

**PORTAGE PUBLIC SCHOOLS  
 BOARD OF EDUCATION  
 REGULAR BUSINESS MEETING  
 PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,  
 PORTAGE, MI 49002  
 OCTOBER 28, 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.

<b>I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
<b>II. REVISIONS/APPROVAL OF AGENDA</b>	<b>2</b>
<b>III. REPORTS</b>	
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c. FINANCIAL REPORT	23
<b>IV. BOARD EDUCATION - None</b>	
<b>V. COMMENTS OR COMMUNICATIONS</b>	<b>25</b>
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
<b>VI. CONSENT AGENDA</b>	<b>26</b>
1. APPROVAL OF MINUTES	
a. OCTOBER 14, 2019 COMMITTEE OF THE WHOLE WORK SESSION MINUTES	27
b. OCTOBER 21, 2019 SPECIAL MEETING MINUTES	31
<b>VII. ASSURANCE OF DISTRICT PERFORMANCE - None</b>	
<b>VIII. REQUIRED ACTION ITEMS - None</b>	
<b>IX. ACTION ITEMS</b>	
1. APPROVE POLICY CHANGES (BL 0131.1)	
a. BYLAWS: 0142.7 - ORIENTATION, 0166 - AGENDA, & 0167.7 - REMOTE PARTICIPATION AT BOARD MEETINGS	33
<b>X. DISCUSSION ITEMS - None</b>	
<b>XI. ADJOURN</b>	

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 28, 2019, 6:30 P.M.**

**Note Page**

**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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## Elementary Feasibility Study

Board Update – October 28, 2019

## October

- Review & Update Guiding Principles
- Review of District Properties
  - visual, topo, utilities, GIS, etc.
- Review Properties w/the City
- Review Potential Future Development w/the City
- Review Educational Specifications Developed by DeJong
- Review w/Committee & Obtain Input
- Board Update



## FEASIBILITY STUDY PROCESS & TIMELINE



### November

- Finalize Property Site Analysis
- Develop Building Concepts
- Develop Site Concepts
- Review w/Committee & Obtain Input

## December

- Board Update
- Refine Building Concepts
- Refine Site Concepts
- Develop & Analyze Sequencing Options
- Develop/Update Preliminary Cost Estimates
- Review w/Committee & Obtain Input

## January

- Board Update
- Finalize Building Concepts
- Finalize Site Concepts
- Finalize Sequencing Options
- Finalize Cost Estimates
- Review w/District
- Submit & Present Final Feasibility Study Report



