III. Budget Hearing – Proposed Budget for 2019-20 (OP 6220)

Portage Public Schools - 2015 Bond Program
Financial Update - work committed thru Bond Change Order 20

Bond Proposal	Total Budget	Committed+Budgeted	Previous Variance	Current Variance	Change in Variance
1	128,000,000	126,242,769	(1,418,619)	(1,418,619)	0
2	16,000,000	15,868,419	(131,581)	(131,581)	0
			(1,550,200)	(1,550,200)	0

Commitments to date:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
North Middle School & Site	34,367,860	32,058,900	(2,308,960)	(2,308,960)	0
Central Natatorium	10,257,973	10,425,734	167,761	167,761	0
Northern Campus Site	4,929,399	3,312,164	(1,617,235)	(1,617,235)	0
Central Middle School & Site	33,392,630	33,503,190	110,560	110,560	0
Central Campus Site	3,820,016	3,672,586	(147,430)	(147,430)	0
PCEC Building Renovation	3,953,086	689,432	(3,263,654)	(3,263,654)	0
West Middle School Renovation	6,504,205	8,324,394	1,820,189	1,820,189	0
Northern Natatorium	11,005,132	12,600,972	1,595,840	1,595,840	0
Professional Services	6,015,503	5,939,333	(76,170)	(76,170)	0
Other	1,870,552	2,794,271	923,719	923,719	0
Busses	3,000,000	1,020,746	0	0	0
Technology	5,450,000	2,817,879	288,148	288,148	0
	124,566,356	117,159,602	(2,507,232)	(2,507,232)	0

Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
Northern Stadium	8,106,466	7,314,099	(792,367)	(792,367)	0
Central Stadium	6,473,704	7,236,490	762,786	762,786	0
Professional Services	984,658	984,658	0	0	0
Other	301,600	199,600	(102,000)	(102,000)	0
	15,866,428	15,734,847	(131,581)	(131,581)	0

Projects Remaining to Design & Bid:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E (Including Band Instruments)	3,433,644	4,183,644	750,000	750,000	0
Busses	1,979,254	1,979,254	0	0	0
Technology	2,920,269	2,920,269	0	0	0
	8,333,167	9,083,167	750,000	750,000	0
Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E	133,572	133,572	0	0	0
	133,572	133,572	0	0	0

Future Enhancements (Not Included In Variance Calculations)

Husky Field East Lot Addition	175,000
McCamley Stadium Parking Lot	163,358
Replacement of Stage Flooring NHS/CHS	200,000

*Note: Bond 1 Northern Campus Site, Includes all non stadium components.

Bond 2 Northern Stadium, Includes all items within the stadium footprint (inside the perimeter fence), also the shot put & discuss areas.

Both Bond 1 & 2 Site and Stadium collectively are commonly referred to "NAEF" or "Northern Athletics Event Facilities".

June 12, 2019

North Middle School - Bond Change Order 20 Reconciliations

Description - Change Order 20	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Eliminated spray foam at soffit below Media Center, related to Proposal Request 15.	(\$3,000)	\$0	1			X
Change the locks on the lockers from padlocks to integral combination locks.	\$8,394	\$0	1			X
HDMI Extender Key Digital KD-x411. PROK is discontinued and this is the cost to goto HDMI Extender Key Digital KD X422POA.	\$530	\$0	1			X
Add a camera data drop at the exterior covered portion of the Vestibule. Relocate camera data drop in Stair S3.	\$500	\$0	1			X
Switch to a wireless scoreboard system which is compatible with other scoreboard systems in the district.	\$3,325	\$0	1			X
Total Subcontract Change Orders in Bond Change Order 20	\$9,749	\$0				

Central Middle School - Bond Change Order 20 Reconciliations

Description - Change Order 20	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Proposal Request 06 - Change structural steel chiller frame to meet manufacture specs and change Clock Tower footing size.	\$3,238	\$0	2			X
Proposal Request 07 - Add (8) ceiling mounted occupancy sensors in Extended Learning C100, C200 and C300.	\$1,568	\$0	1			X
Change the projectors in the Choir, Instrumental, and Athletic projectors to be provided by Owner.	(\$10,736)	\$0	1			X
Total Subcontract Change Orders in Bond Change Order 20	(\$5,930)	\$0				

Northern Naatorium - Bond Change Order 20 Reconciliations

Description - Change Order 20	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Price Adjustment to Award Fire Protection to Total Fire Protection Contract.	(\$10,176)	\$0	1			X
BFS Revisions - Smoke Barriers, Fire Doors and Fire Glass.	\$6,711	\$0	5			X
Price Adjustment to Award Painting to K & A Commercial and Industrial Painting.	(\$30,370)	\$0	1			X
Total Subcontract Change Orders in Bond Change Order 20	(\$33,835)	\$0				

West Middle School - Bond Change Order 20 Reconciliations

Description - Change Order 20	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
BFS Plan Review Revisions - Smoke Barriers, Fire Doors, Fire Glass and Lighting.	\$25,884	\$0	6			X
Deletes dividing partition at Classroom Storage Rooms.	(\$9,522)	\$0	5			X
Change the fire alarm system from a Edwards system to a Simplex system.	\$29,872	\$0	1			X
Total Subcontract Change Orders in Bond Change Order 20	\$46,234	\$0				

CEC - Bond Change Order 20 Reconciliations

Description - Change Order 20	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
BFS Plan Review Revisions - Access Control, Egress Window and Fire Dampers.	\$3,689	\$0	8			X
Change Doors 111.1, 120.1, 120.2 and 137.1 to 20 Minute Rated Doors.	\$1,633	\$0	1			X
Adjust doors and frames to fit in existing openings (120.1, 120.2, 141.1 and 140.2)	(\$687)	\$0	2			X
Total Subcontract Change Orders in Bond Change Order 20	\$4,635	\$0				

Portage Public Schools
 Northern Natatorium
 Owen-Ames-Kimball Co., Construction Manager
 Bid Opening: Friday, May 31 at 4:00 PM



BID CATEGORY NO. 17 - Painting

CONTRACTOR	Bid Bond	Addendum	POST BID ADDENDUM BASE BID	ORIGINAL BASE BID	Alternates		NOTES
K&A Commercial and Industrial Painting - Safari Stripes							
PMV Custom Finishes - Portage	Y	1,2, PBA	\$236,230	\$464,192			Voluntary Alternates
H & H Painting Company - Kalamazoo	Y	1,2, PBA	\$240,670	\$240,670			Voluntary Alternate
Bijl Painting - Comstock Park	Y	1,2	NA	\$296,074			Voluntary Alternate

Portage Public Schools
 Northern Natatorium
 Owen-Ames-Kimball Co., Construction Manager
 Bid Opening: Tuesday, February 5 at 4:00 PM



BID CATEGORY NO. 25 - Fire Protection					
CONTRACTOR	Bid Bond	Addendum	BASE BID	NOTES	
				Alternates	
Total Fire Protection - Grand Rapids					
	Y	1,2	\$84,200		
Blaze Fire Protection - Sparta					
Brigade Fire Protection - Belmont	Y	1,2	\$90,676		

**Portage Public Schools
General Fund
Condensed Statement of Revenues and Expenditures
For the Ten Months Ended May 31, 2019**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>	
Revenues	\$ 95,629,480	\$ 76,202,371	79.69%	(1)
Expenditures	95,947,976	78,396,916	81.71%	(2)
Transfers from Site Based Fund Balance	-	-	-	(3)
Excess (Deficit) of Revenues over Expenditures	<u>\$ (318,496)</u>	<u>\$ (2,194,545)</u>		

Comparison	2016 - 17	2017 - 18
Revenues	79.48%	79.19%
Expenditures	78.68%	78.46%

Note 1 - Actual revenues for 2018-19 are tracking higher to the revenues received in 2017-18.

This is due to timing differences for funds received including KRESA County special education tax receipts and higher foundation grant revenue.

Note 2 - Actual expenditures for 2018-19 are tracking higher to the previous year. This is due to timing differences including three payrolls in May for the current year as opposed to two payrolls in May for the prior year.

This difference also includes the related benefits for that third payroll. There are also timing differences for payments for EFE consortium as well as the textbook adoptions.

Note 3 - Actual expenditures for the site based fund balance are included in the expenditure line items.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Minutes
 - a. May 20, 2019 Retreat & Regular Business Meeting Minutes
 - b. June 10, 2019 Special, Closed & Committee of the Whole Work Session Minutes

2. Change in Monthly Board Financial Reporting

Adopt a change in the monthly financial reporting format, as presented, beginning in October 2019 for the September financial information, and for a trial period of up to six months at the Board’s discretion.

3. Change in Annual Audit

Approve the change to the annual audit from a Comprehensive Annual Financial Statement to a Basic Financial Statement, as presented.

4. Proposed Policy Revisions

Approve the policy revisions, as presented, for Operational Policies 6320 – Purchasing, 7450 – Property Inventory, and 7455 – Accounting System for Fixed Assets, and further, for Operational Policy 7450 to be effective back to July 1, 2018 for auditing purposes.

5. Add Retreats to 2019-20 Board Meeting Schedule

Approve the addition of Policy Governance Retreats to the Board’s 2019-20 meeting as follows: September 23, 2019, November 11, 2019, February 10, 2020 and May 18, 2020, with all retreats to be held in the Superintendent’s Conference Room of the Administration Building beginning at 4:00 p.m.

6. Curriculum Adoptions & Materials for 2019-20
 - a. Elementary Science, MS Math, K-12 Curriculum Materials

Approve as presented the purchase of the elementary science program, middle school math subscription, and K-12 curriculum materials, for a total of \$358,449.51, the proceeds for which will come from the 2019-20 general fund budget.

 - b. HGD Curriculum Adoption

Accept the two recommended HGD curriculum changes, as presented.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT AND
REGULAR BUSINESS MEETING**

May 20, 2019

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat meeting of the Board of Education of the Portage Public Schools held on Monday, May 20, 2019, was called to order at 4:00 p.m. by President Van Antwerp in the Superintendent's Conference Room of the Administration Building, 8107 Mustang Drive.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent

Others Present: Gary Goscenski, Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the agenda as revised to remove the discussion item Middle School Enrollment Task Force and add the discussion item Measuring Student Success.

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments from the public or board members.

DISCUSSION ITEMS

Mr. Goscenski facilitated Board discussion regarding owner linkage, board self-assessment, board member succession, and measuring student success.

The Policy Governance Retreat adjourned at 6:25 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, May 20, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Droppers, seconded by Mr. Snyder, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update. Mr. Ron Herron, Assistant Superintendent of Operations, provided a bond project update. Progress continues at the new North Middle School with paint and carpet in on all floors, and the air-handling units have been turned on. There was a good turnout for the recent building tour of the old North Middle School; the move/demolition of the building is on schedule. At Central Middle School demolition of the pool continues. At the Northern AEF, work will begin on the track once track season is over. At the Central AEF turf is down on the stadium field, the pad is going in at the multipurpose field, and work continues at the concession and team building. Work at PCEC will begin as soon as school is out on June 13.

Change Order Summary / Bond Budget Update. Mr. Dan Rathburn, Project Manager from OAK, reviewed change orders by construction change directive committed through Bond Change Order 19 for North Middle School, Central Middle School, and Central AEF. Mr. Dan Rathburn also provided a financial update for work committed through Bond Change Order 19 and responded to questions from Trustees.

Financial Report. Ms. Paula Johnson, Director of Finance, reviewed details of the financial report for the ten month period ending April 30, 2019, and shared the recent bond sale was successful and an interesting process.

Superintendent Bielang shared items of interest. Mr. Bielang thanked all who attended the recent Community Dialogue, adding valuable information was gathered. For those not able to attend, the online survey on the District's website is open through May 28. Mr. Bielang shared positive comments regarding the recent "walk down memory lane" tour of the old North Middle School. High School graduations will be held next week. Mr. Bielang informed Trustees a tour of Central Elementary is scheduled for May 30th at 9:00 a.m. and a tour is being planned for Moorsbridge Elementary.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There being no public comment he opened the floor to Trustee comments.

Mrs. Willson shared positive comments regarding the May 15th Community Dialogue and the related online survey.

Mrs. Novaria expressed her thanks to everyone for the overwhelming support she received during her recent health crisis.

Mr. Rathburn expressed his thanks to the staff of Portage Public Schools for their work and in providing an excellent education to his son, who is graduating this year.

Mr. Van Antwerp brought awareness to the updated board meeting planning calendar and Superintendent Evaluation form each Trustee has been provided. Mr. Van Antwerp asked Trustees to complete and submit the Superintendent Evaluation form by June 3.

ASSURANCE OF DISTRICT PERFORMANCE

Accept Monitoring Report 1.0, Global Ends

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented the Monitoring Report on 1.0, Global Ends, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang reviewed the report.

The motion carried unanimously.

Accept Monitoring Report 2.0, Global Executive Restraint

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented the Monitoring Report on 1.0, Global Ends, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang briefly summarized the report.

