

**PORTAGE PUBLIC SCHOOLS
 BOARD OF EDUCATION
 REGULAR BUSINESS MEETING
 PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
 PORTAGE, MI 49002
 FEBRUARY 24, 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
CENTRAL HIGH SCHOOL – COMMUNITY ROOM #1136
FEBRUARY 24, 2020, 6:30 P.M.**

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II. Revisions/Approval of Agenda

Recommended Motion:

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

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

	Seven months ended January 31, 2020				Seven months ended January 31, 2019			
	Initial Budget 2019-2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2018- 2019	% of total	Year-to-date activity	% of budget
Revenue:								
Local	18,716,722	19%	16,392,071	88%	18,649,329	19%	15,804,643	85%
State	68,619,273	71%	25,429,544	37%	67,920,621	70%	24,495,025	36%
Federal	1,156,445	1%	450,558	39%	1,485,541	2%	419,994	28%
Local payments-other districts	8,068,616	8%	4,561,772	57%	8,320,933	9%	2,185,131	26%
Other/Transfers in	<u>233,000</u>	0%	<u>4,986</u>	2%	<u>261,464</u>	0%	<u>31,660</u>	12%
Total Revenue	96,794,056	100%	46,838,931	48%	96,637,888	100%	42,936,453	44%
Expenditures:								
Instruction								
Basic Programs	50,808,114	52%	23,114,850	45%	50,486,873	52%	22,407,556	44%
Added Needs	<u>8,543,161</u>	9%	<u>3,749,789</u>	44%	<u>8,412,369</u>	9%	<u>3,584,442</u>	43%
Total Instruction	59,351,275	61%	26,864,639	45%	58,899,242	61%	25,991,998	44%
Supporting Services								
Pupil Support	6,736,255	7%	3,085,429	46%	6,604,797	7%	2,845,252	43%
Instructional Staff	4,888,849	5%	2,620,037	54%	5,174,503	5%	2,658,653	51%
General Administration	730,258	1%	449,555	62%	735,952	1%	442,081	60%
School Administration	5,147,123	5%	2,616,207	51%	5,264,287	5%	2,509,509	48%
Business	1,026,488	1%	618,462	60%	1,007,042	1%	618,212	61%
Operations and Maintenance	8,486,664	9%	4,969,555	59%	8,873,719	9%	4,557,597	51%
Transportation	3,498,357	4%	1,620,876	46%	3,446,946	4%	1,772,354	51%
Central Support Services	2,499,698	3%	1,739,257	70%	2,498,168	3%	1,620,281	65%
Other Support Services	1,474,831	2%	974,605	66%	1,755,373	2%	926,882	53%
Community Services	412,688	0%	236,536	57%	412,313	0%	232,659	56%
Childcare Services	<u>2,352,296</u>	2%	<u>1,258,602</u>	54%	<u>2,389,439</u>	2%	<u>1,350,195</u>	57%
Total Supporting Services	37,253,507	38%	20,189,121	54%	38,162,539	39%	19,533,675	51%
Other Financing Uses/Capital Outlay	<u>189,274</u>	0%	<u>105,046</u>	55%	<u>275,267</u>	0%	<u>93,024</u>	34%
Total Expenditures	96,794,056	100%	47,158,806	49%	97,337,048	100%	45,618,697	47%
Excess (deficiency) of revenues over expenditures	-		(319,875)		(699,160)		(2,682,244)	

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

	Seven months ended January 31, 2020				Seven months ended January 31, 2019			
	Initial 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	48,209,775	50%	21,707,994	45%	47,716,908	49%	21,197,847	44%
Benefits	<u>32,334,257</u>	33%	<u>15,568,978</u>	48%	<u>31,582,034</u>	32%	<u>14,799,466</u>	47%
Total Salaries and Benefits	80,544,032	83%	37,276,972	46%	79,298,942	81%	35,997,313	45%
Purchased Services	10,067,321	10%	6,163,284	61%	10,892,059	11%	5,999,467	55%
Supplies	4,984,451	5%	2,833,363	57%	5,724,862	6%	3,139,936	55%
Capital outlay/Other	<u>1,198,252</u>	1%	<u>885,187</u>	74%	<u>1,421,184</u>	1%	<u>481,981</u>	34%
Total Expenditures	96,794,056	100%	47,158,806	49%	97,337,047	100%	45,618,697	47%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL – COMMUNITY ROOM #1136
FEBRUARY 24, 2020, 6:30 P.M.**

