

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT
PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
PORTAGE, MI 49002
FEBRUARY 10, 2020, 4:00 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

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II. Revisions/Approval of Agenda

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the Agenda as printed (or as amended).

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IV. Discussion Items

1. Leading for Equity

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2. Timeline / Process for Elementary Facilities / Community Survey

PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO
STATE OF MICHIGAN
TIMELINE FOR SUBMISSION OF BOND PROPOSAL

Set forth below in general chronological order are the steps required to be taken for the submission of a millage proposal to the electors on the **August 4, 2020** election date. In connection with each step, the documentation that must be kept to make a record of the proceedings is listed.

Date	Procedural Step	Documentation
Goal: April 20, 2020 No later than: April 30, 2020	Portage Public Schools (the "School District") Board of Education determines scope and size of bond proposal, and number of series (with architects, construction manager, financial advisor and bond counsel). Includes tentative draw schedule and useful life analysis.	Indication of Board support
Goal: May 4, 2020 No later than: Monday May 11, 2020	Board of Education adopts resolution placing the bond proposal on the ballot at the August 4, 2020 election and certifying the text of the ballot proposal to the Kalamazoo County Clerk (the "School District Election Coordinator" or the "Responsible Clerk").	Certified Resolution
Goal: May 6, 2020 ABSOLUTELY NO LATER THAN: 4 P.M., Tuesday May 12, 2020	Certify text of ballot proposal to the School District Election Coordinator, with copies to the local clerks, immediately after adopting the resolution described above.	Copy of resolution time-stamped by the Clerk's office
No later than July 5, 2020	Responsible Clerk must publish notice once in a newspaper of general circulation in the School District of the days and hours that the clerk will be at the clerk's office or other designated place for the purpose of receiving registrations. The notice must also include: 1) a caption or brief description of any ballot proposal to appear on the ballot; and 2) the location where an elector can obtain the full text of any ballot proposal to appear on the ballot (MCLA 168.498(2)). <i>Prior law required that the full proposal be included in the notice. Despite the change, we continue to recommend that the full proposal be included in the notice.</i>	Affidavit of publication from newspaper
No later than July 5, 2020	Responsible Clerk posts notice of days and hours that the clerk will be at the clerk's office or other designated place for the purpose of receiving registrations in at least two (2) public places in each election precinct in the School District (optional, but recommended).	Affidavit of posting

No later than July 28, 2020	Responsible Clerk must publish the notice of election once in a newspaper of general circulation in the School District. A notice of election must include: 1) a caption or brief description of any ballot proposal to appear on the ballot; and 2) the location where an elector can obtain the full text of any ballot proposal to appear on the ballot (MCL 168.653a(1)). <i>Prior law required that the full proposal be included in the notice. Despite the change, we continue to recommend that the full proposal be included in the notice. At a minimum, consult with counsel regarding the description of the proposal to be included in the notice.</i>	Affidavit of publication from newspaper
No later than July 28, 2020	Responsible clerks post notice of election in at least two (2) of the most conspicuous public places in each election precinct in the School District (optional, but recommended).	Affidavit of posting
August 4, 2020	Last date for registration and absent voter application, accepted until 8 p.m. on election day (MCL 168.759(1)).	None
August 4, 2020	Conduct election. Polls should be open from 7 a.m. to 8 p.m. All electors must be registered electors of the School District. The election will be conducted by the responsible clerks as provided in the School District Election Coordinating Committee Plan. Care should be taken to assure that clerks coordinate voting in precincts which do not align with School District boundaries.	Copy of ballot; Return of election inspectors
August 6, 2020	No later than Thursday, August 6 at 9 a.m. the Board of Canvassers should meet to canvass the results of the election.	None
No later than August 18, 2020	As soon as possible after the Board of Canvassers meets, but in no event later than August 18, 2020, the Board of Canvassers should complete its canvass and adopt a resolution canvassing the election results.	Certified canvassing resolution and certificate of determination
After the canvass	After the canvass is certified, certificates of the determination of the results should be filed in the following places: one (1) copy to the Board of Education of the School District, one (1) copy to the Kalamazoo County Treasurer, and one (1) copy to Miller Canfield.	Certificate of filing of results

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Potential Community Survey Schedule

For illustration purposes, dates are listed under each activity to show how the schedule might look if the survey process started on February 17, 2020. A start date of February 17, 2020 would result in a completion date of May 1, 2020.

