

**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
 SEPTEMBER 9, 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
ADMINISTRATION BUILDING – CONFERENCE RM #1
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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
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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III. Reports

1. Superintendent's Report
 - a. Bond Project Update

**PORTAGE PUBLIC SCHOOLS
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ADMINISTRATION BUILDING – CONFERENCE RM #1
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V. Consent Agenda

1. Approval of Minutes
 - a. August 19, 2019 Regular Business Meeting Minutes

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

August 19, 2019

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, August 19, 2019, was called to order at 6:31 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Terri Novaria, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, Joanne Willson

Board Trustees Absent: Kurt Droppers, Celeste Shelton-Harris

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on the status of bond work. At North Middle School, the majority of furniture has been installed, work continues on the classroom punch list, and final cleaning. Paving will be complete August 26 and wayfinding signage will be installed. The project is on schedule. At West Middle School, the northwest water line has been installed; interior walls, framing, and the fire system is complete; electrical/HVAC work is complete; ceiling grids and lighting has been installed; work continues on classroom technology work and bathrooms. At the Northern Athletic Event Facility, the throw area needs to be regraded. At the Central Athletic Event Facility, the opening game will be August 29; work is complete on the track, turf, concessions, team buildings, etc. At PCEC, final clean up continues; inspections will occur this week.

Mr. Herron thanked everyone involved in the bond projects. Mr. Herron recognized Marti Phelps, Dave Skinner, Al Shearer and his staff, Dan Vomastek and his staff for going above and beyond in their coordination and efforts.

Mr. Herron addressed questions from Trustees.

Change Order Summary/Bond Budget Update

Mr. Dan Rathburn, Project Manager from OAK, reviewed work committed through Bond Change Order #22 and detailed Change Orders by Construction Change Directives for North Middle School,

Central Athletic Event Facility, Central Middle School, West Middle School, and Portage Community Education Center. Mr. Dan Rathburn responded to questions from board members.

Summer Food Program Update

Susan Livingston, Director of Dining Services, accompanied by Mr. Mike Huber, Director of Curriculum and Professional Development, shared highlights on the summer program *Meet Up and Eat Up & Read Up!* Students experienced taste testing, enjoyed a visit from Food Network star Chef Jet Tila, and July soccer camp with local Olympian Lindsay Tarpley. Over 5,600 student meals were served, and over 3,000 books were provided to students this summer. Ms. Livingston addressed questions from Trustees.

Gifted and Talented Update

Beth Hartman, Director of Elementary Education, provided an update on the work done over the summer around enrichment and extension for our Gifted and Talented students. Ms. Hartman added a communication will issued soon. Ms. Hartman responded to questions from the Board.

Other

Mr. Bielang shared items of interest. The District received a proposal from the City of Portage regarding School Resource Officers. The three-year proposal includes the addition of two resource officers. The terms include the City covering 100 percent of the cost for the first year, the City and District splitting the cost in the second year, and 100 percent of the cost covered by the District in the third year.

Last week's TeachCamp was a success. Participants engaged in technology learning. Thank you to Jessica Winstanley, Paul Murray and to Dan Vomastek and his staff for holding this event.

Trustees were reminded of upcoming events – August 22 new teacher luncheon, August 26 Quint Studer event, and staff opening day on August 27.

Mr. Bielang congratulated John Dunlop and the Portage Central archery team. In July, they competed in the 2019 National Archery in the Schools Program Championship in Nashville, Tennessee. Madalyn Weiss scored 287 of a possible 300, ranked 13 out of 167 grade 8 girls, and was named to the All American Team.

A contract agreement is in place with PMN to videotape regular session board meetings beginning in September. Terms are similar to the agreement PMN had with the City of Portage for the same service.

Mr. Bielang and Michelle Karpinski attended the Fresh Thyme store grand opening. Mr. Bielang expressed appreciation for the \$2,500 check the District received at the event.

Mr. Bielang recognized Paula Johnson and her staff for their work on the audit. The auditing firm completed their on-site work in the District today.

Mr. Bielang recognized and thanked the Executive Leadership team and their staff for their work over this very busy summer.

BOARD EDUCATION

There were no Board Education items.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There being no public comment, he opened the floor for Trustee comments.

Mrs. Willson shared positive comments regarding Heimstra Optical's Stuff the Bus event. Mrs. Willson also remarked on the state's budget and funding for schools.

