

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM, 1000 IDAHO, PORTAGE, MI 49024  
OCTOBER 26, 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.

<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. CHANGE ORDER SUMMARY / BOND BUDGET UPDATE	4
c. FINANCIAL REPORT	6
<b>IV. BOARD EDUCATION</b>	<b>8</b>
1. KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES UPDATE	
- JAMES RUTHERFORD, HEALTH OFFICER	
2. EXTENDED CONTINUITY OF LEARNING PLAN	
<b>V. COMMENTS OR COMMUNICATIONS</b>	<b>9</b>
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
<b>VI. CONSENT AGENDA</b>	<b>10</b>
1. APPROVAL OF MINUTES	
a. OCTOBER 12, 2020 COMMITTEE OF THE WHOLE / WORK SESSION	11
b. OCTOBER 12, 2020 CLOSED SESSION	19
2. ADMINISTRATIVE CONTRACTS	20
<b>VII. ASSURANCE OF DISTRICT PERFORMANCE - None</b>	
<b>VIII. REQUIRED ACTION ITEMS - None</b>	
<b>IX. ACTION ITEMS</b>	
1. NEW TEACHER APPOINTMENTS (OP 3120)	22
<b>X. DISCUSSION ITEMS</b>	
1. RESOLUTION RE: OPEN MEETINGS ACT (NEOLA)	24
<b>XI. ADJOURN</b>	

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM  
OCTOBER 26, 2020, 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 - 2015 Bond Program  
Financial Update - work committed thru Bond Change Order 32

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

Commitments to date:

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

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

Future Enhancements (Not Included In Variance Calculations)

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

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

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

October 21, 2020

**Change Orders by Construction Change Directives**

**October 21, 2020**



**Northern Natatorium - Bond Change Order 32 Reconciliations**

Description - Change Order 32	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Refeed tennis court power and lighting from Natatorium, originally fed from Middle School	\$4,650	\$0	1			X
Change bulkhead from masonry to insulated, drywall and metal stud	\$428	\$0	2			X
<b>Total Subcontract Change Orders in Bond Change Order 32</b>	<b>\$5,078</b>	<b>\$0</b>				

**West Middle School - Bond Change Order 32 Reconciliations**

Description - Change Order 32	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Audio/visual improvements to the Media Center, Auditorium and Science Classrooms	\$36,859	\$0	2			X
<b>Total Subcontract Change Orders in Bond Change Order 32</b>	<b>\$36,859</b>	<b>\$0</b>				

