

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE / WORK SESSION
PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
PORTAGE, MI 49002
JUNE 10, 2019, 6:30 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
JUNE 10, 2019, 6:30 P.M.**

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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).

**PORTAGE PUBLIC SCHOOLS
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III. Reports

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
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V. Consent Agenda

1. Capital Outlay Furniture Recommendation

That the Board of Education approve the purchase as presented of building furniture from Holland Desk & Chair Co. in the amount of \$31,767.62, the funds for which will come from the 2019-20 General Fund Budget.

TO: Mark Bielang, Superintendent
 FROM: Ronald Herron, Assistant Superintendent
 CC: Paula Johnson, Director of Finance
 DATE: May 20, 2019
 SUBJECT: Recommendation for Annual Building Furniture

RECOMMENDATION

It is recommended that the Board of Education approve the purchase of building furniture from Holland Desk & Chair Co. in the amount of \$31,767.62 from the 2019/20 General Fund budget.

BACKGROUND

As part of our annual capital outlay budget process, the buildings were asked to prioritize their classroom furniture needs. The buildings listed below, requested student desk and chair replacements as one of their priority needs. Additional items like Media Center Lounge Furniture and Cafeteria tables were included from this vendor. We requested bids from various vendors and have selected Holland Desk & Chair Co. as our qualified vendor. By going with Holland Desk & Chair Co., we are continuing to use the same models of desks, chairs and cafeteria tables that were purchased in the past and our principals have been very happy with the quality of these items.

These items were competitively bid and reviewed for purchase with the building principals and purchasing agent.

<u>BUILDING</u>	<u>DESCRIPTION</u>	<u>COST</u>
Central El.	Student desks and chairs	\$ 4,477.75
Haverhill	Student desks and chairs	\$ 2,591.75
Lake Center	Students desks/media ctr. lounge furniture	\$ 5,745.68
Moorsbridge	Student desks and chairs	\$ 8,368.50
12 th Street	Student desks and chairs	\$ 559.26
Northern High	Cafeteria tables	\$10,024.68
TOTAL		<u>\$31,767.62</u>

I would be happy to answer any questions that the Board may have on this purchase.

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

1. Renew Memberships
 - a. 2019-20 MASB Membership (Required by MASB)

Recommended Motion

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

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

To: Board of Education
From: Mark T. Bielang 
RE: Michigan Association of School Boards Membership (MASB) for 2019-20
Date: June 5, 2019

RECOMMENDATION

It is recommended that the Board of Education approve the MASB Membership for 2019-20, not including the Dues-Plus Video Choice, for a dues renewal total of \$9,226.00.

BACKGROUND

Please see attached materials for further information provided by MASB.

April 30, 2019

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

Dear Mark,

On behalf of MASB's Board and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership your board of education provides for Michigan's public schools and students. The collective support of 4,000+ board members enables MASB to have a powerful voice as we advocate for important issues on their behalf.

We recognize the importance of value in any membership and are proud of our recent accomplishments, including:

- Creation and implementation of a Grassroots Advocacy Program and Students on Boards Toolkit.
- Release of updated presentations for our online classes library, as well as a new Board Member Certification (CBA) class focusing on assessments.
- Representing our members in coalitions, including Launch Michigan and the School Finance Research Collaborative, ensuring we have a seat at the table as recommendations are developed for the future of Michigan public education.
- A successful joint conference with the Michigan Association of Superintendents & Administrators that centered on the board/superintendent relationship.

This coming year, MASB will be focused on member engagement. The Board of Directors has created a Task Force that is charged with looking at how MASB can obtain greater engagement from its total membership. Recommendations will be brought to the Board next month and staff will work on implementing what is approved.

The renewal period for your district's MASB membership is now open and your district's dues information also has been sent to your Board President. Please ensure it is submitted by June 30, 2019. We look forward to another year of serving your board and district.

If you have any questions, please call us at 517.327.5900.

