

**PORTAGE PUBLIC SCHOOLS  
 BOARD OF EDUCATION  
 COMMITTEE OF THE WHOLE / WORK SESSION  
 PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,  
 PORTAGE, MI 49002  
 OCTOBER 14, 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>	
1. SUPERINTENDENT'S REPORT	3
a. BOND PROJECT UPDATE	
<b>IV. BOARD EDUCATION</b>	<b>4</b>
1. CTE MILLAGE PROPOSAL - DAVE CAMPBELL	
<b>V. COMMENTS OR COMMUNICATIONS</b>	<b>5</b>
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
<b>VI. CONSENT AGENDA</b>	<b>6</b>
1. APPROVAL OF MINUTES	
a. SEPTEMBER 23, 2019 POLICY GOVERNANCE RETREAT & REGULAR BUSINESS MEETING MINUTES	7
2. APPROVE WMS WATER MAIN CHANGES	12
<b>VII. ASSURANCE OF DISTRICT PERFORMANCE</b>	
1. MONITORING REPORT 1.1 (NATIONAL), GLOBAL ENDS (GP 4.4)	13
2. MONITORING REPORT 2.1, TREATMENT OF CONSUMERS (GP 4.4)	26
3. MONITORING REPORT 2.5, FINANCIAL CONDITION AND ACTIVITIES (GP 4.4)	38
4. MONITORING REPORT 2.8, CONFLICT OF INTEREST (GP 4.4)	48
<b>VIII. REQUIRED ACTION ITEMS - None</b>	
<b>IX. ACTION ITEMS</b>	
1. BUS SAFETY WEEK PROCLAMATION (GP 3.1.3.A)	53
2. RED RIBBON WEEK PROCLAMATION	55
<b>X. DISCUSSION ITEMS</b>	
1. PROPOSED POLICY REVISIONS (BL 0131.1)	
a. BYLAW 0142.7 - ORIENTATION	57
b. BYLAW 0166 - AGENDA	59
c. BYLAW 0167.7 - REMOTE PARTICIPATION AT BOARD MEETINGS	61
2. NSBA 2020 ANNUAL CONFERENCE ATTENDANCE (BL 0175.1)	63
<b>XI. ADJOURNMENT</b>	

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 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  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**III. Reports**

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**IV. Board Education**

1. CTE Millage Proposal – Dave Campbell



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. September 23, 2019 Policy Governance Retreat & Regular Business Meeting Minutes

2. Approve WMS Water Main Changes

That the Board of Education 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.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY GOVERNANCE RETREAT AND  
REGULAR BUSINESS MEETING**

September 23, 2019

**POLICY GOVERNANCE RETREAT**

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, September 23, 2019, was called to order at 4:00 p.m. by President Van Antwerp in the Superintendent's Conference Room of the Administration Building, 8107 Mustang Drive, Portage.

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

Others Present: Gary Goscenski of Perspectives Consulting

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the agenda as printed.**

**The motion carried unanimously.**

**COMMENTS OR COMMUNICATIONS**

There were no comments or communications.

**DISCUSSION ITEMS**

Mr. Goscenski facilitated this portion of the meeting. The Board discussed middle school enrollment, owner linkage, board member succession, board education topics, the Board's role in elementary facility planning, and board meeting agenda format.

The Policy Governance Retreat adjourned at 6:22 p.m.

**REGULAR BUSINESS MEETING**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, September 23, 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 Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the agenda as printed.**

**The motion carried unanimously.**

## **REPORTS**

### **Superintendent's Report**

#### **Bond Project Update**

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on the status of bond work. At Central Middle School, mechanical/electrical/plumbing work continues; classroom drywall work begins tomorrow; music Area B will be enclosed by mid-October; cafeteria glasswork and metal siding work begins in two weeks. At West Middle School, Phase 1 (future gym) concrete flooring is poured, rough in of electrical and plumbing is ongoing, and interior masonry work starts tomorrow. On Phase 2 (future Steam Area – old shop and music areas) demolition is wrapping up with structural steel work to begin on Friday; plumbing/electrical rough in work is ongoing. At the Northern Natatorium earthwork has begun. At North Middle School, work continues on punch list items. At PCEC, punch list work is complete. At Central AEF, baseball field fencing and concrete work is complete; throw area work is in progress; punch list items are nearing completion. Mr. Herron addressed questions from Trustees.

#### **Change Order Summary / Bond Budget Update**

Mr. Herron briefly reviewed the bond financial update noting there is no change in variances as shown on the financial update handout.

Mr. Dan Rathburn, OAK Project Manager, reviewed work committed through Bond Change Order #23 and detailed Change Orders by Construction Change Directives for North Middle School, Central AEF, and West Middle School. Mr. Rathburn responded to questions from Trustees.

#### **State Budget Update**

Ms. Paula Johnson, Director of Finance, provided an update on the state's budget development. Last week the budget for school aid went through both the House and Senate and passed. It includes a fund-balance increase of \$120-\$240 per-pupil using the 2x formula and a slight uptick for special education funding. It is now off to Governor Whitmer for her consideration. Ms. Johnson responded to questions from Trustees.

Ms. Johnson added that count day is Wednesday, October 2, 2019. Our preliminary enrollment numbers are favorable.

#### **Other**

Mr. Bielang shared items of interest. Trustees were reminded of a tour for board members of PCEC on October 8, 2019 at 8:00 a.m. and a KCSOA meeting at the Fetzer Center on October 9, 2019 at 5:30 p.m. Mr. Bielang shared the Michigan Department of Education will be in the District on October 11, 2019 to conduct an OCR review. They will look at both high schools and the Administration Building, review policies, procedures, and access. At the MASA Conference last week Mr. Bielang, Dr. Michael Pascoe and our<sup>8</sup> Studer Coach, KK Owen, gave a presentation on

continuous improvement, sharing information on our journey, tools we use, and practical applications. Many questions were addressed. Mr. Bielang extended a thank you to all who came out for the North Middle School dedication last week. Mr. Bielang acknowledged concerns from parents regarding the student lockers at North Middle School. Corrections will be made over the summer when it will be the least disruptive. Mr. Bielang added adjustments to the locker plans for the new Central Middle School will be made.

## **COMMENTS OR COMMUNICATIONS**

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

Laurel Burrows addressed the Board regarding student lockers at North Middle School.

Mary Beckley Clark addressed Trustees regarding student lockers at North Middle School.

Steve Clark addressed Trustees regarding student lockers at North Middle School, use of Chromebooks and textbooks, and backpack use related to school safety.

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

Mrs. Willson shared information regarding a recently held backpack program to feed children in need.

Mr. Snyder shared positive comments regarding the Board's Policy Governance Retreat held earlier today.

President Van Antwerp thanked Trustees for their comments.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve the September 9, 2019 Committee of the Whole Work Session Minutes; approve the purchase of versatile decking that can be used in the North Middle School Blackbox Theater for stage set up or chair risers for a cost of \$24,578.00, the funds for which will come from the 2019 Bond Fund, Proposal #1, as presented.**

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

## **ACTION ITEMS**

### **National School Lunch Week Proclamation**

**Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the National School Lunch Week Proclamation as presented. Mrs. Willson read the proclamation aloud.**

**The motion carried unanimously.**

**Motion offered by Mrs. Novaria, seconded by Mr. Droppers, that the Board of Education approve the appointment of the following teacher for Portage Public Schools, Lisa Fausey.**

Mr. Brad Galin, Director of Human Resources, commented that Ms. Fausey is a welcome addition to our shared-time program.

**The motion carried unanimously.**

## **DISCUSSION ITEMS**

### **Delegates for MASB Delegate Assembly**

President Van Antwerp confirmed that no Trustees will serve as voting delegates at the 2019 MASB Delegate Assembly.

### **Approve WMS Water Main Changes**

Mr. Ron Herron shared this is a change order item that results from City of Portage requirements. Because it exceeds the \$100,000 administrative approval threshold, it requires Board approval. Mr. Herron detailed the recommendation, and responded to questions from Trustees.

With no further business to come before the Board, the meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

**PROCLAMATION  
NATIONAL SCHOOL LUNCH WEEK  
October 14-18, 2019**

**WHEREAS**, it is with great respect for the accomplishments of Portage's school food service leads, servers, cashiers and driver personnel and substitutes that we commemorate October 14-18, 2019 as National School Lunch Week. During this special observance, we encourage all citizens to recognize the dedication and skill of our school food service employees; and

**WHEREAS**, each day, food service employees prepare and serve thousands of lunches. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately, we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

**WHEREAS**, on behalf of our students and staff, it is a pleasure to commend the women and men who accept and meet the challenges of school food service. The observance of School Lunch Week is a welcome opportunity to thank these patient, caring, skilled public servants. Those involved in this pursuit should be very proud of their contribution to education. Now, therefore, be it

**RESOLVED BY THE BOARD OF EDUCATION** that we proudly commemorate October 14-18, 2019 as National School Lunch Week, and we commend everyone who has contributed to the successful operation of our lunch program. By working together, we can make a difference in every student's life.

Proclaimed this 23rd day of September, 2019  
Portage Public Schools Board Of Education

TO: Mark Bielang, Superintendent

FROM: Ronald Herron, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

DATE: September 23, 2019

SUBJECT: West Middle School Water Main Revisions

### **RECOMMENDATION**

We recommend the Board of Education 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.

### **BACKGROUND INFORMATION**

This change order is coming to you as a result of additional City of Portage requirements. The cost of these changes exceed the \$100,000 administrative approval threshold for bond related vendor contracts.