Mr. Rathburn praised John Dunlop for his work with students in archery, biking, and fishing; shared positive remarks regarding his visit to Lake Center Elementary, and expressed his thoughts regarding the Kalamazoo RESA's Career and Technical Education millage proposal.

Mr. Van Antwerp shared complimentary remarks he received regarding Central High School's swim program providing assistance to Northern High's swim program.

Mr. Snyder shared highlights of the Board's Linkage Committee meeting held earlier today.

President Van Antwerp thanked Trustees for their comments.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve the July 22, 2019 Regular Business Meeting and the August 12, 2019 Special Meeting Minutes; approve the purchase of 76 desktop computers from Presidio of Wixom, MI in an amount not-to-exceed \$29,944.00, the proceeds for which come from the 2016 Bond Fund #1; and approve a one-year extension of the custodial services contract with Grand Rapids Building Services, Inc. for \$1,773,372.00, the funds for which will come from the 2019-20 General Fund Budget.

There being no objection to the items, the motion carried unanimously.

REQUIRED ACTION ITEMS

There were no required action items.

ACTION ITEMS

Approve New Teacher Appointments

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the following new teacher appointments, as presented:

Rachel Bell	James Long
Betty Bianco	Laura Mercadal
Madelyn Buhrman	Lisa Miller
Nikki Callen	Anne Nower
Bailey Chapman	Maggie Parker
Alexander Coulombe	Hanah Ponitz
Samantha Crooks	Nicole Powell

**Miranda Eldridge
Amber French
Timary Fuller
Rachael Harding
Christopher Harris Jr.
Rose Hellmers
Matthew Kolodzieczyk
Noah Krzan
Rachel Lam
Justin Lehman**

**Christopher Prom
Joshua Quist
Nicholas Sasak
Taylor Triemstra
Shannon Underwood
Marianne Walsh
Joseph Wood
Madeline Woods
Stephanie Wren**

Mr. Brad Galin, Director of Human Resources, shared some facts about the new teacher hires. Of the teachers listed, eight are new to teaching, the average years of experience is 7.1 with the most experienced teacher having 19 years of experience, one half of the group has a Masters Degree, the teachers come to us from many states and one from Japan. Mr. Galin added there were 22 teacher retirements last year and one this summer.

The motion carried unanimously.

DISCUSSION ITEMS

There were no discussion items.

With no further business to come before the Board, the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
SEPTEMBER 9, 2019, 6:30 P.M.**

Note Page

VI. Assurance of District Performance

1. Monitoring Report 2.6, Asset Protection (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept as presented, the Monitoring Report on 2.6, Asset Protection, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.6) Asset Protection

Global Board Policy

The Superintendent shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Certification

I hereby present my monitoring report on Executive Limitation, 2.6, "Asset Protection" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of September 4, 2019.



Signature

9.4.19

Date

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

2.6 GLOBAL POLICY LANGUAGE

The Superintendent shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding sections. My interpretations of those sections, the report and conclusion statements are presented below. There have been no revisions to this Executive Limitation since the last report and my interpretations remain unchanged.

Conclusion Statement

The organization met expectations.

2.6.1 POLICY LANGUAGE

The Superintendent shall not assume property or casualty risk unnecessarily, including risk against liability losses to board members, staff and the organization.

Interpretation

I interpret this to mean that insurance contracts and policies are in place with the appropriate level of protection, and all loss claims against the policies, less deductibles, are recovered.

That insurance contracts are in place to replace, repair or provide remuneration for District assets exceeding \$1,000 and that the level of coverage restores the District to an equal or similar position prior to the loss or damage to the asset, less deductibles. The insurance replaces assets stolen, damaged or destroyed with a minimum value that meets or exceeds the deductible limitations of the coverage and includes the replacement of real estate, facilities, fixtures, furniture, vehicles, equipment, and consumable assets owned or leased by the District and valued greater than \$1,000.

That appropriate policies are in place and all claims against the policies are resolved and that such policies cover acts of litigation, settlements, judgments and staff inquiries resulting in financial remuneration by the District. These policies provide coverage for these acts to the extent available through insurance contracts. Also, there are certain acts that are not insurable.

As required by law, our annual audit is conducted by a qualified audit firm whose service fees are included in the board-approved budget.