Sincerely,



Don P. Wotruba, CAE
Executive Director



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

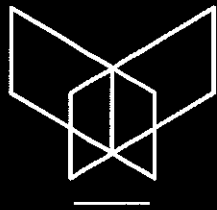
**Michigan Association
of School Boards**

1001 Centennial Way, Ste. 400
Lansing, MI 48917

800.968.4627
517.327.5900

masb.org





MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

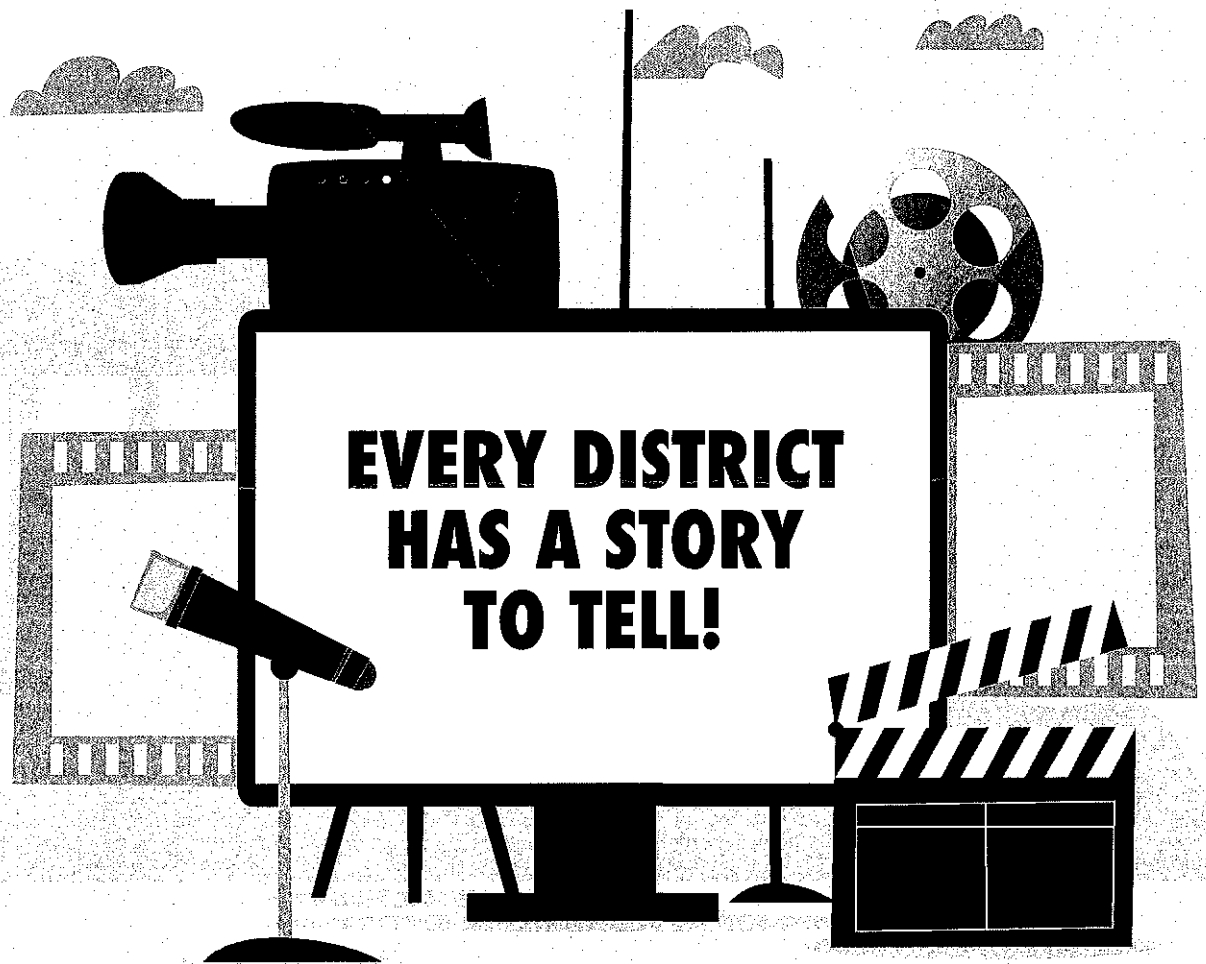
DUES⁺
PrePay

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



Dues-Plus Video

- 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.
- Value \$2,500; Dues-Plus prepay option \$1,500.



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, 2019-June 30, 2020. Standard mileage and travel expenses apply; additional discounts not applicable.