This water main work was a part of the overall West Middle School renovation project budget and the cost of these changes will be expensed from the contingency of this project. Our current approved vendor (Lounsbury Excavating) will be responsible for all work associated with the new City of Portage required water main changes.

Our initial project budget included an extension of the existing fire suppression system to serve the multipurpose gym area, with no upgrades to the existing City utilities serving the building. This approach was rejected by the City and they have required us to serve the Multi-purpose area with a new fire suppression riser. The new fire suppression riser is placed adjacent to the two existing risers in the Boiler Room but requires us to install a new tap from the water main running along the east side of the building. The current existing water main serving the Middle School originates at Moorsbridge Rd, runs east underneath the natatorium, north along the back side of the building and dead-ends at an existing fire hydrant located on the north-west corner of the building. The City now requires all water mains serving a fire hydrant to be looped in order to maintain proper pressure during a fire. As a result, we were required to extend the existing water main from the hydrant to Moorsbridge Rd. in order to complete the loop.

This required cutting into Moorsbridge Rd. and restoring it to its original condition once the connection is complete. The City no longer allows public utilities (the water main) to run underneath private structures (the natatorium) so we were required to abandon that portion of the water main and re-establish the loop by connecting to the water main serving the Elementary School.

I would be happy to answer any questions related to this request.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**VII. Assurance of District Performance**

1. Monitoring Report 1.1, Global Ends (National) (GP 4.4)

The Monitoring Report on 1.1 will be presented in three segments, each segment with a specific focus. The first report focuses on national measures, the second will focus on state measures (November), and the third on local measures (December). A final report with analysis will be presented in January. After all reports have been presented, the Board will be asked to take action on Monitoring Report 1.1.

**Portage Public Schools  
Monitoring Report**

Policy Type: Ends  
Policy Title: (1.1) Global Ends (National Measures)

As requested by the Board during the 2016/2017 school year, the Monitoring Report on Ends Policy 1.1 continues to be divided into smaller segments so that adequate time can be spent presenting and discussing this key Ends Statement.

We continue to divide the report into three segments and report on them as follows:

- National Measures – October
- State Measures – November
- Local Measures – December


In the future, due to changes in the middle school assessments, we will divide the report up into three new segments: High Schools, Middle Schools, and Elementary Schools.

Monitoring information will be presented during the Assurance of District Performance portion of the Board meeting. There will be time to discuss and ask questions during and after the presentation.

After all three reports have been presented the Board will be asked to accept Monitoring Report 1.1.

**Certification**

I hereby present my Monitoring Report on Ends Policy 1.1 (National Measures) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 9, 2019.

  
\_\_\_\_\_  
Signature

10.9.19  
\_\_\_\_\_  
Date

Monitoring Report

Page -2-

Policy Type: Ends

Policy Title: Ends Policy 1.1

**Elements in Monitoring Report 1.1- National**

1.1 Policy Language

Interpretation

Report

National Measures: The SAT and PSAT assessments

Overview of trends on National Measures

## 1.1 POLICY LANGUAGE

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.

This ends statement was revised by the Board on 10/22/18

### Interpretation

I provide definitions below to interpret the following terms in the ends policy:

**Core Curriculum** is interpreted to mean the K-12 curriculum utilized by Portage Public Schools. It is aligned with the Michigan Department of Education learning standards.

**Core Curriculum Standards** is interpreted to mean the standards and learning targets in the publicly available results from student assessments; Michigan Test of Educational Progress (M-STEP grades 3-8, 11), and the SAT (grade 11). I also include two essential, but private interim progress assessments; Acadience (formerly DIBELS) (K-5), and PSAT 8/9 and PSAT 10 (9, 10).

**Comparable Communities** is interpreted to mean a select group of seven school communities throughout the state that have similar demographic and resource characteristics. The comparable communities were determined in 2016. To identify the seven districts, four data sources were used. MiSchoolData was utilized to filter for similar districts using the criteria of enrollment, socioeconomic indicators, special education services, and race distribution. Bulletin 1014 was used to identify district revenue and expenditure data. The Michigan Senate Fiscal Agency provided the foundation allowance data. Finally, US Census information was referenced to provide a measure of median household income and community population. From this list of approximately 20 districts, selected districts were removed when a single factor or multiple factors set them apart from Portage Public Schools in an essential fashion. For example, a district that received \$12000 per student on the foundation allowance was removed from the list.

**Greater than in Prior years** is interpreted to mean that Portage Public Schools students are advancing in proficiency at a rate greater than in prior years. “**Met Expectations**” means that our current year results are equal to or above the prior three-year average for non-cohort data. Where available, cohort data is used to provide the clearest picture of student growth. “**Partially Met Expectations**” means that we are within the range of the prior three year schools values.

**Greater than in Comparable Communities** is interpreted to mean, “**Met Expectations**” means that we are in the top three schools ( or the top two schools due to a small subgroup population limiting comparable data) when ranked with comparable communities for available information. “**Partially Met Expectations**” means that we have at least one or more markers within that category, but not all.

## **Report**

Monitoring Report 1.1 continues to be divided up into three separate reports, National, State, and Local. Each report section will focus on the assessments being administered at that level.

Our curriculum alignment with State Standards is an on-going process. Curriculum Committees, whether grade-level based or subject area-based, meet throughout the year to address a wide variety of curricular issues, including alignment.

We use local, state and national level assessments to track student mastery for reporting purposes. During the 2018-2019 school year, the State of Michigan continued to make adjustments to the delivery and testing expectations regarding the M-STEP. These changes were minimal and allow us to continue use the 2016 year as our baseline year. M-STEP science assessments at grades 5, 8, and 11 continues to be developed into a full assessment in 2020.

Alternative High Schools data are not included for Portage nor for our comparator communities.

### **National Measures: The SAT and PSAT assessments**

Michigan shifted its high school benchmark assessment to the SAT in 2016. The SAT tests students' knowledge of reading, writing and math — subjects that are taught every day in high school classrooms in Michigan.<sup>1</sup>

The SAT and the PSAT were redesigned in the 2015-2016 school year. This includes a vertically aligned longitudinal assessment system similar in nature to the ACT Aspire series. The College Board has partnered with the Khan Academy to connect PSAT results to individualized learning plans for all students.

In 2016, the SAT replaced the 11<sup>th</sup> grade Mathematics and English Language Arts components of the M-STEP. This reduced testing time for high school juniors. The 2016 testing year established our baseline data on the SAT.

In 2018-2019, the redesigned SAT continues to be used for MME Mathematics and ELA components at the 11<sup>th</sup> grade.

ACT continues to provide its WorkKeys assessment for all 11<sup>th</sup> grade students, and this assessment is still a part of the Michigan Merit Exam.<sup>2</sup>

We are using the spring 2019 SAT data to inform and evaluate our instructional practices. The spring 2016 assessments established our baseline and allow us to target and evaluate student performance in subsequent years.

---

<sup>1</sup> College Board website and MDE website and publications.

<sup>2</sup> MDE website and publications.

## Monitoring Report

Page -5-

Policy Type: Ends

Policy Title: Ends Policy 1.1

This year we are including trend data, as we have four years of student performance information on SAT. This chart is replacing the Two-Year Comparison Table for the SAT.