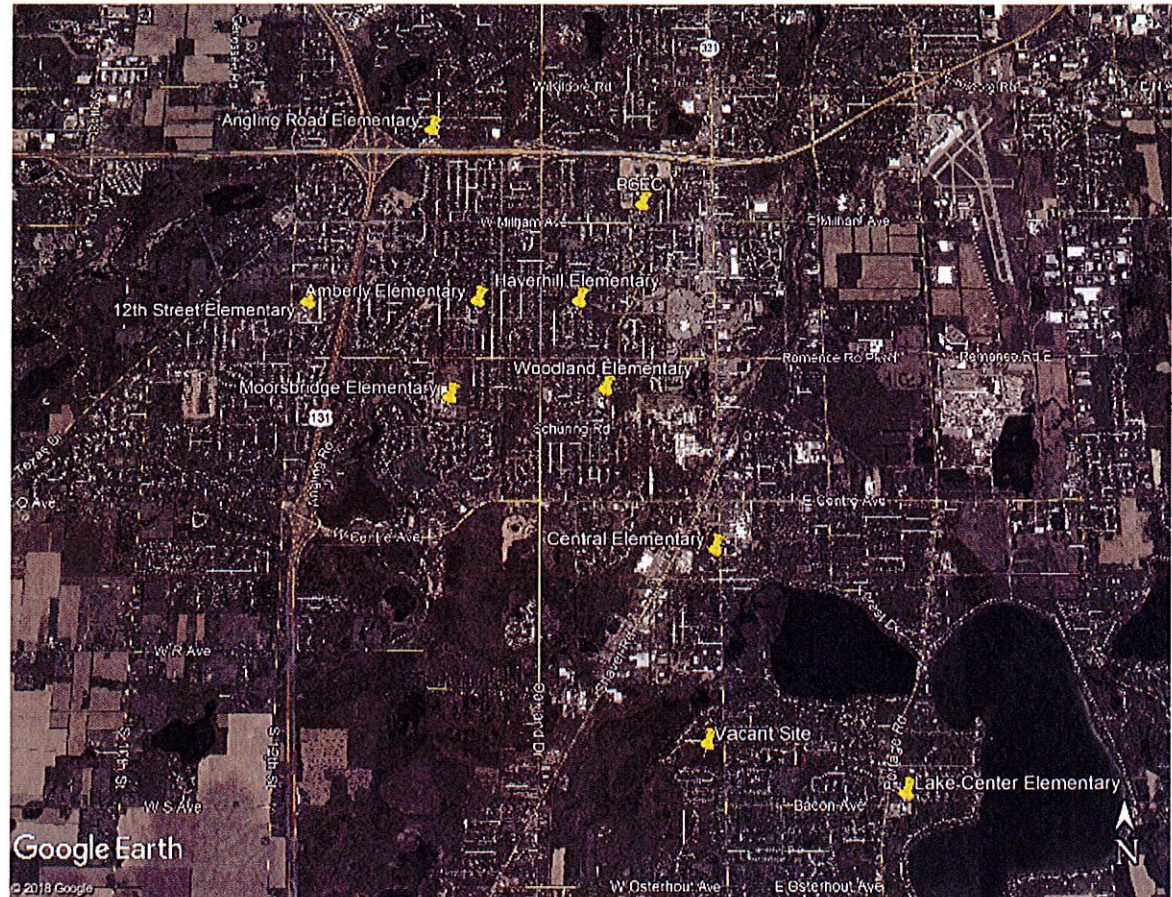
Stantec

## SITE STUDY LOCATIONS



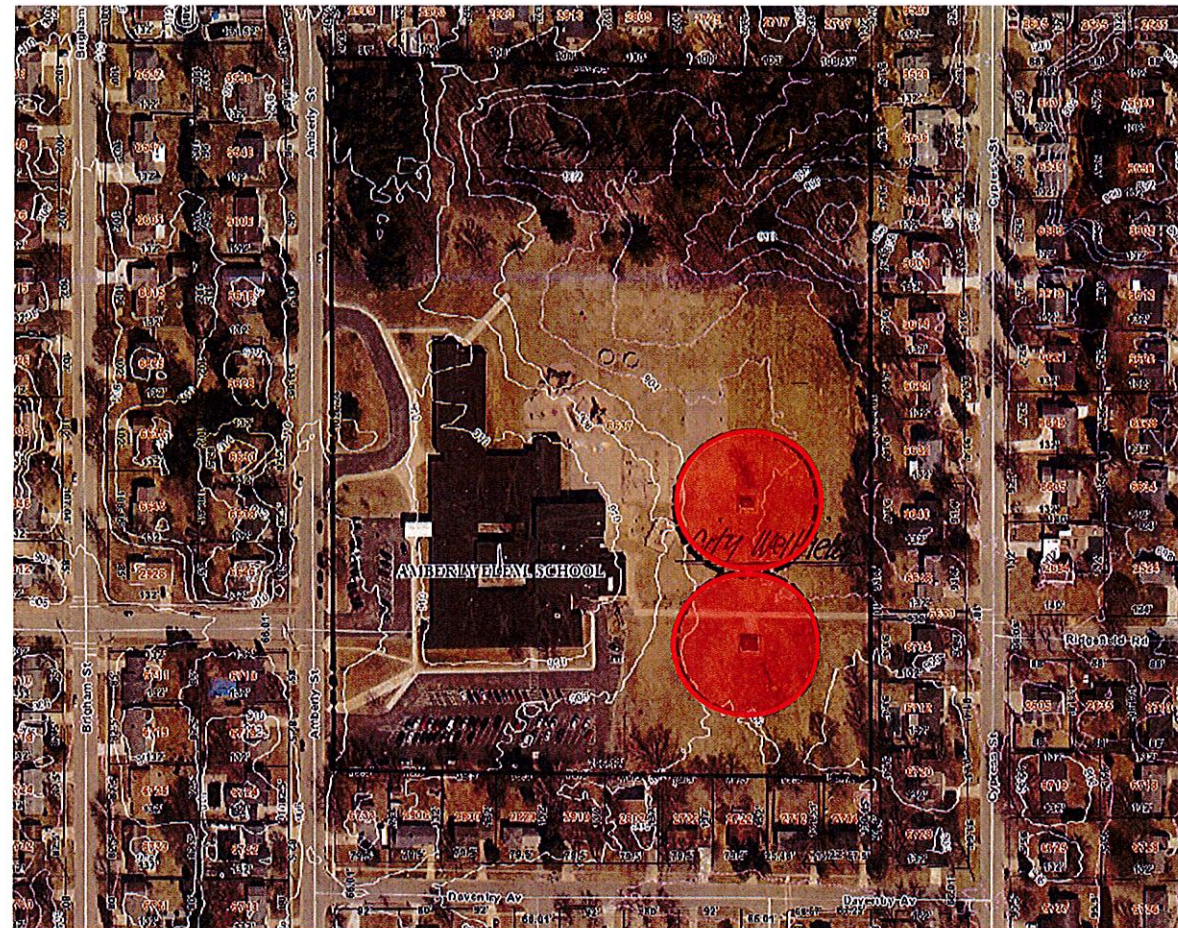
### Development Impact

1. All Development Must Retain its Stormwater Runoff On-Site with Pre-Treatment Measures
2. All sites are Zoned to Allow for Educational Development
3. Changes to Site will Require City Site Plan Review & Approval
4. Utility Upgrades will be Necessary for some of the sites



### AMBERLY ELEMENTARY

- Site Size - 18.8 Acres  $\pm$   
(CEFPI Rec'n. – 15 Acres  $\pm$ )
- Primarily Flat to Gently Rolling, Falls off Sharply @ NE Corner
- Wooded Area on the North end of Site
- City Well Fields (2) – 200' Dia., No Encroachment



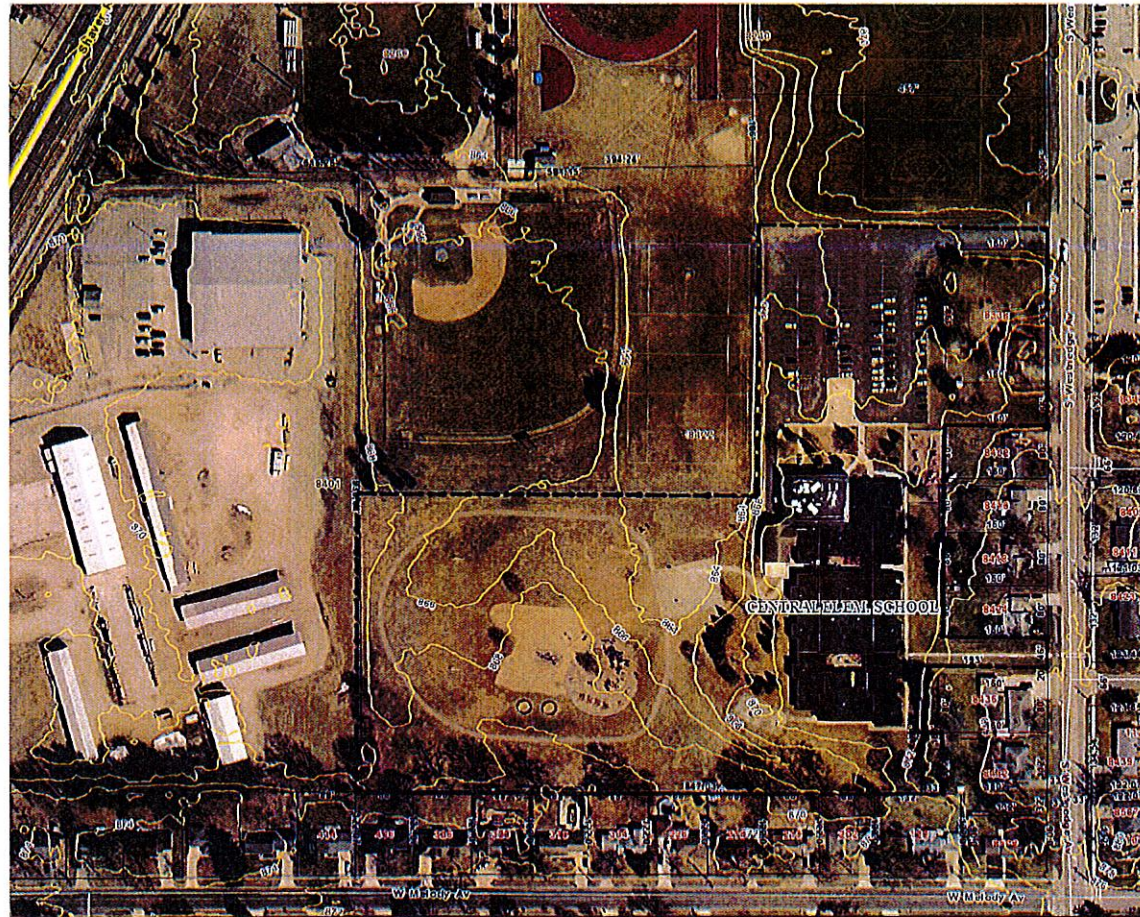
### ANGLING ROAD

- Site Size - 10.8 Acres  $\pm$
- Narrow, Irregular Shape
- Flat to Gently Rolling - Falls Off Sharply @ Well
- Requires Water Service Improvements
- City Well Fields (1) – 200' Dia., No Encroachment
- Ingress/Egress concerns @ Oakland Drive
- City – potential stoplight @ Vincent/Oakland



