

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL COMMUNITY RM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN
49002
OCTOBER 25, 2021, 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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BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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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).

Future Enhancement List
Oct 25, 2021

Remaining Unallocated Contingency	\$1,905,779
Potential Savings PN-Nat	<u>709,755</u>
Potential Unallocated Contingency	\$2,615,534
ADM -Technology Budget	(407,529)
C-AEF Softball Dugouts	(274,834)
WMS Sound Equipment	(8,132)
Auditorium Video Equipment	<u>(11,650)</u>
Less Current Added Projects	\$1,913,389
Anticipated Interest Funds	<u>2,408,569</u>
Approximate Set Aside	\$4,321,958

Remaining Enhancements:

- 1. ADM - Technology Budget (Switches, Storage, and cameras)**
- 2. NHS - Upgrade Commons Technology**
- 3. ZMT - Additional Buses (6)**
- 4. NHS - Auditorium Refresh**
- 5. CHS - Auditorium Refresh**
- 6. CHS - C-AEF Softball Dugouts**
7. NHS - Academic Wing - curtain wall window replacement
8. WMS - Bus/parent drop-off design
9. NHS - N-AEF East parking lot installed and softball Idaho parking lot enhanced
10. CHS - FFE replacement of student desks/chairs and teacher chairs
11. NHS - FFE replacement of student desks/chairs and teacher chairs
- 12. WMS - Little Theatre Refresh/seating**
13. CHS - Stable Divider Curtain System
14. NHS - Doghouse Divider Curtain System
15. NHS - Restrooms at Tennis Courts
16. ADM - AFE Additional Turf Maintenance Equipment

Note: The highlighted items are the projects we are actively pursuing or in progress.

October 25, 2021

Portage Public Schools
General Fund Budget Progress Report by Function
2021-2022 Fiscal Year

	Three months ended September 30, 2021				Three months ended September 30, 2020			
	Preliminary Budget 2021- 2022	% of total	Year-to-date activity	% of budget	Preliminary Budget 2020- 2021	% of total	Year-to-date activity	% of budget
Revenue:								
Local	17,296,102	17%	14,597,578	84%	17,811,754	19%	13,723,041	77%
State	71,327,000	72%	2,110,561	3%	63,863,199	69%	219,534	0%
Federal	1,485,408	1%	204,757	14%	1,955,686	2%	3,316,443	170%
Local payments-other districts	9,004,601	9%	96,844	1%	9,048,969	10%	3,699	0%
Other/Transfers in	170,000	0%	-	0%	185,000	0%	-	0%
Total Revenue	99,283,111	100%	17,009,741	17%	92,864,608	100%	17,262,717	19%
Expenditures:								
Instruction								
Basic Programs	52,377,091	52%	6,092,447	12%	48,348,795	52%	4,827,957	10%
Added Needs	8,406,450	8%	770,244	9%	8,713,766	9%	670,657	8%
Total Instruction	60,783,541	61%	6,862,691	11%	57,062,561	61%	5,498,613	10%
Supporting Services								
Pupil Support	7,623,401	8%	756,879	10%	7,219,882	8%	660,785	9%
Instructional Staff	5,057,889	5%	1,133,951	22%	4,770,320	5%	903,687	19%
General Administration	798,456	1%	186,555	23%	715,978	1%	160,642	22%
School Administration	5,790,688	6%	860,318	15%	5,044,729	5%	774,408	15%
Business	1,412,177	1%	309,187	22%	1,028,917	1%	244,459	24%
Operations and Maintenance	8,874,870	9%	2,209,234	25%	8,145,652	9%	1,738,246	21%
Transportation	3,354,732	3%	407,083	12%	3,229,691	3%	318,712	10%
Central Support Services	2,688,061	3%	1,230,591	46%	2,588,974	3%	843,729	33%
Other Support Services	1,876,444	2%	243,383	13%	1,457,055	2%	128,756	9%
Community Services	150,090	0%	20,009	13%	369,628	0%	23,844	6%
Childcare Services	1,478,890	1%	354,680	24%	1,610,898	2%	139,544	9%
Total Supporting Services	39,105,698	39%	7,711,869	20%	36,181,724	39%	5,936,812	16%
Other Financing Uses/Capital Outlay	112,047	0%	88,363	79%	102,849	0%	89,916	87%
Total Expenditures	100,001,286	100%	14,662,922	15%	93,347,134	100%	11,525,342	12%
Excess (deficiency) of revenues over expenditures	(718,175)		2,346,818		(482,526)		5,737,376	