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VI. Consent Agenda

1. Approval of Minutes
 - a. January 27, 2020 Regular Business Meeting
 - b. February 10, 2020 Policy Governance Retreat & Committee of the Whole Work Session
 - c. February 17, 2020 Special Meeting

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

January 27, 2020

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, January 27, 2020, was called to order at 6:30 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, and Joanne Willson (Mrs. Willson participated via speakerphone.)

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Droppers, seconded by Dr. Shelton-Harris, 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 a bond construction update. At Central Middle School, finish work continues and planning work is underway for the move into the new building. At West Middle School, Phase I gym finish work is nearing completion, Phase III punch list work and Phase IV mechanical/electrical/plumbing/masonry work is happening. At North Middle School, punch list work continues along with panel installation. At Northern AEF, precast plank work for spectator seating is complete; masonry work continues along with underground mechanical/electrical/plumbing work.

Change Order Summary / Bond Budget Update

Mr. Ron Herron provided a brief bond budget update for work committed through Bond Change Order #25, noting there were no changes in variances.

Mr. Dan Rathburn, OAK Project Manager, detailed work committed through Bond Change Order #25 and detailed Change Orders by Construction Change Directives for North Middle School, Central AEF, Central Middle School, Northern AEF, and West Middle School. Mr. Rathburn and Mr. Herron addressed questions from Trustees.

Financial Report

Ms. Paula Johnson, Director of Finance, detailed the General Fund Budget Progress Report by Function and the General Fund Budget Progress Report by Object for the six-month period ending December 31, 2019 compared to the six-month period ending December 31, 2018 and responded to questions from board members. Ms. Johnson added her office is working on budget amendments, which will come to the Board in February, and Governor Whitmer will present her State of the State address this Wednesday evening at 7:00 p.m. Ms. Johnson responded to questions from the Board.

HGD Report

Mr. Mike Huber, Director of Curriculum, provided a report on Human Growth & Development for the two-year period 2017-2019. The report covered, changes to the HGD curriculum, Michigan Profile for Healthy Youth (MiPHY) survey data, and next steps.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There was no public comment. Mr. Van Antwerp opened the floor to Trustee comments.

Mr. Snyder commented on the potential length of tonight's meeting.

Mr. Van Antwerp invited Trustees to view the quilt on display in the Administration Building, which was made by kindergarten students. Mr. Van Antwerp reminder Trustees of the February 10, 2020 Policy Governance Retreat and reviewed potential agenda topics.

CONSENT AGENDA

President Van Antwerp presented Consent Agenda items for approval by the Board of Education: to approve the January 13, 2020 Special Meeting and the Organizational Meeting/Committee of the Whole Work Session; approve the Portage Central High School's Orchestra student trip to Toronto, Canada scheduled for June 12-15, 2020 as presented. In addition, to approve the following items – all to be drawn from Bond Fund #1: the purchase and installation of security cameras from Presidio of Grand Rapids, MI, in a base amount of \$86,274.86; award a contract to Parkway Electric of Holland, MI for the purchase and installation of classroom audio/visual systems in a base amount of \$118,865; the purchase of 755 Chromebooks from Inacomp TSG of Southfield, MI in an amount not-to-exceed \$151,762.55; and the purchase of 29 Aver Chromebook Carts from CDWG of Chicago, IL in an amount not-to-exceed \$31,378.

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

With no further business to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT AND
COMMITTEE OF THE WHOLE WORK SESSION**

February 10, 2020

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, February 10, 2020, was called to order at 4:00 p.m. by President Van Antwerp in the Learning Lab 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, Michael Pascoe, Mike Huber, Jeanine Mattson-Gearhart, Anne Gordon

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments provided.

DISCUSSION ITEMS

Mr. Goscenski facilitated this portion of the meeting. Discussed: Leading with Equity, timeline/process regarding elementary facilities and a potential community survey, an owner linkage survey and realtor meeting, Ends policy, and Bylaw 0144.1.

The Policy Governance Retreat adjourned at 6:20 p.m.