October 26, 2020

**Portage Public Schools**  
**General Fund Budget Progress Report by Function**  
**2020-2021 Fiscal Year**

	Three months ended September 30, 2020				Three months ended September 30, 2019			
	Budget 2020-2021	% of total	Year-to-date activity	% of budget	Final Amended Budget 2019-2020	% of total	Year-to-date activity	% of budget
<b>Revenue:</b>								
Local	17,811,754	19%	13,723,041	77%	17,786,569	19%	14,350,286	81%
State	63,863,199	69%	219,534	0%	64,989,811	70%	11,118	0%
Federal	1,955,686	2%	3,316,443	170%	1,350,431	1%	-	0%
Local payments-other districts	9,048,969	10%	3,699	0%	8,781,732	9%	162	0%
Other/Transfers in	185,000	0%	185,000	100%	185,000	0%	-	0%
<b>Total Revenue</b>	<b>92,864,608</b>	<b>100%</b>	<b>17,447,717</b>	<b>19%</b>	<b>93,093,543</b>	<b>100%</b>	<b>14,361,566</b>	<b>15%</b>
<b>Expenditures:</b>								
<b>Instruction</b>								
Basic Programs	48,348,795	52%	4,802,572	10%	52,087,076	53%	5,248,055	10%
Added Needs	8,713,766	9%	676,571	8%	8,714,924	9%	813,148	9%
<b>Total Instruction</b>	<b>57,062,561</b>	<b>61%</b>	<b>5,479,143</b>	<b>10%</b>	<b>60,802,000</b>	<b>61%</b>	<b>6,061,203</b>	<b>10%</b>
<b>Supporting Services</b>								
Pupil Support	7,219,882	8%	660,098	9%	7,125,283	7%	638,399	9%
Instructional Staff	4,770,320	5%	901,195	19%	5,132,957	5%	988,231	19%
General Administration	715,978	1%	160,642	22%	733,969	1%	163,692	22%
School Administration	5,044,729	5%	774,216	15%	5,300,149	5%	727,985	14%
Business	1,028,917	1%	244,345	24%	990,312	1%	287,718	29%
Operations and Maintenance	8,145,652	9%	1,719,991	21%	8,626,028	9%	2,196,316	25%
Transportation	3,229,691	3%	315,260	10%	3,221,346	3%	468,511	15%
Central Support Services	2,588,974	3%	841,911	33%	2,655,225	3%	924,721	35%
Other Support Services	1,457,055	2%	126,873	9%	1,829,039	2%	242,045	13%
Community Services	369,628	0%	23,844	6%	353,742	0%	119,988	34%
Childcare Services	1,610,898	2%	139,370	9%	1,960,765	2%	484,823	25%
<b>Total Supporting Services</b>	<b>36,181,724</b>	<b>39%</b>	<b>5,907,744</b>	<b>16%</b>	<b>37,928,815</b>	<b>38%</b>	<b>7,242,429</b>	<b>19%</b>
<b>Other Financing Uses/Capital Outlay</b>	<b>102,849</b>	<b>0%</b>	<b>89,916</b>	<b>87%</b>	<b>180,242</b>	<b>0%</b>	<b>91,470</b>	<b>51%</b>
<b>Total Expenditures</b>	<b>93,347,134</b>	<b>100%</b>	<b>11,476,804</b>	<b>12%</b>	<b>98,911,057</b>	<b>100%</b>	<b>13,395,103</b>	<b>14%</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(482,526)</b>		<b>5,970,914</b>		<b>(5,817,514)</b>		<b>966,464</b>	

**Portage Public Schools  
General Fund Budget Progress Report by Object  
2020-2021 Fiscal Year**

	Three months ended September 30, 2020				Three months ended September, 2019			
	Budget 2020-2021	% of total	Year-to-date activity	% of budget	Final Amended Budget 2019-2020	% of total	Year-to-date activity	% of budget
Salaries	46,131,154	49%	4,417,025	10%	49,039,324	50%	4,639,017	9%
Benefits	<u>31,582,703</u>	34%	<u>4,319,081</u>	14%	<u>32,950,096</u>	33%	<u>4,248,892</u>	13%
Total Salaries and Benefits	77,713,857	83%	8,736,106	11%	81,989,420	83%	8,887,909	11%
Purchased Services	9,480,567	10%	1,663,529	18%	10,024,546	10%	2,785,628	28%
Supplies	4,720,242	5%	874,766	19%	5,225,363	5%	1,361,744	26%
Capital outlay/Other	<u>1,432,468</u>	2%	<u>202,403</u>	14%	<u>1,671,728</u>	2%	<u>359,822</u>	22%
Total Expenditures	93,347,134	100%	11,476,804	12%	98,911,057	100%	13,395,103	14%

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM  
OCTOBER 26, 2020, 6:30 P.M.**

**Note Page**

**IV. Board Education**

1. Kalamazoo County Health and Community Services Update – James Rutherford,  
Health Officer

2. Extended Continuity of Learning Plan



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM  
OCTOBER 26, 2020, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Meeting Minutes

- a. October 14, 2020 Committee of the Whole / Work Session
- b. October 14, 2020 Closed Session

2. Administrative Contracts

That the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2022, and with additional compensation in the aggregate, to be approved by the Board as part of the amended 2020/2021 budget, as presented.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE / WORK SESSION  
OCTOBER 12, 2020**

The Committee of the Whole / Work Session of the Board of Education of Portage Public Schools held on Monday, October 12, 2020, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held at Portage Northern High School's Auditorium. The Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, Joanne Willson, Celeste Shelton-Harris (arrived at 6:34 p.m.)