Week 1 (Feb. 17-21)	Begin survey development *** Requires identification of all potential elementary facility options and the cost of each option for the average Portage homeowner
Week 2 (Feb. 24-28)	Draft survey to Portage Public Schools for review
Week 3 (Mar. 2-6)	Comments on draft survey due to Perspectives Perspectives prepares a revised draft of the survey for Portage Public Schools' approval
Week 4 (Mar. 9-13)	Survey approved by Portage Public Schools Perspectives prepares survey for execution
Weeks 5-6 (Mar. 16-27)	Survey open for completion Portage Public Schools promotes survey link
Weeks 7-10 (Mar. 30-Apr. 24)	Perspectives analyzes data and prepares comprehensive report
Week 11 (Apr. 27-May 1)	Meetings to discuss survey results and answer questions

** We will want to avoid conducting the survey on February 28-March 2 due to mid-winter break and on April 6-10 due to spring recess.

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3. Owner Linkage Survey / Realtor Meeting

Owner Linkage Survey • Revised Draft 12-18-2019

**** NOTE: This revised draft includes a variety of revisions as suggested by owner linkage committee members. All of the changes from the first draft are noted in the survey. ****

The Board of Education of Portage Public Schools (PPS) is responsible for making decisions about the schools on behalf of the entire Portage community. In order to make informed decisions, the Board of Education wants to know how you feel about a variety of topics that impact Portage Public Schools. This brief survey is anonymous. The results will be tabulated by an independent market research firm.

**** ITEM FOR DISCUSSION: Randy asked if we would be sharing the results with the community, and if so, should we say so in the first paragraph. The owner linkage committee will discuss this question at their next meeting. ****

1. Are you currently a resident of the Portage Public Schools district?

Yes – continue survey

No – end survey

2. Are you at least 18 years old?

Yes – continue survey

No – end survey

The Board of Education has established five results that Portage Public Schools (PPS) should produce for our community. Please read and evaluate each result.

*** REVISIONS: After the first use of Portage Public Schools in this sentence, it is followed by PPS, and then PPS is used instead of Portage Public Schools throughout the rest of the survey. ***

3. Result #1: Student Success. Students demonstrate a mastery level of core curriculum standards greater than in prior years, with the long-term goal of approaching or exceeding the highest performing comparable communities.

- a) I feel this is an important result for PPS to produce
- b) I feel this is a good result but not essential for PPS to produce
- c) I do not believe PPS should be trying to produce this result

4. Result #2: Responsible Citizens. Students are ethically aware and culturally sensitive to prepare them to be responsible citizens.

- a) I feel this is an important result for PPS to produce
- b) I feel this is a good result but not essential for PPS to produce
- c) I do not believe PPS should be trying to produce this result

5. Result #3: Learning and Leadership Skills. Students have critical thinking, creativity, communication, and collaboration skills to equip them to learn and to lead with confidence.

- a) I feel this is an important result for PPS to produce
- b) I feel this is a good result but not essential for PPS to produce
- c) I do not believe PPS should be trying to produce this result

6. Result #4: Service to Community. The District will actively build a culture of collaboration and service to the community.

- a) I feel this is an important result for PPS to produce
- b) I feel this is a good result but not essential for PPS to produce
- c) I do not believe PPS should be trying to produce this result

7. Result #5: Post-Graduation Success. Students will have knowledge and skills necessary to succeed at post-secondary institutions and in the world of work.

- a) I feel this is an important result for PPS to produce
- b) I feel this is a good result but not essential for PPS to produce
- c) I do not believe PPS should be trying to produce this result

*** REVISIONS: The short descriptors of each result, such as "Student Success" and "Responsible Citizens" have been added to each of the results. ***

8. Please rank these five results from most important (#1) to least important (#5). If you do not believe PPS should be working to achieve this result, you can select "Not Important":

*** REVISION: The second sentence explaining the "Not Important" response choice was added. ***

- _____ Student Success. Students demonstrate a mastery level of core curriculum standards greater than in prior years, with the long-term goal of approaching or exceeding the highest performing comparable communities.
- _____ Responsible Citizens. Students are ethically aware and culturally sensitive to prepare them to be responsible citizens.
- _____ Learning and Leadership Skills. Students have critical thinking, creativity, communication, and collaboration skills to equip them to learn and to lead with confidence.
- _____ Service to Community. The District will actively build a culture of collaboration and service to the community
- _____ Post-Graduation Success. Students will have knowledge and skills necessary to succeed at post-secondary institutions and in the world of work.

