

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
VIRTUAL MEETING  
NOVEMBER 23, 2020, 6:30 PM  
AGENDA**

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

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**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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NOVEMBER 23, 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 - 2015 Bond Program  
Financial Update - work committed thru Bond Change Order 33

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".

November 7, 2020

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

	Four months ended October 31, 2020				Four months ended October 31, 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%	14,189,287	80%	17,786,569	19%	14,974,709	84%
State	63,863,199	69%	5,910,436	9%	64,989,811	70%	5,595,046	9%
Federal	1,955,686	2%	3,316,443	170%	1,350,431	1%	14,464	1%
Local payments-other districts	9,048,969	10%	2,132,966	24%	8,781,732	9%	2,360,458	27%
Other/Transfers in	185,000	0%	-	0%	185,000	0%	-	0%
<b>Total Revenue</b>	<b>92,864,608</b>	<b>100%</b>	<b>25,549,133</b>	<b>28%</b>	<b>93,093,543</b>	<b>100%</b>	<b>22,944,677</b>	<b>25%</b>
<b>Expenditures:</b>								
<b>Instruction</b>								
Basic Programs	48,348,795	52%	10,520,467	22%	52,087,076	53%	9,230,603	18%
Added Needs	8,713,766	9%	1,532,000	18%	8,714,924	9%	1,530,680	18%
<b>Total Instruction</b>	<b>57,062,561</b>	<b>61%</b>	<b>12,052,467</b>	<b>21%</b>	<b>60,802,000</b>	<b>61%</b>	<b>10,761,282</b>	<b>18%</b>
<b>Supporting Services</b>								
Pupil Support	7,219,882	8%	1,459,496	20%	7,125,283	7%	1,226,597	17%
Instructional Staff	4,770,320	5%	1,483,655	31%	5,132,957	5%	1,424,749	28%
General Administration	715,978	1%	226,893	32%	733,969	1%	222,043	30%
School Administration	5,044,729	5%	1,396,333	28%	5,300,149	5%	1,198,969	23%
Business	1,028,917	1%	348,009	34%	990,312	1%	368,849	37%
Operations and Maintenance	8,145,652	9%	2,500,634	31%	8,626,028	9%	2,913,969	34%
Transportation	3,229,691	3%	663,081	21%	3,221,346	3%	760,016	24%
Central Support Services	2,588,974	3%	1,131,948	44%	2,655,225	3%	1,160,789	44%
Other Support Services	1,457,055	2%	227,369	16%	1,829,039	2%	441,168	24%
Community Services	369,628	0%	36,422	10%	353,742	0%	144,798	41%
Childcare Services	1,610,898	2%	329,385	20%	1,960,765	2%	744,970	38%
<b>Total Supporting Services</b>	<b>36,181,724</b>	<b>39%</b>	<b>9,803,224</b>	<b>27%</b>	<b>37,928,815</b>	<b>38%</b>	<b>10,606,916</b>	<b>28%</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>21,945,607</b>	<b>24%</b>	<b>98,911,057</b>	<b>100%</b>	<b>21,459,669</b>	<b>22%</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(482,526)</b>		<b>3,603,526</b>		<b>(5,817,514)</b>		<b>1,485,008</b>	

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

	Four months ended October 31, 2020				Four 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%	9,907,025	21%	49,039,324	50%	8,398,417	17%
Benefits	<u>31,582,703</u>	34%	<u>7,870,492</u>	25%	<u>32,950,096</u>	33%	<u>6,858,523</u>	21%
Total Salaries and Benefits	77,713,857	83%	17,777,517	23%	81,989,420	83%	15,256,940	19%
Purchased Services	9,480,567	10%	2,594,541	27%	10,024,546	10%	3,979,846	40%
Supplies	4,720,242	5%	1,351,638	29%	5,225,363	5%	1,807,267	35%
Capital outlay/Other	<u>1,432,468</u>	2%	<u>221,911</u>	15%	<u>1,671,728</u>	2%	<u>415,616</u>	25%
Total Expenditures	93,347,134	100%	21,945,607	24%	98,911,057	100%	21,459,669	22%

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BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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**IV. Board Education**

1. Return to Learn Plan Update



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BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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**VI. Consent Agenda**

1. Approval of Meeting Minutes

- a. November 9, 2020 Policy Governance Retreat, Committee of the Whole Work Session and Closed Session Minutes

2. Summer Tax Collection Resolution

That the Board of Education Approve the Summer Tax Collection Resolution that authorizes the Portage Public Schools to continue its summer tax collections in 2021, as presented.

3. VDI Server Cluster Purchase

That the Board of Education authorize, as presented, the purchase of servers and related items for a replacement VDI server cluster from Dell, Inc. in an amount not-to-exceed \$234,758.70, the proceeds for which will come from, the COVID-19 Relief Fund.

4. VDI Storage Expansion Purchase

That the Board of Education authorize, as presented, the purchase of additional data storage to support a new VDI server cluster from Rehmann in an amount not-to-exceed \$303,020.00, the proceeds for which will come from, the COVID-19 Relief Fund.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORK SESSION  
NOVEMBER 9, 2020**

**POLICY GOVERNANCE RETREAT**

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, November 9, 2020, was called to order at 4:06 p.m. by President Van Antwerp. The meeting was held in Room 1.144 (Multipurpose Room) of Portage Northern High School.

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

Board Trustees Absent: Joanne Willson

Administration Present: Mark Bielang, Michael Pascoe, Ron Herron, Jeanine Mattson-Gearhart, Anne Gordon

Others Present: Gary Goscenski of Perspectives Consulting

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mr. Droppers seconded by Mr. Snyder, 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 and lead discussion regarding Ends Policy 1.1 and 1.4, social media use and diversity/equity/inclusion.

The Policy Governance Retreat adjourned at 6:18 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, November 9, 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. President Van Antwerp announced that Trustee Joanne Willson is ill and asked that everyone remain standing following the Pledge of Allegiance for a moment of silent prayer for Mrs. Willson, at the request of her family.

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

Board Trustees Absent: Joanne Willson

## **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**

Superintendent Bielang announced the recent deaths of two Portage Public School employees – Lori Kirshman, Principal at Moorsbridge Elementary and Lindsey Cook, custodian at Central Elementary. Our deepest sympathy to both of their families and all impacted by this loss. We are appreciative of the care and support from the greater Portage community during this difficult time.

### **2019-20 Audit Presentation**

Mr. Kim Lindsay of Rehmann thanked Ms. Paula Johnson, Director of Finance, and her team for a good audit. He then provided highlights of the 2019-20 external audit. A "clean" audit opinion was given, which is the highest audit opinion that can be granted. There were no findings or reportable conditions. Trustees shared comments and expressed their thanks for the report and positive audit outcome.

### **Bond Project Update**

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

At Central Middle School, the parking lot, student drop off area and bus loop are in operation. Landscape work continues along with punch list work (second shift). Work in the black box theatre/band/choir area will be complete in late November.

At West Middle School, punch list work is nearing completion. Testing of the HVAC system is taking place.

At the Northern Natatorium, block work continues. Roofing work will be complete this week. Metal siding preparation work has started and rough-in work is ongoing.

President Van Antwerp requested a board member tour of Central Middle School be set in the coming weeks. Mr. Herron agreed to accommodate the request.

President Van Antwerp thanked Mr. Herron for the update.

## **BOARD EDUCATION**

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

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

Our existing Return to Learn Plan was reviewed in preparation for the reconfirmation action on the plan later in the meeting. The current modes of instruction were reviewed at all grade levels, two-way interaction with weekly attendance rates were shared, and steps taken in determining the need for changing the prepared plan were covered. Public comment regarding the plan is captured under the Comments and Communications portion of the minutes.

### **Preparedness Plan Recommendation**

Dr. Pascoe and Mr. Huber reviewed recommended changes to the Prepared Plan. The consideration is a secondary change to a limited face-to-face mode of instruction using a four-day face-to-face scheduling model. Classes would be held synchronously Monday through Thursday. The day would consist of seven periods with extended time between classes throughout the day. Fridays would be an asynchronous support day. All students in a course would be in the same instructional mode (virtual or face-to-face). Teachers from other buildings would be used to offer courses. We would consider support courses with one section to use a hyflex (hybrid) model and adjust scheduling. MVHS and E2020 courses would be considered. Students expectations were reviewed -abide by the full student code of conduct, wear face masks indoors, commit to the mode of instruction, and help sanitize the classroom by wiping down their own desk and chair. Secondary class sizes will be difficult to predict prior to scheduling. Our goal is to limit face-to-face to 22 students and virtual to approximately 40. To mitigate the spread of COVID, we would follow appropriate recommendations and requirements under Phase 4. In addition, we may move hallways and stairwells to one direction and have assigned seating in cafeteria spaces. Families will need to select either the limited face-to-face or virtual program and commit to that program for the semester, beginning January 25, 2021. Not every course a student enrolls in will be available in both instructional modes. Our commitment for scheduling is to provide all the necessary classes for students to graduate. Our tentative schedule going forward is to continue to develop our models between now and the next board meeting, on November 23. At that meeting, the Board will vote on the updated Preparedness Plan. Between then and December 2 will be the family selection window. From December 2 through winter break, scheduling will take place and staffing assignments adjusted. In January, second semester course preparations will take place along with professional learning and curriculum modifications/development.

Dr. Pascoe and Mr. Huber addressed questions from Trustees.

Trustees expressed their appreciation for their work, bringing in more “voices” to the process and the continuous updates.

President Van Antwerp thanked Mr. Huber and Dr. Pascoe for the updates.

## **COMMENTS OR COMMUNICATIONS**

Per President Van Antwerp, public comment for this meeting is two parts – comments relative to the Extended COVID-19 Learning Plan and other comments.