Board Trustees Absent: None

**REVISIONS/APPROVAL OF AGENDA**

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

**The motion carried unanimously (6-0).**

Dr. Celeste Shelton-Harris arrived at 6:34 p.m. following the above action.

**REPORTS**

**Superintendent's Report**

**Bond Project Update**

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on bond work construction.

At Central Middle School, work continues on punch list items and the black box theatre/band/choir area. Pool demolition is complete. The parking lot is taking shape with paving to begin next week.

At West Middle School, boiler adjustments are complete, work in the science commons area is complete, and the scoreboard is in place in the gym. Punch list work continues with completion expected by the end of November.

At the Northern Natatorium, testing in the pool area passed, ceiling work will begin next week. Exterior work is taking place.

Mr. Herron responded to questions from Trustees.

President Van Antwerp thanked Mr. Herron for the update.

## **Other**

Per Superintendent Bielang, with the recent overturning of the Governor's Executive Orders, bills are being introduced that address educational items that were covered in the EOs. The Senate has approved Bill 1108, which allows for virtual board meetings. It now goes to the House for consideration. Senate Bills 1176 and 1177 address educator evaluations. There are communications taking place between Governor Whitmer and the legislature on other items that impact schools. We will be watching all of this activity closely.

Schools are now required to report on COVID cases via their website, effective today. We have a template that captures the information by building and identifies student and staff cases. We are still getting clarification on this reporting element.

Superintendent Bielang addressed questions from Trustees.

President Van Antwerp thanked Mr. Bielang for the information.

## **BOARD EDUCATION**

### **Extended Continuity of Learning Plan**

Dr. Michael Pascoe, Assistant Superintendent of Instruction, Mr. Mike Huber, Director of Curriculum and Professional Development, and Ms. Kelly Jensenius, Director of Elementary Instruction, provided an update on the Extended Continuity of Learning Plan.

The update covered a number of areas. Current county and local health department COVID data was shared – total cases, deaths, hospitalizations, etc. Grade comparison data was reviewed which showed how students are doing between this school year and last at this time of the school year. Benchmark assessment data was also shared to show students at or above benchmarks for the same time. Cleaning protocols were detailed. It was acknowledged that cleaning adjustments would need to be made at the secondary level to cover student transitions. Secondary staff and family survey results were detailed. The results included student and teacher ratings on their overall experience so far this school year and the overall level of student engagement as rated by both families and teachers. In addition, families were asked if given a choice between the Portage Virtual and the hybrid model what they would select, 53.9% of the respondents chose the hybrid model. When asked to choose between the Portage Virtual and the face-to-face model, 52.8% of the respondents chose Portage Virtual. Teachers and families were then asked if we move to a hybrid model what their preferred start time would be. Of the teacher respondents, 85.6% selected the start of the second semester (January 25, 2021) over sometime during the second marking period (November 2, 2020-January 2021). Of the family respondents, 42.8% opted for starting during the second marking period. Teachers were asked to rate their comfort level in various instructional modes. Of the respondents, most were very comfortable with the virtual model, and most were very uncomfortable with both the hybrid and face-to-face models. Given their answers, teachers indicated the top five factors that influenced their decisions were (in order of importance): teaching in two modes, teacher health/safety, student health/safety, school cleaning and large group gatherings.