The motion carried unanimously.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approval of the April 15, 2019 Regular Business Meeting Minutes and May 6, 2019 Committee of the Whole Work Session Minutes; that the Board of Education approve Portage Northern High School's June 2-July 1, 2020 student field trip to Italy as presented; that the Board of Education approve Portage Central High School's June 23-30, 2020 student field trip to Ecuador and the Galapagos Islands as presented; that the Board of Education approve the proposed new and revised bylaw and operational policy revisions as presented; that the Board of Education authorize the purchase as presented of 960 Chromebooks from Sehi Computer Products of Rochester Hills, Michigan in an amount not-to-exceed \$191,414.40, the proceeds for which will come from the 2016 Bond Fund #1; that the Board of Education approve the renewal of Chartwell's food service management contract for the 2019-20 school year and authorize the Director of Finance to execute the contract renewal agreement; and that the Board of Education set student meal prices for the 2019-20 school year as presented based on the pricing equity requirements for the Michigan Department of Education:

	<u>Current 2018/19</u>	<u>Proposed 2019/20</u>
Elementary Breakfast	\$ 1.35	\$ 1.35
Elementary Lunch	\$ 2.35	\$ 2.50
Ala Carte Entrée	\$ 2.35	\$ 2.50
Milk	\$.50	\$.50

Secondary Breakfast	\$ 1.50	\$ 1.50
Middle School Lunch	\$ 2.85	\$ 3.00
High School Lunch	\$ 2.85	\$ 3.00
Premium Secondary Lunch (Crust & Stuff, Ready Set Deli)	\$ 3.10	\$ 3.25
Ala Carte Entrée	\$ 2.85 / \$ 3.10	\$ 3.00 / \$ 3.25

There being no objection to the items, the motion carried unanimously.

REQUIRED ACTION ITEMS

Approve MCACA Grant

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the submission of the \$20,000.00 Grant to Michigan Council for the Arts and Cultural Affairs (MCACA) to support the Aesthetic Education Program between October 1, 2019 to June 15, 2020, as presented.

Motion carried unanimously.

Approve KRESA General Fund Budget for 2019-20

Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education adopt the resolution provided indicating support of the KRESA General Education Fund Budget Resolution for the 2019-20 school year, as presented.

Motion carried unanimously.

Approve KRESA Biennial Election

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the resolution designating Randy Van Antwerp as its voting representative and Joanne Willson as its alternative voting representative and to authorize the designated representative and alternate to cast a vote on behalf of the Board for candidates Dr. Delores G. Myers and Mr. David W. Webster at Kalamazoo RESA's June 3, 2019 Biennial Election.

Mr. Rathburn praised Mr. Van Antwerp for his work on the KRESA board, and shared displeasure with the ISD election process.

Motion carried unanimously.

ACTION ITEMS

Set Public Hearing – 2019-20 Fiscal Plan

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education set the public hearing relative to the 2019-20 budget for June 24, 2019 at 6:30 p.m. and authorize the Board Secretary to publish the required notice in the Kalamazoo Gazette.

Motion carried unanimously.

Set Special Meeting – Superintendent Evaluation

Motion offered by Mr. Snyder, seconded by Dr. Shelton-Harris, that the Board of Education set a special meeting for the Superintendent Evaluation for June 10, 2019 at 5:00 p.m. in the Superintendent’s Conference Room of the Administration Building.

Motion carried unanimously.

DISCUSSION ITEMS

Capital Outlay Furniture Purchase Recommendation

Mr. Ron Herron reviewed background information and detailed the recommendation to purchase building furniture. Mr. Herron addressed questions from Trustees.

With no further business to come before the Board, the meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

Kalamazoo Regional Educational Service Agency ("ISD")

GENERAL EDUCATION FUND BUDGET RESOLUTION

A regular meeting of the Board of Education of the Portage Public School District was held in the Administration Building on May 20, 2019 at 6:30 pm.

Members present were: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris,

Bo Snyder, Randy Van Antwerp, and Joanne Willson

Member absent were: None

The following preamble and resolution were offered by Member Celeste Shelton-Harris and seconded by Member Terri Novaria.

WHEREAS:

This Board received the Kalamazoo Regional Educational Service Agency General Education Fund Budget on or before May 1, 2019; and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the ISD Board any specific objections and/proposed changes the Board may have to the budget prior to June 1, 2019.

THEREFORE, BE IT RESOLVED THAT:

Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization, the General Education Fund Budget for the 2019/2020 school year be supported. Furthermore, that the Secretary of the Board is hereby directed to submit a copy of this Resolution to the Secretary of the ISD Board of Education, along with any specific objections or proposed changes to the budget.

Ayes: Members Kurt Droppers, Joanne Willson, Rusty Rathburn, Celeste Shelton-Harris, Randy Van Antwerp, Terri Novaria, Bo Snyder

Nays: Members None

Motion declared adopted.

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools Portage, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 20, 2019, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Signed:



Secretary, Board of Education

BIENNIAL ELECTION RESOLUTION

Portage Public Schools (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Administration Building, 8107 Mustang Drive, within the boundaries of the District, on the 20th day of May, 2019, at 6:30 o'clock in the p.m.

The meeting was called to order by Randy Van Antwerp, President.

Present: Members Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Absent: Members None

The following preamble and resolution were offered by Member Terri Novaria and supported by Member Bo Snyder:

WHEREAS:

1. The biennial election of the Board of Kalamazoo Regional Educational Service Agency, Michigan (the "ISD Board") will be held on Monday, June 3, 2019; and
2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code, MCL 380.614(2), this Board desires to designate Randy Van Antwerp as this District's proposed representative and Joanne Willson as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate or candidates.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of Randy Van Antwerp as the representative of this Board for the electoral body, which body will elect for 6-year terms each, two (2) candidates to the vacancies on the ISD Board on Monday, June 3, 2019 and Joanne Willson as an alternate in the event the designated representative is unable to attend.
2. The designated representative and alternate are further directed to cast a vote on at least the first ballot on behalf of this Board for Dr. Delores G. Myers and Mr. David W. Webster.
3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the ISD Board Secretary.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Kurt Droppers, Joanne Willson, Rusty Rathburn, Celeste Shelton-Harris, Randy Van Antwerp, Terri Novaria, Bo Snyder

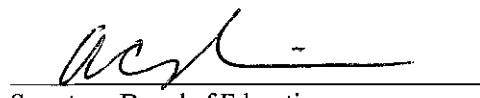
Nays: Members None

Portage Public Schools' Biennial Election Resolution
Page 2

Resolution declared adopted.


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Portage, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 20, 2019, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING MINUTES**

June 10, 2019

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, June 10, 2010, was called to order at 5:00 p.m. by President Van Antwerp in the Superintendent's Conference Room of the Administration Building, 8107 Mustang Drive.

Board Trustees Present: Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson (Mrs. Willson arrived at 5:30 p.m.), and Kurt Droppers (Mr. Droppers arrived at 5:40 p.m.)

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent

CLOSED SESSION

Motion offered by Mr. Snyder seconded by Mr. Rathburn, that the Board of Education move into closed session for the purpose of discussing periodic personnel evaluation and school security planning, as allowed under the Open Meetings Act, Sections 8(a) and 8(k) respectively.

Upon a roll call vote, the motion carried unanimously.

The Board moved into closed session at 5:05 p.m.

The Board returned to open session at 6:23 p.m.

There being no further business to come before the Board, the meeting was adjourned at 6:24 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
CLOSED SESSION MINUTES**

June 10, 2019

The closed session of the Board of Education for Portage Public Schools held Monday, June 10, 2019, was called to order at 5:05 p.m. by President Van Antwerp in the Superintendent's Conference Room of the Administration Building, 8107 Mustang Drive, Portage, Michigan.

Board Trustees Present: Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson (Mrs. Willson arrived at 5:30 p.m.), and Kurt Droppers (Mr. Droppers arrived at 5:40 p.m.)

Board Trustees Absent: None

Administration Members Present: Mark Bielang, Superintendent

Board discussion pertained to periodic personnel evaluation and school security planning, as allowed under the Open Meetings Act, sections 8(a) and 8(k) respectively.

Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education return to open session.

Upon a roll call vote, the motion carried unanimously.

The Board returned to open session at 6:23 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION MINUTES**

JUNE 10, 2019

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, June 10, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 at the Administration Building, 8107 Mustang Drive. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Board Education

Peer to Peer Program at Central Elementary School. Ms. Sara Wagenaar, Central Elementary Principal, shared introductory comments about Peer to Peer and expressed her gratitude for the support of this program. Students presented information about Peer to Peer and shared a video that further explained the program.

Superintendent's Report

Bridge Building Team Report. Superintendent Bielang shared introductory comments. Earlier in the school year Ms. Amy Franks, Central Middle School Industrial Technology Teacher, and three students presented to the Board about their experience working with representatives from the Central Middle School construction site and what they learning about engineering and trusses. They intended to apply this learning to bridge building. These same students returned this evening to share their experience and success with bridge building competitively. The students, Team VS2, competed at the 2019 National TRAC Bridge Challenge, a national competition, and won first place in the Middle Division! Their challenge was to build a truss bridge. They shared their approach to the challenge, which included engineering design, truss bridge designs, research, scientific principles, the prototypes they built, and what they learned. The students thanked the Board for their support.

Superintendent Bielang read a congratulatory letter from Michigan Technological University and presented each student with a copy of the letter and goody bag from MI Tech.

Bond Project Update. Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on bond work. Work at the new North Middle School includes outside finish touch-ups, gym floor installation, and preparations for the move. At West Middle School work includes renovation preparations and demolition of the pool. At Central Middle School work continues on exterior brickwork, mechanical, plumbing and electrical work. At the Northern AEF, work will begin soon on the throw area. At the Central AEF, installation of the turf is complete, construction of the team building and concession is on schedule, parking lot grading has started. At PCEC, renovations are set to begin as soon as school is out.

E2 Update. Ms. Beth Hartman, Director of Elementary Education, commented on the E2 Program changes recently communicated to parents. Ms. Hartman added that team conversations will continue moving forward, feedback will continue to be sought, and updates will continue to be provided.

Annual Report on Safety. Superintendent Bielang shared highlights from his report on the primary components involved in a safe supportive school model – engagement, safety, and environment – and cited examples for each component.

Mr. Bielang added the Administration continues to have discussions with the City of Portage regarding adding resource officers.

Mr. Bielang also shared an item of interest. The book *Building A Vibrant Community* by Quint Studer was distributed to each board member. Mr. Bielang announced Mr. Studer would be speaking at our opening day event in late August.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. Dr. Shelton-Harris read the guidelines for public participation.

Teresa Forton spoke in support of the E2 program changes.

Jeff Plunkett addressed the Board regarding custodial/maintenance contract negotiations.

Esther Bouwman addressed the Board regarding student meal policy and procedure.

Amber Outman addressed the Board regarding bullying concerns.

Ben Hunter and Emily Haydo expressed their dissatisfaction with the E2 program changes.

Richard Rajkovich addressed the Board regarding the E2 program changes.

Mia Baker shared her dissatisfaction with E2 program changes.

Lena Post expressed disappointment with the E2 changes.

Nick Post shared his opposition to the E2 program changes.

Nicole Harlow expressed her opposition to the E2 changes.

Matt Freeman addressed the Board regarding the need for additional resource officers.

Chris Furlong expressed his thoughts regarding additional resource officers and a hiring policy.

Dr. Amanda Thorpe addressed the Board regarding the addition/use of school resource officers.

Adrienne Graham expressed her thoughts regarding equity for our students and staff.

Kent Alleman shared his disappointment with the E2 program changes.

Bethany Graham expressed dissatisfaction with the E2 changes.

Joni Stimson addressed the Board in support of additional resource officers for the District.

Chris Bushart spoke to the Board in support of additional resource officers.

Elizabeth Kahle addressed the Board regarding safety concerns and in support of additional school resource officers.

Mr. Van Antwerp thanked the public participants for their comments and opened the floor for Board comments.

Mr. Snyder acknowledged public participants as “thoughtful speakers” and added our high school graduations were the “highlight of the year.”

Mr. Rathburn echoed Mr. Snyder’s sentiments, congratulated Northern High’s baseball team, and expressed the importance of extra-curricular activities for our students. Mr. Rathburn proudly added that two Portage Alumni pitched in the college world series.

Mrs. Willson acknowledged the public participants for their comments, shared positive remarks about our recent graduations and the impact coaches have on students.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: Approve the purchase as presented of building furniture from Holland Desk & Chair Co. in the amount of \$31,767.62, the funds for which will come from the 2019-20 General Fund Budget.

There being no objection to the items, the motion carried unanimously.

REQUIRED ACTION ITEMS

2019-20 MASB Membership

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the MASB Membership for 2019-20, not including the Dues-Plus Video Choice, for a dues renewal total of \$9,226.00.

The motion carried unanimously.

2019-20 MHSAA Membership

Motion offered by Mr. Droppers, seconded by Mr. Snyder, that the Board of Education adopt the resolution confirming District membership with the Michigan High School Athletic Association for the 2019-20 school year, as presented.

The motion carried unanimously.

ACTION ITEMS

Approve Annual Superintendent Evaluation

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education, after completing the annual evaluation of the Superintendent, rates the Superintendent as highly effective.

Trustees shared positive comments regarding Superintendent Bielang.

The motion carried unanimously.

DISCUSSION ITEMS

2018-19 Final Budget Amendments

Ms. Paula Johnson, Director of Finance, highlighted the 2018-19 budget amendment #2, reviewed the District's fund balance history, and responded to questions from Trustees.

2019-20 Budget Planning

Ms. Paula Johnson reviewed the 2019-20 preliminary budget, which included budget assumptions and a review of the various funds. Discussion followed and Ms. Johnson addressed questions from Trustees.

Change in Monthly Board Financial Reporting

As Chair of the Board's Audit/Finance Committee, Mrs. Willson reviewed the recommendation she received from Ms. Paula Johnson to change the monthly financial reporting format in order to provide a more comprehensive report of the District's financial picture, as per the sample provided in the agenda packet. This change is intended for a six-month trial period. Mr. Bielang added this change would give the Board more high-level, useful information. Discussion followed.

