

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR BUSINESS MEETING  
VIRTUAL MEETING  
MAY 18, 2020, 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 – REGULAR BUSINESS MEETING  
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**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 - 2015 Bond Program  
Financial Update - work committed thru Bond Change Order 28**

Bond Proposal	Total Budget	Committed+Budgeted	Previous Variance	Current Variance	Change in Variance
1	128,000,000	126,328,931	(1,671,069)	(1,671,069)	0
2	16,000,000	15,919,521	(80,479)	(80,479)	0
			(1,751,548)	(1,751,548)	0

**Commitments to date:**

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
North Middle School & Site	34,367,860	31,829,826	(2,538,034)	(2,538,034)	0
Central Natatorium	10,257,973	10,274,626	16,653	16,653	0
Northern Campus Site	4,929,399	3,303,151	(1,626,248)	(1,626,248)	0
Central Middle School & Site	33,392,630	33,141,793	(250,837)	(250,837)	0
Central Campus Site	3,820,016	3,835,944	15,928	15,928	0
PCEC Building Renovation	3,953,086	528,629	(3,424,457)	(3,424,457)	0
West Middle School Renovation	6,504,205	8,524,394	2,020,189	2,020,189	0
Northern Natatorium	11,005,132	12,600,972	1,595,840	1,595,840	0
Professional Services	6,015,503	6,460,113	444,610	444,610	0
FF&E (Including Band Instruments)	3,433,644	4,068,428	634,784	634,784	0
Other	1,870,552	3,022,907	1,152,355	1,152,355	0
Busses	3,000,000	3,000,000	0	0	0
Technology	5,450,000	5,738,148	288,148	288,148	0
	128,000,000	126,328,931	(1,671,069)	(1,671,069)	0

Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
Northern Stadium	8,106,466	7,314,099	(792,367)	(792,367)	0
Central Stadium	6,473,704	7,236,490	762,786	762,786	0
Professional Services	984,658	958,086	(26,572)	(26,572)	0
FF&E	133,572	245,951	112,379	112,379	0
Other	301,600	164,895	(136,705)	(136,705)	0
	16,000,000	15,919,521	(80,479)	(80,479)	0

**Future Enhancements (Not Included In Variance Calculations)**

\*Note: Bond 1 Northern Campus Site, Includes all non stadium components.

Bond 2 Northern Stadium, Includes all items within the stadium footprint (inside the perimeter fence), also the shot put & discuss areas.

Both Bond 1 & 2 Site and Stadium collectively are commonly referred to "NAEF" or "Northern Athletics Event Facilities".

May 12, 2020

Change Orders by Construction Change Directives  
May 12, 2020



Northern Natatorium - Bond Change Order 28 Reconciliations

Description - Change Order 28	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Add one fire alarm pull station.	\$985	\$0	1			X
<b>Total Subcontract Change Orders in Bond Change Order 28</b>	<b>\$985</b>	<b>\$0</b>				