Pulse survey results were also reviewed. These surveys gauged the level of employee engagement, parent satisfaction, and student engagement. An elementary update was provided. Elementary families were surveyed about making a change in learning mode to begin on November 2, 2020. From that, 338 students will be switching to face-to-face instruction with zero switching to Portage Virtual. As of November 2, our face-to-face student population will be approximately 63.30%. Teachers were asked who wanted to change from virtual to face-to-face instruction. With the transition, new teachers will be hired and additional sections added for face-to-face instruction. Some virtual teachers will transition back into the face-to-face environment. Of the family pulse surveys conducted, the strengths are access to their child's teacher and handling of COVID-19 challenges to stay safe, while the biggest concern is students falling behind. A comparison of learning models being used in similar sized school districts in Michigan and in Kalamazoo County was reviewed. An overview of professional learning that has taken place so far this school year was also provided. The rationale for change was discussed and include: low levels of student engagement, increase in failing grades, support services not as effective in a virtual model, increased learning gaps and students falling further behind, a large number of families desire to move to a hybrid or face-to-face model, and other districts of like size in the state are changing.

Trustees provided comments and asked questions, which were addressed throughout the presentation by Dr. Pascoe, Mr. Huber, and Ms. Jensenius. President Van Antwerp thanked Dr. Pascoe, Mr. Huber, and Ms. Jensenius for the presentation.

## **COMMENTS OR COMMUNICATIONS**

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

Chris Furlong, on behalf of the Portage Education Association, commended members of Administration for listening to, observing and/or addressing teacher concerns.

Kate Phipps addressed the Board regarding face-to-face instruction asking for caution to ensure the health/safety of staff/students.

Sarah Nott shared virtual instruction success stories, the negative impact the pandemic is having on families, and asked for consideration of this when considering a hybrid plan.

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

Mrs. Willson shared concerns expressed by staff and parents relative to a hybrid teaching/learning model.

Mr. Droppers referenced the September 28, 2020 board meeting and apologized for his remarks that the public comments made at that meeting were a waste of time. He added at that time he was not aware of all the data.

Mr. Rathburn also apologized for board comments made at the last board meeting, adding the Board did not have all the information that pertained to the subject of the public comments. Mr. Rathburn added he supports children returning to school but in a safety matter that is committed to the health/safety of all.

Mrs. Novaria also expressed her apologies for board comments made at the last meeting.

Dr. Shelton-Harris asked Dr. Pascoe and Mr. Huber to add 2018 data to the comparable and assessment data in their Return to Learn update. Mr. Huber acknowledged her request.

Mr. Snyder echoed the apologies made by other Trustees, adding since that time, we have taken a step back to seek more information and input on moving to a hybrid plan.

Mr. Van Antwerp affirmed the Board is committed to seek information and input and to work through the situation. Mr. Van Antwerp also informed the Board that a former board member that served in the 1960s recently passed away. Mr. Charles Hammond died at the age of 94 after living a life of public service to this Community and District. Trustees were reminded of the virtual KCSOA meeting on October 14, 2020 at 6:30 p.m.

President Van Antwerp thanked Trustees for their comments and asked for committee reports.

Mr. Snyder informed the Board the Owner Linkage Committee would meet this week to discuss their message for the District Memo.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve meeting minutes from the September 28, 2020 Regular Business Meeting and Closed Session; and approve policy revisions as presented.**

**There being no objections, the motion carried unanimously.**

## **ASSURANCE OF DISTRICT PERFORMANCE**

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

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

Superintendent Bielang highlighted areas updated in his report. Parent satisfaction and student engagement survey results remain solid and stable over the last three years. Service excellence work continues across employee groups.

**The motion carried unanimously.**

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

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

Superintendent Bielang highlighted various sections of his report – 2.51 with regard to Fund Balance, 2.511 relative to administrator contract extensions, and the new section of the policy, 2.5.12 regarding the budget cycle.

**The motion carried unanimously.**

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

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

Per Superintendent Bielang, we have operational policies in place to cover various employee groups with regard to conflict of interest. Mr. Bielang added he is not aware of any violations to these policies.

**The motion carried unanimously.**

## **ACTION ITEMS**

### **School Bus Safety Week Proclamation**

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

Mr. Snyder read the proclamation aloud. Trustees commended the Transportation Department for their work.

**The motion carried unanimously.**

### **Red Ribbon Week Proclamation**

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

Dr. Shelton-Harris read the proclamation aloud.

