

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
JUNE 5, 2023, 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 – COMMITTEE OF THE WHOLE WORK SESSION
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).

June 5, 2023

Office of Educational Supports & Intervention

KRESA Southern Service Area

8107 Mustang Dr., Portage, MI 49002
Telephone: (269) 323-501 FAX: (269) 323-5011

May 31, 2023

TO: Superintendent Mark Bielang & the PPS Board of Education

FROM: Dr. Jeanine Mattson-Gearhart, Director of Educational Supports & Intervention

RE: KRESA Parent Advisory Committee's Excellence in Special Education Awards

It is my pleasure to inform you this year we had 2 nominations brought forward to honor our special education teachers. Individuals who are nominated have demonstrated commitment above and beyond for students with disabilities. We celebrate each of these individuals and their endeavors on behalf of our students who are attending Portage Public Schools. The list of nominees-and WINNERS-are as follows:

Jessica Jeffries	Central Middle School
Casey Badders	Central High School

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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IV. Board Education

1. PA 48 Report



TO: Mark Bielang, Superintendent

FROM: Dr. Kelly Jensenius, Director of Elementary Education, Dr. Michael Pascoe, Assistant Superintendent, and Dr. Mackenzie Sheahan, Multi-Tiered Systems of Support District Coordinator & Curriculum Support Supervisor

DATE: May 31, 2023

Safe Return to In-Person Instruction and Continuity of Services Plan Progress Update

Required under PA 48 Sections 98b/104a Goals 2022-2023

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Initial Report: September 6, 2022
Winter Update: February 13, 2023
Spring Update: June 5, 2023

PA 48 Section 98b/104a Background

The District Safe Return to In-Person Instruction and Continuity of Services Plan was developed during the 21-22 school year as mandated by the Michigan Department of Education (MDE). This plan describes how Portage Public School District will ensure continuity of services, which must address students' academic needs and students' and staff social, emotional, mental health, and other needs. The [linked plan](#) is updated as required by MDE and posted on the district website. The information included in this memo provides an overview of the goals, achievement data, and reflections on progress.

2022-2023 Goals

District K - 5 Goal

All Portage Public Elementary Schools, including Amberly, Angling, Central El, Haverhill, Lake Center, Moorsbridge, Woodland, and 12th Street Elementary will have 80% of students meeting grade level benchmarks in Reading (Acadience) and Mathematics (Fastbridge) by the end of the 2022-2023 school year.

District 6 - 8 Goal

All Portage Public Middle Schools, including Central MS, North MS, and West MS will have 80% of students meeting grade level benchmarks in Reading (Fastbridge) and Mathematics (Fastbridge) by the end of the 2022-2023 school year.

Achievement by Grade Level

Elementary School: Fastbridge Math and Acadience Reading

80% of students meeting grade level benchmarks by the end of the school year.

Grade	Math Percent of students meeting benchmark			Reading Percent of students meeting benchmark		
	Fall	Winter	Spring	Fall	Winter	Spring
K	77%	75%	73%	64%	84%	82%
1	75%	76%	71%	67%	74%	72%
2	48%	58%	65%	75%	74%	72%
3	57%	64%	67%	75%	76%	80%
4	65%	63%	60%	73%	77%	78%
5	64%	69%	68%	70%	79%	80%

- Data is not from a cohort (students can be in either data set to be counted)
- “Meeting Benchmark” changes by time of year for both FastBridge and Acadience because they are curriculum-based measures (CBMs).

Middle School: Fastbridge Math and Reading

80% of students meeting grade level benchmarks by the end of the school year.

Grade	Math Percent of students meeting benchmark			Reading Percent of students meeting benchmark		
	Fall	Winter	Spring	Fall	Winter	Spring
6	74%	65%	66%	69%	71%	68%
7	50%	58%	61%	62%	67%	68%
8	57%	61%	59%	63%	65%	69%

- Data is not from a cohort (students can be in either data set to be counted)
- “Meeting Benchmark” changes by time of year for FastBridge and benchmark is made up of a curriculum-based measure (CBM) and an adaptive assessment.

Achievement by Student Group

Elementary School: Fastbridge Math and Acadience Reading

80% of students meeting grade level benchmarks by the end of the school year.

Group Reporting on groups where 30 more students are present.	Math			Reading		
	Percent of students meeting benchmark			Percent of students meeting benchmark		
	Fall	Winter	Spring	Fall	Winter	Spring
All Students K-5	62%	65%	67%	70%	77%	77%
Economically Disadvantaged	45%	49%	47%	54%	62%	62%
Special Education	30%	26%	28%	27%	30%	33%
English Learner	48%	56%	59%	55%	67%	67%
Female	58%	61%	64%	71%	77%	77%
Male	65%	69%	70%	70%	77%	77%
White	65%	69%	71%	72%	80%	79%
Afr Am/Black	38%	38%	39%	51%	58%	55%
Asian	74%	79%	81%	80%	87%	87%
Hispanic	53%	56%	57%	64%	71%	73%
Multiracial	58%	60%	60%	68%	72%	74%

Middle School: Fastbridge Math and Reading

80% of students demonstrating growth by the end of the school year.

Group Reporting on groups where 30 more students are present.	Math			Reading		
	Percent of students meeting benchmark					
	Fall	Winter	Spring	Fall	Winter	Spring
All Students 6-8	60%	61%	62%	64%	68%	68%
Econ. Disadvantaged	38%	36%	37%	45%	46%	43%
Special Education	18%	19%	19%	15%	17%	17%
English Learner	24%	23%	29%	12%	21%	22%
Female	56%	57%	58%	70%	72%	72%
Male	64%	66%	67%	59%	63%	65%
White	62%	64%	66%	66%	70%	71%
Afr Am/Blk	26%	21%	21%	36%	36%	38%
Asian	85%	87%	84%	82%	86%	88%
Hispanic	50%	49%	49%	59%	61%	57%
Multiracial	54%	54%	55%	61%	63%	63%

2022-2023 Data & Reflection

Reflecting on the progress made during the 2022-2023 school year we used the continuous improvement process to design work around the strategies identified in our District Plan. We continued to develop our systems of instruction in Tier 1 and our culture and climate the overarching details are as follows:

- Professional learning was connected throughout the year and supported with building coaching. Our focus was to build a coaching system beginning with Elementary Reading, Engagement Specialists, and ESI Coordinators. This was done through five Coaching Collaborative sessions throughout the year that will continue into the 23-24 school year. We will expand this coaching training to include the new Middle School Math Coach and Middle School MTSS Coordinators. Each of the three professional learning day topics was connected to coaching that was taking place in elementary buildings. One middle school highlight was the implementation of an instructional routine driven out of a data review with a particular building department and our CIA team members. After the department implemented the routine their end-of-the-year data demonstrated growth in comparison to those without the targeted instructional routine. This type of coaching and implementation is what we hope to see beginning at the middle schools during the 23-24 school year.
- Our intention was to utilize the fall screener to continue specific support for students in literacy in grades K-9. Upon reflection, we have moved to concentrate these supports on acceleration versus our previous concentration on remediation. There is still work to be done on building a cohesive system, especially within middle and high schools, that is driven by student data. We look forward to continuing this work during the 23-24 school year.
- We had a focus on continuing to support our middle school literacy programs, including teacher and staff development and explicit vocabulary instruction. During the March Professional Development Day, a three-hour session was delivered to all middle school staff regarding language and vocabulary instruction. This session was the first of a series of professional learning opportunities that will continue into the 23-24 school year.
- Elementary ELA and Math teams completed their development of proficiency scales and K-8 chose a resource for adoption. This next curricular phase will begin with the implementation of the new core curriculum during the 23-24.
- The 6-12 Social Studies Team began the first phase of the Curriculum Review Cycle by focusing in on meeting with just the 6-8 Curricular Cycle Team. This team met four times during the 22-23 school year in order to collect research on best practices in teaching and learning within the area of social studies. During the 23-24 school year, we will bring together K-12 Social Studies Team Members to dig into the research, develop community surveys, and prepare for Phase 2 of the Curriculum Cycle.
- World Language started the first phase of the Curriculum Review Cycle. During this phase, they met over six times with the CIA department to begin the research of best practices and teaching and learning in the context of World Language and the development of a survey of multiple stakeholders. The survey collected over 1000 responses from students, alumni, family members, and community members. The next step will be to analyze the data over the 23-24 school year and move on to the next phase of the Curriculum Review Cycle.
- Three full-time district nurses were hired to support all PPS students and staff medical needs. A few highlights of their work this year included:
 - Background work - IHP's, Med Authorization forms

- IHP's developed - work with all parents to get proper documentation and medical notes for a comprehensive plan for each individual with the big 4 - Asthma, Diabetes, Epilepsy, Anaphylactic Shock
- Immunization support - resource for parents
- Medication Dispensing Training for all staff
- MERT - Medical Emergency Response Teams (Start to develop these teams)
- School Health training for staff - 2 times thus far and will be adding to that for next year
- Purchased Med kit for each nurse to utilize
- 5th grade camp support
- Health Tab in Skyward - electronic IHP's in the system and viewable by all appropriate staff
- Wall Mounted Eye Wash stations purchased, nurses will work with you on installation
- HealthBar - agreement with KVCC for students to get observation time with nurses next fall - you may see some observers

Planning for the upcoming year:

- Updated new Med Authorization forms
 - 2 Drills for MERT training
 - Stop the Bleed Training
 - AED monitoring - battery replacement
 - Medication Dispensing - done in Skyward - parent alert to notify when meds need to be brought in.
 - Medical Evacuation Chairs - ordered and will be here soon. Implement a 504 plan or build it into their IEP for use if appropriate
 - CPR/First Aid training or recertification for MERT members happening in October 2023
 - Two nurses will serve on the district HGD committee
 - Additional training is being developed to meet staff needs
- We added the Coordinator of School and Mental Health Initiatives position this winter. Since this position was added, she has provided professional learning at two of our professional development days for staff, implemented a staff wellness opportunity, and has worked alongside our building principals and families supporting mental health needs. During the 23-24 school year, this role will be integral in supporting our climate and culture goal and action steps throughout the district.

Overall, as we have begun to analyze the data from the end-of-the-year screening we acknowledge that district-wide we have not met our goal set for the 22-23 school year. Where we have had targeted support and implementation of action steps we can see growth but the system development that would show growth in all students is still being constructed. On June 6, 2023, the CIA team will be analyzing this data with building principals and teams to determine the implementation of their action steps this year, the impact of those actions, and determine the next steps for the 23-24 school year. These reflections and plans will be updated in the fall of 23-24.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

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VI. Consent Agenda

1. Approval of Minutes
 - a. May 22, 2023 Policy Governance Retreat and Regular Business Meeting

- b. Bus Purchase

That the Board of Education approve the purchase of four (4) 77-passenger buses and one (1) lift bus from Holland Bus for a total of \$660,904.00, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**POLICY GOVERNANCE RETREAT &
REGULAR BUSINESS MEETING
MAY 22, 2023**

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, May 22, 2023, was called to order at 4:00 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Emily Crawford, Keith Crowell, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: Ean Hamilton

Executive Leadership Present: Mark Bielang, Superintendent and Dan Vomastek, Director of Technology and Information Systems

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments or communications.

DISCUSSION ITEMS

Mr. Dan Vomastek, Director of Technology and Information Systems facilitated the first discussion item on the agenda - redistricting, past practice and how we are proceeding.

Mr. Gary Goscenski of Perspectives Consulting facilitated the balance of discussion items: Owners Linkage Committee ideas (survey/adopting a schedule, thank you notes – Bylaw 0143.1, and linking via social media – Bylaw 0167.6); Bylaw 0175.1 – School Board Conferences, Conventions, and Workshops; Policy 7300 – Disposition of Real Property; Policy 1.0 – Global Ends (considering long-term objectives); monitoring report evaluation form.

The Policy Governance Retreat adjourned at 6:16 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, May 22, 2023 was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

Board Trustees Present: Emily Crawford, Keith Crowell, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: Ean Hamilton

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

REPORTS

Superintendent's Report

Financial Update

Ms. Paula Johnson, Director of Finance, covered the General Fund Budget Progress Report by Function and by Object for the ten-month period ending April 30, 2023 compared to the same period in 2022.

Ms. Johnson also shared that the bond sale is tomorrow, the business office is working on the budget, and the state recently held their Consensus Revenue Estimating Conference. From the conference, we learned estimates for the state's General Fund are down from earlier projections. We are still waiting to hear what our final funding will be for the next school year.

Other

Per Superintendent Bielang, graduations are coming up! Community High's is May 25 at 7:00 p.m. at Northern High's Auditorium. Northern High's graduation is May 26 at 7:00 p.m. at Miller Auditorium, and Central High's graduation is Friday, June 2 at 7:00 p.m. in the Wings Event Center.

BOARD EDUCATION

ELA Curriculum Update

Dr. Kelly Jensenius, Director of Elementary Education, provided an update on K-8 ELA resource adoption. The presentation covered the guiding principles followed and the steps/phases of the resource selection process. Resources considered for adoption are UFLI for students in grades K-2 to improve literacy outcomes and Fishtank ELA for grades K-8 to develop students into critical readers, writers and thinkers. The presentation wrapped up with a review of next steps, which includes a Family Discovery Night (details to be determined), curriculum purchase recommendation to the Board, and summer curriculum work for ELA teams.