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

	Ten months ended April 30, 2020					Ten months ended April 30, 2019				
	Function Range	Amended Budget 2019-2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2018-2019	% of total	Year-to-date activity	% of budget	
<b>Revenue:</b>										
Local		19,099,545	19%	17,328,590	91%	18,649,329	19%	17,259,733	93%	
State		70,155,549	70%	45,100,980	64%	67,920,621	70%	43,117,010	63%	
Federal		1,336,542	1%	553,249	41%	1,485,541	2%	680,048	46%	
Local payments-other districts		8,645,805	9%	7,278,184	84%	8,320,933	9%	8,262,653	99%	
Other/Transfers in		338,257	0%	5,076	2%	261,464	0%	31,658	12%	
<b>Total Revenue</b>		<b>99,575,698</b>	<b>100%</b>	<b>70,266,079</b>	<b>71%</b>	<b>96,637,888</b>	<b>100%</b>	<b>69,351,101</b>	<b>72%</b>	
<b>Expenditures:</b>										
<b>Instruction</b>										
Basic Programs	110-119	52,368,212	52%	34,813,051	66%	50,486,873	52%	33,895,315	67%	
Added Needs	120-127	8,695,880	9%	5,776,762	66%	8,412,369	9%	5,421,837	64%	
<b>Total Instruction</b>		<b>61,064,092</b>	<b>61%</b>	<b>40,589,813</b>	<b>66%</b>	<b>58,899,242</b>	<b>61%</b>	<b>39,317,152</b>	<b>67%</b>	
<b>Supporting Services</b>										
Pupil Support	210-219	7,102,827	7%	4,740,943	67%	6,604,797	7%	4,467,006	68%	
Instructional Staff	220-229	5,220,692	5%	3,724,704	71%	5,174,503	5%	3,733,654	72%	
General Administration	230-233	771,889	1%	558,950	72%	735,952	1%	578,938	79%	
School Administration	240-249	5,275,771	5%	3,835,524	73%	5,264,287	5%	3,727,990	71%	
Business	250	1,023,605	1%	818,676	80%	1,007,042	1%	812,151	81%	
Operations and Maintenance	261-266	8,751,692	9%	6,839,283	78%	8,873,719	9%	6,882,713	78%	
Transportation	271	3,373,026	3%	2,437,939	72%	3,446,946	4%	2,574,955	75%	
Central Support Services	280-289	2,635,087	3%	2,209,394	84%	2,498,168	3%	2,078,404	83%	
Other Support Services	290-299	1,668,465	2%	1,333,800	80%	1,755,373	2%	1,314,604	75%	
Community Services	330, 360,371	411,310	0%	290,784	71%	399,488	0%	301,842	76%	
Childcare Services	350	2,424,871	2%	1,863,587	77%	2,402,264	2%	1,932,517	80%	
<b>Total Supporting Services</b>		<b>38,659,235</b>	<b>39%</b>	<b>28,653,584</b>	<b>74%</b>	<b>38,162,539</b>	<b>39%</b>	<b>28,404,774</b>	<b>74%</b>	
Other Financing Uses/Capital Outlay	500-600	185,466	0%	178,730	96%	275,267	0%	181,818	66%	
<b>Total Expenditures</b>		<b>99,908,793</b>	<b>100%</b>	<b>69,422,127</b>	<b>69%</b>	<b>97,337,048</b>	<b>100%</b>	<b>67,903,745</b>	<b>70%</b>	
<b>Excess (deficiency) of revenues over expenditures</b>		<b>(333,095)</b>		<b>843,952</b>		<b>(699,160)</b>		<b>1,447,356</b>		

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

	Ten months ended April 30, 2020				Ten months ended April 30, 2019			
	Amended Budget 2019- 2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2018- 2019	% of total	Year-to-date activity	% of budget
Salaries	49,038,818	49%	33,089,802	67%	47,716,908	49%	32,199,421	67%
Benefits	<u>33,039,941</u>	33%	<u>23,247,861</u>	70%	<u>31,582,034</u>	32%	<u>22,075,630</u>	70%
<b>Total Salaries and Benefits</b>	<b>82,078,759</b>	<b>82%</b>	<b>56,337,663</b>	<b>69%</b>	<b>79,298,942</b>	<b>81%</b>	<b>54,275,051</b>	<b>68%</b>
Purchased Services	11,025,097	11%	8,438,014	77%	10,892,059	11%	8,583,812	79%
Supplies	5,372,845	5%	3,663,450	68%	5,724,862	6%	4,256,876	74%
Capital outlay/Other	<u>1,432,092</u>	1%	<u>983,000</u>	69%	<u>1,421,184</u>	1%	<u>788,006</u>	55%
<b>Total Expenditures</b>	<b>99,908,793</b>	<b>100%</b>	<b>69,422,127</b>	<b>69%</b>	<b>97,337,047</b>	<b>100%</b>	<b>67,903,745</b>	<b>70%</b>



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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MAY 18, 2020, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. May 4, 2020 Committee of the Whole Work Session

2. Approve 2020-21 School Meal Prices

That the Board of Education set student meal prices for the 2020/21 school year as presented based on the pricing equity requirements from the Michigan Department of Education.