### Public Comments Re: Extended COVID-19 Learning Plan

Josh Bell shared concerns with continuing with a virtual instructional model, expressed his support for in-person learning, and encouraged the District to move in that direction.

### Other Public Comments

None.

President Van Antwerp thanked Mr. Bell for his comments and opened the floor to board member comments.

Mrs. Novaria expressed her appreciation to the community for re-electing her and the other incumbent school board members.

Mr. Droppers echoed Mrs. Novaria’s sentiments.

Mr. Rathburn also thanked the community for their voting support.

Mr. Snyder encouraged continued good thoughts and prayers for Joanne Willson and thanked his fellow board members for today’s meaningful Policy Governance Retreat.

Mr. Van Antwerp congratulated the re-elected school board members – Terri Novaria, Rusty Rathburn, Bo Snyder, and Kurt Droppers. Each will serve a four-year term.

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

Mr. Snyder indicated a Linkage Committee meeting would be set soon.

Mr. Droppers shared that the Audit Committee met last week to receive a detailed 2019-20 audit report. It was a good meeting; in-depth information was heard.

Dr. Shelton-Harris thanked Mr. Droppers for asking great questions at the Audit Committee meeting.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve meeting minutes from the October 26, 2020 Regular Business Meeting; and approve the Resolution Regarding the Open Meetings Act, as presented.**

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

## **ASSURANCE OF DISTRICT PERFORMANCE**

### **Monitoring Report 2.5, Financial Condition/Activities-External Audit**

**Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education accept the 2019/20 Financial Report, Single Audit Act Compliance Report, and Management Letter, as presented.**

**The motion carried unanimously.**

### **Monitoring Report 2.2, Treatment of Staff**

**Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented, the Monitoring Report on 2.2, Treatment of Staff, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang commented on the surveys included in his report. Due to the ongoing COVID-19 situation our cycle of Studer surveys are on hold. Instead, 30-day and 60-day pulse surveys are being conducted of employees, students, and parents/guardians. The first was completed in September with the next scheduled for December.

**The motion carried unanimously.**

### **Monitoring Report 2.3, Compensation and Benefits**

**Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education accept as presented, the Monitoring Report on 2.3, Compensation and Benefits, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang commented this report is similar to past reports on 2.3.

**The motion carried unanimously.**

## **ACTION ITEMS**

### **Reconfirm Extended COVID-19 Learning Plan**

President Van Antwerp commented the following action is to reconfirm our existing learning plan.

**Motion offered by Mr. Rathburn, seconded by Mr. Droppers, that the Board of Education approve the Extended COVID-19 Learning Plan, as presented.**

**The motion carried unanimously.**

### **Policy Revisions**

**Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the policy revisions, as presented.**

**The motion carried unanimously.**

### **Chromebook Purchase**

**Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education authorize the purchase of 700 Chromebooks from Sehi of Rochester Hills, MI in an amount not-to-exceed \$143,850, the proceeds for which will come from the COVID-19 Relief Fund.**

Mr. Dan Vomastek, Director of Information and Technology Systems, reviewed the recommendation to bolster our supply of Chromebooks, using COVID-19 Relief Funds.

**The motion carried unanimously.**

## **DISCUSSION ITEMS**

### **Summer Tax Collection Resolution**

Per Superintendent Bielang, this is a routine, annual resolution for your review and action at the November 23, 2020 meeting.

### **VDI Server Cluster Purchase**

Mr. Dan Vomastek, reviewed the recommendation to purchase servers and related items using COVID-19 Relief Funds.

### **VDI Storage Expansion Purchase**

Mr. Dan Vomastek reviewed the recommendation to purchase additional data storage to support a new VDI server cluster using COVID-19 Relief Funds.

## **CLOSED SESSION**

**Motion offered by Mr. Droppers, seconded by Mr. Snyder, that the Board of Education move into closed session to discuss collective bargaining strategy, as allowed under the Open Meetings Act 15.268, Section 8(c).**

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

The Board went into closed session at 8:16 p.m. and returned to open session at 8:23 p.m. The closed session and balance of the meeting was conducted in Room 1.144 (Multipurpose Room) of Portage Northern High School.

**POST-CLOSED ACTION**

**Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education approve the Wage Opener for the 2020 through 2022 agreement with the Portage Bus Driver's Association MEA/NEA, as presented.**

**The motion carried unanimously.**

With no further business to come before the Board, the committee of the whole work session was adjourned at 8:24 p.m.

Respectfully submitted,  
Barb Atkinson, Recording Secretary

## **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

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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  
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**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 9<sup>th</sup> day of November, 2020.  
Portage Public Schools' Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
CLOSED SESSION MINUTES  
NOVEMBER 9, 2020**

The Closed Session of the Board of Education for Portage Public Schools held Monday, November 9, 2020 was called to order at 8:16 p.m. by President Van Antwerp. The Closed Session was conducted at Portage Northern High School in Room 1.144 (Multipurpose Room).

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

Board Trustees Absent: Joanne Willson

Administration Members Present: Mark Bielang, Superintendent; Brad Galin, Director of Human Resources

Board discussion pertained to a collective bargaining strategy as allowed under Section 8(c) of the Open Meetings Act.

**Motion offered by Mr. Droppers, seconded by Mrs. Novaria, 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 8:23 p.m.

Respectfully Submitted,

Barb Atkinson

**Summer Tax Collection Resolution**

Portage Public Schools, Kalamazoo County, Michigan (the “District”)

A regular meeting of the board of education of the District (the “Board”) was held virtually on the 23rd day of November, 2020, at 6:30 o’clock in the evening (the “Meeting”).

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members: \_\_\_\_\_

Absent: Members: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District, with respect to the City of Portage, in which the District is located, and continuing from year-to-year until specifically revoked by the Board.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board, pursuant to 1976 PA 451, as amended (the “Revised School Code”), invokes for 2021 its previously adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District, with respect to the City of Portage (the “City”), and continuing from year-to-year until specifically revoked by the Board and requests that the City collect those summer taxes.

2. The Superintendent, Director of Finance, or a designee thereof, is authorized and directed to forward to the governing body of the City a copy of this Board’s resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that the City agree to collect the summer tax levy for 2021 in the amount specified in this resolution. Such forwarding of the resolution and the request to collect the summer tax levy shall be performed so that they are received by the governing body of the City before January 1, 2021.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent, Director of Finance, or a designee thereof, is authorized and directed to negotiate on behalf of the District with the governing body of the City for the reasonable expenses for collection of the District’s summer tax levy that the City may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

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

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

Resolution declared adopted. Roll call vote.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Kalamazoo County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

November 23, 2020

# Portage Public Schools

Information and Technology Systems  
8107 Mustang Drive, Portage, MI 49002  
(269) 323-5100 -- help@portageps.org

## MEMO

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To: Mark Bielang, Superintendent  
Fr: Daniel J. Vomastek, Director  
Dt: November 4th, 2020  
Re: Recommendation to Purchase VDI Server Cluster

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### RECOMMENDATION

I recommend the Board of Education authorize the purchase of servers and related items for a replacement VDI server cluster from Dell, Inc. in an amount not to exceed \$234,758.70, proceeds coming from the COVID-19 Relief Fund.

### BACKGROUND

Virtual Desktop Infrastructure, or VDI, refers to a class of technologies that allow for the operation of several virtual end-user workstations on a central set of clustered servers. When an end-user is connected to a VDI-based workstation, the computer they are physically using effectively acts as a remote control console, not dissimilar to the early days of terminal-based computing many of us experienced prior to the 'desktop' revolution in the 80's.

In certain circumstances, VDI-based computing offers several advantages. First, it offers the most secure method for end-users to interact with data stored locally in our datacenter. A number of our human resource, payroll, and transportation processes cannot be run from a web-browser - in this case the VDI system offers secure access when staff members in those departments are working remotely.

VDI-based workstations also save money in the long run. For applications that require windows-based workstations or special hardware for rendering graphics, we don't need to invest in expensive end-user hardware. Rather, users can run those applications on the VDI cluster from Chromebooks or other inexpensive devices. Some examples include our childcare software, computer-aided design (CAD) applications, or audio-visual editing software.

The District's existing VDI cluster is nine years old and long overdue for a replacement. Indeed, you can ask anyone who uses the existing system about their frustration with its performance.

### AWARD INFORMATION

Pricing for this equipment is based on a state contract, as such no RFP was required. We have standardized on Dell servers to streamline maintenance and support. This purchase qualifies for COVID funding as it supports remote computing for staff and students.

I would be happy to answer any other questions you or the Board may have.



## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000072115341.2</b>	Sales Rep	Wes Henry
<b>Total</b>	<b>\$234,758.70</b>	Phone	(800) 456-3355, 6180020
Customer #	1039513	Email	Wes_Henry@Dell.com
Quoted On	Nov. 02, 2020	<b>Billing To</b>	KAREN DENTLER
Expires by	Dec. 02, 2020		PORTAGE PUBLIC SCHOOLS
Solution ID	13184837		8107 MUSTANG DR
Deal ID	20467015		PORTAGE, MI 49002-5577

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Wes Henry

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Product	Unit Price	Qty	Subtotal
Nvidia Quadro vDWS EDU Subscription License 3 yr, 1 CCU	\$123.52	180	\$22,233.60
PowerEdge R7525	\$35,420.85	6	\$212,525.10
	<b>Subtotal:</b>		<b>\$234,758.70</b>
	<b>Shipping:</b>		<b>\$0.00</b>
	<b>Non-Taxable Amount:</b>		<b>\$234,758.70</b>
	<b>Taxable Amount:</b>		<b>\$0.00</b>
	<b>Estimated Tax:</b>		<b>\$0.00</b>
	<b>Total:</b>		<b>\$234,758.70</b>

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

		Qty	Subtotal
<b>Nvidia Quadro vDWS EDU Subscription License 3 yr, 1 CCU</b>	<b>\$123.52</b>	<b>180</b>	<b>\$22,233.60</b>
Estimated delivery if purchased today: Nov. 20, 2020 Contract # C000000009850 Customer Agreement # 071B6600111			

Description	SKU	Unit Price	Qty	Subtotal
Nvidia Quadro vDWS EDU Subscription License 3 yr, 1 CCU	A9923520	-	180	-
			<b>Qty</b>	<b>Subtotal</b>
		<b>\$35,420.85</b>	<b>6</b>	<b>\$212,525.10</b>

Estimated delivery if purchased today:  
Dec. 08, 2020  
Contract # C000000009850  
Customer Agreement # 071B6600111

Description	SKU	Unit Price	Qty	Subtotal
SAS/SATA Backplane	379-BDSS	-	6	-
PowerEdge R7525 Server	210-AUVQ	-	6	-
No Trusted Platform Module	461-AADZ	-	6	-
8X 3.5 Chipset SATA / SWRAID S150 with XGMI	321-BFFT	-	6	-
AMD EPYC 7F72 3.2GHz, 24C/48T, 192M Cache (240W) DDR4-3200	338-BWRK	-	6	-
AMD EPYC 7F72 3.2GHz, 24C/48T, 192M Cache (240W) DDR4-3200	338-BWRL	-	6	-
Heatsink for 2 CPU + GPU/FPGA/Full Length card configs configuration	412-AASZ	-	6	-
Performance Optimized	370-AAIP	-	6	-
3200MT/s RDIMMs	370-AEVR	-	6	-
No RAID with Embedded SATA	780-BCDM	-	6	-
No Controller	405-AACD	-	6	-
Performance BIOS Settings	384-BBBL	-	6	-
High Performance Fan x6	750-ACSN	-	6	-
Dual, Hot-Plug, Power Supply 2400W Redundant, D	450-AJEV	-	6	-
Riser Config 3, Full Length, 5 x16 slots	330-BBOT	-	6	-
Assembly BOSS Blank R7525	329-BERC	-	6	-
R7525 Motherboard with LOM	384-BCKH	-	6	-
Software System R7525 15G	384-BCKI	-	6	-
OpenManage Enterprise Advanced	528-BIYY	-	6	-
iDRAC9 Datacenter x5	528-CHZJ	-	6	-
Intel X710 Quad Port 10GbE SFP+, OCP NIC 3.0	540-BCRT	-	6	-
PowerEdge 2U Standard Bezel	325-BCHU	-	6	-
Quick Sync 2 (At-the-box mgmt)	350-BBYW	-	6	-
iDRAC,Legacy Password	379-BCSG	-	6	-
iDRAC Group Manager, Enabled	379-BCQV	-	6	-
No Operating System	611-BBBF	-	6	-
No Media Required	605-BBFN	-	6	-
ReadyRails Sliding Rails	770-BBBQ	-	6	-
Cable Management Arm, 2U	770-BDRQ	-	6	-
Fan Foam, HDD 2U	25 750-ACOM	-	6	-

No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	6	-
PowerEdge R7525 Shipping	340-COFR	-	6	-
R7525 Shipping Material	481-BBFE	-	6	-
PowerEdge R7525 CE Marking , No CCC Marking	389-DUZE	-	6	-
ProSupport Plus Mission Critical 7x24 HW-SW Technical Support and Assistance 3 Years	829-7636	-	6	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 3 Years	829-7644	-	6	-
Dell Hardware Limited Warranty Plus On-Site Service	829-7738	-	6	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">//www.dell.com/contactdell</a>	951-2015	-	6	-
ProDeploy Plus Dell Server R Series 1U/2U - Deployment	804-6750	-	6	-
ProDeploy Plus Dell Server R Series 1U/2U - Deployment Verification	804-6751	-	6	-
ProDeploy Plus Training Credits 300 Redeem at <a href="http://education.dellemc.com">education.dellemc.com</a> Expires 1Yr from Order Date	812-4005	-	6	-
32GB RDIMM, 3200MT/s, Dual Rank	370-AEVN	-	192	-
480GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive,3.5in HYB CARR, 1 DWPD, 876 TBW	400-AXRJ	-	6	-
PowerCord, 250V, 2FT, C19/C20, US	450-AEIT	-	12	-
QLogic 2692 Dual Port 16Gb Fibre Channel HBA, PCIe Low Profile	403-BBMS	-	6	-
PE R7525 Acceleration 12V Cable	470-AEFP	-	18	-
NVIDIA Quadro RTX 6000 24 GB, 250W, Dual Slot, PCIe x16 Passive Cooled, Full Height GPU	490-BFRQ	-	18	-

<b>Subtotal:</b>	<b>\$234,758.70</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$234,758.70</b>

## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm)

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^Dell Business Credit (DBC):**

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

## MEMO

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To: Mark Bielang, Superintendent  
Fr: Daniel J. Vomastek, Director  
Dt: November 4th, 2020  
Re: Recommendation - VDI Storage Expansion

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### RECOMMENDATION

I recommend the Board of Education authorize the purchase of additional data storage to support a new VDI server cluster from Rehmann in an amount not to exceed \$303,020.00, proceeds coming from the COVID-19 Relief Fund.

### BACKGROUND

In order to support the VDI server cluster also under consideration by the Board, we will need to expand the total capacity of our storage area network (SAN). SAN storage is specifically engineered for the high speeds, capacity, and redundancy needed in modern data centers. This purchase supports that expansion.

It is worth noting, rarely do you purchase storage with server hardware, hence the two required action items to acquire a new VDI server cluster.

### AWARD INFORMATION

Pricing for this equipment is based on a state contract, as such no RFP was required. This purchase qualifies for COVID funding as it supports remote computing for staff and students.

I would be happy to answer any other questions you or the Board may have.

# Rehmann

## QUOTE

**Rehmann.com**

**Quote Re** VIA Channel - VDI Project

<b>Quote To:</b>			<b>Ship To:</b>			<b>Quote #</b>	
Portage Public Schools			Portage Public Schools			TGIQ76080	
Shane DeRidder			Shane DeRidder			<b>Date</b>	
8107 Mustang Drive			8107 Mustang Drive			10/29/20	
Portage MI 49002			Portage MI 49002			<b>Account Mgr</b>	
Tel # (269) 323-5111			Order Contact			Fred Helms	
Fax # (269) 323-5189			Tel # Ship to Address			<b>Support</b>	
<i>Here is the quote you requested.</i>						Becky Peuler	
						<b>email</b>	
						fred.helms@rehmann.com	
						<b>Acct Mgr Ph:</b>	
						616.301.6412	

Qty	Description	Unit Price	Ext. Price
	Dell MHEC-07012015 Contract Code 99AGZ		
	VIA Channel - VDI Project		
2	Dell Storage SC420 2.5 Enclosure SC420 Enclosure (add-on enclosure) SC420 Bezel Enclosure Mangement Module, Dual Rack rail, 2Us, Static Power supply, AC 600W, Redundant Dell Hardware Limited Warranty Parts Ground Delivery 3 Years ProDeploy Dell Storage SC Disk Series 400/420 2U Exp Enclosure - Deployment Verification ProDeploy Dell Storage SC Disk Series 400/420 2U Enclosure - Deployment SC, 3.84TB, SAS, 12Gb, RI SSD, 2.5" HD -- QTY 24 -- C13 to C14, PDU Style, 10 AMP, 6.5 Feet (2m), Power Cord -- QTY 2 -- 12Gb HD-Mini to HD-Mini SAS cable, 0.5m -- QTY 2 --	\$150,705.00	\$301,410.00
14	Dell ProSupport 24X7 w/Priority onsite 4 Hour - for SC420 - coterm 1-3 6 months	\$115.00	\$1,610.00
	SubTotal		\$303,020.00

Qty	Description	Unit Price	Ext. Price
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Please contact me if I can be of further assistance.

Total \$303,020.00

Prices do not include shipping charges, fees, insurance, or applicable taxes. Unless noted, prices do not include labor or install charges. Payment terms are governed by the Master Services Agreement or if one has not yet been executed, the Terms and Conditions of this Quote.

This Quote constitutes an offer which may be accepted on the terms and conditions stated herein and is subject to any specifications, drawings, or additional terms by reference thereto or pursuant to any attached document. In order to be effective, this quote must be signed and returned within fifteen (15) days. Any inconsistent terms or conditions contained in any form other than this Quote shall be of no force or effect. Any reasonable form of expression of acceptance by Buyer shall constitute acceptance exclusively of the terms and conditions stated in this Quote. Any monthly payment information provided is a proposal and is subject to credit approval. The proposal may provide an approximate monthly payment for hardware, software and services based upon the contract type and term in months. Any change in the amount financed will change this information. Pricing is valid for 15 days from the date the quote is initiated, except in the event that the provisioning manufacturer increases Rehmann's costs to impose on Rehmann any applicable price increase or tariff which goes into effect between the quote date and the date the quote is signed, in which case the applicable price to Client shall be automatically increased to pass along to the Client such increase.

To the extent any service items or changes contained in this quote amend any existing agreement provision or provided services between Rehmann and Client, such agreements are hereby amended by the signing of this quote. In all other regards, the original terms and conditions of such agreements shall remain in full force and effect until the expiration date(s) of their current term(s). Nothing contained in this quote shall be deemed to have amended any terms of either the Master Service Agreement or any Addendum.

If Client commits to purchase Rehmann Endpoint Protection Services via signing this Quote, then in addition to the terms and conditions contained herein, Client hereby agrees to and accepts the terms and conditions governing Client's use of such services, which are incorporated herein by reference and available at <https://www.carbonite.com/terms-of-use/carbonite-general-enterprise-terms-of-service>.

