

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM, 1000 IDAHO, PORTAGE, MI 49024
OCTOBER 11, 2021, 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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BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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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
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM
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IV. Board Education

1. Presentation of Monitoring Report 1.1 (High School)

Monitoring Report 1.1 will be presented in three segments – high school (October 11), middle school (November 8), elementary (December 13) and an overall report on January 10. Action to accept Monitoring Report 1.1 will take place at the January 10 meeting.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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VI. Consent Agenda

1. Approval of Minutes
 - a. September 27, 2021 Policy Governance Retreat, Regular Business Meeting & Closed Session

2. WMS Sound Equipment Upgrades

That the Board of Education approve as presented, the purchase of sound equipment and supplies for the West Middle School Little Theater from TPC Technologies, in the amount of \$8,131.92, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

3. Auditorium Video Upgrades

That the Board of Education approve as presented, the purchase of video equipment and supplies that will be used in all auditoriums from B&H Photo, in the amount of \$11,650, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

4. Professional Development Advisory Committee

That the Board of Education approve the Professional Development Advisory Committee Members, as presented.

October 11, 2021

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

SEPTEMBER 27, 2021

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, September 27, 2021, was called to order at 4:05 p.m. by President Van Antwerp. The meeting was held in the Room #1.144 of Portage Northern High School.

Board Trustees Present: Keith Crowell, Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: Celeste Shelton-Harris

Administration Present: Mark Bielang, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction; Michelle Karpinski, Community Relations Manager

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments.

DISCUSSION ITEMS

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the agenda. Discussion covered Ends Policies 1.2 and 1.5. Ms. Michelle Karpinski, Community Relations Manager and Superintendent Bielang shared plans for the Centennial Celebration.

The Policy Governance Retreat adjourned at 6:14 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, September 27, 2021, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in the Auditorium of Portage Northern High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Crowell, seconded by Dr. Shelton-Harris, that the Board of Education approve the agenda as presented.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Johnny Edwards, Assistant Superintendent of Operations provided a brief update on bond construction work.

At the Northern Natatorium, three leaching basins in the retention pond were installed to address drainage issues. Based on recent rains, they are working properly. The bottom of the retention pond was regraded. Grass seed will be sown. In addition, the lawn area around the Natatorium was reseeded. Inside the Natatorium, mobile bleachers were installed and work continues on punch list items.

At the Central Campus, behind Central Middle School, there were two washouts in the retention pond that have been addressed by installing some structures and piping to help control the rain flow, and the areas have been reshaped. Grass seed was sown, a straw blanket added along with some stone landscaping.

In addition, the light poles for the new parking lot arrived last week. They will be installed this week.

Bond Budget Update

Mr. Johnny Edwards provided a financial update on bond work committed through Change Order 40 and reviewed a list of future enhancement projects. Mr. Edwards responded to questions from Trustees.

President Van Antwerp thanked Mr. Edwards for the updates.

OTHER

Superintendent Bielang shared some items of interest.

Central Middle School's Open House will be held on October 6 from 5-7 p.m. with a presentation at 6:15 p.m.

Mr. Bielang reminded Trustees of the KCSOA meeting on October 13 at WMU's Bernhard Center.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment. Dr. Shelton-Harris read aloud the guideline for public participation. Per President Van Antwerp, speakers will have three minutes each to comment and will be advised when 2.5 minutes of their time has expired.

Katelyn Larson addressed the Board against masking for high school students.

Darren Malek addressed the Board regarding masks, transitioning to in-person, and overall district performance.

Kelly Sackett spoke out against masking for students, advocating it's a parent's choice.

Karen Smoots commented on masking; it's a parent's choice.

Lloyd Peterson addressed the Board against masking for students.

Howard Rind expressed his dissatisfaction with the Board.

Kimberly Larson commented on student masking.

Robert Walk spoke out against masking; it's a parent's choice.

Lindsey Reyna commented on masking and then relinquished the balance of her time to her son, Austin Reyna, who commented against masking.

Michael Alexander addressed the Board against making; it should be a parent's choice.

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

Mr. Rathburn thanked the Administration for their work in these challenging times and acknowledged efforts in the district to bring some normalcy back, such as the homecoming parade.

Mr. Snyder thanked his fellow Trustees for their work today on Policy 1.2 and 1.5 at the Policy Governance Retreat.

Mrs. Novaria thanked Michelle Karpinski for her work on Centennial Celebration plans and bringing that information to the Board.

Mr. Crowell acknowledged this is an important year for the District as we celebrate our Centennial anniversary.

President Van Antwerp thanked Trustees for their remarks.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve meeting minutes from the September 13, 2021 Committee of the Whole Work Session.

There being no objections, the motion carried unanimously.

ACTION ITEMS

National School Lunch Week Proclamation

Motion offered by Mr. Droppers, seconded by Mr. Crowell, that the Board of Education approve the National School Lunch Week Proclamation, as presented.

Mrs. Novaria read the proclamation aloud.

Trustees paid accolades to Ms. Susan Livingston, Director of Dining Services, and her food service staff for their hard work throughout the school and providing meals during the summer.

The motion carried unanimously.

School Bus Safety Week Proclamation

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

The proclamation was read aloud by Mr. Snyder.

The motion carried unanimously.

President Van Antwerp thanked the Transportation Department for getting students safely to and from school daily.

Red Ribbon Week Proclamation

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

Dr. Shelton-Harris read the proclamation aloud.

The motion carried unanimously.

Certify Delegate Assembly Representatives & Alternates

President Van Antwerp asked Trustees who wished to serve as delegates and alternates for the upcoming Michigan Association of School Boards' Delegate Assembly. Mr. Van Antwerp offered to serve as a delegate and Mrs. Novaria offered to serve as an alternate.

Motion offered by Dr. Shelton-Harris, seconded by Mr. Crowell, that the Board of Education certify the following delegate, Randy Van Antwerp, and alternate, Terri Novaria, for the 2021 Michigan Association of School Boards Delegate Assembly, as presented.

The motion carried unanimously.

DISCUSSION ITEMS

WMS Sound Equipment Upgrades

Mr. Johnny Edwards reviewed the recommendation to purchase sound equipment and supplies for the West Middle School Little Theater to replace existing equipment that is unrepairable and/or outdated.

Auditorium Video Upgrades

Mr. Johnny Edwards reviewed the recommendation to purchase video equipment and supplies to supplement the auditorium equipment purchased last school year, and responded to questions from Trustees.

President Van Antwerp thanked Mr. Edwards for reviewing the recommendations.

Professional Development Advisory Committee

Per Mr. Mike Huber, Director of Curriculum and Professional Learning, after reviewing requirements for the ability to count professional development time as instructional time, we are recommending the Board approve advisory committee members. The committee will make recommendations on future professional development events.

Mr. Huber addressed questions from Trustees.

CLOSED SESSION

Motion offered by Mr. Droppers, seconded by Mrs. Novaria, to go into closed session pursuant to Section 8(h) of the Open Meetings Act to discuss matters contained in an attorney-client privileged communication.

Upon a roll call vote, the motion carried unanimously.

The Board moved into closed session in Room #1.144 and returned to open session in the Auditorium at 8:19 p.m.

POST-CLOSED ACTION

Per President Van Antwerp, last year the Board granted emergency powers to the Superintendent to deal with the pandemic crisis during the 2020-21 school year. Tonight, we have a motion to reaffirm that for the 2021-22 school year.

