

**PORTAGE PUBLIC SCHOOLS
 BOARD OF EDUCATION
 COMMITTEE OF THE WHOLE / WORK SESSION
 PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
 PORTAGE, MI 49002
 FEBRUARY 10, 2020, 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.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
II. REVISIONS/APPROVAL OF AGENDA	2
III. REPORTS - None	
IV. BOARD EDUCATION - None	
V. COMMENTS OR COMMUNICATIONS	3
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
VI. CONSENT AGENDA - None	
VII. ASSURANCE OF DISTRICT PERFORMANCE	
1. MONITORING REPORT 1.4, ENDS (GP 4.4)	4
2. MONITORING REPORT 2.4, FINANCIAL PLANNING-BUDGET (GP 4.4)	16
VIII. REQUIRED ACTION ITEMS - None	
IX. ACTION ITEMS	
1. CMS MEDIA CENTER SHELVING (OP 6320)	23
2. CHS TRACK EQUIPMENT (OP 6320)	25
X. DISCUSSION ITEMS	
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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 10, 2020, 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 – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 10, 2020, 6:30 P.M.**

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VII. Assurance of District Performance

1. Monitoring Report 1.4, Ends Policy (GP 4.4)

Recommended Motion:


Motion offered by _____, seconded by _____, that the Board of Education accept as presented the Monitoring Report on 1.4, Ends Policy, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Ends
Policy Title: Ends Policy 1.4

Certification

I hereby present my monitoring report on Ends Policy 1.4 in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of February 5, 2020.



Signature

February 5, 2020

Date

Note, the Responsible Citizen data has been expanded to include “student attendance” to allow better alignment with the Superintendent Evaluation requirements.

Monitoring Report

Page -2-

Policy Type: Ends

Policy Title: Ends Policy 1.4

1.4 POLICY LANGUAGE

Students are ethically aware and culturally sensitive to prepare them to be responsible citizens.

Interpretation

I interpret “students are ethically aware” to mean that the District assists students in developing the ability to discern right from wrong.

I interpret “students are culturally sensitive” to mean that students have an awareness of and respect for cultural backgrounds other than their own.

I interpret “responsible citizens” to mean those who refrain from behaviors and activities that are illegal or in violation of state laws and school policies/rules. Responsible citizens also participate in volunteer activities that enhance the quality of life in a community.

My interpretation remains unchanged from last year.

Report

Ethical Awareness

The District provides and incorporates a number of activities, events and practices to help students develop the ability to discern right from wrong for themselves and their larger school community.

Behavioral expectations are clearly outlined in student handbooks at all levels. Expectations are regularly discussed and clarified in the classroom, at assemblies and through one-on-one and small-group meetings.

A District-wide positive behavior support system is in place, which focuses on and teaches kindness, respect, responsibility and safety. All conversations around expectations and discipline spring from this foundation identified by various names (SAIL, CREW, PBIS, BE-NICE, etc.).

Administrators strive to provide swift, immediate and personalized interventions for students who struggle to follow school rules and otherwise detract from the learning environment for themselves or their peers. The focus is less on consequences and more on prevention, re-teaching, behavior modification, and restorative practices.

The District employs two School Resource Officers who play a key role in building relationships with students and serving as a visible presence that ethical behavior is an expectation by the community.

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.4

Essential life skills that promote responsible behavior are embedded in various parts of our K-12 curriculum. District sixth graders participate in Family and Consumer Science (FACS); an exploratory course that introduces a wide variety of essential life skills which helps students with ethical awareness as well as cultural sensitivity.

Some of the events and activities held around the District that promote ethical awareness include:

- Participation in the Michigan Cyber Safety Initiative Program
- Voter registration drives
- Michigan Blood Drives
- Breadlift
- Link Crew
- Canned food drives
- Moose Club
- Winter coat drives
- Service through the International Baccalaureate Programme
- Service through National Honor Society and other organizations
- Day of Kindness activities
- Study Tables
- Volunteer Coordination
- Mix-it-up Days
- Various anti-bullying assemblies and activities
- PC Ambassadors
- Middle School WEB (Where Everyone Belongs) Transition Program
- Be the Change activities
- Day of Facts: International Human Rights Day Activities
- Dangers of social media educational events
- School-sponsored events that promote empathy and foster a desire to actively assist others in the community
- On-line Digital Citizenship Classes
- S.A.V.E. – Students Against Violence Everywhere. This is a new initiative at Northern High, a weeklong effort at the beginning of the second semester to encourage positive behaviors all year long.

Cultural Sensitivity

The District supports a number of activities and events and incorporates several practices to help students become culturally sensitive.

Among these are:

- Embedded in the English Language Arts, Social Studies, Music and Art Curricula are many lessons and activities that help students recognize cultural diversity and to practice acceptance of all people. Of particular note is the nine-week middle school elective called Cultural Studies. Students study the cultures of five ethnic groups to develop a deeper understanding of Native Americans, African Americans, Hispanic Americans, Asian Americans and Middle-Eastern Americans.
- Textbooks, novels and other instructional materials are selected with cultural sensitivity in mind.
- International Human Rights Day: Day of Facts sponsored by the DREAMS Club WMS.
- Various World Languages are offered to students along with clubs to support deeper understanding of the culture these languages represent. Travel to other countries is commonplace in the District.
- The Great Start Readiness Program sponsors a “Family Diversity Night,” where families share traditions from their culture.
- The PTO at Moorsbridge held a Cultural Carnival that combined carnival games with booths that promoted cultural activities.
- Many of our classroom teachers offer time to parents/volunteers to teach family traditions to students.
- The District annually hosts several foreign exchange students representing a number of different countries. Additionally, we annually host students from our IB (International Baccalaureate) Sister School in Denmark.
- Many of our buildings/teachers create activities to support diversity awareness during designated holidays/months such as Hispanic Heritage Month, Dr. Martin Luther King Jr., Day, The Holocaust Remembrance Day, Black History Month, Women’s History Month, etc.
- Several of our buildings host KRESA off-site programs from which students learn more about with students in programs such as ASD and Deaf Education.
- CommuniTEEN provides an excellent vehicle to explore a variety of topics that relate to cultural diversity. The selected works and authors bring a wide variety of perspectives to PPS, which prompts dialogue between students, staff and community.
- At West Middle School, world religion presentations on Judaism, Hinduism, Buddhism, Christianity and Islam are given. Social Studies staff have practitioners of these religious traditions speak to the seventh grade students about the tenants of each practice, common assumptions, misconceptions and myths about them.
- Our Art Club and Comic Book clubs are working with students to better communicate stories and social/cultural issues through the medium of the arts.