	<u>Current 2019/20</u>	<u>Proposed 2020/21</u>
Elementary Breakfast:	\$ 1.35	\$ 1.35
Elementary Lunch:	\$ 2.50	\$ 2.60
Ala Carte Entrée	\$ 2.50	\$ 2.60
Milk	\$ .50	\$ .50
Secondary Breakfast:	\$ 1.50	\$ 1.50
Middle School Lunch:	\$ 3.00	\$ 3.10
High School Lunch:	\$ 3.00	\$ 3.10
Premium Secondary Lunch (2Mato, So Deli, On the Go)	\$ 3.25	\$ 3.35
Ala Carte Entrée	\$ 3.00 / \$ 3.25	\$ 3.10 / \$ 3.35

3. Approve Changes to Superintendent Evaluation Instrument

That the Board of Education approve revising the Superintendent’s Evaluation Instrument for 2019-20 to reflect 40% of the annual year-end evaluation be based on student growth and assessment data, as required by law.

**Background**

Beginning with the 2019-2020 school year, 40% of the annual year-end evaluation shall be based on student growth and assessment data.

Previous to this year, the Superintendent's evaluation contained language that this percentage would be 25%. This change to 40% is required by law and the evaluation instrument should be edited to reflect this change.

4. Approve MCACA Grant

That the Board approve the submission of the \$20,000 Grant to Michigan Council for the Arts and Cultural Affairs (MCACA) to support the Aesthetic Education Program between October 1, 2020 to August 28, 2021, as presented.

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

**May 4, 2020**

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, May 4, 2020, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was conducted virtually.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, Joanne Willson, Celeste Shelton-Harris (Dr. Shelton-Harris joined the meeting at approximately 7:03 p.m.)

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 remove the Food Service Management Contract discussion item from the agenda.**

**Upon a roll call vote, the motion carried. Votes in favor of the motion: Droppers, Willson, Rathburn, Van Antwerp, Novaria, Snyder. Votes opposing the motion: none.**

**REPORTS**

**Superintendent's Report**

**Special Education PAC Awards**

Ms. Jeanine Mattson-Gearhart, Director of Special Education, announced the recipients of the 2019-20 KRESA Parent Advisory Committee Excellence in Special Education Awards for Portage Public Schools. They are Julie Kwasnik, Special Education Teacher at 12<sup>th</sup> Street Elementary and Kellie Boers, Bus Driver. These individuals were selected for their outstanding work with students who have special needs and nominated by parents, guardians, family members or students. Congratulations!

**Other**

Per Superintendent Bielang, the Governor has allowed for some construction to resume. We are working closely with the construction manager and architect to interpret what this means for our projects, and we are hopeful construction work can resume on May 7.

**COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the comments and communications portion of the meeting and asked for public comment. Ms. Michelle Karpinski, Community Relations Manager, shared the following public comments received.

Judi Santek expressed thanks for the elementary facility planning survey results and agrees with the decision to not put this item on the ballot in August.

Spikes Perg expressed concern and disapproval regarding a social studies lesson on slavery.

President Van Antwerp asked the Board if they had any comments.

Mrs. Willson commented on the elementary facility planning survey results and potential next steps for the Board to take on the matter.

Mr. Rathburn thanked staff for their work, the online learning being provided to our students, and to Play Ball Michigan and their efforts to give kids hope.

In recognition of Staff Appreciation Week, Mr. Van Antwerp expressed his gratitude to all staff for their work.

Mr. Snyder enjoyed last week's board meeting and engaging with colleagues. Mr. Snyder asked Trustees to consider the next steps and timeline with regard to the elementary facility planning.

Mr. Van Antwerp stated the Board agreed at their last meeting to not put the elementary plan on the ballot in August. The Board is committed to revisit the plan taking into consideration the input received from the survey and adjusting our scenarios to consider the economic impact and other issues facing the District and our families as we move forward in these difficult times. This project is still on the front burner. In addition, Mr. Van Antwerp reminded the Policy Committee of their meeting this Thursday and the topics to be discussed.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve meeting minutes from the April 27, 2020 Special Meeting and Regular Business Meeting, as presented.**

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

## **ASSURANCE OF DISTRICT PERFORMANCE**

### **Monitoring Report 1.3, Ends**

**Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept as presented the Monitoring Report on 1.3, Ends Policy, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang provided introductory comment. Mr. Mike Huber, Director of Curriculum and Professional Development, highlighted some elements of the report. We have consistent numbers with some small improvements. He reviewed data sheets included in the report: 4 Year Cohort Graduation/Drop Out Rates and Comparator Schools 4 Year Cohort Graduation Rate. Our overall graduation rates look very good. Mr. Huber addressed questions from Trustees.