Change in Annual Audit

As Chair of the Board's Audit/Finance Committee, Mrs. Willson reviewed the recommendation she received from Ms. Paula Johnson to change the annual audit from a Comprehensive Annual Financial Statement to a Basis Financial Statement. Discussion followed.

Proposed Policy Revisions

Mr. Bielang reviewed the recommendation and the reasons stated within for the proposed operational policy revisions. Mr. Bielang responded to questions from the Board.

Add Retreats to 2019-20 Board Meeting Schedule

Superintendent Bielang reviewed proposed dates to add four Policy Governance retreats to the Board's 2019-20 meeting schedule and discussion followed.

Curriculum Adoptions & Materials for 2019-20

Elementary Science, MS Math, K-12 Curriculum Materials

Mr. Mike Huber, Director of Curriculum, reviewed the background information and recommendations for a textbook purchase, subscription renewal, and purchase of curricular materials. Mr. Huber addressed questions from Trustees.

HGD Curriculum Adoption

Mr. Mike Huber shared background information and reviewed the recommendation for HGD curriculum changes. Mr. Huber responded to questions from the Board.

There being no further business to come before the Board, the meeting was adjourned at 9:17 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary



2019-20

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2019 — through July 31, 2020

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2019-20 must be listed on the back of this form)

Portage Public Schools _____ City of Portage _____

County of Kalamazoo _____, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

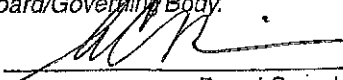
This authorization shall be effective from August 1, 2019 and shall remain effective until July 31, 2020, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Portage Public _____ School(s), on the 10th day of June _____, 2019, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Portage Public Schools _____
 (Governing Body Name)
 8107 Mustang Drive _____
 (Address)
 Portage, MI 49002 _____
 (City & Zip Code)
 mbielang@portageps.org _____
 (Contact E-mail)



 Board Secretary Signature
 or Designee
 Check if Designee

Schools Which Are To Be MHSAA Members During 2019-20

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.**
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.**

Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Portage Central High Schools
2. Portage Northern High School
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools for either column on a separate sheet.

Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. Portage Central Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8
 Provide anticipated 2019-20 7th and 8th-grade enrollment 485
 Provide anticipated 2019-20 6th-grade enrollment 240

 1. **Yes** or No (circle one) 6th graders will be participating, in at least one sport, with 7th and 8th graders.
 2. **Yes** or No (circle one) 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.

2. Portage North Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8
 Provide anticipated 2019-20 7th and 8th-grade enrollment 415
 Provide anticipated 2019-20 6th-grade enrollment 188

 1. **Yes** or No (circle one) 6th graders will be participating, in at least one sport, with 7th and 8th graders.
 2. **Yes** or No (circle one) 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.

3. Portage West Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8
 Provide anticipated 2019-20 7th and 8th-grade enrollment 490
 Provide anticipated 2019-20 6th-grade enrollment 224

 1. **Yes** or No (circle one) 6th graders will be participating, in at least one sport, with 7th and 8th graders.
 2. **Yes** or No (circle one) 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.



To: Joanne Willson, PPS Board of Education
From: Paula Johnson, Director of Finance
Brenda Graham, Business Manager
Date: June 5, 2019
Subj: Change in Monthly Board Financial Reporting

RECOMMENDATION

That the Board of Education adopt a change in monthly financial reporting for six months starting in October of 2019 for September financial information. This change is a trial only term to have the monthly financial report represented in a different manner that will give a more comprehensive report on the District's financial picture. After the six month term is over it will be determined if the new style of reporting will be used permanently.

Thank you for your consideration in the change of monthly financial reporting. A sample of this reporting is attached, but please note the numbers do not represent Portage financial information.

**General Fund Budget Progress Report-by Function
2018-2019 Fiscal Year**

SAMPLE

	<u>Eight months ended February 28, 2019</u>				<u>Eight months ended February 28, 2018</u>			
	Initial Budget 2018-2019	% of total	Year-to-date activity	% of budget	Final amended budget 17-18	% of total	Year-to-date activity	% of budget
Revenue:								
Local	\$ 2,566,403	7.36%	\$ 1,640,748	63.93%	\$ 2,509,101	7.37%	\$ 1,378,651	54.95%
State	31,766,412	91.08%	14,147,863	44.54%	30,941,892	90.91%	14,281,942	46.16%
Federal	276,666	0.79%	51,251	18.52%	323,182	0.95%	61,958	19.17%
Other	266,988	0.77%	135,018	50.57%	262,988	0.77%	160,105	60.88%
Total Revenue	34,876,469	100.00%	15,974,880	45.80%	34,037,163	100.00%	15,882,656	46.66%
Expenditures:								
Instruction								
Basic Programs	18,877,121	54.13%	10,254,431	54.32%	18,576,064	54.05%	10,062,434	54.17%
Added Needs	3,175,964	9.11%	1,718,711	54.12%	3,348,601	9.74%	1,831,270	54.69%
Total Instruction	22,053,085	63.23%	11,973,142	54.29%	21,924,665	63.80%	11,893,704	54.25%
Supporting Services								
Pupil Support	1,218,668	3.49%	622,849	51.11%	1,233,032	3.59%	683,736	55.45%
Instructional Staff	1,640,131	4.70%	923,101	56.28%	1,683,919	4.90%	993,625	59.01%
General Administration	618,295	1.77%	408,666	66.10%	437,447	1.27%	293,254	67.04%
School Administration	1,892,359	5.43%	1,153,496	60.96%	1,886,625	5.49%	1,183,902	62.75%
Business	549,021	1.57%	343,669	62.60%	543,243	1.58%	352,207	64.83%
Maintenance	3,206,069	9.19%	1,822,927	56.86%	2,986,635	8.69%	1,699,519	56.90%
Transportation	2,244,787	6.44%	1,191,500	53.08%	2,259,191	6.57%	1,308,146	57.90%
Other Central Support	1,284,054	3.68%	718,506	55.96%	1,266,912	3.69%	881,001	69.54%
Total Supporting Services	12,653,384	36.28%	7,184,714	56.78%	12,297,004	35.78%	7,395,390	60.14%
Other Financing Uses/Capital Outlay	170,000	0.49%	26,202	15.41%	144,775	0.42%	53,215	36.76%
Total Expenditures	34,876,469	100.00%	19,184,058	55.01%	34,366,444	100.00%	19,342,309	56.28%
Excess (deficiency) of revenues over expenditures	\$ -		-\$ 3,209,178		-\$ 329,281		-\$ 3,459,653	

SAMPLE

General Fund Budget Progress Report-by Object
2018-2019 Fiscal Year

	<u>Eight months ended February 28, 2019</u>				<u>Eight months ended February 28, 2019</u>			
	Initial Budget 2018-2019	% of total	Year-to-date activity	% of budget	Final amended budget 17-18	% of total	Year-to-date activity	% of budget
Salaries	\$ 16,652,516	47.75%	\$ 9,140,726	54.89%	\$ 16,461,093	47.90%	\$ 9,179,598	55.77%
Benefits	11,730,147	33.63%	6,582,303	56.11%	11,581,831	33.70%	6,536,913	56.44%
Total Salaries and Benefits	28,382,663	81.38%	15,723,029	55.40%	28,042,924	81.60%	15,716,511	56.04%
Purchased Services	3,999,216	11.47%	2,054,780	51.38%	3,927,411	11.43%	2,262,405	57.61%
Supplies	2,061,431	5.91%	1,241,356	60.22%	1,962,030	5.71%	1,145,604	58.39%
Capital Outlay/Other	433,136	1.24%	164,892	38.07%	434,079	1.26%	217,788	50.17%
Total Expenditures	\$ 34,876,445	100.00%	\$ 19,184,057	55.01%	\$ 34,366,444	100.00%	\$ 19,342,309	56.28%

To: Joanne Willson, PPS Board of Education
From: Paula Johnson, Director of Finance
Brenda Graham, Business Manager
Date: June 5, 2019
Subj: Change in Annual Audit

RECOMMENDATION

That the Board of Education approve to change the annual audit from a Comprehensive Annual Financial Statement (CAFR) to a Basic Financial Statement.

BACKGROUND INFORMATION

Portage Public Schools has been preparing a CAFR audit since the 2003/2004 school year. If you recall the audit presentation last November from Kim Lindsay, Principal at Rehmann Robson, only a handful of districts in Michigan are preparing this elite audit report and Portage Public Schools is one of those districts. The District is required to be audited annually, but preparing the CAFR is not a requirement. A Basic Financial Statement will still fulfill the necessary needs for audit and other financing uses.

FACTORS TO CONSIDER

- The District submits applications to both ASBO International and GFOA to obtain awards of excellence. Combined expense for these submissions is currently \$2,155. The cost next year to submit these awards will increase to approximately \$2,500.
- The statistical section of the audit requires over 80 hours for the Business Office to complete.
- The ten page transmittal letter at the beginning of the audit requires group participation of the executive leadership to complete annually along with additional hours to update miscellaneous figures presented for participation in programs, building age or other items that have occurred during the year.
- Our Financial Advisor from Baketilly, previously known as Umbaugh, contacted Standard and Poor's. They state there is no difference for our bond rating if the District prepares a CAFR or a Basic Financial Statement as both are audited sets of numbers.

I would recommend this change in the annual audit take place starting with the 2018/2019 year to a Basic Financial Statement. Thank you for your consideration.

TO: Board of Education
FROM: Mark T. Bielang, Superintendent
DATE: June 5, 2019
RE: Policy Revisions
COPY: Paula Johnson, Brenda Graham

Mark T. Bielang
Superintendent
Phone: 269.323.5147
Fax: 269.323.5149
mbielang@portageps.org

RECOMMENDATION

It is recommended that the Board of Education approve the policy revisions as presented for Operational Policies 6320 – Purchasing, 7450 – Property Inventory, and 7455 – Accounting System for Fixed Assets, and further, for Operational Policy 7450 to be effective back to July 1, 2018 for auditing purposes.

BACKGROUND

Paula Johnson, Finance Director, and Brenda Graham, Business Manager, are proposing revisions to the above noted policies as explained below.

Operational Policy 6320 - Purchasing

The recommended changes to this policy tie the competitive bidding parameters to a percentage of the state statute amounts, which change every year. Furthermore, some of the procedural steps have been moved from the policy level to the administrative guidelines to be more consistent with practices used in other Michigan school districts. Making these changes allows for more flexibility at the policy level without compromising controls necessary in the purchasing process.

Operational Policies 7450 – Property Inventory, 7455 – Accounting System for Fixed Assets

Operational Policy 6800 authorizes the Director of Finance to create capitalization policies for District assets. Those policies include Operational Policy 7450 – Property Inventory and Operational Policy 7455 – Accounting System for Fixed Assets. These two policies are recommended for revision so that the fixed asset threshold is raised to be more in line with the practices of most school districts. District auditors are advising us of these dollar amounts (approximately \$10,000 to \$15,000, up from the existing \$1,000 threshold).


Note, approval of Operational Policy 7450 by June 30, 2019, and effective back to July 1, 2018, will allow our auditors to conduct the 2018-19 audit accordingly.

June 24, 2019



Mark T. Bielang
Superintendent
Phone: 269.323.5147
fax: 269.323.5149
mbielang@portageps.org

TO: Board of Education
FROM: Mark T. Bielang, Superintendent
DATE: June 5, 2019
RE: 2019-20 Board Meeting Retreat Schedule



RECOMMENDATION:

It is recommended the Board of Education approve the schedule for Policy Governance Retreats for 2019-20, as presented.

BACKGROUND:

Based on board member feedback and keeping the schedule similar to last year's, it looks like the following dates work the best. The retreats precede a regular meeting or work session as noted below, all to begin at 4:00 p.m. and in the Superintendent's Conference Room of the Administration Building.

September 23, 2019 (Regular Business Meeting)

November 11, 2019 (Work Session)

February 10, 2020 (Work Session)

May 18, 2020 (Regular Business Meeting)

To: Mark Bielang, Superintendent
From: Mike Huber, Director of Curriculum
CC: Paula Johnson, Director of Finance
Date: June 4, 2019
Re: Curriculum Adoptions and Materials for the 2019-2020 School Year

RECOMMENDATION

It is recommended that the Board of Education approve a new textbook purchase, a subscription renewal, and a purchase of curricular materials:

- A. It is recommended that the Board of Education approve the purchase of the elementary science program - Bring Science Alive! from TCI of Rancho Cordova, CA for the purpose of supporting core instruction in science for grades 2-5. The cost of the proposal is \$283,829.70 It includes materials for each classroom and 6 years of student subscriptions to the online text and resources.
- B. It is recommended to renew the Middle School Big Ideas Mathematics subscription from Cengage Learning Independence, KY. It provides student resources online and ebook access for all middle school students for one year. The cost of the proposal is \$31,312.00
- C. It is recommended to purchase the 2019-2020 school year curriculum materials for K-12 replacement or increased enrollment from 6 vendors, Vintage Book Co., Follett, Superior Text, TCI, Cengage and Dave Ramsey (The Lampo Group). These vendors submitted bids on our orders and we selected the best vendor for assorted print curricular materials for a total cost of \$43,307.81. It contains \$5,806.95 from Vintage Book Co., \$8,883.06 from Follett, \$7,606.76 from Superior Text, \$8,467.20 from TCI, \$9,025.25 from Cengage, and \$3,518.59 from Dave Ramsey.

The funding source for these materials is from the 2019-2020 general fund budget. The total amount of all three recommendations is \$358,449.51.

