

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT
CONFERENCE RM #1, PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, 8107 MUSTANG
DRIVE, PORTAGE, MI 49002
NOVEMBER 6, 2023, 4:00 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

I. CALL TO ORDER	
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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).

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III. Comments or Communications

1. By Citizens

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IV. Discussion Items

1. Board Member Communication & Engagement
 - School Visits
 - Thank You Notes
 - Board Meeting Awareness

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IV. Discussion Items

2. Revisions to Monitoring Report Evaluation Form

Portage Public Schools
Board of Education

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

For Ends Policies: Comments about long-term achievement of Ends Policy

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, 11/20/23

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IV. Discussion Items

3. Revisions to Bylaw 0144.2 – Board Member Ethics

Book	Policy Manual
Section	0000 Bylaws
Title	BOARD MEMBER ETHICS
Code	po0144.2
Status	Active
Adopted	September 14, 2015
Last Revised	October 22, 2018

0144.2 - **BOARD MEMBER ETHICS**

As members of the Board of Education, Board members will strive individually and collectively to follow best behaviors and practices to advocate for Portage Public Schools and to improve public education, and to that end, we will:

- A. devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the Board and consider resignation from the Board for any extended absence from the District (six [6] months or more);
- B. attend all regularly scheduled board meetings and become informed concerning the issues to be considered at those meetings;
- C. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as sponsored by local, state, and national school board associations;
- D. recognize that they should endeavor to make policy decisions only after full discussion at publically held board meetings;
- E. encourage the free expression of opinions by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;
- F. work with other board members in a spirit of harmony and cooperation to build trusting relationships, in spite of differences of opinion, which may arise during the discussion and resolution of issues at board meetings;
- G. communicate in a professional manner with and about fellow board members;
- H. honor all opinions with respect and understanding, even when there are disagreements or differing views;
- I. render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups; **board members represent the owners, not a constituency or a vocal minority;**
- J. Make decisions that are best for all students: all means all;
- K. express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board;
- L. work with the other board members to establish effective board policies and to delegate authority for the administration of the district to the superintendent;

- M. communicate to other board members and the superintendent expressions of public reaction to board policies and programs;
- N. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- O. take no private actions or make promises as individuals that will compromise the board or administration, and respect the confidentiality of information that is privileged;
- P. avoid being placed in a position of conflict of interest, and refrain from using their board positions for personal partisan gain.
- Q. recognize the only contact and communication board members may have regarding labor negotiations is through the Superintendent and bargaining team during a closed session to discuss collective bargaining strategy.
- R. during public comment, always listen actively with respect, separate owner issues from customer issues, and don't rush to judgment until all the facts are in. Customer issues belong to administration.
- S. always ask the Superintendent for additional information if you are unsure about supporting a matter before the Board and always inform the board president in advance if you cannot support a matter before the Board; make an informed decision; no surprises.

Revised 3/27/17, 11/20/23

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IV. Discussion Items

4. Review Policy 9130 – Public Complaints

Book	Policy Manual
Section	9000 Relations
Title	PUBLIC COMPLAINTS
Code	po9130
Status	Active
Adopted	September 14, 2015

9130 - **PUBLIC COMPLAINTS**

Any person or group, having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to their supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the central office administrator, a written request for a resolution shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

D. Fourth Level

If a satisfactory solution is not achieved by discussion with the Superintendent, a written request for a resolution shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

E. Fifth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may, at the Board President's discretion, provide the complainant with its written decision or grant a hearing before the Board or before a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written complaint to the Board. This complaint should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that matter was not able to be resolved with the Superintendent;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the complaint, may grant a hearing before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member

In the case of a support staff member, the same procedure is to be followed as for "Matters Regarding a Professional Staff Member."