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.4

The District continues to hold various events and activities on Martin Luther King Jr. Day and during Black History Month . . . (Please note that this list is not a comprehensive list of all the activities taking place across the District.)

Throughout the District, various age-appropriate activities are held in conjunction with MLK Day. At the elementary level, teachers incorporate textbooks and other reading materials to promote thinking and discussion; video clips of Dr. King's speeches are used to facilitate discussion; hallway and classroom displays depict projects growing out of the work of Dr. King; music teachers utilize vocal selections written to honor Dr. King. Many, if not most, of these activities occur over an extended period of time.

At the secondary level speakers come in to talk about Dr. King, civil rights, current movements, etc.; students display projects about noteworthy African-Americans (brochures, posters, compositions, Hall of Fame posters).

Students do reflective writing about Dr. King's contributions to society; books and other related resources are on display in our media centers; videos and other media resources are used to spark classroom discussion; many of our classes have embedded in them research, units, discussion, etc., throughout the year that focus on issues related to diversity, civil rights, and social justice; and of course Portage Northern High School holds a Black History Month celebration which is run by students incorporating an all-school assembly.

WMS has several interactive activities: Reflection Points (Mirrors & Windows) throughout the school which allows students to interact with the social/cultural aspects of being a person of color, a field trip to the Underground Railroad House in Schoolcraft, after school culture activities – Step Dancing, The Green Book, sale of BHM t-shirts with historical and relevant facts, and a kick-off speaker (Anthony Tyus) addressing the themes of GRIT, Resilience and Perseverance.

Also included in this report is a graphic representation of diversity in our schools and workforce. This is provided as information only. As a District, we continue to look more closely at this information and how it impacts teaching and learning.

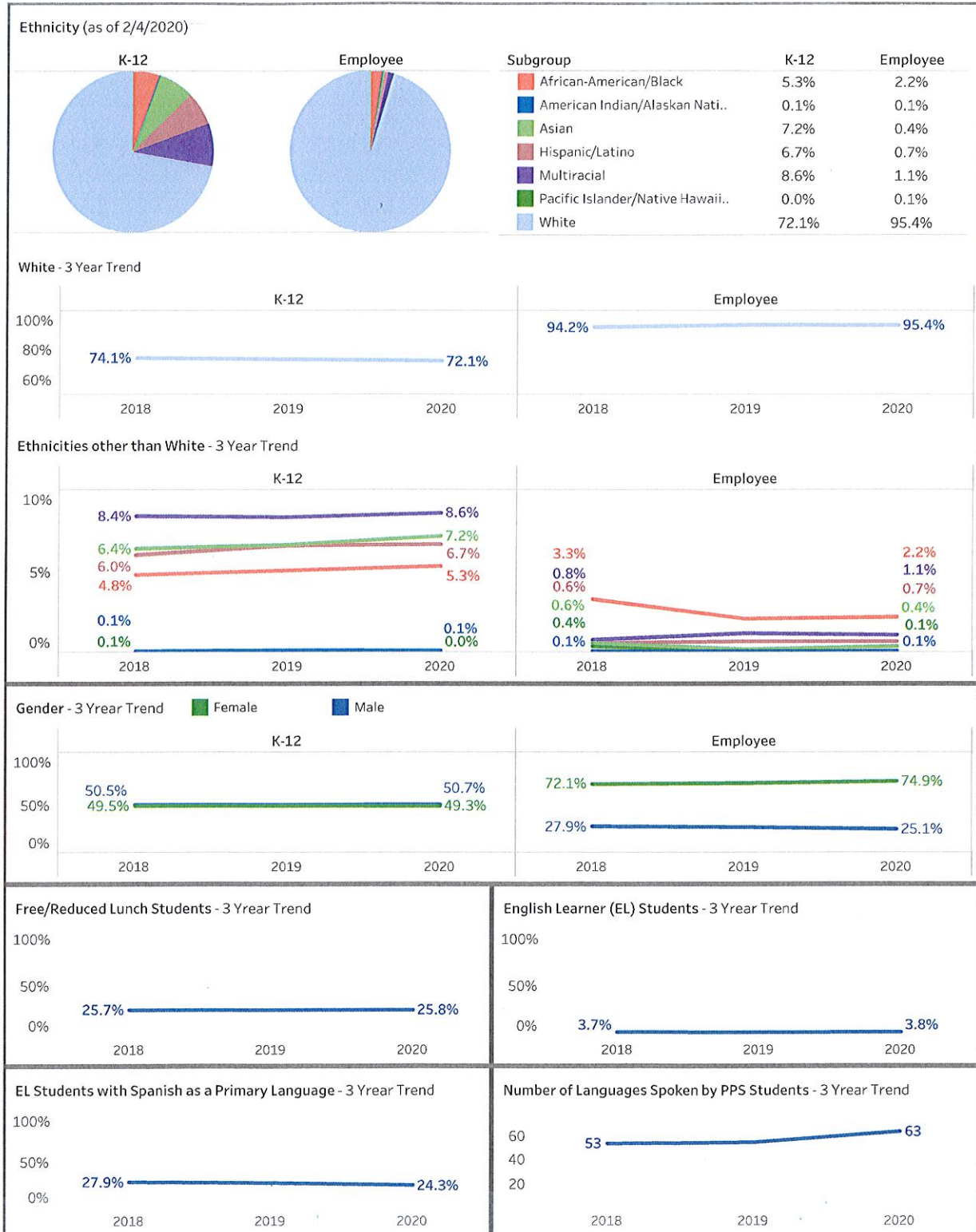
Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.4

Diversity in our Schools and Workforce



Responsible Citizens

As reported in Policy Monitoring Report 1.5 (sub-section B3), students at all grade levels are provided with many opportunities to serve others. Students perform service activities individually, through self-organizing groups, through clubs and organizations and through classroom and school-wide efforts. The District does not track student volunteer activities or time spent on those activities. The exception to this is that through our International Baccalaureate Programme students have a required service component, and we know that approximately 90 seniors are enrolled in the program annually.