COMMITTEE OF THE WHOLE WORK SESSION

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, February 10, 2020, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage. He welcomed the audience and the Pledge of Allegiance was recited.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There was no public comment. The floor was opened to Trustee comments.

Mrs. Novaria shared positive comments regarding Portage Central High's production of Mamma Mia!

Mr. Droppers recognized Portage Northern graduate, Nick Keizer, as a player for the Kansas City Chiefs, the winner of the 2020 Super Bowl.

Mr. Rathburn thanked the Board and Administration for good dialogue at this afternoon's Policy Governance Retreat.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.4, Ends

Superintendent Bielang briefly highlighted areas of his report that were updated since it was last provided in 2019 and responded to questions and comments from Trustees.

Motion offered by Mrs. Novaria, seconded by Mr. Droppers, that the Board of Education accept the Monitoring Report on 1.4, Ends, as a reasonable interpretation and evidence of compliance with policy.

The motion carried unanimously.

Monitoring Report 2.4, Financial Planning-Budget

Motion offered by Mr. Droppers, seconded by Dr. Shelton-Harris, that the Board of Education accept the Monitoring Report on 2.4, Financial Planning-Budget, as a reasonable interpretation and evidence of compliance with policy.

Per Superintendent Bielang, the interpretation remains the same. The few changes made in the report reflect updates to figures.

The motion carried unanimously.

ACTION ITEMS

CMS Media Center Shelving

Mr. Bielang reviewed the background information and recommendation to purchase shelving and ancillary items for Central Middle School. Mr. Bielang responded to questions from board members.

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve, as presented, the purchase of Media Center shelving for Central Middle School from Demco, a purchase cost of \$57,316.61, the funds for which will come from the 2019 Bond Fund #1, Furniture, Fixtures and Equipment budget.

The motion carried unanimously.

CHS Track Equipment

Mr. Bielang shared the background information and reviewed the recommendation to purchase track and field equipment for Central High School, as part of the overall Central AEF project. Mr. Bielang addressed questions from Trustees.

Motion offered by Mr. Droppers, seconded by Dr. Shelton-Harris, that the Board of Education approve as presented, the purchase of track and field equipment from MFAC LLC in the amount of \$28,875.00, the funds for which will come from the 2019 Bond Fund #2.

The motion carried unanimously.

DISCUSSION ITEMS

2019-20 Budget Amendment

Ms. Paula Johnson, Director of Finance, presented the 2019-20 budget amendment, which covered budget factors, enrollment, expenditures, and the fund balance. Ms. Johnson addressed questions from Trustees.

Ms. Johnson informed Trustees the State of Michigan has started work on their 2020-21 budget. The Governor's preliminary proposal calls for an increase to the foundation allowance. Under a new law, the state must pass the budget by July 1.

Elementary Feasibility Study Update

Mr. Bob McGraw of C2AE, provided an update on the elementary feasibility study. Mr. McGraw briefly reviewed the option scenarios previously discussed and went on to provide an update. The presentation covered information by option scenario - preliminary timelines, impact to school boundaries, impact to programs/staffing, and preliminary estimated project cost. That information was considered in the next step that Mr. McGraw reviewed – the pros/cons of each scenario to determine which scenario options are better than others. This was shown in a diagram, which also revealed which options to consider eliminating. Of the remaining options considered to be viable, the pros/cons of each were detailed. Mr. McGraw responded to questions from the Board and discussion followed. Following the presentation a worksheet was provided to board members as a tool for their use to narrow the scenario options further for comparison and further discussion at their February 17, 2020 special meeting.

With no further business to come before the Board, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL – COMMUNITY ROOM #1136
FEBRUARY 24, 2020, 6:30 P.M.**

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IX. Action Items

1. 2019-20 Budget Amendment (OP 6231)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the Budget Amendment Resolution to the General Appropriations Act (General Fund) for the 2019/20 year, as presented.



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : February 10, 2020
Subj : General Fund Budget Amendment #1 Resolution for 2019/20

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2019/20 year at the February 24, 2020 Board meeting.

Background Information

This amendment to the District's operating fund represents the first of two planned revisions during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board and community as new and improved information becomes available.