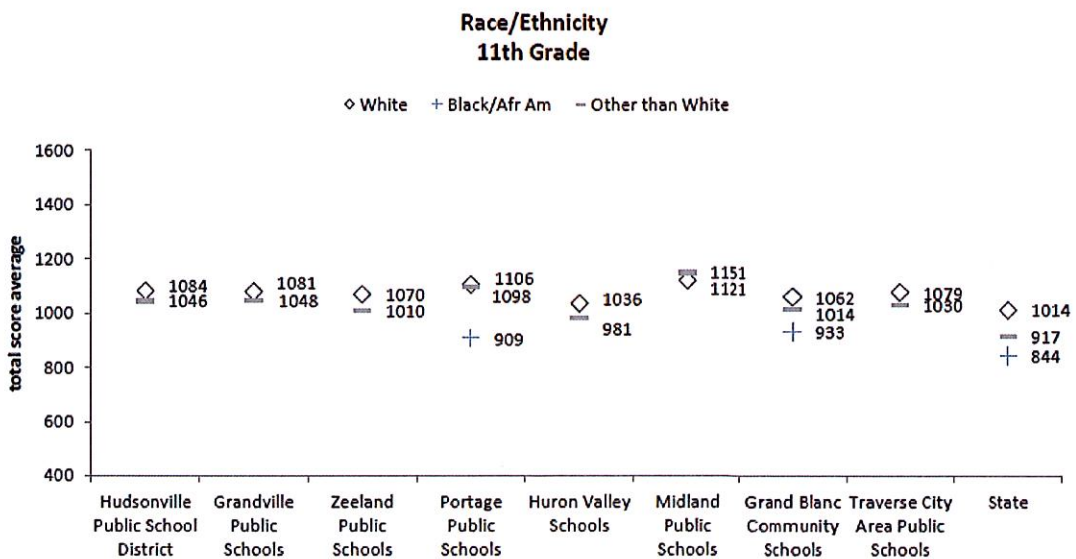
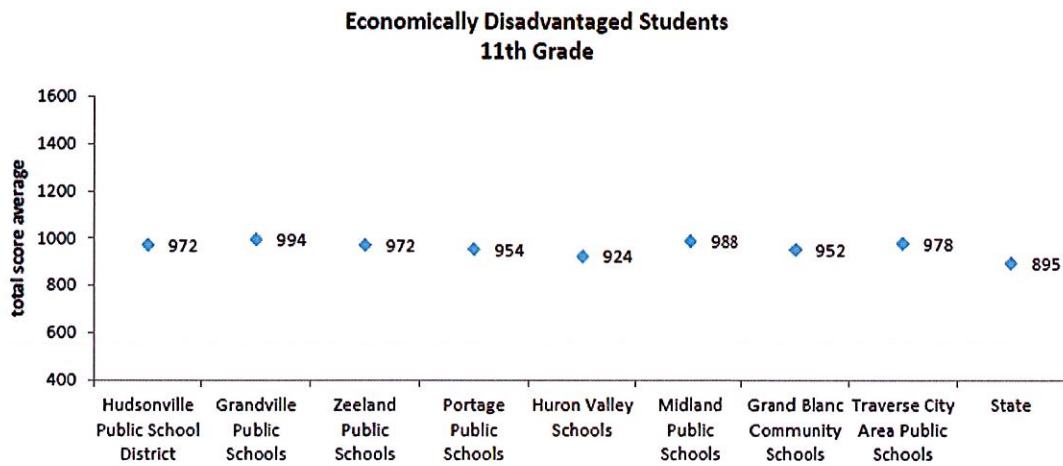
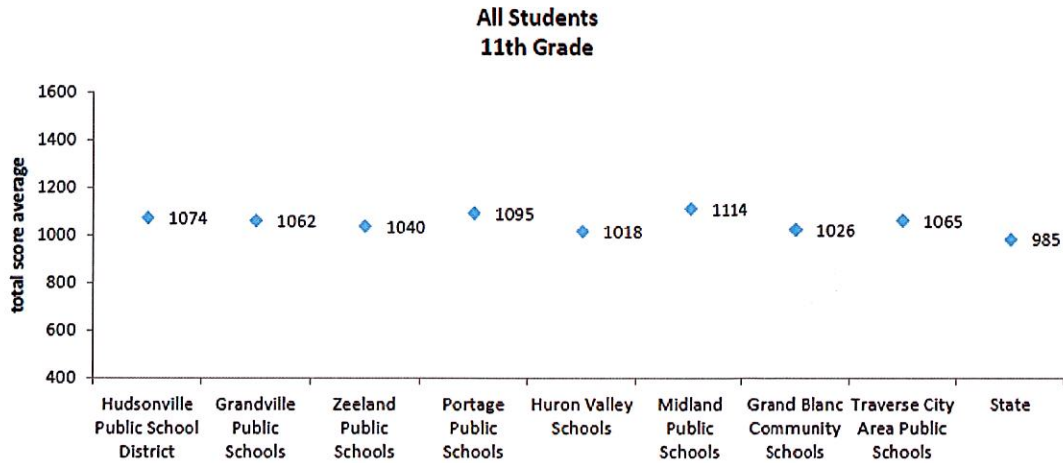
### PSAT

In the spring 2017, all 9<sup>th</sup> and 10<sup>th</sup> graders took the PSAT 8/9 and PSAT 10, respectively. 2016 was the first year of testing at 9<sup>th</sup> and 10<sup>th</sup> grades; the high school PSAT data is now being used for school accountability for participation only. We had over 95% of our 9<sup>th</sup> and 10<sup>th</sup> students take the spring 2019 PSAT.

In the spring of 2019, Michigan began using the PSAT 8/9 as a part of the 8<sup>th</sup> grade MSTEP assessment, replacing the mathematics and ELA components. Our 8<sup>th</sup> grade students completed the PSAT 8/9 assessment in the spring of 2018 in preparation for the potential use of the PSAT as a benchmark assessment at 8<sup>th</sup> grade. These results will be shown on the state level content report with our Middle schools information.

Our 8<sup>th</sup> grade students tested on the PSAT this fall to provide them with exposure to the test and to see what areas of growth they need in preparation for the PSAT 8 in the spring of 2020.

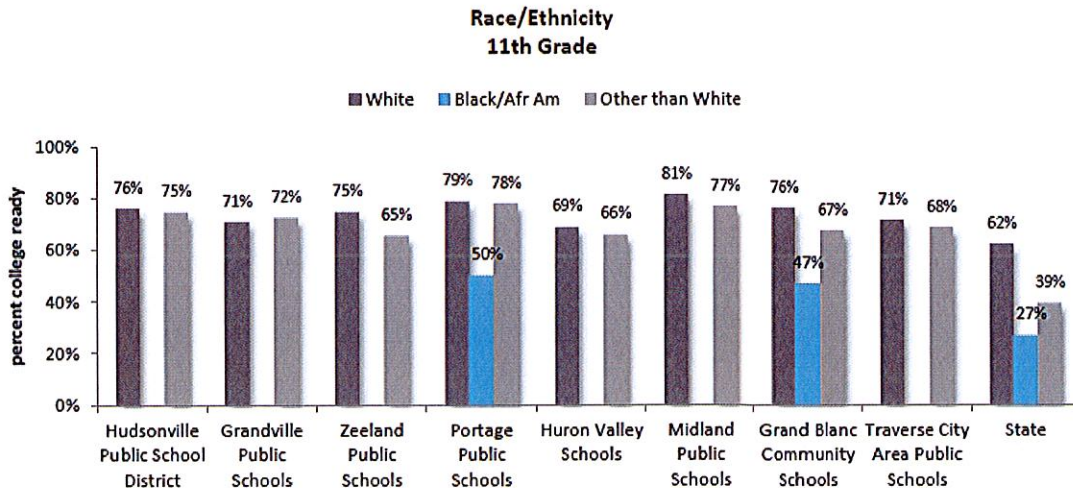
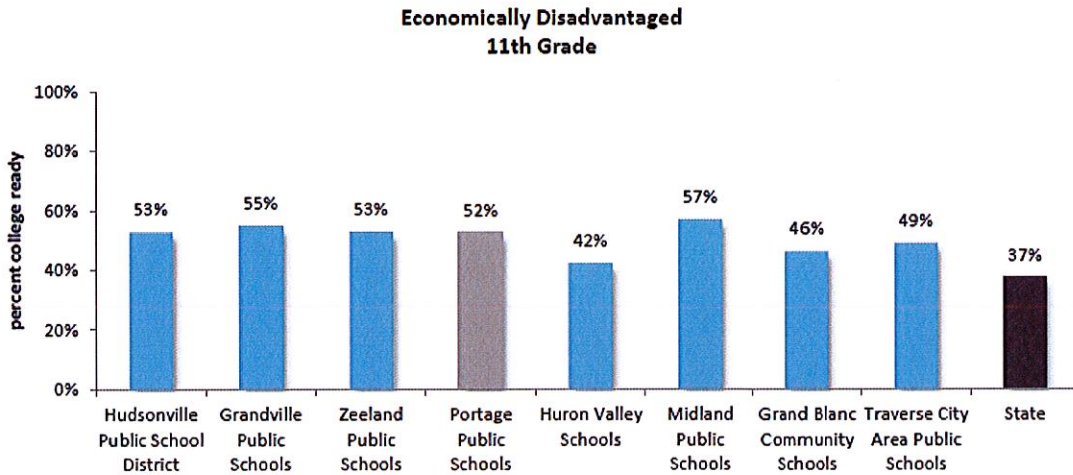
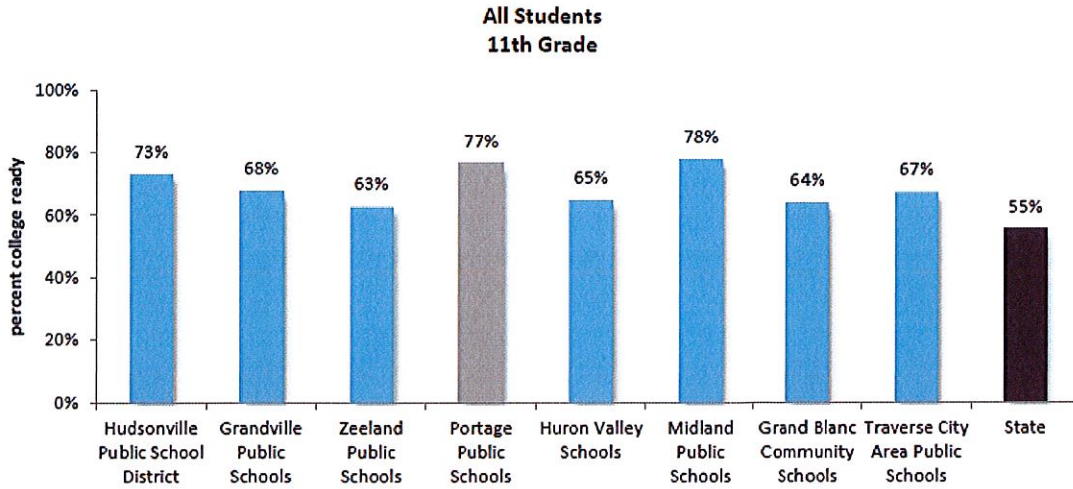
**2019 SAT Total Score Average**  
 (Evidence Based Reading & Writing Score + Math Score)



Note: Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

The African American/Black subgroups for Hudsonville, Grandville, Zeeland, Huron Valley, Midland, and Traverse City were too small for those scores to be available.