1001 Centennial Way Suite 400
Lansing, Michigan 48917-8249

INVOICE

MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

517.327.5900
Fed.ID # 38-1323441

2019-2020 MEMBERSHIP RENEWAL NOTICE

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

District Number: 39140
Date: 5/8/19

The Michigan Association of School Boards appreciates the membership of your school district for the fiscal year 2019-2020 which begins July 1.

YOUR MDE AUDITED FALL PUPIL COUNT:	8856	
MASB SCHOOL DISTRICT 2019-2020 MEMBERSHIP:		\$8,789
LEGAL TRUST FUND ANNUAL RENEWAL CONTRIBUTION:		\$437
DUES RENEWAL SUBTOTAL:		\$9,226

Dues Plus Choices *

Video: QTY: _____ x Price: _____ = _____

Add Dues Renewal Subtotal to Dues Plus Choices for **Grand Total Payable to MASB: \$** _____

**See enclosure for details on this special offer for board development.*

DIRECT 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 participation resulted in returns of \$55,577.00 to your district.

Please forward payment and copy of this invoice no later than June 30, 2019 to:
MASB, 1001 Centennial Way, Suite 400, Lansing, MI 48917-8249 Questions? Call 517-327-5900

YELLOW COPY-SUPERINTENDENT * PURPLE COPY-BOARD PRESIDENT *

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
JUNE 10, 2019, 6:30 P.M.**

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VI. Required Action Items

1. Renew Memberships
 - b. 2019-20 MHSAA Membership (Required by MHSAA)

Recommended Motion

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


June 10, 2019

Portage Public Schools
THE FUTURE LEARNS HERE

Michael Pascoe, Ph.D.
*Assistant Superintendent of
Instruction and Assessment*

Phone: 269.323.5161
Fax: 269.323.5001
mpascoe@portageps.org

TO: Mark Bielang, Superintendent

FROM: Dr. Michael Pascoe 

DATE: June 5, 2019

RE: Michigan High School Athletic Association Resolution for 2019-20

RECOMMENDATION:

It is recommended that the Board of Education adopt the attached resolution confirming District membership with the Michigan High School Athletic Association for the 2019-20 school year.

BACKGROUND:

The annual adoption of this resolution confirms the District's membership with the Michigan High School Athletic Association. Membership to the association is voluntary and allows the District's high school athletics to compete in the Michigan High School Athletic Association sponsored tournaments and meets in various sports. The adoption of the resolution also confirms that the District agrees to abide by the Constitution and Bylaws of the Michigan High School Athletic Association.



2019-20

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

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

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

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

MEMBERSHIP RESOLUTION

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

LIST ON BACK

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

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

Portage Public Schools _____ City of Portage

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

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

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

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

RECORD OF ADOPTION

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

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

Portage Public Schools

 (Governing Body Name)
8107 Mustang Drive

 (Address)
Portage, MI 49002

 (City & Zip Code)
mbielang@portageps.org

 (Contact E-mail)

 Board Secretary Signature
 or Designee
 Check if Designee

Schools Which Are To Be MHSAA Members During 2019-20

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

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

Member High School(s)

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

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

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

Member Junior High /Middle School(s)

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

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

1. Portage Central Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2019-20 7th and 8th-grade enrollment 485

Provide anticipated 2019-20 6th-grade enrollment 240

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

2. Portage North Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2019-20 7th and 8th-grade enrollment 415

Provide anticipated 2019-20 6th-grade enrollment 188

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

3. Portage West Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2019-20 7th and 8th-grade enrollment 490

Provide anticipated 2019-20 6th-grade enrollment 224

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
JUNE 10, 2019, 6:30 P.M.**

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VII. Action Items

1. Approval of Annual Superintendent Evaluation (GP 3.12)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education, after completing the annual evaluation of the Superintendent, rates the Superintendent as _____.



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : June 7, 2019
Subj : General Fund Budget Amendment #2 Resolution for 2018/19

RECOMMENDATION

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2018/19 year.

Background Information

The 2018/19 fiscal year is now projected to finish with excess expenditures of 699,161. The ending unassigned fund balance is projected at 8.07%. A variety of revisions (pluses and minuses) are included in this amendment and are summarized on page 2.

This 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 commitment to a 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 2019/20.