BACKGROUND

- A. The Elementary Science Team is comprised of over 30 teachers K-5 and has been working over two years at aligning our practices to the new Michigan Science Standards. We have attended multiple trainings at a variety of levels - local, county, state, and national on the Next Generation Science Standards in preparation for this alignment and adoption. Last year we trained all our K-5 staff in NGSS science instructional methodology.

The Science team continued its preparation by reviewing 8 curricula with Mary Burke at KRESA using a national rubric called EQUIP. The rubric was helpful in determining which curricula we selected to pilot this school year.

The Science team, after piloting three different curricula (two at each grade level), used a collaborative selection process in making their recommendation. The team chose two different curricula based on grade level. The process reviewed multiple curricula using guiding values, classroom experiences, and student learning. Over the course of the winter semester 2018-2019, the TCI program became the strong choice from our team after we piloted the final two selections for grades 2 - 5. The TCI program provides us with a strong project base, with essential phenomena for students to learn in each of the content areas. TCI also brings a strength in informational text and will support crucial science vocabulary and reading instruction in our upper elementary grades.

- B. We have been using Big Ideas at the middle school and are pleased with the impact that it is having on math instruction and student learning. This proposal continues the digital subscriptions that allow technology access for our students, it contains a digital ebook and extra online resources that are not available in the print text.
- C. Every year the Curriculum and Business offices gather printed curricular material requests of replacement texts and enrollment increases for the following school year. We sent out these text requests to our largest textbook vendors for them to bid. The bid process returns the best prices on each of the textbooks and we assemble purchase orders. In this case, the combined six bids for the materials exceed the bid threshold. These are materials that have been approved in the past, either solely by CIC or by CIC and Board Approval.

These recommendations have been approved by the Department Teams, Team Leaders, the Curriculum Instructional Council, and the Executive Leadership Team. The major textbook purchases are for core components of our curriculum that were identified as needing updating by each department team and reviewed by our Curriculum Department.

I am happy to answer any questions you may have concerning each of these recommendations.

TCi Brings Learning Alive!

Created Date 5/2/2019
 Quote Number 00028233

Expiration Date 7/1/2019

Account Name PORTAGE PUBLIC SCHOOL DISTRICT
 Contact Name MIKE HUBER
 Email mhuber@portageps.org
 Ship To 8107 MUSTANG DR
 PORTAGE, MI 49002

Prepared By Matt Moorman
 Email mmoorman@teachtci.com
 Phone 800-367-6165
 Company Address PO Box 1327
 Rancho Cordova, CA 95741
 Fax 800-343-6828

Quote Line Items						
Product Code	Product	Gratis	List Price	Qty	Ext. Total	Delivery
969-5	BSA! Grade 2: Interactive Student Notebook	<input checked="" type="checkbox"/>	\$7.00	646	\$0.00	Ship
LM-9664	BSA! Grade 2: Lab Materials (3 Boxes)	<input type="checkbox"/>	\$800.00	27	\$21,600.00	Ship
988-6	BSA! Grade 2: Picture Cards	<input checked="" type="checkbox"/>	\$75.00	27	\$0.00	Ship
TB-9671-6	BSA! Grade 2: Student Bundle (6 Yrs)	<input type="checkbox"/>	\$58.00	646	\$37,468.00	Ship
9664-06	BSA! Grade 2: Teacher Subscription (6 Yrs)	<input checked="" type="checkbox"/>	\$275.00	27	\$0.00	Ship
974-9	BSA! Grade 3: Interactive Student Notebook	<input checked="" type="checkbox"/>	\$7.00	635	\$0.00	Ship
LM-9718	BSA! Grade 3: Lab Materials (2 Boxes)	<input type="checkbox"/>	\$900.00	26	\$23,400.00	Ship
989-3	BSA! Grade 3: Picture Cards	<input checked="" type="checkbox"/>	\$75.00	26	\$0.00	Ship
TB-9725-6	BSA! Grade 3: Student Bundle (6 Yrs)	<input type="checkbox"/>	\$58.00	635	\$36,830.00	Ship
9718-06	BSA! Grade 3: Teacher Subscription (6 Yrs)	<input checked="" type="checkbox"/>	\$275.00	26	\$0.00	Ship
979-4	BSA! Grade 4: Interactive Student Notebook	<input checked="" type="checkbox"/>	\$7.00	595	\$0.00	Ship
LM-9763	BSA! Grade 4: Lab Materials (5 Boxes)	<input type="checkbox"/>	\$1,100.00	25	\$27,500.00	Ship
990-9	BSA! Grade 4: Picture Cards	<input checked="" type="checkbox"/>	\$75.00	25	\$0.00	Ship
TB-9770-6	BSA! Grade 4: Student Bundle (6 Yrs)	<input type="checkbox"/>	\$72.00	595	\$42,840.00	Ship
9763-06	BSA! Grade 4: Teacher Subscription (6 Yrs)	<input checked="" type="checkbox"/>	\$325.00	25	\$0.00	Ship
984-8	BSA! Grade 5: Interactive Student Notebook	<input checked="" type="checkbox"/>	\$7.00	633	\$0.00	Ship
LM-9817	BSA! Grade 5: Lab Materials (4 Boxes)	<input type="checkbox"/>	\$1,300.00	27	\$35,100.00	Ship
991-6	BSA! Grade 5: Picture Cards	<input checked="" type="checkbox"/>	\$75.00	27	\$0.00	Ship
TB-9824-6	BSA! Grade 5: Student Bundle (6 Yrs)	<input type="checkbox"/>	\$72.00	633	\$45,576.00	Ship
9817-06	BSA! Grade 5: Teacher Subscription (6 Yrs)	<input checked="" type="checkbox"/>	\$325.00	27	\$0.00	Ship
PD-ORIENTATION	TCI Product Orientation	<input checked="" type="checkbox"/>	\$3,000.00	4	\$0.00	Ship

Totals			
Shipping Rate (%)	5	Subtotal	\$270,314
		Shipping	\$13,515.70
		Grand Total	\$283,829.70

Gratis Items

TCi Brings **Learning Alive!**

Gratis Total \$68,913.00

Gratis Items are offered upon purchase of all items listed above.

Notes

SHIPPING

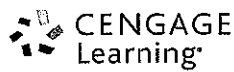
- Shipping and Handling fees do not apply to teacher and student subscriptions.

FULFILLMENT OF ORDERS:

- All subscription purchases will be sent to the email address above unless otherwise noted.
- TCI's Subscription and Business Terms apply to all orders. View details at:
<http://www.teachtci.com/subscription-and-business-terms.html>.

CONDITIONS OF OFFER:

- To insure you receive the pricing quoted here, please include a copy of this proposal with your order at the time of purchase. Adjustments will not be made after order has been fulfilled.
- Please apply sales tax if applicable.



Confidential Price Quote (3678830)

Submit Customer Purchase Order Here

6/4/2019

Pricing on this Proposal Guaranteed: **9/16/2019**

Presented To: Mike Huber 269-323-5000, mhuber@portageps.org

Prepared By: Eric Spicer, (517) 755-9228, eric.spicer@cengage.com

SHIP TO: Portage Public School District Mike Huber 8111 S Westnedge Portage, MI 49002 USA	BILL TO: Portage Public School District Mike Huber 8111 S Westnedge Portage, MI 49002 USA	Cengage Learning ATTN: Order Fulfillment 10650 Toebben Drive Independence, KY 41051 (800) 354-9706 http://NGL.Cengage.com/CustomerSupport
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Quoted Products: Math/6-8 Digital 1 Year

Qty	Update Qty	Product	Price	Quoted Price	Total
655	<input type="checkbox"/>	Big Ideas Math Green: A Common Core Curriculum, Dynamic Student Resources Online with eBook (1-year access) Larson 1st Edition [K12, 2014] 9781608404902 / 1608404900	\$19.00	\$15.20	\$9,956.00
680	<input type="checkbox"/>	Big Ideas Math Red: A Common Core Curriculum, Dynamic Student Resources Online with eBook (1-year access) Larson 1st Edition [K12, 2014] 9781608404919 / 1608404919	\$19.00	\$15.20	\$10,336.00
725	<input type="checkbox"/>	Big Ideas Math Blue: A Common Core Curriculum, Dynamic Student Resources Online with eBook (1-year access) Larson 1st Edition [K12, 2014] 9781608404933 / 1608404935	\$19.00	\$15.20	\$11,020.00

Sub-Total: \$31,312.00
+ Estimated Shipping and/or Process Fee: \$0.00

TOTAL: \$31,312.00
Total Savings: \$7,828.00

Submit Customer Purchase Order Here

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.

2019/2020 School Year Curriculum Materials Ordering Summary							
	Vintage Book Co.	Follett	Superior Text	TCI	Cengage	Dave Ramsey	Total Amt to order per school
AMB	\$80.80						\$80.80
ANG	\$291.90						\$291.90
CEL	\$1,800.50						\$1,800.50
HAV		\$494.20	\$3,049.63				\$3,543.83
LCE		\$46.80					\$46.80
MBE			\$1,401.91	\$220.50			\$1,622.41
TWL			\$1,548.60	\$639.45			\$2,188.05
WOD		\$430.23	\$900.66				\$1,330.89
CMS	\$851.10	\$1,790.00		\$882.00			\$3,523.10
NMS		\$1,161.00		\$3,601.50			\$4,762.50
WMS		\$1,290.00		\$3,123.75			\$4,413.75
CHS	\$1,088.25	\$2,774.73	\$705.96		\$6,040.25		\$10,609.19
CoHS							\$0.00
NHS	\$1,694.40	\$896.10			\$2,985.00	\$3,518.59	\$9,094.09
Total Purchasing Amt:	\$5,806.95	\$8,883.06	\$7,606.76	\$8,467.20	\$9,025.25	\$3,518.59	\$43,307.81

To: Mark Bielang, Superintendent
Board of Education

From: Mike Huber, Director of Curriculum and Professional Development

Date: June 5, 2019

RECOMMENDATION

This memo is a recommendation for the acceptance of two curriculum changes from the Human Growth and Development Committee.

- A. The HGD Committee recommends that we include a two lesson component on the impact of pornography for High School Health Classes.
- B. The HGD Committee recommends that we re-introduce a section of the “Always Changing” adolescent body video that is shown during 5th grade body systems.

BACKGROUND INFORMATION

- A. Over the past year the HGD Committee has been working on an impact of pornography lesson for high school students. This is the result of a number of indicators from our last two-year report. With the internet being the primary vehicle for pornography, it is important to address with students the impact on society and on persons regarding the pornography addiction.

We have taken some steps to equip our parents in the use of technology through after school events and utilizing presenters that speak about technology, parenting, and the impact on developing brains. The lessons in this curriculum cover the social impacts of pornography on the sex trafficking industry. They also detail how brain plasticity and pleasure centers are impacted by repeated viewing of pornography and the addictive nature of pornography. The interpersonal impact of pornography is also included in the lessons.

- B. The fifth grade body systems video, “Always Changing” has been used in the district for a number of years. The video was initially recommended many years ago with an edit to remove a 3 minute segment on penis size. The team is recommending returning this section of the video. The video is watched in 5th grade during the class when genders are separated.

Each of these proposed changes to our HGD curriculum were available for review by the public during two open meetings. Comments received during those open meetings were all favorable on the additional lessons and the inclusion of the edited video segment.

I am happy to answer any questions that you may have concerning this curriculum.

Impacts of Pornography

Lesson Goals:

1. Learn about the impact on personal attitudes and interactions due to pornography use.
2. Learn about the impact of pornography on mental health, and social health.

Impact of Pornography - Standard Alignment National Sexuality Education Standards

Puberty and Adolescent Development-

PD.12.CC.1

Analyze how brain development has an impact on cognitive, social and emotional changes of adolescence and early adulthood.

PD.12.INF.1

Analyze how friends, family, media, society and culture can influence self-concept and body image.

PD.12.DM.1

Apply a decision making model to various situations relating to sexual health.

Identity-

ID.12.SM.1

Explain how to promote safety, respect, awareness and acceptance.

Healthy Relationships-

HR.12.INF.1

Explain how media can influence one's beliefs about what constitute a healthy sexual relationship.

HR.12.CC.4

Evaluate the potentially positive and negative roles of technology and social media in relationships.

HR.12.SM.2

Describe strategies to use social media safely, legally and respectfully.

Personal Safety-

PS.12.ADV.1

Advocate for safe environments that encourage dignified and respectful treatment of everyone.

PS.12.INF.2

Analyze the external influences and societal messages that impact attitudes about bullying, sexual harassment, sexual abuse, sexual assault, incest, rape and dating violence.

LESSON 1:

Discussion: Pornography is a real issue that impacts real people.

Learning Target: Understand the pervasive impact of pornography on our world, our relationships, and our views of each other.

Learning Target: Increase self-awareness. How can my behaviors, like pornography consumption, negatively impact my life?

- **What is pornography? Who can give me a basic definition?**

Pornography- A printed or visual material containing explicit descriptions or display of sexual activities or sex organs.

- **Pornography is nothing new. Sexually stimulating images, pictures, content has been around for a lot of years. But, it's never been quite as available as it is today.**

Show this basic Protect Young Eyes presentation with statistics and acknowledge ease of accessibility, *without giving kids a roadmap toward inappropriate exposure:*

<https://drive.google.com/file/d/1HCYXG6srIkZRsxEwdPQcGe7tmGcdZvln/view?usp=sharing>

Show this video from Terry Crews:

<https://www.facebook.com/realterrycrews/videos/vl.1263551423685414/1083942814959410/?type=1>

- What do you remember from what Terry said?
- One of his key statements was, "It changes the way you think about people. People become objects. People become body parts. They become things to be used rather than people to love." What negative impacts can come out of seeing people as things?
 - No emotional attachment
 - Violence/Abuse
 - Devaluing Human life
 - Inappropriate behavior that has a sexual connotation
 - No empathy or sympathy for others
 - Impacts your everyday thinking- desensitizing
- This video has been viewed 4.1 million times with over 10,500 comments. Why do you think people responded so positively from what Terry did?