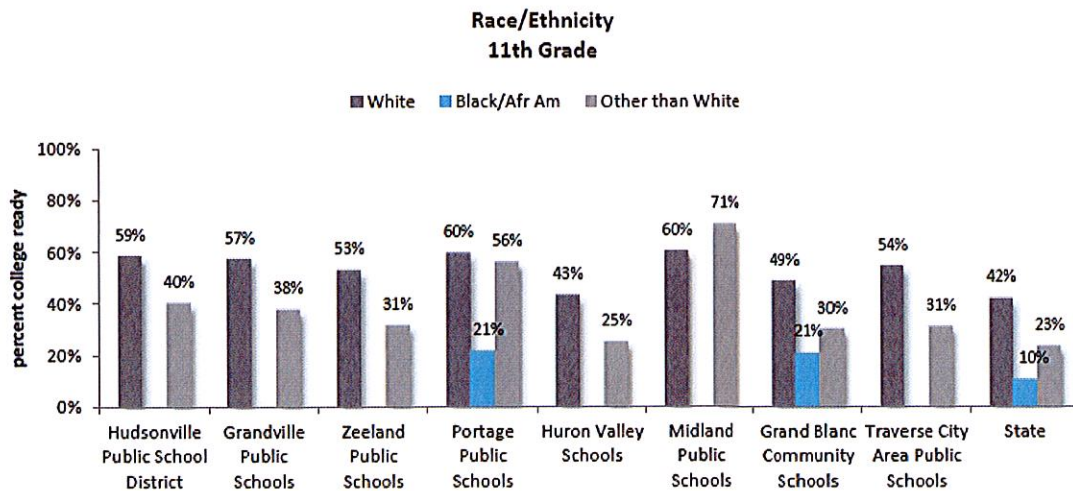
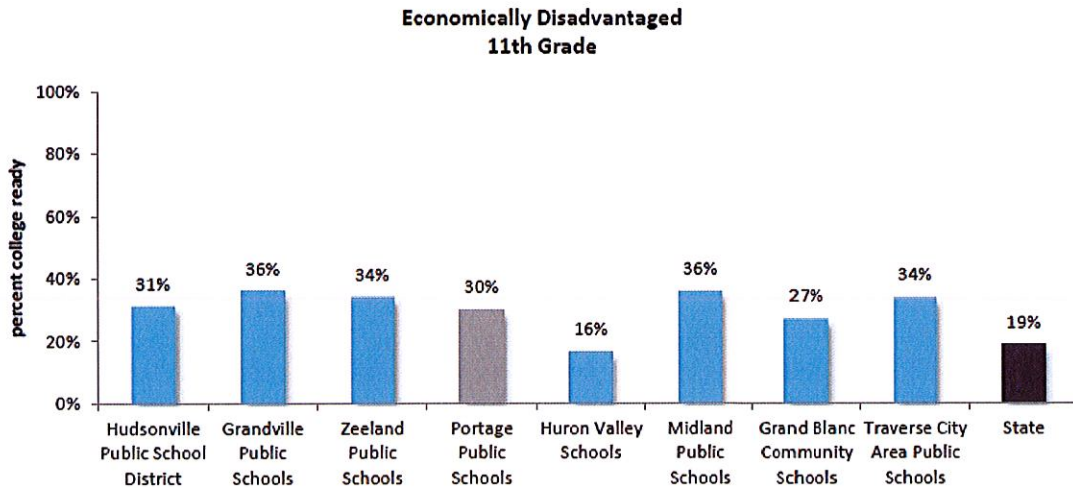
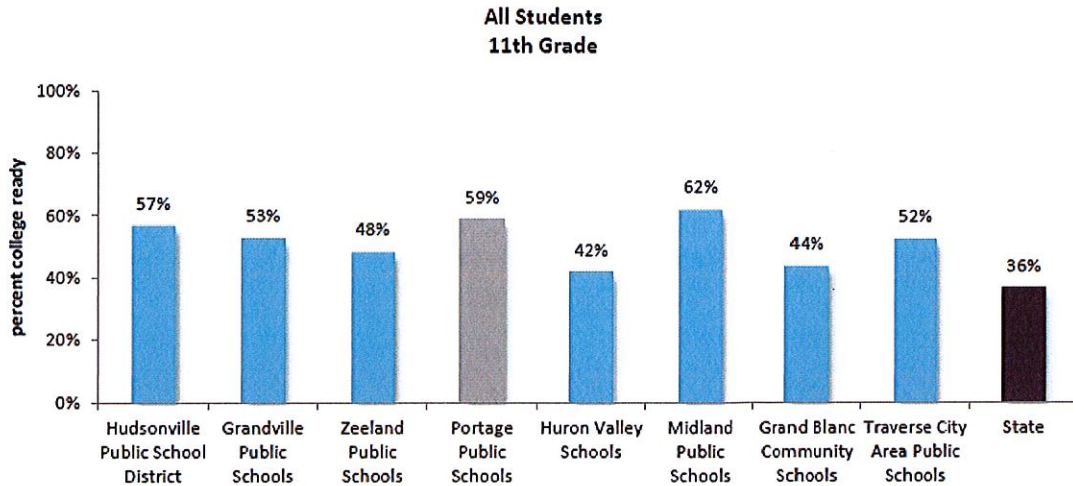
**2019 SAT Evidence Based Reading & Writing**



Note: Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

The African American/Black subgroups for Hudsonville, Grandville, Zeeland, Huron Valley, Midland, and Traverse City were too small for those scores to be available.

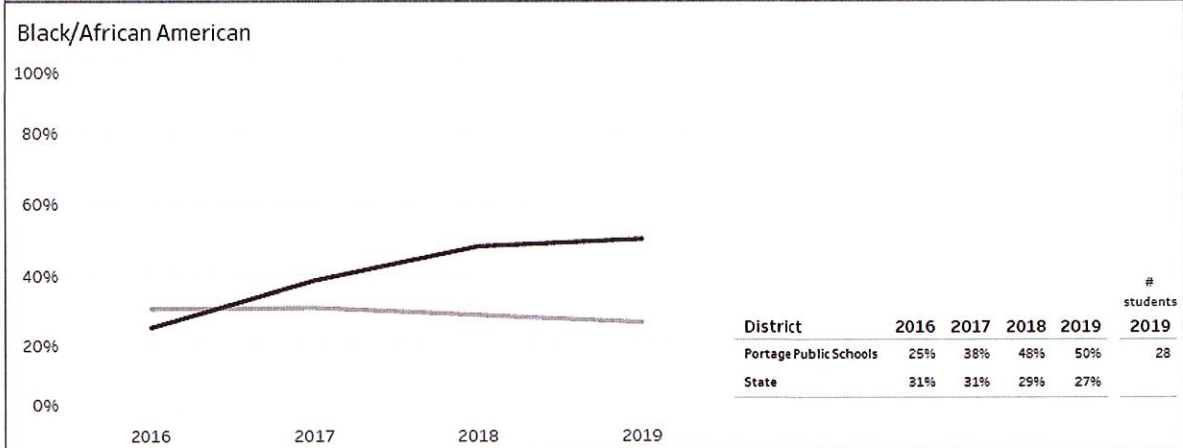
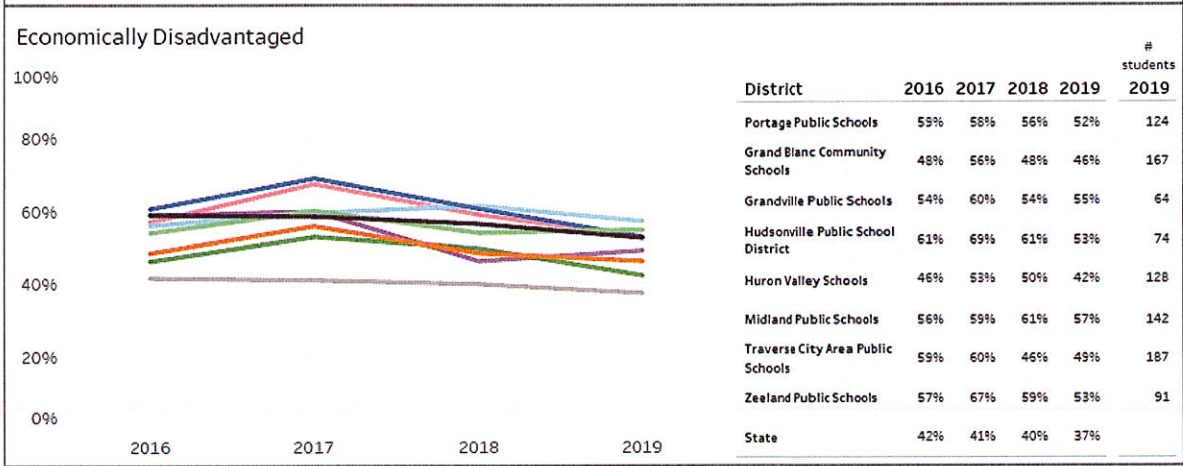
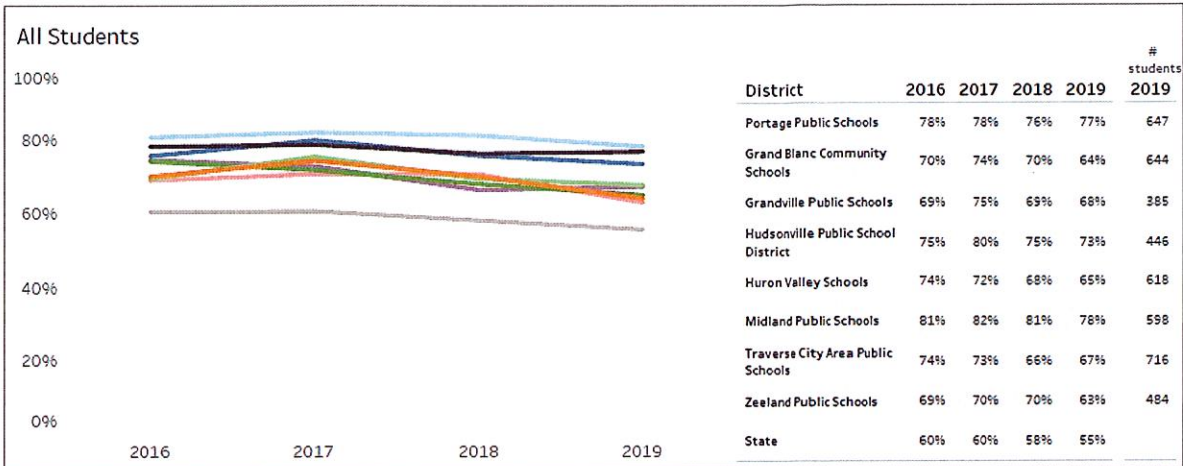
**2019 SAT Mathematics**