That appropriate policies are in place to compensate the employees and providers of services for needs arising from the incident leading to submitted claims. (Workers Compensation coverage)

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Report

The District has in place the following insurance contracts with SET/SEG:

Property

Property and Vehicles

Crime

Employee Dishonesty Blanket Bond

Equipment Breakdown (Boiler & Machinery)

Inland Marine

Cyber Liability/Data Breach

Safeguard Program (Terrorism & School Violent Acts)

Liability

Commercial General Liability

Excess Liability

Safeguard Program (Terrorism & School Violent Acts)

Fleet

Automobile Liability and Physical Damage

Garage Coverage

Educators Legal Liability Errors and Omissions

Builders Risk Insurance

Workers Compensation

In addition, the District has a catastrophic student accident medical insurance policy with 1st Agency, Inc.

Coverage limits are reviewed annually with our insurance provider(s) to determine adequacy and/or appropriate levels of coverage.

Conclusion Statement

The organization met expectations.

2.6.2 POLICY LANGUAGE

The Superintendent shall not allow unbonded personnel access to material amounts of funds.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Interpretation

Only bonded personnel will be allowed access to District funds. “Material amounts” is that amount that would have a significant impact on achieving the Board’s Ends.

Report

All employees, including the Superintendent and members of the Board, are covered by a blanket bond of up to \$1,000,000 per occurrence. Per SET/SEG, based on their experience with submitted claims, this level of coverage is considered adequate on a per occurrence basis.

Internal controls are in place to prevent a single individual from being able to complete an unauthorized transaction.

Conclusion Statement

The organization met expectations.

2.6.3 POLICY LANGUAGE

The Superintendent shall not subject facilities and equipment to improper wear and tear or insufficient maintenance.

Interpretation

I interpret this to mean that facilities and equipment, including busses and other vehicles owned or leased by the District, be used in a way that allows for sufficient and timely cleaning and that resources are allocated to ensure proper maintenance and replacement of equipment as necessary.

Report

The District has comprehensive facilities use policies and guidelines which govern facility scheduling and use. A facility use fee structure is in place to support maintenance, operation and cleaning of facilities.

The maintenance department utilizes a maintenance plan for mechanical systems in the District to ensure proper upkeep and replacement of parts. District custodians are on-site during times of facility use to ensure proper cleaning in a timely manner.

The maintenance department uses an annual plan for the maintenance of and/or replacement of windows, roofing, carpeting, drives, parking areas, etc., using the voter-approved Building and Site Sinking Fund. The maintenance staff reviews campus needs with building principals on an annual basis.

A system is in place for the periodic improvement and replacement of furnishings and other loose equipment. Funds for this mostly come from the General Operating Fund and vary depending on other demands on the budget.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

An Energy Management System is in place to maintain the most efficient usage of energy resources to maximize cost avoidance. Since initiation of the system in 2009, we have avoided \$6.6 million (through June 2019) in energy costs.

Our Transportation Department employs two certified mechanics to maintain the District's 67 busses and 11 vans used to transport students. The bus fleet also undergoes annual inspections by the Michigan State Police. The latest inspection, conducted during the 2018/19 school year, again saw 99% of our busses receiving a "green tag" – the highest rating given. One of our 78 vehicles received a lesser tag, which was upgraded to green during the inspection.

Our busses are on a 10-year replacement cycle which results in about 10 percent of our fleet being replaced each year. Six busses were purchased this year through proceeds from the 2016 Bond sale. To date, 24 busses have been purchased from Bond proceeds.

The District routinely inspects and performs routine maintenance to District-owned technology. In those cases where there is unusual wear and tear, the Technology Department will engage the appropriate staff to determine the cause and correct it.

The District currently utilizes Grand Rapids Building Services, Inc. (GRBS) to provide the majority of custodial services. Our contract with GRBS was renewed for a one-year period (through June 2020). A satisfaction survey during the 2018/19 school year provided us with enough information to continue our contract with GRBS.

Additionally, the District has one full time quality control custodian to assist in monitoring and reporting out about any quality cleaning concerns during the second and third shifts. This person is also responsible for implementing procedures to improve services.

As some of our new facilities become available (pools, stadiums, multi-use fields, new North Middle School, etc.) we will be limiting their use by the public until such time as we become familiar with how they operate and the costs associated with their use. We expect that requests for usage by District and outside groups will increase and want to make sure we fully understand the implications of increases use, cost to operate, and our ability to adequately supervise and protect these assets.

Conclusion Statement

The organization met expectations.