Dr. Jensenius responded to questions from Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment, and hearing none, he opened the floor to Trustee comments.

Mr. Snyder thanked his fellow board members for today's successful Policy Governance Retreat.

Mr. Crowell attended the recent Science Innovations Hall of Fame Awards at the Kalamazoo Air Zoo at which Northern High teacher Michelle Mason and Central High student Simar Bhatia were recognized. Congratulations to both! Mr. Crowell also commented on the professional baseball success of Portage graduates, Tommy Henry and Max Schuemann.

Mrs. Novaria attended the Northern High IB ceremony, which she described as a delightful, fun evening. She congratulated Michelle Mason for her Science Innovations recognition. She noted that at Northern's IB Ceremony many students named Ms. Mason as their significant educator.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the May 8, 2023 Committee of the Whole Work Session minutes; approve the miscellaneous, tobacco related, and technology related policy revisions, as presented; approve the purchase of school furniture from VS America, Inc. in the amount of \$66,632.60, the cost for which will come from the 2023-24 General Fund Budget; approve the purchase of two (2) wrestling mats for Central High School from Restilite Sports Products in the amount of \$30,488.60, the funds for which will come from the 2023-24 General Fund (SOAR) Budget; approve the purchase of iPads, mounts, and related hardware to outfit our bus fleet with turn-by-turn navigation in the base amount of \$69,949.00; authorize the purchase of 1,400 Chromebooks from Sehi Computer Products in an amount not-to-exceed \$349,412.00 to funded by ESSER and General Fund dollars; and approve the Portage Central High School Spanish students trip to Spain set for June 17-27, 2024, as presented.

There being no objections, the motion carried.

REQUIRED ACTION ITEMS

KRESA Biennial Election Resolution #2

Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education approve the Resolution Designating the District's Electoral Representative and First Ballot Candidate Choice, as presented.

President Van Antwerp briefly reviewed the resolution.

The motion carried unanimously.

KRESA 2023-24 General Fund Budget

Motion offered by Mr. Snyder, seconded by Mrs. Crawford, that the Board of Education adopt the resolution provided, indicating support of the KRESA General Education Fund Budget for the 2023-24 school year, as presented.

The motion carried unanimously.

ACTION ITEMS

Set Special Meeting re: Superintendent Evaluation

President Van Antwerp suggested the Board set the special meeting June 19, 2023 at 4:00 p.m.

Motion offered by Mrs. Novaria, seconded by Mr. Crowell, that the Board of Education set a special meeting for the Superintendent Evaluation on June 19, 2023 at 4:00 p.m.

The motion carried unanimously.

Set Special Meeting re: Security Planning

Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education set a special meeting on June 5, 2023 at 5:15 p.m. for the purpose of security planning.

Per President Van Antwerp, the security planning discussion will take place in closed session.

The motion carried unanimously.

Set Budget Hearing

Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education set the budget hearing for June 19, 2023 at 6:30 p.m. as part of the June 19 Regular Business Meeting agenda.

The motion carried unanimously.

DISCUSSION ITEMS

Revision to Policy 6320

Per Superintendent Bielang and Ms. Paula Johnson, the proposed changes speak to the bidding process and capture our practice as allowed under the law. The competitive bid threshold allows consortium options to be used without having to get additional bids.

Bus Purchase

Our typical bus replacement schedule calls for up to six buses to be replaced yearly. Per Ms. Paula Johnson, this year, we are recommending the purchase of five 77-passenger buses and one lift bus. Funds for the purchase will be drawn from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

Ms. Johnson addressed questions from Trustees.

CHS-NHS Audio Visual System Refresh

Mr. Dan Vomastek, Director of Technology and Information Systems, reviewed the recommendation to purchase audio/visual systems for both Central High and Northern High to replace old equipment.

The Board opted to move this discussion item to action as captured below.

Motion offered by Mr. Crowell, seconded by Mrs. Crawford, that the Board of Education move the CHS-NHS Audio Visual System Refresh discussion item to action.

The motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Ms. Larson, that the Board of Education authorize a contract award to CS Erickson of Grand Haven, MI for the refresh of audio/visual systems located at Central and Northern High Schools in the amount of \$142,999.12, the funds for which will be drawn from the 2021 Bond Fund.

The motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary

**RESOLUTION DESIGNATING DISTRICT’S ELECTORAL REPRESENTATIVE AND FIRST
BALLOT CANDIDATE CHOICE**

[To be adopted on or after May 15, 2023]

Portage Public Schools (the “District”)

A regular meeting of the board of education of the District (the “Board”) was held in the Portage Central High School, Room #1136, 8135 S. Westnedge, Portage, MI 49002, within the boundaries of the District, on the 22nd day of May, 2023, at 6:30 o’clock in the p.m. (the “Meeting”).

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

Present: Members Emily Crawford, Keith Crowell, Kimberly Larson, Terri Novaria, Bo Snyder,
Randy Van Antwerp

Absent: Members Ean Hamilton

The following preamble and resolution were offered by Member Crowell and supported by Member Novaria.

WHEREAS:

1. The biennial election of the Board of Kalamazoo Regional Educational Service Agency, Michigan (the “ISD Board”) will be held on Monday, June 5, 2023; 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 Revised School Code Section 614(2), MCL 380.614(2), this Board desires to designate Terri Novaria as its representative and Kimberly Larson 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.

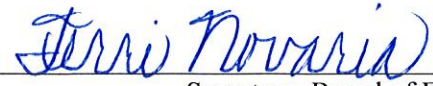
NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of Terri Novaria as the representative of this Board to the electoral body, which body will elect two (2) candidates to the vacancies on the ISD Board on Monday, June 5, 2023 and Kimberly Larson 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 Virgil “Skip” Knowles and Randy Van Antwerp.
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 – Crawford, Crowell, Larson, Novaria, Snyder, Van Antwerp

Nays: Members - None

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 the Resolution Designating District's Electoral Representative and First Ballot Candidate Choice adopted by the Board at the Meeting, 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

RESOLUTION FOR LOCAL DISTRICT VOTE ON ISD GENERAL FUND
BUDGET

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 Room #1136 of Portage Central High School, 8135 S. Westnedge, Portage, on May 22, 2023 at 6:30 o'clock in the evening.

Members present: Emily Crawford, Keith Crowell, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Members absent: Ean Hamilton

The following preamble and resolution were offered by Member Snyder and seconded by Member Crawford.

WHEREAS:

This Board received the Kalamazoo Regional Educational Service Agency General Education Fund Budget on or before May 1, 2023; 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/or proposed changes the Board may have to the budget prior to June 1, 2023.

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 ISD General Education Fund Budget for the 2023-2024 school year be supported, and 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.

Ayes: Members: Crawford, Crowell, Larson, Novaria, Snyder,
Van Antwerp

Nays: Members: None

Motion declared adopted.

Resolution for Local District Vote on ISD General Fund Budget
Kalamazoo Regional Educational Service Agency "ISD" General Education Fund
Budget Resolution

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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 22, 2023, 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

June 5, 2023



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: May 22, 2023

Re: 2023-2024 Bus Purchase

RECOMMENDATION

I am recommending that the Board of Education approve the purchase of four (4) 77-passenger buses and one (1) lift bus from Holland Bus for a total of \$660,904.00 to come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

BACKGROUND INFORMATION

Our regular replacement schedule calls for up to six (6) buses to be replaced annually. We continue to see buses that are starting to need increased and more costly repairs. Because of this, we are recommending the purchase of five buses. We believe this will assist us in avoiding major repairs. This rotation/replacement would be done in our normal process of evaluating our oldest and/or highest mileage buses, which are beyond their life expectancy.

The new buses will have additional back stop signs, reverse cameras, stability control, and air disc brakes to improve the experience for our drivers and students. In prior years, we have purchased stock buses with standard equipment and these buses will be customized for Portage Public Schools.

BIDDING PROCESS

The buses were bid using the Michigan School Business Officials (MSBO) bus-purchasing program. Further documentation is attached for your reference.

We have purchased buses from Holland Bus for several years now and have been satisfied with prompt support of any issues that we have had. We purchased gas buses on the past couple of purchases and have been happy with their performance and cost savings overall.

I would be happy to answer any questions that the Board members have related to this recommendation.

Michigan Bus Purchasing
Price Comparison Report - Spec #18588
 Apr 12, 2023 1:34 PM

Buying Organization **Holland**
 670 E 16th St
 Holland MI 49423-3738

Notes Portage gas Air Phase II 2023

Product Category Conventional (2022-23 Phase 2)

Product 77 Passenger

Quantity 4

Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price			\$125,738.00	\$120,842.00	\$145,761.00

Chassis Options

Air Dryer					
Bendix AD-IP dryer w/spin-on filter	C101		N/C	(\$225.00)	N/A
Alternator					
240-amp, Leece-Neville	C123		\$140.00	S/E	\$148.00
Axle, Front: minimum load					
12,000 lbs.	C142		\$159.00	S/E	N/A
Batteries					
3 12-volt, 950-CCA each	C163		S/E	S/E	\$238.00
Brake Dust Shield					
Brake dust shield on all wheels	C170		S/E	S/E	N/C
Brakes, ESC					
Electronic Stability Control for Air Brakes	C172		S/E	S/E	S/E
Engine					
Cummins ISB 220hp, 600 torque, PTS2500 trans	C204		S/E	--	--
Cummins ISB 240 hp w/PTS2500 trans	C202		--	--	N/C
Gasoline Engine, 7.3 L w/Ford Trans	C218		N/A	(\$3,350.00)	N/A
Fuel Tank					
Increase to 100-gallon gasoline tank	C252		N/A	\$375.00	N/A
Pedals, Adjustable					
Adjustable brake and accelerator pedals	C310		\$917.00	\$937.00	\$630.00
Rust Proofing					
Rust proofing fuel tank anticorrosion spray coating	C315		\$478.00	\$192.00	S/E
Steering					

Telescoping steering wheel	C320	S/E	S/E	\$248.00
Switches, Ignition				
Keyed alike	C350	N/C	\$5.00	\$19.00
Tires				
11R22.5 steer FR, mud/snow rear Cooper	C397	N/A	(\$657.00)	N/A
Turn Signals				
Fender-mounted	C421	S/E	S/E	\$49.00
Warranty, Extended				
2 year/unlimited miles	C450	S/E	\$720.00	\$520.00

Body Options

Antenna				
Flexible rubber radio antenna	B170	S/E	S/E	N/A
Battery Cut Off Switch				
Add battery cut off switch	B190	S/E	\$154.00	\$79.00
Color, Interior				
Walls white	B234	N/A	S/E	S/E
Crossing Gate Arm				
Electric w/stow bracket	B241	\$270.00	\$445.00	N/C
Defogger Fans				
Increase from 2 to 3	B250	N/A	\$65.00	\$65.00
Door, Entrance				
Electric, double out, split type	B260	(\$169.00)	\$325.00	(\$245.00)
Exit, Evacuation Step				
Step & handle at rear door	B310	\$225.00	S/E	\$105.00
Exit, Roof Hatch				
2 Specialty ProLo 9240 series	B324	(\$62.00)	(\$360.00)	N/A
Floor Covering				
1 piece, gray	B373	N/A	\$814.00	\$420.00
Mirror, Timer				
Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				
Rosco, Eye-Max LP, heated	B537	N/C	S/E	N/A
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$39.00
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$178.00	\$265.00	\$123.00
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$37.00
Noise Reduction System				

Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$347.00
Power Source				
12-volt power source in driver's area	B615	N/C	S/E	S/E
Radio & Public Address System				
AM/FM radio, CD, clock, PA system inside & outside	B626	N/A	N/A	N/A
Seat, Driver's				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$8.00
Seat, Driver's Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	N/C
Step Tread				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
Stepwell				
Stainless steel	B755	N/A	\$545.00	\$621.00
Stop Arm Signals				
Air, LED lights, front & rear	B765	(\$60.00)	(\$70.00)	(\$143.00)
Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$93.00
Storage Pouch				
Mounted on barrier behind driver	B782	\$21.00	\$16.00	\$47.00
Configured Price			\$128,349.00	\$122,292.00
				\$149,209.00

Dealer Options

fiberglass luggage on RH side	\$2,595.00
protect camera system	\$2,663.00
65 MPH governor	\$0.00
glove box	\$60.00
Black reflective lettering	\$200.00
Left hand exhaust	(\$120.00)
relocate park brake to lower dash	\$75.00
delete pre trip activation	\$0.00
delete light monitor	(\$50.00)
cup holder	\$0.00
Black reflective lettering	\$200.00

Black reflective lettering		\$200.00
fiberglass luggage on RH side	\$2,595.00	
fiberglass luggage on RH side		\$2,595.00
protect camera system	\$2,663.00	
protect camera system		\$2,663.00
stainless steel stepwell - not available	\$698.00	
gasoline - not available	\$0.00	
back up camera in dash		\$0.00

	Hoekstra	Holland	Midwest Transit
Unit Price	\$134,505.00	\$127,715.00	\$154,667.00
Total Price	\$538,020.00	\$510,860.00	\$618,668.00
Grand Total	\$538,020.00	\$510,860.00	\$618,668.00

Michigan Bus Purchasing
Price Comparison Report - Spec #18589
 Apr 12, 2023 1:42 PM