Continued

Revision	Amount
Revenues:	\$1,298,945
<ul style="list-style-type: none"> • Recognition of prior year tax revenues • Adjustments to State Aid Foundation Grant & Categoricals • K/RESA special education revenue reflecting close-out of 17-18 • Various revenue estimate revisions 	
Expenditures:	(\$1,756,000)
<ul style="list-style-type: none"> • Net increase in estimated salaries and fringe benefits • UAAL rate adjustment for current year • Incentive cost increases to reflect retirements submitted • Various expense estimate revisions 	
Total revisions accounted for in these items	(\$455,878)

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

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

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

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

	Actual 2017/18	Amended Budget #1 2018/19	Amended Budget #2 2018/19
Total Fund Balance, Beginning of Year, July 1	9,818,905	9,049,772	9,049,772
REVENUES:			
Local Sources	25,598,882	26,220,801	26,822,239
State Sources	65,570,421	67,628,161	67,920,621
Federal Sources	1,014,174	1,082,203	1,485,541
Incoming Transfers and Other Transactions	227,864	407,777	409,486
Total Revenues and Other Transactions	<u>92,411,341</u>	<u>95,338,942</u>	<u>96,637,887</u>
Total Available to Appropriate	<u>102,230,246</u>	<u>104,388,714</u>	<u>105,687,659</u>

Be it further resolved that \$97,337,048 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Instruction:			
Basic Programs	48,532,069	50,345,612	50,472,249
Added Needs	7,531,922	8,129,269	8,412,369
Total Instruction	<u>56,063,991</u>	<u>58,474,881</u>	<u>58,884,618</u>
Supporting Services:			
Pupil	6,542,751	6,428,967	6,604,797
Instructional Staff	4,787,626	4,836,252	5,189,127
General Administration	692,148	690,836	735,952
School Administration	4,994,366	5,154,640	5,264,287
Business Services	1,106,906	995,468	1,007,042
Operations and Maintenance	8,122,666	8,418,702	8,873,719
Transportation	3,374,751	3,487,234	3,446,946
Central Services	2,478,527	2,415,564	2,498,168
Athletics	1,612,047	1,527,772	1,755,373
Total Supporting Services	<u>33,711,788</u>	<u>33,955,435</u>	<u>35,375,411</u>
Community Services	<u>2,780,724</u>	<u>2,876,642</u>	<u>2,801,752</u>
Other Financing Use - Debt Service	<u>623,971</u>	<u>275,267</u>	<u>275,267</u>
Total Expenditure Appropriation	<u>93,180,474</u>	<u>95,582,225</u>	<u>97,337,048</u>
Excess (Deficit) of Revenues over Expenditures	<u>(769,133)</u>	<u>(243,283)</u>	<u>(699,161)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 9,049,272</u>	<u>\$ 8,806,489</u>	<u>\$ 8,350,611</u>

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

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

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

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

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

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #3
PROGRAM LEVEL SUPPORTING DETAIL**

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

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

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



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
CC : Ron Herron, Assistant Superintendent of Operations
Date : June 5, 2019
Subj : Building and Site Sinking Fund Budget Amendment #1 Resolution for 18/19

RECOMMENDATION

That the Board of Education approve the attached resolution, Amendment #1 to the Building and Site Sinking Fund Appropriations Act, for the 2018/19 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.

Minor expenditure adjustments were made in the ongoing project areas. Some major projects have been shifted to the current year, such as the HVAC controls at CEC, a new playground at Woodland Elementary and tennis court repairs at CHS and NHS were completed. Other on-going projects such as asphalt repair and exterior doors district-wide continued. Some projects have been shifted to the 2019/20 year. Projects continue to be analyzed in conjunction with the upcoming bond issue projects. The BSSF budget would end the year with approximately \$3,266,000 of fund balance.