**Portage Public Schools
General Fund Budget Progress Report by Object
2021-2022 Fiscal Year**

	Three months ended September 30, 2021				Three months ended September 30, 2020			
	Preliminary Budget 2021- 2022	% of total	Year-to-date activity	% of budget	Preliminary Budget 2020- 2021	% of total	Year-to-date activity	% of budget
Salaries	48,838,707	49%	4,988,587	10%	46,131,154	49%	4,417,025	10%
Benefits	<u>35,408,930</u>	35%	<u>4,695,961</u>	13%	<u>31,582,703</u>	34%	<u>4,319,081</u>	14%
Total Salaries and Benefits	84,247,637	84%	9,684,548	11%	77,713,857	83%	8,736,106	11%
Purchased Services	9,333,869	9%	2,901,785	31%	9,480,567	10%	1,670,200	18%
Supplies	4,553,083	5%	1,827,181	40%	4,720,242	5%	915,149	19%
Capital outlay/Other	<u>1,866,697</u>	2%	<u>249,407</u>	13%	<u>1,432,468</u>	2%	<u>203,886</u>	14%
Total Expenditures	100,001,286	100%	14,662,922	15%	93,347,134	100%	11,525,342	12%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 25, 2021, 6:30 P.M.**

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VI. Consent Agenda

1. Approval of Minutes

a. October 11, 2021 Committee of the Whole Work Session

b. Policy Revisions

That the Board of Education approve the proposed bylaw and policy updates, as presented.

c. Revisions to Ends Statements

That the Board of Education approve the proposed revisions to Policy 1.0 – Global Ends, as presented.

October 25, 2021

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

OCTOBER 11, 2021

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, October 11, 2021, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in the Auditorium of Portage Northern High School. The Pledge of Allegiance was recited.

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

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.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Johnny Edwards, Assistant Superintendent of Operations provided a brief update on bond construction work.

At the Central Campus. New light poles were installed in the expanded parking area at Central High. That area of the parking lot is now usable. The Central softball dugouts have been demolished and work is beginning on the foundation for the new dugouts. The project is expected to be complete by late November.

At North Middle School, lettering on the south side of the building is being replaced and the color will be darker so it's more visible.

At West Middle School commissioning work is complete. A fence is being installed at the pole barn.

For the Elementary bond project, Requests for Proposals (RFP) were issued on September 29 for architectural firms. A prebid meeting was held on October 4, which was followed by a tour of a couple of our elementary buildings. The RFP deadline is October 13 at 1:00 p.m. A selection committee will review the proposals received on October 15. A recommendation will be presented to the Board at either the October 25 or November 8 board meeting.

Mr. Edwards responded to questions from Trustees.

Kalamazoo County CTE Update

Mr. Dave Campbell, Superintendent of Kalamazoo RESA, and Mr. Eric Stewart, Assistant Superintendent of Career & Talent Development of Kalamazoo RESA, provided the update on their Career & Talent Development (CTE) Program.

Mr. Campbell and Mr. Stewart shared highlights of the program that included: key educational outcomes for a CTE Program, 21st Century Skills identified by regional employers as being the most valuable, KRESA's commitment, process and timeline for construction of the new CTE Center, career awareness and exploration continuum of services, work-based learning continuum, aligning career center pathways to the regional economy, occupation scoring criteria, courses at the career center, world-class CTE visit, and new career center considerations. Mr. Campbell and Mr. Stewart responded to questions from Trustees.

Superintendent Bielang and President Van Antwerp thanked Mr. Campbell for the update.

Other – Items of Interest

Superintendent Bielang provided items of interest.

Student count day was October 6. Our unaudited enrollment is 8,663, which does not include our parochial schools.

For the elementary bond project, the sale of bonds is tomorrow. We looking for good results.