Buying Organization **Holland**
 670 E 16th St
 Holland MI 49423-3738

Notes Portage Gas Air SN Phase II 2023

Product Category Conventional (2022-23 Phase 2)

Product 77 Passenger

Quantity 1

	Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Trans
Product Base Price				\$125,738.00	\$120,842.00	\$145,761.00
Chassis Options						
<i>Air Dryer</i>						
	Bendix AD-IP dryer w/spin-on filter	C101	N/C	(\$225.00)	N/A	
<i>Alternator</i>						
	240-amp, Leece-Neville	C123	\$140.00	S/E	\$148.00	
<i>Axle, Front: minimum load</i>						
	12,000 lbs.	C142	\$159.00	S/E	N/A	
<i>Axle, Rear: minimum load</i>						
	23,000 lbs.	C153	\$623.00	S/E	\$180.00	
<i>Batteries</i>						
	3 12-volt, 950-CCA each	C163	S/E	S/E	\$238.00	
<i>Brake Dust Shield</i>						
	Brake dust shield on all wheels	C170	S/E	S/E	N/C	
<i>Brakes, ESC</i>						
	Electronic Stability Control for Air Brakes	C172	S/E	S/E	S/E	
<i>Engine</i>						
	Cummins ISB 220hp, 600 torque, PTS2500 trans	C204	S/E	---	---	
	Cummins ISB 240 hp wPTS2500 trans	C202	---	---	N/C	
	Gasoline Engine, 7.3 L w/Ford Trans	C218	N/A	(\$3,350.00)	N/A	
<i>Fuel Tank</i>						
	Increase to 100-gallon gasoline tank	C252	N/A	\$375.00	N/A	
<i>Paint, Wheels</i>						
	Wheels finish coated black inside and out	29 C300	S/E	N/C	N/C	

Pedals, Adjustable

Adjustable brake and accelerator pedals	C310	\$917.00	\$937.00	\$630.00
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Rust Proofing

Rust proofing fuel tank anticorrosion spray coating	C315	\$478.00	\$192.00	S/E
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Steering

Telescoping steering wheel	C320	S/E	S/E	\$248.00
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Switches, Ignition

Keyed alike	C350	N/C	\$5.00	\$19.00
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Tires

11R22.5 steer FR, mud/snow rear Cooper	C397	N/A	(\$657.00)	N/A
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Turn Signals

Fender-mounted	C421	S/E	S/E	\$49.00
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Warranty, Extended

2 year/unlimited miles	C450	S/E	\$720.00	\$520.00
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Body Options**Air Conditioning**

Thermo King Michigan TM-552-MS, center-plenum, dual discharge system w/TM-21 compressor, 103,000 BTU (includes 5-yr warranty)	B129	\$16,400.00	\$16,000.00	\$16,700.00
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Antenna

Flexible rubber radio antenna	B170	S/E	S/E	N/A
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Battery Cut Off Switch

Add battery cut off switch	B190	S/E	\$154.00	\$79.00
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Color, Interior

Walls white	B234	N/A	S/E	S/E
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Defogger Fans

Increase from 2 to 3	B250	N/A	\$65.00	\$65.00
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Door, Entrance

Electric, double out, split type	B260	(\$169.00)	\$325.00	(\$245.00)
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Exit, Evacuation Step

Step & handle at rear door	B310	\$225.00	S/E	\$105.00
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Exit, Roof Hatch

2 Specialty ProLo 9240 series	B324	(\$62.00)	(\$360.00)	N/A
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Floor Covering

1 piece, gray	B373	N/A	\$814.00	\$420.00
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Floor Tracking System

4 floor rows/1 row over windows/L-track/1 WC (each) (Qty: 5)	B380	\$2,410.00	\$3,700.00	\$2,445.00
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Mirror, Timer

Timer for heated mirror	B525	S/E	S/E	S/E
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Mirrors, Crossview

Rosco, Eye-Max LP, heated	30 B537	N/C	S/E	N/A
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Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$39.00
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575		\$178.00	\$265.00
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$37.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605		\$355.00	\$220.00
Power Source				
12-volt power source in driver's area	B615	N/C	S/E	S/E
Radio & Public Address System				
AM/FM radio, CD, clock, PA system inside	B625	N/A	N/A	N/A
Seat, Driver's				
National, air ride w/o arm rests	B663		\$115.00	\$192.00
Seats, Child Restraint				
<i>IMMI SafeGuard, floor mount (per seat) (Qty: 6)</i>	B680	---	---	\$2,634.00
36" CQCr 3 pt. belts, track mount (Qty: 2)	B695	N/A	\$2,168.00	N/A
<i>SynTec S3C, 36" floor mount (per seat) (Qty: 6)</i>	B697		\$1,698.00	---
Seats, Passenger				
Deduct for delete seat (per seat) (Qty: 11)	B705		(\$2,662.00)	(\$4,906.00)
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	N/C
Step Tread				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
Stepwell				
Stainless steel	B755	N/A	\$545.00	\$621.00
Stop Arm Signals				
Air, LED lights, front & rear	B765		(\$60.00)	(\$70.00)
Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$93.00
Storage Pouch				
Mounted on barrier behind driver	B782		\$21.00	\$16.00
Wheelchair Entry				
Front lift door w/Braun NL9191B, 34" wide	B822		\$7,086.00	\$5,937.00
Wheelchair Securements (L-Track)				
Q-Straint Q-8300-A1QRT (each) (Qty: 5)	31 B854		\$4,630.00	\$2,470.00

Configured Price \$158,220.00 \$147,216.00 \$176,354.00

Dealer Options

Protect camera system installed		\$2,663.00	
62 MPH governor		\$0.00	
Glove Box		\$60.00	
Left hand exhaust		(\$120.00)	
relocate park brake to lower dash		\$75.00	
delete light monitor		(\$50.00)	
cup holder		\$0.00	
delete pre-trip activation		\$0.00	
Black Reflective Lettering		\$200.00	
Black Reflective Lettering	\$200.00		
Black Reflective Lettering			\$200.00
Protect camera system installed	\$2,663.00		
Protect camera system installed			\$2,663.00
1 piece flooring gray	\$598.00		
Stainless Steel Stepwell - not available	\$698.00		
back up camera in dash		\$0.00	

	<u>Hoekstra</u>	<u>Holland</u>	<u>Midwest Tran</u>
Unit Price	\$162,379.00	\$150,044.00	\$179,217.00
Total Price	\$162,379.00	\$150,044.00	\$179,217.00
Grand Total	\$162,379.00	\$150,044.00	\$179,217.00

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

Note Page

VII Assurance of District Performance

1. Monitoring Report 1.0, Ends (GP 4.4)

Recommended Motion:

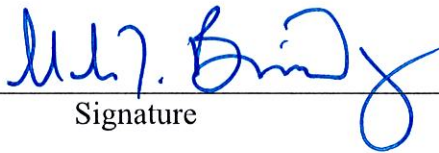
Motion offered by _____, seconded by _____, that the Board of Education accept as presented, the Monitoring Report on 1.0, Ends, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Ends
Policy Title: (1.0) Global Ends

Certification

I hereby present my Monitoring Report on Global Ends Policy, 1.0 in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of June 5, 2023.



Signature

6.5.23

Date

Monitoring Report

Page -2-

Policy Type: Ends

Policy Title: (1.0) Global Ends

1.0 POLICY LANGUAGE

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

Interpretation

I submit the Board's policy language has been comprehensively interpreted and prioritized, and data submitted to quantify the conclusion statements. Reports have been submitted and accepted by the Board of Education according to the monitoring schedule established by the Board.

Report

The District is completing its ninth year of monitoring its Ends Policies. During the 2022-23 school year, Monitoring Reports were presented for the five sub-ends policies, which serve to further interpret the Board's Global Ends Policy.

Approximately 60 data measures are presented for the Global Policy sub-ends. Attached is a summary of the monitoring data measures presented for each of the sub-ends (Appendix I).

Compliance Statement

The Board accepted all sub-end Monitoring Reports as reasonable interpretations and evidence of compliance with Policy.

APPENDIX I

1.1 - Academic Success (Oct 2022-Jan 2023)

Acadience

- Acadience 3rd Grade Oral Reading Fluency – latest 5-year trend
- Acadience Cohort – Students Meeting Benchmark Oral Reading Fluency – latest 3-year trend

M-STEP (Grade 5)/PSAT (Grade 8)

English Language Arts

- All students – 5th grade vs. comparable communities - % proficient
- All students – 8th grade vs. comparable communities - % proficient
- Economically disadvantaged – 5th grade vs. comparable communities - % proficient
- Economically disadvantaged – 8th grade vs. comparable communities - % proficient
- Race/ethnicity – 5th grade vs. comparable communities - % proficient
- Race/ethnicity – 8th grade vs. comparable communities - % proficient

Math

- All students - 5th grade vs. comparable communities – % proficient
- All students - 8th grade vs. comparable communities - % proficient
- Economically disadvantaged - 5th grade vs. comparable communities - % proficient
- Economically disadvantaged - 8th grade vs. comparable communities - % proficient
- Race/ethnicity – 5th grade vs. comparable communities - % proficient
- Race/ethnicity – 8th grade vs. comparable communities - % proficient

Trend Data

- Three-Year Growth Comparisons (ELA and Math) – 5th grade and 8th grade

SAT

SAT Evidence Based Reading/Writing

- All students – 11th grade vs. comparable communities - % college ready
- Economically disadvantaged – 11th grade vs. comparable communities – % college ready
- Race/ethnicity - 11th grade vs. comparable communities – % college ready

Monitoring Report

Page -4-

Policy Type: Ends

Policy Title: (1.0) Global Ends

SAT Math

- All students - 11th grade vs. comparable communities - % college ready
- Economically disadvantaged students - 11th grade vs. comparable communities - % college ready
- Race/ethnicity - 11th grade vs. comparable communities - % college ready

SAT Evidence Based Reading/Writing and Math

- All students - 11th grade vs. comparable communities – total score average
- Economically disadvantaged – 11th grade vs. comparable communities – total score average
- Race/ethnicity - 11th grade vs. comparable communities – total score average

Trend Data

- SAT Five-year trend data with comparable communities - Evidence Based Reading and Writing and Math (all students/economically disadvantaged/Black/African American)

1.2 - Learning and Leadership Skills (March 2023)

- Number of students in at least one AP Course
- Number of students in at least one AP Course by grade
- Number and percentage of AP students earning a “C” or better by grade
- Number of AP Exams taken
- Number and percentage of AP Exams in which a “3” or better earned
- Number of students taking at least one IB course by grade
- Number and percentage of IB students earning a “C” or better by grade
- Number and percentage of students earning an IB diploma
- Number of IB exams taken
- Number and percentage of IB exams in which a “3” or better earned
- Number and percentage of 7-12 students enrolled in arts/physical education/technology/Education for Employment/Education for the Arts/Kalamazoo Area Math and Science Center
- Number and listing of extra-curricular offerings and participation rates
- Student engagement scores on select items

1.3 - Resilience in Life (April 2023)

- This Monitoring Report was presented for the first time in April 2023 and provided the new policy language, interpretations, and a report section. At this time there are no data points presented.

1.4 - Post Graduation Success (May 2023)

- College enrollment within 6 months of graduation
- College enrollment within 12 months of graduation
- College enrollment within 24 months of graduation
- 24 credits completed within 12 months of graduation
- 24 credits completed within 24 months of graduation
- 24 credits completed within 36 months of graduation
- Number and percentage of students taking Remedial College Classes
- High School Graduation/Drop-out rates (5-year cohort)
- High School Graduation/Drop-out rates (4-year cohort)
- Comparator Schools 4-Year Cohort Graduation Rate
- Enrollment information for CTE (formerly EFE) Classes
- Number and percentage of students earning ACT WorkKeys Certificate

1.5 Responsible Citizens (February 2023)

- Listing of activities promoting ethical behavior
- Listing of activities, events and practices promoting respect for individual differences
- Listing of activities and events demonstrating respect for cultures other than their own
- Diversity in our schools and workforce
- Number and percentage of truant students
- Number and percentage of students committing physical assaults
- Number and percentage of students illegally possessing
- Number and percentage of students committing larceny
- Average Daily Student Attendance

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
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

Note Page

VII Assurance of District Performance

2. Monitoring Report 2.0, Global Executive Constraint (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept as presented, the Monitoring Report on 2.0, Global Executive Constraint, as a reasonable interpretation and evidence of compliance with policy.

June 5, 2023

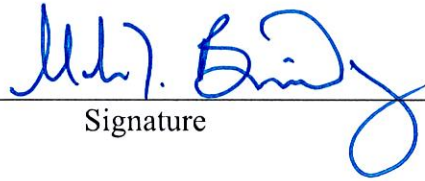
**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.0) Global Executive Constraint

Certification

I hereby present my Monitoring Report on Executive Limitation, 2.0, "Global Executive Constraint" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of June 5, 2023.

There has been no change in interpretation since the last report.



Signature

6.5.23

Date

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.0) Global Executive Constraint

2.0 POLICY LANGUAGE

The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, unsafe, imprudent, or in violation of commonly accepted business, educational and professional ethics and practices.

Interpretation

I interpret “unlawful, unsafe, or imprudent” to mean:

Any situation which violates Executive Limitations, any on-going violation of District Operational Policies, or any failure to adopt any policy required by law or governmental regulation.