If Client commits to purchase any Microsoft-hosted Online Services ("Microsoft Online Services"), including Office 365 Services and Microsoft Azure Services, by signing this Quote, then in addition to the terms and conditions contained herein, Client hereby agrees to and accepts the Microsoft Customer Agreement governing Client's use of Microsoft Online Services, which is incorporated herein by this reference and available at <https://www.microsoft.com/licensing/docs/customeragreement>.

If Client commits to purchase any Duo multi-factor authentication products, including Duo MFA, Duo Access, and Duo Beyond (the "Duo Products"), by signing this Quote, then in addition to the terms and conditions contained herein, Client hereby agrees to and accepts the Duo Service Terms and Conditions governing Client's use of Duo Products, which are incorporated herein by this reference and available at [www.duo.com/legal/pass-through-terms](http://www.duo.com/legal/pass-through-terms).

To place your order, please authorize and date below, include a Purchase Order Number, and fax this completed form to Rehmann at: **877-502-2301**

<b>Title</b>	_____	<b>P.O. #</b> _____
<b>Signature</b>	_____	<b>Date</b> _____
<b>E-mail</b>	_____	<b>Fax #</b> _____

## TERMS AND CONDITIONS

**ACCEPTANCE:** Buyer's acceptance of these terms and conditions shall be evidenced by and effective as of the occurrence of any of the following: (a) Buyer's making an offer to purchase goods or services from Rehmann; (b) Buyer's authorization of this Quote; (c) Buyer's acceptance of any shipment of any part of the items specified for delivery; or (d) any other reasonable act of acceptance by the Buyer. Rehmann's offer is expressly limited to the terms and conditions set forth in this Quote and the Master Services Agreement (and any addenda and schedules attached thereto) in their entirety without any addition, modification, or proposal hereafter submitted by Buyer which is inconsistent therewith.

**LABOR ESTIMATES:** Unless labor charges are fixed hereunder, they are estimates which are subject to change based on the actual quantity of labor hours performed by Rehmann.

**TERMS OF AGREEMENT:** All prices are subject to shipping and handling fees, applicable taxes, and fees. Prices only remain valid for fifteen (15) days following the date of this Quote, unless changed according to the terms of Rehmann's manufacturer, in which case the pricing change shall be passed along to Buyer. Buyer shall pay Rehmann in full the amount of each invoice within fifteen (15) calendar days of the invoice date. Buyer shall pay to Rehmann a finance charge of one percent (1.0%) per month, subject to a twenty dollar (\$20) minimum handling charge, on balances for which payment has not been received within thirty (30) days of the invoice date, excluding balances for which Buyer has submitted a written notice. Buyer is liable to Trivalent for all reasonable fees and expenses, including reasonable attorney's fees and litigation costs, which Rehmann may incur to collect charges rightfully owed by Buyer to Rehmann.

**PRICING:** Prices displayed on this Quote shall be the amount payable for the specified goods or services. No price reductions will be accepted and no offset will be allowed for any reason unless and only to the extent specified herein. Rehmann's prices set forth in this Quote do not include government-mandated or similar taxes, fees, and charges. Exemption certificates must be presented prior to shipment if they are to be honored. To the extent any sales are made without prior receipt of a valid exemption certificate, Rehmann expressly reserves the right to separately invoice Buyer for all applicable taxes, fees, and charges, and these amounts shall be immediately due and payable.

**SHIPPING CHARGES:** Buyer shall assume all responsibility for shipping charges incurred on its behalf for this sale. This includes all charges incurred to ship products back to Rehmann or the manufacturer after manufacturer warranties have expired.

**NO WARRANTIES:** ALL GOODS SUPPLIED OR SERVICES PERFORMED PURSUANT HERETO ARE PROVIDED "AS IS" AND WITHOUT ANY WARRANTY OR CONDITION, EXPRESS OR IMPLIED, EXCEPT FOR ANY APPLICABLE MANUFACTURER WARRANTIES. REHMANN SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**LIMITATION OF LIABILITY:** Buyer's sole and exclusive remedy from Rehmann shall be the repair or replacement of a defective performance. In no event shall Rehmann be liable for any type of special, incidental, exemplary, punitive, indirect, or consequential damages arising out of or in connection with this Quote, including, without limitation, lost revenue, lost profits, replacement goods, loss of technology, rights, or services, loss of data, and interruption or loss of use of service or equipment, even if Buyer was advised of the possibility of such damages and however they arise whether under theory of contract, tort, strict liability, or otherwise.

**INDEMNIFICATION:** Rehmann and Buyer shall indemnify and defend each other against any claim or action brought by any third party for actual or alleged infringement of any patent, copyright, or trade secret based upon (a) in the case of Rehmann indemnifying Buyer, Buyer's right to use the software or third party materials in accordance with the Master Services Agreement (or applicable addenda or schedules); and (b) in the case of Buyer indemnifying Rehmann, Buyer's use of the services, software, or third party materials in violation thereof. The indemnifying party shall pay any damages and costs, including reasonable attorney's fees. The indemnifying party shall have the sole right to conduct the defense of any claim or action and all negotiations for its settlement unless the parties agree otherwise in writing.

**ASSIGNMENT:** Buyer shall not assign any rights or delegate any obligations under this Quote without Rehmann's prior written consent.

**CANCELLATION OR MODIFICATION:** In the event Buyer either (a) fails to make any payment within the time specified; or (b) becomes insolvent or the subject of proceedings under any law relating to bankruptcy or relief of debtors, Rehmann may cancel the whole or any part of this Quote and cease to perform its obligations hereunder without prejudice to any other rights it may have against Buyer and without liability on its part for such cancellation.

**WAIVER:** No waiver by Rehmann or Buyer of any right or remedy under this Quote shall constitute a waiver of any other right or remedy. No delay or failure on the part of Rehmann or Buyer in exercising any right or remedy under this Quote and no partial or single exercise thereof shall constitute a waiver of such right or remedy.

**GOVERNING LAW:** The transaction reflected by this Quote shall be governed by and interpreted in accordance with the laws of the State of Michigan.

**PRODUCT RETURNS:** Product recommended by Rehmann that is found to be defective within fifteen (15) days of delivery shall be repaired or replaced. Thereafter, the applicable manufacturer's warranties and maintenance agreements shall apply. A twenty-five percent (25%) or greater restocking fee and other rules may apply. Buyer shall consult with its Rehmann Account Manager to confirm that product can be returned to the manufacturer or distributor, time frames for return, and restocking fees. In some cases, product may not be returnable for refund, credit, or replacement. Product recommended by Rehmann that is deemed to be inappropriate or unusable can be returned for full refund within fifteen (15) days of delivery. Buyer shall make every effort to confirm the fitness and suitability of a product before placing an order. Product ordered but not recommended by Rehmann is subject to manufacturer's and distributor's rules for return. Opened software and maintenance packets which have not been recommended by Rehmann may not be returned for refund, replacement, or credit.

In the event of a conflict between the terms and conditions of this Quote and the terms and conditions of the Master Services Agreement or any addendum or schedule in effect between the parties, the terms and conditions of the Master Services Agreement, the addendum(s), or the schedule(s) shall control.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
VIRTUAL MEETING  
NOVEMBER 23, 2020, 6:30 P.M.**

**Note Page**

**VIII. Required Action Items**

1. Policy Revision (MIOSHA)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the policy revision, as presented.**



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

TO: Board of Education  
FROM: Mark T. Bielang, Superintendent  
DATE: November 18, 2020  
RE: Operational Policy Revisions/Updates  
COPY: Executive Team; Principals and Assistant Principals

The proposed new, revised and replacement Operational Policies included in this update have been prepared and reviewed by NEOLA’s legal counsel for statutory compliance and further reviewed by appropriate District Administrators.

The following Operational Policy is being recommended for revision, update, inclusion or replacement. A brief explanation of the change, as provided by NEOLA, is included.

**MIOSHA Emergency Rule – NEOLA Special Update – November 2020**

The Michigan Occupational Safety and Health Administration’s (MIOSHA) released Emergency Rules regarding COVID-19. One of the requirements is that all Michigan employers shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely. In response, NEOLA has created the following new policy, which is enclosed.

**Policy 8450.05 – Emergency Temporary Telecommuting Policy (NEW)**

In addition, Thrun Law Firm, P.C. has provided guidance on this emergency ruling via a FAQ document and forms to capture which positions or employee groups are performing in-person work, why they must physically be present in the workplace, and why their work cannot feasibly be performed remotely.

Adoption of this policy is recommended to meet the emergency ruling.

Book	Policy Manual
Section	Special Update - November 2020
Title	Special Update - November 2020 New EMERGENCY TEMPORARY TELECOMMUTING POLICY (ETTP)
Code	po8450.05
Status	From Neola

**8450.05 - EMERGENCY TEMPORARY TELECOMMUTING POLICY (ETTP)**

In order to protect the health and safety of the District's employees, to contain the spread of COVID-19, and in compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, the Board of Education enacts this temporary emergency telecommuting policy for employees capable of performing their work assignment from home. For the duration of this policy, the District prohibits in-person work for employees to the extent that their work activities can feasibly be performed remotely. Such remote assignment for work activities shall be determined by the Superintendent.

Due to the nature of public education and the District's COVID 19 extended learning plan, not all employees are able to work remotely. Moreover, the nature of the District's business and operations requires daily interaction at the school buildings and at other designated facilities. Accordingly, this policy is temporary in nature and shall not be construed to create an entitlement to telecommute in the future, and it in no way changes the terms and conditions of employment with the District. This policy will cease to be in effect consistent with the end of the current COVID-19 health emergency, consistent with State law and applicable Executive Order/Rule, and as determined by the Superintendent and approved by the Board. Employees who are directed to work from home under this Policy will be notified by the Superintendent when to return to their regular work stations and locations. Requests for continued telecommuting will be considered for qualified individuals with a disability who can perform the essential functions of the position with or without an accommodation.