Matters Regarding District Services or Operations

If the request, suggestion, complaint, or grievance relates to a matter of District procedure or operation, it should be addressed, initially, to the appropriate Supervisor/Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding the Educational Program

If the request, suggestion, complaint, or grievance relates to a matter of District program, it should be addressed, initially, to the appropriate central office administrator and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. (see AG 9130A)

If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the building administrator in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to by page and item;
 6. reasons for objection.
- B. Upon receipt of the information, the building administrator may, after advising the appropriate central office administrator of the complaint, appoint a review committee.
- C. The Superintendent shall be an ex officio member of the committee.
- D. Evaluation of the questioned material shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- E. The recommendation shall be reported to the Superintendent in writing. The Superintendent will advise the complainant, in writing, of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case and advise the complainant, in writing, of its decision.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

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IV. Discussion Items

5. Review Draft Owner Linkage Survey

- Are the questions and response choices appropriate – any corrections or refinements necessary?
- Will the questions provide valuable and useful information?
- Are there any topics that are missing that should be included on the survey?
Note, the survey is at its maximum length currently. If a question(s) is to be added an appropriate number of question(s) will need to be removed.

Portage Public Schools – 2024 Community Survey

PLEASE NOTE: Text highlighted in yellow are notes about the survey which will not appear on the survey.

Portage Public Schools is asking for your opinion about the district. This brief survey is anonymous, as the results will be tabulated by Perspectives Consulting Group, Inc., an independent market research firm.

1. Are you a resident of Portage Public Schools?

- Yes
- No

< If they answer "No" only > We appreciate your willingness to take part in this survey; however, we are only asking for feedback from people who live in the Portage Public Schools district, as we are specifically looking at the issues that impact district residents.

2. Are you age 18 or older?

- Yes
- No

< If they answer "No" only > We appreciate your willingness to take part in this survey; however, you must be 18 years old to participate in this survey.

3. Overall, what grade would you give Portage Public Schools – an A, B, C, D, or F?

- A B C
- D, why? _____
- F, why? _____
- Unsure

4. Overall, what grade would you give Portage Public Schools academic programs – an A, B, C, D, or F?

- A B C
- D, why? _____
- F, why? _____
- Unsure

5. Do you feel Portage Public Schools are fiscally responsible?

- Yes
- No, why not? _____
- Unsure

6. Do you feel Portage Public Schools are doing a good job communicating with district residents?

- Yes
- No, why not? _____
- Unsure

7. Do you feel Portage Public Schools prioritize student safety?

- Yes
- No, why not? _____
- Unsure

8. Do you feel the education Portage Public School students are receiving is a good value for your tax dollars?

- Yes
- No, why not? _____
- Unsure

9. When buying your home, was living in the Portage Public Schools district a factor in your decision?

- Yes - *if yes they will answer question 10*
- No - *skip to question 11*
- Unsure - *skip to question 11*

10. Are you happy with your decision to buy a home in the Portage Public Schools district?

- Yes
- No, why not? _____
- Unsure

11. What do you think are the top three issues the school district must address at this time?

- | | | |
|--|--|---|
| <input type="checkbox"/> Administration/Leadership | <input type="checkbox"/> Building improvements | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Community growth | <input type="checkbox"/> Curriculum | <input type="checkbox"/> Extracurricular activities |
| <input type="checkbox"/> Financial/Money | <input type="checkbox"/> Overcrowding | <input type="checkbox"/> Quality of education |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Student discipline | <input type="checkbox"/> Teachers/Teaching |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Trust | |
| <input type="checkbox"/> Unsure | | |
| <input type="checkbox"/> Other _____ | | |

12. In the past two years, how have you engaged with Portage Public Schools? Please check all that apply.

- Attended a Portage Public Schools sporting event
- Attended a Portage Public Schools performance
- Volunteered in a classroom
- Attended a board meeting
- Watched a live stream of a board meeting
- I have not engaged with Portage Public Schools
- Other _____

The Portage Public Schools' board has identified five goals for the district.

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

13. Do you feel this is a satisfactory goal?

- Yes - skip to question 14
- No - if yes they will answer question 13.5
- Unsure - skip to question 14

13.5. You stated that you do not feel this is a satisfactory goal. Why not?

14. Do you feel Portage Public Schools are accomplishing this goal?

- Yes - skip to question 15
- No - if yes they will answer question 14.5
- Unsure - skip to question 15

14.5. You stated that you do not feel Portage Public Schools are accomplishing this goal. Why not?

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

15. Do you feel this is a satisfactory goal?

- Yes - skip to question 16
- No - if yes they will answer question 15.5
- Unsure - skip to question 16

15.5. You stated that you do not feel this is a satisfactory goal. Why not?

16. Do you feel Portage Public Schools are accomplishing this goal?

- Yes - skip to question 17
- No - if yes they will answer question 16.5
- Unsure - skip to question 17

16.5. You stated that you do not feel Portage Public Schools are accomplishing this goal. Why not?

Goal three: 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.