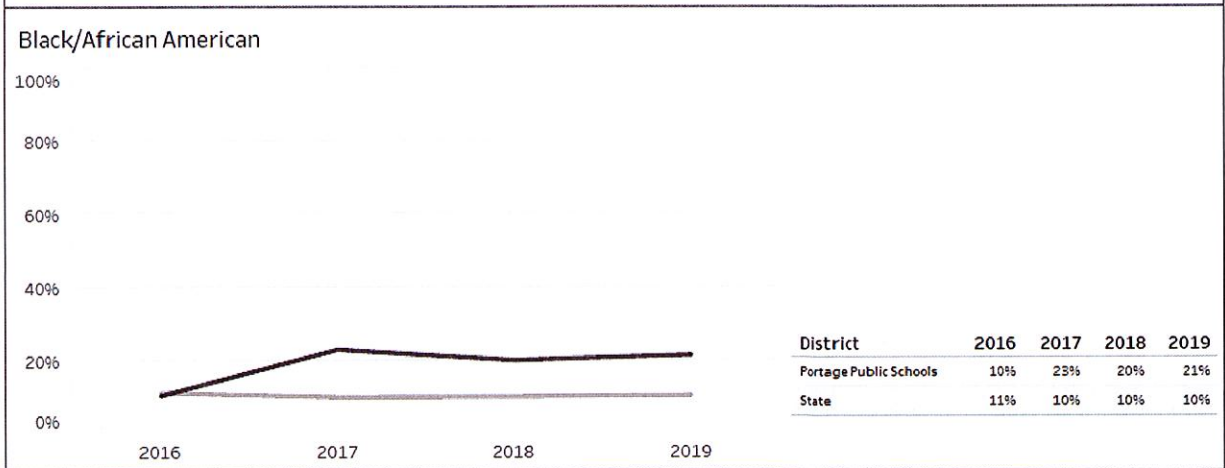
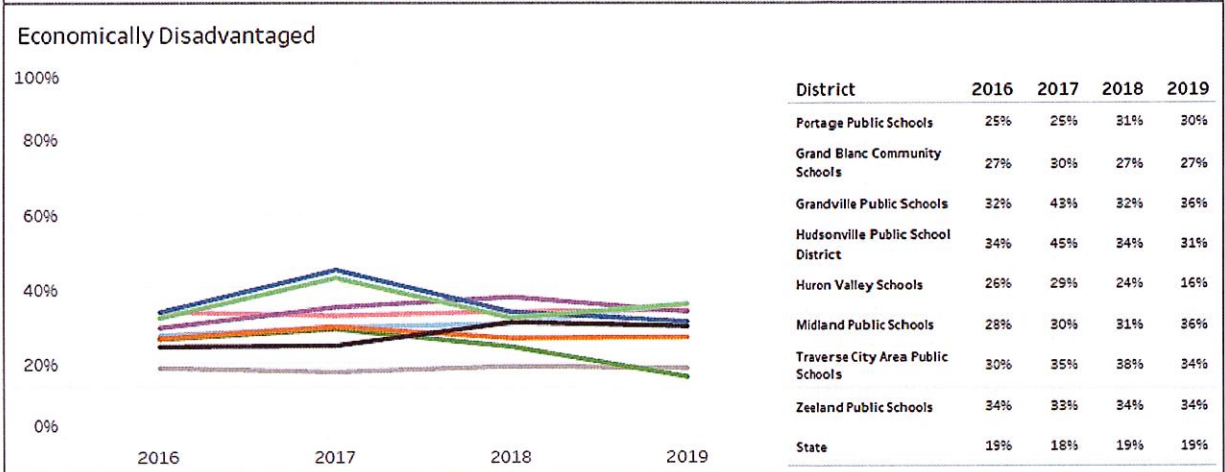
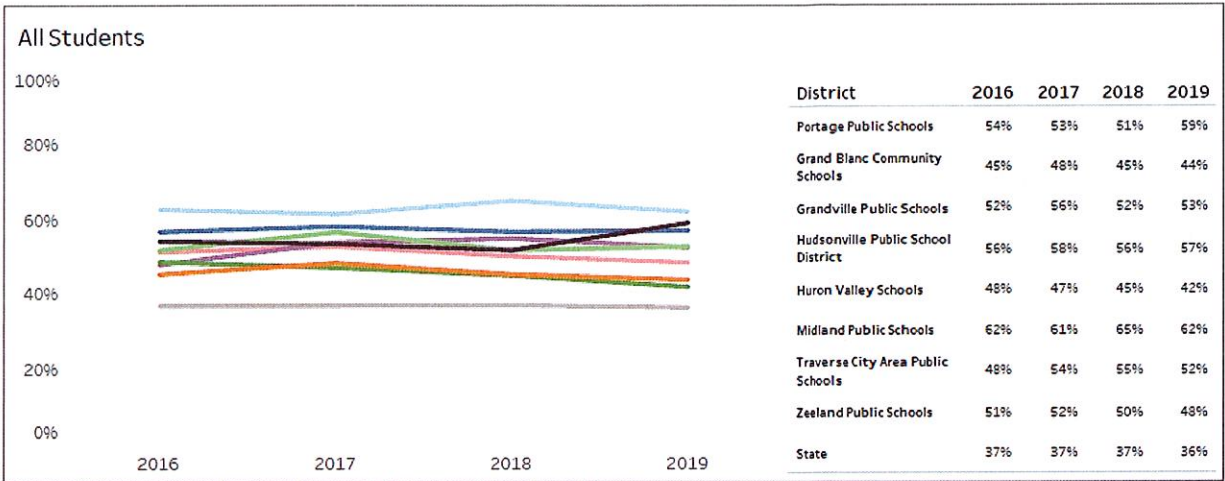
Note: Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

The African American/Black subgroups for Hudsonville, Grandville, Zeeland, Huron Valley, Midland, and Traverse City were too small for those scores to be available.

Evidence Based Reading and Writing  
4 Year Trends: Percent College Ready



**Math**  
4 Year Trends: Percent College Ready



- Portage Public Schools
- Hudsonville Public School District
- Traverse City Area Public Schools
- Grand Blanc Community Schools
- Huron Valley Schools
- Zeeland Public Schools
- Grandville Public Schools
- Midland Public Schools
- State

### **Overview of trends on National Measures**

For All Student SAT measures:

- Looking at our previous year's performance, our average combined score remained close with a slight increase (1090 last year and 1095 this year) and our percent college ready moved upward by 1% in EBRW and by 8% in Mathematics.

For our Economically Disadvantaged students on SAT measures:

- Our overall SAT score for Economically Disadvantaged students declined by 31 points 954 points. Our percentage college ready in EBRW for these students declined 4% and the mathematics score declined 1%.

For our African-American/Black students on SAT measures:

- Our African-American/Black overall average combined score declined from 940 to 909. with a cohort of 28 students (last year 25 students). At the same time, our percentage college ready in EBRW increased by 2% to 50% , and our percent college ready in mathematics increased 1% to 21%.

For our Trending on SAT measures:

- Our trends in both EBRW and mathematics are upward, with an increase of 1% in the EBRW score for all students. The mathematics increase is measurable, with a 8% increase in the performance over last year's students. The economically disadvantaged numbers had a 1% decline in mathematics and a 4% decline in EBRW. The Black/African American numbers improved by small percentages in both Math (+1%) and EBRW (+2%).
- For this year, we have only one comparator district for Black/African-American data.
- Compared to the State trends:
  - PPS is improving against the state trend in EBRW and Mathematics for all students. The state declined 2% in EBRW and 1% in Mathematics, while we increased.
  - For ED students, the state held steady in mathematics and declined 3% in EBRW. We did not improve against the State in ED EBRW, declining 4%. In mathematics, PPS also declined.
  - For Black/ African-American students, we increased in EBRW over the State average by 2% and the State held steady in mathematics while we had a small 1% increase.

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
  
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**VII. Assurance of District Performance**

2. Monitoring Report 2.1, Treatment of Consumers (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.1) Treatment of Consumers

**Global Board Policy**

With respect to interactions with consumers (defined as students, parents and/or legal guardians) or those applying to be consumers, the Superintendent shall not cause or allow conditions, procedures, or decisions which are inequitable, unsafe, undignified or unnecessarily intrusive.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.1, "Treatment of Consumers" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 9, 2019.