Congratulations to the Transportation Department for passing the recent bus inspection! We have 4,377 students signed up for bus transportation versus 4,800 during pre-COVID times. We have adjusted our bus routes accordingly.

BOARD EDUCATION

Presentation on Monitoring Report 1.1

Superintendent Bielang provided introductory remarks and indicated this is the first year the report has been organized into three separate reports by high school, middle school, and elementary school.

Dr. Michael Pascoe, Assistant Superintendent of Instruction, shared highlights of the report, which focuses on high school assessment.

The presentation covered: the implications of COVID on data, assessments utilized, 2021 SAT data compared to comparable districts, data trends, and next steps.

Dr. Pascoe thanked Melissa O'Keefe for the data, high school teachers for their work, and the Board for their ongoing support. Dr. Pascoe responded to questions from Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment. There was no public comment. The floor was opened for Trustee comments.

Mrs. Novaria expressed her appreciation for the communications that went out regarding disturbing TikTok trends.

Mr. Rathburn thanked staff at all levels for their work during these trying times.

Mr. Crowell passed along comments made to him by a community member who expressed gratitude to Portage Public Schools for preparing his three Portage graduates for success at Ivy League colleges.

Mr. Van Antwerp attended the October 9, 2021 Portage Invitational, and while there interacted with many parents and appreciated their positive comments.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve meeting minutes from the September 27, 2021 Policy Governance Retreat, Regular Business Meeting & Closed Session; approve as presented, the purchase of sound equipment and supplies for the West Middle School Little Theater from TPC Technologies, in the amount of \$8,131.92, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency; approve as presented, the purchase of video equipment and supplies that will be used in all auditoriums from B&H Photo, in the amount of \$11,650, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency; and approve the Professional Development Advisory Committee Members, as presented.

There being no objections, the motion carried unanimously.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 2.1, Treatment of Consumers

Motion offered by Mr. Droppers, seconded by Dr. Shelton-Harris, that the Board of Education accept Monitoring Report 2.1, Treatment of Consumers, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang shared highlights from his report. The narrative relates to pulse surveys conducted, not the traditional surveys. Satisfaction surveys for employees, parents and students were just completed last week. There are no significant changes to other areas of the report.

The motion carried unanimously.

Monitoring Report 2.5, Financial Condition and Activities

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education accept Monitoring Report 2.5, Financial Condition and Activities, as a reasonable interpretation and evidence of compliance with policy.

Per Superintendent Bielang, his interpretation has not changed from the last report. The estimated unassigned end of year fund balance is estimated to be nearly 13 percent. Mr. Bielang also pointed out that several major contracts and expenditures exceeding \$100,000 were approved by the Board.

The motion carried unanimously.

Monitoring Report 2.8, Conflict of Interest

Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education accept Monitoring Report 2.8, Conflict of Interest, as a reasonable interpretation and evidence of compliance with policy.

Per Superintendent Bielang, there have been no changes since the last report, other than the report date.

The motion carried unanimously.

ACTION ITEMS

Administrator Contracts

Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education approve the changes to benefits in the Administrator Handbook and authorize the Superintendent to issue Administrator contracts not to extend beyond June 30, 2023, and with additional compensation in the aggregate, to be approved by the Board as part of the amended 2021/2022 budget.

Per Mr. Brad Galin, Director of Human Resources, in August the Board authorized steps for Administrators, and since then contracts with other employee groups were settled. This recommendation matches the compensation increase as approved for the Portage Education Association and reflects changes to the Administrator Handbook.

The motion carried unanimously.

Special Education PAC Membership

Motion offered by Mrs. Novaria, seconded by Mr. Crowell, that the Board of Education approve Sarah Baird and Kendall Newhouse as members of the Kalamazoo RESA Special Education Parent Advisory Board.

Dr. Jeanine Mattson-Gearhart, Director of Special Education, reviewed the recommendation and thanked Sarah Baird and Kendall Newhouse for their service. Upon approval by our Board, these nominees will be presented to Kalamazoo RESA's Board for approval.

The motion carried unanimously.

DISCUSSION ITEMS

Policy Revisions

Per Superintendent Bielang, the policy revisions are recommended by NEOLA in order for us to be in alignment with the law and have accurate policies. Members of the Executive Leadership team and I have reviewed the policies, which are available for the Board's review if desired.