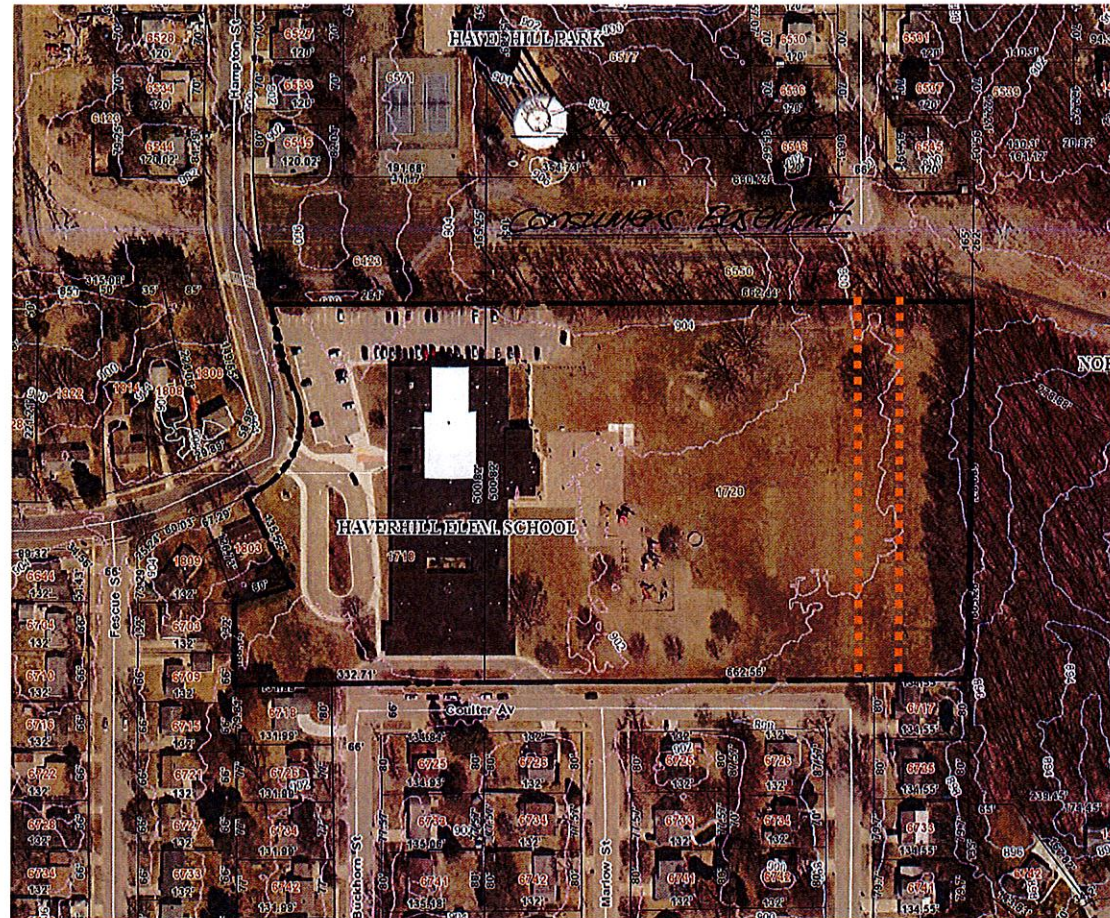
CENTRAL ELEMENTARY

- Site Size – 14.2 Acres ±
- Irregular Shape
- Generally Flat Site
- Large Active Play Area
- Requires Bldg. Fire Sprinkler upgrades
- New Fire Service Loop - replace Current Water Service



### HAVERHILL ELEMENTARY

- Site Size - 11.4 Acres  $\pm$
- Generally Flat Site
- New Access – best from Oakland/Haverhill
- New Water and Sewer Easements Required