Motion offered by Mrs. Novaria, seconded by Mr. Droppers, that the Board of Education approve the resolution to grant and reaffirm emergency powers to the Superintendent during the 2021-22 school year, as presented.

Mr. Snyder comment this underscores how we operate. Per President Van Antwerp, as Mr. Snyder indicated, this motion reaffirms our intentions to leave operational decisions with the Superintendent and Administration.

Upon a roll call vote, the motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 8:21 p.m.

Respectfully submitted,
Barb Atkinson, Recording Secretary

PROCLAMATION
NATIONAL SCHOOL LUNCH WEEK
October 11-15, 2021

WHEREAS, it is with great respect for the accomplishments of Portage’s school food service leads, servers, cashiers and driver personnel and substitutes that we commemorate October 11-15, 2021 as National School Lunch Week. During this special observance, we encourage all citizens to recognize the dedication and skill of our school food service employees; and

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

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

RESOLVED BY THE BOARD OF EDUCATION that we proudly commemorate October 11-15, 2021 as National School Lunch Week, and we commend everyone who has contributed to the successful operation of our lunch program. By working together, we can make a difference in every student’s life.

Proclaimed this 27th day of September, 2021
Portage Public Schools Board Of Education

**PROCLAMATION
SCHOOL BUS SAFETY WEEK
October 18-22, 2021**

WHEREAS, It is with great respect for the accomplishments of Portage’s professional school bus drivers, mechanics, office staff, and manager that we commemorate October 18-22, 2021 as School Bus Safety Week. During this special observance, we encourage all citizens to recognize the dedication and skill of school transportation employees; and

WHEREAS, Coordinating the countless routes, driving so many miles, and supervising the dozens of students on each vehicle requires an outstanding effort. Fortunately we have exemplary professionals who have devoted their careers to transporting our children safely; and

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

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

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

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate October 18-22, 2021 as School Bus Safety Week, and we commend everyone who has contributed to the successful operation of our school buses. We also encourage all citizens to drive carefully and to be alert around school buses. By working together, we can make this the safest school year ever.

Proclaimed this 27th day of September 2021
Portage Public Schools Board of Education

**PROCLAMATION
RED RIBBON WEEK
October 23-31, 2021**

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

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

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

WHEREAS, the National Red Ribbon Campaign will be celebrated in communities throughout America during "**Red Ribbon Week**", October 23-31, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Portage Public Schools does hereby proclaim October 23-31, 2021 as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community through education about the dangers of drug abuse, and by setting a good example.

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

Proclaimed this 27th day of September, 2021
Portage Public Schools Board of Education

Book Policy Manual
Section 0000 Bylaws
Policy # po0122.1

**Resolution to Grant Emergency Powers to the Superintendent
During the 2021-2022 School Year**

Whereas the COVID-19 pandemic continues to affect school operations due to the need to comply with Executive Orders and/or other Public Health Orders, to comply with appropriate guidance on safety protocols for reopening schools, and ensuring appropriate educational services; and

Whereas, the Board intends to comply with its legal obligations, including relevant Executive Orders, Public Health Orders and, accordingly, temporarily suspend or alter affected policies and guidelines as necessary to comply with its legal obligations, and otherwise take required actions consistent with its legal obligations; and

Whereas the Board of Education finds that the current environment created by the COVID-19 pandemic requires that the Superintendent be granted greater flexibility to respond quickly and appropriately to the evolving crisis, including ensuring compliance with Executive Orders and/or other Public Health Orders and also adapting to the changing environment, including provision of alternative modes of instruction; and

Whereas under board Bylaw 0131.1, the operation of any section or sections of Board policies not established by law or contract may be suspended temporarily by a majority vote of Board members at a public meeting held in compliance with law and Board policy;

NOW THEREFORE, BE IT RESOLVED that the Portage Public Schools Board of Education grants to the Superintendent the following temporary powers to address the COVID-19 emergency for the duration of the 2021-2022 school year:

- A. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with Executive Orders and/or Public Health Orders and with guidance from appropriate health or governmental authorities or as necessary for an effective response to COVID-19 related issues.
- B. Authority to take any lawful actions necessary to comply with Executive Orders and/or Public Health Orders, to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to: adjustments to the curriculum and the provision of alternative educational program options; adjustments to the calendar; adjustments to employee work schedules and assignments; adjustments to the delivery of school-provided meals; limitations on access to property owned or controlled by the Portage Public Schools; hiring of providers and/or partnering with other districts or ISDs; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 emergency.
- C. Authority to enter into contracts without Board approval for any dollar amount necessary for the purchase of materials, equipment, supplies or services for sanitation, cleaning, technology or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable state and federal laws.
- D. Authority to institute new policies, administrative guidelines, or procedures to implement the Executive Orders and/or Public Health Orders, and/or operational policies, administrative guidelines or procedures to protect staff, students, volunteers, and visitors during the COVID -19 pandemic including, but not limited to, policies requiring face coverings, imposing mandatory quarantine measures, and limiting access to the school building or educational/extracurricular activities.

NOW, BE IT FURTHER RESOLVED that the Superintendent is directed to keep the Board of Education informed of any actions taken under this emergency authority as soon as is practicable in light of the circumstances.

NOW, BE IT FURTHER RESOLVED that the temporary powers authorized by this Resolution are in effect for the duration of the 2021-2022 school year, unless otherwise rescinded or extended by the Board upon majority vote.

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 27th day of September 2021
Portage Public Schools Board of Education



Enclosure VI.2.
October 11, 2021

To: Mark Bielang, Superintendent
From: Johnny Edwards, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: September 27, 2021
Subj: Recommendation for West Middle School Sound Upgrades

RECOMMENDATION

I recommend the Board of Education approve the purchase of sound equipment and supplies for the West Middle School Little Theater from TPC Technologies, in the amount of \$8,131.92. These funds will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

BACKGROUND INFORMATION

In an effort to build equity amongst the middle schools, it has been identified that West Middle School's Little Theater needs upgrades to their sound equipment. The existing equipment is becoming unrepairable and the technology is outdated. Sixteen of the 24 channels on the sound board are inoperable. Additionally, microphones and cabling are also needed space.

This proposal would provide West Middle School with the same model of sound board as Central and North middle schools. The upgrade would more align WMS theater with the black box spaces at the other two middle schools. Additionally, the equipment would become interchangeable with the equipment at the other middle schools. The project would give us the necessary flexibility to address unforeseen situations when items are inoperable or in need of repair.

BIDDING PROCESS

The equipment was competitively bid with TPC Technologies being the second to lowest bid within \$68. While TPC Technologies was not the lowest bidder, we are recommending them because of their great reputation and warranties. The bids were reviewed by the purchasing manager and auditorium manager. A copy of the bid tab is enclosed.

I would be happy to answer any questions you may have about this recommendation.