2.6.4 POLICY LANGUAGE

The Superintendent shall not unnecessarily expose the organization, its board or staff to claims of liability.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Interpretation

I interpret this to mean that District administration provides clarity in terms of expectations and/or standards of conduct for its employees so that they act in a manner which is not likely to cause harm to persons, property or both.

Report

Clear policies exist for the Board and Superintendent in terms of conduct and avoidance of conflict of interest.

Expectations for staff conduct exist in Operational Policies and Administrative Guidelines as well as in staff handbooks.

Staff members are asked to report any conditions or practices which could be considered a liability.

Supervisors review expectations on at least an annual basis.

The District had minor student injury liability claims that were paid by the District's insurance policy.

Conclusion Statement

The organization met expectations.

2.6.5 POLICY LANGUAGE

The Superintendent shall not make any purchase: (a) wherein normally prudent protection has not been given against conflict of interest; and (b) where the amount exceeds 5 times the number of dollars over which the State of Michigan requires the letting of bids without following a stringent method of assuring the balance of long term quality and cost. Orders shall not be split to avoid these criteria.

Interpretation

I interpret this to mean that (a) a conscious effort is made by the Business Office staff and Executive Leadership Team (ELT) to determine if a conflict of interest exists for any purchase; and (b) purchases in excess of approximately \$100,000 will receive a substantial administrative review and justification with respect to its long term value. Purchases involving a like product from the same vendor will not be split to avoid scrutiny or the bidding process and will require approval by the Board.

Report

Proposed purchases from any vendor that may have a connection/relationship with an employee or Board member of the District are reviewed by the ELT for undue favoritism and competitive pricing.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Proposed purchases over approximately \$100,000 receive additional scrutiny from the ELT which may involve the use of pilot programs, consultation with outside consultants/specialists in the field (architects, construction managers, engineers, curriculum specialists, etc.).

The Business Office tracks and reviews all purchase orders directed to the same vendor to determine compliance with the splitting of orders, the bidding process, and required approval by the Board for such purchases.

No violations of this provision have occurred.

Conclusion Statement

The organization met expectations.

2.6.6 POLICY LANGUAGE

The Superintendent shall not allow intellectual property, information and files to be inadequately protected from piracy, loss, theft, electronic data breach or from suffering significant damage.

Interpretation

I interpret this wording to mean that:

1. All data is stored on fault tolerant storage systems located on at least two sites. Data backups are completed daily with 98% automated and 100% manual success rates. The district maintains state of the art security systems, including but not limited to firewalls and filters, to prevent inappropriate access to, or corruption of, sensitive and/or private information. This measure is reasonable because it is necessary to meet Federal Regulations, it aligns with industry best practice, and prevents rework due to loss of data.
2. The district has systems in place to detect and prevent attempts to gain access to district systems that would corrupt, damage, or provide access to proprietary, confidential, or sensitive information. Proprietary, confidential, or sensitive information is defined as the programs and data systems used to support district operations. Examples include student data, employee data, payroll data, security systems, and general business operations data. This interpretation is reasonable because the information protected is sensitive, private, and/or critical to the mission of the district, which if accessed inappropriately, lost, or damaged could potentially harm the district or individuals.
3. Other non-electronic data will be stored in a manner which provides maximum protection.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Report

1. All data is initially stored on a high-fault tolerant array of disk drives located in our secure data center. Should one or more of these drives fail; the data can be recreated using RAID based calculations from data located on other drives. At least nightly, all data is replicated to another high-fault tolerant array of disk drives located at our secondary data center. These two data centers are located on different physical sites to mitigate against damage caused by fire or acts of god. Depending on the nature of the data, routine snapshots are also made, allowing us to restore data to a previous time when required. Industry standard security systems, hardware and software based, are used to monitor, secure, and maintain the district's data.
2. The district security includes firewall protection and security systems which scan for malware (including, but not limited to, adware, spyware, trojans, viruses, worms and rootkits). The systems are updated on a regular basis via automated and manual processes as a part of standard district operations.
3. This District has a fire-resistant vault room which includes a safe to maintain critical non-electronic data. Locked, fireproof filing cabinets are available for storage of documents. The District also has a safety deposit box at one of the local banks. Procedures are in place to restrict access to non-electronic data information.

Conclusion Statement

The organization met expectations.

2.6.7 POLICY LANGUAGE

The Superintendent shall not receive, process, or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.

Interpretation

I interpret this to mean that procedures are in place to provide sufficient safeguards over the receipt, processing, and disbursement of District funds. The internal control procedures in place are audited annually by the Board-appointed auditing firm, in accordance with generally accepted auditing standards.