  
Signature

10.2.19  
Date

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding eight sections. My interpretations of those sections, the report, and conclusion statements are presented below. There are no changes to my previous interpretation.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **2.1.1 POLICY LANGUAGE**

The Superintendent shall not fail to provide an environment that generates high levels of student engagement and parent satisfaction.

### **Interpretation**

I interpret this to mean:

1. That an instrument is used to collect data about perceived student engagement and parent satisfaction levels.
2. That “high levels” to be the combined “Top 2 Boxes” (strongly agree and agree) as a single measure using the Studer Education Student Engagement and Parent Satisfaction Surveys. Studer characterizes Top Box (strongly agree) as extremely engaged/satisfied and the second box (agree) as highly engaged/satisfied.

Note, the percentage of this “Top 2 Boxes” used to determine whether or not expectations have been met will be determined once three years of data have been collected.

3. That the following data points be used to demonstrate compliance with this policy:
  - Overall District Top 2 Boxes on the Student Engagement Survey
  - Net promotor item on the Student Engagement Survey
  - Overall District Top 2 Boxes on the Parent Satisfaction Survey
  - Two net promotor items on the Parent Satisfaction Survey

Note, some items on the parent and student surveys are “net promotor items” or items that specifically assess willingness to recommend the District to others. Calling out these items helps bring meaning to the big picture.

### **Report**

In the late fall of 2018, the District administered the Studer Education Parent Satisfaction and Student Engagement Surveys. Participating in the surveys were 2,268 parents and 6,685 students.

Both surveys provide students and parents in all schools an opportunity to share their perception of their school or school experience. Survey data are presented by school for staff use as well as aggregated at the District level for higher level use and reporting. The feedback allows building and district leaders to identify gaps in performance that should be addressed, and to recognize the good work that many teachers and staff accomplish every day.

The 2017 survey results provided baseline data for Portage Public Schools. The survey has now be administered twice.

## How do we measure satisfaction levels of parents and engagement levels of students?

### Parent Satisfaction:

- What percentage of parents choose responses in the top two categories?
- What percentage of parents choose top categories in “net promotor” items?

### Student Engagement:

- What percentage of students choose responses in the top two categories?
- What percentage of students choose top categories in “net promotor” items?

### Parent Survey (Participation, Overall Mean, Top Box and Top 2 Percentages)

Parent Survey	2017-18 (N=2721)	2018-19 (N=2268)
Overall Mean	4.08	4.06
Top Box Percentage	38%	38%
Top 2 Percentage	77%	77%

#### What does Top Box mean?

“Top Box Percentage” is the percentage of parents/caregivers/students who select the “Strongly Agree” option indicating that they are *extremely satisfied/engaged*. Research suggests a difference in the loyalty of people who indicate that they are extremely satisfied (i.e., “Strongly Agree”) compared to those who are highly satisfied (i.e., “Agree”) when rating their experience/engagement. In this way, top box scoring provides more focused data to better understand parent satisfaction/student engagement and loyalty.” “Top 2 Percentage” combines the two categories and indicates high levels of satisfaction/engagement.

### Parent Survey (Net Promotor Item Overall Means, Top Box and Top 2 Percentages)

Parent Survey	2017 (N=2721)	2018 (N=2268)
<b>I would recommend this school to other parents</b>	<b>4.30 Mean</b>	<b>4.31</b>
Top Box Percentage	49%	49.3%
Top 2 Percentage	86%	87.4%
<b>I am proud to say I have a child at this school</b>	<b>4.28 Mean</b>	<b>4.28</b>
Top Box Percentage	48%	47.25%
Top 2 Percentage	85%	85.7%

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Student Surveys (Participation, Overall Mean, Top Box and Top 2 Percentages)

<b>Student Survey</b>	<b>2017-18 (N=6605)</b>	<b>2018-19 (N=6685)</b>
Overall Mean	4.07	3.97
Top Box Percentage	46%	41%
Top 2 Percentage	74%	71%

Student Survey (Net Promotor Item Overall Means, Top Box and Top 2 Percentages)

<b>Student Survey</b>	<b>2017-18 (N=6605)</b>	<b>2018-19 (N=6685)</b>
<b>I like going to school each day I would recommend my school to a friend</b>	<b>3.93 Mean</b>	<b>3.82</b>
<b>Top Box Percentage</b>	<b>43%</b>	<b>37%</b>
<b>Top 2 Percentage</b>	<b>70%</b>	<b>66%</b>

To my knowledge there have been no violations of this Policy.

### **Conclusion Statement**

The organization met expectations.

### **2.1.2 POLICY LANGUAGE**

The Superintendent shall not use application forms that elicit information for which there is no clear necessity.

### **Interpretation**

I interpret this to mean that application forms used by the District request only information that is required for that aspect of operations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **Report**

The District uses a wide variety of forms that solicit information. The following are among the ones most frequently used.

- Enrollment Application
- In-District Student Transfer
- Non-Resident Student Transfer
- Out-of-County Student Transfer (105c)
- District Employee Student Transfer (PA227)
- Release from Portage Public Schools
- Transcript Request
- Application for Employment\*\*
- Free/Reduced Lunch Application\*\*
- Facility Reservation
- Enriched for Life Class Enrollment\*

While most of these forms are created by the District, several are outsourced\* or provided by another unit of government\*\*. District forms are reviewed annually to make certain they comply with this Policy and with applicable laws. Some of our forms have been modified to be more customer friendly.

By law and by Policy the District is required to collect, retain, and use information about students and staff. These Policies are shared with appropriate staff to make sure the appropriate information is collected, and safeguarded, as required by law.

To my knowledge there have been no violations of this Policy.

### **Conclusion Statement**

The organization met expectations.

### **2.1.3 POLICY LANGUAGE**

The Superintendent shall not use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material elicited.

### **Interpretation**

I interpret this to mean that electronic and paper-based information about students and staff is not made available to anyone other than for whom the information is intended.

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **Report**

A high percentage of information about students and staff is collected, reviewed, transmitted, and stored electronically. This information is secured in the same manner as intellectual assets as reported in the Monitoring Report for Policy 2.6.6.

Non-electronic information is kept within locked file cabinets in locked rooms.

School offices and counters are designed to maximize privacy while information is collected and reviewed.

Cumulative records are hand-delivered or mailed through the U.S. Postal System.

Operational Policies, including but not limited to (8305, 8310, 8315, 8320 and 8351) along with Administrative Guidelines are in place addressing confidentiality and privacy matters.

All employees (PPS and EduStaff) complete FERPA training and sign a statement that they will follow FERPA.

### **Conclusion Statement**

The organization met expectations.

### **2.1.4 POLICY LANGUAGE**

The Superintendent shall not provide facilities that are inaccessible to all or do not provide for appropriate privacy.

### **Interpretation**

I interpret “facilities” to mean those buildings, athletic fields and other structures that are available for use by students, staff and the community and which fall under accessibility requirements of the Americans with Disabilities Act (ADA).

I interpret “inaccessible” to mean being non-compliant with the Americans with Disabilities Act.

I interpret “appropriate privacy” to mean that restrooms, showers and changing facilities allow users to seclude themselves when necessary and that office space is available to staff to enable conversations to not be overheard by others.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

**Report**

All District buildings meet the ADA standards that were applicable at the time the buildings were built. Renovated facilities which required ADA updates incorporated those upgrades. Any non-compliance is addressed at the time of the renovation. The District relies on the expertise of architects, construction managers and the inspection/approval process to demonstrate compliance. The Maintenance Department maintains verification records of inspections and approvals.

One district pool has limited handicap access. However, we will be phasing out this pool (CMS) as we occupy our two new pools, which are handicap accessible.

Most District restrooms contain toilet partitions and urinal dividers to provide appropriate privacy. Not all shower areas have compartments for individual use and privacy. Additionally, the Student Code of Conduct absolutely prohibits the use of personal electronic devices in all locker rooms and restrooms.

These conditions will continue to improve as the District constructs new middle schools and pools.

Our facilities are evaluated at least annually for any maintenance/repair. Work orders are processed promptly.

**Conclusion Statement**

The organization met expectations.

**2.1.5 POLICY LANGUAGE**

The Superintendent shall not cause consumers to be confused about what may be expected of them by the organization.

**Interpretation**

I interpret this to mean the District is clear about what it expects from students, parents and/or legal guardians.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **Report**

On an annual basis, information provided in Student and Parent Handbooks is reviewed to strengthen clarity and intent based on issues that have arisen, feedback that has been received and to be aligned with District Operational Policies. We strive for uniformity in language where appropriate while allowing for flexibility with age-appropriate language.

Other District communications (District Bulletin, Facebook, Twitter, District website, Annual Report, etc.) are reviewed on an on-going basis to ensure clarity and concise messaging. The District website is routinely reviewed to be user friendly and to contain necessary and appropriate information.

### **Conclusion Statement**

The organization met expectations.

### **2.1.6 POLICY LANGUAGE**

The Superintendent shall not cause consumers to be confused about what may or may not be expected from any service offered by the organization.

### **Interpretation**

I interpret this to mean that the District is clear about what students, parents and/or legal guardians can expect from services provided by the District; the primary services being transportation, food service, special education, curriculum/instruction, child care and enrichment.

### **Report**

Student and Parent Handbooks are reviewed and updated annually to more accurately describe services and what parents can expect from the District.

Our District web site lists key contact information for each of the Departments and services offered by the District. The purpose of each department and services offered are included on each web page and in handbooks.