*** Respondents will be given the choice to rank a result as "not important" if they do not think it is important ***

*** REVISIONS: The short descriptors of each result, such as "Student Success" and "Responsible Citizens" have been added to each of the results. ***

*** NOTE: It was suggested that these statements are listed out of order. This is by design. I mixed up the order of the results intentionally to see if the survey respondents would rank them in the same order you do. For this reason, the statements were not reordered. ***

9. Do you feel PPS is currently producing these five results?

- a) Yes
- b) No, why not? _____
- c) Unsure

10. Do you feel there are results that PPS should be producing that are missing from the list above?

- a) No
- b) Yes, please list the additional results you feel PPS should be producing for our community?

11. Do you feel the current results produced by PPS are worth the level of property taxes paid by residents?

- a) Yes
- b) No, why not? _____

12. What information would you want from PPS to demonstrate their progress toward producing these five results?

*** REVISION: The word "five" was added to the question. ***

13. The best way for PPS to communicate this information to you is (choose up to 3):

- a) Website – www.portageps.org
- b) Facebook
- c) Twitter
- d) Instagram
- e) Portager newsletter
- f) MLive
- g) Kalamazoo Gazette
- h) Hold community forums
- i) Other, please list: _____

*** REVISION: Added "newsletter" to response choice E ***

14. Do you feel the Board of Education is doing a good job representing the entire Portage community?

- a) Yes
- b) No, why not? _____
- c) Unsure

15. The Board of Education wants to make sure PPS is adequately serving our community. Are there any members of the community that you feel are not being served by Portage Public Schools and should be?

- a) No
- b) Yes, what community members are not being served? _____
- c) Unsure

*** REVISION: The word "there" in the question was corrected. ***

*** NOTE: It was suggested that questions 14 and 15 were redundant and could be combined. Although the questions are similar, question 14 is about the board of education and the topic of representation, while question 15 is about Portage Public Schools in general and the topic of serving members of the community. For this reason, the questions were not combined. ***

16. If you indicated there are members of the community that are not being served, what should PPS be providing to these members of the community?

17. Do you feel the Board of Education is accountable to the community?

a) Yes

b) No, why not? _____

18. The Board of Education monitors over a dozen policies to ensure the PPS are being operated in a responsible manner. Do you feel PPS are being operated in a responsible manner?

a) Yes

b) No, why not? _____

19. If you indicated you do not feel PPS are being operated in a responsible manner, what should the Board of Education do to ensure PPS are being operated in a responsible manner?

20. Overall, does the performance of PPS meet or exceed your expectations?

a) Yes

b) No, why not? _____

*** ADDED QUESTION ***

*** NOTE: There were several suggestions for additional questions on the survey. Due to the length of the survey already, it was not possible to add all of the additional questions. The question that was added (question 20) addresses requests raised by several board members. If additional questions are desired, guidance will need to be provided on what questions would be removed from the survey to keep it to a reasonable length. ***

21. What emerging concerns or needs would you like the Board of Education to address?

22. Please list any other comments you would like to share about PPS:

To help the Board of Education better understand the results of this survey, please answer these questions:

23. Your age:

- a) 18-24
- b) 25-34
- c) 35-44
- d) 45-54
- e) 55-64
- f) 65-74
- g) 75 and over
- h) Prefer not to say

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

- a) I am the parent of one or more children currently attending Portage Public Schools
- b) I am the parent of one or more children who have graduated from Portage Public Schools
- c) I currently attend Portage Public Schools
- d) I graduated from Portage Public Schools
- e) I am an employee of Portage Public Schools
- f) None of the above apply to me

*** REVISION: Added the response choice "None of the above apply to me." ***

25. Which Portage Public Schools' building do you live closest to:

- a) Amberly Elementary
- b) Angling Elementary
- c) Haverhill Elementary
- d) Lake Center Elementary
- e) Moorsbridge Elementary/West Middle School
- f) Portage Northern High School/North Middle School
- g) Portage Central High School/Central Middle School/Central Elementary
- h) Twelfth Street Elementary
- i) Woodland Elementary
- j) Unsure which school I live closest to