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Legal	Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rule - CORONAVIRUS DISEASE 2019 (COVID - 19)
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**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
VIRTUAL MEETING  
NOVEMBER 23, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Approve Updated Return to Learn Preparedness Plan (PA-149, PA-165)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Updated Preparedness Plan for 2020-21, as presented.**

# Portage Public Schools

THE FUTURE LEARNS HERE

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## **Return To Learn Update COVID-19 Preparedness Plan**

NOVEMBER 9, 2020

November 9, 2020

Dear Board of Education, Staff, Students and Families of Portage Public Schools,

I am recommending that the Board of Education approve the Updated Preparedness Plan for 2020-21, as presented in this document.

The Governor's Executive Order 2020-142 requires every school district to develop and adopt a COVID-19 Preparedness Plan that is informed by the Michigan Return to School Roadmap. The Updated Preparedness Plan being submitted for Board approval meets the requirements of the executive order and replaces the plan approved by the Board on August 12, 2020. Once approved by the Board, the updated plan will be submitted to KRESA and posted on the homepage of our District website.

Changes to the original Preparedness Plan are driven by the District's Return to Learn (RtL) Planning Team which continues to be informed by the vision created to guide this work as well as the earlier efforts of the 12 planning teams. Since plan approval in August, additional input has been provided through staff, student, and parent surveys, Kalamazoo County Health and Community Services, and the experiences of the District in implementing the original plan.

Changes to the original plan will give the District additional flexibility in providing instructional options to students and families - particularly while our region operates in Phase 4 - and primarily for secondary students who currently do not have an in-person instructional option.

Our underlying belief is that most students learn best when they are engaged face to face with teachers and other staff. We also recognize that no plan is perfect but we must keep moving forward in the best interest of our students. The updates included in this plan allow for that to happen.

Very Respectfully,

Mark T. Bielang  
Superintendent, Portage Public Schools

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## PREPAREDNESS PLAN ASSURANCES

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in Phases 1, 2, or 3 of the Michigan Safe Start Plan it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during Phase 4 of the Michigan Safe Start Plan it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# UPDATED COVID PREPAREDNESS PLAN

Governor Whitmer's Executive Order 2020-142 called for districts to adopt a COVID-19 Preparedness and Response Plan. Portage Public School District developed a plan in August 2020 that contained assurances and general protocols that have been followed throughout the fall. Each assurance and protocol has looked different, depending on circumstances and were more complex than can be easily described in this document.

In August of this year, we launched the first Return To Learn (RtL) Plan, our Preparedness Plan. This plan provided a foundation for us to start our school year with the best of what we could guarantee for students and staff. As our year has progressed, the coronavirus has progressed too. We find that the positive test rate in Kalamazoo County is currently 9%<sup>1</sup>. We are also seeing evidence that schools are not the virus spreading locations that we thought they might be<sup>2,3</sup>.

A family survey indicates that we have approximately 50% of our families wanting to remain in a virtual learning environment<sup>4</sup>. The other 50% would like to be in-person. In order to provide stability to families that need in-person instruction, along with maintaining our virtual option as well, we have developed this updated Preparedness Plan.

We also want to continue providing the best instructional models for our students. Our three values directing us during this pandemic are unchanged: Healthy & Safety, Social Emotional Health, and Instructional Rigor. There are times when these values are in tension with each other. We look to our RtL mission statement to provide grounding as we serve our community, "Portage Public Schools will fulfill our goal of academic success for all students by providing an equitable, safe, and flexible learning environment mindful of social and emotional well-being for the entire school community."

This plan helps us resolve some of these tensions to meet our goal. A few elements that we have included are: A Kalamazoo Country Health Matrix to support the school response in regards to safety and in-person attendance, clearer communication, our face-to-face mode of instruction offering, and what factors influence our commitment to making a safe transition.

Our teachers, administrators, and support staff continue to do some of their best work right now. We are encouraged by what is happening with students and for what our possibilities are for sustaining our community during this pandemic. Our school will continue to provide high quality instruction for whatever mode of instruction each family chooses, and we are committed to continuously improving how we serve our students regardless of the mode.

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<sup>1</sup> <https://www.mistartmap.info/>

<sup>2</sup> [https://www.cbs46.com/news/national-survey-reveals-schools-are-not-the-ultimate-covid-19-super-spreaders/article\\_7d9de1ba-0e93-11eb-a4f3-9fa88344930c.html](https://www.cbs46.com/news/national-survey-reveals-schools-are-not-the-ultimate-covid-19-super-spreaders/article_7d9de1ba-0e93-11eb-a4f3-9fa88344930c.html)

- [https://www.washingtonpost.com/education/feared-covid-outbreaks-in-schools-yet-to-arrive-early-data-shows/2020/09/23/0509bb84-fd22-11ea-b555-4d71a9254f4b\\_story.html](https://www.washingtonpost.com/education/feared-covid-outbreaks-in-schools-yet-to-arrive-early-data-shows/2020/09/23/0509bb84-fd22-11ea-b555-4d71a9254f4b_story.html)

<sup>3</sup> <https://adc.bmj.com/content/105/7/618>

<sup>4</sup> <https://docs.google.com/document/d/1YWYTYCtGddD-TBzLHK34oh8i8M62zG6rtgL703kCtHLc>

With these changes and better understanding of how to respond to COVID cases as a school system, we bring this updated Preparedness Plan. This plan encompasses the opportunities available for face-to-face and virtual instruction in the second semester.

## **OVERVIEW OF CURRENT PPS LEARNING MODEL(S)**

In our current model, teachers are ensuring that we are connecting to the same curriculum scope and sequence as in prior years. We have modified our delivery of instruction and assessment of student learning to meet the current mode of virtual instruction at the secondary and elementary levels. The activities and lessons in virtual and face-to-face are different, but the overall learning targets and outcomes are identical.

Schools play an integral role in protecting the health and safety of their staff, students, and families. Restoring teaching and learning to the familiar environments of our classrooms, provides students with stability and continuity. Face-to-face instruction and the routines of school add significantly to success and growth for all students.

### ***ADDRESSING UNFINISHED LEARNING***

To ensure that students receive instruction on curriculum standards and that unfinished learning is addressed, teachers utilized the results from the Flashforward/Flashback documents developed at the end of the 19-20 school year. This process was done through the identification of standards that were not fully addressed during the 2019-2020 school year. The results were used to help adjust the sequence and delivery of the 2020-2021 school year's instruction. Grade Level/Department teams, along with the Curriculum, Instruction, and Assessment office, work collaboratively to look at which immediate prerequisite skills and concepts are the most important to address based on the identified areas that were not fully covered the previous year. This ensures students are equipped to reach grade-level proficiency.

***Current Instructional Model - September 2020 to January 2021***

<b>County Level Risk</b> *correlated from MDHHS level and Michigan Start Phase.	<b>Highest-- Medium High</b>		<b>Medium - Low</b>
<b>Michigan Safe Start Phase</b>	<b>Phase 1-3</b>	<b>Phase 4</b>	<b>Phase 5-6</b>
<b>Elementary Instruction</b>	PPS Virtual Remote Instruction	In-Person Instruction and CHOICE: PPS Virtual	In-Person Instruction and CHOICE: PPS Virtual
<b>Secondary Instruction</b>	PPS Virtual Remote Instruction	Virtual Remote Instruction and CHOICE: Virtual In-Building Support	In-Person Instruction and CHOICE: PPS Virtual
<b>KVIC County Option</b>	Externally Provided Virtual Remote Instruction Y5-5 : Lincoln Learning 6-12: Michigan Virtual	Externally Provided Virtual Remote Instruction Y5-5 : Lincoln Learning 6-12: Michigan Virtual	Externally Provided Virtual Remote Instruction Y5-5 : Lincoln Learning 6-12: Michigan Virtual

# OVERVIEW OF CURRENT HEALTH AND SAFETY PROTOCOLS

The health and safety of students, staff members, and their families is paramount in Michigan's guidance, and it continues to be top of mind for PPS. The announcement of the Michigan Return to School plan was accompanied by the issuance of a new order by Michigan's Public Health Commissioner. The order mandates that every public and private school in Michigan submit plans outlining their strategies for mitigating the public health risk of COVID-19 and complying with the U.S. Center for Disease Control and Prevention (CDC) and Michigan Department of Health mitigation recommendations prior to reopening schools for the new year.

As we evaluate the prospect of a back-to-school season amidst a historic COVID pandemic, safety and instruction are our two key elements. As educators and trustees, we design for student safety; student safety is in our very DNA, and this ever-present priority is what drives our considerations, discussion, and decision-making today.

Our safety protocols are consistent with the Michigan Safe Schools Roadmap and include a number of explicit guidance documents and expectations as listed below.

- Explicit teaching to staff, parents, and students on COVID symptoms versus other illnesses, allergies, etc. with infographic (partner with medical providers and Health Department)
- Protocol for [Quarantine Room](#) with assigned personnel (separate from already established health rooms)
- Protocol for [Responding to Positive and Presumed Positive COVID Cases](#) (in conjunction with the Health Department)
- [Health Department Handout](#)- share with staff and families
- Portage Public Schools Protocol for [Mask Wearing](#)
- [Quarantine Letter](#)
- Student Screening: [Parent Agreement form](#) at the beginning of the year & [Daily Home Screening](#) (pg. 2)
- Staff Screening: Staff self-screen daily and record building access into a Google form.
- Handwashing and sanitizing stations
- Cleaning and Disinfecting
- Screening
- COVID-19 Positive and Contact Protocols
- Food Service Protocols

In our schools, offices, classrooms, and cafeterias, Portage Public Schools is committed to ensuring that we are creating safe, healthy spaces for our staff and students. We will continue to review protocols as the COVID-19 Pandemic changes and we receive new information from our State and from the County Health Department.