Compliance is characterized by:

1. Adoption and dissemination to the appropriate staff members of all of the Policies required by law and governmental regulation.
2. Compliance with Executive Limitations 2.1 through 2.11 as submitted through Monitoring Reports to the Board for each monitoring cycle. (Please note that Executive Limitation Policy 2.7 was deleted by the Board on December 8, 2014.)

The interpretation is reasonable because sub-policies subsequent to Global Executive Constraint 2.0 further speak to the actions which are unacceptable, imprudent, unsafe, or unlawful. The most recent monitoring cycle is used as a basis for compliance. Finally, the failure to adopt legally required policies places the District in greater risk of being found to have acted unlawfully, contrary to governmental regulations, or contrary to community accepted business, educational and professional ethics and practices.

Report

1. NEOLA Operational Policies have been Board approved and disseminated to appropriate staff. Revisions and updates to Operational Policies were provided to and approved by the Board.
2. Monitoring Reports for Executive Limitations Policies 2.1 through 2.11 (except 2.7 as previously noted) submitted during the monitoring report cycle were all approved by the Board as a reasonable interpretation and evidence of compliance with Board Governance Policies.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.0) Global Executive Constraint

3. Additionally, Executive Limitation 2.10.10a. requires a monthly summary of financial performance presented at the Regular Monthly BOE meeting. These summaries were presented throughout the year as required. Executive Limitation 2.10.10.b. requires an annual report on safety. This report was last presented in June 2022 at the meeting held to conduct the Superintendent's evaluation.

Compliance Statement

The organization met expectations.

Interpretation

I interpret "in violation of commonly accepted business, educational and professional ethics and practices" to mean those ethics and practices identified in:

1. Executive Limitations 2.1 through 2.11 as established by the Board.
2. District Operational Policies and Guidelines that address the following topics:
 - Ethics, conflict of interest and nepotism
 - Bidding/Procurement Procedures
 - Internal controls for processing financial transactions

Compliance is interpreted as:

1. Having Operational Policies/ Guidelines /procedures in place that address conflicts of interest, nepotism, bidding/procurement procedures, and internal controls for financial transactions.
2. Dissemination of Operational Policies/ Guidelines /procedures and training of appropriate administrative and supervisory staff as needed.
3. Annual audits to determine compliance.

Report

1. All Operational Policies are Board approved and have been reviewed by administration. Guidelines that support the Board adopted Operational Policies are in place.
2. All Policies have been disseminated to appropriate staff and training, as necessary, has taken place.
3. The annual financial audit found no issues of concern or non-compliance.

Compliance 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
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

Note Page

VIII. Required Action Items

1. MI High School Athletic Association Membership Renewal (MHSAA)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the 2023-24 Michigan High School Athletic Association Membership Resolution, as presented.

June 5, 2023



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

To: Board of Education
From: Mark 
Date: June 1, 2023
Re: MHSAA Membership Renewal

Recommendation

It is recommended that the Board of Education approve the 2023-24 Michigan High School Athletic Association Membership Resolution, as presented.

Background

Each year at this time, our MHSAA membership for the following school year comes to the Board in the form of a resolution, prepared by MHSAA. There is no cost to be a member school. The only requirement is that we follow all MHSAA rules and regulations.

The membership resolution is enclosed.

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, 2023 — through July 31, 2024

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 2023-24 must be listed on the back of this form)

Portage Public Schools _____ City/Township 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, 2023 and shall remain effective until July 31, 2024, 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 19th day of June _____, 2023, 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 2023-24

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.

Name the Member High School(s)

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

1. Portage Central High School
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.

Name the 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. 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 2023-24 7th and 8th-grade enrollment 500
 Provide anticipated 2023-24 6th-grade enrollment 240
 Grade levels for membership: 6 7 8
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

2. 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 2023-24 7th and 8th-grade enrollment 375
 Provide anticipated 2023-24 6th-grade enrollment 190
 Grade levels for membership: 6 7 8
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

3. 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 2023-24 7th and 8th-grade enrollment 458
 Provide anticipated 2023-24 6th-grade enrollment 240
 Grade levels for membership: 6 7 8
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

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IX. Action Items

1. New Administrator Appointments (OP 3120)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the Administrator Appointment Recommendations as presented: Ms. Abby DeVisser as Special Education Supervisor for the Southern Service Area of KRESA, and Ms. Jessica Bucklin as Director of Curriculum and Professional Development.

June 5, 2023



Bradley D. Galin, MBA, SPHR
Director of Human Resources
Phone: 269.323.5152
bgalin@portageps.org

To: Board of Education
From: Bradley Galin, MBA, SPHR
Date: June 5, 2023
Re: Administrator Appointment Recommendations

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following administrators for the Portage Public Schools for the 2023-2024 school year.

Abby DeVisser:

Ms. DeVisser is being recommended by Employment Supports and Intervention (ESI) as a new Special Education Supervisor for the Southern Service Area of KRESA. Ms. DeVisser is replacing the retiring Michelle Spence of the Schoolcraft Community Schools. While Ms. DeVisser will primarily support Schoolcraft, there will be other Southern Service Area responsibilities within her span of responsibilities.

Coming to PPS from Van Buren County ISD, Ms. DeVisser has her undergraduate degree from the University of Michigan, her Masters from Western Michigan University, and her Special Education Administrator certification from Grand Valley State University. Ms. DeVisser's salary will be initially set at \$97,802.

Jessica Bucklin:

It is recommended that the Board approve Ms. Jessica Bucklin as the Director of Curriculum and Professional Development focusing on grades 9-12 for the Portage Public Schools. Ms. Bucklin is currently the Continuous Improvement, MTSS, and Data Consultant for Jackson County ISD. Prior to that, she served as Assistant Principal at Sturgis High School, a K-2 Principal in Sturgis, and a counselor and 7-12 health and FACS teacher.

Ms. Bucklin holds her undergraduate degree from Western Michigan University and both her Masters and Educational Specialist degrees from the University of West Alabama. Ms. Bucklin's salary will be initially set at \$111,552.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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IX. Action Items

2. New Teacher Appointments (OP 3120)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the appointment of the following teachers for Portage Public Schools:

Deanna Russel – Band Teacher, Central High School & Central Middle School

Aaron Warfield – Social Studies Teacher, Northern High School

Jacqueline Pattison – Kindergarten Teacher, Moorsbridge Elementary

Kaitlyn Flesher – Math Teacher, Central Middle School

Joseph Weber – English Teacher, Northern High School

Megan Brandenburg – ELL Teacher

Haley Crowton – Young Fives Teacher, Woodland Elementary

Winsor Demore – Science Teacher, Central Middle School

Cassidy Elliot – Young Fives Teacher, 12th Street Elementary

Andena (*on-dena*) Glasser – Fifth Grade Teacher, Haverhill Elementary

Adeline Pung – Young Fives Teacher, Amberly Elementary

Gabriel Rhodes, Fifth Grade Teacher, Lake Center Elementary

Douglas Shaffer – ESI Teacher, Haverhill Elementary

Christine Hopson – Math Teacher, West Middle School

Holly Bishop – Math/Science Teacher, West Middle School

Jessica Zesiger (*ze-si-grr*) – Biology/Chemistry Teacher, Central High

Jamie Hatfield – Third Grade Teacher, Central Elementary

Nicole Bruggema (*brug-e-ma*) – Math Teacher, Central Middle School

Joyce Cucksey (*cuck-see*) – Art Teacher, Central Elementary

Jennifer Pike – Social Studies Teacher, West Middle School

Melinda Flickinger – Health/PE Teacher – Central High School

Melissa Jorgensen – Title One Teacher

Madison Losey (*low-see*) – Social Studies Teacher, West Middle School

June 5, 2023



Bradley D. Galin, MBA, SPHR, SHRM-SCP
Director of Human Resources
Phone: 269.323.5152
bgalin@portageps.org

To: Board of Education
From: Bradley D. Galin, MBA, SPHR, SHRM-SCP
Date: June 5, 2023
Re: Teacher Appointment Recommendations

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following teachers for the Portage Public Schools:

Deanna Russel– (CHS and CMS Band Teacher) – Deanna comes to Portage from the Buchanan Community Schools and holds a bachelor's of Music in Music Education from Southwest Michigan College.

Aaron Warfield– (NHS Social Studies Teacher) – Aaron has been working in the district for a couple years as a paraprofessional and as a substitute teacher, he has recently become a certified teacher. Aaron holds a bachelor's degree from Western Michigan University in Secondary Education with a Social Studies major and a Political Science minor.

Jacqueline Pattison– (MBE Kindergarten Teacher) – Jacqueline comes to Portage from St. Johns Public Schools and holds a bachelor's degree in Elementary Education from Central Michigan University.

Kaitlyn Flesher– (CMS Math Teacher) – Kaitlyn comes to Portage from Kalamazoo Public Schools and holds a bachelor's degree in Elementary Education from Hope College.

Joseph Weber– (NHS English Teacher) – Joseph has been a substitute teacher and self-employed freelance writer since 2017. He worked for Kalamazoo Public Schools from 2006 to 2017 and holds a bachelor's degree in English with a minor in History; a second bachelor's degree in Psychology with a minor in criminal justice; and a Master's degree in English for Teachers.

Megan Brandenburg– (ELL Teacher) – Megan has been a PPS Paraprofessional since September 2018. She completed her Masters Certification TESOL in December of 2022 and was issued a teaching certificate in March of 2023.

Haley Crowton– (WOD Y5 Teacher) – Haley comes to Portage from Kalamazoo Public Schools where she has taught since August of 2019. She completed her Bachelor's degree in



Elementary Education and her Master's degree in Educational Leadership both from Western Michigan University.

Winsor Demore- (CMS Science Teacher) – Winsor comes to Portage from Kalamazoo Public Schools where she has taught since August of 2021, before that she taught at Marshall Public Schools. She completed her Bachelor's degree in Zoology with a minor in teacher preparation at Colorado State University and her Master's degree in Math Education from University of Wyoming.

Cassidy Elliot- (TWL Y5 Teacher) –Cassidy has been a substitute teacher with Edustaff for the year. She completed her Bachelor's degree in Early Childhood Education from Western Michigan University.

Andena Glasser- (HAV 5th Grade Teacher) – Andena has been a PPS Paraprofessional since January. She completed her Bachelor's degree in Elementary Education from Western Michigan University.

Adeline Pung- (AMB Y5 Teacher) – Adeline comes to PPS from Frisco ISD in Plano, Texas and taught previously at Kalamazoo Public Schools. She completed her Bachelor's degree in Elementary Education with a minor in Language Arts from Western Michigan University

Gabriel Rhodes- (LCE 5th Grade Teacher) – Gabriel has been interning at Lake Center since January and has been a substitute teacher with Edustaff since April of 2022. He completed his Bachelor's degree in Elementary Education with a minor in Language Arts from Western Michigan University.

Douglas Shaffer- (HAV ESI Teacher) – Douglas comes to PPS from Three Rivers Community Schools where he has taught since 2005. He completed his Bachelor's degree in Elementary Education from Grand Valley State University and his Master's degree in Special Education/Cognitive Impairment from Western Michigan University.

Christine Hopson- (WMS Math Teacher) – Christine comes to PPS from Comstock Public Schools and taught previously at Allegan Public Schools. She completed her Bachelor's degree in Health Education from University of Wisconsin La Crosse and her Master's degree in Physical Education from Western Michigan University.

Holly Bishop- (WMS Math/Science Teacher) – Christine comes to PPS from Kalamazoo Public Schools. She completed her Bachelor's degree in Elementary Education from Saginaw Valley State University and her Master's degree in Early Childhood Education from Saginaw Valley State University.

Jessica Zesiger- (CHS Biology/Chemistry Teacher) – Jessica has been an intern teacher at at CHS since January and has been an assistant PPS Women's Lacrosse coach since March. She completed her Bachelor's degree in Biology/Chemistry Education from Grand Valley State University.

Jamie Hatfield- (CEL 3rd Grade Teacher) – Jamie comes to PPS from Kalamazoo Public Schools and taught in Chicago before that. She completed her Bachelor's degree in Elementary Education from Western Michigan University, a Master's degree in Urban Education from National-Louis University in IL, and a Master's degree in Literacy Studies from Western Michigan University.

Nicole Bruggema– (CMS Math Teacher) – Nicole comes to PPS from Vicksburg Community Schools and she previously worked as a PPS Paraprofessional and substitute teacher. She completed her Bachelor’s degree in Mechanical Engineering from Michigan State University, and a Master’s degree in Mathematics/Secondary Education from Western Michigan University.

Joyce Cucksey– (CEL Art Teacher) –Joyce comes to Portage from Allegan Public Schools and she worked as an Art Gallery Assistant and substitute teacher. She completed her Bachelor’s degree in Art Education at Western Michigan State University.

Jennifer Pike– (WMS Social Studies Teacher) – Jennifer has been working as a long-term substitute teacher in PPS. She completed her Bachelor’s degree in History from Michigan State University, and is currently enrolled in the Teachers of Tomorrow Program.

Melinda Flickinger– (CHS Health and P.E. Teacher) – Melinda has been a paraprofessional at CHS since January and she completed her student teaching at CHS. Melinda is not new to the district as she has been a Track and Cheerleading coach for our district since 2017. She completed her Bachelor’s degree in Health and Physical Education at Western Michigan University.