17. Do you feel this is a satisfactory goal?

- Yes - skip to question 18
- No - if yes they will answer question 17.5
- Unsure - skip to question 18

17.5. You stated that you do not feel this is a satisfactory goal. Why not?

18. Do you feel Portage Public Schools are accomplishing this goal?

- Yes - skip to question 19
- No - if yes they will answer question 18.5
- Unsure - skip to question 19

18.5. You stated that you do not feel Portage Public Schools are accomplishing this goal. Why not?

Goal four: 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.

19. Do you feel this is a satisfactory goal?

- Yes - skip to question 20
- No - if yes they will answer question 19.5
- Unsure - skip to question 20

19.5. You stated that you do not feel this is a satisfactory goal. Why not?

20. Do you feel Portage Public Schools are accomplishing this goal?

- Yes - skip to question 21
- No - if yes they will answer question 20.5
- Unsure - skip to question 21

20.5. You stated that you do not feel Portage Public Schools are accomplishing this goal. Why not?

Goal five: Students demonstrate good citizenship through ethical behavior and respect for individual differences and cultures other than their own.

21. Do you feel this is a satisfactory goal?

- Yes - skip to question 22
- No - if yes they will answer question 21.5
- Unsure - skip to question 22

21.5. You stated that you do not feel this is a satisfactory goal. Why not?

22. Do you feel Portage Public Schools are accomplishing this goal?

- Yes - skip to question 23
- No - if yes they will answer question 22.5
- Unsure - skip to question 23

22.5. You stated that you do not feel Portage Public Schools are accomplishing this goal. Why not?

23. Are there any other goals Portage Public Schools should have?

- Yes - if yes they will answer question 23.5
- No - skip to question 24
- Unsure - skip to question 24

23.5. You stated that yes, there are other goals Portage Public Schools should have. What are they?

24. Please list any other comments you would like to share about Portage Public Schools:

To help Portage Public Schools better understand the results of this survey, please answer the following questions. Your responses are anonymous, and the survey results will be tabulated by Perspectives Consulting Group, Inc., an independent market research firm.

25. Please check ALL of the following statements that may describe you:

- I am the parent of one or more children currently attending Portage Public Schools
- I am the parent of one or more children who have graduated from Portage Public Schools
- I currently attend Portage Public Schools
- I graduated from Portage Public Schools
- I am an employee of Portage Public Schools
- None of the above apply to me

26. Your age:

- 18-24 25-34 35-44 45-54
- 55-64 65-74 75 and over Prefer not to say

27. How long have you lived in the Portage Public Schools district?

- Less than 5 years 5 – 9 years 10 – 14 years
- 15 – 19 years 20+ years Prefer not to say

28. Which Portage Public Schools building do you live closest to?

- Amberly Elementary Angling Elementary
- Central Elementary/Central Middle School/Portage Central High School
- Haverhill Elementary Lake Center Elementary
- Moorsbridge Elementary/West Middle School North Middle School/Portage Northern High School
- Twelfth Street Elementary Woodland Elementary
- Unsure which school I live closest to Prefer not to say

29. Your gender:

- Male Female Other, please specify _____
- Prefer not to say

Thank you for completing this survey. Your responses to this survey, along with the responses from other community members, will be used to inform and guide the work of the Portage Public Schools. If you have additional questions about Portage Public Schools, please visit: <https://www.portageps.org/>

< The language below will appear on the print version of the survey only >

Please drop off this survey in person at: Portage Public Schools Administration Building, 8107 Mustang Drive, Portage, MI, 49002 **or you can mail the survey to:** Perspectives Consulting Group, P.O. Box 496, Paw Paw, MI, 49079. Survey responses must be received by January 26, 2024.