Responsible citizens register to vote and participate in the democratic process. The District provides on-site opportunities for all students who turn 18 to register to vote. We do not track how many of our 18 year-old students register.

The District collects and provides student discipline data to the Center for Educational Performance and Information (CEPI) on an annual basis. Some of this data are used to judge responsibility levels of our student body.

The following data fields are being used to track responsible citizenship:

- Truancy - A student is considered truant when he or she has accumulated 10 or more full days of unexcused absences in any given school year.
- Physical Assaults - A physical assault means intentionally causing physical harm to another through force or violence (as defined by Michigan Law) on school property or at a school-sponsored event.
- Illegal Possession - Illegal possession is the illegal use, possession or sale of a controlled substance, prescription drug or narcotic (as defined by Michigan Law) on school property or at a school-sponsored event.
- Larceny - An incident of larceny (theft) is one that occurs on school property or at a school-sponsored event and is in excess of \$100 or consists of numerous events of minor theft of less than \$100.
- Student Attendance – The average daily attendance rate for all students K-12. This figure is calculated by looking at the possible class periods a student was scheduled for versus how many they attended. Excluded are those absences waived by the District (long-term illness, college visits, etc.) Note, individual students who reach certain benchmark absences are referred into our MTSS/PBIS process to receive appropriate assistance. When necessary, referrals are made to the truancy office at KRESA (Kalamazoo Regional Educational Service Agency). Unexcused absences are reported to parents/guardians via a phone call on a daily basis. Also, parents/guardians have access to their child's attendance record through Skyward, 24/7.

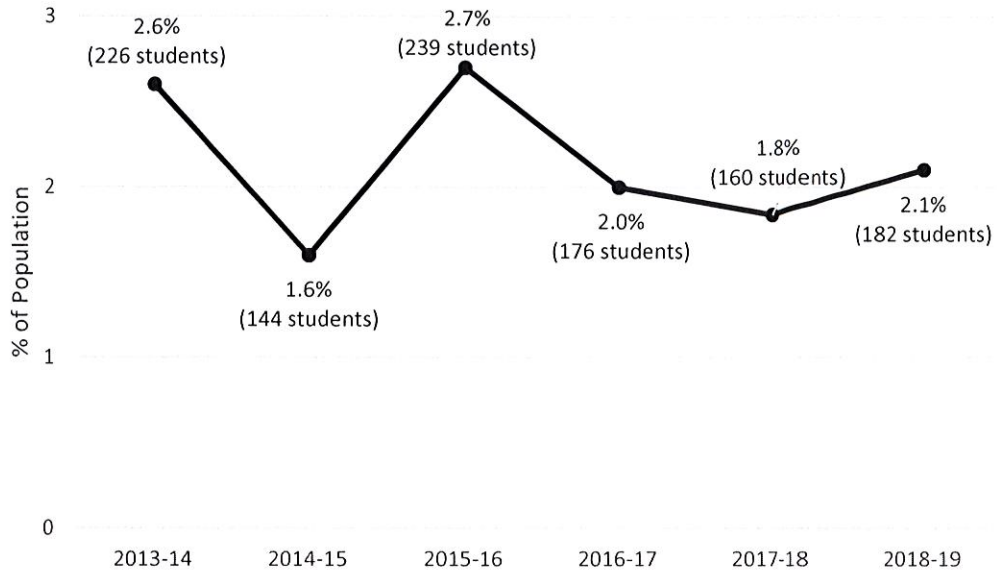
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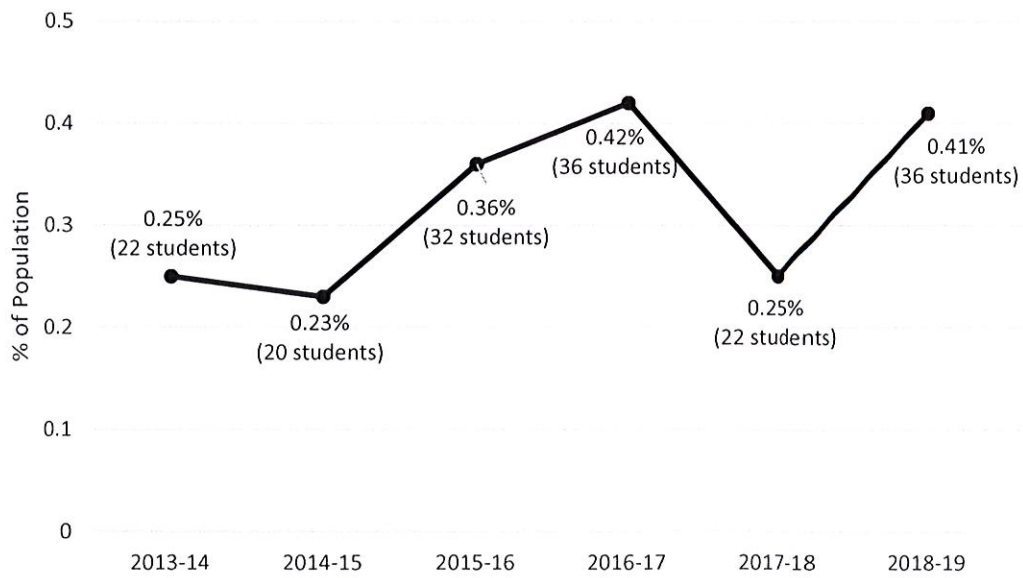
Policy Type: Ends