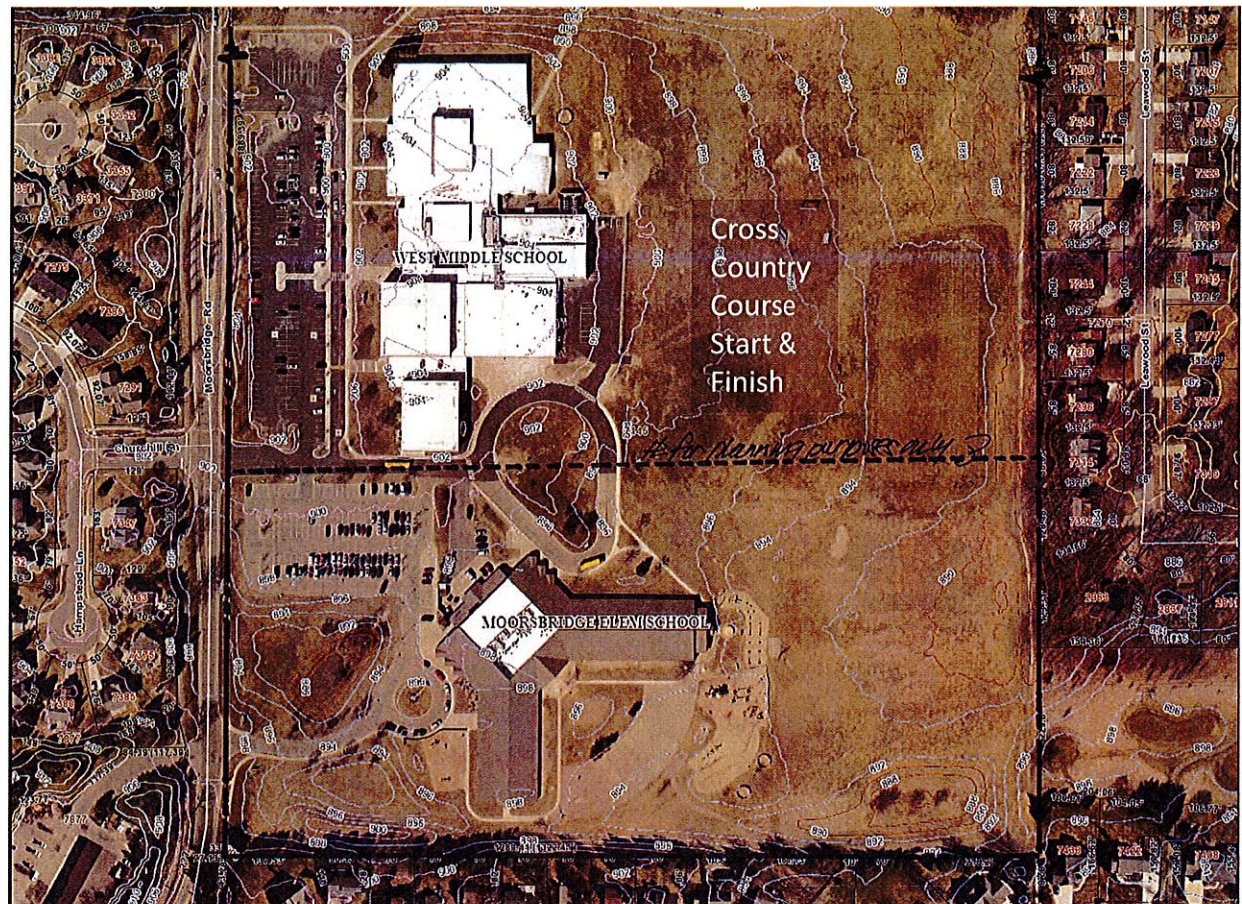
LAKE CENTER ELEMENTARY

- Site Size - 15.8 Acres  $\pm$
- Slightly Narrow
- Generally Flat Site



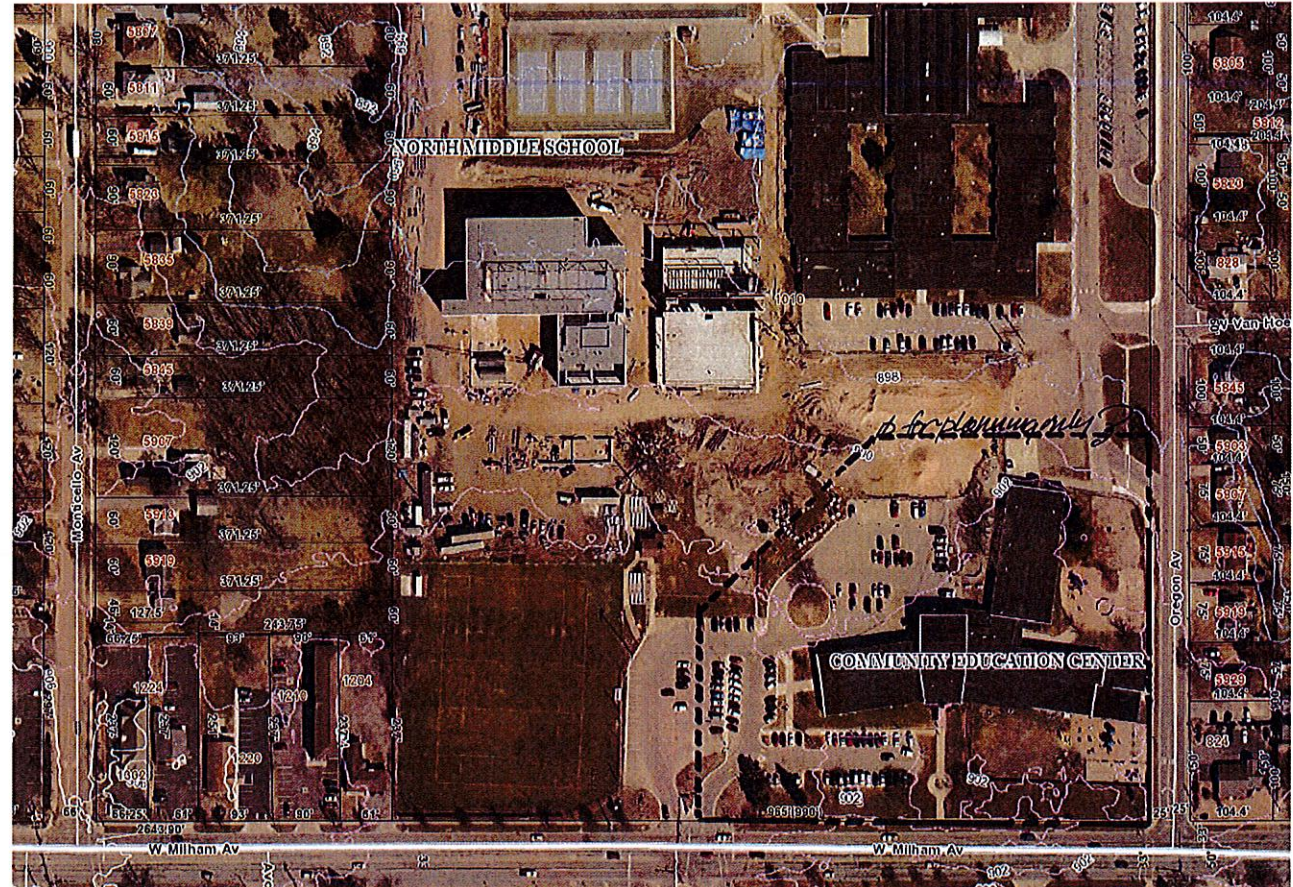
### MOORSBRIDGE ELEMENTARY

- Site Size – 15.6 Acres ±
- Generally Flat to Rolling
- X-Country/Active Play Fields  
East Portion of Site
- Pedestrian Access Concerns  
@ Moorsbridge Road w/  
Identification Signage
- Vehicle Traffic Congestion  
on Moorsbridge
- Fire Service System  
Upgrades Required