*** REVISION: Central Elementary was combined with Portage Central High School/Central Middle School and is no longer a separate choice. ***

26. What is your ethnicity?

- a) African American
- b) Asian
- c) Hispanic or Latino
- d) Native American
- e) White
- f) Other: _____

*** ADDED QUESTION ***

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

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4. Ends Policy Review

ENDS DISCUSSION

Global Ends Statement:

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

Ends

The following ends statements are listed in priority order, *but collectively all the ends statements contribute to a successful graduate of Portage Public Schools.*

ACADEMIC SUCCESS

- 1.1 Students demonstrate a mastery of core curriculum standards greater than in prior years, with the long-term goal of approaching or exceeding the highest performing comparable communities.

LEARNING AND LEADERSHIP SKILLS

- 1.2 Students have critical thinking, creativity, communication, and collaboration skills to equip them to learn and to lead with confidence.

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

POST-GRADUATION SUCCESS

- 1.3 Students will have the knowledge and skills necessary to succeed at post-secondary institutions and in the world of work.

Students have the knowledge and skills necessary to succeed at post-secondary institutions *without remediation* and *have the employability skills necessary to obtain meaningful employment.*

RESPONSIBLE CITIZENS

- 1.4 Students are ethically aware and culturally sensitive to prepare them to be responsible citizens.

Students are ethically aware and culturally sensitive to prepare them to be responsible citizens *and to be respectful of cultures other than their own.*

SERVICE TO COMMUNITY

- 1.5 The District will actively build a culture of collaboration and service to the community.

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5. Bylaw 0144.1 – Compensation
 - a. BL 0144.1 Proposed Revisions

Suggested revision to opening paragraph of 0144.1 (*reflects actual past/current practice*)

Board members shall receive \$25.00 for each Portage Public School board meeting (considered regular meeting, special meeting, retreat, Committee of the Whole Work Session) attended up to a total of not more than fifty-two (52) meetings per school year as compensation for their services. Multiple board meetings attended on the same date to be considered as one meeting for compensation purposes. Board meeting compensation to be paid quarterly.

0144.1 - COMPENSATION

Board members shall receive not more than \$25.00 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services.

Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed at a rate not to exceed the IRS guidelines.
- D. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Board members may use District credit or debit cards only in accordance with Operational Policy 6423 and any accompanying administrative guidelines.

Legal
M.C.L. 380.11a, 380.1254

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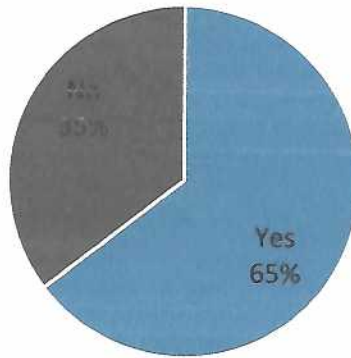
5. Bylaw 0144.1 – Compensation
 - b. MASA 19-20 Board Compensation Survey Results