Melissa Jorgensen– (Title One Teacher) – Melissa has been a Portage Public Schools Paraprofessional at Lake Center for over 5 years. She completed her Bachelor’s degree in Elementary and Early Childhood Education from Western Michigan University.

Madison Losey– (WMS Social Studies Teacher) – Madison comes to PPS from Parchment Schools. She completed her Bachelor’s degree in English Education from Urbana University in Ohio, and a Master’s degree in English Education from University of Ohio.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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IX. Action Items

3. Revisions to Policy 6320 (BL 0131.1)


Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the revisions to Policy 6320, as presented.

June 5, 2023



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

To: Board of Education
From: Mark 
Date: June 1, 2023
Re: Revision to Policy 6320
CC: Executive Team; Principals and Assistant Principals

RECOMMENDATION

That the Board of Education approve the revisions to Policy 6320, as presented.

BACKGROUND

Operational Policy 6320 is being recommended for revision to capture current practice as allowed by law. The entire Policy language is available for review at the Administration Building.

The proposed language changes to Policy 6320 will allow purchases above the State threshold to be made through cooperative bulk purchasing programs such as REMC, MSBO Bus Purchasing Program, OMNIA, HPS, and other similar purchasing cooperatives.

The proposed language revisions also allow the Board to consider and provide a preference to bidders within Michigan-based businesses.

In addition, the minimum number of quotes required for purchases that are under fifty percent (50%) of the State threshold has been reduced to two (2) price quotes from three (3).

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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JUNE 5, 2023, 6:30 P.M.**

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X. Discussion Items

1. 2022-23 Final Budget Amendments (OP 6231)
 - a. General Fund Budget Amendment #2

 - b. Building & Site Sinking Fund Budget Amendment #1

 - c. Debt Retirement Fund Budget Amendment #1

 - d. School Service Fund Budget Amendment #1



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : June 1, 2023
Subj : General Fund Budget Amendment #2 Resolution for 2022/23

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2022/23 year at the June 19, 2023 Board meeting.

Background Information

The 2022/23 fiscal year is returning to a more normal setting while still delivering quality instruction to our students. This amendment reflects any changes since the last amendment in February to the General Fund. Below are a couple of main points:

1. This budget year has received several federal and state grant fund sources on a one-time basis in addition to the normal per pupil foundation allowance. The addition of ARP – ESSER III Equalization Funds – Section 11T and MPSERS 147C2 One Time Deposit are included in this budget amendment.
2. Based on analysis of all revenues and expenses at year end, the General Fund expenses are predicted to exceed revenues by approximately \$688,440 with a projected fund balance as a percentage of expenditures of 11.80% down from the February amendment of 12.66%. This fund balance amount reflects the unreserved fund balance after the ARP – ESSER III Equalization funds – Section 11t funds are reserved for student support.

The amendment to the District’s General (Operating) Fund represents the second and final planned revision during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our continuous budget cycle that updates the Board, staff, and community as improved information becomes available.

Our goals in completing this amendment are two-fold:

1. Informs the Board of Education on the status of carryover funds available for the upcoming fiscal year.
2. Facilitates the administration’s preparation of projections made in the General Fund preliminary budget and ultimately the final budget document for 2023/24.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. The projected ending unreserved fund balance (11.8%) 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 **(\$688,440)** for the year, as compared to **(\$649,323)** which was adopted in February. This excess of expenditures is after the commitment of reserved funds ARP – ESSER III Equalization Funds – Section 11T funding once passed by the board. The largest portions of the net change are identified as follows:

Revisions	Amount
Revenues:	(rounded)
Local:	
Change in property tax collections to reflect actual. K/RESA Enhancement millage was adjusted and there was an increase in facility rental and transportation trip charges. Local gate receipts for athletic events are up from amendment #1.	\$300,894
State:	
MPSERS 147C2 One Time funding was included in this amendment, which also shows as expensed. Section 31AA – Mental Health Support Services, Section 97 – Safety & Security funding are revised.	\$6,085,674
Federal:	
This increase is primarily from the addition of ARP – ESSER III Equalization Funds – Section 11T and the addition of e-rate funding.	\$4,034,129
Incoming Transfers & Other Transactions:	
Decrease in food group indirect to be received and sale of school property.	(\$10,718)
Revenue Subtotal -	\$10,409,979

Expenditures:

Schedule B/C payments have been updated. Summer curriculum work has been restructured and the majority of the work will fall into the current budget. Summer school wages have been added, funded by both Section 11T and ESSER III.	\$611,709
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. The largest part of this increase is the corresponding expenditures to the 147C2 One Time funding received.	\$5,610,410
Contracted substitute costs are still increasing. Section 31AA – Mental Health Support Services, Section 97 – Safety & Security expenses are revised. Addition of Apptegy (new website) costs are included as well. Childcare employee salaries saw an increase. Projected election expenses were added from the enhancement millage election.	\$511,121
Safety and security items were purchased from Section 97 funding. Implementation of GASB96 - Subscription Based IT Agreements (SBITA). Costs for the weight room revamp at CHS and NHS were made actual.	\$129,741
Expense Subtotal -	\$6,862,981
Total revisions accounted for in these items	\$3,546,998

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #2**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2022/23. 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 2022/23 is as follows:

	Actual 2021/22	Amended Budget #1 2022/23	Amended Budget #2 2022/23
Total Fund Balance, Beginning of Year, July 1	13,984,450	15,747,640	15,747,640
REVENUES:			
Local Sources	27,777,228	27,883,677	28,184,571
State Sources	76,649,677	81,715,953	87,801,627
Federal Sources	4,190,113	3,950,925	7,985,054
Incoming Transfers and Other Transactions	150,986	160,000	149,282
Total Revenues and Other Transactions	108,768,004	113,710,555	124,120,534
Total Available to Appropriate	122,752,454	129,458,195	139,868,174

Be it further resolved that \$121,222,859 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	56,580,444	57,574,091	62,134,253
Added Needs	9,114,656	10,307,066	10,087,614
Total Instruction	65,695,100	67,881,157	72,221,867
Supporting Services:			
Pupil	8,183,780	9,674,080	9,968,675
Instructional Staff	5,883,970	6,979,389	7,549,519
General Administration	752,331	836,007	898,920
School Administration	5,996,170	6,059,877	6,505,826
Business Services	1,135,179	1,264,565	1,326,874
Operations and Maintenance	9,187,346	10,082,979	10,290,239
Transportation	3,317,812	3,913,874	4,190,384
Central Services	2,883,288	3,552,558	3,836,095
Athletics	1,761,346	2,264,235	2,420,374
Total Supporting Services	39,101,222	44,627,564	46,986,906
Community Services	1,998,837	1,729,862	1,812,718
Other Financing Use - Debt Service	209,655	121,295	201,368
Total Expenditure Appropriation	107,004,814	114,359,878	121,222,859
Excess (Deficit) of Revenues over Expenditures	1,763,190	(649,323)	2,897,675
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 15,747,640	\$ 15,098,317	\$ 18,645,315

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 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
2022/23 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2021/22</u>	<u>Amended Budget #1 2022/23</u>	<u>Amended Budget #2 2022/23</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	91,157,603	94,891,010	100,523,902	5,632,892
Program Related	17,610,401	18,819,545	23,596,632	4,777,087
Total Revenues	<u>108,768,004</u>	<u>113,710,555</u>	<u>124,120,534</u>	<u>10,409,979</u>
Expenditures				
Salaries	51,902,277	52,932,852	53,544,561	611,709
Fringe Benefits:				
FICA **	3,715,035	4,082,245	4,127,639	45,394
Retirement **	22,791,994	24,258,101	30,141,914	5,883,813
Health Insurance	8,662,617	9,270,581	8,952,552	(318,029)
Dental Insurance	640,397	717,271	719,959	2,688
Vision Insurance	152,650	143,491	145,733	2,242
Long-Term Disability	171,650	170,803	172,252	1,449
Life Insurance	43,161	49,110	46,486	(2,624)
Other Fringe Benefits	590,677	729,327	724,804	(4,523)
Total Fringe Benefits	<u>36,768,181</u>	<u>39,420,929</u>	<u>45,031,339</u>	<u>5,610,410</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	12,147,487	13,691,563	14,202,684	511,121
Supplies, Materials, Other	5,616,225	7,446,070	7,279,725	(166,345)
Capital Outlay	362,541	747,169	963,182	216,013
Debt Service	208,103	121,295	201,368	80,073
Total Expenditures	<u>107,004,814</u>	<u>114,359,878</u>	<u>121,222,859</u>	<u>6,862,981</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ 1,763,190</u>	<u>\$ (649,323)</u>	<u>\$ 2,897,675</u>	<u>\$ 3,546,998</u>
Total Fund Balance Information				
Fund Balance Beginning	13,984,450	15,747,640	15,747,640	
Income (Deficit) - Allocated to Unreserved	1,763,190	(649,323)	2,897,675	
Estimated Ending Fund Balance	15,747,640	15,098,317	18,645,315	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,008,968	625,000	750,000	
Section 11T Committed Funds*			3,586,115	
Estimated Ending Unassigned Fund Balance	<u>\$ 14,738,672</u>	<u>\$ 14,473,317</u>	<u>\$ 14,309,200</u>	
As a Percentage of Expenditures	13.77%	12.66%	11.80%	

*Once approved at June 19, 2023 Board of Education meeting

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

	<u>Amended Budget #1 2022/23</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2022/23</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.5695 mills)	15,813,635	(18,309)	15,795,326
Regional Enhancement Millage (1.5 mills)	3,600,642	17,358	3,618,000
Earnings from Investments and Deposits	15,200	20,738	35,938
Interest on Delinquent Taxes	14,500	(1,899)	12,601
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	140,000	(10,000)	130,000
Other Local Sources	139,303	120,445	259,748
From State Sources:			
Foundation Grant Allowance	63,331,563	(10,657)	63,320,906
Other State Categoricals/Foundation Adjustments	11,438,466	51,985	11,490,451
From Federal Sources:			
Medicaid Administrative Outreach Program	25,000	10,137	35,137
Program Related Revenues:			
147C2 MPSERS One Time Deposit	0	5,486,680	5,486,680
31N6 Funding - Mental Health Support Svcs	0	382,531	382,531
American Rescue Plan Act Funds (ESSER III)	1,645,068	48,152	1,693,220
ARP - ESSER III Equalization Funds (11T)	0	3,746,471	3,746,471
At Risk Grant	2,027,229	(164,507)	1,862,722
Athletic Gate Receipts and Contributions	306,955	126,726	433,681
Childcare and Preschool Fees	1,332,043	50,017	1,382,060
Childcare Stabilization Grant	342,761	0	342,761
Contributions for Instructional Programs	33,604	(7,738)	25,866
County Special Education and State Categoricals	10,682,053	(194,743)	10,487,310
Elementary & Secondary School Emergency Relief Funds (ESSER)	954,908	20,993	975,901
Enrichment Class and Advertising Fees	7,475	1,752	9,227
Great Start Readiness Program	0	16,349	16,349
Maintenance and Operations Facility Rental Fees	39,000	24,800	63,800
Online Class and IB/AP Test Fees	114,153	4,356	118,509
Other Grants	195,846	25,888	221,734
Pay to Participate Fees	14,195	(14,195)	0
Section 31AA Funding - Mental Health Svcs & Prgms	0	344,164	344,164
Section 97 Grants - Safety & Security	38,138	52,609	90,747
Section 98C Funding - Addressing Learning Loss	0	65,223	65,223
Technology Services	195,000	229,200	424,200
Title 1 Grant	768,951	0	768,951
Title 2 Grant	277,520	(30,000)	247,520
Title 3 Grant (English Learner & Immigrant Students)	72,868	953	73,821
Title 4	103,979	0	103,979
Transportation Special Education Categoricals and Billings	40,500	14,500	55,000
TOTAL REVENUES	<u>\$ 113,710,555</u>	<u>\$ 10,424,526</u>	<u>\$ 124,120,534</u>