Policy Title: Ends Policy 1.4

Truancy



Physical Assault

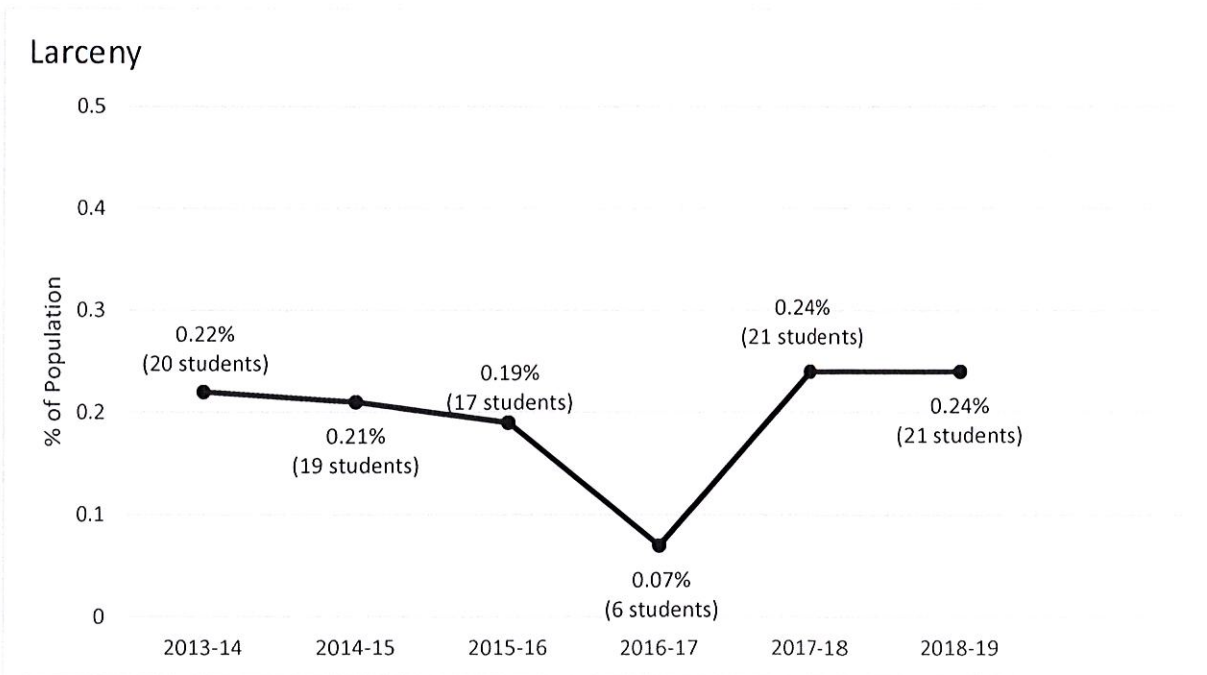
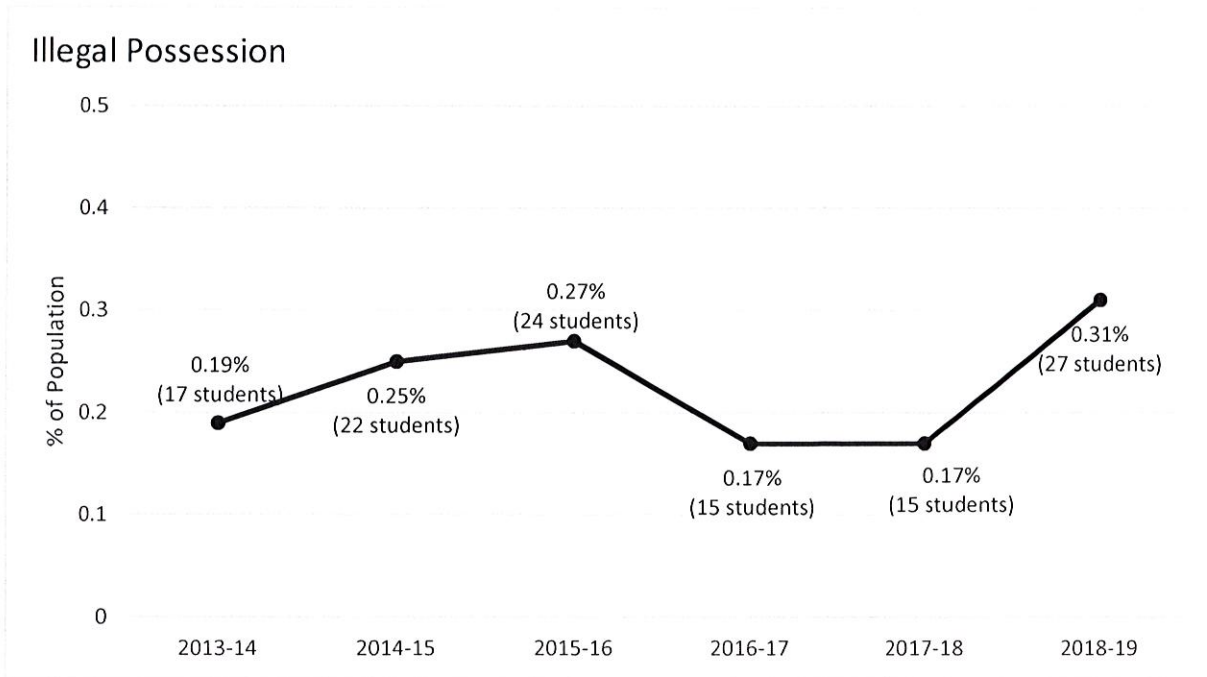