Board of Education Compensation- Pay Survey Results

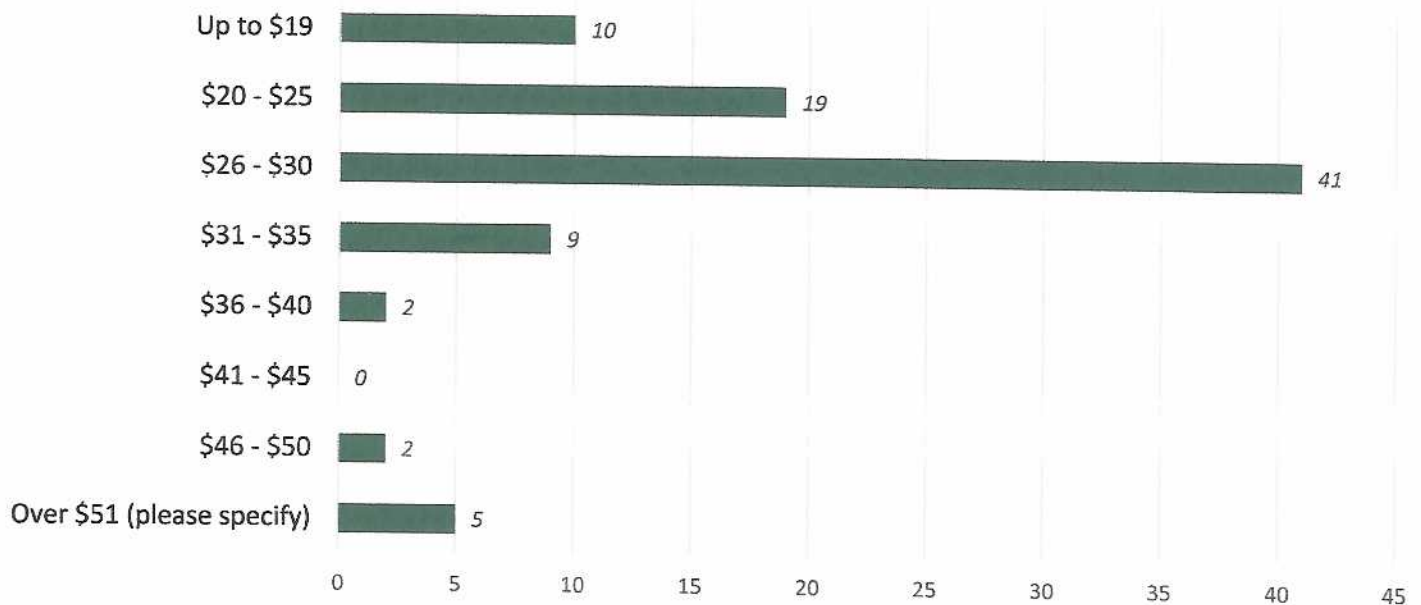
141 Responses

Do your Board of Education Members receive compensation/stipends for attending Board Meetings?



If yes, respondents were asked the following questions.

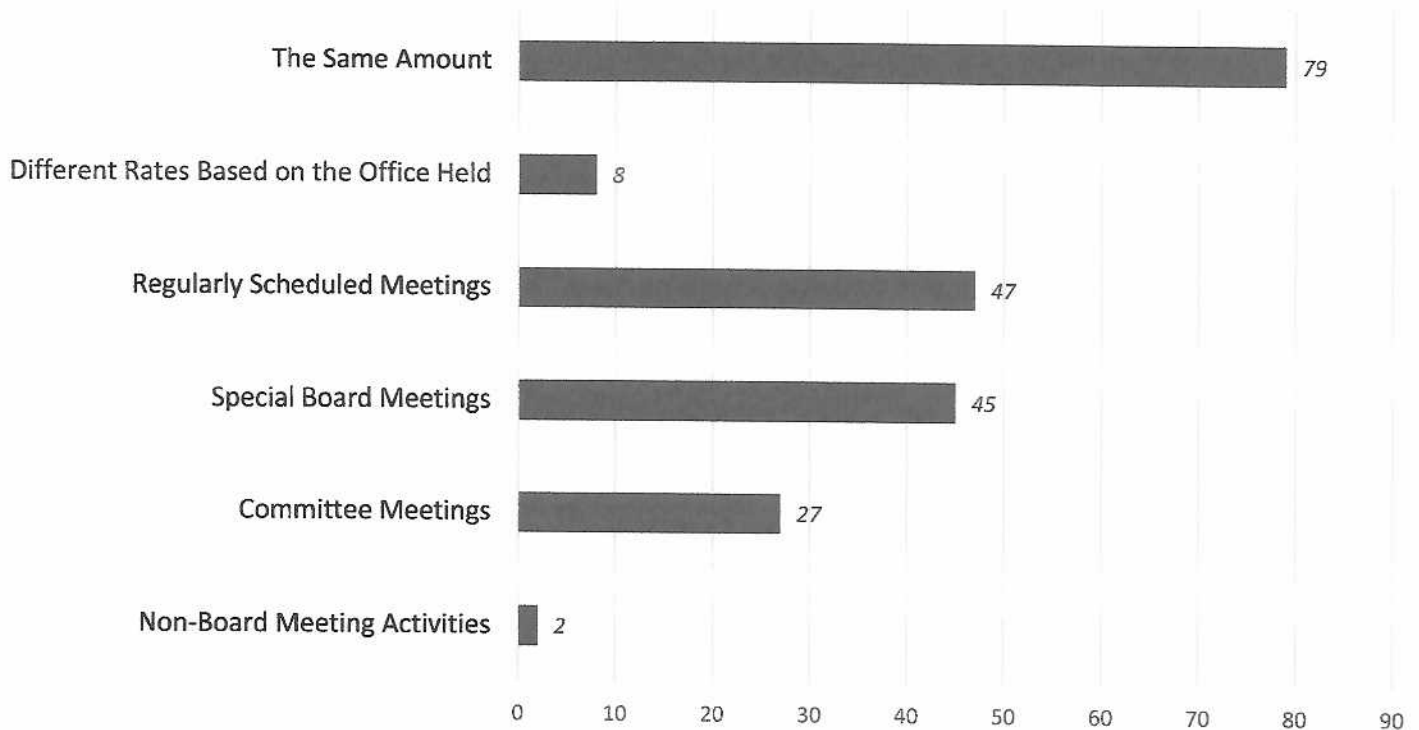
What is the amount paid per meeting?