## MENTAL HEALTH PROTOCOLS AND SUPPORTS

- All elementary schools have social-emotional learning supports- Embedded within daily morning meetings; building of an SEL culture; multi-tiered system of SEL supports; and utilizing Zones of Regulation.
- All secondary schools have social emotional learning supports -build an SEL culture with embedded check-ins & skill teaching; multi-tiered system of SEL supports; explicit SEL curriculum implementation.
- All schools have social emotional supports for staff (mental breaks, mindfulness, mental health check ins, webpage for resources).
- All schools complete a Social Emotional/Mental Health Screener for all students - use to identify necessary supports and interventions.
- Ongoing professional development in social emotional competencies & embedding culturally affirming SEL into instructional practices.
- Establish a comprehensive crisis management plan with our District Crisis Team.
- All buildings have established a Mental Health Liaison.
- Integrated Services of Kalamazoo partnership- continue this and allow them to come into building and/or have a spot where students can receive telehealth.
- Embed SEL into current practices.
- Parent communication about what social emotional learning is being done at school, what school will look like if we attend in person, and what resources are available to them.
- We are using our counselors for acute crisis support and reaching out to Kalamazoo County Integrated Services for counseling contacts for both staff and students.
- We are using our high school emotional support dogs to serve throughout the district for all students and staff.

# MATRIX FOR INSTRUCTIONAL MODE RECOMMENDATIONS

Portage Public Schools will utilize data from a variety of sources, analyze current research, and collect our own data to inform and make decisions around the details of our instructional mode. The primary sources of data can be found in the table below.

PRIMARY MATRIX DATA SOURCES	
<b>School Building and District COVID Case Indicators</b>	The number of presumed and positive cases, including students and staff, currently in PPS.
<b>County / Region Weekly Health Information</b>	The weekly information from the county health department and the state health department concerning our region.
<b>Family Survey Information</b>	Information from Family surveys about parent/guardian perceptions and potential instructional plans.
<b>Staff Survey Information</b>	Information from Staff surveys about staff perceptions and potential instructional plans.
<b>Research &amp; Guidance</b>	Research from national and local educational researchers on best practices for supporting and educating students during a pandemic.

## PPS COVID MATRIX FOR BUILDING STATUS

	Green Criteria	Yellow Criteria	Orange Criteria
<b>Michigan Regional Phase</b>	5-6	4	
<b><u>Regional Status</u></b>	Low - B	C-D	E
<b><u>New Cases</u></b> *7 day average in Kalamazoo County. Ranges based on MDHHS rates per million residents.	< 6	6 - 50	> 50
<b><u>Outbreak Status</u></b> Number of buildings currently with an outbreak <i>in PPS</i> as defined by the MDHHS.	0	1-3	>3
<b><u>COVID Case Indicator</u></b> <b>Transportation, Food Service, Office Support Staff</b> *based on current best practices and closure experience with the Health Department	Building: <2 Positive <2 Quarantined  Able to provide services with no disruption utilizing subs and repurposed resources.	Building: 3 - 5 Positive 3 - 5 Quarantined  Some disruption. Difficulty providing subs, busing, or food service. Planned disruption or delay.	Building: >5 Positive Cases >5 Quarantined  Major disruption. Struggling to provide services without external support and reduction of services.
<b><u>COVID Case Indicator</u></b> <b>Building Teaching Staff and Building Based Support Staff (Teachers, Para Professionals, Hall &amp; Playground Supervisors, and Extended Time Staff)</b> *based on current best practices and closure experience with the Health Department	Building: <2 Positive <2 Quarantined  Able to provide sub or utilize other staff to fill in the spaces.	Building: 3 - 5 Positive 3 - 5 Quarantined  Able to provide subs, reduction of specials and interventions, inability to manage systems without external support.	Building: >5 Positive Cases >5 Quarantined  Unable to provide subs, systems are overwhelmed or fully reliant on external support to maintain functionality.
<b><u>COVID Case Indicator</u></b> <b>Students</b> *based on current best practices and closure experience	Building: <5 Positive cases < 30 Quarantined  Select classrooms or students are in quarantine.	Building: 5 - 15 Positive Cases 30 - 100 Quarantined  Students, Classroom(s) and/or select buildings are quarantined or the building is closed.	Building: >15 Positive Cases >100 Quarantined  Multiple buildings are quarantined or closed.

<b>Red Criteria For District Status</b>	If advised by the State of Michigan or by the Kalamazoo County to close due to emergency risks. Michigan Phase 1 - 3 MDHHS & Kalamazoo County Health and Community Services recommendation.
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## OUTCOMES FOR BUILDING STATUS

Overall building status looks at the matrix criteria holistically to determine the building status and then utilizes the chart below to determine if a shift needs to be made to the instructional mode, if at all.

	Green Criteria	Yellow Criteria	Orange Criteria
<b>Instructional Mode Considerations For This Criteria</b>	<p>Strongly Consider Face-to-Face instruction with safety protocols in place:</p> <ul style="list-style-type: none"> <li>• Face-to-Face Mode</li> <li>• Virtual Mode continues for families that have chosen Virtual.</li> </ul>	<p>Consider Alternative Instructional Modes with safety protocols in place:</p> <ul style="list-style-type: none"> <li>• Limited Face-to-Face Mode</li> <li>• Virtual Mode</li> <li>• Virtual Mode w/ In-Building Access</li> </ul>	<p>Strongly Consider Short-Term or Long-Term Closure based on relative information:</p> <ul style="list-style-type: none"> <li>• If we are a Limited Face-to-Face mode, we may move to Virtual Mode temporarily (14 days) or move for the semester</li> <li>• In-Building Access students may need to move to Virtual Mode.</li> </ul>
<b>Extracurricular Mode Considerations</b>	<p>Continue with Guidance from MDHHS and MHSAA. Utilize protocols from Athletic Directors.</p>	<p>Continue with Guidance from MDHHS and MHSAA. Utilize protocols from Athletic Directors.</p>	<p>Review with Guidance from MDHHS and MHSAA. Utilize protocols from Athletic Directors.</p>

<b>Red Criteria</b>	<b>Instructional Mode Considerations For This Criteria</b>	<p>If we are closed by a decision from the Health Department, Legislative or Executive Action, or by Action of the Superintendent</p> <ul style="list-style-type: none"> <li>• Virtual Mode of Instruction for Y5-12 grades</li> <li>• KVIC Program Continues</li> </ul>
	<b>Extracurricular Mode Considerations</b>	<p>Review with Guidance from MDHHS and MHSAA. Review with Athletic Directors</p>

## FAMILY MODE SELECTION REVIEW

At strategic times during the remainder of the school year we will allow for families to review their selection of instructional modes. If our system is ready for and can allow these shifts we will accommodate those changes.

	Start of School Year	Start of Marking Period 2	Start of Semester 2	Start of Marking Period 4
<b>Elementary Y5 - 5</b>	★	★	★	★
<b>Secondary 6 - 12</b>	★		★	

## PROCESS FOR SHIFTING TO MORE RESTRICTIVE CONDITIONS

The Preparedness Plan and health considerations indicate for us that we remain aware of current conditions in our classrooms and buildings. If matrix indicators are becoming more restrictive, the district shall consider implementing a more restrictive learning model. The Administration team, in partnership with the County Health Department will make a determination on any instructional mode changes. Shifting to a more restrictive condition takes two different forms: Acute and Systemic.

### ***Acute Move:***

- Acute moves are a change in the instructional mode for a shorter period of time that is limited to a classroom or a building in response to a single case or small outbreak while still maintaining an appropriate level of instruction.
- Teaching staff will be provided planning and preparation time to move instructional modes and prepare for those modes. Generally, 2 days to prepare for a shift to virtual instruction.
- An Acute Building Closure occurs when we need to quarantine or respond to a number of positive cases in a single building. Due to limited staff resources, we may need to move a building to a virtual mode for a period of time.
- Families and community are notified.
- Example: A classroom teacher is positive and we need to quarantine the students in that classroom.

### ***Systemic Move:***

- Systemic moves are level (Elementary, Middle, or High School) or District wide to respond to larger trends in the matrix indicators.
- Teaching staff are provided with planning and preparation time to move instructional modes.
- Surveys are conducted to gather information regarding best choices for our school community.
- We also gather data from Research, best practices, Health Department, and school administrators
- Executive Team uses available data, surveys, etc. to detail the plan for the systemic move.
- Families and community are notified.
- Systemic moves are made at the marking period or semesters when possible based on the county health concerns. When not an option due to Health Department or State requirements, we will shift as recommended.
- Example: We move to a high-risk phase 2 condition, and we need to immediately quarantine and shelter in place. We will rapidly move all instruction to the virtual mode.

# PROCESS FOR SHIFTING TO LESS RESTRICTIVE CONDITIONS

The plan recommends that the district take into account any notable increases or decreases in county-level case data when determining what learning model to implement. If rates are decreasing, the district may decide to implement a less restrictive model. Shifting to less restrictive modes take two different forms: Acute and Systemic.

## **Acute Move:**

- Acute moves are due to the lifting of a quarantine or closure based on the date.
- Staff and students will return on the prescribed date recommended by the County Health Department and the recommendation of our Administrative team.
- Communication to Parents and Community happens prior to the return to the building.
- Example: After 14 days, a classroom that was closed since all the students were in quarantine returns to school.

## **Systemic Move:**

- Systemic moves are due to a shift in the community needs or a change in the overall matrix indicators for the district.
- Systemic move preparations only occur at natural breakpoints in the school calendar. (e.g. at the semester or at the start of the school year.)
  - We will prepare for systemic moves at each semester.
  - Health data may limit the ability to move at the start of the semester.
- Systemic moves involve data gathering from staff and health departments, families, and research.
  - Parent Survey Information
  - Staff Survey Information
  - Student Performance Data
  - Staff Capacity information
- Systemic moves involve responding to student learning, student and staff opportunity, and include provisions around equity.
- Systemic moves involve shifting student and staff schedules to best meet the needs of the condition and our learning community.
- Systemic moves are determined by the Executive Team after input from a variety of sources.
- Systemic moves are slow and deliberate after reviewing survey data, resources, capacity, and health trends.
- Example: Recommendation to add a Limited Face-to-Face mode for secondary students in the second semester based on current health conditions, parent requests, and staff ability.