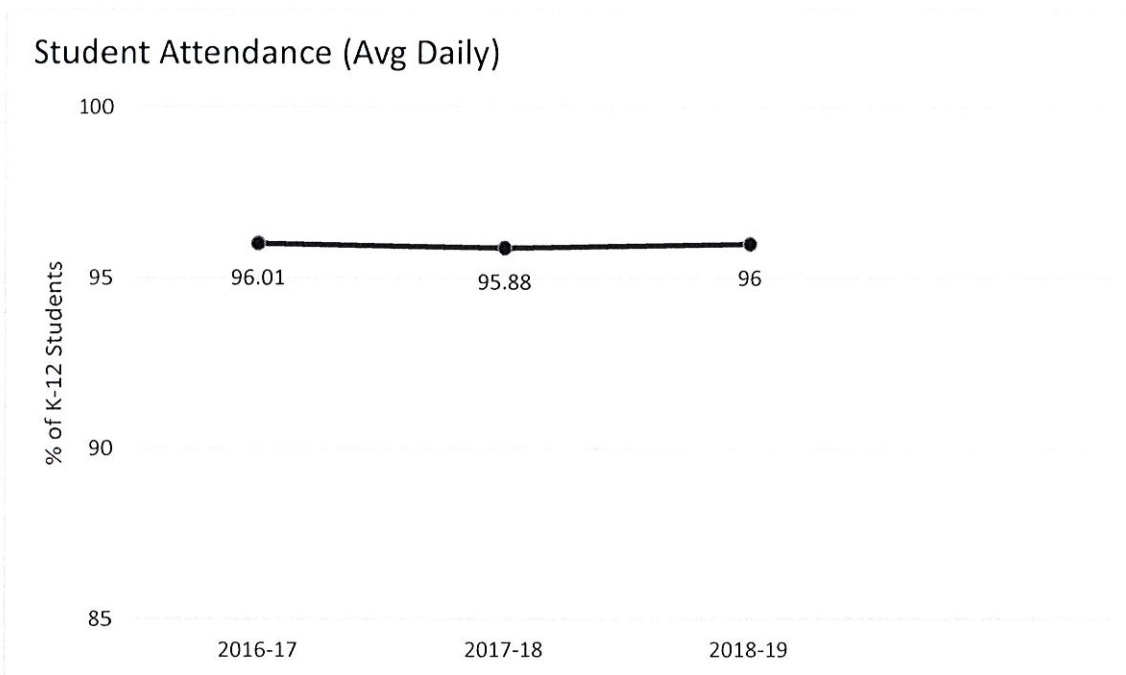
Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.4





Ideally, in the first three charts above, we would like to see all of these fields at the “zero” level and the fourth chart at 100 percent. Unfortunately, it is doubtful that will ever be the case. Because this data is no longer required to be reported to the state, we do not have access to data from our comparable communities. However, we will continue to collect this information and look for appropriate strategies to reduce these behaviors.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

Revised: 5/25/09, 3/22/10, 2/26/18

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 10, 2020, 6:30 P.M.**

Note Page

VII. Assurance of District Performance

2. Monitoring Report 2.4, Financial Planning/Budgeting (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept as presented the Monitoring Report on 2.4, Financial Planning/Budgeting, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.4) Financial Planning/Budgeting

Global Board Policy

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. It is the policy of the Board of Education to comply with all applicable laws, regulations, and the provisions of federal and state grant agreements in the conduct of its financial operations. The Board of Education instructs the Superintendent to develop appropriate operating procedures to ensure such compliance.

Certification

I hereby present my monitoring report on Executive Limitation, 2.4, "Financial Planning/Budgeting" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of February 5, 2020.



Signature



Date

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding five sections. My interpretations of those sections, the report, and conclusion statements are presented below. My interpretations have not changed since the last report.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

2.4.1 POLICY LANGUAGE

The Superintendent shall not risk the organization incurring those situations or conditions described as unacceptable in the Board's policy Financial Condition and Activities.

Interpretation

I interpret this to mean that our financial planning must adhere to the following:

- The proposed budget for the fiscal year (July 1 – June 30) does not anticipate an excess of expenditures over revenue that would result in an end of year fund balance level below 7% of expenditures, based on identified assumptions, unless approved by the Board.
- There is no planned borrowing from outside sources to provide revenue to create a balanced budget.
- Monthly cash flow plans are in place to meet payroll and vendor account obligations.

Report

The Board approved 2019/20 budget disclosed planning assumptions and resulted in a balanced budget. There is no planned borrowing for the current fiscal year nor was there in the preceding year (ending June 30, 2019). All payroll obligations have been met as scheduled. Vendor payments are typically made within a 30-day time period.

The Monitoring Report for Executive Limitation Policy (2.5) Financial Condition and Activities, which contains the conditions described above, was presented and approved by the Board in October 2019.

Conclusion Statement

The organization met expectations.

2.4.2 POLICY LANGUAGE

The Superintendent shall not develop a budget without conducting a formal process for planning for the future of the organization.

Interpretation

I interpret this to mean that protocols are in place to collect and analyze viable data in the development of the Board-adopted annual budget as required by law.

Report

Administration conducts a planning process, which includes but is not limited to a review of existing and anticipated instructional and operational programs needed to meet the Board's Ends in a cost effective manner. Enrollment projections are forecasted as are anticipated financial revenues.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

The planning process coincides with the State's financial planning process for school districts, and includes a minimum of two amendments to the initial budget adopted in June of each year. Significant adjustments to the budget plan are documented during the amendment process. During the 2018/19 school year, amendments occurred in February and June.

Conclusion Statement

The organization met expectations.

2.4.3 POLICY LANGUAGE

The Superintendent shall not plan the expenditure in any fiscal year that causes annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation.)

Interpretation

I interpret this to mean that in planning the annual budget, the anticipated end-of-year unassigned fund balance is 7% or greater.

Report

The 2018/19 budget ended with an unassigned fund balance of 8.6%. The 2019/20 budget approved by the Board in June 2019 anticipated an end-of-year unassigned fund balance of 8.11%. Amendments to the 2019/20 budget will keep the anticipated unassigned fund balance above 7%.

Conclusion Statement

The organization met expectations.