**Upon a roll call vote, the motion carried. Votes in favor of the motion: Willson, Rathburn, Van Antwerp, Novaria, Snyder. Votes opposing the motion: none. Not voting was Mr. Droppers due to audio difficulties.**

### **Acceptance of Monitoring Report 2.9, Emergency Superintendent Succession**

**Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept as presented the Monitoring Report on 2.9, Emergency Superintendent Succession, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang briefly reviewed his report.

**Upon a roll call vote, the motion carried. Votes in favor of the motion: Rathburn, Van Antwerp, Novaria Snyder, Willson. Votes opposing the motion: none. Not voting was Mr. Droppers due to audio difficulties.**

Dr. Shelton-Harris joined the meeting at approximately 7:03 p.m.

### **Acceptance of Monitoring Report 2.11, Long-Term Asset Planning**

**Motion offered by Mrs. Novaria, seconded by Mrs. Willson, that the Board of Education accept as presented the Monitoring Report on 2.11, Long-Term Asset Planning, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang briefly reviewed the report.

**Upon a roll call vote, the motion carried. Voting in favor of the motion: Van Antwerp, Novaria, Snyder, Willson, Rathburn. Votes opposing the motion: none. Not voting due to audio difficulties: Dr. Shelton-Harris and Mr. Droppers.**

## **REQUIRED ACTION ITEMS**

### **Approve August Election Option Resolution**

Superintendent Bielang detailed the background information and resolution. The resolution was prepared as a contingency plan. If the Enhancement Millage does not pass at the May 5, 2020 election, the resolution requests KRESA put it on the August 4, 2020 ballot. Trustees had the opportunity to ask questions and make comments.

**No motion was offered but the Trustees understood the question.**

**Upon a roll call vote, the resolution was approved. Voting in favor of the resolution: Van Antwerp, Novaria, Snyder, Willson, Rathburn, Shelton-Harris. Votes opposing the resolution: none. Not voting due to audio difficulties: Mr. Droppers.**

## **DISCUSSION ITEMS**

### **Approve KRESA 2020-21 General Education Fund Budget**

Superintendent Bielang reviewed the background information. Annually local school boards are required to review and adopt a resolution related to their ISD's general education fund budget.

### **Approve MCACA Grant**

Superintendent Bielang reviewed this annual authorization to support the Michigan Council for the Arts and Cultural Affairs Grant to support the Aesthetic Education Program. Mr. Bielang addressed questions from Trustees.

### **Approve 2020-21 School Meal Prices**

Ms. Paula Johnson, Director of Finance, reviewed the annual process for setting school meal prices for the upcoming school year and the proposed prices for 2020-21.

With no further business to come before the Board, the Committee of the Whole Work Session was adjourned at 7:14 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary



Paula Johnson  
Director of Finance

To: Mark Bielang, Superintendent  
From: Paula Johnson, Director of Finance  
Date: April 28, 2020  
Subject: Recommended 2020/21 Student Breakfast and Lunch Prices

### **Recommendation**

That the Board of Education set student meal prices for the 2020/21 school year as follows based on the pricing equity requirements from the Michigan Department of Education:

	<u>Current 2019/20</u>	<u>Proposed 2020/21</u>
Elementary Breakfast:	\$ 1.35	\$ 1.35
Elementary Lunch:	\$ 2.50	\$ 2.60
Ala Carte Entrée	\$ 2.50	\$ 2.60
Milk	\$ .50	\$ .50
Secondary Breakfast:	\$ 1.50	\$ 1.50
Middle School Lunch:	\$ 3.00	\$ 3.10
High School Lunch:	\$ 3.00	\$ 3.10
Premium Secondary Lunch (2Mato, So Deli, On the Go)	\$ 3.25	\$ 3.35
Ala Carte Entrée	\$ 3.00 / \$ 3.25	\$ 3.10 / \$ 3.35

### **Background**

Each year at this time the Board of Education sets student breakfast and lunch prices for the next school year. Typically once these prices are set, they are retained through the entire school year unless unforeseen circumstances develop. This action impacts approximately 48% of our annual revenue in this fund. Pricing for staff lunches and catering items are set after considering many factors like cost, competition, and convenience factors.