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

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

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

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

	SY 2017/18 Actual	SY 2018/19 Adopted	SY 2018/19 Amendment #1
Beginning Fund Balance, July 1 (estimate)	\$ 2,034,909	\$ 2,702,334	2,702,334
Revenues			
Tax Levy at .5000 mills for all years	1,114,837	1,144,318	1,147,839
Payment in Lieu of Personal Property Tax from State Sources	91,650	92,000	100,483
Industrial Facilities Tax	5,938	7,000	16,122
Interest Income	4,814	4,000	4,607
Interest on Delinquent Taxes	957	1,000	736
Payment in Lieu of Taxes	4,447	2,200	2,200
Collection of Prior Year Taxes	696	500	23
Total Revenues	1,223,339	1,251,018	1,272,009
Total Available to Appropriate	3,258,248	3,285,927	3,306,918

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

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

Expenditures:

Major Projects:

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

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

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

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



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : June 5, 2019
Subj : Debt Retirement Fund Budget Amendment #1 Resolution for 18/19

RECOMMENDATION

That the Board of Education approve the attached resolution, Amendment #1 to the Debt Retirement Fund Appropriations Act, for the 2018/19 fiscal year at the June 24, 2019 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Debt Retirement Fund for 2018/19. The major change incorporated in this amendment is to record the impact of increased levels of the various types of tax collections.

The net impact of this amendment indicates ending with a projected surplus of revenues exceeding expenditures by approximately \$775,000. Our projected ending fund balance of approximately \$2,286,000.

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

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

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

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

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

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

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

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

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

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



To : Mark Bielang, Superintendent
From : Paula Johnson Director of Finance
Date : June 5, 2019
Subj : School Service Fund Budget Amendment #1 Resolution for 2018/19

RECOMMENDATION

That the Board of Education approve the attached resolution, Amendment #1 to the School Service Fund Appropriations Act, for the 2018/19 fiscal year.

BACKGROUND INFORMATION

This recommendation represents the first budget amendment to the School Service Fund for the 2018/19 year. The purpose of this amendment is to amend the food service and bookstore budgets to the expected results for the current year. The Food Service portion of this budget is being amended to reflect information operating under Chartwells. The revenues have been adjusted based on participation trends to date. The adopted budget expense categories were analyzed based on current year expectations and adjusted accordingly. All changes in the Food Service projections were completed jointly by Chartwells staff and myself.

Overall the Food Service operation is now projected to have expenditures over revenues of approximately \$117,000 this school year. Fund balance is projected to end at approximately \$315,000, which is still a solid. Food Service experienced ten less serving days due to cancelled days of instruction without having any additional make up days added to the calendar. This has caused a reduction in revenue from the original budget. The General Fund does receive approximately \$200,000 a year in indirect costs annually from food service program. We will continue to monitor revenues and expenditures going forward to help reduce the negative impact of the 2018/19 year.

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

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

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

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

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

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

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

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

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

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
JUNE 10, 2019, 6:30 P.M.**

Note Page

VIII. Discussion Items

3. Change in Monthly Board Financial Reporting (EL 2.10.10a)

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

RECOMMENDATION

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

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

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

SAMPLE

Eight months ended February 28, 2019

Eight months ended February 28, 2018

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

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

	<u>Eight months ended February 28, 2019</u>				<u>Eight months ended February 28, 2019</u>			
	Initial Budget 2018-2019	% of total	Year-to-date activity	% of budget	Final amended budget 17-18	% of total	Year-to-date activity	% of budget
Salaries	\$ 16,652,516	47.75%	\$ 9,140,726	54.89%	\$ 16,461,093	47.90%	\$ 9,179,598	55.77%
Benefits	11,730,147	33.63%	6,582,303	56.11%	11,581,831	33.70%	6,536,913	56.44%
Total Salaries and Benefits	28,382,663	81.38%	15,723,029	55.40%	28,042,924	81.60%	15,716,511	56.04%
Purchased Services	3,999,216	11.47%	2,054,780	51.38%	3,927,411	11.43%	2,262,406	57.61%
Supplies	2,061,431	5.91%	1,241,356	60.22%	1,962,030	5.71%	1,145,604	58.39%
Capital Outlay/Other	433,136	1.24%	164,892	38.07%	434,079	1.26%	217,788	50.17%
Total Expenditures	\$ 34,876,446	100.00%	\$ 19,184,057	55.01%	\$ 34,366,444	100.00%	\$ 19,342,309	56.28%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
JUNE 10, 2019, 6:30 P.M.**

Note Page

VIII. Discussion Items

4. Change in Annual Audit (EL 2.5)

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

RECOMMENDATION

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

BACKGROUND INFORMATION

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

FACTORS TO CONSIDER

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

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
JUNE 10, 2019, 6:30 P.M.**

Note Page


VIII. Discussion Items

5. Proposed Policy Revisions (BL 0131.1)

Portage Public Schools

THE FUTURE LEARNS HERE

TO: Board of Education

FROM: Mark T. Bielang, Superintendent 

DATE: June 5, 2019

RE: Policy Revisions

COPY: Paula Johnson, Brenda Graham

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

RECOMMENDATION

It is recommended that the Board of Education approve the policy revisions as presented for Operational Policies 6320 – Purchasing, 7450 – Property Inventory, and 7455 – Accounting System for Fixed Assets.