Report

The most recently completed fiscal year audit (FY 2018) by the Board-appointed auditing firm - Rehman Robson – verified the reasonableness of the District's qualitative aspects of the internal controls used in its accounting practices. The report did not identify any material weaknesses with respect to the fair representation of the District's financial statements and the federal programs administered by the District.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Conclusion Statement

The organization met expectations.

2.6.8 POLICY LANGUAGE

The Superintendent shall not invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions, within reason.

Interpretation

I interpret this to mean that regulations and procedures are in place to insure that the Business Office will not invest in or hold operating capital in insecure or non-insured financial instruments, except for ease of operations, within reason.

Report

Cash management and investment regulations and procedures are in place which maximize return on investments through quality certificates of deposit, pooled investment accounts, money market accounts, and prime commercial paper rated one or two by more than one rating service.

A specific "Investments" Operational Policy is in place which the Business Office utilizes in its cash management and investment procedures. As a result, the FY18 District Audit and Comprehensive Annual Financial Report verified that the total District interest income was \$727,822, with an average yield of .97% for all funds as of June 30, 2018.

The Business Office utilizes Umbaugh & Associates as its Investment Advisor to ensure that the investment rating information is current on the financial institutions with which it conducts business in order to minimize risk if an institution is in a declining state.

Conclusion Statement

The organization met expectations.

2.6.9 POLICY LANGUAGE

The Superintendent shall not endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of Ends.

Interpretation

I interpret this to mean that actions or behaviors shall not be permitted to occur which would reflect poor fiscal management in the operation of the District, commit to expenditures without reliable funding sources, jeopardize operational integrity or detract from the Boards stated Ends.

Monitoring Report

Page -10-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Report

Financial procedures are in place to ensure adequate financial operations of the District. Budgetary and accounting controls are in place to assure that errors or irregularities that could be material to the financial statements are prevented or would be detected in a timely manner. Information contained in the most recent District financial audit supports this claim.

Conclusion Statement

The organization met expectations.

2.6.10 POLICY LANGUAGE

The Superintendent shall not change the organization's name, logo or substantially alter its identity in the community.

Interpretation

I interpret this to mean that the organization continues to be referred to as Portage Public Schools and that tag lines and other visual depictions of the District are in line with the Mission, Vision and Ends, as adopted by the Board.

Report

The District continues to be referred to as Portage Public Schools, with the tag line of "The Future Learns Here."

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
SEPTEMBER 9, 2019, 6:30 P.M.**

Note Page

VI. Assurance of District Performance

2. Monitoring Report 2.10, Communication and Support to the Board (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept as presented, the Monitoring Report on 2.10, Communication and Support to the Board, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.10) Communication and Support to the Board

Global Board Policy

The Superintendent shall not permit the Board to be uninformed or unsupported in its work.

Certification

I hereby present my monitoring report on Executive Limitation, 2.10, "Communication and Support to the Board" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of September 4, 2019.



Signature

9.4.2019

Date

Note:

My interpretation remains unchanged. Reports have been updated.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

2.10 GLOBAL POLICY LANGUAGE

The Superintendent shall not permit the board to be uninformed or unsupported in its work.

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding sections. My interpretations and data are presented with those sections below.

Conclusion Statement

The organization met expectations.

2.10.1 POLICY LANGUAGE

The Superintendent shall not neglect to submit monitoring data required by the Board (see Policy 4.4 on Monitoring Superintendent Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board Policies being monitored.

Interpretation

I interpret this to mean that monitoring reports are to be submitted to the Board within the timelines and in a manner consistent with Policy 4.4 unless the Board agrees to a revised schedule.

Report

The Board and Superintendent have completed the fifth year of creating, presenting and approving monitoring reports. All reports were accepted by the Board. Follow-up meetings with the Board President were held throughout the year to provide the Superintendent feedback regarding the reports. The Board's Policy Committee addressed policy language concerns.

Conclusion Statement

The organization met expectations.

2.10.2 POLICY LANGUAGE

The Superintendent shall not let the Board be unaware of an actual or anticipated noncompliance with any policy of the Board as soon as possible; in the case of noncompliance that could significantly impact the ability to meet organizational Ends, as soon as it is discovered.