The recommendation based on the PLE tool prepared by Chartwells is to increase student lunch prices by ten cents at both the elementary and secondary levels. Ala carte entrée prices will be adjusted by the same increments to be consistent with the base and premium lunch price increases and to encourage students to choose a healthier complete meal vs just ala carte items. Breakfast prices will remain the same at all levels.

Please let me know if you or the Board members have any questions on this recommendation that either Susan Livingston or myself can answer.



Mark T. Bielang  
*Superintendent*  
Phone: 269.323.5147  
fax: 269.323.5149  
[mbielang@portageps.org](mailto:mbielang@portageps.org)

To: Board of Education  
From: Mark Bielang, Superintendent  
Date: April 29, 2020  
Re: Michigan Council for the Arts and Cultural Affairs Grant

**RECOMMENDATION:**

It is recommended that the Board of Education approve the submission of the \$20,000 Grant to Michigan Council for the Arts and Cultural Affairs (MCACA) to support the Aesthetic Education Program between October 1, 2020 to August 28, 2021, as presented.

**BACKGROUND:**

**Aesthetic Education Program (AE)**

Teaching artists and classroom teachers collaboratively provide inquiry-based lessons to develop K-8 students' abilities to describe, analyze and interpret visual and performing art works. The AE program develops perceptual abilities of students in visual and performing arts through greater understanding of art forms, insights into how artists make choices and how these understandings relate to other aspects of life. Through experiential workshops, the program builds critical thinking, supports inquiry-based and student-centered learning. Exceptional art works are used as primary resources around which the workshops are jointly designed by a professional Teaching Artist and an AE-trained classroom teacher.

For More Information: <http://www.efa-rep.org/ae>

**Portage Schools Involved in Aesthetic Education (AE)**

Portage Public Schools has participated in the AE program since its inception in 2002. Over 30 classes currently participate in aesthetic education program at: 12th Street, Angling Road, Central Elementary, Central Middle, Central High, Lake Center, Moorsbridge, West Middle, North Middle and Northern High School. Teachers attend Introductory or Advanced-Level Teacher Trainings in the summer and Group Brainstorm professional development sessions during the school year. Over 1,500 students participate in the AE program and attend live theater, dance, and music performances and visual arts exhibitions.

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BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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MAY 18, 2020, 6:30 P.M.**

**Note Page**

**VIII. Required Action Items**

1. Approve KRESA 2020-21 General Education Fund Budget (MCL 380.624)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt the resolution provided, indicating support of the KRESA General Education Fund Budget for the 2020-21 school year, as presented.

Paula Johnson  
*Director of Finance*  
(269)323-5178 Voice  
(269)323-5189 Fax  
[pjohnson@portageps.org](mailto:pjohnson@portageps.org)

To : Mark Bielang, Superintendent  
From : Paula Johnson, Director of Finance  
Date : April 28, 2020  
Subject: Kalamazoo Regional Educational Service Agency (KRESA) General Education Fund Budget Resolution

### **RECOMMENDATION**

That the Board of Education adopt the attached resolution indicating support of the KRESA General Education Fund budget for the 2020/21 school year.

### **BACKGROUND INFORMATION**

Sixteen years ago the legislature adopted a package of bills related to controls over Intermediate School Districts. One bill requires that local Boards of Education adopt a resolution related to their ISD general education fund budget. It is not a requirement that local Boards take action on the ISD special education fund budget. This package of bills was connected with oversight concerns that surfaced at Oakland ISD.

On April 24, KRESA distributed a copy of their 2020/21 General Education Fund budget to the County business managers. We had the opportunity to ask questions on the information that was provided. In previous years, it was determined that this level of review was considered adequate for the required Board resolution. Included is a memo from KRESA of the budget assumptions used as well as major fluctuations in both the revenue and expenditure categories.

As has been the case for the past decade, the resolution provided by KRESA has been modified by including the following language:

“Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization,”

The intent of this additional language is not to raise concerns but rather to acknowledge that a limited review of a budget document doesn't address internal controls or other important financial controls.

I would be happy to answer any questions that you or Board members may have on this recommendation.