10694 - BID TAB - Sound Upgrade for West Middle School
 09/14/2021 @ 10:30 am

		Vendor:	TPC TECHNOLOGIES INC		PRO AUDIO & LIGHTING	
		Iran Form?	YES		YES	
QTY	Item		UNIT PRICE	TOTAL COST	Item Specifications/Notes	Lead Time
1	Allen and Heath SQ 5 with Dante card		\$3,648.99	\$3,648.99	\$3,903.57	\$3,903.57
1	Allen and Heath SQ 5 Dust Cover		\$61.44	\$61.44	\$63.74	\$63.74
1	Allen and Heath Detachable Tablet Shelf		\$74.80	\$74.80	\$77.61	\$77.61
1	Allen and Heath AB168		\$1,007.73	\$1,007.73	\$1,045.70	\$1,045.70
1	Allen and Health AB168-RK10		\$79.23	\$79.23	\$82.21	\$82.21
2	EV EKX-12P		\$618.77	\$1,237.54	\$628.84	\$1,257.68
4	Shure SM57		\$78.48	\$313.92	\$83.95	\$335.80
2	Shure SM58		\$86.00	\$172.00	\$92.00	\$184.00
2	Radial ProDI 1-channel Passive Instrument Dire		\$82.76	\$165.52	\$84.74	\$169.48
2	Behringer Ultra-DI DI100		\$127.93	\$255.86	\$34.50	\$69.00
4	50 foot XLR Mic Cable		\$40.10	\$160.40	\$37.69	\$150.76
12	25 foot XLR Mic Cable		\$27.37	\$328.44	\$26.88	\$322.56
4	1/4 in TRS Cable 15 foot		\$20.75	\$83.00	\$14.38	\$57.52
1	50' Ethercon Cat 6		\$118.52	\$118.52	\$34.38	\$34.38
1	75' Ethercon Cat 6		\$174.53	\$174.53	\$53.75	\$53.75
SHIPPING COST				\$250.00		\$256.37
GRAND TOTAL				\$8,131.92		\$8,064.13



Enclosure VI.3.
October 11, 2021

To: Mark Bielang, Superintendent
From: Johnny Edwards, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: September 27, 2021
Subj: Recommendation for Auditorium Video Upgrades

RECOMMENDATION

I recommend the Board of Education approve the purchase of video equipment and supplies that will be used in all auditoriums from B&H Photo, in the amount of \$11,650. These funds would come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

BACKGROUND INFORMATION

Last school year, we purchased a package of video equipment for the high school auditoriums. This equipment was essential in streaming events for all our performing groups, award and graduation ceremonies, and certain athletic events. After using the equipment for a year, we discovered a need for additional equipment to supplement the systems. In this package is also a camera setup for each of the middle school black boxes and the Little Theater to record and upload performances.

BIDDING PROCESS

The video equipment and suppliers were competitively bid with B&H Photo being the lowest bidder of the two bids received. The bids reviewed by the purchasing manager and auditorium manager. A copy of the bid tab is enclosed.

I would be happy to answer any questions you may have about this recommendation.

10695 - BID TAB - PPS VIDEO UPGRADES

09/14/2021 @ 10:30 am

QTY		Item	Requested Part Number or Better					
				Vendor:	B&H PHOTO		TPC TECHNOLOGIES	
				Legal Forms?	YES - DIGITAL SIGNATURES		YES	
						TOTAL COST	Item Specifications/Notes	Lead Time
2	Ptz Camera		PT30X-SDI-GY-G2		\$1,444.00	\$2,888.00	\$1,643.84	\$3,287.68
3	Cannon XA15		2217C002		\$1,474.00	\$4,422.00	\$1,783.95	\$5,351.85
7	Manfrotto Tripod		MK290XTA3-2WUS		\$179.00	\$1,253.00	\$231.98	\$1,623.86
3	Arco V15G Bag		CS-V15G		\$55.00	\$165.00	\$94.49	\$283.47
4	25 foot SDI Cable with BNC Connecters				\$15.00	\$60.00	\$45.41	\$181.64
4	50 foot SDI Cable with BNC Connecters				\$22.00	\$88.00	\$69.11	\$276.44
6	SD Card 128gb		SDSDXXY-128G-ANCIN		\$33.00	\$198.00	\$34.67	\$208.02
2	Blackmagic 12x12 switcher		VHUBSMTCS6G1212		\$1,288.00	\$2,576.00	\$1,324.27	\$2,648.54
		SHIPPING CHARGES				\$0.00		\$250.00
		GRAND TOTAL				\$11,650.00		\$14,111.50



To: Mark Bielang, Superintendent
Board of Education

From: Mike Huber, Director of Curriculum and Professional Development

CC: Paula Johnson, Director of Finance

Date: September 22, 2021

RECOMMENDATION

After reviewing the requirements¹ for the ability to count professional development time as instructional time under Section 101(10) of the State School Aid Act (MCL 388.1701(10))² we are recommending that the Board of Education approve the following advisory committee members:

- Mike Huber, Dir. of Curriculum and Professional Learning
- Mackenzie Sheahan, Portage Virtual Principal
- Jessica Winstanley, Instructional Coach
- Paul Murray, Instructional Coach
- Anne Gordon, Educational Support and Intervention Supervisor
- Lisa Miller, Media Specialist
- Cassie Phelps, Elementary Art Teacher
- Jessie Bierlein, Middle School Counselor
- Marsha Moore, Elementary Teacher

BACKGROUND INFORMATION

The advisory board members are recommended by a number of different groups, the PEA, CIC members, and professional learning leaders. The advisory board will be making recommendations on the March 16, 2022 and May 6, 2022 professional development events.

I am happy to answer any questions you may have regarding this recommendation.

Very Respectfully,

Michael Huber

¹ [https://www.michigan.gov/documents/mde/PD as Instructional Hours Documentation Tool 704772 7.pdf](https://www.michigan.gov/documents/mde/PD_as_Instructional_Hours_Documentation_Tool_704772_7.pdf)

² [http://www.legislature.mi.gov/\(S\(gaa0hx2apedkoowqfwct0qz\)\)/mileg.aspx?page=getObject&objectName=mcl-388-1701](http://www.legislature.mi.gov/(S(gaa0hx2apedkoowqfwct0qz))/mileg.aspx?page=getObject&objectName=mcl-388-1701)

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM
OCTOBER 11, 2021, 6:30 P.M.**

Note Page

VII Assurance of District Performance

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

Monitoring Report 1.1 will be presented in three segments – high school (October 11), middle school (November 8), elementary (December 13) and an overall report on January 10. **Action to accept Monitoring Report 1.1 will take place at the January 10 meeting.**

**Portage Public Schools
Monitoring Report**

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

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

As we indicated in the fall of 2019, this year we are dividing the report into three segments and reporting on them as follows:

- High School Measures – October
- Middle School Measures – November
- Elementary School Measures – December

Monitoring information will be presented during the “Board Education” portion of the Board meeting. There will be time to discuss and ask questions during and after the presentation.

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

Certification

I hereby present my Monitoring Report on Ends Policy 1.1 (High School) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 6, 2021.

Signature

October 6, 2021
Date

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

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Policy Type: Ends

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1.1 POLICY LANGUAGE

Students demonstrate continuous improvement in the mastery of core curriculum standards with results approaching or exceeding the highest performing comparable districts.

This ends statement was revised by the Board on 6/28/2021

Interpretation

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

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

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

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

Continuous Improvement is interpreted to indicate our percentage of students proficient compared to our prior three year average. “***Met Expectations***” means that our current year results are more than +2% above the prior three-year average for non-cohort data. “***Partially Met Expectations***” means that we are within the range of +2% to -2% compared to the prior three-year average. “***Did Not Meet Expectations***” means that our current year results are more than -2% below the prior three-year average for non-cohort data.