2.4.4 POLICY LANGUAGE

The Superintendent shall not develop a budget without employing credible projections of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

- A. Develop a budget which does not include "full costing" to include all sources of revenue and expense whether or not they are revenues, gifts, or grants.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

Interpretation

I interpret this as follows:

- The credible projections of revenues will come from substantiated resources such as: House and Senate Fiscal Agency; Citizen Research Council; Michigan School Business Officials; MASA/MAISA and the Governor's Office.
- That credible projections of expenditures are defensible based on prior years' experience, and/or which reflect analysis of effective practices, services and programs.
- That full costing takes into consideration all financial aspects of District programs and operations.
- That planning assumptions – the key determining factors used in establishing estimates of revenues and expenditures – are disclosed in writing.
- That there are separate operating and capital budgets.

Report

During the budget development process and at the time of the adoption of the budget, projected revenues are based on credible sources that are documented. [Examples include: Governor's Office; Stanfred enrollment projections; House and Senate Fiscal Agency Reports; Citizens Research Council; MSBO; MASA; MPSERS; Health Insurance Carriers.] This detail is documented in the budget plan adopted by the Board in June 2019. Additional information was also shared with the Board at work sessions and regular meetings leading up to budget adoption.

Staffing projections are determined conservatively according to formulas and standards that have been developed by the District. District programs and services are reviewed on a regular basis and costs associated with those programs and services are analyzed during the budget planning process. Various negotiated agreements are also reviewed with contractual obligations factored into budget projections. Beginning in January of each year, central office administrators meet frequently with the Business Office to provide input into budget planning.

The budget clearly separates capital revenues and expenses from operating revenues and expenses. The District budget is comprised of five different and separate funds; General Operating Fund, Debt Retirement Fund, Food Service Fund, Building and Site Sinking Fund, and the combined Debt Services Fund. Of these, the Building and Site Sinking Fund is dedicated to capital revenues and expenditures. A portion of the General Operating Fund is dedicated to capital outlay expenditures which are specifically delineated in the budget.

Appropriate documentation exists and effective procedures are in place to assure that payroll and vendor obligations are met.

Conclusion Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

2.4.5 POLICY LANGUAGE

The Superintendent shall not provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Interpretation

I interpret this to mean that the annual budget will consider costs associated with:

- Board Member Stipends
- Annual Financial Audit
- Board Member Professional Development
- Board Member Conference/Workshop Attendance and Travel
- Ownership Linkage Activities
- Board Meeting Costs
- Board Legal Expenses
- Other activities as referenced in Policy 3.10

Report

The annual budget allows for Board expenditures as outlined in Policy 3.10, Cost of Governance and in the Board's By-laws.

Among Board prerogatives this past year were:

- Policy Governance Professional Development
- Financial Audit
- MASB Conference and Workshop Attendance
- Participation in KCSOA Events
- Legal Costs
- Facilitation of Review/Revisions of Governance Policies

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

Revised: 5/25/09, 3/22/10, 2/26/18

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 10, 2020, 6:30 P.M.**

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IX. Action Items

1. CMS Media Center Shelving (Op 6320)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve as presented, the purchase of Media Center shelving for Central Middle School from Demco, a purchase cost of \$57,316.61, the funds for which will come from the 2019 Bond Fund #1 – Furniture, Fixtures and Equipment (FF&E) budget.

TO: Mark Bielang, Superintendent

FROM: Ronald Herron, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

DATE: February 10, 2020

SUBJECT: Central Middle School Media Center Shelving

RECOMMENDATION

We are recommending that the Board of Education approve the purchase of Media Center shelving for Central Middle School from Demco, a purchase cost of \$57,316.61, to come from the 2019 Bond Fund #1, Furniture, Fixtures and Equipment (FF&E) budget.

BACKGROUND INFORMATION

The new Media Center shelving and additional ancillary items such as book carts and step stools are being purchased to match what was purchased for the new building at North Middle School. The specific shelves were purchased to align with the architect's design specifications and the needs of the Media Center staff while still helping to ensure easy visibility of the students in that space. The recommendation for these FF&E items are being requested ahead for the remaining FF&E items so that the shelving and ancillary items can be in place in May to ease the transition of moving the Media Center from the current Central Middle to the New Central Middle School. Our current construction completion schedule will allow for less off-site storage needs and more direct movement of necessary items from building to building.

This \$57,316.61 is just a portion of the allocated FF&E budget for Central Middle School. Recommendations for additional FF&E items for Central Middle School will come to the Board at a later time.

BIDDING PROCESS

This purchase was priced under the State of Michigan's pricing cooperative. If you have any questions, please feel free to contact me regarding this recommendation.

**PORTAGE PUBLIC SCHOOLS
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CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
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IX. Action Items

2. CHS Track Equipment (Op 6320)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve as presented, the purchase of track and field equipment from MFAC LLC in the amount of \$28,875.00, the funds for which will come from the 2019 Bond Fund #2.

Portage Public Schools

THE FUTURE LEARNS HERE

To: Mark Bielang, Superintendent
From: Ron Herron, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: February 10, 2020
Subj: Recommendation for CHS Track & Field Equipment

RECOMMENDATION

That the Board of Education approve the purchase of Track & Field equipment listed below from MFAC LLC in the amount of \$28,875. The total cost of \$28,875 will come from a 2019 Bond Fund #2.

MFAC LLC items:

UCS 1900 Monster Pole Vault Pit & Weather Cover (1)
UCS 1390 High Jump Pit & Weather Cover (1)
Gill Fusion F10 Starting Blocks (18)
Gill Transporter Starting Block Carts (2)

BACKGROUND INFORMATION

We are providing these items as a part of the overall Central Athletic Facilities (AEF) project. This purchase is in line with our earlier purchases for the Northern Athletic Event Facility. This purchase will provide equity across the district as outlined in our Guiding Principles.

BIDDING PROCESS

This purchase was competitively bid and the recommended vendor above submitted the lowest bid or the closest equivalent to the equipment items requested in the bid document.

If you have any questions, please feel free to contact me regarding this recommendation.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
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X. Discussion

1. 2019-20 Budget Amendment (OP 6231)



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : February 10, 2020
Subj : General Fund Budget Amendment #1 Resolution for 2019/20

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2019/20 year at the February 24, 2020 Board meeting.

Background Information

This amendment to the District's operating fund represents the first of two planned revisions during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board and community as new and improved information becomes available.