- o He is a celebrity
- o Real person talking about a real problem
- o Showed vulnerability
- o He was open and honest about a serious problem that many people struggle with and don't talk about it

Read this story – an interview with Gabe Deem (insert FB Live transcript from RecoverED ebook from Covenant Eyes)

"There was a significant mental aspect of porn for me. I didn't have any idea that my porn use growing up was affecting my mental clarity, my motivation, and my drive for other goals and pursuits I had in life. I didn't know it was affecting my interpersonal relationships with my friends and family or my ability to just see people as humans and not objects.

To put it as simply as I can, **I just had no drive to get out and do anything [while addicted to porn]**. My brain was hijacked and rewired to the point where all of my pleasure, all of my pursuits in life were digital.

I was skipping class in college, and I'd rather just be at home a bum on the couch watching porn (and playing video games) all day.

My drive for life wasn't there. I was just wired for pixels on a screen and online pursuits—not pursuing goals in real life. A lot of guys call it brain fog. **It zapped my motivation for anything in real life, and I dropped out of college**

I didn't want to go to school anymore. I had no drive to get a good job and start a career or anything like that. I lost several relationships because my libido was for pixels on a screen, as well as my attention and my affection.

And it ended up hurting more than just my sex life. It hurt relationships all around to where I wouldn't want to go hang out with my family over Thanksgiving. **I'd rather stay home and watch porn.**

It ended up affecting all areas of my life. **Really, it's just you and a keyboard at the end of the day, with your pants around your ankles, and your loved ones are crying in the other room, and you're not connecting with anyone, you're not fulfilling what your heart really desires, which in my case was connection with a loved one."**

(**Help students make the connection here to other addictions. Lines in the above story such as "I just had no drive to get out and do anything", "It zapped my motivation for anything in real life" could be in reference to any addiction.)

- If you were to construct the perfect, loving relationship, what types of activities would be involved in that relationship?
 - Spending time together
 - Fun
 - Open Communication
 - You feel safe
 - Intimacy- beyond physical
 - Trying new healthy things together- ziplining, rock climbing
 - Doing things together that create an emotional attachment

- There are whole support groups of people who are committed to not looking at pornography. What are some of the reasons that someone might decide to stop? Why are groups like that a popular option?
 - No personal connections to those around them
 - Lose the ability to feel intimate with your significant other
 - Lose all of the emotional connections
 - Realize it has become a problem- nothing else matters
 - Goals are not being met
 - Loved ones become concerned

- Most things in life that we want to do consistently require someone to help us. A financial planner for retirement. A personal trainer for exercise. What is it about each of us where we do better when someone is watching/helping? How does this correlate to technology use?
 - Accountability
 - Motivation to avoid
 - You are not isolated

LESSON 2:

Discussion: Pornography Is a real issue that impacts the world around us.

Learning Target: Understand how our actions, during specific, key stages of development, shape us.

Learning Target: Increase selflessness. A world full of people who care for the well-being of others is just a better world.

Watch this video: <https://www.youtube.com/watch?v=FyVaFel5Zsw>

- If I said that phrase “garbage in, garbage out,” what do you think this means?
 - If I do good things over and over, then my brain often learns to love those things.
 - On the other hand, if I do negative, hurtful, violent things - in other words, the more bad stuff you put into your head can lead to bad behavior
 - Your behaviors begin to mimic what you have seen
- How does this relate to the impact pornography can have on the brain?
 - Your brain starts to build a tolerance- so you need more- which eventually leads to an addiction
 - Training your brain that these things are normal if you are consuming it all the time.
 - Porn leads to superficial satisfaction and that leads to emotional emptiness
- What aspects of the human brain shared in the video were surprising or interesting to you?
 - Desensitization
 - The reward center of your brain gets smaller with overexposure to pornography

Watch this video: <https://www.youtube.com/watch?v=BIH5ZI4v9yY>

- The brain is often said to be a “plastic” organ. Something that can be shaped by our experiences. What does this mean and why is it important to know this when we think about watching or even being hooked on pornography?
 - It becomes normal- becomes your reality shifts
- And, when we have large populations of people who find their precious brains hooked on pornography, it’s easy to think that this habit is impacting only them. But, we will see, it extends beyond just the screen in ways that we often don’t consider.

Watch this video: https://www.youtube.com/watch?v=CKG_G1w4Efw

- When you look beyond what is on the screen and think more deeply about how those images might be used for other horrible acts, like abuse, sex trafficking, or hurting kids, how does it make you feel toward pornography?
 - Disgusted
 - Sad
 - Angry
 - Guilty

- Although the United States civil war abolished slavery in the south, there are more global slaves – forced labor, bonded labor, child labor, sex trafficking – than ever.
- Sex Trafficking- comprises a significant portion of overall human trafficking. This means that a person, including children, are coerced, forced, or deceived into prostitution, or maintained in prostitution through coercion. All of those involved in recruiting, transporting, harboring, receiving, or obtaining the person for that purpose have committed a trafficking crime. How does the internet help make something like sex trafficking flourish? How does consuming pornography contribute to sex trafficking?
 - Many sites on the internet encourage sexual exploitation and are misleading.

 - Consuming pornography contributes to sex trafficking because it puts more money into an industry that is connected to sex trafficking.

Share the following story:

<https://abc13.com/airline-agent-saves-2-girls-from-suspected-human-trafficker/3086779/>

Think something like this can't happen in our area? Think again!

Share the following story:

<https://k1025.com/5-human-trafficking-victims-rescued-in-kalamazoo-area/>

Link to Michigan and National Trafficking Statistics:

<https://humantraffickinghotline.org/state/michigan>

Closing Activity:

Tell each student to imagine they were given the gift of a precious, 30-second advertising slot during the Super Bowl. During this 30-second time period, they have the opportunity to craft a short commercial. One that would try to educate the world about sex trafficking. What's the 1-sentence "hook" statement they would use? How would they describe the problem? What specific action would they like people to take? Have students write down their ideas on an index card. Share and discuss what they come up with.

Share the following resource slide:

<https://docs.google.com/presentation/d/1M9jdrwzBZP4i4FoP9vg6DTDZngVOwanmBvkPalhhtIQ/edit?usp=sharing>

RESOURCES FOR YOU:

Talk to your school counselor or a trusted adult.

<https://www.joinfortify.com/>

<https://humantraffickinghotline.org/state/michigan>

References

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4600144/>

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5800558/>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page

VII. Required Action Items

1. Amended Budget Appropriation Resolutions for 2018-19 (OP 6231)
 - a. General Fund Budget Amendment Resolution
 - b. Debt Retirement Fund Budget Amendment Resolution
 - c. Building & Site Sinking Fund Budget Amendment Resolution
 - d. School Service Funds Budget Amendment Resolution

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education adopt the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and the School Service Funds budgets for 2018-19, as presented.

(Roll call vote.)

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 18, 2019
SUBJ : Amended Budget Appropriation Resolutions for the 2018/19 Fiscal Year

RECOMMENDATION

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2018/19, as presented.

BACKGROUND INFORMATION

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budgets for the 2018/19 school year.

The General Fund is estimated to end the year with excel expenditures of approximately \$699,000. Our estimated ending unassigned fund balance as a percentage of expenditures is 8.07%.

The Debt Retirement Fund is estimated to end the year with planned excess revenues of approximately \$775,000. The ending fund balance is projected at approximately \$2.3 million.

The School Service Funds are comprised of both Food Service and the High School Bookstores. The amendment reflects adjustments based on the expected results of operations for this fiscal year. Food Service is estimating excess expenditures of approximately \$117,000 and the bookstores are expected to break even.

Please let me know if you have any questions about these amendments.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2018/19 AMENDED BUDGET #2**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2018/19. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2018/19 is as follows:

	<u>Actual 2017/18</u>	<u>Amended Budget #1 2018/19</u>	<u>Amended Budget #2 2018/19</u>
Total Fund Balance, Beginning of Year, July 1	9,818,905	9,049,772	9,049,772
REVENUES:			
Local Sources	25,598,882	26,220,801	26,822,239
State Sources	65,570,421	67,628,161	67,920,621
Federal Sources	1,014,174	1,082,203	1,485,541
Incoming Transfers and Other Transactions	<u>227,864</u>	<u>407,777</u>	<u>409,486</u>
Total Revenues and Other Transactions	<u>92,411,341</u>	<u>95,338,942</u>	<u>96,637,887</u>
Total Available to Appropriate	<u>102,230,246</u>	<u>104,388,714</u>	<u>105,687,659</u>
Be it further resolved that \$97,337,048 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:			
EXPENDITURES:			
Instruction:			
Basic Programs	48,532,069	50,345,612	50,472,249
Added Needs	<u>7,531,922</u>	<u>8,129,269</u>	<u>8,412,369</u>
Total Instruction	<u>56,063,991</u>	<u>58,474,881</u>	<u>58,884,618</u>
Supporting Services:			
Pupil	6,542,751	6,428,967	6,604,797
Instructional Staff	4,787,626	4,836,252	5,189,127
General Administration	692,148	690,836	735,952
School Administration	4,994,366	5,154,640	5,264,287
Business Services	1,106,906	995,468	1,007,042
Operations and Maintenance	8,122,666	8,418,702	8,873,719
Transportation	3,374,751	3,487,234	3,446,946
Central Services	2,478,527	2,415,564	2,498,168
Athletics	<u>1,612,047</u>	<u>1,527,772</u>	<u>1,755,373</u>
Total Supporting Services	<u>33,711,788</u>	<u>33,955,435</u>	<u>35,375,411</u>
Community Services	<u>2,780,724</u>	<u>2,876,642</u>	<u>2,801,752</u>
Other Financing Use - Debt Service	<u>623,971</u>	<u>275,267</u>	<u>275,267</u>
Total Expenditure Appropriation	<u>93,180,474</u>	<u>95,582,225</u>	<u>97,337,048</u>
Excess (Deficit) of Revenues over Expenditures	<u>(769,133)</u>	<u>(243,283)</u>	<u>(699,161)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 9,049,772</u>	<u>\$ 8,806,489</u>	<u>\$ 8,350,611</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2018/19 AMENDED BUDGET #2**

Be it further resolved that no board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS
2018/19 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2017/18</u>	<u>Amended Budget #1 2018/19</u>	<u>Amended Budget #2 2018/19</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	77,791,336	80,561,774	80,880,553	318,779
Program Related	14,620,005	14,777,168	15,757,334	980,166
Total Revenues	<u>92,411,341</u>	<u>95,338,942</u>	<u>96,637,887</u>	<u>1,298,945</u>
Expenditures				
Salaries	45,912,393	47,658,923	47,716,908	57,985
Fringe Benefits:				
FICA **	3,220,282	3,620,252	3,647,552	27,300
Retirement **	18,319,404	18,009,090	18,346,693	337,603
Health Insurance	7,601,434	7,841,115	7,891,999	50,884
Dental Insurance	590,169	616,873	626,088	9,215
Vision Insurance	92,644	125,239	129,271	4,032
Long-Term Disability	109,998	115,514	117,953	2,439
Life Insurance	22,271	33,023	31,822	(1,201)
Other Fringe Benefits	597,405	654,887	790,657	135,770
Total Fringe Benefits	<u>30,553,607</u>	<u>31,015,993</u>	<u>31,582,035</u>	<u>566,042</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	11,059,145	11,058,868	11,729,869	671,001
Supplies, Materials, Other	4,234,078	5,162,252	5,564,862	402,610
Capital Outlay	797,280	410,922	468,107	57,185
Debt Service	623,971	275,267	275,267	0
Total Expenditures	<u>93,180,474</u>	<u>95,582,225</u>	<u>97,337,048</u>	<u>1,754,823</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ (769,133)</u>	<u>\$ (243,283)</u>	<u>\$ (699,161)</u>	<u>\$ (455,878)</u>
Total Fund Balance Information				
Fund Balance Beginning	9,818,905	9,049,772	9,049,772	
Income (Deficit) - Allocated to Unreserved	(769,133)	(243,283)	(699,161)	
Estimated Ending Fund Balance	9,049,772	8,806,489	8,350,611	
Estimated Non-Spendable and Assigned Fund Balance Restrictions	847,564	787,564	500,000	
Estimated Ending Unassigned Fund Balance	<u>\$ 8,202,208</u>	<u>\$ 8,018,925</u>	<u>\$ 7,850,611</u>	
As a Percentage of Expenditures	8.80%	8.39%	8.07%	