To: Local District Boards of Education

From: Scott Thomas, Assistant Superintendent for Business Services

Date: April 24, 2020

Subject: Kalamazoo RESA 2020-2021 Original General Education Fund Budget Narrative and Resolution

The Kalamazoo RESA (KRESA) 2020-2021 Original General Fund budget shows an overall increase in revenues of approximately 1.7% and an overall increase in expenditures of approximately 1.0%, which is primarily due to the impact of an increase in taxable values, grant funding and shared service agreements on the various departments discussed in more detail below. The budget anticipates an overall surplus of \$339,721. This will leave the General Fund with an estimated unassigned fund balance at June 30, 2021 of \$7,297,213 or 14.1% of annual expenditures. KRESA's overall fund equity is approximately 7.7% of total program expenditures when combined with the Special Education Fund (which is estimated to have a 2.0% fund balance).

KRESA's sources of General Fund revenues include an operating tax levy of 0.1444 mills on all property in the KRESA area. We are anticipating that property taxable values will increase by 3.50% and that property tax revenue will increase by \$40,426. State aid is received through Section 81 of the State Aid Act and this budget assumes Section 81 State Aid will remain flat. Grants make up a large portion of the revenue received by KRESA, as well as departments that provide services on a fee for service basis or shared service agreements.

KRESA's expenditures include the following assumptions: 3.0% increase in health insurance costs, retirement cost to increase based on published rates effective 10-1-2021 and a compensation adjustment for staff that includes a 2% increase on pay schedules and no step advancements. KRESA has mitigated rising expenditures by implementing the hard cap (instead of 80/20 premium share) for health insurance, charging employees contributions and modifying the level of benefits, so that the actual cost paid by KRESA is lower than what is allowed under the hard cap. KRESA also implemented single subscriber coverage for new full-time employees in grades 12 or below at the beginning of the 2013-2014 school year, which continues to generate savings each year as seasoned employees retire.

**COVID-19 Update:** KRESA's budget preparation began January 2020 and is finalized early April 2020 to meet State budget requirements for ISDs. KRESA is continuing to monitor the economic climate and State revenues to determine the impact on the 20/21 State Aid budget. KRESA's budget assumptions will be adjusted as necessary once we have a clearer picture on the State Aid budget. 2020 property tax revenues will be less impacted by COVID-19 for the 20/21 budget year compared to other revenue sources.

KRESA's revenues and expenditures are categorized as follows:

General Administration and Maintenance: These expenses include the General Fund portion of the Board of Education, Superintendent's Office, Communications, Human Resources Department, Business Office, Truancy Office, and Maintenance and Operations departments. These departments are primarily funded through property tax revenue and Section 81 State Aid revenue.

Technology Services: The Technology Services department supports the technology needs of KRESA programs, state reporting compliance, on-site technology support staff to schools, internet bandwidth and phone service to local schools, network engineering and customer service support personnel. Many of the services provided are on a fee for service model and direct support is charged back to the various KRESA departments. KRESA's General Fund budget is projected to contribute an additional \$374,441 to support this department.

Seeds for Success and Great Start Readiness Program (GSRP): This budget includes the birth to five year old programs county-wide. Funding includes state and local grants, local district contributions and \$136,144 in direct support from KRESA's General Fund budget. The budget assumes funding for 2,094 GSRP preschool slots with 1,784 of these slots being provided to local districts and private providers.

REMC and Print Center: REMC is funded with local district membership fees and both receive fee for service in the areas of our full print shop, graphic arts services, county-wide delivery services, shredding services, video and media library, and other various services. The departments operate much like a business and schools who participate in the program pay a fee for the services they purchase. It is projected that REMC will operate with a slight surplus of \$639 and the Print Center with a slight surplus of \$4,884.

Instructional Services: The Instructional Services department is funded with state and federal grants along with local district professional development consortium contributions, fee for service coaching billings and a direct contribution from the KRESA General Fund budget of \$487,981. The expenditures include the following grants: Title I Regional Assistance, Early Literacy, MiSTEM Network Regions, Sec 31n Mental Health, United Way Early Reading and MiBLSi grants. Instructional Services leads workshops through the professional development consortium and provides instructional coaching services to local school districts.