The modifications incorporated in this document are the result of a number of factors that we have previously discussed:

1. Estimate changes due to information available from our 2018/19 audit which increased the District's fund balance by \$988,218. (Projected to be (\$699,166), actual was \$289,052). Other revisions come from a detailed account analysis of budget to actual during the last school year.
2. Changes in budgets necessitated by actual enrollments, actual staffing, and program adjustments. The preliminary budget was built on a flat enrollment of 8,861 students. After the October count the District's blended enrollment is 8,912. Enrollment is up due to a change in the KAMSE reporting between districts resulting in an increase in enrollment of 48 FTE. Net enrollment after subtracting the KAMSE FTE is 8,864.
3. Information received after the budget was adopted in June, 2019.

Typically the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our fall membership count for a new blended membership count. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 24 is provided at the functional level.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar to you from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. After the amendment, unassigned fund balance stands at 8.41% from 8.6% at 6/30/2019. This allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of (\$333,095) for the year, as compared to (\$0) which was adopted in June and reflects a negative difference of (\$333,095). The largest portions of the net change are identified as follows:

Revisions	Amount
Revenues:	(rounded)
Local: Change in property tax collection based on increase in taxable value. K/RESA enhancement millage and SE millage updated.	\$1,103,000
State: Overall net increase in the foundation grant above the estimate used at preliminary. Increase in FTE due to the change in KAMSE reporting with Kalamazoo Public Schools. MPSERS 147c retirement categorical increase and the addition of a new State aid categorical for special education, 51f.	\$1,536,000
Federal: Title 1, Title II, Title III & Title IV grants all adjusted to award.	\$180,000
Incoming Transfers & Other Transactions: Reduction in the indirect transfer from food service to reflect actual trend and a reduction in sale of school property.	(\$38,000)
Revenue Subtotal -	\$2,781,000
 Expenditures:	
Salaries for all groups have been adjusted since the preliminary adoption to change in staffing.	\$829,000
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections at known rates after applying any hard caps. Corresponding FICA and retirement benefit costs have also been updated. This also includes an increase in the UAAL rate based on the revenue received through State aid	\$705,000
Purchased services costs have increased due to several factors: KAMSE costs have increased due to a change in how FTE is claimed between the districts. Gas and electric costs were updated districtwide to align with previous year actual. Salary increases have been included for contracted staff.	\$1,122,000
Supply costs and debt service payments were revised. Changes are reflective of the buildings using carry-over funds from last year and adjustments based on Fall enrollment. Capital Outlay was adjusted to reflect buildings using carry-over funds from last year as well as adjustments for additional capital outlay purchases approved since preliminary budget adoption.	\$458,000
Expense Subtotal -	<u>(3,114,000)</u>
Total revisions accounted for in these items	<u>(\$333,000)</u>

For the County Wide Special Education Millage funds, although K/RESA submitted a revised budget to the District where all costs would be reimbursed, the district only receives 90% of the estimated allocation in the current year, with the estimated 10% balance remitted to districts in the subsequent year after all actual costs are determined.

The Governor is expected to release the Executive budget recommendation by February for the State's 2020/21 fiscal year. This will provide us information as we begin preparation of the 2020/21 school year budget.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	Actual 2018/19	Adopted Budget 2019/20	Amended Budget #1 2019/20
Total Fund Balance, Beginning of Year, July 1	9,049,772	8,350,611	9,338,824
REVENUES:			
Local Sources	26,469,686	26,642,024	27,745,350
State Sources	67,965,143	68,619,273	70,155,549
Federal Sources	1,232,424	1,156,445	1,336,542
Incoming Transfers and Other Transactions	279,198	376,313	338,257
Total Revenues and Other Transactions	95,946,451	96,794,055	99,575,698
Total Available to Appropriate	104,996,223	105,144,666	108,914,522