Interpretation

I interpret actual violation to mean that a Board approved Policy has not been followed or that an action has caused a Policy to be violated. An anticipated violation means that a strong likelihood exists that an existing or planned practice will violate a Policy if the practice is initiated or continues.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

Potential violations of Board Policy will be reported to the Board at the first available meeting after it has been discovered. Actual violations of Board Policy will be reported to the Board President as soon as possible.

Report

Weekly meetings of the Executive Leadership Team allow for discussion and understanding of Board Policies and for the surfacing of any violations or anticipated violations. No such non-compliance issues have occurred during this reporting period.

Conclusion Statement

The organization met expectations.

2.10.3 POLICY LANGUAGE

The Superintendent shall not let the Board be unaware of potential non-compliance with its own policies on Governance Process and Board-Superintendent Linkage, particularly in the case of board behavior which is detrimental to the work relationship between the Board and the Superintendent.

Interpretation

I interpret this to mean that Board members, either individually or collectively, are informed in writing, electronically or verbally if patterns of Board or Board member behavior deviates from established Policies, Board Norms or the Board Code of Ethics.

Report

Neither the Board nor any of its members have been out of compliance during this monitoring cycle.

Conclusion Statement

The organization met expectations.

2.10.4 POLICY LANGUAGE

The Superintendent shall not let the Board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.

Interpretation

I interpret "relative trends" to be those most directly related to the Board Global Ends Policies. I interpret anticipated "adverse media coverage" to be a significant event or circumstance that is not routine in nature which could generate substantial negative news for the District.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

I interpret “material external and internal changes” to mean those which adversely affect the financial stability of the District or the District’s ability to achieve its Global Ends.

Report

The Board receives periodic updates from the Superintendent via e-mail, phone calls, or through updates at Board meetings. Furthermore, the Board has four Committees: Policy, Facilities, Audit and Owner Linkage which hear information and report to the Board.

Monthly updates are provided regarding the Bond Project, Bond Budget, and Project Change Orders.

Our voice messaging system, inserts in “The Portager” and periodic news releases convey additional information to the Board and greater school community.

Several “Board Retreats” during the past year allowed for additional communication and conversation.

Conclusion Statement

The organization met expectations.

2.10.5 POLICY LANGUAGE

The Superintendent shall not deny the Board access to, or be uninformed by, a range of relevant perspectives, including staff and external viewpoints, as needed for fully informed board choices.

Interpretation

I interpret this to mean that before recommendations come before the Board for action, Administration consider diverse viewpoints on any given subject. These viewpoints will consider parental, student, staff and community perspectives, where appropriate.

Report

The Executive Leadership Team (ELT) serves as the final sounding board for recommendations being brought before the Board. This allows for a wide variety of perspectives and thoughtful discussion. Because the ELT represents all aspects of operations, the impact of making recommendations in isolation is avoided. Going through this body also provides a checks and balances to make certain that appropriate input has been sought through advisory committees and other established groups such as CIC and subject area committees.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

The Board heard about several relevant issues affecting operations.

- School safety
- Summer food services
- Technology acquisition, deployment, and professional development
- Gifted & Talented programming (E²)
- Our continuous improvement work with Studer Education
- Special Education services
- Energy education
- Social-emotional learning
- Project-based learning
- Facility master planning
- Science standards

Conclusion Statement

The organization met expectations.

2.10.6 POLICY LANGUAGE

The Superintendent shall not present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

Interpretation

I interpret this to mean that information being presented is concise and easy to understand. Monitoring reports will be clearly labeled. Decision preparation information will be included with recommendations.

Report

Monitoring Reports and recommendations made to the Board have been well received and appear to contain the appropriate degree of information in an understandable format. There have been very few requests for clarification of other information provided to the Board.

Conclusion Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

2.10.7 POLICY LANGUAGE

The Superintendent shall not cause the Board to operate without appropriate mechanisms and support for official board, officer or committee communications.

Interpretation

I interpret this to mean that the Superintendent provides effective ways to communicate and support the work of the Board and its various work groups through the central office.

Report

Board members have a variety of communication vehicles which include:

- Periodic updates from the Superintendent
- Individual phone calls, meetings or e-mails
- Board packet information
- Board meetings, Work Sessions and Retreats
- Agenda Planning Meetings with the Board President
- Updates and alerts from the District's Communications Manager

The Superintendent's Administrative Assistant serves as the primary support person to assist the Board with communications and activities such as coordinating dates for meetings, arranging for meeting space, providing meeting materials, and other activities as requested.