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

	<u>Amended Budget #1 2022/23</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2022/23</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	4,155,673	(79,249)	4,076,424
Angling Road Elementary	3,183,144	(14,088)	3,169,056
Central Elementary	3,745,973	(133,159)	3,612,814
Haverhill Elementary	3,698,911	(1,040,323)	2,658,588
Lake Center Elementary	4,521,043	(180,291)	4,340,752
Moorsbridge Elementary	4,389,261	(31,647)	4,357,614
12th Street Elementary	4,282,644	(293,908)	3,988,736
Woodland Elementary	3,726,361	(1,016,175)	2,710,186
Central Middle	5,443,162	67,274	5,510,436
North Middle	4,893,767	(175,723)	4,718,044
West Middle	5,145,495	138,000	5,283,495
Central High	11,552,860	(51,759)	11,501,101
Northern High	10,015,227	(43,198)	9,972,029
American Rescue Plan Act (ESSER III)	1,645,068	48,152	1,693,220
ARP - ESSER III Equalization Funds (11T)	0	3,746,471	3,746,471
Auditorium Management	213,721	(2,500)	211,221
Childcare and Preschool Program	1,379,915	70,166	1,450,081
Childcare Stabilization Grant	342,761	0	342,761
Community High School Program	1,817,207	(10,633)	1,806,574
Career Tech Education	984,009	37,205	1,021,214
Education for the Arts	119,336	(808)	118,528
Elementary & Secondary School Emergency Relief Funds (ESSER Equity & II)	954,908	20,993	975,901
High School Athletics	1,995,289	90,132	2,085,421
Homebound Services	25,949	23,984	49,933
Instructional Services Administration	1,433,680	(60,285)	1,373,395
Middle School Athletics	341,665	21,583	363,248
Non-Public Schools- Shared Time Program	755,163	3,630	758,793
Section 98C Funding - Addressing Learning Loss	0	65,223	65,223
Technology and Student Information Systems			
Media Services	246,742	3,890	250,632
Technology Services	3,113,285	170,145	3,283,430
Educational Supports & Intervention			
Special Education Program	12,016,379	(1,228)	12,015,151
At Risk Grant	2,027,229	(164,507)	1,862,722
Title 1 Grant	768,951	0	768,951
Section 31n6 - Mental Health & Support Services	337,286	45,245	382,531
Section 31AA Funding - Mental Health Svcs & Prgms	0	344,164	344,164
Curriculum and Professional Development			
Curriculum Development	1,207,160	(126,941)	1,080,219
Professional Development	297,686	65,003	362,689
Title 2 Grant	277,520	(30,000)	247,520
Title 3 Grant (English Learner & Immigrant Students)	72,868	953	73,821
Title 4 Grant	103,979	0	103,979
Other Grants	383,634	(26,200)	357,434
Operations			
Budget and Finance	1,357,694	(77,371)	1,280,323
Central Services	117,668	59,645	177,313
Maintenance and Operations	5,474,910	(197,707)	5,277,203
Transportation	3,701,858	29,452	3,731,310
Section 97 Grants - Safety & Security	38,138	52,609	90,747
147C2 MPSERS One Time Deposit	0	5,486,680	5,486,680
Community Relations			
Communications	384,477	979	385,456
Community Enrichment Program	121,999	1,080	123,079
Human Resources			
	749,649	(5,490)	744,159
Administration			
	798,574	33,513	832,087
TOTAL EXPENDITURES	<u>\$ 114,359,878</u>	<u>\$ 6,862,981</u>	<u>\$ 121,222,859</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ 65,649,323</u>	<u>\$ 3,561,545</u>	<u>\$ 2,897,675</u>



TO : Mark Bielang, Superintendent

FROM : Paula Johnson, Director of Finance

CC : Johnny Edwards, Assistant Superintendent of Operations

DATE : May 31, 2023

SUBJ : Building and Site Sinking Fund Budget Amendment #1 Resolution for 22/23

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the Building Site and Sinking Fund Appropriations Act, for the 2022/23 fiscal year.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Building and Site Sinking Fund during the current fiscal year. Minor revenue adjustments have been made to reflect expected actuals for this year.

Expenditure adjustments were made in the ongoing project areas since the adoption of the preliminary budget. Major one-time projects include but are not limited to: complete gym floor refinishing Lake Center Elementary, 12th Street Elementary, West Middle School, the Igloo and Doghouse at Northern High School and the Central High School gymnasium; new flooring is planned for the weight rooms at both Northern High School and Central High School; an additional parking lot at Northern High School near the athletic stadium is also underway. Northern High School is also undergoing a facelift with the replacement of their curtain wall. This project will span over two fiscal years. An irrigation system for Centennial Park on the Central campus is planned for completion in this fiscal year as well.

Other routine ongoing projects such as playground upgrades and roof leak repairs were also conducted. Projects continue to be analyzed in conjunction with the bond issue projects.

The BSSF budget would end the year with approximately \$5,927,254 of fund balance.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2022/23. 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 2022/23 is as follows:

	<u>Actual 2021/22</u>	<u>Adopted Budget 2022/23</u>	<u>Amendment #1 2022/23</u>
Total Fund Balance, Beginning of Year, July 1	5,104,086	6,249,332	6,263,901
REVENUES:			
Tax Levy at .4988 mills for all years	1,256,416	1,434,468	1,309,356
Payment in Lieu of Personal Property Tax from State Sources	127,377	127,000	128,380
Industrial Facilities Tax	17,359	17,350	18,194
Interest Income	600	800	62,775
Interest on Delinquent Taxes	836	500	959
Payment in Lieu of Taxes	2,583	2,600	2,655
Collection of Prior Year Taxes	855	-	1,340
	<u>1,406,026</u>	<u>1,582,718</u>	<u>1,523,659</u>
Total Revenues and Other Transactions			
Total Available to Appropriate	<u>6,510,112</u>	<u>7,832,050</u>	<u>7,787,560</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4988 mills on all property classifications.

Be it further resolved that \$1,512,085 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:			
Northern AEF Parking Lot	-	750,000	297,665
Gym Floor Refinishing	17,798	74,500	98,328
CHS Baseball Field Renovation (Fencing)	16,480	-	-
CHS Outside Signage	29,460	-	-
NHS Outside Signage	29,580	-	-
Centennial Park Irrigation System	-	-	120,000
CHS Weight Room Flooring	-	-	75,688
NHS Weight Room Flooring	-	-	62,332
MBE Playground	-	75,000	-
ANG Playground	-	21,900	21,845
PCEC Classroom Renovation	3,469	-	-
Lockers for WMS	-	16,630	16,630
Northern Curtain Wall (Facelift)	18,901	-	866,818
	<u>115,688</u>	<u>938,030</u>	<u>1,559,306</u>
Total Major Projects			

Ongoing Projects

Roof Repair	12,809	35,000	35,000
Glass	8,427	10,500	10,500
Fencing	490	20,500	20,500
Sidewalk Concrete Repair	748	31,500	20,000
Casework	1,559	10,500	5,000
Asbestos Abatement	-	2,100	-
Asphalt Repair	350	31,500	31,500
Carpet Replacement	468	60,000	-
District Mechanical	104,166	100,000	145,000
District Electrical	-	36,750	30,000
	<u>129,017</u>	<u>338,350</u>	<u>297,500</u>
Total On-Going Projects			

	Actual 2021/22	Adopted Budget 2022/23	Amendment #1 2022/23
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	20,000	-
Other Projects			
Grounds replacement-playgrounds	403	35,000	-
Drinking Fountains	-	3,000	-
Total Other Projects	403	38,000	-
Tax Refunds	1,103	6,000	3,500
Total Expenditures	246,211	1,340,380	1,860,306
Excess (Deficit) of Revenues over Expenditures	1,159,815	242,338	(336,647)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$6,263,901</u>	<u>\$6,491,670</u>	<u>\$5,927,254</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.

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : May 31, 2023
SUBJECT : Debt Retirement Fund Budget Amendment #1 Resolution for 22/23

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the Debt Retirement Fund Appropriations Act, for the 2022/23 fiscal year at the June 19, 2023 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Debt Retirement Fund during the current fiscal year. The major change incorporated in this amendment is to adjust for the impact of increased levels of the various types of tax collections and debt service payments.

The net impact of this amendment indicates ending the year with expenditures exceeding revenues by approximately \$1,424,650. Our anticipated ending fund balance is expected to be \$2,926,153. This was a planned spend down of our common debt fund balance.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2022/23. 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 2022/23 is as follows:

	<u>Actual 2021/22</u>	<u>Adopted Budget 2022/23</u>	<u>Amendment #1 2022/23</u>
Total Fund Balance, Beginning of Year, July 1	4,246,652	4,345,252	4,350,803
REVENUES:			
Local Property Taxes (6.85 mills for all years)	17,333,283	17,170,876	18,125,354
Payment in lieu of Personal Property Taxes-State Sources	1,353,447	674,170	1,364,099
Industrial Facilities Tax	471,953	471,953	484,166
Pilot payment in lieu of tax	35,473	35,652	35,278
Other Tax Revenues	11,732	35,000	18,709
Interest Income - Investments	936	1,800	88,359
Interest on Delinquent Taxes	5,020	9,000	13,080
Transfer in from 2016 & 2019 Debt Funds	-	-	2,002
Total Revenues and Other Transactions	<u>19,211,844</u>	<u>18,398,451</u>	<u>20,131,047</u>
Total Available to Appropriate	<u>23,458,496</u>	<u>22,743,703</u>	<u>24,481,850</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 \$21,555,697 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	10,540,000	9,535,000	9,535,000
Interest Payments	8,551,956	8,043,231	8,776,694
Fees	1,500	1,000	1,500
Tax Refunds	14,237	18,000	10,000
Transfer to '16 & '21 Debt Funds creation of Common Debt Fund	-	-	3,232,503
Total Expenditures	<u>19,107,693</u>	<u>17,597,231</u>	<u>21,555,697</u>
Excess (Deficit) of Revenues over Expenditures	<u>104,151</u>	<u>801,220</u>	<u>(1,424,650)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 4,350,803</u>	<u>\$ 5,146,472</u>	<u>\$ 2,926,153</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.

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : May 31, 2023
SUBJECT : School Service Fund Budget Amendment #1 Resolution for 22/23

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the School Service Fund Appropriations Act, for the 2022/23 fiscal year at the June 19, 2023 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the School Service Fund for the 2022/23 year. The purpose of this amendment is to amend the food service, bookstore, and school activities funds to align with the expected results for the current 2022/23 year.

The Food Service portion of this budget is being amended to reflect information based on operations under Chartwells. The revenues have been adjusted based on the participation trends to date. The adopted budget expense categories were analyzed based on the current year expectations and adjusted accordingly. All changes to the Food Service projections were completed jointly by Chartwells staff and myself.

Overall the Food Service operation is now projected to have revenues exceeding expenditures of approximately \$451,200. Fund balance is projected at approximately \$2,504,418. The District has applied for an excess fund balance spend down plan and are still awaiting final approval. The Extended Summer Food Service Program provided thousands of free meals to our students during the school year. The General Fund does receive approximately \$130,000 a year in indirect costs annually from the Food Service Program. We will continue to monitor revenues and expenditures going forward to try and keep the bottom line positive.

The school activities portion of this budget was adjusted slightly to account for current year activity since the adoption of the preliminary budget.

The bookstore portion of this budget reflects the combined projected operations of the CHS and NHS school bookstores.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2022/23. 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 2022/23 is as follows:

	Food Service		Bookstore		School Activities	
	Adopted 2022/23	Amendment #1 2022/23	Adopted 2022/23	Amendment #1 2022/23	Adopted 2022/23	Amendment #1 2022/23
Total Fund Balance, Beginning of Year, July 1	1,712,466	2,053,218	-	-	-	-
REVENUES:						
Local Sources	1,541,653	1,482,384	30,000	14,000	1,100,000	1,369,000
State Sources	164,584	470,811	-	-	-	-
Federal Sources	1,853,035	1,857,431	-	-	-	-
Total Revenues and Other Transactions	<u>3,559,272</u>	<u>3,810,626</u>	<u>30,000</u>	<u>14,000</u>	<u>1,100,000</u>	<u>1,369,000</u>
Total Available to Appropriate	<u>5,271,738</u>	<u>5,863,844</u>	<u>30,000</u>	<u>14,000</u>	<u>1,100,000</u>	<u>1,369,000</u>

Be it further resolved that \$3,359,426 of the Food Service total, \$14,000 of the Bookstore total and \$1,200,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:						
Food Service	3,470,931	3,229,426	-	-	-	-
Bookstore	-	-	22,000	14,000	-	-
Student Activities	-	-	-	-	1,000,000	1,200,000
Outgoing Transfer to General Fund for Indirect Costs	140,000	130,000	-	-	-	-
Total Expenditures and Outgoing Transfers	<u>3,610,931</u>	<u>3,359,426</u>	<u>22,000</u>	<u>14,000</u>	<u>1,000,000</u>	<u>1,200,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>(51,659)</u>	<u>451,200</u>	<u>8,000</u>	<u>0</u>	<u>100,000</u>	<u>169,000</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 1,660,807</u>	<u>\$ 2,504,418</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 169,000</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 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.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

Note Page

X. Discussion Items

2. 2023-24 Budget Planning (OP 6220)

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

Note Page

X. Discussion Items

3. Resolution Authorizing Restriction of Funds (OP 6800)

June 5, 2023

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : May 31, 2023
SUBJ : Commitment of Funds for Student Support

RECOMMENDATION

That the Board of Education adopt the attached resolution to restrict funds received through ARP/ ESSER III Equalization – Section 11T funding in an amount not to exceed \$3,837,000.00.

BACKGROUND INFORMATION

In August of 2022, Michael Huber and I presented a plan to the Board to help with student support through federal funds. The Section 11T funding we received as a district allows for supplanting of costs based on specific student criteria. Compensation costs totaling \$3,586,115.00 were able to be relieved from the General Fund in the 2022-2023 budget year and expensed to this special one-time funding. A portion of Section 11T funding still remains, but it must be spent on summer school and after school activities, with explicit grant criteria guidelines.

The goal of committing these funds will allow for Portage Public Schools to maximize supports and instruction that are essential for student learning and wellbeing. As we strive to be an inclusive environment through our commitment to equity these funds will be strategically used to provide resources and opportunities for success with our students. Investing in equity is a crucial step toward creating an inclusive environment where every student can thrive.

Once approved, you will see this reserved, or committed funding, listed under the General Fund total fund balance allocation section of the resolution. This amount will be updated each year end during the audit to reflect expenditures that occur related to the reserved funds. Restricting these funds will allow for the district to use the money past the original grant end date of September 30, 2024.