The modifications incorporated in this document are the result of a number of factors that we have previously discussed:

1. Estimate changes due to information available from our 2018/19 audit which increased the District's fund balance by \$988,218. (Projected to be (\$699,166), actual was \$289,052). Other revisions come from a detailed account analysis of budget to actual during the last school year.
2. Changes in budgets necessitated by actual enrollments, actual staffing, and program adjustments. The preliminary budget was built on a flat enrollment of 8,861 students. After the October count the District's blended enrollment is 8,912. Enrollment is up due to a change in the KAMSE reporting between districts resulting in an increase in enrollment of 48 FTE. Net enrollment after subtracting the KAMSE FTE is 8,864.
3. Information received after the budget was adopted in June, 2019.

Typically the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our fall membership count for a new blended membership count. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 24 is provided at the functional level.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar to you from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. After the amendment, unassigned fund balance stands at 8.41% from 8.6% at 6/30/2019. This allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of (\$333,095) for the year, as compared to (\$0) which was adopted in June and reflects a negative difference of (\$333,095). The largest portions of the net change are identified as follows:

Revisions	Amount
Revenues:	(rounded)
Local:	\$1,103,000
Change in property tax collection based on increase in taxable value. K/RESA enhancement millage and SE millage updated.	
State:	\$1,536,000
Overall net increase in the foundation grant above the estimate used at preliminary. Increase in FTE due to the change in KAMSE reporting with Kalamazoo Public Schools. MPSERS 147c retirement categorical increase and the addition of a new State aid categorical for special education, 51f.	
Federal:	\$180,000
Title 1, Title II, Title III & Title IV grants all adjusted to award.	
Incoming Transfers & Other Transactions:	(\$38,000)
Reduction in the indirect transfer from food service to reflect actual trend and a reduction in sale of school property.	
Revenue Subtotal -	\$2,781,000
 Expenditures:	
Salaries for all groups have been adjusted since the preliminary adoption to change in staffing.	\$829,000
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections at known rates after applying any hard caps. Corresponding FICA and retirement benefit costs have also been updated. This also includes an increase in the UAAL rate based on the revenue received through State aid	\$705,000
Purchased services costs have increased due to several factors: KAMSE costs have increased due to a change in how FTE is claimed between the districts. Gas and electric costs were updated districtwide to align with previous year actual. Salary increases have been included for contracted staff.	\$1,122,000
Supply costs and debt service payments were revised. Changes are reflective of the buildings using carry-over funds from last year and adjustments based on Fall enrollment. Capital Outlay was adjusted to reflect buildings using carry-over funds from last year as well as adjustments for additional capital outlay purchases approved since preliminary budget adoption.	\$458,000
Expense Subtotal -	<u>(3,114,000)</u>
 Total revisions accounted for in these items	 <u>(\$333,000)</u>

For the County Wide Special Education Millage funds, although K/RESA submitted a revised budget to the District where all costs would be reimbursed, the district only receives 90% of the estimated allocation in the current year, with the estimated 10% balance remitted to districts in the subsequent year after all actual costs are determined.

The Governor is expected to release the Executive budget recommendation by February for the State's 2020/21 fiscal year. This will provide us information as we begin preparation of the 2020/21 school year budget.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 AMENDED BUDGET #1**

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 2018/19	Adopted Budget 2019/20	Amended Budget #1 2019/20
Total Fund Balance, Beginning of Year, July 1	9,049,772	8,350,611	9,338,824
REVENUES:			
Local Sources	26,469,686	26,642,024	27,745,350
State Sources	67,965,143	68,619,273	70,155,549
Federal Sources	1,232,424	1,156,445	1,336,542
Incoming Transfers and Other Transactions	279,198	376,313	338,257
Total Revenues and Other Transactions	95,946,451	96,794,055	99,575,698
Total Available to Appropriate	104,996,223	105,144,666	108,914,522

Be it further resolved that \$99,908,793 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	50,049,986	50,793,391	52,368,212
Added Needs	8,100,970	8,543,161	8,695,880
Total Instruction	58,150,956	59,336,552	61,064,092
Supporting Services:			
Pupil	6,691,206	6,737,063	7,102,827
Instructional Staff	4,951,216	4,903,572	5,220,692
General Administration	685,807	730,258	771,889
School Administration	5,182,028	5,147,123	5,275,771
Business Services	986,423	1,026,487	1,023,605
Operations and Maintenance	8,538,324	8,489,664	8,751,692
Transportation	3,265,797	3,498,357	3,373,026
Central Services	2,379,069	2,499,698	2,635,087
Athletics	1,695,844	1,474,831	1,668,465
Total Supporting Services	34,375,714	34,507,053	35,823,054
Community Services	2,855,504	2,764,984	2,836,181
Other Financing Use - Debt Service	275,225	185,466	185,466
Total Expenditure Appropriation	95,657,399	96,794,055	99,908,793
Excess (Deficit) of Revenues over Expenditures	289,052	0	(333,095)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	31 \$ 9,338,824	\$ 8,350,611	\$ 9,005,729