Applications for the use of District facilities are clear about fees and what services are provided/included.

We continue to streamline our process for granting/denying in-district transfer requests while maintaining attendance area boundaries. Our goal is to be as objective as possible in evaluating and balancing complex parental needs with District priorities.

## Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

A catalogue describing Enrichment Class offerings is mailed to over 52,000 households twice each year providing valuable information about classes, programs and associated fees.

E-mail is frequently used with consumers about interruptions in services such as transportation, school cancellations/delays and other service impacts. Our automated phoning system complements the e-mail system and allows for customization of notices to various groups within the District.

Parent Open Houses, financial aid nights, orientations and other periodic meetings are used to both convey information and communicate information about services.

The District maintains healthy relationships with our consumers through various advisory groups.

- Curriculum Instruction Council – reviews and shares information regarding instructional materials, curriculum changes and class offerings.
- Parent-Teacher Organizations – building level groups used to support student activities and serve as sounding boards for building principals.
- Building the Future of Learning – This multi-pronged approach to designing our new middle schools, pools and stadiums contains an important Advisory Group component that continues to involve staff and community members. These Advisory Groups are being called on as-needed as the building project progresses through completion.

During the 2017/18 school year, the District finalized the Standards of Service Excellence and began the roll-out process to service providers. These standards will serve to provide for more consistent service to those who interact with the school community.

PPS Standards of Service Excellence are:

- Provide service with respect.
- Own the interaction.
- Act with honesty and authenticity.
- Communicate clearly.
- Be part of the team.

### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -10-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **2.1.7 POLICY LANGUAGE**

The Superintendent shall not allow consumers to be uninformed of their protections under this policy or discourage persons who believe they have not been accorded a reasonable interpretation of their protections under this policy from airing a complaint and being heard.

#### **Interpretation**

I interpret this to mean that District Policies and guidelines provide processes for effective handling of complaints.

#### **Report**

The District has Policies and guidelines in place that delineate processes for addressing a wide variety of concerns/complaints. These processes are communicated via Student/Parent Handbooks as well as the District's web site. These include but are not limited to:

- Appeal Process (General)
- Bullying
- Discrimination (Gender, Racial, Disability, etc.)
- Harassment (Sexual, Racial, Disability, etc.)

Most concerns/complaints are addressed/rectified at the appropriate organizational level. When necessary, we have a well-structured chain of command which is used to appeal decisions. I have found that this process has served us well in addressing customer concerns.

#### **Conclusion Statement**

The organization met expectations.

### **2.1.8 POLICY LANGUAGE**

The Superintendent shall not allow or condone discrimination by the District or its staff against students or their families for voicing their opinion in a non-disruptive manner.

#### **Interpretation**

I interpret this to mean that disciplinary measures will be taken against any staff member who discriminates against any student or their family who express their opinion in a respectful, non-disruptive manner.

#### **Report**

No such disciplinary actions have been taken in the past year.

#### **Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
  
  
  
  
  
  
  
  
  
  
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**VII. Assurance of District Performance**

3. Monitoring Report 2.5, Financial Condition and Activities (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.5) Financial Condition and Activities

**Global Board Policy**

With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.5, "Financial Condition and Activities" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 9, 2019.

  
\_\_\_\_\_  
Signature

10.1.19  
\_\_\_\_\_  
Date

Please note that parts of this Policy are monitored by the Board by external reporting through the Districts auditing firm, Rehman Robson in the form of the Annual Audit. The report is expected to be presented to the Board in November 2019.

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding 11 sections. My interpretations of those sections, the report, and conclusion statements are presented below and remain essentially unchanged from the previous report.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.1 POLICY LANGUAGE**

The Superintendent shall not expend more funds than have been received in the fiscal year to date unless the fund balance limitation in 2.5.3 is met.

#### **Interpretation**

I interpret this to mean that the budget presented to the Board for adoption be a balanced budget and that any unassigned fund reserves used to balance the proposed budget will not allow the remaining unassigned fund balance to fall below 7% of expenditures at the conclusion of that fiscal year. (This interpretation has not changed from last year.)

#### **Report**

The 2019/20 budget adopted by the Board includes the planned expenditures of \$0.00 above projected revenues. At the time this monitoring report was updated, the audit for 2018/19 was not final. The estimated unassigned End of Year (June 30) fund balance, including the effect of the actual results from the 2018/19 Audit, is estimated to be \$8,249,000 or 8.52% of expenditures.

The latest External Audit for year ending June 30, 2018 indicates an estimated unassigned fund balance of \$7,831,000 or 8.31% of expenditures.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.2 POLICY LANGUAGE**

The Superintendent shall not indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues.

#### **Interpretation**

I interpret this to mean that the District shall not make financial commitments that cannot be paid to its vendors or other entities in a timely manner – normally within 60 days.

#### **Report**

The Business Office operates on a 30-day payment schedule in order to maintain a positive business reputation and working relationship with vendors. Procedures are in place to investigate and reconcile situations whereby an invoice is received but no verification of approval to pay has been received by the Business Office. The Business Office has the ability to pay all invoices within 60 days.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.3 POLICY LANGUAGE**

The Superintendent shall not allow annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation.)

#### **Interpretation**

I interpret this to mean that any conditions that would cause the General Operating Fund unassigned fund balance to fall below 7% at the end of the fiscal year (June 30<sup>th</sup>) would be brought to the Board's attention and reflected through the budget amendment process, which requires Board approval. The General Fund is the only fund in the District that has unassigned fund balance.

#### **Report**

There are no plans in 2019/20 to reduce the unassigned fund balance to below 7% of expenditures. It is important to maintain a sufficient reserve for cash flow purposes and to allow for unforeseen and emergency expenses. Insufficient reserves could cause the District to have to borrow funds to meet obligations. I am not aware of anytime during the past year when the unassigned fund balance was less than 7%.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.4 POLICY LANGUAGE**

The Superintendent shall not conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances.

#### **Interpretation**

I interpret this to mean that there is no shifting of funds between the various funds to cover expenditures which cannot be paid within a reasonable time (normally 30 days) and keeping in compliance with the fund balance threshold of 7%.

#### **Report**

The June 30, 2018 Audit – the latest completed audit - did not note any deviations.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.5 POLICY LANGUAGE**

The Superintendent shall not allow payroll obligations to be unsettled or untimely.

#### **Interpretation**

I interpret this to mean that Portage Public School payroll will be executed on schedule as per negotiated agreements and individual contracts. Contracts will specify payroll obligations and time lines and are coordinated with the Portage Public Schools' Business Office.

#### **Report**

There have been no disruptions to the payroll schedule. All District employees have been paid according to approved/agreed to schedules.

The District contracts with EduStaff for contracted employees. This third-party contractor is responsible for the payroll schedules of their employees. The District works closely with this vendor to maintain similar payroll expectations.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.6 POLICY LANGUAGE**

The Superintendent shall not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

#### **Interpretation**

I interpret this wording to mean that all payments are made without incurring late payment fees in excess of \$1,000 aggregate amount for any fiscal year; further, reports and other required documents are submitted in accordance with Michigan Department of Education and Federal timelines. Tax payments related to payroll are settled pursuant to state and federal guidelines. This interpretation represents compliance with external requirements and the aggregate amount listed (\$1,000) has minimal impact on our budget.

#### **Report**

There have been no known violations of this provision and none were noted in the Fiscal Year 2018 District Audit. None are expected in the Fiscal Year 2019 District Audit. Late payment fees are rare and miniscule at best.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.7 POLICY LANGUAGE**

The Superintendent shall not make any contractual commitment for equipment, goods, or services in excess of \$100,000. Splitting orders to avoid these limits is not acceptable.

#### **Interpretation**

I interpret this to mean that all purchases for goods, equipment, or contracts for services that bind the District, for amounts greater than \$100,000 be brought to the Board for approval; further, purchases involving a like product from the same vendor will not be split to avoid approval by the Board.

#### **Report**

There have been no known violations of this provision and none were noted in the Fiscal Year 2018 District Audit. None are expected in the Fiscal Year 2019 District Audit.

Executive Limitation 2.6.5 dovetails with this provision in that purchases in excess of \$100,000 receive substantial administrative review and are tracked by the Business Office to detect any splitting of orders.

Several major contracts and expenditures exceeding \$100,000 were approved by the Board this past year, coming from both the General Fund and Bond Funds.

Of the nearly twelve (19) contracts awarded through Bond Funds, fourteen (14) exceeded \$100,000. Additional expenditures above this amount from Bond Funds were approved by the Board for Chromebooks, bus purchases, desktop computers, switches, parking lots, pool, building demolition, and music risers.

General Fund expenditures above \$100,000 were approved by the Board for Grand Rapids Building Services Contract.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.8 POLICY LANGUAGE**

The Superintendent shall not acquire, encumber or dispose of real property.

#### **Interpretation**

I interpret this to mean that the Superintendent shall not purchase, agree to purchase, or sell any real property belonging to Portage Public Schools without Board approval. I interpret real property to be any land, building or structure. Any long-term lease or requests for easement will be brought to the Board for approval.

#### **Report**

No real property was sold by the District during the past year.

The District allows West Portage Little League (WPLL) the use of District-owned property at 12<sup>th</sup> Street Elementary. The District has an agreement with the WPLL that governs the use of this property. Easements to the City of Portage were granted by the Board in several locations as a result of various bond projects.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.9 POLICY LANGUAGE**

The Superintendent shall not allow receivables to go uncollected beyond a reasonable period of time without aggressively pursuing their collection.