Revisions to Ends Statements

Per President Van Antwerp, the proposed changes are as discussed at the Board's September 27, 2021 Policy Governance Retreat. Board comments were shared. Action on the revisions will take place at the October 25, 2021 board meeting.

With no further business to come before the Board, the meeting was adjourned at 7:51 p.m.

Respectfully submitted,
Barb Atkinson, Recording Secretary



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: October 6, 2021
RE: Bylaws and Operational Policy Revisions/Updates
COPY: Executive Team; Principals and Assistant Principals

The proposed new, revised and replacement Operational Policies included in this update have been prepared and reviewed by NEOLA's legal counsel for statutory compliance and further reviewed by appropriate District Administrators.

The following Bylaws and Operational Policies are being recommended for revision, update, inclusion or replacement. A brief explanation of the change, as provided by NEOLA, is included. The entire Policy language is available for review at the Administration Building.

Bylaw 0100 - Definitions (Revised)

The definition of "Voting" has been revised to reflect the change in statute regarding allowable exceptions to "in-person voting at meetings of the Board. After December 31, 2021 only the military duty exemption remains. The Board chair should only approve a request that complies with the law.

This revision should be adopted to maintain accurate policies.

Policy 3120 - Employment of Professional Staff (Revised)

This policy has been revised to reflect recent changes in certification/licensure statutes and regulations. Outdated "highly qualified" language has been deleted.

Revisions to this policy should be adopted in order to maintain accurate policies.

Policy 5722 – School-Sponsored Publications and Productions (Replacement)

This replacement policy is proposed because of the wide variety of school-sponsored student media that are present in schools today and due to the many technological advances that have occurred. The policy, as before, provides several options available to the Board regarding the type of forum that will be provided and what level of review and regulation will occur. The language in the policy has been modified to encompass the newer online electronic forms of school-sponsored student media. The policy provides four options to consider for the classification and regulation of such publications and production. A toolkit has been provided to assist district staff in their review of the replacement policy and revisions to the administrative guideline.

The recommendations made in this policy should be carefully considered when addressing the evolving student media environment and language should be adopted that best fits the district's needs.

Policy 6114 - Cost Principles - Spending Federal Funds (Revised)

This policy has been revised to provide greater detail in allowability guidance for districts regarding expenditure of federal funds. There has been a significant increase in funding for school districts through the third pandemic stimulus bill dubbed the American Rescue Plan, providing \$122 billion in Elementary and Secondary School Emergency Relief (or ESSER III) funds. While the policy has accurately referenced definitions and restrictions cited in various sections of 2 C.F.R. 200, greater specificity has been requested by program reviewers and auditors.

Revisions to this policy should be adopted in order to maintain accurate policies.

Policy 6152 - Student Fees, Fines, and Supplies (Revised)

This policy has been revised to provide the authorization to allow for online payment of fees, fines, and charges.

This revision is recommended for adoption if online payment is allowed.

Policy 7450 - Property Inventory (Revised)

A drafting note has been added to this policy noting the federal threshold of \$5,000 for differentiating between supplies/materials and a capital expenditure for equipment purchase. See the note on Policy 6114 - Cost Principles - Spending Federal Funds.

This policy may need to be revised if the district's current policy uses an equipment/inventory threshold higher than \$5,000.

Memo to Board of Education re Policy Revisions
October 6, 2021
Page 3

Policy 8310 - Public Records (Revised)

Policy 8320 Personnel Files (Revised)

These policies have been revised to comply with the obligation not to disclose the address of a student or an employee who provides the District with notice that they have received a participation card issued by the attorney general under the address confidentiality program act.

These revisions should be adopted in order to remain compliant with Michigan law.

Policy 8330 - Student Records (Revised)

This policy has been revised to reflect the change in federal rule (2021 Solomon Amendment: Subtitle C—General Service Authorities and Correction of Military Records SEC. 521). If the district issues student email addresses, it must release such email addresses to military recruiters as part of directory information, as requested, unless prohibited by student or parent request in writing.

This revision should be adopted in order to maintain accurate policies.