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 AMENDED BUDGET #1**

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
2019/20 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2018/19</u>	<u>Adopted Budget 2019/20</u>	<u>Amended Budget #1 2019/20</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	80,805,477	81,999,004	83,796,149	1,797,145
Program Related	15,140,974	14,795,051	15,779,549	984,498
Total Revenues	<u>95,946,451</u>	<u>96,794,055</u>	<u>99,575,698</u>	<u>2,781,643</u>
Expenditures				
Salaries	47,409,006	48,209,775	49,038,818	829,043
Fringe Benefits:				
FICA **	3,392,733	3,700,259	3,769,702	69,443
Retirement **	18,487,182	19,069,432	19,441,556	372,124
Health Insurance	7,712,984	8,013,815	8,298,544	284,729
Dental Insurance	616,068	635,403	613,453	(21,950)
Vision Insurance	122,485	140,127	148,234	8,107
Long-Term Disability	115,529	115,707	137,980	22,273
Life Insurance	31,071	31,389	33,361	1,972
Other Fringe Benefits	760,400	628,125	597,111	(31,014)
Total Fringe Benefits	<u>31,238,452</u>	<u>32,334,257</u>	<u>33,039,941</u>	<u>705,684</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	11,584,392	10,951,054	12,073,201	1,122,147
Supplies, Materials, Other	5,023,770	4,827,446	5,372,845	545,399
Capital Outlay	378,397	286,057	361,882	75,825
Debt Service	23,382	185,466	22,106	(163,360)
Total Expenditures	<u>95,657,399</u>	<u>96,794,055</u>	<u>99,908,793</u>	<u>3,114,738</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ 289,052</u>	<u>\$ -</u>	<u>\$ (333,095)</u>	<u>\$ (333,095)</u>
Total Fund Balance Information				
Fund Balance Beginning	9,049,772	8,350,611	9,338,824	
Income (Deficit) - Allocated to Unreserved	289,052	0	(333,095)	
Estimated Ending Fund Balance	9,338,824	8,350,611	9,005,729	
Estimated Non-Spendable and Assigned Fund Balance Restrictions	1,115,719	500,000	600,000	
Estimated Ending Unassigned Fund Balance	<u>\$ 8,223,105</u>	<u>\$ 7,850,611</u>	<u>\$ 8,405,729</u>	
As a Percentage of Expenditures	8.60%	8.11%	8.41%	

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2019/20</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2019/20</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.7005 mills)	14,221,478	241,939	14,463,417
Regional Enhancement Millage (1.5 mills)	3,215,516	28,136	3,243,652
Earnings from Investments and Deposits	21,500	1,500	23,000
Interest on Delinquent Taxes	12,000	(2,000)	10,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	200,000	(10,000)	190,000
Other Local Sources	63,800	3,501	67,301
From State Sources:			
Foundation Grant Allowance	56,693,502	855,048	57,548,550
Other State Categoricals/Foundation Adjustments	7,488,875	622,092	8,110,967
From Federal Sources:			
Medicaid Administrative Outreach Program	11,000	6,000	17,000
Program Related Revenues:			
Great Start Readiness Program	347,160	8,774	355,934
Contributions for Instructional Programs	96,381	48,528	144,909
Pay to Participate Fees	202,000	18,950	220,950
Online Class and IB/AP Test Fees	127,500	16,890	144,390
Athletic Gate Receipts and Contributions	159,400	67,982	227,382
Enrichment Class and Advertising Fees	362,000	0	362,000
Childcare and Preschool Fees	2,756,173	(26,173)	2,730,000
Technology Services	250,000	0	250,000
County Special Education and State Categoricals	6,472,441	864,474	7,336,915
At Risk Grant	1,697,544	(42,638)	1,654,906
Title 1 Grant	832,900	19,255	852,155
Title 2 Grant	217,490	101,787	319,277
Other Grants	412,595	5,871	418,466
Maintenance and Operations Facility Rental Fees	80,000	(14,000)	66,000
Transportation Special Education Categoricals and Billings	852,800	(34,273)	818,527
TOTAL REVENUES	<u>\$ 96,794,055</u>	<u>\$ 2,781,643</u>	<u>\$ 99,575,698</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2019/20</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2019/20</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	3,961,895	187,832	4,149,727
Angling Road Elementary	2,613,880	250,336	2,864,216
Central Elementary	2,939,006	248,121	3,187,127
Haverhill Elementary	3,242,859	(4,818)	3,238,041
Lake Center Elementary	3,989,611	160,992	4,150,603
Moorsbridge Elementary	4,198,120	119,909	4,318,029
12th Street Elementary	3,921,578	265,303	4,186,881
Woodland Elementary	3,047,479	205,733	3,253,212
Central Middle	4,683,734	27,061	4,710,795
North Middle	4,089,366	244,397	4,333,763
West Middle	4,907,997	(38,608)	4,869,389
Central High	9,353,876	554,306	9,908,182
Northern High	8,547,819	382,333	8,930,152
Acadmicly Gifted and Talented	84,466	(84,466)	0
Auditorium Management	125,141	3,719	128,860
Childcare and Preschool Program	2,480,223	151,037	2,631,260
Community High School Program	1,542,832	(1,334)	1,541,498
Education for Employment	799,374	(12,080)	787,294
Education for the Arts	114,702	(37,870)	76,832
Great Start Readiness Program	484,441	13,719	498,160
High School Athletics	1,328,188	170,208	1,498,396
Homebound Services	14,723	0	14,723
Instructional Services Administration	826,532	160,060	986,592
Middle School Athletics	251,260	23,426	274,686
Non-Public Schools- Shared Time Program	778,068	28,841	806,909
Technology and Student Information Systems			
Media Services	138,282	213	138,495
Technology Services	2,404,538	135,883	2,540,421
Special Education Services			
Special Education Program	9,389,519	296,828	9,686,347
At Risk Grant	1,918,162	(299,115)	1,619,047
Title 1 Grant	936,659	(84,504)	852,155
Title 2 Grant	218,320	101,748	320,068
Curriculum and Professional Development			
Curriculum Development	975,892	10,609	986,501
Professional Development	246,008	0	246,008
Other Grants	408,301	(9,933)	398,368
Operations			
Budget and Finance	1,257,812	(17,752)	1,240,060
Central Services	101,890	1,019	102,909
Maintenance and Operations	5,077,748	(3,273)	5,074,475
Transportation	3,428,707	(121,389)	3,307,318
Community Relations			
Communications	275,443	43,468	318,911
Community Enrichment Program	375,333	873	376,206
Human Resources			
Administration	586,013	278	586,291
Administration	728,258	41,628	769,886
TOTAL EXPENDITURES	<u>\$ 96,794,055</u>	<u>\$ 3,114,738</u>	<u>\$ 99,908,793</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ 35 -</u>	<u>\$ (333,095)</u>	<u>\$ (333,095)</u>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 10, 2020, 6:30 P.M.**

Note Page

X. Discussion

2. Elementary Feasibility Study Update