Approaching...the highest performing comparable districts is interpreted to indicate our change in percentage of students proficient compared to our three-year average relative to comparable districts’ change of their three-year average. “***Met Expectations***” means that we are ranked first or second relative to our comparable districts. “***Partially Met Expectations***” means that we are ranked third or fourth. “***Did Not Meet Expectations***” means that we are ranked below fourth relative to our comparable districts.

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Exceeding the highest performing comparable districts is interpreted to indicate our ranking of percentage of students proficient relative to our comparable districts. “*Met Expectations*” means that we are the top school when ranked with comparable districts. “*Did Not Meet Expectations*” means that we are ranked second or lower relative to our comparable districts.

Report Overview

Monitoring Report 1.1 begins to be divided up into High School, Middle School, and Elementary School sections this year. While the data sources have minimal changes, the report is relatively unchanged.

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

We use multiple assessments to track student mastery for reporting purposes in MR 1.1. Included below is a table of assessments included in this report.

	Topical Area of Assessment	Grade Assessed			Local, State, or National based	Comparable Districts Information Available
		Elementary School	Middle School	High School		
Acadience	Literacy	Y5 - 5			National	None
FastBridge *	Mathematics	Y5 - 5			National	None
MSTEP Math / ELA	Math / ELA	3 – 5	6 – 8		State	Yes
MSTEP Science	Science	5	8	11	State	Yes
MSTEP Social Studies	Social Studies	5	8	11	State	Yes
PSAT 8/9 ^	Evidence based reading and writing (EBRW) / Math		8	9	National	None
PSAT 10 ^	EBRW / Math			10	National	None
SAT	EBRW / Math			11	National	Yes

* FastBridge is a new Math assessment that is being piloted this year in our elementary classrooms to improve our understanding of our students’ mathematical knowledge and skills.

^ The PSAT series is now included (with historical data) in the monitoring report. The State continues to use this as a benchmark assessment and we include it as a reference point for our potential performance changes on our SAT.

Impacts of COVID on Data

The impact of COVID on assessment information has been widespread and occasionally invisible. The largest impact for us organizationally is observed in the overall social-emotional health of students. Subsequently, COVID has had a large impact on our student learning, with students learning in a variety of different modalities in 2020-2021.

A secondary impact is on our data authenticity. The State of Michigan suspended state-wide assessments in the 2019-2020 school year. Thus, for the 2019-2020 school year, there is no MSTEP, PSAT, or SAT data available. In the 2020-2021 school year, there was no State-level accountability for the testing data. So while we were expected to assess our students, school districts did not need to meet the “95% of students tested” target.

The impact of this loss of data is mostly on our comparable charts. We don’t know what students our comparable districts tested, and we don’t know if those schools made these tests mandatory.

Thus, we should be careful with how we evaluate this data. Our interpretations of the information in this report of the past two assessment cycles has been negatively impact in the area of quality and completeness of data – especially related to our comparable districts.

Internally, we continue to reflect on and discuss this data to create instructional improvement. There is plenty to be learned from these assessments, even with data gaps, and we can identify who engaged in the assessment as well as what supports our virtual and in-person students received during the 2020-2021 school year. In our response section we include our work on continuous improvement and how to take data from a national test like the SAT and bring it to actionable items for a teaching team.

As is customary, Alternative High Schools data are not included for Portage nor for our comparable districts. Likewise, data is used by Community High School staff to improve student learning and their academic community.

The SAT and PSAT assessment suite

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

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

¹ College Board website and MDE website and publications.

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

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

ACT continues to provide its WorkKeys assessment for all 11th grade students, and this assessment is still a part of the Michigan Merit Exam², as a part of a legislative requirement.

In the spring of 2021 we offered the SAT assessment to all juniors as part of the required Michigan Merit Exam. With no accountability and a requirement to just “offer” the exam, we encouraged all our students to complete the assessment. We are using the spring 2021 SAT data to inform and evaluate our instructional practices. The spring 2016 assessments established our baseline and allow us to target and evaluate student performance in subsequent years. With COVID data loss, we are more judicious in our review of this data.

This year, with the shift to level reporting, we are including the PSAT data for high school students and aggregating that data consistent with our comparable districts.

PSAT Assessment

In the spring 2021, all 8th, 9th and 10th graders were offered the PSAT 8/9 and PSAT 10, respectively. 2016 was the first year of testing at 9th and 10th grades; the high school PSAT data beginning to be used for accountability, but due to COVID was not an accountable assessment in 2020 or 2021.

Our 8th grade students completed the PSAT 8/9 assessment in the spring of 2021 in preparation for the use of the PSAT as a benchmark assessment at 8th grade. These results will be shown on the state level content report with our Middle schools information.

Again, our 8th grade students tested on the PSAT this fall to provide them with exposure to the test and to see what areas of growth they need in preparation for the PSAT 8 in the spring of 2022.

The PSAT and SAT are vertically aligned, which gives us the ability to develop cohorts of students in the future and use assessment data to identify areas of growth and support.

² MDE website and publications.

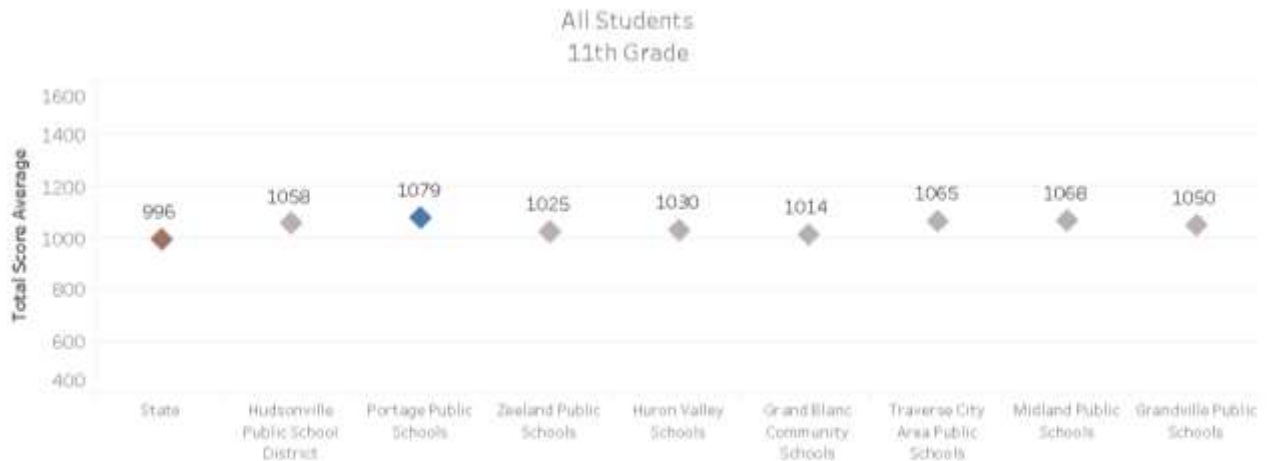
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2021 SAT Total Score Average
 (Evidence Based Reading & Writing Score + Math Score)



Notes:

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

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

Monitoring Report

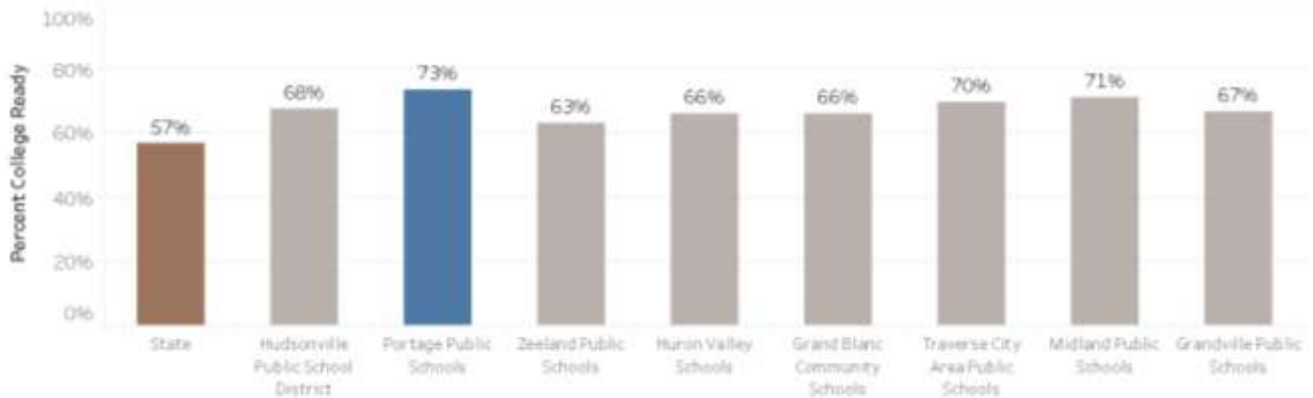
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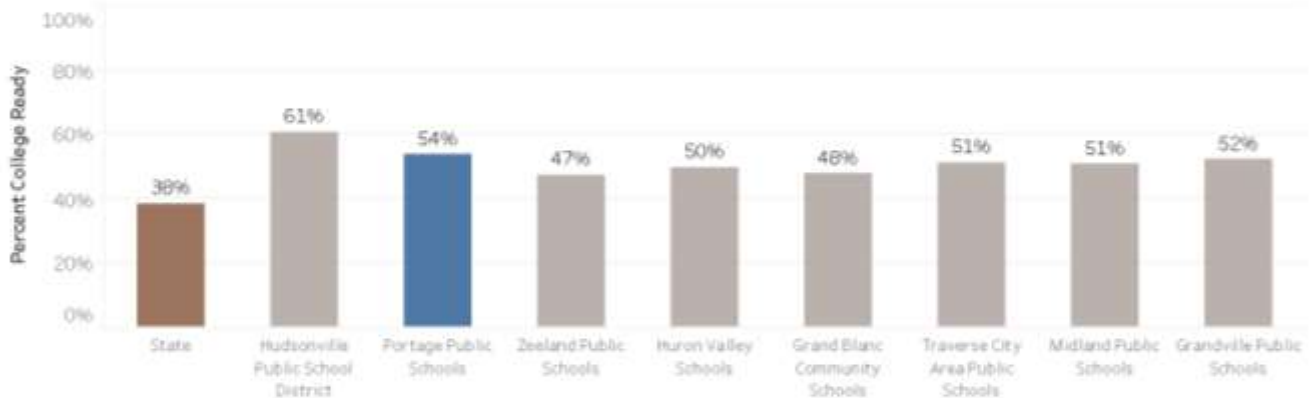
Policy Title: Ends Policy 1.1

2021 SAT Evidence Based Reading & Writing

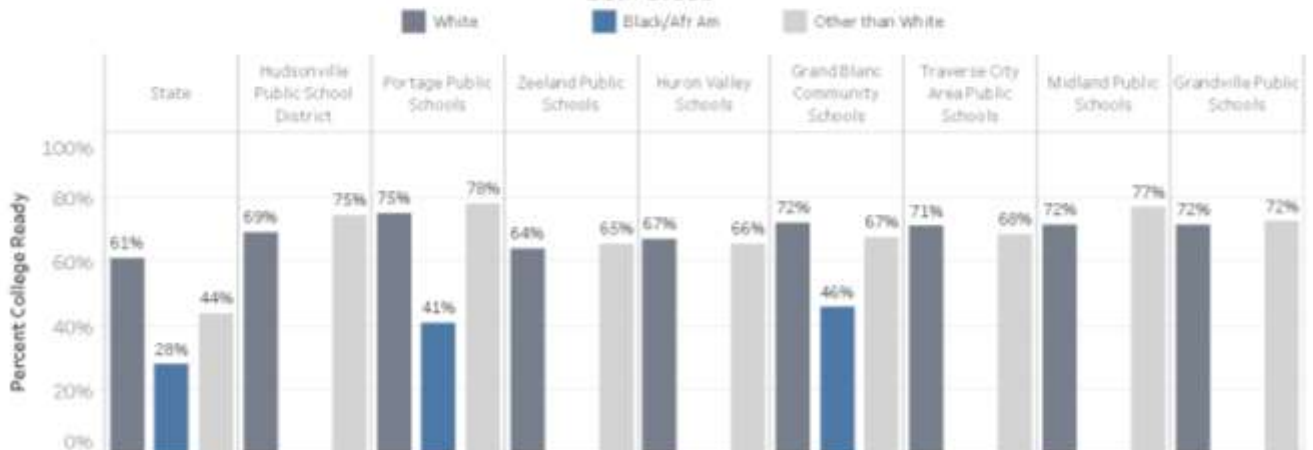
All Students
11th Grade



Economically Disadvantaged
11th Grade



Race/Ethnicity
11th Grade



Notes:

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

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

Monitoring Report

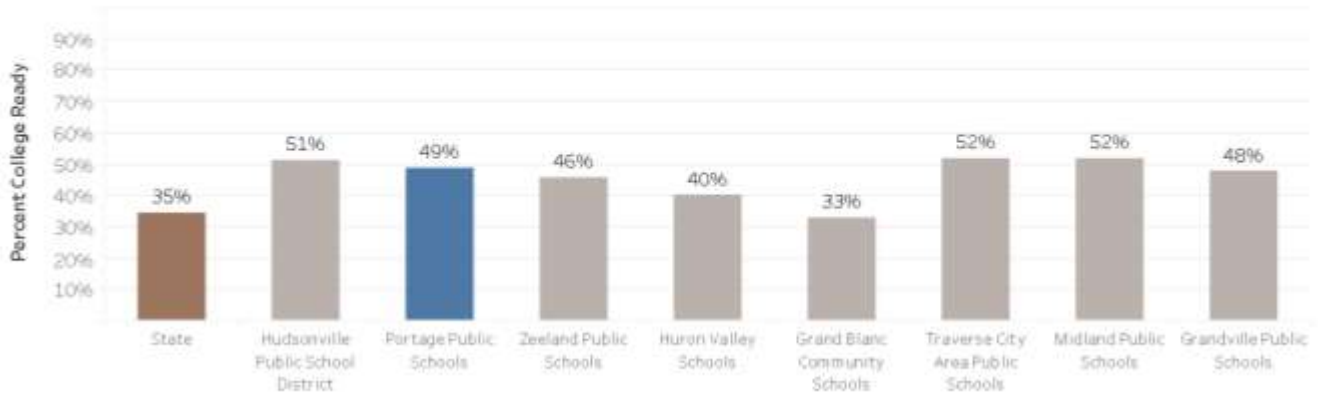
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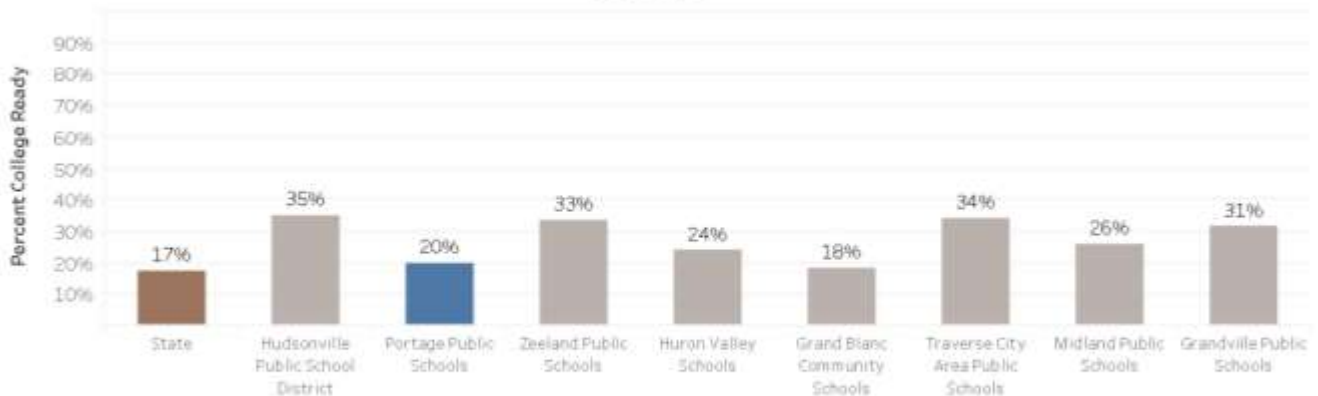
Policy Title: Ends Policy 1.1

2021 SAT Math

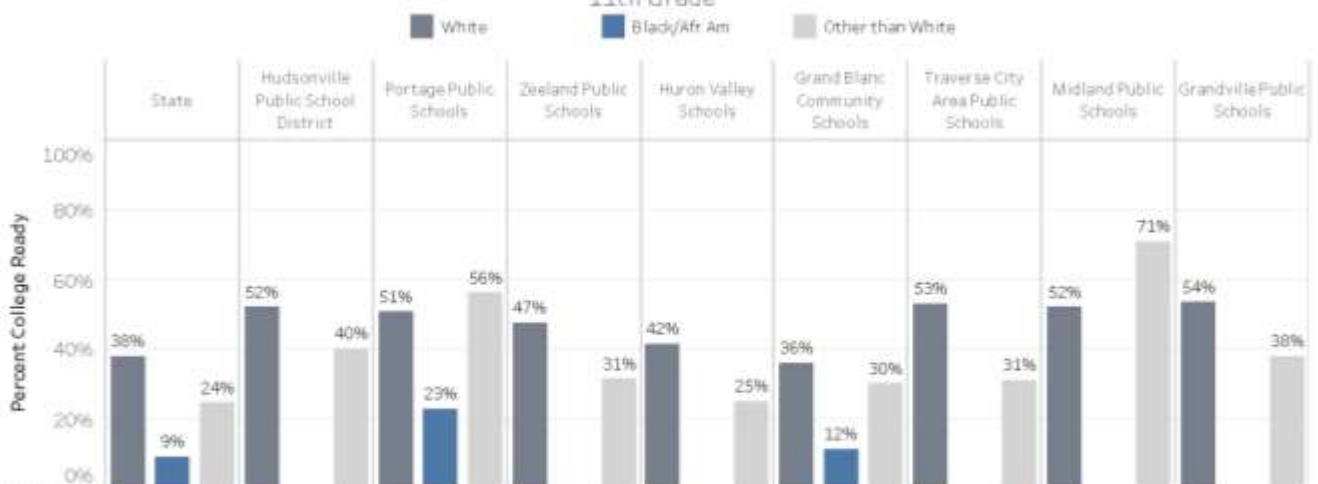
All Students
11th Grade



Economically Disadvantaged
11th Grade



Race/Ethnicity
11th Grade



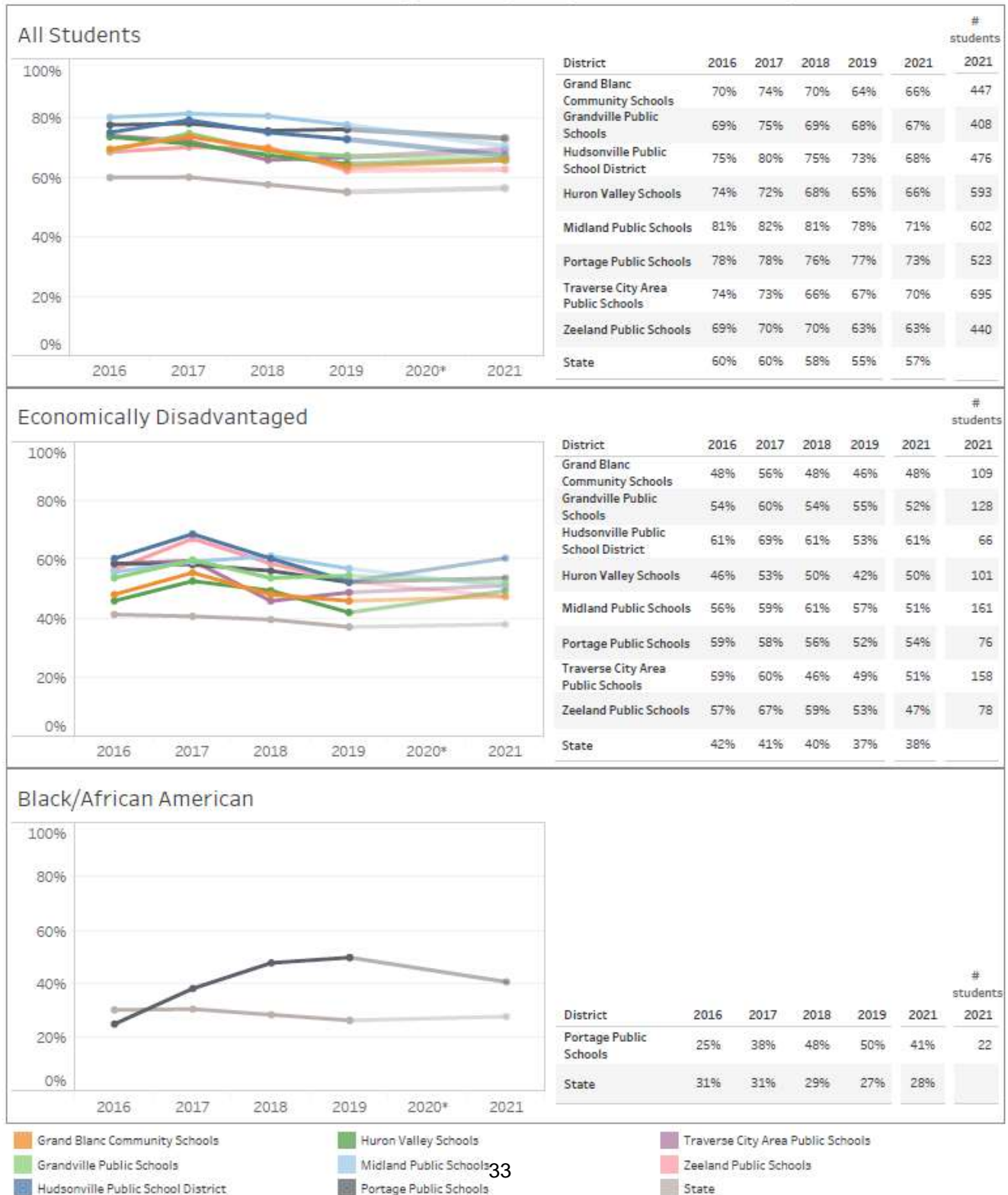
Notes:

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

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

Evidence Based Reading and Writing Trends: Percent College Ready

*State Assessments were not given in 2020, resulting in no available data for that year.