## FACE-TO-FACE MODE of INSTRUCTION

Face-to-face (F2F) is our least restrictive learning mode. It is our traditional 5-day per week instructional model. We are using the Michigan Safe Schools Roadmap Phases 5 and 6 as our guidance in this mode of instruction. Portage Public Schools will continue to use the strongly recommended guidelines developed under the safe schools plan of the [Michigan Safe Schools Roadmap](#). We utilized the Roadmap and KCHD requirements and recommendations along with our Return to Learn Team recommendations .

### SCHEDULE

- The schedule of instruction for elementary and secondary is a normal school day schedule.
- Instruction will be 5 days a week, and may include a transition period where we instruct only 4 days.
- Transitioning to this schedule will occur at the beginning of a semester or school year, if necessary.

### PERSONAL PROTECTIVE EQUIPMENT AND HYGIENE

- Facial covering expectations will only continue as long as recommended in the Mi Safe Schools Roadmap.
- Explicit teaching of handwashing and social distancing expectations will continue.
- Portable handwashing and/or hand sanitizing stations are set up throughout school buildings.
- We will continue to stock and provide disposable PPE for students and staff, if necessary.

### CLEANING

- Systematic cleaning and disinfecting schedule will be used during the school day. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with an EPA-approved disinfectant.
- Student work areas will be disinfected at least once a day and when students are transitioning to a different space.
- The traditional cleaning will take place each night, empty trash, sweep floors, etc.
- Sanitizing of food areas will occur between each meal service.
- A deep building clean/disinfecting will occur on each weekend.

### SPACING AND MOVEMENT

- Classroom spacing to the extent that it is feasible.
- Class sizes should be kept to the level afforded by necessary spacing decisions.
- Student movement throughout the building may still be directed to reduce the number of contacts throughout the school year.

### SCREENING STUDENTS & STAFF

- Screening protocols remain the same as in other modes, and are aligned to the Safe Schools Roadmap.

### FOOD SERVICE

- Food Service remains the same as in the other modes.

- Available for all students.
- Free and Reduced Cost meals are available for students and families.

#### ATHLETICS AND EXTRACURRICULAR ACTIVITIES

- Following the MHSAA recommendations for Phase 5 and 6, as well as ensuring that we are following all local and state level guidance for activities.

#### BUSING AND STUDENT TRANSPORTATION

- Busing remains the same as in other phases.
- Expectations on student seating and distancing will be in alignment with MDE, county, and state recommendations.

#### CURRICULUM AND INSTRUCTION

- Both our Elementary and secondary face-to-face programs offer our PPS Curriculum and our full course catalog.

#### TECHNOLOGY AND DIGITAL ACCESS

- Elementary Classrooms have class sets of technology for limited use while in the classroom
- Secondary Classes have student assigned devices for use while in the classroom.

#### STUDENT SUPPORTS

- Student supports for Special Education, 504 accommodations, and English Learner programs are available for all qualified students.

## PPS VIRTUAL MODE of INSTRUCTION

Our PPS Virtual Program offers students and families the opportunity to engage in learning while not attending any building or class. This program provides an alternative to our Limited Face-to-Face mode while still providing courses that use the PPS curriculum.

### **Elementary Virtual Program**

- Class sizes range from 25 to 40 students<sup>5</sup>. These numbers are higher than our limited Face-to-Face courses.
- Classes are taught by a PPS Certified Teacher.
- Classes are held synchronously Monday through Thursday with an asynchronous component on Friday.
- Families are asked to commit to the Virtual Program for a minimum of a marking period.
- Class rosters may change at marking period and/or semester due to student shifts between Virtual and Face-to-Face.

### **Secondary Virtual Program**

- Class sizes can range from 20 to 45 students<sup>6</sup>. These numbers are higher than our limited Face-to-Face courses.
- Most classes are taught by a PPS Certified Teacher. Some limited virtual courses have the potential to be offered through Michigan Virtual University or Edgenuity, both of which follow the Michigan Merit Curriculum and are taught by certified teachers.
- Classes are held Synchronously Monday through Thursday with an asynchronous support component on Friday.
- Students/Families commit to the Virtual program for a minimum of the semester.
- Some elective classes will not be able to be offered virtually if there are not enough virtual requests for the course.
- IB Diploma Students, EFE, and EFA students will be able to complete their programs if enrolled in our Virtual Courses.

### Student Expectations in our Virtual Program

- Students will need consistent, reliable internet access and a quiet space to work productively on school work.
- Now that Google Meet offers backgrounds, we encourage all students to have their cameras on during instruction. This feature may be limited due to computing device limitations.
- Students are expected to abide by the full student code of conduct.

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<sup>5</sup> The upper limit on virtual course classrooms is determined by available staff and amount of students selecting our Virtual Program. Every attempt is made to limit the number of students to create the best learning environment.

<sup>6</sup> *ibid.*

## **General Components of our Virtual Program**

### TECHNOLOGY AND DIGITAL ACCESS

- Electronic devices required, devices are available through PPS as necessary.
- Internet access needed, limited devices are available to students to access PPS internet services.

### COMMUNICATION

- Skyward Student Information System
- Google Classroom Platform
- Email responses within 24 hours
- Teacher-to-student/parent meetings as needed
- Phone Calls/ Google Meet Calls as needed

### FOOD SERVICE

- Food Service remains the same as in the other modes.
- Available for all students, including Virtual. Virtual students/families may need to use our drive-up meal pick up service.
- Free and Reduced Cost meals are available for students and families.

### ATHLETICS AND EXTRACURRICULAR ACTIVITIES

- Following the MHSAA recommendations for Phase 5 and 6, as well as ensuring that we are following all local and state level guidance for activities.

### STUDENT SUPPORTS

- Student supports for Special Education, 504 accommodations, and English Learner programs are available for all qualified students.
- These supports are available in a Face-to-Face mode as well as virtually, regardless of the student selection.

## **PPS VIRTUAL MODE of INSTRUCTION WITH IN-BUILDING ACCESS**

The PPS Virtual Program includes in-building access for our secondary students. Students are in large open spaces, media centers, cafeterias, and in select classrooms for Student Support. Students are able to receive lunch, have mask breaks, use internet services, and connect with any necessary in-person student supports. This program is dependent on PPS secondary building being in a virtual mode of instruction.

# PPS LIMITED FACE-TO-FACE MODE OF INSTRUCTION

We are currently offering the option of the Limited Face-to-Face program at the elementary school. We are developing the details for a secondary Limited Face-to-Face program to be available as a choice in the second semester. The data cited earlier from surveys, county information, and processes played a large role in the development of this mode of instruction. Feedback from prior Board members and feedback received from teachers and community members during Board meetings was integrated into this mode of instruction.

## ***Elementary Limited Face-to-Face Program***

The PPS Limited Face-to-Face Program for our elementary students has been running since the beginning of the school year. The program is offered in conjunction with our virtual elementary program and our elementary KVIC program.

### DAILY SCHEDULE

- We are using a 4-day Face-to-Face scheduling model. The day mimics what was seen in our classrooms prior to COVID, with modifications for safety and health as well as limiting contact with other students.
- Teachers deliver instruction using the PPS approved curriculum four days a week. The fifth day students participate in standards-based asynchronous activities at home using grade level packets and choice boards.

### CURRICULUM

- PPS high quality curriculum for each content area in the elementary is delivered in the Limited Face-to-Face model .
- Pacing of the curriculum has been modified to support the changes in student learning through the identification of standards that were not fully addressed during the 2019-2020 school year. These were used to help adjust the sequence and delivery for this year's instruction.
- Before a unit, teams look at which immediate prerequisite skills and concepts are the most important to address based on the identified areas that were not fully covered the previous year. This ensures students are equipped to reach grade-level proficiency.
- Technology will be embedded into daily instruction to support a smooth transition to virtual learning when necessary.
- Increasing our competence in student engagement and teaching through professional learning throughout the school year.
- Limited/Modified Specials classes to meet student needs and keep groups of students together and isolated.

## ***Secondary Limited Face-to Face Program***

The PPS Limited Face-to-Face Program is the core component of our program for yellow and orange systemic status throughout the district. It is a change from our fall 2020-21 virtual online offering. This program is offered in conjunction with our virtual program and is related to and dependent on that program. Shifting to this program is the primary change in our Preparedness Plan. There are other system-wide factors that may limit our ability to offer Virtual and F2F modes at the same time. Those are listed below.

### DAILY SCHEDULE

- We are using a 4-day Face-to-Face scheduling model. We are not investigating an AB/AB or an AA/BB model since instructional time in those models is decreased.
- Classes are held Synchronously Monday through Thursday with an asynchronous support component on Friday.
- Seven period day with extended time (more than 5 minutes) between classes throughout the day.

### INSTRUCTIONAL MODE SCHEDULING

- The limited F2F model utilizes a variety of instructional modes to adequately provide our PPS curriculum and courses to all our students.
- Best practices, teacher leader and PEA feedback were all used to help develop the instructional models in this section.
  - First Priority: Scheduling courses to support a split between F2F student courses and Virtual student courses. (i.e. All students in a course are in the same mode of instruction)
  - Second Priority: Utilizing teachers from other buildings to offer courses. (e.g. a PNMS student has a PCHS teacher for a music class)
  - Third Priority: Scheduling courses to support courses with one section to use a hyflex mode of instruction<sup>7</sup>, asynchronous components, or use a Michigan Virtual or E2020 course to offer instruction for small groups of students.
- Some elective classes will not be able to be offered face-to-face if there are not enough Face-to-Face requests for the course.
- Some F2F students have the potential to attend virtual classes if in-person sections are filled.
- If a teacher becomes ill or is quarantined, a class may need to move to an Acute Virtual mode.
- Our Skyward Specialist is working with our building schedulers and principals to explore the proper methods and tools available to create a successful second semester schedule.