#### **Interpretation**

I interpret this to mean that the District will aggressively pursue uncollected revenue in a reasonable and timely manner.

#### **Report**

The major sources of receivables are from other units of government (KRESA, LEA's) for services provided through collaborative agreements. The District also bills for transportation services for non-school groups, facility rental, and other support services that may be requested from time to time.

The District also closely monitors timely payments for Curious Kids fees and lunch payments for students. These are handled primarily at the building/program level. The number of insufficient funds incidents has remained low.

The District has not found it necessary to use a collection agency or small claims court to collect revenues.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

**Conclusion Statement**

The organization met expectations.

**2.5.10 POLICY LANGUAGE**

The Superintendent shall not commit expenditures from a flexible fund to cover expenses in a more restricted fund.

**Interpretation**

I interpret this to mean that of the three District funds: General, Building and Site Sinking, and Bond Construction, the General Fund is the least restrictive, whereas the other two have restrictions as approved by District voters. General Fund revenues should not be used if revenues from the other two funds can be charged.

**Report**

There have been no known violations of this provision. None were noted in the Fiscal Year 2018 District Audit, and none are expected in the Fiscal Year 2019 District Audit.

**Conclusion Statement**

The organization met expectations.

**2.5.11 POLICY LANGUAGE**

The Superintendent shall not make any adjustment to the salary or length of any administrator contract, or the addition of new or additional benefit programs, without prior approval by the Board of Education of these parameters for the administrative group in total.

**Interpretation**

I interpret this to mean that:

- a) Board approval is required to adjust the salary, length, or new or additional benefits of any Administrator's contract;
- b) The length of Administrator contracts will be specified in the recommendation being made to the Board; and,
- c) The data pertaining to proposed increases in salary will be presented in aggregate for the total Administrative group.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

**Report**

At the June 24, 2019 Regular Business Meeting of the Portage Public Schools' Board of Education, the Board approved contract extensions adjustments for District Administrators. Contract extensions not to extend beyond June 30, 2021 were approved. As part of the budget approval process, the Board approved an increase to the aggregate amount paid to this group. Contracts reflecting these changes have been issued.

The Board also approved individual contracts for the following positions which were not included in the above-mentioned approval:

- Tama Salisbury, Central High School Assistant Principal

**Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
  
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**VII. Assurance of District Performance**

4. Monitoring Report 2.8, Conflict of Interest (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.8) Conflict of Interest

**Global Board Policy**

The Superintendent shall not engage in or allow any practices which result in a conflict of interest detrimental to the interests of the organization.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.8, "Conflict of Interest" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 9, 2019.

  
\_\_\_\_\_  
Signature

9.23.19  
\_\_\_\_\_  
Date

**Interpretation**

I submit that the Boards' Policy is comprehensively interpreted in the succeeding sections. My interpretations of those sections, the report and conclusion statements are presented below and are unchanged from the previous report.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

### **2.8.1 POLICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business, including hiring and employment, with any organization or individual in which she or he has a direct business, financial, familial or personal interest.

#### **Interpretation**

I interpret this to mean that I will disclose to the Board of Education, prior to approval, any employment contract or contract for services, products or materials in which I or an immediate family member stands to gain financially or personally from such contract.

#### **Report**

As reported in the Monitoring Report for Policy 2.6.5, a conscious effort is made by the Business Office staff and Executive Leadership Team to determine if a conflict of interest exists, including conflicts involving the Superintendent. All purchases are scrutinized and those above \$100,000 require Board approval.

No violations of this provision have occurred. I do not have a direct business or financial interest in any organizations or with individuals who do business with Portage Public Schools.

#### **Conclusion Statement**

The organization met expectations.

### **2.8.2 POLICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business with any organization with which or individual with whom she or he has a substantial and direct affiliation, except for those affiliations which arise as a representative of Portage Public Schools.

#### **Interpretation**

I interpret this to mean that I would disclose to the Board any substantial and direct affiliations I might have with any organization or individual with whom the District conducts business or intends to conduct business. Further, I interpret substantial and direct affiliations to mean that I would be a director, trustee, officer or employee of the organization or have an unofficial role such as significant donor, volunteer, advocate or advisor.

#### **Report**

I do not have a substantial and direct affiliation with any individual or organization that does business with Portage Public Schools.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

### **2.8.3 POLICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business, with or without a formal contract, in which he or she stands to receive more than a nominal direct personal benefit in the manner of a gift, promotional award, or similar offering.

#### **Interpretation**

I interpret “nominal direct personal benefit” to mean a gift, service, award or activity that deviates significantly from benefits offered and enjoyed by other Superintendents in the State of Michigan.

#### **Report**

The State of Michigan has not established limits for K-12 superintendents for what could be considered a personal benefit. Other than the occasional lunch/dinner invitation and/or attendance at an athletic/social event or function for which fees are paid, I receive no other personal benefit. This, based on observations and conversations with my peers, appears to be customary practice.

#### **Conclusion Statement**

The organization met expectations.

### **2.8.4 POICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business, with or without a formal contract, in which he or she stands to receive a personal payment of any amount.

#### **Interpretation**

I interpret “personal payment of any amount” to mean any compensation received through cash, check, stock, bonds or other vehicle that transfers funds to me.

#### **Report**

I have received no such payments.

#### **Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
  
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Bus Safety Week Proclamation (GP 3.1.3.A)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Bus Safety Week Proclamation, as presented.**

**PROCLAMATION  
SCHOOL BUS SAFETY WEEK  
October 21-25, 2019**

**WHEREAS,** It is with great respect for the accomplishments of Portage’s professional school bus drivers, mechanics, office staff, and manager that we commemorate October 21-25, 2019 as School Bus Safety Week. During this special observance, we encourage all citizens to recognize the dedication and skill of school transportation employees; and

**WHEREAS,** Each day, over 5,000 Portage students ride on 67 school buses, traveling over 731,000 miles annually. Driving so many miles, coordinating the countless routes, and supervising the dozens of students on each vehicle requires an outstanding effort. Fortunately we have exemplary professionals who have devoted their careers to transporting our children safely; and

**WHEREAS,** Our fleet and staff have a proud tradition of excellence during annual safety inspections by the Michigan State Police Motor Carrier Inspectors; and

**WHEREAS,** On behalf of our young people, it is a pleasure to commend the women and men who accept and meet the challenge of school transportation. The observance of School Bus Safety Week is a welcome opportunity to thank these patient, skilled, and caring public servants. Those involved in this pursuit should be very proud of their contribution to education; and

**WHEREAS,** This special week serves as a fitting time to urge all drivers to become more aware of school bus safety regulations. Serious injuries and deaths occur when motorists fail to stop for school buses. Now that the school year has begun, we remind drivers to be cautious and attentive around school buses. It is also an appropriate time to ask students to listen to their bus drivers and pay close attention to bus safety rules; now, therefore be it

**RESOLVED BY THE BOARD OF EDUCATION,** That we proudly commemorate October 21-25, 2019 as School Bus Safety Week, and we commend everyone who has contributed to the successful operation of our school buses. We also encourage all citizens to drive carefully and to be alert around school buses. By working together, we can make this the safest school year ever.

Proclaimed this 14th day of October, 2019  
Portage Public Schools Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**IX. Action Items**

2. Red Ribbon Week Proclamation (GP 3.1.3.A)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Red Ribbon Week Proclamation, as presented.**



**PROCLAMATION  
RED RIBBON WEEK  
October 23-31, 2019**

**WHEREAS,** tobacco, alcohol, prescription drug abuse and other drug usage among young people is a serious concern; and

**WHEREAS,** it is imperative that a visible and unified effort of education and prevention be continued to reduce the demand for drugs; and

**WHEREAS,** children of parents who talk to their teens about drugs are 42% less likely to use drugs than those who don't; and

**WHEREAS,** Portage Public Schools works in partnership with the Portage Department of Public Safety to offer Red Med boxes for the safe disposal of unwanted prescription medication to reduce access to prescription drug abuse; and

**WHEREAS,** the National Federation of Parents for Drug-Free Youth, the Kalamazoo County Substance Abuse Task Force, and the Portage Public Schools are supporting the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and

**WHEREAS,** the National Red Ribbon Campaign will be celebrated in communities throughout America during "**Red Ribbon Week**", October 23-31, 2019; and

**WHEREAS,** business, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams, and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Portage Public Schools does hereby proclaim October 23-31, 2019 as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community through education about the dangers of drug abuse, and by setting a good example.

**BE IT FURTHER RESOLVED,** that the Board of Education of the Portage Public Schools encourages all citizens to pledge: **Send a Message. Stay Drug Free.**

Proclaimed this 14th day of October, 2019  
Portage Public Schools Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. Proposed Policy Revisions (BL 0131.1)
  - a. Bylaw 0142.7 - Orientation

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.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. Proposed Policy Revisions (BL 0131.1)
  - b. Bylaw 0166 - Agenda

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.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. Proposed Policy Revisions (BL 0131.1)
  - c. Bylaw 0167.7 – Remote Participation at Board Meetings

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.

DRAFT

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
ADMINISTRATION BUILDING – CONFERENCE RM #1  
OCTOBER 14, 2019, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

2. Attendance at NSBA 2020 Annual Conference (BL 0175.1)

**Conference Information**

- Saturday, April 4 – Monday, April 6, 2020 in Chicago (April 3 – preconference workshops)
- Early registration and housing opens October 30, 2019
- Visit NSBA website - <https://www.nsba.org>