**The motion carried unanimously.**

## **DISCUSSION ITEMS**

### **Purchase of Chromebooks**

Superintendent Bielang reviewed the background information and recommendation for the purchase of 700 Chromebooks to meet the demand as part of our virtual learning instructional model. Funding for the purchase will come from the COVID-19 Relief Fund.

The Board opted to move the discussion item to action.

**Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education move the Purchase of Chromebooks discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education authorize the purchase of 700 Chromebooks from Hypertec USA of Tempe, AZ in an amount not-to-exceed \$178,122, the proceeds for which will come from the COVID-19 Relief Fund.**

**The motion carried unanimously.**

### **Administrative Contracts**

Mr. Brad Galin, Director of Human Resources, reviewed the recommendation for the renewal and extension of administrator contracts. He noted this recommendation is provided in a format the Board is used to seeing and that this recommendation would normally come to the Board in the summer.

### **CLOSED SESSION**

**Motion offered by Mrs. Willson, seconded by Mr. Rathburn, that the Board of Education move into closed session to consider the periodic personnel evaluation of an employee, as allowed under the Open Meetings Act 15.268, Section 8(a).**

**Upon a roll call vote, the motion carried.**

The Board went into closed session at 9:07 p.m. and returned to open session at 9:53 p.m.

With no further business to come before the Board, the committee of the whole / work session was adjourned at 9:54 p.m.

Respectfully submitted,  
Barb Atkinson, Recording Secretary

**PROCLAMATION  
SCHOOL BUS SAFETY WEEK  
October 19-23, 2020**

**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 19-23, 2020 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,** Coordinating the countless routes, driving so many miles, 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 19-23, 2020 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 12th day of October, 2020  
Portage Public Schools Board of Education

**PROCLAMATION  
RED RIBBON WEEK  
October 23-31, 2020**

**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, 2020; 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, 2020 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 12th day of October, 2020  
Portage Public Schools Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
CLOSED SESSION MINUTES**

**OCTOBER 12, 2020**

The Closed Session of the Board of Education for Portage Public Schools held Monday, October 12, 2020 was called to order at 9:07 p.m. by President Van Antwerp. The Closed Session was conducted at Portage Northern High School's Choir Room.

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

Board Trustees Absent: None

Administration Members Present: Mark Bielang, Superintendent

Board discussion pertained to a periodic personnel evaluation as allowed under Section 8(a) of the Open Meetings Act.

**Motion offered by Mr. Snyder, seconded by Dr. Shelton-Harris, that the Board of Education return to open session.**


**Upon a roll call vote, the motion carried unanimously.**

The Board returned to open session at 9:53 p.m.

Respectfully Submitted,

Barb Atkinson

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

To: Board of Education  
From: Mark T. Bielang   
RE: Administrative Contracts  
Date: October 12, 2020

## RECOMMENDATION

It is recommended that the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2022, and with additional compensation in the aggregate, to be approved by the Board as part of the amended 2020/2021 budget, for the following individuals:

Last Name	First	Assignment	Building
ALBURTUS	ERIC	High School Principal	PORTAGE CENTRAL HIGH SCHOOL
BENEDICT-KIRSHMAN	LORI	Elementary Principal	MOORSBRIDGE ELEMENTARY SCHOOL
BLASINGAME	DARRYL	Elementary Principal	12TH STREET ELEMENTARY
FRENCH	JAMES	High School Principal	PORTAGE NORTHERN HIGH SCHOOL
FRINK	JASON	Assistant High School Principal	PORTAGE CENTRAL HIGH SCHOOL
FUEHR	ANDREW	Elementary Principal	AMBERLY ELEMENTARY SCHOOL
GALIN	BRADLEY	Director - Human Resources	PORTAGE PUBLIC SCHOOLS ADMIN
GORDON	ANNE	Special Education Supervisor	PORTAGE PUBLIC SCHOOLS ADMIN
HAMILTON	JEFFREY	Middle School Principal	PORTAGE CENTRAL MIDDLE SCHOOL
HERRON	RONALD	Asst Superintendent - Non-Instructional	PORTAGE PUBLIC SCHOOLS ADMIN
HINGA	KELLY	Assistant High School Principal	PORTAGE NORTHERN HIGH SCHOOL
HUBER	MICHAEL	Director - Curriculum	PORTAGE PUBLIC SCHOOLS ADMIN
JOHNSON	PAULA	Director - Finance	PORTAGE PUBLIC SCHOOLS ADMIN
LEDLOW	NATHAN	Assistant High School Principal	PORTAGE NORTHERN HIGH SCHOOL
MATTSON-GEARHART	JEANINE	Director - Special Ed/At Risk	PORTAGE PUBLIC SCHOOLS ADMIN
MCCARREN	EFTHIMIA	Elementary Principal	WOODLAND ELEMENTARY SCHOOL
MEDD	CRAIG	Assistant Middle School Principal	PORTAGE NORTH MIDDLE SCHOOL
MESSENGER	JASON	Middle School Principal	PORTAGE WEST MIDDLE SCHOOL
MORAND	NICOLE	Special Education Supervisor	PORTAGE PUBLIC SCHOOLS ADMIN
PASCOE	MICHAEL	Asst Superintendent - Instructional	PORTAGE PUBLIC SCHOOLS ADMIN
RIKER	CHRISTOPHER	Athletic Director	PORTAGE NORTHERN HIGH SCHOOL
SALISBURY	TAMA	Assistant High School Principal	PORTAGE CENTRAL HIGH SCHOOL
THOMSEN	TRAVIS	Middle School Principal	PORTAGE NORTH MIDDLE SCHOOL
VOMASTEK	DANIEL	Director - Information & Technology	PORTAGE PUBLIC SCHOOLS ADMIN
WAGENAAR	SARA	Elementary Principal	CENTRAL ELEMENTARY SCHOOL
WAGNER	CLINTON	Community HS Director	PORTAGE COMMUNITY HIGH SCHOOL
WALKER	JUSTIN	Assistant Middle School Principal	PORTAGE CENTRAL MIDDLE SCHOOL
WALLACE	JOSEPH	Athletic Director	PORTAGE CENTRAL HIGH SCHOOL
YANKOVICH	HEATHER	Elementary Principal	ANGLING ROAD ELEMENTARY SCHOOL
ZONTS	JEREMY	Elementary Principal	HAVERHILL ELEMENTARY SCHOOL

**BACKGROUND**

Policy 2.5.11, Financial Condition and Activities, indicates that the Superintendent “shall not make any adjustment to the salary or length of any Administrator contract without prior approval by the Board of Education of these parameters for the Administrative group in total.”

Additionally, Policy 2.5.7 prohibits the Superintendent from contracting for “...equipment, goods, or services in excess of \$100,000.” Therefore, Administrators with a contracted annual salary greater than \$100,000 are shown in ***bold italics***.

The contracts of the Administrators listed above are due to expire on June 30, 2021. My recommendation is to extend these contracts through June 30, 2022, essentially providing the Administrators with the two-year contract they would normally have received had these changes occurred in June 2020 when this action is usually taken.

All of the Administrators listed above are currently employed by the District. Initial contracts for the following Administrators were previously approved by the Board and are not part of this recommendation:

- |                     |                                    |
|---------------------|------------------------------------|
| 1. Alex McCullough  | Interim Elementary Principal       |
| 2. Sidney Bailey IV | Middle School Assistant Principal  |
| 3. Kelly Jensenius  | Director of Elementary Instruction |