### CURRICULUM

- The curriculum is the PPS curriculum for each course.
- Each course has been modified to support the changes in student learning. These include: changing the assessment type and style, decreasing lessons that are not focused on the essential standards for the course.
- Increasing our competency in student engagement through professional learning throughout the school year.

### STUDENT EXPECTATIONS IN OUR LIMITED FACE-TO-FACE

- Students are expected to abide by the full student code of conduct.
- Face masks will be required indoors for students and staff at all times unless seated and eating at lunch. Students will have the opportunity to use part of their lunch period to go outside for a mask break.
- Students are expected to commit to the type of instruction that they are going to receive for the duration of the semester.
- Students will be expected to help sanitize the classroom between each class by wiping down their desk and chair.

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<sup>7</sup> <https://library.educase.edu/-/media/files/library/2020/7/eli7173.pdf>

### CLASS SIZES

- There is no way to predict class sizes prior to scheduling processes. We are targeting F2F courses to limit at 22 persons, and for virtual classes to limit around 40. Using a 50/50 split between F2F and Virtual, we could have classes that exceed these limits.
- The State of Michigan provides a waiver of the capacity/gathering limits for classroom instruction.
- Teacher student loads are difficult to predict and we are working to hold the overall teacher caseloads at appropriate levels.

### STRATEGIES FOR CLEANLINESS AND MITIGATING THE SPREAD OF COVID

- We may move hallways and stairwells to one direction to limit exposure to other students.
- Students will be expected to help sanitize the classroom between each class by wiping down desks and chairs.
- We will be following the recommendations and requirements of Phase 4 in this mode of instruction
  - Systematic cleaning and disinfecting schedule will be used during the school day. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with an EPA-approved disinfectant.
  - Student work areas will be disinfected at least once a day and when students are transitioning to a different space.
  - The traditional cleaning will take place each night, empty trash, sweep floors, etc.
  - Sanitizing of food areas will occur between each meal service.
  - A deep building clean/disinfecting will occur on each weekend.

### FAMILY/STUDENT SELECTION

- Families will need to select the Limited Face-to-Face program or the Virtual program and commit to that program for the duration of the semester.
- Families will not be guaranteed that every course they are currently enrolled in will be available in both modes.
- We are committed to using our scheduling to provide all necessary classes for students to graduate under their current program (e.g. IB, CTE, EFE/EFA, EMC)
- If a student becomes quarantined or sick during this semester, switching modes is not permissible. The Student and family should complete missing work as in any pre-COVID course. Extenuating circumstances can be brought up with the student's school counselor or principal.

### BUSING AND STUDENT TRANSPORTATION

- Busing is provided for students as in other modes of in-person instruction.
- Expectations on student seating and distancing will be in alignment with MDE, county, and state recommendations.

### FOOD SERVICE / OPEN CAMPUS LUNCH

- Food Service remains available for our students.
- Free and Reduced Cost meals are available for students and families.
- Off Campus lunch may be available for all students to help alleviate cafeteria numbers and spacing.

- Students may be assigned a particular location to eat lunch, and that location may be different from their preferred seats or different from the location of their friends.

#### ATHLETICS AND EXTRACURRICULAR ACTIVITIES

- Following the MHSAA recommendations for Phase 4, as well as ensuring that we are following all local and state level guidance for activities.

#### STUDENT SUPPORTS

- Student supports for Special Education, 504 accommodations, and English Learner programs are available for all qualified students.
- These supports are available in a Face-to-Face mode as well as virtually, regardless of the student selection.

### **FACTORS THAT IMPACT OUR MOVE TO LIMITED FACE-TO-FACE**

These factors could prevent us or delay us in our potential move to the Limited F2F mode of instruction.

- Status of COVID infection rates in Michigan and Kalamazoo County, and Portage.
  - We may consider continuing Virtual instruction while planning for a F2F move during the second semester. (e.g. plan to move to Limited F2F, start the new schedule of courses, but hold off on the physical in-building transition for three weeks.)
- Family selections for students to attend F2F or Virtual.
  - If 75% of our families select F2F, we will be unable to safely provide that option or we will need to limit that option for students.
- Staffing considerations on safety and availability due to illness/quarantining.
  - If we consistently cannot provide staffing in a building due to illness, we may need to limit the F2F option.

## **SECONDARY TIMELINE FOR SEMESTER 2 CHANGES**

A shift of this magnitude requires a lot of preparation time. We cannot make program guarantees without receiving program selections from families. We are preparing to move to include this Limited Face-to-Face model in the second semester.

<b>October 23 - November 9</b>	Solicit input from Teachers, PEA, Teacher Leaders, Principals, Health Department, and others. Continue to research models, input from a variety of sources.
<b>November 9</b>	Present our Model to the BOE and our Community.
<b>November 9 - November 23</b>	Continue to develop our models. Modifying the options presented in our Preparedness Plan.
<b>November 23</b>	Board of Education Voting on the Preparedness Plan.
<b>November 23 - December 2</b>	Family Selection Window.
<b>December 2 - January 8</b>	Scheduling Preparation. Student Scheduling Modification. Staffing Assignment Adjustments.
<b>January 4 - January 21</b>	Preparation for Second Semester Course and Class Modifications. Professional Learning. Curriculum Modification and Development.
<b>January 25</b>	Start of Semester 2.

## **KVIC Program**

We are partnering with KRESA, in a fully virtual program called KVIC. The one year pilot partnership uses Kalamazoo County teachers as instructors. It offers the Lincoln Learning for Y5-5th Grade and Michigan Virtual for 6th-12th Grade students as curricula. The program is aligned with the Michigan Merit Curriculum.

- PPS teachers will also be trained as mentors.
- Program is fully virtual and students participate from home for all interactions.
- Students remain PPS students
- Students can participate in extracurricular events and athletics
- Students commit to the program for a minimum of a semester.

## REFERENCES

### Michigan Resources

[Michigan Safe Schools Roadmap](#)

[Michigan Start Map](#)

### Kalamazoo County Resources

[Kalamazoo County Health Department School Guidance Handout](#)

[KVIC Program](#)

### Portage Resources

[Return to Learn Web Page and FAQ](#)

[Mask Guidance](#)

[Quarantine Room](#)

[Responding to Positive and Presumptive COVID Cases \(with KCHD\)](#)

## Acknowledgements

The Return to Learn Teams, along with the District Executive Team, recognize and express gratitude for many groups and individuals in the development of this plan. Without the investment of numerous organizations, stakeholders, and leaders we cannot do the good work of supporting students, families, and staff as we return this fall. We recognize that there is no perfect plan, and we will seek to improve and serve our students to the best of our abilities. Below is a list of the specific groups that we wish to thank.

- Return to Learn Team Facilitators & Members
- Return to Learn Focus Group Teachers
- Return to Learn Focus Group Parents
- Portage Building Principals and Assistant Principals
- Portage Counselors, Athletic Directors, Special Educators
- Portage Teachers
- Portage Parents
- KRESA Instructional Services Leaders
- Portage Education Association
- Michigan Association of Intermediate School Administrators
- Michigan Association of School Administrators

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
VIRTUAL MEETING  
NOVEMBER 23, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

2. Administrator Appointments (OP 3120)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve as presented, the appointment of the following administrators for Portage Public Schools: Mr. Zac Crouch as Interim Principal for Moorsbridge Elementary, and Dr. MacKenzie Sheahan as Elementary Virtual Administrator.**

November 23, 2020

Bradley D. Galin, MBA, SPHR  
Director of Human Resources  
Phone: 269.323.5152  
[bgalin@portageps.org](mailto:bgalin@portageps.org)

To: Board of Education  
From: Bradley Galin, MBA, SPHR  
Date: November 23, 2020  
Re: Administrator Appointment Recommendation

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**RECOMMENDATION:**

It is recommended that the Board of Education approve the appointment of the following administrators for the Portage Public Schools.

**Zac Crouch:**

Mr. Zach Crouch is being recommended as the Interim Principal for Moorsbridge Elementary for the remainder of the 2020/2021 school year. Mr. Crouch has been a successful teacher at Moorsbridge since 2006, including serving as the Student and Family Engagement Specialist for the last 4 years. This role has provided him the opportunity to learn and grow his leadership under the close supervision of Mrs. Lori Kirshman.

Mr. Crouch is a West Michigan native and graduated from Western Michigan University with a Bachelor's Degree in Elementary Education and his Master's Degree from Walden University. Mr. Crouch's initial salary on the Elementary Principal's pay scale will be \$83,018.28

**MacKenzie Sheahan:**

Dr. MacKenzie Sheahan is being recommended to the temporary administrative position of Elementary Virtual Administrator. This position is designed to provide direct support to both the staff and families of the Portage Virtual Elementary program, which by student count is the largest elementary school in the District during the 2020-2021 school year.

Dr. Sheahan has already been working closely to ensure that the District's curriculum and elementary teaching practices are designed to meet both the state and local requirements in her previous role as the Curriculum Support Supervisor and MTSS Coordinator.

Dr. Sheahan's previous experience includes teaching special education in the Plainwell Schools, serving as a GSRP teacher, and an assignment teaching math and science in Turkey. Dr. Sheahan holds her undergraduate degree from Western Michigan University, her Masters from Central Michigan University and her doctorate from Western Michigan University. Dr. Sheahan's salary for the 2020-2021 school year will be initially set at \$85,400.