POLICY TYPE: ENDS

1.0 POLICY TITLE: *GLOBAL ENDS*

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

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

Global Ends Statement: Portage Public Schools will educate all students to achieve their potential, at a level such that the results justify the costs.

Ends

The following ends statements all contribute to a successful graduate of Portage Public Schools.

ACADEMIC SUCCESS

- 1.1 Students demonstrate continuous improvement in the mastery of core curriculum standards with results approaching or exceeding the highest performing comparable districts.

LEARNING AND LEADERSHIP SKILLS

- 1.2 Students have 21st Century Learning Skills including:
- critical thinking,
 - creativity,
 - communication, and
 - collaboration skills to equip them to learn and to lead with confidence.

RESILIENCE IN LIFE

- 1.3 **Students have social-emotional learning competencies including:**
- **skills in self-management,**
 - **self-awareness,**
 - **social awareness,**
 - **relationship skills, and**
 - **responsible decision making to build resilience to navigate life.**

POST-GRADUATION SUCCESS

- 1.43 Students have the knowledge and skills necessary to succeed at post-secondary institutions without remediation and have the employability skills necessary to obtain meaningful employment.

RESPONSIBLE CITIZENS

- 1.54 Students demonstrate good citizenship through ethical behavior and respect for individual differences and cultures other than their own.

SERVICE TO COMMUNITY

- ~~1.5 — The District will actively build a culture of collaboration and service to the community.~~

Adopted: 9/22/08

Revised: 2/9/09, 8/18/14, 1/9/17, 5/22/17, 10/22/18, 3/9/2020, 12/14/2020, 6/28/2021, **10/25/21**

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 25, 2021, 6:30 P.M.**

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X. Discussion Items

1. MASB Delegate Assembly Handbook Revisions (MASB)

Go to MASB's [Delegate Assembly](#) web page, scroll down the page, click on the **Access the Handbook here** link to view the handbook.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 25, 2021, 6:30 P.M.**

Note Page

X. Discussion Items

2. Commemoration and Naming of School Facilities (OP 7250)

Book Policy Manual
Section 7000 Property
Title COMMEMORATION AND NAMING OF SCHOOL FACILITIES
Code po7250
Status Active
Adopted September 14, 2015
Last Revised May 21, 2018

Enclosure X.2.
October 25, 2021

7250 - COMMEMORATION AND NAMING OF SCHOOL FACILITIES

The Board of Education (Board) has complete authority and responsibility for the naming and signage of facilities, or when appropriate, to change the existing name(s) of facilities. Only names approved by the Board are permitted on school facilities. The term "facilities" means a school building or district-wide complex, and includes portions of facilities such as performing arts centers, gymnasiums, athletic fields, outdoor event spaces, and other portions of a school building or support complex.

Customary Practice

School buildings will be named after a street unless it would be more appropriate to name school buildings after a section of the District, or geographic location. The name should provide proper recognition to the building or facility and to the community which it serves. The Superintendent shall recommend a name to be approved by the Board.

Commemoration

The Board may commemorate a facility by means by naming it after a person who has made exceptional contributions to the District or to the community and meets the following criteria:

- A. Contributions and good character of the person are well documented and acknowledged within the community; and
- B. Person must be deceased or no longer employed by or have any current formal association with the District. Agreement of the person or next of kin (if possible) must be obtained.

The Board may commemorate a facility by naming it after something other than a person provided the name is:

- A. Relevant to the facility;
- B. Meaningful to the community; and
- C. Consistent with community standards.

Selection Committee

If the Board chooses not to follow the Customary Practice, the Board may request the Superintendent to form a committee to design a process to provide for broader input for the purpose of soliciting names and proposing a name for a specific facility.

The selection committee shall be comprised of one central office administrator, the site administrator(s) if identified, two parents from the attendance zone involved, one (1) at-large community member, one (1) Board member appointed by the Board President, one (1) student, and chaired by the Superintendent or designee.

The committee shall review all submitted names and supporting documentation to determine whether the names meet the criteria of this policy. The committee shall provide evidence of adequate public support for a specific name and/or the absence of credible opposition to the name. The committee shall recommend a name to the Board for its consideration. All names submitted by the public shall be provided to the Board.