If the amount is over \$51, please specify below.

\$55, \$58, \$200, \$400, \$800

Are All Board Members Paid:



Additional comments (optional) 40 responses

\$422 annually, to defray the cost of driving back and forth to meetings/events. No per meeting rate.

All board members except one donate their stipend back to the school to be used specifically for a student based program.

Even though compensation is offered, board members choose not to accept it.

Each board member receives \$30 per meeting attended, up to 52 meetings per year. Board President receives \$500 stipend per year in addition to per meeting amount.

Board members shall be compensated at a rate of \$25.00 per meeting for regular, \$20.00 per meeting for special meetings, negotiation sessions and work sessions other than those scheduled immediately prior to a regular meeting of the Board, and \$15.00 per meeting for committee meetings related directly to the member's responsibility as a Board member.

They were offered but declined.

They also receive mileage from home to meeting site.

Our board does not wish to be compensated in any way for their services. That stated, I would be more than happy to compensate them for everything they do for our school district. In my opinion, a six year commitment without any compensation is not realistically fair. That stated, our board repeatedly indicates that they do not want to be compensated.

Each Board Member receives a \$500.00 stipend for the entire academic year.

Our board is paid \$300 a year.... they have in the past donated that salary to help with a district initiative/program.

Each Board member receives \$400. Any meeting beyond regular meeting is compensated at \$20 per meeting

Board members receive \$2400 annually. They are paid half in December and June.

We pay \$15 per meeting with an 18 meeting maximum.

If a committee meeting and/or special meeting takes place prior to a regular board meeting, only one stipend is paid that day.

My Board always asks that their compensation be donated to the school district.

All board members receive compensation of \$1,560 per year.

Our Board Members get an annual stipend of \$100

President gets \$300 per year plus \$10 per meeting; Other officers get \$200 per year plus \$10 per meeting; Trustees get \$100 per year plus \$10 per meeting.

For attending meetings there is no compensation. However, they do receive a complementary season pass to all home athletic events.

Board donates their stipend back to the district.

We do not pay per meeting. We pay a flat rate of \$675

Each board member receives \$600 for their yearly service.

Board president is paid an additional \$200 per year.

One check given just prior to Christmas.

Board trustees receive an annual stipend of \$100.

Our Board President receives \$50.00 per meeting, everyone else receives \$35.00 per meeting.

All board members receive the same \$10 stipend per meeting, but the president receives an additional \$100 stipend per year.

\$300 annual compensation

A board member receives \$200 annually, regardless of the number of board meetings scheduled for the year.

They receive an overall stipend of \$2000 for their service.

Officers 400 per year plus mileage. Trustees are 250 per year. Special meetings are 15 per meeting plus mileage.

Our Board does not receive compensation for attending Board meetings. However, they do receive a monthly pay that works out to about \$10,000 for the year. The Board President receives an additional \$1,000.

They also get paid for any Board committee meetings. They do not get compensated for attending MASB professional development events.

It's mainly to cover travel, some are 60 miles from our office.

Committee meetings are not compensated if they are immediately before a Board meeting.

Last year our Board of Education voted not to receive a stipend.

Our board just raised their compensation from \$40 per meeting to \$50 per meeting.

Board members receive an annual stipend for their work that is not based on number of meetings attended, committee involvement, etc. Everyone receives the same amount.

Board members who attend conferences are paid the meeting rate (\$30) for each day of the conference. They are reimbursed for hotel, milage, & food for conference attendance as well.

Committee meetings are paid \$15 per meeting