I would be happy to answer any questions the board may have regarding the resolution.

**PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO, STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING
RESTRICTION OF FUNDS**

At a regular meeting of the Board of Education (the “Board”) of the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), held in the School District on June 19, 2023, at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Board and School District have a commitment to equity and, as a result, the School District strives to provide an inclusive environment; and

WHEREAS, in order to support essential instruction for student learning and well-being to further the School District’s commitment to equity, the Board desires to restrict a portion of its general fund in an amount not to exceed \$3,837,000 for such purposes because investing in equity is a crucial step toward creating an inclusive environment where every student can thrive.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Restriction and Use of Funds. There shall hereby be established an “Equity and Inclusivity Account” within the general fund. The Board hereby authorizes the Superintendent of the School District (the “Superintendent”), on behalf of the Treasurer of the Board, to commit and set aside an amount of not to exceed \$3,837,000 of general funds prior to June 30, 2023 into the Equity and Inclusivity Account to solely support essential instruction for student learning and well-being to provide an inclusive environment. The Superintendent is further authorized to strategically use these funds to provide resources and opportunities for student success in any one or more subsequent fiscal year.

2. Conflicts. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED _____.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 5, 2023, 6:30 P.M.**

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X. Discussion Items

4. Custodial Services Contract Extension (OP 6320)

June 5, 2023



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: June 5, 2023

Re: Grand Rapids Building Services Custodial Contract Extension

RECOMMENDATION

It is recommended that the Board of Education approve a two-year contract extension of the custodial services contract with Grand Rapid Building Services (GRBS) for custodial services in the amount of \$2,200,000 per year for the 2023-2024 and 2024-2025 school years.

BACKGROUND INFORMATION

GRBS has been a provider of cleaning services in educational, medical, corporate, and manufacturing facilities throughout Michigan. GRBS has partnered with Portage Public Schools (PPS) for over 13 years. We will continue the hybrid-staffing model with PPS custodians providing cleaning services during the first shift. GRBS provides an assistant middle school position during the first shift at each of the three middle schools and all custodial services at the second and third shifts.

One significant change is the reduction of two of the three middle school first shift assistants out of the GRBS contract. With this cost savings and the cost savings of reducing a maintenance position that has remained unfilled, we will be able to convert the two first shift middle school assistant positions to Portage Public Schools Custodial/Maintenance Association positions beginning with the 2023-2024 school year.

Furthermore, the contract includes a higher starting wage for GRBS employees and an increase in the number of GRBS positions working during the summer.

I would be happy to answer any questions you may have.



Johnny Edwards
Assistant Superintendent of Operations
Portage Public Schools
3/24/2023

Dear Johnny,

Thank you for the recent discussion and feedback. We appreciate being able to serve the Portage community and look forward to continuing working with you. As we all have been navigating through these challenging times it is nice to have long term partnerships to lean on.

Over the past several years GRBS has been working on innovations to improve communication, feedback, accountability, and overall culture. These include:

1. QR code or desktop link feedback tools – Our current program will be revamped for the fall, with the focus on being able to provide live feedback of the communication, require location identification, and allow responses and follow-up directly to those using the program.
2. EPIC training program – Our Educating Professionals In Cleaning training program now combines in person instruction along with virtual modules and a library of educational materials that can be accessed through our employee portal.
3. GPS based timekeeping – Team members now clock in through an app which only allows them to do so within the geofence allowed. On our end this improves accountability, while on the staff end, they have much more access to their hours worked, daily pay options, and overall finances.
4. Mobile Friendly Job Descriptions and Maps – All Team Members have a checklist of responsibilities and color-coded maps to make sure they are aware of their assignments for the night. Not only are these posted in the building, but now they can be accessed through our We Care QR system that is on site. No more lost job descriptions.
5. Flexible Sub Scheduling – By creating innovative schedules to work around availability, we have been able to increase our sub pools by 20% over the year. This is giving us more options for coverage if there is an opening or call off, while also allowing team members to utilize the PTO that they have earned.

Meanwhile, the market has put pressure on all businesses, and we are no exception. This year we have experienced unavoidable price increases in chemistry and supplies (7%), cleaning tools (8%), and health care (28%) just to name a few. This along with the need to push up wages over 30% on average has caused us to revisit our pricing structure for our services. The good news is that by making these investments we have improved our overall staffing coverage to over 95% companywide.

Last year we set wages at \$15.00 to start, believing this would give us a hiring edge in the market. Based on the experiences of the year and local hiring/bidding, we are looking to push this up to \$15.50. This puts our Leads in each building at a minimum of \$16.00. Along with this increase, we are making all full-time staff year-round. This will give us 27 FTE in the summer (30 including the current day staff through GRBS), PLUS the on-site manager.

After considering the overhead and wage increases, along with the above modifications to the program, the new pricing would break down as follows:

Annual Custodial Services	\$2,115,972.00
Day Time FTE at West Middle	\$44,912.00
Supplies and Chemistry	\$23,533.00
Floor Finish and Stripper	\$17,195.00
Discount	-\$1,612.00
ANNUAL TOTAL	\$2,200,000.00

This is prorated into a monthly price of \$183,333.33. If the district wishes to remove any of these line items, the price will be reduced accordingly.

Thank you for giving us the opportunity to serve your community. We hope to continue to do so for years to come.

Sincerely,

Jason Doncis, CEO
GRBS

Portage Public Schools agrees to a two (2) year extension at the new monthly price of \$183,333.33. All current agreements and specifications remain the same except for and including the changes as described in this letter, which will serve as an addendum to the current agreement. This will extend the agreement through June 30, 2025.

Portage Public Schools

GRBS

Date

Date

**PORTAGE PUBLIC SCHOOLS
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JUNE 5, 2023, 6:30 P.M.**

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5. MASB Membership Renewal (MASB)

June 5, 2023



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

To: Board of Education
From: Mark 
Date: June 1, 2023
Re: MASB Membership Renewal

Recommendation

It is recommended that the Board of Education approve membership renewal to the Michigan Association of School Boards for 2023-24 without the Dues-Plus option, for a renewal total of \$10,101.

Background

In the past, the Board has opted to approve membership renewal without the Dues Plus option. Per the enclosed information, if the Board opts to continue its membership for 23-24 without the Dues-Plus option, the renewal total would be \$10,101. If the Board desires to renew with the Dues Plus option of \$2,000, the renewal total would be \$12,101.

Enclosure



*****AUTO**MIXED AADC 493 202/309 3/4

May 12, 2023

Mark T. Bielang, Superintendent
Portage Public Schools
8107 Mustang Dr.
Portage, MI 49002-5577



Dear Mark,

On behalf of your Association’s Board of Directors and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership you provide for Michigan’s public schools and students.

As MASB remains committed to serving your district through advocacy, information sharing, legal service and more, we ask that you remain committed to MASB. The renewal period for your district’s MASB membership is now open.

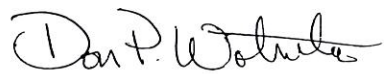
Your district’s membership includes access to many members-only tools and cost savings such as:

- **SET SEG**—Health benefits consultation, a property/casualty pool, and workers’ compensation fund are all available. Last year, your district received \$103,506.60 .
- **Lobbying**—MASB Government Relations staff is advocating every day on behalf of public school districts to preserve the School Aid Fund and reduce unnecessary increases to your budget.
- **Legal Counsel Consultation**—MASB Legal Counsel Brad Banasik, J.D. and Assistant Director of Labor Relations and Legal Services Dan Feinberg, J.D. are available to work through any concerns.
- **Member Assistance Fund**—This service provides assistance to our most financially uncertain districts to access MASB training and services.
- **Board Development**—Member rates on Board Member Certification (CBA) classes, workshops and other learning opportunities and services.
- **Resources that will help your board and administrators**—*LeaderBoard* magazine, an Open Meetings Act Guide, timely legislative updates and more.

Your district's dues invoice has been sent to your Superintendent, and we request that it be approved by your board and submitted by June 30, 2023. Please note that this reflects a 4% increase to deal with the increased costs we are seeing as an Association.

We are committed to providing great value for your current and emerging needs. Our goal is to help you spend more of your time making a difference in your district and community and enhancing your ability to positively impact your students. We invite you to join your peers in maintaining a powerful voice in the education dialogue as members of MASB. If you have any questions, please call me at 517.327.5900.

Sincerely,



Don P. Wotruba, CAE
Executive Director

DUES⁺ PrePay



Streamline your decisionmaking and save money with MASB's Dues-Plus prepaid services.



Dues-Plus Video

👉 PrePay: \$2,000

MASB can help you tell your district's story through the power of video.

We'll customize a video for you that will help your district connect with the community, market to students and families, and attract personnel.

Receive up to a five-minute video, one day of in-district recording (plus reimbursement of travel expenses) and three rounds of edits.

Value: \$4,000

THE FINE PRINT

Select and prepay for the desired number of board services on the enclosed dues invoice. Prepaid services can be used any time between July 1, 2022 - June 30, 2023. Standard mileage and travel expenses apply; additional discounts not applicable.

INVOICE



Michigan Association of School Boards
1001 Centennial Way, Suite 400
Lansing, Michigan 48917-8249

517.327.5900
EIN: 38-1323441

Invoice #	INV-118850
Customer #	39140
Date	04/15/23
SUBTOTAL	\$10,101.00

Mark T. Bielang, Superintendent
Portage Public Schools
8107 Mustang Dr.
Portage, MI 49002-5577

2023-2024 Membership Renewal Notice

The Michigan Association of School Boards appreciates the membership of your school district for the 2023-2024 fiscal year which begins July 1, 2023.

Your MDE Audited Fall Pupil Count: 8703.95

MASB 2023-2024 Membership:	\$9,664.00
Legal Trust Fund Annual Contribution	\$437.00
DUES RENEWAL SUBTOTAL:	\$10,101.00

+ DUES PLUS ADD-ON Video QTY ____ * Price \$2,000 = \$

MASB can help you tell your district's story through the power of video. See the enclosed flyer for details on this special offer.

ADD DUES RENEWAL SUBTOTAL TO DUES PLUS ADD-ON FOR **GRAND TOTAL PAYABLE TO MASB** \$

FINANCIAL BENEFITS OF MEMBERSHIP

One of the many benefits of membership with MASB is the ability for our members to participate in the SET SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty net asset returns.

Last year, your district received **\$103,506.60** in savings this past year.

Please forward payment and a copy of this invoice by no later than **June 30, 2023** to:
MASB • 1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

Questions? Contact us at billing@masb.org or 517.327.5900.

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6. Bylaw / Policy Revisions (BL 0131.1):
Bylaws 0143.1, 0154, 0167.6, 0175.1 & Policy 7300, Ends Policy 1.0 – as reviewed/discussed at the May 22, 2023 Policy Governance Retreat (except BL 0154).

Book	Policy Manual
Section	0000 Bylaws
Title	Copy of PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	
Adopted	May 21, 2018
Last Revised	February 22, 2021
Prior Revised Dates	11/26/2018

0143.1 - **PUBLIC EXPRESSION OF BOARD MEMBERS**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members will make public statements on school matters.

If the statements imply, or if the readers (listeners) could infer that the opinions expressed or statements made are the official positions of the Board, the Board members shall, when writing or speaking on school matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 3. routine 'thank you' ~~letters of the Board~~ from individual board members
 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 5. personal statements not intended for publication
- B. Board members may choose to engage on social media for personal reasons and for purposes of community interaction with the District. Board members are representatives of Portage Public Schools and recognize they are held to a higher standard of conduct than the general public with regard to ethics and standards of conduct when using social media. Board members must operate within appropriate guidelines when using social media; therefore, Board members will:
1. Clarify that s/he is speaking as an individual Board member and not as an official spokesperson for the Board.
 2. Avoid posting or engaging in communication that violates the Open Meetings Act, State or federal laws, issues relating to the creation of a public record or violates BYLAW 0144.2 - BOARD MEMBER ETHICS, including abiding by and supporting all majority decisions of the Board.
 3. Avoid deliberating District business with other Board members and District employees.
 4. Not communicate confidential information that has not been released to the public.
 5. Not damage the reputation of the District, employees, students, or their families.
 6. Direct complaints or concerns presented online to the Superintendent.
 7. Comply with the District's acceptable use policy when using District-issued devices and technology resources, including direct internet access on a personal device.

Revised 11/26/18

Book Policy Manual
Section 0000 Bylaws
Title Copy of MOTIONS
Code po0154
Status
Adopted September 14, 2015
Last Revised February 26, 2018

0154 - MOTIONS

The Board shall, at the organizational meeting:

- A. designate depositories for school funds; M.C.L. 380.1221
- B. designate a day, place, and time for regular meetings which shall be held at least once every month;
- C. designate those persons authorized to use the safe deposit box;
- D. designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144.
- E. designate the Board Recording Secretary.
- F. approve Board and District primary legal counsel
- G. pre-approve board member attendance at board-related classes, conferences, and workshops and the reimbursement of related expenses in accordance with Bylaw 0175.1

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Revised ___/___/23

Note regarding edits:

The addition of Item F captures current practice and Item G allows for a single approval for attendance/expense reimbursement. (Per BL 0175.1, "Board members may be reimbursed for actual and necessary expenses for attendance at classes, conferences, workshops, and meetings so long as the Board, by a majority vote at an open meeting, approves attendance and reimbursement before expenses are incurred.")