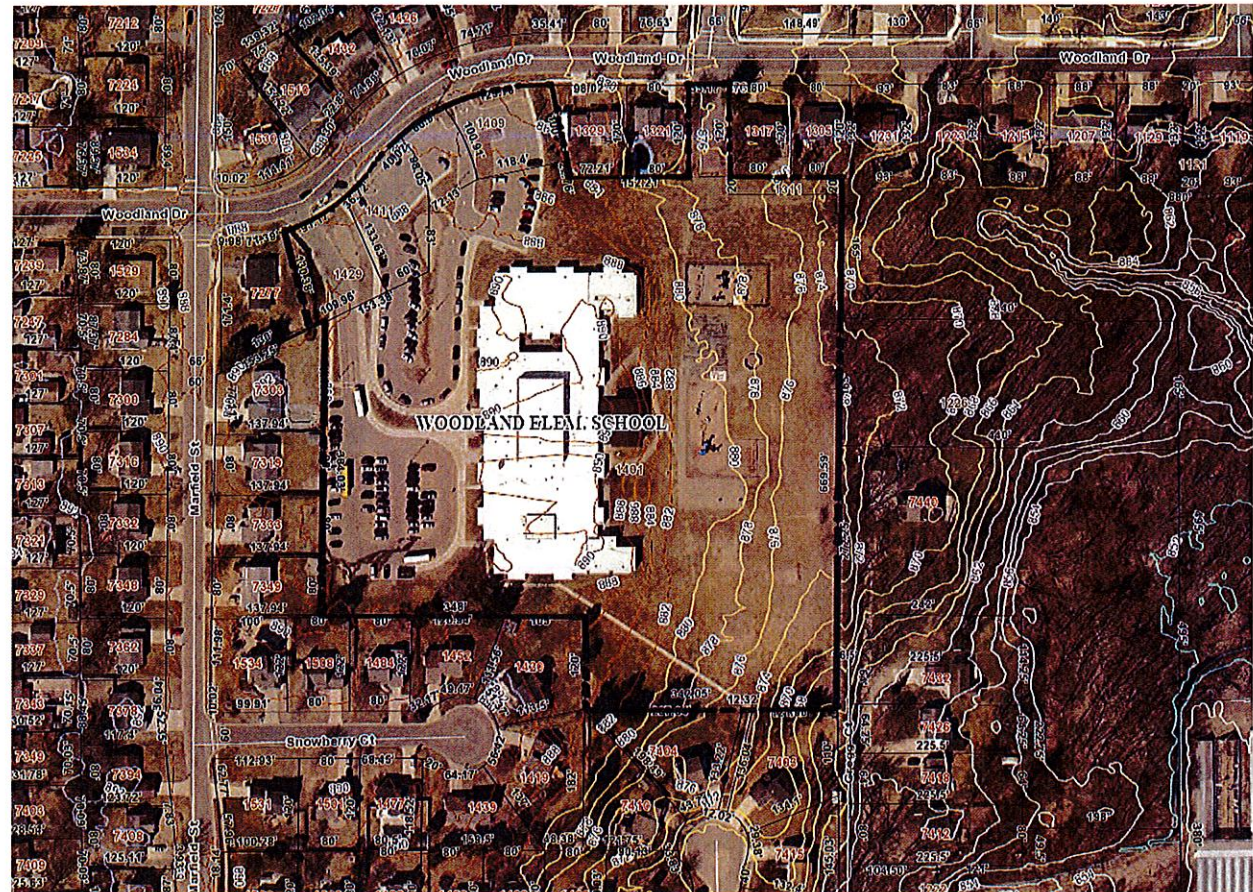
PCEC

- Site Size – 5.6 Acres  $\pm$
- Somewhat Irregular Shape
- Generally Flat Site



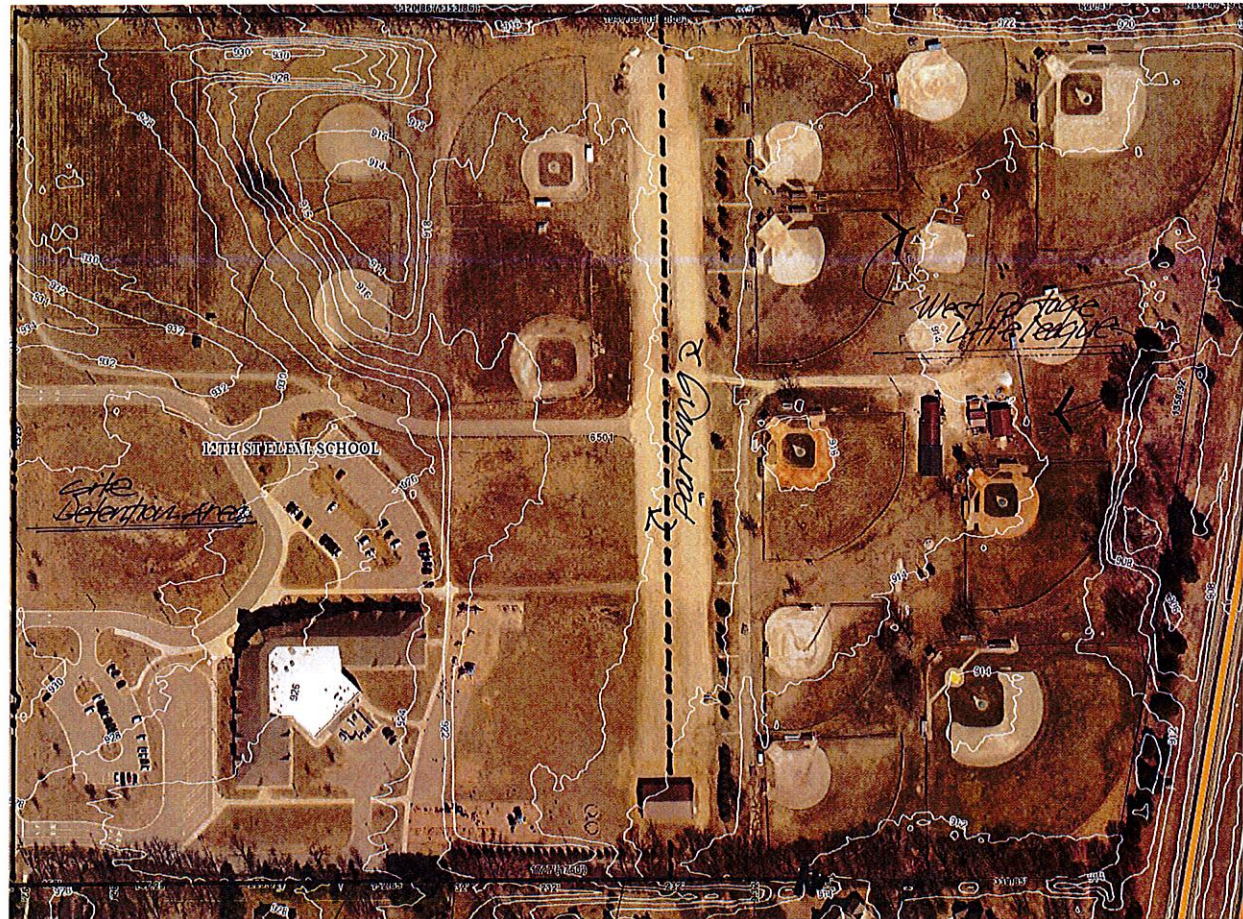
### WOODLAND ELEMENTARY

- Site Size – 10.6 Acres  $\pm$
- Building Site is Flat, Grade Falls-Off Significantly to East
- Future City Planned Water Main Improvements
- Abandon Septic and upgrade to City Sanitary



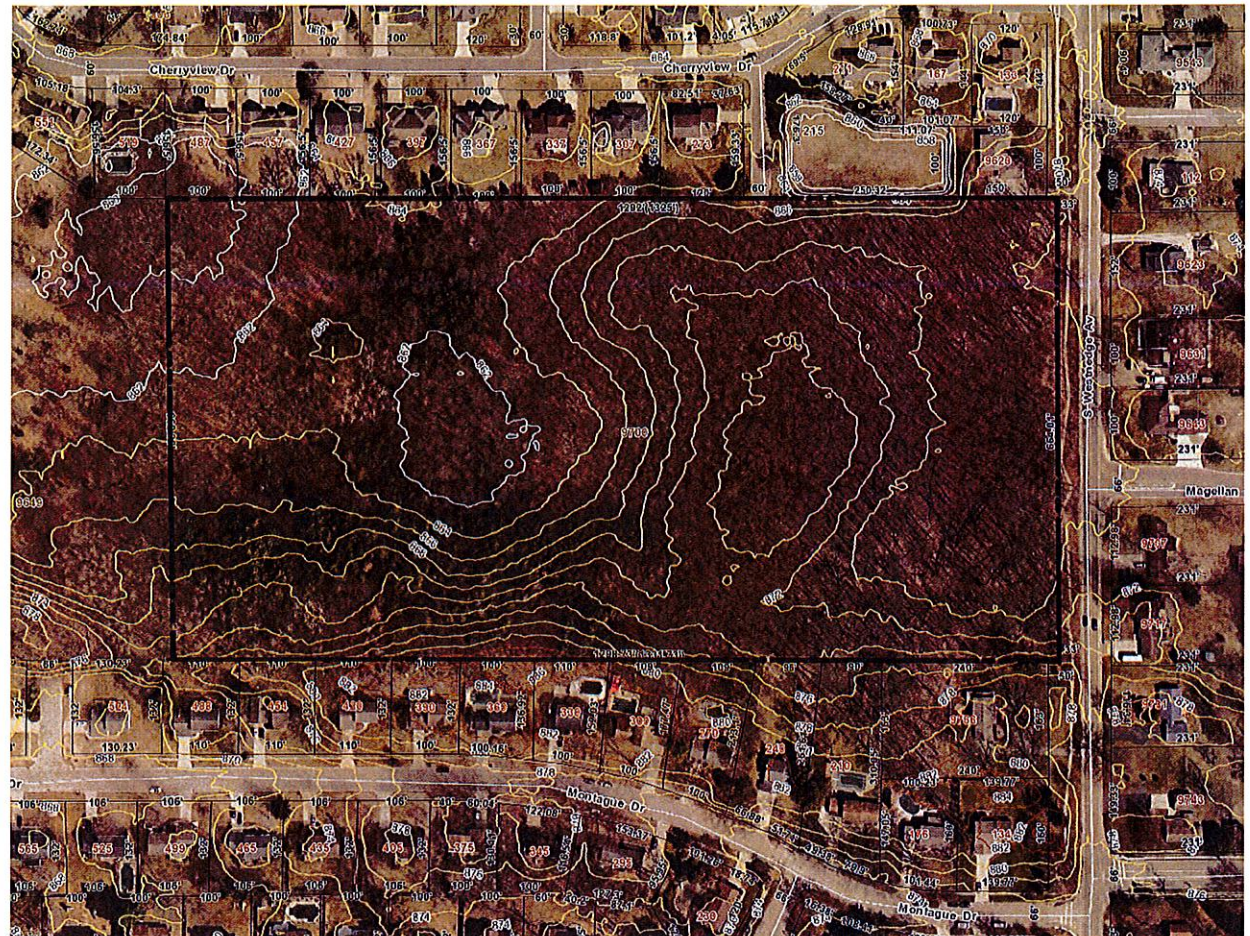
## 12<sup>th</sup> STREET ELEMENTARY

- Site Size – 19.5 Acres ±  
(West “half”)
- Flat to Rolling
- Split Water and Fire Service between City of Portage and City of Kalamazoo
- West Portage LL leases Ballfields & Parking