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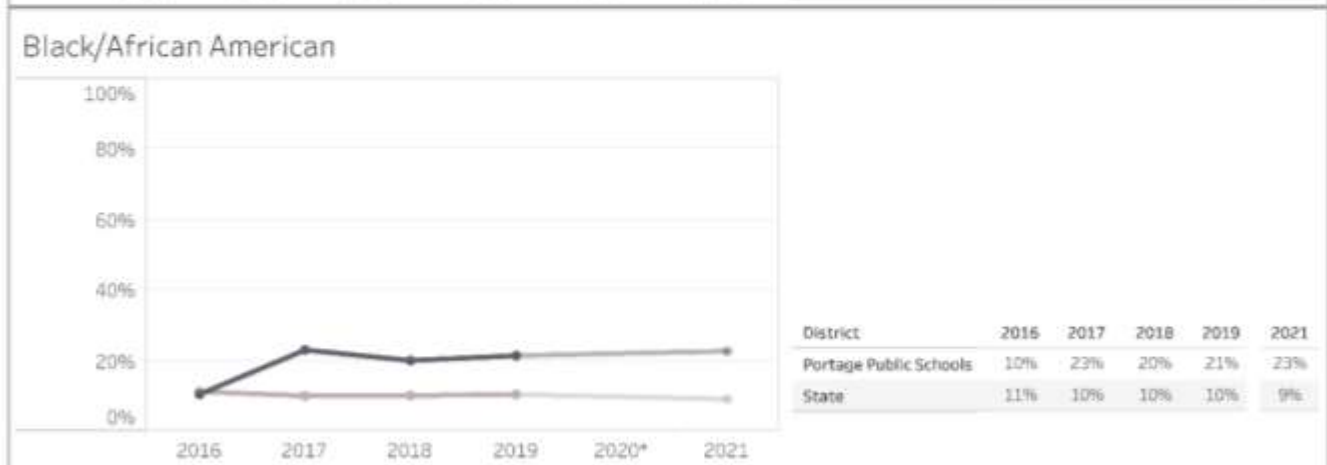
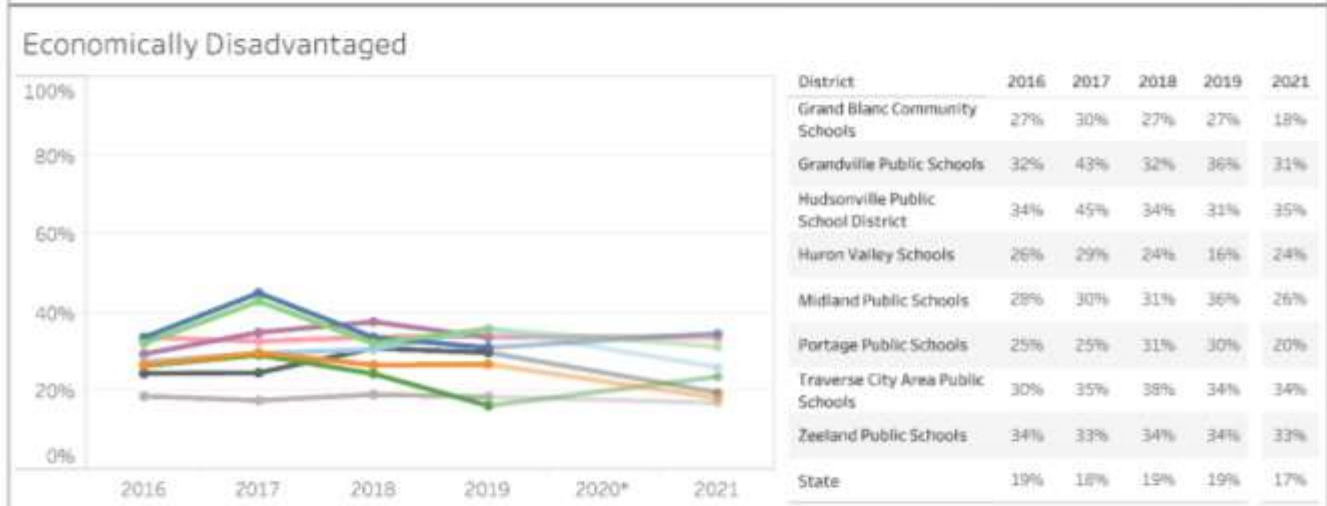
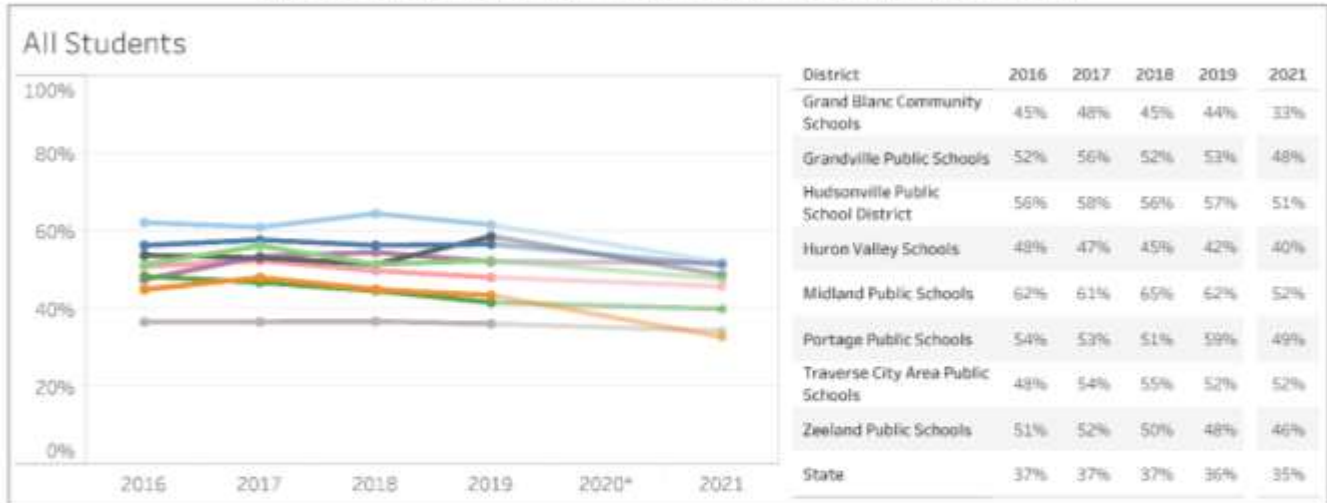
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Policy Title: Ends Policy 1.1

Math

Trends: Percent College Ready

*State Assessments were not given in 2020, resulting in no available data for that year.