Education for the Arts (EFA) and Education for Employment (EFE): These programs provide arts education and career and technical education opportunities to all students within the Kalamazoo RESA area. They are funded with a combination of state, federal and local grants, and local district and KRESA funding. Both programs have advisory boards that include local district superintendents that complete annual reviews of the programs including program budgets. Local school districts contribute to the high school programs for both EFA and EFE, as well as support for administrative costs for EFA. The KRESA General Fund budget directly contributes \$97,344 to the administration of the EFA program. The CTE millage was passed in 2019 with the collection of property tax revenue beginning the summer of 2020. Career Awareness & Exploration and administration costs that were paid for by local district contributions and KRESA's general fund will be paid from the Career Technical Education fund beginning with the 20/21 budget.

Youth Opportunities Unlimited (YOU): YOU operates programs that serve youth and adults in Kalamazoo, Calhoun, St. Joseph and Branch counties. YOU provides job training and education assistance and oversees operations of the Michigan Works! Service Centers in Kalamazoo, Three Rivers, Battle Creek and Coldwater. YOU is funded with a combination of federal and local grants, and this budget includes \$4,800,324 in revenues and expenses to operate the program.

Regional Transportation Safety Institute (RTSI): RTSI provides training of transportation staff for a nine-county consortium. This includes required training for beginning school bus drivers, continuing education for all bus drivers, and training for transportation supervisor staff. RTSI is a provider for CDL/GDL and

motorcycle testing for the State of Michigan, handles the mandatory drug testing program and runs the Eaton Proving Grounds program to teach defensive driving classes to school bus drivers. This program is funded through a fee for service model and Section 74 State Aid funding.

Head Start Grant: The budget includes \$6,378,338 in grant revenues and expenses to operate KRESA's Head Start program, which serves 596 three and four year olds within in the County with preschool, family and health support services.

Enhancement Millage: This budget includes \$12,841,618 in revenue for the enhancement millage approved by voters in 2017 and on the May 5, 2020 ballot for renewal. Enhancement millage revenue is distributed back to the local districts and public school academies to support their operations.

Attached to this budget narrative please find the Resolution for Local District Vote on ISD Budget and KRESA's proposed 2020-2021 General Fund budget resolution. Local district Boards of Education are required to adopt a resolution expressing its support or disapproval of KRESA's proposed budget and submit to KRESA's Board of Education any specific objections and/or proposed changes prior to June 1, 2020.

Please contact me at 269.250.9363 for any questions related to KRESA's 2020-2021 Original General Fund budget. Thank you.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF  
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY  
2020-2021 ORIGINAL GENERAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2020-2021 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the GENERAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2020-2021 is as follows:

	ACTUAL 2018-19	ORIGINAL 2019-20	REVISED 2019-20	ORIGINAL 2020-21
<b>REVENUES:</b>				
Local	16,884,034	17,371,601	17,664,353	18,032,367
State	15,007,559	15,156,639	16,449,937	16,487,764
Federal	9,246,752	9,515,196	10,550,993	10,476,760
Other Sources	7,004,148	7,130,349	6,608,598	7,153,527
<b>Total Revenue</b>	<b>48,142,493</b>	<b>49,173,785</b>	<b>51,273,881</b>	<b>52,150,418</b>

BE IT FURTHER RESOLVED, that \$51,810,697 of the total available to appropriate in the GENERAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

<b>Instruction:</b>				
Basic Programs	4,682,075	4,533,268	4,705,489	4,806,863
Added Needs	12,461	1,500	77,185	50,500
<b>Support Services:</b>				
Pupil	1,294,664	1,321,935	1,794,505	2,104,132
Instructional staff	5,669,058	5,454,580	5,064,962	4,739,470
General Administration	501,318	547,486	539,374	482,356
School Administration	428,849	460,485	421,585	402,177
Business	1,031,371	1,027,483	1,082,339	1,102,869
Operations and Maintenance	1,170,458	1,333,186	1,319,924	1,143,829
Transportation	705,025	841,027	953,101	913,236
Central	9,071,515	9,738,741	9,064,674	9,685,465
Community Services	4,760,927	4,577,160	6,009,763	6,055,241
Other Financing Uses	18,693,081	19,533,486	20,281,985	20,324,559
<b>Total Expenditures</b>	<b>48,020,802</b>	<b>49,370,337</b>	<b>51,314,886</b>	<b>51,810,697</b>
Revenues over Expenses	121,691	(196,552)	(41,005)	339,721
<b>FUND BALANCE - July 1</b>	<b>6,876,806</b>	<b>6,838,386</b>	<b>6,998,497</b>	<b>6,957,492</b>
<b>FUND BALANCE - JUNE 30</b>	<b>6,998,497</b>	<b>6,641,834</b>	<b>6,957,492</b>	<b>7,297,213</b>

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds, except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval by the board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 6/11/2020)

Note: The General Education tax levy for 2020 is proposed to be 0.1444 mills and the Regional Enhancement tax levy for 2020 is proposed to be 1.5000 mills. These millages will be levied on all properties to be used for operating purposes as described above.