### VACANT SITE – S. WESTNEDGE

- Site Size – 19.8 Acres  $\pm$
- Rolling - 14' of Fall East to West Across Site
- Densely Vegetated
- Requires New Water & Sanitary Service (Available)
- Potential for Poor Soils; Adjacent to Bog



CRITERIA	SITES										
	Amberly Elementary	Angling Road Elementary	Central Elementary	Haverhill Elementary	Lake Center Elementary	Moorsbridge Elementary	PCCE	Woodland Elementary	Vacant Site	12th Street Elementary	
<b>Preliminary Visual Findings (10/15/2019)</b>	<b>Portage Public Schools Site Suitability</b>										
<b>Location Appraisal Checklist</b>	<b>REGIONAL</b>										
	Climate (Temperature, rainfall, storms, etc.)	o	o	o	o	o	o	o	o	o	
	Soils (Stability, fertility, depths)	o	o	o	o	o	o	o	o	o	
	Water supply and quality	o	o	o	o	o	o	o	o	o	
	Economy (Rising, stable, declining)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Transportation (Highways, rail, transit, other)	o	o	o	o	o	o	o	o	o	
	Energy (Availability and relative cost)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Landscape character	o	o	o	o	o	o	o	o	o	
	Cultural opportunities	o	o	o	o	o	o	o	o	o	
	Employment opportunities	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Health care facilities	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Major detractors (List and describe)				9 11			13		11	
	Exceptional features (List and describe)	5									
	<b>COMMUNITY</b>										
	Travel (walkability)	o	o	o	o	o	o	o	o	o	
	Traffic experience	o	o	o	o	o	o	o	o	o	
	Community ambience *	o	o	o	o	o	o	o	o	o	
	Are adjacent business appropriate	o	o	o	o	o	o	o	o	o	
	Is the site visible to passersby on foot or in vehicles	o	o	o	o	o	o	o	o	o	
	Is the area suitable for evening events	o	o	o	o	o	o	o	o	o	
	Proximity to neighborhood	o	o	o	o	o	o	o	o	o	
	Public services (Fire, police, etc.)	o	o	o	o	o	o	o	o	o	
	Safety and security	o	o	o	o	o	o	o	o	o	
	Are nearby traffic levels acceptable	o	o	o	o	o	o	o	o	o	
	Is the site accessible by public transportation	o	o	o	o	o	o	o	o	o	
	Is the use permitted by zoning	o	o	o	o	o	o	o	o	o	
	Major detractors (List and describe)	7									
	Exceptional features (List and describe)				10						
	<b>SITE CONSIDERATIONS - RIPARIAN AREA</b>										
	Hydrology (depth to Water table, Wetlands, flow paths)	o	o	o	o	o	o	o	o	o	
	Floodplain	M	M	M	M	M	M	M	M2	M	
	Soil characteristics	A	Q2	A	A	A	A	A	A	A	
	Slope	o	o	o	o	o	o	o	o	o	
	Riparian vegetation	o	o	o	o	o	o	o	o	o	
	Cultural resources	o	o	o	o	o	o	o	o	o	
	Human disturbance	o	o	o	o	o	o	o	o	o	
	Wildlife resources	o	o	o	o	o	o	o	o	o	
	<b>LEGEND</b>										
	■ Severe Limitation										
	□ Moderate Limitation										
	○ Condition Good										
	● Condition Excellent										
	* Social mix and concerns										
	Architectural quality										
	Level of maintenance										
	Freedom from pollution										
	Parks, recreation and open space										
	Landmarks										
	General tone										

**GENERAL OBSERVATIONS/COMMENTS**

- 1 Noise Walls, proximity to I-94
- 2 Site can be developed in various ways

**KEY**

- M Area of Minimal Flood Impact
- A Existing road location and surface drainage are acceptable

**CITY REVIEW COMMENTS**

- Angling Road: Will need Water System Improvements (potable and fire service)
- Will City Commission - 2009



## FEASIBILITY STUDY PROCESS & TIMELINE



### Next Steps

- Finalize Property Site Analysis
- Develop Building Concepts
- Develop Site Concepts
- Review w/Committee & Obtain Input



## Questions / Discussion

**Portage Public Schools  
General Fund Budget Progress Report by Function  
2019-2020 Fiscal Year**

	Three months ended September 30, 2019				Three months ended September 30, 2018			
	Initial Budget 2019-2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2019- 2020	% of total	Year-to-date activity	% of budget
<b>Revenue:</b>								
Local	18,716,722	19%	14,349,187	77%	18,649,329	19%	14,069,676	75%
State	68,619,273	71%	11,749	0%	67,920,621	70%	59,299	0%
Federal	1,156,445	1%	-	0%	1,485,541	2%	-	0%
Local payments-other districts	8,068,616	8%	-	0%	8,320,933	9%	-	0%
Other/Transfers in	<u>233,000</u>	0%	<u>162</u>	0%	<u>261,464</u>	0%	<u>31,488</u>	12%
<b>Total Revenue</b>	<b>96,794,056</b>	<b>100%</b>	<b>14,361,098</b>	<b>15%</b>	<b>96,637,888</b>	<b>100%</b>	<b>14,160,463</b>	<b>15%</b>
<b>Expenditures:</b>								
<b>Instruction</b>								
Basic Programs	50,808,114	52%	5,177,543	10%	50,486,873	52%	5,357,306	11%
Added Needs	<u>8,543,161</u>	9%	<u>801,619</u>	9%	<u>8,412,369</u>	9%	<u>781,795</u>	9%
<b>Total Instruction</b>	<b>59,351,275</b>	<b>61%</b>	<b>5,979,162</b>	<b>10%</b>	<b>58,899,242</b>	<b>61%</b>	<b>6,139,101</b>	<b>10%</b>
<b>Supporting Services</b>								
Pupil Support	6,736,255	7%	633,273	9%	6,604,797	7%	602,729	9%
Instructional Staff	4,888,849	5%	967,172	20%	5,174,503	5%	905,293	17%
General Administration	730,258	1%	163,386	22%	735,952	1%	162,611	22%
School Administration	5,147,123	5%	719,142	14%	5,264,287	5%	708,581	13%
Business	1,026,488	1%	288,254	28%	1,007,042	1%	290,567	29%
Operations and Maintenance	8,486,664	9%	2,160,157	25%	8,873,719	9%	2,008,372	23%
Transportation	3,498,357	4%	404,864	12%	3,446,946	4%	476,931	14%
Central Support Services	2,499,698	3%	915,295	37%	2,498,168	3%	923,606	37%
Other Support services	1,474,831	2%	235,589	16%	1,755,373	2%	239,069	14%
Community Services	412,688	0%	119,783	29%	412,313	0%	120,458	29%
Childcare Services	<u>2,352,296</u>	2%	<u>479,015</u>	20%	<u>2,389,439</u>	2%	<u>528,998</u>	22%
<b>Total Supporting Services</b>	<b>37,253,507</b>	<b>38%</b>	<b>7,085,930</b>	<b>19%</b>	<b>38,162,539</b>	<b>39%</b>	<b>6,967,215</b>	<b>18%</b>
Other Financing Uses/Capital Outlay	<u>189,274</u>	0%	<u>91,470</u>	48%	<u>275,267</u>	0%	<u>93,024</u>	34%
<b>Total Expenditures</b>	<b>96,794,056</b>	<b>100%</b>	<b>13,156,562</b>	<b>14%</b>	<b>97,337,048</b>	<b>100%</b>	<b>13,199,340</b>	<b>14%</b>
Excess (deficiency) of revenues over expenditures	-		1,204,536		(699,160)		961,123	