Members of the Executive Leadership Team are available, whenever needed, to provide information and other resources to the Board and/or its Committees.

Conclusion Statement

The organization met expectations.

2.10.8 POLICY LANGUAGE

The Superintendent shall not communicate substantive governance information to an individual or segment of the board except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.

Interpretation

I interpret this to mean that the Board as a whole will be kept as fully informed as possible on matters of substance except as noted in (a) and (b) above.

Report

At various times throughout the year, work with the Policy Committee and Owner Linkage Committee involved processing information at a Committee level. Much of that information was then reported out to the full Board via Committee Reports at Board meetings and Retreats.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

My responses to individual Board members, which I believed to be of interest to the entire Board, were copied to all Board members.

The Board's commitment to Policy Governance, its policies governing requests for information, and its Code of Ethics is appreciated.

Conclusion Statement

The organization met expectations.

2.10.9 POLICY LANGUAGE

The Superintendent shall not allow the Board to be non-compliant with legal or contractual requirements for board approval on delegated activities of the organization or offer such items on the consent agenda without providing the relevant monitoring assurance pertaining thereto.

Interpretation

I interpret this to mean that the Board is provided sufficient background information on action items coming before the Board, whether they be required by Board Policy, local/State/federal law, or upon recommendation of legal counsel or other external authority.

Report

Board agendas include a cover memo outlining some of the key issues facing the Board to assist with meeting flow and anticipated issues of concern. Each action item, including those on the consent agenda, contains the pertinent background information for that item.

Prior to the development of the agenda, the key items for the agenda are reviewed with the Board President and members of the Executive Leadership Team to verify validity and accurateness.

Appropriate staff are available to the Board at its meetings to clarify information and answer questions that arise.

Conclusion Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

2.10.10 POLICY LANGUAGE

The Superintendent shall not deny the Board access to requested incidental information which, while not part of the Board's work, will allow it to understand the context of that work. That information will include:

- a. A monthly summary of financial performance presented at the monthly board meeting.
- b. The Superintendent will at least annually provide to the Board a report on safety.

Interpretation

I interpret "incidental information" to mean information that is not monitoring information or not relevant to decision preparation but may be of interest to the Board.

Report

In regards to 2.10.10a: On each monthly agenda there is a financial update with an opportunity for the Board to ask questions. These updates are provided by staff from the Business Office.

The Board also hears financial updates about the 2016 Bond Project. Bond Budget Updates are being provided on an every-other-month basis as requested by the Board. Also, a summary of Bond Project change orders is being provided to the Board on a monthly basis.

In regards to 2.10.10b: A report on safety was provided in June 2019 and will be forthcoming later, separate from this Monitoring Report.

On each agenda the Superintendent provides an update which also contains mostly incidental information that may be of interest to the Board.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
SEPTEMBER 9, 2019, 6:30 P.M.**

Note Page

VII. Action Items

1. Approve New Teacher Appointments (OP 3120)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the following new teacher appointments as presented: Christopher Adams, Elyse Covert, Anna Gwyn, Tayler Kloosterman, Tyronda Law, and Allison Roberts.

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

To: Board of Education
From: Bradley D. Galin, MBA, SPHR, SHRM-SCP
Date: September 9, 2019
Re: Teacher Appointment Recommendation

RECOMMENDATION:

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

Christopher Adams – (Shared Time Business/Marketing/Technology) – Chris comes to Portage from the Kalamazoo Public Schools and holds both his bachelor’s in business administration and masters in career and technical education from Western Michigan University.

Elyse Covert – (North Middle FACS) – Elyse was an intern teacher at Central Middle School last year and graduated from Western Michigan University in the Spring of 2019. This will be her first teaching assignment.

Anna Gwyn – (Northern HS ELA) – Anna was most recently an intervention paraprofessional at Central High School and also provided parapro support at Lake Center Elementary during the 2017/2018 school year. Prior experience includes time teaching in Duval County Florida after her graduation from Ohio University.

Tayler Kloosterman – (Moorsbridge Kdgt) – Tayler graduated from Western Michigan University and completed her student teaching at Lake Center Elementary. In addition to her student teaching, Tayler worked for the Curious Kids program during her time in school, becoming a site director for the school age care program.

Tyronda Law – (Haverhill Title I) – Tyronda holds her bachelor’s degree in elementary education from Western Michigan University and comes to us after teaching at Northeastern Elementary in the Kalamazoo Public Schools since 2012.