RESOLUTION FOR LOCAL DISTRICT VOTE ON ISD BUDGET

Kalamazoo Regional Educational Service Agency  
("ISD")  
GENERAL EDUCATION FUND BUDGET  
RESOLUTION

A Regular Business Meeting of the Board of Education of the Portage Public School District was held virtually on the 18<sup>th</sup> day of May, 2020 at 6:30 p.m..

Members present were: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_.

WHEREAS:

This Board received the Kalamazoo Regional Educational Service Agency General Education Fund Budget on or before May 1, 2020; and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the ISD Board any specific objections and/or proposed changes the Board may have to the budget prior to June 1, 2020.

THEREFORE, BE IT RESOLVED THAT:

Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization, the General Education Fund Budget for the 2020-2021 school year be supported. Furthermore, that the Secretary of the Board is hereby directed to submit a copy of this Resolution to the Secretary of the ISD Board of Education, along with any specific objections or proposed changes to the budget.

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

Motion declared \_\_\_\_\_.

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Portage, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a Regular Business Meeting held on May 18, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Signed:

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Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
MAY 18, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Set Special Meeting RE: Superintendent Evaluation (OMA)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education set a special meeting for the Superintendent Evaluation to be held on \_\_\_\_\_, 2020 at \_\_\_\_\_ p.m.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
MAY 18, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

2. Set Public Hearing RE: 2020-21 Fiscal Plan (OP 6230)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education set a public hearing on the proposed 2020-21 budget for June 22, 2020 at 6:30 p.m. and authorize the Board Secretary to publish the required notice in the Kalamazoo Gazette.**

Paula Johnson  
Director of Finance

TO : Mark Bielang, Superintendent  
Board of Education

FROM : Paula Johnson, Director of Finance

DATE : May 13, 2020

SUBJ : Recommendation to Set Public Hearing on Proposed 2020/2021 Budget

**RECOMMENDATION**

That the Board of Education set a public hearing on the proposed 2020/2021 budget for June 22, 2020 at 6:30 pm and authorize the Board Secretary to publish the required notice in the Kalamazoo Gazette.

**BACKGROUND INFORMATION**

It is a requirement that the Board of Education publish a notice of a public hearing on the proposed 2020/2021 budget and the related property tax millage rate proposed to be levied to support the budget.

This notice must run in a publication at least six days prior to the public hearing. Upon conclusion of the budget hearing, the Board may adopt the budget which will include a statement of the total number of mills of ad valorem property taxes to be levied and the purpose for which the millage is levied.

I will be happy to answer any questions that you or Board members may have on this recommendation.

**PORTAGE PUBLIC SCHOOLS  
NOTICE OF A PUBLIC HEARING  
ON PROPOSED 2020/2021 BUDGET**

**PLEASE TAKE NOTICE** that on June 22, 2020 at 6:30 o'clock p.m., the Board of Education of Portage Public Schools will hold a public hearing to consider the District's proposed 2020/2021 budget. The public hearing will be held at the beginning of the Board's June 22, 2020 board meeting, which will be conducted virtually as allowed under Michigan Executive Order.

The Board may not adopt its proposed 2020/2021 budget until after the public hearing. A copy of the proposed 2020/2021 budget, including the proposed property tax millage rate, is available for public inspection during normal business hours in the Business Office of the Administration Building, 8107 Mustang Drive, Portage, Michigan and is available online at portageps.org.

**The property tax millage rate proposed to be levied to support the proposed budget will be the subject of this hearing. \***

This notice is given by order of the Board of Education.

Dr. Celeste Shelton-Harris  
Secretary

\* This sentence must be printed in 11-point boldfaced type.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
MAY 18, 2020, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. Approve Food Service Management Contract (EL 2.5)