**Portage Public Schools  
General Fund Budget Progress Report by Object  
2019-2020 Fiscal Year**

	Three months ended September 30, 2019				Three months ended September 30, 2018			
	Initial Budget 2019-2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2019- 2020	% of total	Year-to-date activity	% of budget
Salaries	48,209,775	50%	4,639,062	10%	47,716,908	49%	4,525,436	9%
Benefits	<u>32,334,257</u>	33%	<u>4,200,356</u>	13%	<u>31,582,034</u>	32%	<u>4,111,550</u>	13%
Total Salaries and Benefits	80,544,032	83%	8,839,418	11%	79,298,942	81%	8,636,986	11%
Purchased Services	10,067,321	10%	2,743,077	27%	10,892,059	11%	2,685,624	25%
Supplies	4,984,451	5%	1,221,104	24%	5,724,862	6%	1,582,368	28%
Capital outlay/Other	<u>1,198,252</u>	1%	<u>352,963</u>	29%	<u>1,421,184</u>	1%	<u>294,362</u>	21%
Total Expenditures	96,794,056	100%	13,156,562	14%	97,337,047	100%	13,199,340	14%



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 28, 2019, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. October 14, 2019 Committee of the Whole Work Session Minutes
  - b. October 21, 2019 Special Meeting Minutes

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

October 14, 2019

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, October 14, 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: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson

Board Trustees Absent: None

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the agenda as revised to add the Red Ribbon Week Proclamation as an action item.**

**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 punch list work continues, sound panels have been added to the science rooms, and the open house last Friday went well with a good turnout. At West Middle School, phase 3 work is taking place: paint blasting in the old pool area, masonry work, and removal of old rooftop mechanical units. At Central Middle School metal siding is going in, masonry work continues, and the building will be enclosed before winter. At the Central AEF, work continues on baseball items. At the Northern Natatorium excavation work continues, wall installation is taking place, the storm sewer is in, sidewalk work is taking place, and block work starts in a couple of weeks.

**Other**

Mr. Bielang shared a number of items of interest.

- A tour of West Middle School for board members is being planned. Potential dates will be shared with the Board soon.
- A bus inspection Certificate of Excellence was received for achieving a 95% or higher – congratulations to the Transportation Department.
- Last Friday we hosted representatives from the Office of Civil Rights for an OCR review. The review was not due to any complaint filed. It was specific to areas that serve our CTE students (Central High and Northern High) and the Administration Building. Only a few minor issues were found. The OCR representatives applauded our facilities. As a follow-up, we will receive a formal report and allowed time to make corrections.
- PSAT testing is this week on Wednesday.

- Mr. Bielang announced he has formed a new student group, the Superintendent’s Student Advisory Board (SSAB), established to create a student voice on issues facing students. The group is comprised of 27 students in grades 9-12 that represent a diversity of our high school students. All high school students had an opportunity to apply, approximately 70 applications were received. The group will meet six times this school year.
- Relative to precautions regarding Eastern Equine Encephalitis (EEE), since the weather has become cooler we have received questions on when we will reinstate normal schedules for outdoor activities. We are awaiting the first frost of the season and guidance from the Health Department and KRESA to coordinate a common response. For now, our early schedules for outdoor activities will remain in effect.
- A handout regarding our Building and Site Sinking Fund millage renewal proposal was shared with Trustees.
- At Northern High the first Career Expo will be held on October 23, 2019 with the focus on health and human services. Another is planned for December with the focus on skilled trades.
- Trustees were informed of Rotary’s “Lunches for Lives” event being held this Friday.
- Central High’s Hall of Fame inductions will be held this Thursday at the Fetzer Center.

## **BOARD EDUCATION**

### **CTE Millage Proposal**

Mr. Dave Campbell, Superintendent of Kalamazoo RESA, reviewed KRESA’s Career and Technical Education (CTE) Millage Proposal, which will go before Kalamazoo County voters on November 5, 2019. The proposal calls for a one-mill property tax increase levied over 20 years to help fund a systemic redesign of K-12+ CTE. Mr. Campbell responded to questions from Trustees.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the comments and communications portion of the meeting. Dr. Shelton-Harris read the guidelines for public participation.

Jan Minshall addressed the Board regarding safety concerns related to railing height at our new middle schools.

Sara and Shawn Buelow addressed the Board regarding a student behavior matter.

President Van Antwerp thanked the public participants for their comments, and opened the floor for Trustee comments.

Mrs. Novaria expressed her thanks for the recent board member tour of Community High and Curious Kids.

Mrs. Willson commented on millage proposal language.

Mr. Rathburn shared positive comments regarding the regional tennis tournament he attended.

President Van Antwerp thanked Trustees for their remarks and opened the floor to Committee Reports.

Mr. Snyder reminded Trustees of the October 21, 2019 special meeting at 6:30 p.m. in North Middle School as a linkage opportunity between our Board and the District Library Board.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve the September 23, 2019 Policy Governance Retreat and Regular Business Meeting Minutes and to approve the West Middle School water main change order for Lounsbury Excavating; the total cost of \$104,900 will come from the 2019 Bond Fund, Proposal #1. There being no objection to the item, the motion carried unanimously.**

## **ASSURANCE OF DISTRICT PERFORMANCE**

### **Monitoring Report 1.1 (National), Global Ends**

Superintendent Bielang provided introductory comments. As in past years, the monitoring report on 1.1 will be presented in three segments, each with a different focus. After all reports are presented the Board will be asked to take action on 1.1. This first report on 1.1 focuses on national measurements, PSAT and SAT. Mr. Bielang introduced Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, to discuss the graphs contained in the report.

Dr. Pascoe reviewed the assessments, detailed comparison data for the 2019 SAT as well as trend data. Dr. Pascoe addressed questions from Trustees.

### **Monitoring Report 2.1, Treatment of Consumers**

**Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept as presented, the Monitoring Report on 2.1, Treatment of Consumers, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang shared highlights from his report. Overall scores on the student engagement and parent satisfaction surveys continue to be strong with top box scores above 4.0. An emphasis has been placed on Service Excellence training in the District. Relative to results from the District Satisfaction Survey, the first employee feedback session was held last week, with more to come.

**The motion carried unanimously.**

### **Monitoring Report 2.5, Financial Condition and Activities**

**Motion offered by Mr. Snyder, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented, the Monitoring Report on 2.5, Financial Condition and Activities, as a reasonable interpretation and evidence of compliance with policy.**

Per Superintendent Bielang, there has been no change in his interpretation of the policy. Mr. Bielang brought attention to some areas of his report that addressed specific areas of the policy – 2.5.1 regarding the fund balance, 2.5.7 regarding contracts over \$100,000, 2.5.8 regarding real property, and 2.5.11 relative to administrator contracts.