Allison Roberts – (Amberly Title I) – Allison is joining Portage after teaching at the Washington Writers Academy since 2016. She holds her bachelor’s degree in early childhood education from Western Michigan University.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
SEPTEMBER 9, 2019, 6:30 P.M.**

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VIII. Discussion Items

1. Purchase of Stage Decking / Risers for NMS (OP 6320)

To: Mark Bielang, Superintendent
From: Ron Herron, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: September 9, 2019
Subj: Recommendation for Stage Decking and Risers for NMS Blackbox Theater

RECOMMENDATION

That the Board of Education approve the purchase of versatile decking that can be used in the North Middle School Blackbox Theater for stage set up or chair risers. The cost of \$24,578.00 will come from the 2019 Bond Fund – Proposal #1.

BACKGROUND INFORMATION

Due to the opening of the new building at North Middle School with a new style or performance space, we are recommending this versatile solution. The intended use for the new theater space is to give an adaptable space to allow for creative performances. Currently the space is an open room. Without some sort of staging or seating risers, it will be hard to see performances from most of the seating.

Therefore, we are requesting the Wenger Stagetek portable staging for the space. This type of staging is adaptable and can be setup in many configurations. There are two primary ways the staging would be used. The first is to create a raised performance area, (stage) so when all the seats are on the floor, performers can be seen. The second configuration would be raised seating around three sides with the performers playing flat on the floor. Other creative configurations can also be used due to the modular design of the product.

This product is sturdy yet lightweight. It can be easily setup with 2 people. No tools are needed to setup the system which saves time and effort.

The Wenger Corporation has a long standing reputation for dependable well supported products. In particular the Stagtek product is used widely in the entertainment industry.

BIDDING PROCESS

The bid was advertised on the PPS District Website and sent to five vendors for solicitation of bid responses. We have attached the bid tally sheet which indicates that one bid was received. In addition to the bids being analyzed by our purchasing department, the bids were also analyzed by our Theater Manager, Beau Hartlerode.

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

NMS Black Box Theater - Stage Decking/Risers

RFP # 20447

Due No Later Than 08/19/2019 @ 10:30 am

Vendor Name		Wenger Corp			
Address (City, State)		Owarinna, MN			
Iran Econ Act, Familial & Legal Status Forms		YES			
Acknowledged Addendum # 1		YES			
		PRICING		PRICING	
		<u>Unit Cost</u>	<u>Total Cost</u>	<u>Unit Cost</u>	<u>Total Cost</u>
18	4x8 foot deck surface with durable black surface	\$732.00	\$13,176.00		
18	24" Elevated Fixed Height Legs	\$67.00	\$1,206.00		\$0.00
4	32" Elevated Fixed Height Legs	\$81.00	\$324.00		\$0.00
9	8" Elevated Fixed Height Legs	\$43.00	\$387.00		\$0.00
9	16" Elevated Fixed Height Legs	\$57.00	\$513.00		
3	Storage Carts	\$488.00	\$1,464.00		\$0.00
9	8' Standard Guardrail	\$193.00	\$1,737.00		\$0.00
6	4' Standard Guardrail	\$153.00	\$918.00		\$0.00
2	Guardrail Storage Carts	\$543.00	\$1,086.00		\$0.00
2	Stairways 24/32", with Railing	\$408.00	\$816.00		\$0.00
1	8ft x 24/32" Drapery, Black	\$324.00	\$324.00		\$0.00
1	4ft x 24/32" Draper, Black	\$326.00	\$326.00		\$0.00
	Shipping		\$2,301.00		
64			\$24,578.00		\$0.00

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
SEPTEMBER 9, 2019, 6:30 P.M.**

Note Page

VIII. Discussion Items

2. Delegates for MASB Delegate Assembly (BL 0175)

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: September 9, 2019
RE: Voting Representatives for 2019 MASB Delegate Assembly

RECOMMENDATION:

It is recommended that the Board of Education certify the following delegate(s):

and alternate(s):

for the 2019 Michigan Association of School Boards Delegate Assembly, as presented.

BACKGROUND:

The Board of Education participates annually in the MASB Delegate Assembly. This event will take place on Friday, November 8, 2019 at 5:30 p.m. at the Grand Traverse Resort in Acme. Based on the District's student membership, Portage is allowed to send four voting delegates and an equal number of alternates to the Assembly. Our delegates must be certified with MASB by no later than October 11, 2019.