BACKGROUND

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

Operational Policy 6320 - Purchasing

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

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


Operational Policy 6800 authorizes the Director of Finance to create capitalization policies for District assets. Those policies include Operational Policy 7450 – Property Inventory and Operational Policy 7455 – Accounting System for Fixed Assets. These two policies are recommended for revision so that the fixed asset threshold is raised to be more in line with the practices of most school districts. District auditors are advising us of these dollar amounts (approximately \$10,000 to \$15,000, up from the existing \$1,000 threshold). In order to conduct the 2018-19 audit according to these recommended policy changes, these two policies must be in place by June 30, 2019.

June 10, 2019



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

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

A handwritten signature in blue ink, appearing to be "MTB", is written over the "FROM" and "DATE" lines of the email header.

RECOMMENDATION:

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

BACKGROUND:

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

September 23, 2019 (Regular Business Meeting)

November 11, 2019 (Work Session)

February 10, 2020 (Work Session)

May 18, 2020 (Regular Business Meeting)

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

RECOMMENDATION

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

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

The funding source for these materials is from the 2019-2020 general fund budget. The total amount of all four recommendations is \$574,664.64.

BACKGROUND

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

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

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

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

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

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

TCi Brings Learning Alive!

Created Date 5/2/2019
Quote Number 00028233

Expiration Date 7/1/2019

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

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

Quote Line Items

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

Totals

Shipping Rate (%) 5

Subtotal \$270,314
Shipping \$13,515.70
Grand Total \$283,829.70

45

Gratis Items



Gratis Total \$68,913.00

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

Notes

SHIPPING

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

FULFILLMENT OF ORDERS:

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

CONDITIONS OF OFFER:

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



Confidential Price Quote (3678830)

Submit Customer Purchase Order Here

6/4/2019

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

Presented To: Mike Huber 269-323-5000, mhuber@portageps.org
Prepared By: Eric Spicer, (517) 755-9228, eric.spicer@cengage.com

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

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

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

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

Submit Customer Purchase Order Here

Thank you for your interest in Cengage Learning products.

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

2019/2020 School Year Curriculum Materials Ordering Summary

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

Curriculum Instruction Assessment

To: Mark Bielang, Superintendent
Board of Education

From: Mike Huber, Director of Curriculum and Professional Development

Date: June 5, 2019

RECOMMENDATION

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

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

BACKGROUND INFORMATION

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

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

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

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

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

Impacts of Pornography

Lesson Goals:

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

Impact of Pornography - Standard Alignment National Sexuality Education Standards

Puberty and Adolescent Development-

PD.12.CC.1

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

PD.12.INF.1

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

PD.12.DM.1

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

Identity-

ID.12.SM.1

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

Healthy Relationships-

HR.12.INF.1

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

HR.12.CC.4

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

HR.12.SM.2

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

Personal Safety-

PS.12.ADV.1

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

PS.12.INF.2

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

LESSON 1:

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

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

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

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

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

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

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

<https://drive.google.com/file/d/1HCYXG6srIkZRsxEwdPQcGe7tmGcdZvIn/view?usp=sharing>

Show this video from Terry Crews:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LESSON 2:

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

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

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

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

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

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

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

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

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

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

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

Share the following story:

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

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

Share the following story:

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

Link to Michigan and National Trafficking Statistics:

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

Closing Activity:

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

Share the following resource slide:

<https://docs.google.com/presentation/d/1M9jdrwzBZP4i4FoP9vg6DTDZngVOwanmBvkPalhhtlQ/edit?usp=sharing>

RESOURCES FOR YOU:

Talk to your school counselor or a trusted adult.

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

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

References

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

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