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Amended Budget #1 2018/19</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2018/19</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.8182 mills)	13,912,119	0	13,912,119
Regional Enhancement Millage (1.5 mills)	3,086,620	0	3,086,620
Earnings from Investments and Deposits	21,500	0	21,500
Interest on Delinquent Taxes	12,000	0	12,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	200,000	0	200,000
Other Local Sources	98,264	14,742	113,006
From State Sources:			
Foundation Grant Allowance	55,635,795	29,104	55,664,899
Other State Categoricals/Foundation Adjustments	7,532,007	265,194	7,797,201
From Federal Sources:			
Medicaid Administrative Outreach Program	11,000	9,739	20,739
Program Related Revenues:			
Great Start Readiness Program	364,720	(7,000)	357,720
Contributions for Instructional Programs	59,957	33,247	93,204
Pay to Participate Fees	202,000	(11,427)	190,573
Online Class and IB/AP Test Fees	127,500	(22,918)	104,582
Athletic Gate Receipts and Contributions	168,608	189,309	357,917
Community High School	2,000	0	2,000
Enrichment Class and Advertising Fees	362,000	0	362,000
Childcare and Preschool Fees	2,756,173	4,000	2,760,173
Technology Services	250,000	0	250,000
County Special Education and State Categoricals	6,579,881	273,773	6,853,654
At Risk Grant	1,697,544	0	1,697,544
Title 1 Grant	763,276	216,057	979,333
Title 2 Grant	212,618	177,710	390,328
Other Grants	350,560	126,660	477,220
Maintenance and Operations Facility Rental Fees	80,000	0	80,000
Transportation Special Education Categoricals and Billings	852,800	755	853,555
TOTAL REVENUES	<u>\$ 95,338,942</u>	<u>\$ 1,298,945</u>	<u>\$ 96,637,887</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Amended Budget #1 2018/19</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2018/19</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	3,989,480	100,480	4,089,960
Angling Road Elementary	2,536,156	(27,722)	2,508,434
Central Elementary	2,805,420	24,621	2,830,041
Haverhill Elementary	3,114,470	(24,422)	3,090,048
Lake Center Elementary	3,860,771	(27,717)	3,833,054
Moorsbridge Elementary	4,112,491	(12,198)	4,100,293
12th Street Elementary	3,814,891	84,437	3,899,328
Woodland Elementary	3,025,288	15,188	3,040,476
Central Middle	4,645,008	52,002	4,697,010
North Middle	4,082,183	2,034	4,084,217
West Middle	4,996,671	(11,177)	4,985,494
Central High	9,490,594	49,048	9,539,642
Northern High	8,620,471	114,018	8,734,489
Academically Gifted and Talented	254,092	(18,638)	235,454
Auditorium Management	152,509	0	152,509
Childcare and Preschool Program	2,565,812	(82,767)	2,483,045
Community High School Program	1,462,267	14,087	1,476,354
Education for Employment	736,620	11,647	748,267
Education for the Arts	94,540	(856)	93,684
Great Start Readiness Program	472,126	8,451	480,577
High School Athletics	1,354,576	249,575	1,604,151
Homebound Services	14,567	56	14,623
Instructional Services Administration	827,705	28,985	856,690
Middle School Athletics	272,814	25,391	298,205
Non-Public Schools- Shared Time Program	753,088	21,793	774,881
Technology and Student Information Systems			
Media Services	176,639	(6,480)	170,159
Technology Services	2,300,962	124,074	2,425,036
Special Education Services			
Special Education Program	9,154,025	105,811	9,259,836
At Risk Grant	1,679,054	102,114	1,781,168
Title 1 Grant	763,276	216,057	979,333
Title 2 Grant	213,348	176,980	390,328
Curriculum and Professional Development			
Curriculum Development	968,130	(827)	967,303
Professional Development	205,431	62,453	267,884
Other Grants	352,544	134,985	487,529
Operations			
Budget and Finance	1,190,562	36,275	1,226,837
Central Services	98,121	5,001	103,122
Maintenance and Operations	4,990,728	190,243	5,180,971
Transportation	3,497,235	(67,352)	3,429,883
Community Relations			
Communications	286,487	(17,882)	268,605
Community Enrichment Program	366,608	12,303	378,911
Human Resources	519,628	39,636	559,264
Administration	764,837	45,116	809,953
TOTAL EXPENDITURES	<u>\$ 95,582,225</u>	<u>\$ 1,754,823</u>	<u>\$ 97,337,048</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ (243,283)</u>	<u>\$ (455,878)</u>	<u>\$ (699,161)</u>

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT FUND APPROPRIATIONS AMENDMENT #1 RESOLUTION 2018/19**

Be it resolved that this shall be the Debt Retirement Fund appropriations for Portage Public Schools for the fiscal year 2018/19. A resolution to make appropriations; to provide for the expenditure or appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for fiscal year 2018/19 is as follows:

	Actual 2017/18	Adopted 2018/19	Amendment #1 2018/19
BEGINNING FUND BALANCE, JULY 1 (estimate)	\$1,740,543	\$1,418,765	\$1,510,423
REVENUES			
Local Property Taxes (6.85 mills for all years)	15,276,186	15,452,657	15,742,340
Payment in lieu of Personal Property Taxes-State Sources	886,922	947,789	1,064,256
Incoming Transfer from 2008/2009 Debt Retirement Fund	295,940	-	76,000
Industrial Facilities Tax	81,349	85,000	220,874
Pilot payment in lieu of tax	60,920	30,000	30,000
Other Tax Revenues	5,272	10,000	10,000
Interest Income - Investments	16,224	16,500	18,000
Interest on Delinquent Taxes	12,488	7,500	6,500
TOTAL REVENUES	16,635,301	16,549,446	17,167,970
TOTAL AVAILABLE TO APPROPRIATE	\$18,375,844	\$17,968,211	\$18,678,393

*In compliance with Section 16 of the Uniform Budget and Accounting Act, this is a levy of 6.85 mills on all property classifications.

Be it further resolved, that \$16,392,791 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES			
Principal Payments	9,160,000	9,415,000	9,415,000
Interest Payments	7,396,799	6,891,790	6,891,791
Outgoing Transfer to 2016 Debt Retirement Fund	295,940	-	76,000
Fees	1,150	1,500	1,000
Tax Refunds	11,532	15,000	9,000
TOTAL EXPENDITURES	16,865,421	16,323,290	16,392,791
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(230,120)	226,156	775,179
ENDING FUND BALANCE, JUNE 30 (estimate)	\$1,510,423	\$1,644,921	\$2,285,602

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND AMENDMENT #1 APPROPRIATIONS RESOLUTION 2018/19

Be it resolved that this shall be the Building and Site Sinking Fund appropriations for Portage Public Schools for the fiscal year 2018/19. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all revenues received by Portage Public Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for fiscal year 2018/19 is as follows:

	SY 2017/18 Actual	SY 2018/19 Adopted	SY 2018/19 Amendment #1
Beginning Fund Balance, July 1 (estimate)	\$ 2,034,909	\$ 2,702,334	2,702,334
Revenues			
Tax Levy at .5000 mills for all years	1,114,837	1,144,318	1,147,839
Payment in Lieu of Personal Property Tax from State Sources	91,650	92,000	100,483
Industrial Facilities Tax	5,938	7,000	16,122
Interest Income	4,814	4,000	4,607
Interest on Delinquent Taxes	957	1,000	736
Payment in Lieu of Taxes	4,447	2,200	2,200
Collection of Prior Year Taxes	696	500	23
Total Revenues	1,223,339	1,251,018	1,272,009
Total Available to Appropriate	3,258,248	3,953,352	3,974,344

***In accordance with section 16 of the Uniform Budgeting and Accounting Act, this is a levy of .5000 mills on all property classifications.**

Be it further resolved, that \$707,901 of the total available to appropriate is appropriated in the amounts and for the purposes set forth below:

Expenditures:

Major Projects:

Asphalt Projects:			
North Middle School	12,868	-	-
Haverhill (Bus loop and North lot)	-	50,000	-
Major Roofing Projects:			
CEC	-	100,000	-
CEL Café	-	-	641
HVAC			
PCEC	-	-	81,700
Bus Garage additional parking/drainage	5,410	140,000	1,444
Tennis Court Repairs (WMS/NHS/CHS)	25,562	-	33,542
NHS Shop Lighting Project	58,450	-	-
NHS Handrail Replacement	87,490	-	6,000
CHS Band Tower Concrete Platform	16,779	-	1,000
NHS Band Tower Concrete Platform	16,779	-	1,196
WOD Playground	-	-	41,779
PCEC Playground	82,696	10,000	-
Central EI Fire Alarm Replacement	14,675	45,000	64,093
Total Major Projects	320,708	345,000	231,394
On-Going Projects			
Roof Repair	21,877	31,500	9,212
Glass	6,512	10,500	7,145
Fencing	10,468	10,500	-

	SY 2017/18 Actual	SY 2018/19 Adopted	SY 2018/19 Amendment #1
Sidewalk Concrete Repair	2,568	31,500	1,759
Casework	6,061	10,500	1,862
Asbestos Abatement	6,005	21,000	8,300
Asphalt Repair (AMB,HAV, LCE, WOD, CEL, NMS,CMS, NHS, GEC, ZMT)	23,319	31,500	339,963
Toilet Partition Replacement	-	10,500	-
Carpet Replacement	12,463	16,000	-
District Mechanical	79,732	85,000	29,580
District Electrical	11,253	36,750	8,800
Total On-Going Projects	180,258	295,250	406,621
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	10,000	51,481
Other Projects:			
Grounds replacement-playgrounds	45,943	35,000	3,000
Built-in Water Cooler Systems	8,200	-	-
Drinking Fountains	-	10,000	-
Building Requested Capital Outlay:			
Carpeting	-	100,000	14,341
Total Other Projects	54,143	145,000	17,341
Tax refunds	805	4,000	1,063
Total Expenditures	555,914	799,250	707,901
Projected Revenues Over Expenditures	667,425	451,768	564,109
Ending Fund Balance, June 30	\$ 2,702,334	\$ 3,154,102	3,266,443

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND APPROPRIATIONS RESOLUTION AMENDMENT #1 2018/2019

Be it resolved that this shall be the School Service Fund appropriations for Portage Public Schools for the fiscal year 2018/2019. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2018/19 is as follows:

	<u>Food Service</u>		<u>Bookstore</u>	
	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>
Beginning Fund Balance, July 1 (Estimate)	\$431,540	\$432,461	\$ -	\$ -
REVENUES:				
Local Sources	1,554,158	1,564,300	7,000	10,000
State Sources	229,546	223,336	-	-
Federal Sources	1,357,750	1,359,499	-	-
Total Revenues and Incoming Transfers	<u>3,141,454</u>	<u>3,147,135</u>	<u>7,000</u>	<u>10,000</u>
Total Available for Appropriations	<u>3,572,994</u>	<u>3,579,596</u>	<u>7,000</u>	<u>10,000</u>

Be it further resolved that \$3,264,112 of the Food Service total and \$10,000 of the Bookstore total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:				
	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>
Food Service	2,953,000	3,064,112	-	-
Bookstore	-	-	7,000	10,000
Outgoing Transfer to General Fund for Indirect Costs	200,000	200,000	-	-
Total Expenditures and Outgoing Transfers	<u>3,153,000</u>	<u>3,264,112</u>	<u>7,000</u>	<u>10,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>(11,546)</u>	<u>(116,977)</u>	<u>0</u>	<u>0</u>
Ending Fund Balance, June 30 (Estimated)	<u>\$419,994</u>	<u>\$315,484</u>	<u>\$0</u>	<u>\$0</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page

VII. Required Action Items

2. Budget Appropriation Resolutions for 2019-20 (OP 6220 / 6230)
 - a. General Fund Budget Amendment Resolution
 - b. Debt Retirement Fund Budget Amendment Resolution
 - c. Building & Site Sinking Fund Budget Amendment Resolution
 - d. School Service Fund Budget Amendment Resolution

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education adopt the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and the School Service Funds budget for 2019-20, as presented.

(Roll call vote.)

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 18, 2019
SUBJ : Budget Resolutions for 2019/20 Fiscal Year

RECOMMENDATION

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2019/20. This action should occur at the June 24, 2019 Board meeting, after the public hearing on the budget.

BACKGROUND INFORMATION

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budgets for the 2019/20 school year.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	Actual 2017/18	Amended Budget #2 2018/19	Adopted Budget 2019/20
Total Fund Balance, Beginning of Year, July 1	9,818,905	9,049,772	8,350,611
REVENUES:			
Local Sources	25,598,882	26,822,239	26,642,024
State Sources	65,570,421	67,920,621	68,619,273
Federal Sources	1,014,174	1,485,541	1,156,445
Incoming Transfers and Other Transactions	227,864	409,486	376,313
Total Revenues and Other Transactions	<u>92,411,341</u>	<u>96,637,887</u>	<u>96,794,055</u>
Total Available to Appropriate	<u>102,230,246</u>	<u>105,687,659</u>	<u>105,144,666</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 17.7005 mills on Non-Homestead property.