Be it further resolved that \$99,908,793 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	50,049,986	50,793,391	52,368,212
Added Needs	8,100,970	8,543,161	8,695,880
Total Instruction	58,150,956	59,336,552	61,064,092
Supporting Services:			
Pupil	6,691,206	6,737,063	7,102,827
Instructional Staff	4,951,216	4,903,572	5,220,692
General Administration	685,807	730,258	771,889
School Administration	5,182,028	5,147,123	5,275,771
Business Services	986,423	1,026,487	1,023,605
Operations and Maintenance	8,538,324	8,489,664	8,751,692
Transportation	3,265,797	3,498,357	3,373,026
Central Services	2,379,069	2,499,698	2,635,087
Athletics	1,695,844	1,474,831	1,668,465
Total Supporting Services	34,375,714	34,507,053	35,823,054
Community Services	2,855,504	2,764,984	2,836,181
Other Financing Use - Debt Service	275,225	185,466	185,466
Total Expenditure Appropriation	95,657,399	96,794,055	99,908,793
Excess (Deficit) of Revenues over Expenditures	289,052	0	(333,095)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	18 \$ 9,338,824	\$ 8,350,611	\$ 9,005,729

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2019/20 AMENDED BUDGET #1**

Be it further resolved that no board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS
2019/20 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2018/19</u>	<u>Adopted Budget 2019/20</u>	<u>Amended Budget #1 2019/20</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	80,805,477	81,999,004	83,796,149	1,797,145
Program Related	15,140,974	14,795,051	15,779,549	984,498
Total Revenues	<u>95,946,451</u>	<u>96,794,055</u>	<u>99,575,698</u>	<u>2,781,643</u>
Expenditures				
Salaries	47,409,006	48,209,775	49,038,818	829,043
Fringe Benefits:				
FICA **	3,392,733	3,700,259	3,769,702	69,443
Retirement **	18,487,182	19,069,432	19,441,556	372,124
Health Insurance	7,712,984	8,013,815	8,298,544	284,729
Dental Insurance	616,068	635,403	613,453	(21,950)
Vision Insurance	122,485	140,127	148,234	8,107
Long-Term Disability	115,529	115,707	137,980	22,273
Life Insurance	31,071	31,389	33,361	1,972
Other Fringe Benefits	760,400	628,125	597,111	(31,014)
Total Fringe Benefits	<u>31,238,452</u>	<u>32,334,257</u>	<u>33,039,941</u>	<u>705,684</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	11,584,392	10,951,054	12,073,201	1,122,147
Supplies, Materials, Other	5,023,770	4,827,446	5,372,845	545,399
Capital Outlay	378,397	286,057	361,882	75,825
Debt Service	23,382	185,466	22,106	(163,360)
Total Expenditures	<u>95,657,399</u>	<u>96,794,055</u>	<u>99,908,793</u>	<u>3,114,738</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ 289,052</u>	<u>\$ -</u>	<u>\$ (333,095)</u>	<u>\$ (333,095)</u>
Total Fund Balance Information				
Fund Balance Beginning	9,049,772	8,350,611	9,338,824	
Income (Deficit) - Allocated to Unreserved	289,052	0	(333,095)	
Estimated Ending Fund Balance	9,338,824	8,350,611	9,005,729	
Estimated Non-Spendable and Assigned Fund Balance Restrictions	1,115,719	500,000	600,000	
Estimated Ending Unassigned Fund Balance	<u>\$ 8,223,105</u>	<u>\$ 7,850,611</u>	<u>\$ 8,405,729</u>	
As a Percentage of Expenditures	8.60%	8.11%	8.41%	