Regarding salary for the group in total: The revised 2020/2021 board-approved budget will include an increase to the aggregate which amounts to approximately \$122,018 or 3.43 percent over the previous year. This includes a step increase for those eligible as well as an across the board increase of 1.45 percent, matching the base PEA scale increase. Lane changes for two positions have also been implemented to reinstate cuts previously made. Starting in January 2021, there will also be a change in the dental and vision policies for the group totaling an additional \$5750 for the year. This action includes the reinstatement of salary and benefit reductions made as part of the original board-approved 2020-21 budget.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM  
OCTOBER 26, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. New Teacher Appointments (OP 3120)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the following new teacher appoints:**

- **Carley Stockwell, 2<sup>nd</sup> Grade Teacher at Amberly Elementary**
- **Claire Schenk, 5<sup>th</sup> Grade Teacher at Lake Center Elementary**
- **Jacquelyn Chizek, 5<sup>th</sup> Grade Teacher at Central Elementary**
- **Courtney Bainbridge, 4<sup>th</sup> Grade Teacher at Woodland Elementary**
- **Maggie Jacobson, 4<sup>th</sup> Grade Teacher at Haverhill Elementary**
- **Cheryl Flora, 2<sup>nd</sup> Grade Teacher at Amberly Elementary**

To: Board of Education  
From: Bradley Galin, Director of Human Resources  
Date: October 26, 2020  
Re: New Teacher Appointments

**RECOMMENDATION**

It is recommended that the Board of Education approve the following new teacher appointments:

**Carley Stockwell, 2<sup>nd</sup> Grade – Amberly Elementary** – Ms. Stockwell has worked for the Portage Public Schools since 2015 as paraprofessional. Prior to that, she worked as a lead preschool teacher in Wisconsin. Ms. Stockwell holds her BA in elementary education from Indiana University.

**Claire Schenk, 5<sup>th</sup> Grade – Lake Center Elementary** – Ms. Schenk joined PPS as a paraprofessional in January 2020 immediately after graduating from Western Michigan University with her degree in elementary education. Ms. Schenk also completed her student teaching at Amberly Elementary.

**\*Jacquelyn Chizek, 5<sup>th</sup> Grade – Central Elementary** – Ms. Chizek is completing her student teaching rotation with Ms. Hansen at Amberly Elementary and will graduate at the end of the semester from Western Michigan University. Ms. Chizek is also a graduate of Portage Northern High School.

**Courtney Bainbridge, 4<sup>th</sup> Grade – Woodland Elementary** – Ms. Bainbridge currently works as a grade level specialist in the Schoolcraft Community Schools. Ms. Bainbridge has also completed several long-term substitute assignments in neighboring Districts. She is a graduate of Western Michigan University.

**Maggie Jacobson, 4<sup>th</sup> Grade – Haverhill Elementary** – Ms. Jacobson comes to Portage from Illinois where she has been a kindergarten teacher for 4 years. Prior to that position, she was a long-term substitute teacher and a private nanny. Ms. Jacobson has her BS degree in Early Childhood Education from Indiana University.

**Cheryl Flora, 2nd Grade (Virtual) – Amberly Elementary** – Ms. Flora currently works for PPS as the media secretary at Haverhill and 12<sup>th</sup> Street Elementaries. Prior to relocating to Portage, Ms. Flora worked as a reference librarian and kindergarten teacher. Ms. Flora has her bachelors' degree from Purdue University and her Masters in Educational Technology from Indiana State University.

\* Ms. Chizek is completing her student teaching here at PPS and will begin as a long-term sub until her teaching certificate is received immediately after her graduation.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM  
OCTOBER 26, 2020, 6:30 P.M.**

**Note Page**


**X. Discussion Items**

1. Resolution re Open Meetings Act (NEOLA)

# Portage Public Schools

THE FUTURE LEARNS HERE

TO: Board of Education

FROM: Mark T. Bielang, Superintendent 

DATE: October 21, 2020

RE: Resolution Regarding the Open Meetings Act

Mark T. Bielang  
*Superintendent*  
Phone: 269.323.5147  
Fax: 269.323.5149  
mbielang@portageps.org

Public Act 228 of 2020: Open Meetings Act Amendments, approved by the Governor on October 16, 2020 and effective immediately, amends the Open Meetings Act to permit virtual meetings and allow individual board members to virtually participate and vote in public meetings under specific circumstances.