Book	Policy Manual
Section	0000 Bylaws
Title	Copy of USE OF SOCIAL MEDIA
Code	po0167.6
Status	
Adopted	November 26, 2018
Last Revised	February 22, 2021

0167.6 - USE OF SOCIAL MEDIA

Social Media, as defined in Bylaw 0100, shall not be used to conduct any form of Board business. A Board member's personal or private use of social media may have unintended, negative consequences for the Board member and/or the District, including possible violations of the Open Meetings Act and issues related to the creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations. ~~Refer to BYLAW 0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS.~~

A Board member shall comply with BYLAW 0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS - and all other Board bylaws and policies when using social media.

Comment from Brad Banasik, MASB Legal Counsel, "I know that Bylaw 0167.6 currently refers to Bylaw 0143.1, but I think clearly stating that Board members who engage in social media communications must comply with the Bylaw, rather than just referencing it, sends a stronger message that Board members shall "make it clear that their views do not necessarily reflect the views of the Board or their colleagues on the Board" when social media communications "imply, or if the readers could infer that the opinions expressed or statements made are the official positions of the Board."

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Book	Policy Manual
Section	0000 Bylaws
Title	Copy of SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS
Code	po0175.1
Status	
Adopted	September 14, 2015
Last Revised	February 26, 2018

0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

~~Attendance at local, County, State and National workshops and conferences is encouraged.~~

The Board recognizes the need for continuing Board **development** and professional development, **including Board Certification**.

~~All Board trustees are encourage to improve their Boardsmanship skills and to become informed about issues and legislation by attending county level, State, or National conferences or workshops. The District shall reimburse expenses for Board trustee in service training participation in one (1) conference and one (1) class each year, unless otherwise considered by the Board. Attendance at the MASB annual conference is encouraged. The District shall reimburse expenses for no more than three (3) individual trustees to attend a National conference and must be approved in advance by the Board President.~~

The Board expects each trustee to complete Michigan Association of School Board's ~~Course 101 (MASB CBA 101)~~ **Certified Board Award (CBA) Program (9-100 level classes)** and ~~training in~~ Policy Governance **training** during the first two (2) years in office ~~at the District's expense~~. ~~Each trustee is~~ **Trustees are** encouraged to seek additional training in the MASB Board Member Award Program and Policy Governance.

~~A trustee shall not be reimbursed for any travel expense, unless the travel has been approved by the Board President in advance of the travel. Trustees who provide their own transportation may be reimbursed for each mile actually and necessarily traveled in the performance of District business attending meetings outside of the District.~~

~~Expenses for spouses accompanying trustees are not reimbursable.~~

~~Each Board member is expected to report back to the Board after attending a conference at District expense.~~

~~Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.~~

~~The President of the Board will regularly receive a record of Board member attendance at conferences.~~

Board members may be reimbursed for actual and necessary expenses for attendance at classes, conferences, workshops, and meetings so long as the Board, by a majority vote at an open meeting, approves attendance and reimbursement before expenses are incurred.

If approved, the following are reimbursable upon submission of receipts and documentation:

- 1 Conference or class registration fees**
- 2 Transportaion - plane, train, or automobile, including buses, taxis, limousines**
- 3 Mileage at the District approved rate**
- 4 Toll charges and parking**
- 5 Lodging**
- 6 Meals at the District maximum per day allowance**

Expenses for convention functions attended as a group will be borne directly by the District. Travel and personal expenses of spouse, children, or other guest(s) traveling with a Board member shall be the responsibility of the Board member.

Revised School Code 380.1254

Revised 6/27/16

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Book	Policy Manual
Section	7000 Property
Title	Copy of DISPOSITION OF REAL PROPERTY
Code	po7300
Status	
Adopted	September 14, 2015
Last Revised	August 15, 2016

7300 - DISPOSITION OF REAL PROPERTY

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

'Real Property' means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment. (2 C.F.R. 288.85)

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and **in accordance with applicable law** ~~Operational Policy 7310—Disposition of Surplus Property.~~

- A. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
- B. **The District may only transfer its property in exchange for value deemed fair by the Board. An appraisal may be obtained but is not required. The District may transfer real property to a public entity for less than fair value if the property is subject to a lawful public purpose deed restriction.** ~~All property considered for (sale) disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.~~
- C. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- D. **The District may consider both solicited and unsolicited offers to transfer its property. The District may offer real property for sale by any reasonable and lawful method, including signing with a real estate broker, soliciting bids, or auction.** ~~The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board. The Board shall give final approval of all contracts.~~
- The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and an ad hoc board committee appointed by the Board President.**
- F. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- G. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer **and demonstrate reasonable likelihood of obtaining necessary city approvals and/or compliance with city zoning ordinances.**
- H. **The Superintendent or designee will contact the District's financial advisor or legal counsel to investigate any tax consequences from the transfer of District property, including property financed with tax-exempt obligations.** ~~Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.~~
- I. Subject to Board parameters and legal review, the Superintendent may obtain, negotiate, or modify transfer documents for any Board authorized transfer of District property.

~~J.~~
~~K.~~
~~L.~~

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Legal	M.C.L. 380.1260
	2 C.F.R. 200.78, 200.85

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 (long-term priorities/long-term goals) 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

- 1.4 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

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

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
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X. Discussion Items

7. Curriculum Purchase (OP 6320)



TO: Mark Bielang, Superintendent

FROM: Dr. Mackenzie Sheahan, Multi-Tiered Systems of Support District Coordinator & Curriculum Support Supervisor

CC: Paula Johnson, Director of Finance
Dr. Michael Pascoe, Assistant Superintendent of Instruction

DATE: May 31, 2023

RECOMMENDATION

It is recommended that the Board of Education approve the purchase of the 2023-2024 school year curriculum materials for Kindergarten through 12th-grade new curriculum adoptions and text version updates, as presented: Fishtank Learning \$112,641.26, UFLI \$39,895.32, Great Minds Ph.D. \$82,664.01, Big Ideas Mathematics \$122,160, Advanced Placement Statistics \$22,880.47, and International Baccalaureate Biology, Physics, and Chemistry \$23,166, for total purchase of \$403,407.06. The funding source for the purchase will be the 2023-2024 General Fund Budget with selected ELA resources being funded through ESSER III.

BACKGROUND

The curricular materials and texts can be reviewed below along with the rationale for the purchase. These recommendations for purchase have been approved by various combinations of the Curriculum, Instruction, and Assessment Department (CIA), Department Teams, Team Leaders, the Curriculum Instructional Council (CIC), and the Executive Leadership Team.

Material/Resource	Rationale	Cost
Fishtank Learning <i>New Adoption Purchase</i> <i>K-8 English Language Arts (ELA)</i>	Fishtank Learning has been adopted through the ELA Curriculum Review Cycle as a core ELA resource for Kindergarten-8th Grade. It is a resource that places a premium on incorporating a variety of texts and topics that appeal to students' natural curiosity about the world. As our main ELA resource, it will equip teachers to develop students into critical readers, writers, and thinkers. Fishtank Learning out of Brighton, MA will provide teacher access to resources, training, and student resources. The Reading Warehouse in North Charleston, SC is the book distributor that Fishtank utilizes for purchasing student textual materials. <i>*The total for 23-24 includes Early Adopters for Elementary (31 Classrooms) and all Middle School ELA Classrooms. During the 24-25 school year, we will purchase for the remainder of the Elementary Classrooms.</i>	\$112,641.26*
UFLI <i>New Adoption Purchase</i> <i>K-2 ELA</i>	UFLI Foundations has been adopted through the ELA Curriculum Review Cycle as a resource for Kindergarten through Second Grade. UFLI is directly aligned to the science of teaching reading and it will provide K-2 teachers with a powerful framework for teaching our students how to read. UFLI and Fishtank Learning will be the two core ELA resources used in K-2. UFLI teacher manuals and printable student resources will be purchased through Ventris Learning in Sun Prairie, WI. Additional manipulatives that are needed for the program will be purchased from Hand to Mind in Vernon Hills, IL.	\$39,895.32

Great Minds Ph.D. <i>New Adoption Purchase</i> <i>K-1 Science</i>	Ph.D. Science curriculum engages students in Kindergarten and First Grade in the Next Generation Science Standards to build a foundation for science success in later years. This resource was piloted by Kindergarten and First Grade Classroom Teachers during the 22-23 school year and approved through Curriculum Instruction Council (CIC) for adoption. Ph.D. materials will be purchased from Great Minds in Pittsburgh, PA who are the exclusive vendors of this curriculum.	\$82,664.01
Big Ideas Mathematics <i>Version Update Purchase</i> <i>6-8 Mathematics</i>	Big Ideas Mathematics materials and subscription from Cengage Learning in Independence, KY provides an updated version of student resources and online access for all middle school students for two years.	\$122,160.00
Advanced Placement Statistics <i>Version Update Purchase</i> <i>High School AP Stats</i>	AP Stats materials and subscription from Bedford, Freeman & Worth High School Publishers in Gordonsville, VA provides an updated version of student resources and online access for the AP Statistics courses at both Portage Central and Portage Northern.	\$22,880.47
International Baccalaureate (IB) Biology, Physics, and Chemistry <i>Version Update Purchase</i> <i>High School IB Science Courses</i>	In our agreement with the International Baccalaureate Organization (IBO) as an IB World School, we agree to update course content and materials as revised by IBO. All IB Science Course materials were updated for the 2023-2024 school year.	\$23,166.00

Elementary and Middle School ELA

Over the past two years, Portage Public Schools ELA Teams have been going through the Curriculum Review & Design Cycle made up of four distinct phases. During the beginning phases of the cycle, priority standards were identified and unpacked, supporting standards aligned, and proficiency scales were created for each priority standard. After receiving feedback on the work during this phase, revisions were made and then the teams moved to identifying curricular resources to support the teaching and learning of the priority standards. Although all K-12 teams took part in this process the ELA High School Team is currently in the process of beginning the resource identification process and is not included in this recommendation. During the phase that includes the resource adoption process, the guiding principles that were identified by the teams were: 1) the resources must be aligned to the science of teaching reading, 2) be knowledge-rich, and 3) comprehensive, yet flexible to support instruction of our priority standards. A detailed process was built to ensure numerous resources were reviewed and stakeholders' voices were considered as we determined those that were recommended for adoption and then purchase. The new core resources that have been chosen, Fishtank Learning (K-8) and UFLI (K-2) have been presented to CIC, the Administrative Team, and the Executive Leadership Team. It should be noted, our current resources were not considered because both HMH Journeys 2012 (elementary core resource) and Holt McDougal Literature (middle school core resource) have been retired by each publisher.

Kindergarten and First-Grade Science

In November of 2018, a proposal was brought to CIC stating that PPS did not have a guaranteed and viable curriculum for elementary science. This led to pilots for a new science curriculum for elementary in 2018-2019. At the conclusion of the pilots, only 2nd-5th grade teams were ready to move forward with an adoption that was approved and purchased. Kindergarten and first-grade teams did not come to a consensus on a program they would adopt at that time. Due to COVID, we were not able to move forward with continuing different pilots for K-1 but during this timeframe, we were presented with newer options to explore during the 22-23 school year. Through that additional time period of exploration the program Ph.D. Science from Great Minds was found to be NGSS aligned with heavy integration of literacy standards. A pilot of the Ph.D. Science was approved through CIC and was completed during the 22-23 school year. After completing the pilot and gathering data through teacher feedback, observations, and informal conversations a recommendation for the adoption of Ph.D. Science as a resource for Kindergarten and First Grade was taken and approved at CIC.

Middle School Mathematics

The Middle School Mathematics department adopted the Big Ideas math series in 2014-2015. In 2018-2019 the High School Mathematics department adopted and purchased the Big Ideas 2019 version. The version of the resource that was initially adopted by the Middle School Department in 2014 is being retired this year and we must move to the 2019 version that High School is currently using. This purchase would include access for all middle school students to the digital subscription for

two years, a digital ebook, a printed student textbook, and teacher resources with training.

High School Advanced Placement Statistics Version Update

During the fall of 2022, the High School Mathematics Team Leader brought to the attention of the CIA department that the last adopted version of the Advanced Placement Statistics text was published in 2005. The High School Mathematics Team looked at the version updates of the text and materials as they have come out over the years as the current ones have come to the point of being unusable and slightly outdated. The newest version of The Practice of Statistics, 6th Edition (2022) has been updated to reflect the revised course framework and has a new online component that will be beneficial to the course along with updated materials. The purchase would include teacher materials, 6 years of the online component, and course student textbooks.

High School International Baccalaureate Version Updates

The International Baccalaureate Program has a detailed curricular review cycle and process much like PPS. As part of our partnership with IBO we agree to follow the IB Curricular Cycle, part of this being the purchase of new course materials as we are directed when a subject area is up for a curricular change. After the subject area completes the curriculum cycle, professional learning is provided for the teachers, the course is adjusted, and new textbooks and materials are purchased. Textbooks that have been reviewed and approved by IB fully align with the updated IB curriculum and offer high-quality guidance and support for IB teaching and learning. Approximately, every seven years a course will be taken through the cycle, and new materials and training are required. During the 2023-2024 school year changes for IB Physics, Chemistry, and Biology are to be implemented. Part of the implementation is the purchase of new textbooks for these three IB courses through the recommended IB publishers.