Be it further resolved that \$96,794,055 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	48,532,069	50,472,249	50,793,391
Added Needs	7,531,922	8,412,369	8,543,161
Total Instruction	<u>56,063,991</u>	<u>58,884,618</u>	<u>59,336,552</u>
Supporting Services:			
Pupil	6,542,751	6,604,797	6,737,063
Instructional Staff	4,787,626	5,189,127	4,903,572
General Administration	692,148	735,952	730,258
School Administration	4,994,366	5,264,287	5,147,123
Business Services	1,106,906	1,007,042	1,026,487
Operations and Maintenance	8,122,666	8,873,719	8,489,664
Transportation	3,374,751	3,446,946	3,498,357
Central Services	2,478,527	2,498,168	2,499,698
Athletics	1,612,047	1,755,373	1,474,831
Total Supporting Services	<u>33,711,788</u>	<u>35,375,411</u>	<u>34,507,053</u>
Community Services	<u>2,780,724</u>	<u>2,801,752</u>	<u>2,764,984</u>
Other Financing Use - Debt Service	<u>623,971</u>	<u>275,267</u>	<u>185,466</u>
Total Expenditure Appropriation	<u>93,180,474</u>	<u>97,337,048</u>	<u>96,794,055</u>
Excess (Deficit) of Revenues over Expenditures	<u>(769,133)</u>	<u>(699,161)</u>	<u>0</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 9,049,772</u>	<u>\$ 8,350,611</u>	<u>\$ 8,350,611</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 ADOPTED BUDGET**

Be it further resolved that no board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**PORTAGE PUBLIC SCHOOLS
2019/20 GENERAL FUND BUDGET OVERVIEW
NON-PROGRAM REVENUES AND K-12 STATE AID CALCULATION**

	<u>Amended Budget #2 2018/19</u>	<u>Proposed Budget 2019/20</u>
REVENUES:		
From Local Sources:		
Property Tax Levy (17.8182 mills for 18/19; 17.7005 mills for 19/20)	13,912,119	14,221,478
Regional Enhancement Millage (1.5 mills)	3,086,620	3,215,516
Earnings from Investments and Deposits	21,500	21,500
Interest on Delinquent Taxes	12,000	12,000
Reimbursements from Other Funds:		
Accounting Services and Indirect Costs	200,000	200,000
Other Local Sources	81,542	63,800
From State Sources:		
Foundation Grant Allowance	55,664,899	56,693,502
Other State Categoricals/Foundation Adjustments	7,881,134	7,560,208
From Federal Sources:		
Medicaid Administrative Outreach Program	20,739	11,000
TOTAL NON PROGRAM REVENUES	<u>\$ 80,880,553</u>	<u>\$ 81,999,004</u>

Y5-12 STATE AID CALCULATION FOR 2019/20

Blended count membership (projecting flat growth)	8862
Projected Foundation Grant per pupil (based on estimated \$150 increase)	\$ 8,021
Gross Foundation Grant Guaranteed	\$ 71,082,102
Less Revenue Generated on Non-Homestead Millage, Ren Zone & Headlee Rollback	<u>14,388,600</u>
Net Foundation Grant in Recommended Budget	<u>\$ 56,693,502</u>
Y5-12, Alternative Education, and Shared-Time Program Students Foundation Grant	55,462,674
Special Education Foundation Grant	<u>1,230,828</u>
Total	<u>\$ 56,693,502</u>

PORTAGE PUBLIC SCHOOLS
2018/19 and 2019/20 GENERAL FUND BUDGET OVERVIEW
PROGRAM REVENUES and EXPENDITURES

	2018/19			2019/20		
	Program Revenues	Program Expenses	Budget 2018/19	Program Revenues	Program Expenses	Budget 2019/20
Instructional Services						
Amberly	2,285	4,089,960	4,087,675	5,305	3,961,895	3,956,590
Angling Road	2,060	2,508,434	2,506,374	1,880	2,698,346	2,696,466
Central Elementary	593	2,830,041	2,829,448	568	2,939,006	2,938,438
Haverhill	14,375	3,090,048	3,075,673	14,076	3,242,859	3,228,783
Lake Center	8,261	3,833,054	3,824,793	7,980	3,989,611	3,981,631
Moorsbridge	21,045	4,100,293	4,079,248	20,638	4,198,120	4,177,482
12th Street	0	3,899,328	3,899,328	5,993	3,921,578	3,915,585
Woodland	3,649	3,040,476	3,036,827	3,649	3,047,479	3,043,830
Great Start Readiness Program	357,720	480,577	122,857	347,160	484,441	137,281
Academically Gifted and Talented	0	235,454	235,454	0	0	0
Non-Public Schools Shared Serv	0	774,881	774,881	0	778,068	778,068
Central Middle	770	4,697,010	4,696,240	80	4,683,734	4,683,654
North Middle	0	4,084,217	4,084,217	0	4,089,366	4,089,366
West Middle	11,516	4,985,494	4,973,978	11,516	4,907,997	4,896,481
Central High	72,345	9,539,642	9,467,297	84,614	9,353,876	9,269,262
Northern High	54,396	8,734,489	8,680,093	60,582	8,547,819	8,487,237
Athletics	551,810	1,902,356	1,350,546	361,400	1,579,448	1,218,048
Education for Employment	0	748,267	748,267	0	799,374	799,374
Education for the Arts	0	93,684	93,684	0	114,702	114,702
Community High School	2,000	1,476,354	1,474,354	2,000	1,542,832	1,540,832
Childcare Program	2,752,155	2,483,045	(269,110)	2,748,155	2,480,223	(267,932)
Auditorium Management	5,505	152,509	147,004	5,000	125,141	120,141
Homebound Services	0	14,623	14,623	0	14,723	14,723
Instructional Administration	0	856,690	856,690	0	826,532	826,532
Information and Technology Systems						
Media Services	0	170,159	170,159	0	131,882	131,882
Technology Services	250,000	2,425,036	2,175,036	250,000	2,404,538	2,154,538
Library Processing	0	6,400	6,400	0	6,400	6,400
Special Education/At Risk Programs						
Special Education	6,769,721	9,259,836	2,490,115	6,388,508	9,389,519	3,001,011
At Risk Grant	1,697,544	1,781,168	83,624	1,697,544	1,918,162	220,618
Title 1	979,333	979,333	0	832,900	936,659	103,759
Curriculum, Instruction, and Assessment						
Curriculum Development	0	967,303	967,303	0	975,892	975,892
Professional Development	0	267,884	267,884	0	246,008	246,008
Other Grants	873,232	871,457	(1,775)	650,703	626,621	(24,082)
Budget and Finance						
Business Office	0	1,226,837	1,226,837	0	1,257,812	1,257,812
Central Services	0	103,122	103,122	0	101,890	101,890
Operations						
Maintenance & Operations	111,464	5,180,971	5,069,507	80,000	5,077,748	4,997,748
Transportation	853,555	3,429,883	2,576,328	852,800	3,428,707	2,575,907
Community Relations						
Communications	0	268,605	268,605	0	275,443	275,443
Community Enrichment Program	362,000	378,911	16,911	362,000	375,333	13,333
Human Resources						
	0	559,264	559,264	0	586,013	586,013
Administration						
	0	809,953	809,953	0	728,258	728,258
TOTAL EXPENDITURES	\$ 15,757,334	\$ 97,337,048	\$ 81,579,714	\$ 14,795,051	\$ 96,794,055	\$ 81,999,004
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES			\$ (699,161)			\$ -

**PORTAGE PUBLIC SCHOOLS
2019/20 GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION**

	<u>Actual 2017/18</u>	<u>Amended Budget #2 2018/19</u>	<u>Adopted Budget 2019/20</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	77,791,336	80,880,553	81,999,004	1,118,451
Program Related	14,620,005	15,757,334	14,795,051	(962,283)
Total Revenues	<u>92,411,341</u>	<u>96,637,887</u>	<u>96,794,055</u>	<u>156,168</u>
Expenditures				
Salaries	45,912,393	47,716,908	48,209,775	492,867
Fringe Benefits:				
FICA **	3,220,282	3,647,552	3,700,259	52,707
Retirement **	18,319,404	18,346,693	19,069,432	722,739
Health Insurance	7,601,434	7,891,999	8,013,815	121,816
Dental Insurance	590,169	626,088	635,403	9,315
Vision Insurance	92,644	129,271	140,127	10,856
Long-Term Disability	109,998	117,953	115,707	(2,246)
Life Insurance	22,271	31,822	31,389	(433)
Other Fringe Benefits	597,405	790,657	628,125	(162,532)
Total Fringe Benefits	<u>30,553,607</u>	<u>31,582,035</u>	<u>32,334,257</u>	<u>752,222</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	11,059,145	11,729,869	10,951,054	(778,815)
Supplies, Materials, Other	4,234,078	5,564,862	4,827,446	(737,416)
Capital Outlay	797,280	468,107	286,057	(182,050)
Debt Service	623,971	275,267	185,466	(89,801)
Total Expenditures	<u>93,180,474</u>	<u>97,337,048</u>	<u>96,794,055</u>	<u>(542,993)</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ (769,133)</u>	<u>\$ (699,161)</u>	<u>\$ -</u>	<u>\$ 699,161</u>
Total Fund Balance Information				
Fund Balance Beginning	9,818,905	9,049,772	8,350,611	
Income (Deficit) - Allocated to Unreserved	(769,133)	(699,161)	0	
Estimated Ending Fund Balance	9,049,772	8,350,611	8,350,611	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	847,564	500,000	500,000	
Estimated Ending Unassigned Fund Balance	<u>\$ 8,202,208</u>	<u>\$ 7,850,611</u>	<u>\$ 7,850,611</u>	
As a Percentage of Expenditures	8.80%	8.07%	8.11%	

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	Actual 2017/18	Amended Budget #1 2018/19	Adopted Budget 2019/20
Total Fund Balance, Beginning of Year, July 1	1,455,300	1,224,986	1,961,038
REVENUES:			
Local Property Taxes (6.85 mills for all years)	15,276,186	15,742,340	16,390,448
Payment in lieu of Personal Property Taxes-State Sources	886,922	1,064,256	813,252
Incoming Transfer from 2008/2009 Debt Retirement Fund	-	76,000	-
Industrial Facilities Tax	81,349	220,874	190,000
Pilot payment in lieu of tax	60,920	-	3,000
Other Tax Revenues	5,082	27	2,000
Interest Income - Investments	16,224	16,938	17,000
Interest on Delinquent Taxes	12,484	5,481	10,000
Total Revenues and Other Transactions	<u>16,339,167</u>	<u>17,125,916</u>	<u>17,425,700</u>
Total Available to Appropriate	<u>17,794,467</u>	<u>18,350,902</u>	<u>19,386,738</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$17,480,530 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	9,160,000	9,415,000	9,085,000
Interest Payments	7,396,799	6,891,791	8,379,530
Outgoing Transfer to the 2016 Debt Retirement Fund	-	76,000	-
Fees	1,150	725	1,000
Tax Refunds	11,532	6,348	15,000
Total Expenditures	<u>16,569,481</u>	<u>16,389,864</u>	<u>17,480,530</u>
Excess (Deficit) of Revenues over Expenditures	<u>(230,314)</u>	<u>736,052</u>	<u>(54,830)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 1,224,986</u>	<u>\$ 1,961,038</u>	<u>\$ 1,906,208</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	<u>Actual 2017/18</u>	<u>Amended Budget #1 2018/19</u>	<u>Adopted Budget 2019/20</u>
Total Fund Balance, Beginning of Year, July 1	2,034,909	2,702,334	3,266,443
REVENUES:			
Tax Levy at .5000 mills for all years	1,114,837	1,147,839	1,170,796
Payment in Lieu of Personal Property Tax from State Sources	91,650	100,483	92,000
Industrial Facilities Tax	5,938	16,122	7,000
Interest Income	4,814	4,607	4,000
Interest on Delinquent Taxes	957	736	1,000
Payment in Lieu of Taxes	4,447	2,200	2,200
Collection of Prior Year Taxes	696	23	500
Total Revenues and Other Transactions	<u>1,223,339</u>	<u>1,272,009</u>	<u>1,277,496</u>
Total Available to Appropriate	<u>3,258,248</u>	<u>3,974,344</u>	<u>4,543,938</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .5000 mills on all property classifications.

Be it further resolved that \$819,250 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Major Projects:

Asphalt Projects:			
North Middle School	12,868	-	-
Major Roofing Projects:			
CEC	-	-	100,000
CEL Café	-	641	20,000
HVAC			
PCEC	-	81,700	-
Bus Garage additional parking/drainage	5,410	1,444	-
Tennis Court Repairs (WMS/NHS/CHS)	25,562	33,542	-
NHS Shop Lighting Project	58,450	-	-
NHS Handrail Replacement	87,490	6,000	-
NHS Basketball Frame Replacement	-	-	18,000
CHS Band Tower Concrete Platform	16,779	1,000	-
NHS Band Tower Concrete Platform	16,779	1,196	-
CEL Canopy	-	-	75,000
MBE Playground	-	-	100,000
WOD Playground	-	41,779	-
PCEC Playground	82,696	-	-
PCEC LED Lighting	-	-	10,000
PCEC Locker Restoration	-	-	12,000
Lockers for 12th & LCE	-	-	30,000
Central EI Fire Alarm Replacement	14,675	64,093	-
Total Major Projects	<u>320,708</u>	<u>231,394</u>	<u>365,000</u>

	Actual 2017/18	Amended Budget #1 2018/19	Adopted Budget 2019/20
On-Going Projects			
Roof Repair	21,877	9,212	31,500
Glass	6,512	7,145	10,500
Fencing	10,468	-	10,500
Sidewalk Concrete Repair	2,568	1,759	31,500
Casework	6,061	1,862	10,500
Asbestos Abatement	6,005	8,300	21,000
Asphalt Repair	23,319	339,963	31,500
Toilet Partition Replacement	-	-	10,500
Carpet Replacement	12,463	-	16,000
District Mechanical	79,732	29,580	85,000
District Electrical	11,253	8,800	36,750
Total On-Going Projects	180,258	406,621	295,250
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	51,481	10,000
Other Projects			
Grounds replacement-playgrounds	45,943	3,000	35,000
Built-in Water Cooler Systems	8,200	-	-
Drinking Fountains	-	-	10,000
Building Requested Capital Outlay:	-	-	0
Carpeting	-	14,341	100,000
Total Other Projects	54,143	17,341	145,000
Tax refunds	805	1,064	4,000
Total Expenditures	555,914	707,901	819,250
Excess (Deficit) of Revenues over Expenditures	667,425	564,108	458,246
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u><u>\$2,702,334</u></u>	<u><u>\$3,266,443</u></u>	<u><u>\$3,724,688</u></u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	Food Service		Bookstore		School Activities	
	Amendment #1 2018/2019	Adopted 2019/20	Amendment #1 2018/2019	Adopted 2019/20	Amendment #1 2018/19	Adopted 2019/20
Total Fund Balance, Beginning of Year, July 1	432,461	315,484	-	-	-	-
REVENUES:						
Local Sources	1,564,300	1,622,700	10,000	10,000	-	1,099,000
State Sources	223,336	236,322	-	-	-	-
Federal Sources	1,359,499	1,462,499	-	-	-	-
Total Revenues and Other Transactions	3,147,135	3,321,521	10,000	10,000	0	1,099,000
Total Available to Appropriate	3,579,596	3,637,005	10,000	10,000	0	1,099,000

Be it further resolved that \$3,357,205 of the Food Service total, \$10,000 of the Bookstore total and \$1,099,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

	Food Service		Bookstore		School Activities	
	Amendment #1 2018/2019	Adopted 2019/20	Amendment #1 2018/2019	Adopted 2019/20	Amendment #1 2018/19	Adopted 2019/20
EXPENDITURES:						
Food Service	3,064,112	3,157,205	-	-	-	-
Bookstore	-	-	10,000	10,000	-	-
Student Activities	-	-	-	-	-	1,099,000
Outgoing Transfer to General Fund for Indirect Costs	200,000	200,000	-	-	-	-
Total Expenditures and Outgoing Transfers	3,264,112	3,357,205	10,000	10,000	0	1,099,000
Excess (Deficit) of Revenues over Expenditures	(116,977)	(35,684)	0	0	0	0
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 315,484	\$ 279,800	\$ -	\$ -	\$ -	\$ -

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to the appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page

VII. Required Action Items

3. Resolution to Set 2019 Tax Rates (MCL 380.1611)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education adopt the resolution, which sets tax rates for both summer and winter levies, as presented.