As amended, the Open Meetings Act allows for the continuation of virtual meetings for any circumstances through the end of this year (December 31, 2020) and provides retroactive application to deem as valid all virtual meetings that have taken place since March 19, 2020, under the now defunct executive orders.

The enclosed resolution (prepared by NEOLA), is offered for use during the period of time provided through the statutory amendment in lieu of recommending a temporary policy change. Some further revisions are under discussion for the upcoming "lame duck" session of the Legislature that could require further action by the Board.

## **RESOLUTION REGARDING THE OPEN MEETINGS ACT**

**Whereas** the Open Meetings Act was recently amended to grant greater latitude with respect to electronic participation by members of the Board of Education and the public in certain circumstances; and

**Whereas** the Board of Education desires to utilize electronic participation, as necessary and in approved circumstances, in compliance with the law.

**NOW THEREFORE, BE IT RESOLVED** as follows:

- A. The Board of Education authorizes the Superintendent to create procedures to accommodate electronic participation by Board members who are absent due to a medical condition or due to a statewide or local state of emergency declared pursuant to law or charter by the governor or local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person. In the event of such an emergency, if the meeting location is usually held in an affected area the entire Board may participate electronically, otherwise, only members who reside in the affected area may participate electronically.

For purposes of this paragraph, medical condition means an illness, injury, disability, or other health-related condition.

Electronically may include video and/or telephonic conferencing.

- B. The procedures must provide for:
1. Two-way communication;
  2. For each member of the Board attending the meeting electronically, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is, in fact, attending the meeting electronically and, except for members who are participating electronically due to military duty, stating the county, city, township or village and state where the member is located.
  3. A means by which the public is provided notice of the absence of a member and information about how to contact the member sufficiently in advance of the meeting to provide input on any business that will come before the Board.
- C. Through December 31, 2020, the Board may hold its meetings electronically, in whole or in part, for any reason.

Resolution Regarding the Open Meetings Act

Page 2

- D. The Board further authorizes, from January 1, 2021, through December 31, 2021, electronic participation solely under the circumstances set out in paragraph A of this Resolution, as well as the pre-existing law requiring accommodation due to military duty. After December 31, 2021, only members requiring accommodation due to absence for military duty may participate electronically.
- E. The Board authorizes the use of technology to facilitate typed public comments during the meeting that may be read to or shared with Board members and other participants in satisfaction of the requirement that members of the public be heard by others during the electronic meeting and the requirement that they be permitted to address the Board.
- F. Advance notice of any meetings held electronically, in whole or in part, shall be posted on the District's website either on the homepage or on a separate web page dedicated to public notices for non-regularly scheduled or electronic public meetings through a prominent and conspicuous link on the homepage. This notice must be posted at least eighteen (18) hours before the meeting begins. Notice of a meeting held electronically must explain as follows:
  - 1. Why the Board is meeting electronically.
  - 2. How members of the public may participate in the meeting electronically, including provision of the specific telephone number, internet address, or both needed to participate.
  - 3. How members of the public may contact members of the Board to provide input or ask questions on any business that will come before the Board at the meeting.
  - 4. How persons with disabilities may participate in the meeting.
- G. If an agenda exists for an electronic meeting held under this resolution, the Board shall post the agenda on the website at least two (2) hours before the meeting begins. This does not prohibit subsequent amendment of the agenda at the meeting.
- H. Members of the public who are participating electronically or in person shall not be required to register, other than as required by the bylaws to participate in public comment.
- I. Members of the public will not be allowed to participate in any closed sessions during meetings held electronically, in whole or in part, and all prior laws and bylaws relating to closed sessions continue to apply.

Resolution Regarding the Open Meetings Act  
Page 3

**NOW, BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board of Education's approval of this action and of the authority granted herein.

Adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2020.