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2019/20</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2019/20</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.7005 mills)	14,221,478	241,939	14,463,417
Regional Enhancement Millage (1.5 mills)	3,215,516	28,136	3,243,652
Earnings from Investments and Deposits	21,500	1,500	23,000
Interest on Delinquent Taxes	12,000	(2,000)	10,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	200,000	(10,000)	190,000
Other Local Sources	63,800	3,501	67,301
From State Sources:			
Foundation Grant Allowance	56,693,502	855,048	57,548,550
Other State Categoricals/Foundation Adjustments	7,488,875	622,092	8,110,967
From Federal Sources:			
Medicaid Administrative Outreach Program	11,000	6,000	17,000
Program Related Revenues:			
Great Start Readiness Program	347,160	8,774	355,934
Contributions for Instructional Programs	96,381	48,528	144,909
Pay to Participate Fees	202,000	18,950	220,950
Online Class and IB/AP Test Fees	127,500	16,890	144,390
Athletic Gate Receipts and Contributions	159,400	67,982	227,382
Enrichment Class and Advertising Fees	362,000	0	362,000
Childcare and Preschool Fees	2,756,173	(26,173)	2,730,000
Technology Services	250,000	0	250,000
County Special Education and State Categoricals	6,472,441	864,474	7,336,915
At Risk Grant	1,697,544	(42,638)	1,654,906
Title 1 Grant	832,900	19,255	852,155
Title 2 Grant	217,490	101,787	319,277
Other Grants	412,595	5,871	418,466
Maintenance and Operations Facility Rental Fees	80,000	(14,000)	66,000
Transportation Special Education Categoricals and Billings	852,800	(34,273)	818,527
TOTAL REVENUES	<u>\$ 96,794,055</u>	<u>\$ 2,781,643</u>	<u>\$ 99,575,698</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2019/20</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2019/20</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	3,961,895	187,832	4,149,727
Angling Road Elementary	2,613,880	250,336	2,864,216
Central Elementary	2,939,006	248,121	3,187,127
Haverhill Elementary	3,242,859	(4,818)	3,238,041
Lake Center Elementary	3,989,611	160,992	4,150,603
Moorsbridge Elementary	4,198,120	119,909	4,318,029
12th Street Elementary	3,921,578	265,303	4,186,881
Woodland Elementary	3,047,479	205,733	3,253,212
Central Middle	4,683,734	27,061	4,710,795
North Middle	4,089,366	244,397	4,333,763
West Middle	4,907,997	(38,608)	4,869,389
Central High	9,353,876	554,306	9,908,182
Northern High	8,547,819	382,333	8,930,152
Acadmicly Gifted and Talented	84,466	(84,466)	0
Auditorium Management	125,141	3,719	128,860
Childcare and Preschool Program	2,480,223	151,037	2,631,260
Community High School Program	1,542,832	(1,334)	1,541,498
Education for Employment	799,374	(12,080)	787,294
Education for the Arts	114,702	(37,870)	76,832
Great Start Readiness Program	484,441	13,719	498,160
High School Athletics	1,328,188	170,208	1,498,396
Homebound Services	14,723	0	14,723
Instructional Services Administration	826,532	160,060	986,592
Middle School Athletics	251,260	23,426	274,686
Non-Public Schools- Shared Time Program	778,068	28,841	806,909
Technology and Student Information Systems			
Media Services	138,282	213	138,495
Technology Services	2,404,538	135,883	2,540,421
Special Education Services			
Special Education Program	9,389,519	296,828	9,686,347
At Risk Grant	1,918,162	(299,115)	1,619,047
Title 1 Grant	936,659	(84,504)	852,155
Title 2 Grant	218,320	101,748	320,068
Curriculum and Professional Development			
Curriculum Development	975,892	10,609	986,501
Professional Development	246,008	0	246,008
Other Grants	408,301	(9,933)	398,368
Operations			
Budget and Finance	1,257,812	(17,752)	1,240,060
Central Services	101,890	1,019	102,909
Maintenance and Operations	5,077,748	(3,273)	5,074,475
Transportation	3,428,707	(121,389)	3,307,318
Community Relations			
Communications	275,443	43,468	318,911
Community Enrichment Program	375,333	873	376,206
Human Resources			
Administration	586,013	278	586,291
Administration	728,258	41,628	769,886
TOTAL EXPENDITURES	<u>\$ 96,794,055</u>	<u>\$ 3,114,738</u>	<u>\$ 99,908,793</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ -</u>	<u>\$ (333,095)</u>	<u>\$ (333,095)</u>

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IX. Action Items

2. Approve National School Breakfast Week Proclamation

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the 2020 National School Breakfast Week Proclamation, as presented.

**PROCLAMATION
NATIONAL SCHOOL BREAKFAST WEEK
March 2-6, 2020**

WHEREAS, It is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers, driver personnel and substitutes that we commemorate March 2-6, 2020 as National School Breakfast Week. This special observance presents an excellent opportunity to emphasize research outcomes that students who eat breakfast are more alert, have improved memory and problem solving skills, and perform better on standardized tests. We encourage all citizens to recognize the dedication and skill of our school food service employees; and

WHEREAS, Each day, a total of 25 food service employees prepare and serve over 1250 breakfasts a day. 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 young people, it is a pleasure to commend the women and men who accept and meet the challenges of school food service. The observance of School Breakfast 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 March 2-6, 2020 as the National School Breakfast Week, and we commend everyone who has contributed to the successful operation of our breakfast program. By working together, we can make a difference in every student's life.