**The motion carried unanimously.**

## **Monitoring Report 2.8, Conflict of Interest**

**Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education accept as presented, the Monitoring Report on 2.8, Conflict of Interest, as a reasonable interpretation and evidence of compliance with policy.**

Per Superintendent Bielang, the report remains unchanged from past reports.

**The motion carried unanimously.**

## **ACTION ITEMS**

### **Bus Safety Week Proclamation**

**Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the Bus Safety Week Proclamation, as presented.**

Mrs. Novaria read the proclamation aloud.

**The motion carried unanimously.**

### **Red Ribbon Week Proclamation**

**Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the Red Ribbon Week Proclamation, as presented.**

Dr. Shelton-Harris read the proclamation aloud.

**The motion carried unanimously.**

## **DISCUSSION ITEMS**

### **Proposed Policy Revisions**

President Van Antwerp commented on the Policy Committee's proposed revisions for Bylaws 0142.7 and 0166, and new Bylaw 0167.7.

President Van Antwerp also shared a handout regarding proposed legislation for mandatory board member training.

### **NSBA 2020 Annual Conference Attendance**

Superintendent Bielang informed Trustees about the April 4-6, 2020 NSBA Conference to be held in Chicago.

With no further business to come before the Board, the meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING**

October 21, 2019

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, October 21, 2019, was called to order at 6:32 p.m. by President Van Antwerp in Community Room #209 of North Middle School, 1100 W. Milham, Portage. He welcomed the Portage District Library Board and staff.

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

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent

Portage District Library Representation Present:

Board Members: Tom Welsh, Donna VanderVries, Michele Behr, Jeanne Friedman, Cara Terry, Ted Vliek

Board Members Absent: Carol Bale

Library Director: Christy Klein

Others Present: Gary Goscenski of Perspectives Consulting

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve the agenda as printed.**

**The motion carried unanimously.**

**COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the comments and communications portion of the meeting. There was no public comment. From the Portage District Library, Mr. Tom Welsh thanked the Portage Public Schools' Board for the invitation to this meeting.

**DISCUSSION ITEMS**

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the meeting.

**Overview of How PPS Uses Policy Governance**

Mr. Goscenski reviewed a handout on Ends and Means and Owner Linkage.

### **Share PPS Mission, Vision, & Ends Statements**

President Van Antwerp shared the Board's journey with Policy Governance, detailed Policy 1.0 – Global Ends that outlines our Mission, Vision, and Ends, and discussed the number of revisions made to the policy. Mr. Van Antwerp also discussed the Board's proactive stance on governing with a focus on owners. Group discussion followed.

Mr. Bo Snyder detailed the Ends Statement 1.1, which has the highest priority of all the Ends Statements. He also detailed Ends Statements 1.2, 1.3, and 1.4. He added that annually the Board holds four Policy Governance retreats, each with a focus on the Ends. Discussion ensued.

### **Share What Demonstrates Ends Being Achieved**

Superintendent Mark Bielang detailed an enclosure in the agenda packet, Monitoring Report Data Use Synopsis. This document shows how data is used to demonstrate compliance with Ends 1.1 for the Board and as a tool for school improvement teams in their work. Discussion followed.

### **Summary of Executive Limitations Monitored by the Board of Education**

A list of the Executive Limitation policies that are monitored by the Board were reviewed.

### **Other Linkage Discussion / Questions**

There was discussion on how PPS and the District Library work together. The library links with teachers/students in a number of ways – CommuniTeen Read, IB support with research, library serves as host site for students involved in service to the community, local historian meets with classes, March is Reading Month, and more. There was also discussion on possible joint venture opportunities.

The District Library Board shared how they are linking with owners relative to the upcoming millage proposal. They have a booklet of library facts, which also details the advantages and “return on investment” by supporting and using the library.

With no further business to come before the Board, the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 28, 2019, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Approve Policy Changes
  - a. Bylaws: 0142.7 – Orientation, 0166 – Agenda, & 0167.7 – Remote Participation at Board Meetings

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve as presented, the revisions to Bylaws 0142.7 – Orientation and 0166 – Agenda, and to adopt new Bylaw 0167.7 – Remote Participation at Board Meetings.**

0142.7

## Orientation

The Board believes that the preparation of each board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the operation, procedures, and functions of the Board and to acquire knowledge of matters related to the operation of the District. Accordingly, the Board shall provide to each new board member the following resources for learning:

1. Meeting with the Board President and Superintendent
  - Governance Overview
  - Chain of command
  - Goals and Strategies
2. Meetings with members of the Superintendent's Leadership Team and facility tours
  - District operations overview including school finance and student assessments
  - Organization Chart
3. Portage Public Schools
  - Website including Board of Education Tab
  - Board Bylaws, Governance Policies, and Operational Policies
  - Monitoring Reports
  - Board Meeting Schedule and Agenda Plan
  - Committee Assignments
  - Budget and most recent audit
  - Superintendent Contract
4. List of board member development opportunities scheduled throughout the year
  - MASB CBA Classes (100 level course list especially CBA 101)
  - Policy Governance training at board retreats
  - Policy Governance Boot Camp
  - Govern for Impact Annual Conference
5. Overview of KRESA and collaboration with PPS
  - Most Recent KRESA Annual Report
6. MASB New Board Member Starter Kit
  - The Open Meetings Guide
  - Surviving Your First Year
  - The Revised School Code
7. Reading Materials
  - Boards That Make A Difference by John Carver
  - Robert's Rules in Plain English by Doris Zimmerman (paperback edition)
  - Article: "Parent and Trustee? Tread Carefully" ISM
  - Article: "Maintaining Confidentiality" MASB

The President will assign each new Board member a "Board Buddy" to develop an orientation plan and to be a resource for the new Board member for training and Board service.

## 0166 – AGENDA

The Superintendent shall prepare and submit to each Board member a written agenda prior to each work study and regular meeting and each special meeting unless otherwise directed by the Board. Agenda items of first impression and Monitoring Reports shall be placed on the agenda of a work study meeting when possible.

The agenda of each work study and regular meeting and each special meeting shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

The agenda for work study and regular meetings shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting, in the following order and format:

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- II. REVISIONS / APPROVAL OF AGENDA**
- III. REPORTS**
- IV. BOARD EDUCATION**
- V. COMMENTS OR COMMUNICATIONS**
- VI. CONSENT AGENDA**
- VII. ASSURANCE OF DISTRICT PERFORMANCE**
- VIII. REQUIRED ACTION ITEMS**
- IX. ACTION ITEMS**
- X. DISCUSSION ITEMS**
- XI. ADJOURNMENT**

In addition, the word “None” shall appear after any of the above agenda labels if there are no matters to come before the Board. The current Vision and Mission Statements shall appear at the top of the agenda page below the heading.

Also, the following statement shall appear at the bottom of the agenda page after XI. Adjournment: “This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is time for public participation during the meeting as indicated in the agenda.”

The agenda for each work study and regular meeting shall be delivered electronically to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be delivered no later than three (3) days prior to the meeting or delivered so as to provide time for the study of the agenda by the member.

The agenda for a special meeting shall be formatted to meet the needs of the meeting and delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

0167.7

### **Remote Participation at Board Meetings**

Remote participation by teleconferencing requires that a quorum of the Board be present at the meeting location, requires use of a two-way speaker phone that allows other board members and the audience to hear the callers' comments and votes, and requires that all votes be taken by roll call.

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