Named for a Major Donor

The Board may consider naming a facility in honor of a major donor provided that donor is of good character and reputation and makes a significant contribution. A contract shall be developed for individual or corporate sponsorship of facilities and approved by the Board. Contract provisions shall include required levels of monetary or in-kind support, duration of naming rights, conditions for breach of contract and reversion of naming rights to the District, and any other relevant provisions.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 25, 2021, 6:30 P.M.**

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X. Discussion Items

3. Approve Virtual Program (OP 2210)

To: Mark Bielang, Superintendent
Board of Education

From: Mike Huber, Director of Curriculum and Professional Development
Kelly Jensenius, Director of Elementary Education

CC: Jeanine Mattson-Gearhart, Director of Special Education
Michael Pascoe, Asst. Superintendent of Instruction

Date: October 22, 2021

RECOMMENDATION

We are recommending that the Board of Education approve the addition of our Virtual Elementary program and select courses for our Middle School Virtual Program to our Elementary and Middle School Programs of Study.

Elementary Level	Middle Level
K-5 Art	Middle School Fitness
K-5 Music	Middle School French
K-5 Physical Education	Middle School Electives
K-5 Math	Sign Language
K-5 Science	Coding
K-5 Social Studies	2D Art
K-5 English Language Arts	Journalism
3-5 Media	Photography

BACKGROUND INFORMATION

During the pandemic, Michigan passed legislation to temporarily lift pupil in-person requirements in order for schools to maintain foundational pupil funding. With many school districts continuing to offer virtual programming and with expiration of COVID emergency allowances, Michigan needed to create new rules and guidance for virtual programs. This led to updates to Michigan’s Virtual Program statute 388.1621f and to Michigan’s Pupil Accounting Manual (the PAM).

Based on these updates, there are two types of virtual programming, Distance Learning and Virtual Learning. Briefly described, *distance learning* is where the students are receiving course instruction for the same amount of time as their in-person peers, on the same daily schedule, and on the same content standards. *Virtual learning* is where students have a modified in-person amount of time, an adjusted daily schedule, and potentially modified content standards.

Our elementary program is a *virtual learning* program that has the same content standards as our in-person elementary program. We have modified the in-person time requirement to allow for a more flexible schedule and to provide time away from a computer screen to do course work.

Our middle and high school programs are based almost entirely on *distance learning*. These students attend a traditional 7 period day, regardless of their modality of instruction. They are expected to attend their daily classes. And when working independently (as they would in an in-person classroom, generally at the end of their class period) their class teacher is immediately available. We do have a few electives being offered as *virtual learning* at the middle school level. At the high school level, our program is fully aligned with our current program of studies.

For our elementary students in our *virtual learning program*, we ensure a number of expectations are occurring so that we are meeting State and Federal guidelines.

Separate course syllabi for our virtual programs that include specific details on the course content and learning standards. These syllabi need to be explicit for any *virtual learning program*.

A student's Education Development Plan (EDP) needs to be developed to count these students as a part of PPS membership.

Track and record weekly "two-way interactions" for the duration of any virtual learning program. A "two-way interaction" is defined as when a teacher and student (or guardian/parent) connect via email, phone call, or a video chat on progress on a learning objective. Parent or guardian facilitated two-way interaction may be required if the pupil is in grades K-5 or in a special education program and due to the student's age or disability, the pupil does not possess the skills necessary to participate in two-way interaction unassisted.

Explicit virtual program information in our Program of Studies. This is why we are submitting this recommendation today.

To develop these elements and ensure that we are meeting expectations, we have been assisted by Ryan Miller our Pupil Accounting Data System Analyst, and Jill Slaughter the KRESA Pupil Accounting and Data Quality Consultant. Jill and Ryan have supported Jessica Winstanley, Instructional Coach and Dr. Mackenzie Sheahan, Elementary Virtual Principal, in the development of our elementary course syllabi, education development plans, and two-way interaction documentations. We appreciate the support that this team has provided in ensuring a high-quality virtual learning program is in place for the students in Portage Public Schools.

We are happy to answer any questions that you may have concerning this recommendation.

Very Respectfully Submitted,

Michael Huber
Kelly Jensenius