Proclaimed this 24th day of February, 2020
Portage Public Schools Board Of Education

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X. Discussion Items

1. Proposed Revisions to Ends Descriptors (BL 0131.1)

POLICY TYPE: ENDS

1.0 POLICY TITLE: GLOBAL ENDS

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

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

Global Ends Statement:

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

Ends

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

ACADEMIC SUCCESS

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

LEARNING AND LEADERSHIP SKILLS

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

POST-GRADUATION SUCCESS

- 1.3 Students **will** have the knowledge and skills necessary to succeed at post-secondary institutions **and in the world of work, without remediation and have the employability skills necessary to obtain meaningful employment.**

RESPONSIBLE CITIZENS

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

SERVICE TO COMMUNITY

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

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X. Discussion Items

2. Proposed Revisions to Bylaw 0144.1 - Compensation (BL 0131.1)

0144.1 - **COMPENSATION**

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

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

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

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

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

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

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

Legal
M.C.L. 380.11a, 380.1254

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X. Discussion Items

3. Approve CMS Furniture Purchase (OP 6320)

TO: Mark Bielang, Superintendent

FROM: Ronald Herron, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

DATE: February 24, 2020

SUBJECT: Central Middle School Furniture (CMS)

We are recommending that the Board of Education approve the purchase of furniture from Custer and Interior Environments to outfit Central Middle School with ancillary items, chairs, workstation, storage and all classroom items. A total purchase cost of \$867,301.51 will come from the 2019 Bond Fund #1, Furniture, Fixtures and Equipment budget.

Vendor	Total Cost	Bid Sections Recommended
Custer Furniture	\$ 794,266.15	Ancillary, Chairs, Classroom, Tables
Interior Environments	\$ 73,035.36	Workstations & Storage
Totals	\$ 867,301.51	

BACKGROUND INFORMATION

In August and December 2017, the Board approved our recommendations to purchase pilot furniture for four classrooms in both North Middle School and Central Middle School. The selection of the manufacturer for the pilot classrooms was made after administrators, teachers and the architecture team toured a variety of furniture manufacturers. Among the group, Steelcase was selected to execute the pilot program in both middle schools for a semester. Through multiple surveys and feedback sessions, a basis of design and furniture specifications were prepared for the new middle schools.

Throughout this process, we have continued to work closely with our designer, Stantec to create the layouts and furnishing specification for each space within the building, including classrooms and extended learning areas. Please note, that we will also be utilizing the furniture purchased for the pilot program in the new buildings and that the pilot furniture has remained in the current buildings this year to allow other staff members' exposure to these new styles and types of learning tools.

The purchase of this 21st-century furniture will allow us to make a significant paradigm shift in instruction with the use of mobile furniture with varying instructional surfaces and use in the extended learning spaces. We have already begun to see the benefits in providing these types of tools to our staff as they embrace this 21st-century facility.

The allocated FF&E budget for Central Middle School is \$1,239,722. With this furniture purchase and the earlier Board-approved purchase of Media Center Shelving, we are currently \$315,103.88 below our allocated budget for CMS. However, please be aware that there are still some additional FF&E items needed for this building, which will be purchased within our budget allocation.

BIDDING PROCESS

Having previously completed the competitive bid process for North Middle School, the decision was made to price the Central Middle School furniture utilizing cooperative pricing as we found it was very closely in line with the pricing of the bids received for North Middle. During the process for North Middle, the seven bids received have been thoroughly reviewed. Answers to follow-up questions/information have been provided by each vendor. Samples of key furniture items were also received and reviewed. Vendors have committed to delivering furniture on time and within specified proposal amounts.

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

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XI. Closed Session

1. Discuss Collective Bargaining Negotiations/Strategies

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education move in to closed session for the purpose of discussing collective bargaining negotiations / strategies, as allowed under the Open Meetings Act, Section 8(c).

(Roll call vote.)

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XII. Post-Closed Session Action

Recommended Motion:

**Motion offered by _____, seconded by _____, that the Board of
Education _____.**