(Roll call vote.)



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 19, 2019
SUBJ : Resolution to Set 2019 Tax Rates

RECOMMENDATION

That the Board of Education adopt the attached resolution which sets tax rates for both summer and winter levies.

BACKGROUND INFORMATION

The attached resolution sets the tax millage rates for our 2019/20 fiscal year for the General Fund (operating), Debt Retirement Fund, and Building & Site Sinking Fund as called for in our budget appropriation acts.

You will notice that this resolution continues a 100% summer tax collection for General, Debt Retirement, and Building and Site Sinking Fund millages in the City of Portage. A summer tax collection program, where available and cost effective, is extremely critical to our operating cash flow. Our studies indicate that the District would have to borrow funds if we did not have a summer tax collection program in the City of Portage.

Related to the City of Kalamazoo and Pavilion and Texas Townships, the administration is recommending that we collect all of our taxes during the winter levy. Due to the small amount of non-homestead property in these units, and the collection expenses we would pay for summer tax collection, we were unable to reach an agreement with these entities.

The County-wide Enhancement Millage that was renewed by the voters in May, 2017, and the Special Education Millage that was increased by voters in the May, 2015 election, will be levied by K/RESA and distributed to each local school district in Kalamazoo County.

Please let me know if you have any questions regarding this recommendation.

**RESOLUTION TO SET 2019 TAX RATES
FOR SUMMER AND WINTER TAXES**

Portage Public Schools

Be it resolved that millage rates for the Portage Public School District, Kalamazoo County District #45, be set as follows for the 2019/20 fiscal year, and that the Board of Education President and Secretary be authorized to certify the following rates:

City of Portage

In Mills

	<u>2019 Summer Tax Rate</u>	<u>2019 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	17.7005	0	17.7005
Building & Site Sinking	0.5000	0	0.5000
Debt Retirement	<u>6.8500</u>	<u>0</u>	<u>6.8500</u>
 Total School Tax Rate	 <u>25.0505</u>	 <u>0</u>	 <u>25.0505</u>

City of Kalamazoo, Pavilion Township, Texas Township

In Mills

	<u>2019 Summer Tax Rate</u>	<u>2019 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	0	17.7005	17.7005
Building & Site Sinking	0	0.5000	0.5000
Debt Retirement	<u>0</u>	<u>6.8500</u>	<u>6.8500</u>
 Total School Tax Rate	 <u>0</u>	 <u>25.0505</u>	 <u>25.0505</u>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page


VIII. Action Items

1. Approve Administrator Contracts (EL 2.5)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2021, and with additional compensation in the aggregate, as approved by the Board as part of the 2019-20 budget, as presented.

Mark T. Bielang
Superintendent
Phone: 269.323.5147
fax: 269.323.5149
mbielang@portageps.org

To: Board of Education
From: Mark T. Bielang 
RE: Administrative Contracts
Date: June 24, 2019

RECOMMENDATION

It is recommended that the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2021, and with additional compensation in the aggregate, as approved by the Board as part of the 2019/2020 budget, for the following individuals:

ALBURTUS	ERIC	High School Principal	PORTAGE CENTRAL HIGH SCHOOL
BENEDICT-KIRSHMAN	LORI	Elementary Principal	MOORSBRIDGE ELEMENTARY SCHOOL
BLASINGAME	DARRYL	Elementary Principal	12TH STREET ELEMENTARY
COLMAN	NICOLE	Special Education Supervisor	PORTAGE PUBLIC SCHOOLS ADMIN
DOERFLER	KEVIN	Assistant Middle School Principal	PORTAGE WEST MIDDLE SCHOOL
FRENCH	JAMES	High School Principal	PORTAGE NORTHERN HIGH SCHOOL
FRINK	JASON	Assistant High School Principal	PORTAGE CENTRAL HIGH SCHOOL
FUEHR	ANDREW	Elementary Principal	AMBERLY ELEMENTARY SCHOOL
GALIN	BRADLEY	Director - Human Resources	PORTAGE PUBLIC SCHOOLS ADMIN
GORDON	ANNE	Special Education Supervisor	PORTAGE PUBLIC SCHOOLS ADMIN
HAMILTON	JEFFREY	Middle School Principal	PORTAGE CENTRAL MIDDLE SCHOOL
HARTMAN	ELIZABETH	Director - Elem. Instruction	PORTAGE PUBLIC SCHOOLS ADMIN
HERRON	RONALD	Asst Supt - Non-Instructional	PORTAGE PUBLIC SCHOOLS ADMIN
HINGA	KELLY	Assistant High School Principal	PORTAGE NORTHERN HIGH SCHOOL
HUBER	MICHAEL	Director - Curriculum	PORTAGE PUBLIC SCHOOLS ADMIN
JENSENIUS	KELLY	Elementary Principal	LAKE CENTER ELEMENTARY SCHOOL
JOHNSON	PAULA	Director - Finance	PORTAGE PUBLIC SCHOOLS ADMIN
LEDLOW	NATHAN	Assistant High School Principal	PORTAGE NORTHERN HIGH SCHOOL
MATTSON-GEARHART	JEANINE	Director - Special Ed/At Risk	PORTAGE PUBLIC SCHOOLS ADMIN
MCCARREN	EFTHIMIA	Elementary Principal	WOODLAND ELEMENTARY SCHOOL
MEDD	CRAIG	Assistant Middle School Principal	PORTAGE NORTH MIDDLE SCHOOL
MESSENGER	JASON	Middle School Principal	PORTAGE WEST MIDDLE SCHOOL
PASCOE	MICHAEL	Asst Superintendent - Instructional	PORTAGE PUBLIC SCHOOLS ADMIN
RIKER	CHRISTOPHER	Athletic Director	PORTAGE NORTHERN HIGH SCHOOL
THOMSEN	TRAVIS	Middle School Principal	PORTAGE NORTH MIDDLE SCHOOL

VOMASTEK	DANIEL	Director - Information & Technology	PORTAGE PUBLIC SCHOOLS ADMIN
WAGENAAR	SARA	Elementary Principal	CENTRAL ELEMENTARY SCHOOL
WAGNER	CLINTON	Community HS Director	PORTAGE COMMUNITY HIGH SCHOOL
WALKER	JUSTIN	Assistant Middle School Principal	PORTAGE CENTRAL MIDDLE SCHOOL
WALLACE	JOSEPH	Athletic Director	PORTAGE CENTRAL HIGH SCHOOL
YANKOVICH	HEATHER	Elementary Principal	ANGLING ROAD ELEMENTARY SCHOOL
ZONTS	JEREMY	Elementary Principal	HAVERHILL ELEMENTARY SCHOOL

BACKGROUND

Policy 2.5.11, Financial Condition and Activities, indicates that the Superintendent “shall not make any adjustment to the salary or length of any Administrator contract without prior approval by the Board of Education of these parameters for the Administrative group in total.”

Additionally, Policy 2.5.7 prohibits the Superintendent from contracting for “...equipment, goods, or services in excess of \$100,000.” Therefore, Administrators with a contracted annual salary greater than \$100,000 are shown in ***bold italics***.

The contracts of the Administrators listed above are due to expire on either June 30, 2019 (for those administrators finishing their first year in an administrator role in the District) or June 30, 2020. My recommendation is to extend these contracts through June 30, 2021, essentially providing the Administrators with a two-year contract.

All of the Administrators listed above are currently employed by the District. An initial one (1) year contract for the following Administrator was previously approved by the Board and is not part of this recommendation:

1. Tama Salisbury Assistant Principal – Central High School

Regarding salary for the group* in total: The 2019/2020 board-approved budget includes an increase to the aggregate which amounts to approximately \$56,000 or 1.59 percent over the previous year. This increase is made up entirely of a step increase for the 21 administrators eligible for a step. 11 administrators on the list are at the top of the salary schedule and are not eligible for a step increase. There is not a percentage increase to the 2019/2020 salary schedule. There have been no new or additional benefit programs added to any of the contracts.

*Note: This group includes only those individuals who remain in the same position they held during the 2018/19 school year.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

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VIII. Action Items

2. 2019 Retiree Proclamation

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the 2019 Retiree Proclamation, as presented.



**PROCLAMATION
RECOGNITION AND COMMENDATION
FOR RETIRING EMPLOYEE**

WHEREAS, the following certified and classified employee has announced her intention to retire from Portage Public Schools, namely,

Kim Lummis; and

WHEREAS, this retiree has faithfully served and supported the students and staff of this community; and

WHEREAS, this retiree supported great teaching and learning in classrooms throughout our District; and

WHEREAS, this retiree took phone calls or answered e-mail at all hours of the day; and

WHEREAS, appropriate recognition of this dedicated and devoted service shall come to the attention of the entire community.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Portage Public Schools takes great pleasure in recognizing the contributions of this individual, and expresses its sincere gratitude for her contributions to Portage Public Schools, and further wishes her healthy, happy and rewarding retirement.

Proclaimed this 24th day of June, 2019
Portage Public Schools Board Of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

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IX. Discussion Item

1. Field Naming Recommendation (OP 7250)

June 24, 2019



Mark T. Bielang
Superintendent
Phone: 269.323.5147
fax: 269.323.5149
mbielang@portageps.org

TO: Board of Education
FROM: Mark T. Bielang, Superintendent
DATE: June 19, 2019
RE: Field Naming

RECOMMENDATION:

That the Board of Education accept the recommendation to name the soccer field at Central High School "Mustang Field."

BACKGROUND:

The attached memo provides the background detail.



Portage Central Athletic Department

8135 S. Westnedge Ave.
Phone: 269-323-5361

Portage, MI 49002
Fax: 269-323-5360

Joe Wallace - AD
jwallace@portageps.org

Memo

To: Mr. Mark Bielang – Superintendent of Schools – Portage Public Schools

From: Joe Wallace – Athletic Director of Portage Central High School

Date: June 18, 2019

Re: Naming of New Athletic Event Facility @ Portage Central – Mustang Field

As we move back into our new and amazing facilities across South Westnedge Ave. this fall, we would like to formally name and identify both of our new athletic event facilities.

Currently, we have a name for our new stadium – McCamley Field. This name is centered in the tradition of the stadium that stood in its place for decades. It brings tremendous pride to our community.

We now have an equally impressive and improved athletic event facility adjacent to McCamley. It has been the home of Portage Central Soccer for decades, but has never had a formal name. At this time, we would like to formally recognize this facility with its own identity – **Mustang Field**.

We have had discussions here within our athletic department staff and administrative staff that lead us to believe that Mustang Field is the right and appropriate name for the new facility.

1. Our mascot is the Mustang. It is the identity of our Portage Central student-athletes.
2. Our new facility is a multi-purpose athletic event facility that will host not only soccer competitions, but lacrosse competitions, and many other outdoor team practices. From Marching Band to Baseball, it will be utilized by many students at Portage Central. We need a name that covers all of Portage Central and doesn't speak to any specific sport/activity.
3. The name Mustang Field parallels its sister facility at Portage Northern High School – Huskie Field.
4. Having a formal identity allows us to create specific and easily understandable wayfinding and signage.

Additionally, I have reached out to school and community organizations to garner support for the naming of Mustang Field. From the PC Girls and Boys Soccer Booster Club, to the Mustang Alumni Association, to the Portage Soccer Club, I've received positive support for the formal naming.

As we move into the Fall Season of 2019, we would love to have a dedication for this amazing facility on Tuesday, Sept. 3rd when we hold our first athletic event played on the new surface - Boys Soccer vs. Kalamazoo Central. As we look to promote that great event, we would love to have the ability to promote it using what we feel is its true and exciting formal name – **Mustang Field**.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – SPECIAL MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 5:00 P.M.**

Note Page

X. Closed Session

1. Discuss Collective Bargaining Negotiations / Strategies

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education move in to closed session for the purpose of discussing collective bargaining negotiations / strategies, as allowed under the Open Meetings Act, Section 8(c).

(Roll call vote.)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education return to open session.

(Roll call vote.)

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136
JUNE 24, 2019, 6:30 P.M.**

Note Page

XI. Post-Closed Action

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education

_____.