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Policy Type: Ends

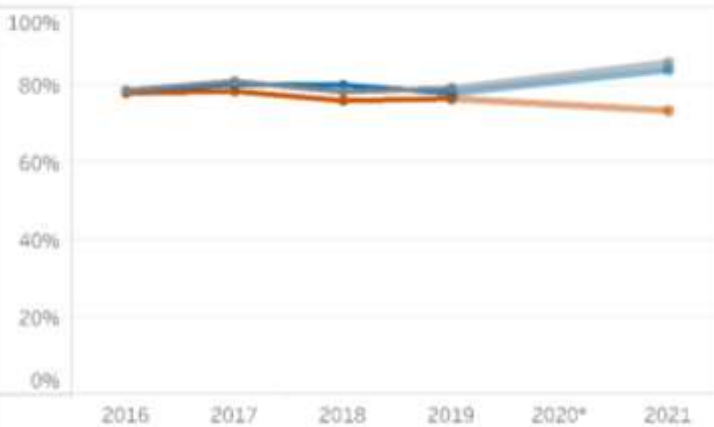
Policy Title: Ends Policy 1.1

Evidence Based Reading and Writing Trends: Percent College Ready

*State Assessments were not given in 2020, resulting in no available data for that year.

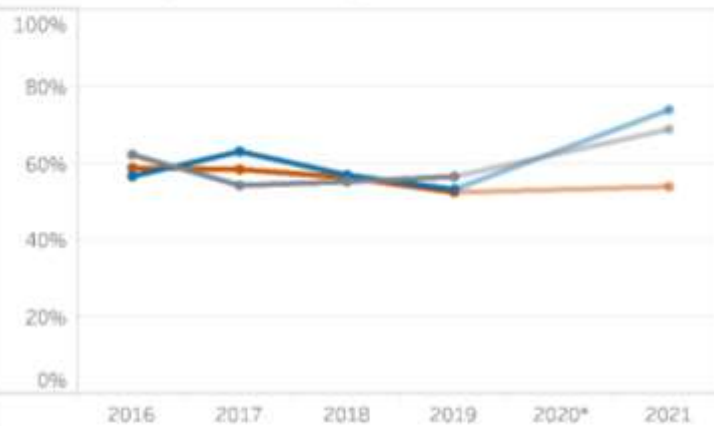
■ PSAT9 ■ PSAT10 ■ SAT

All Students



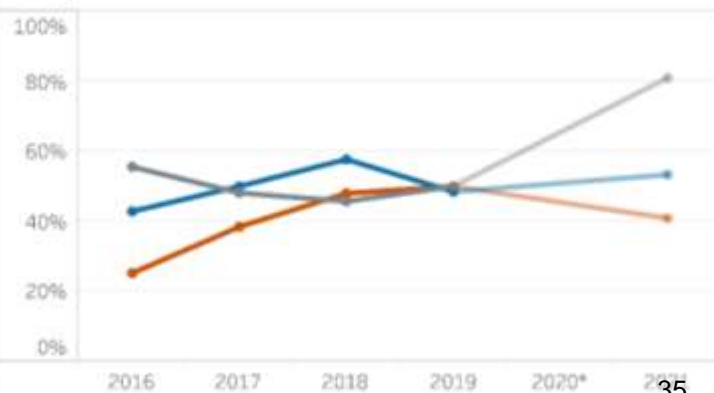
	2016	2017	2018	2019	2021	# students
PSAT9	79%	81%	78%	79%	86%	452
PSAT10	79%	80%	80%	78%	84%	406
SAT	78%	78%	76%	77%	73%	523

Economically Disadvantaged



	2016	2017	2018	2019	2021	# students
PSAT9	62%	54%	55%	57%	69%	77
PSAT10	57%	63%	57%	53%	74%	69
SAT	59%	58%	56%	52%	54%	76

Black/African American



	2016	2017	2018	2019	2021	# students
PSAT9	56%	48%	46%	50%	81%	21
PSAT10	43%	50%	58%	48%	53%	15
SAT	25%	38%	48%	50%	41%	22

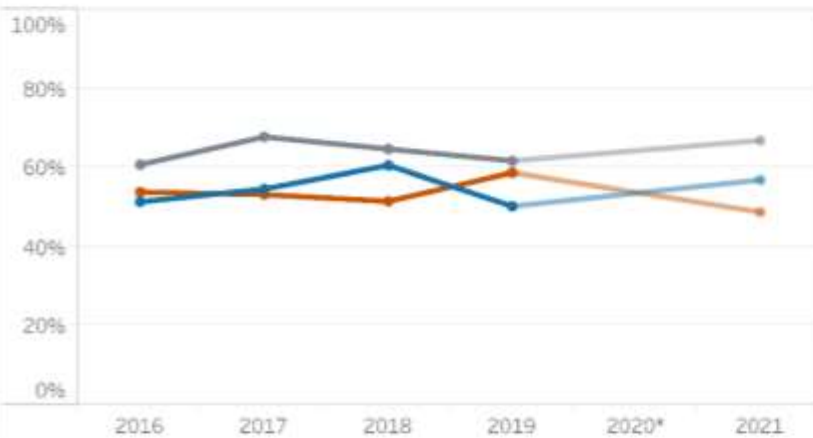
Math

Trends: Percent College Ready

*State Assessments were not given in 2020, resulting in no available data for that year.

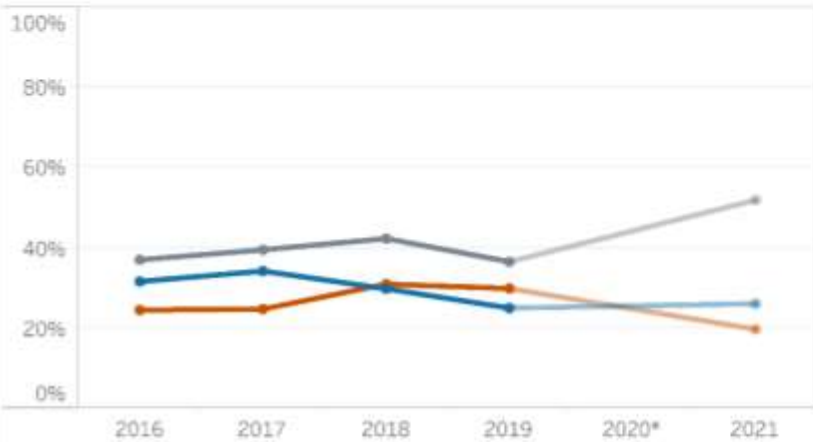
■ PSAT9 ■ PSAT10 ■ SAT

All Students



	2016	2017	2018	2019	2021
PSAT9	61%	68%	65%	62%	67%
PSAT10	51%	55%	61%	50%	57%
SAT	54%	53%	51%	59%	49%

Economically Disadvantaged



	2016	2017	2018	2019	2021
PSAT9	37%	40%	42%	37%	52%
PSAT10	32%	34%	30%	25%	26%
SAT	25%	25%	31%	30%	20%

Black/African American



	2016	2017	2018	2019	2021
PSAT9	26%	41%	23%	27%	52%
PSAT10	43%	21%	23%	15%	33%
SAT	10%	23%	20%	21%	23%

Narrative of trends on High School Data

For students being tested:

- We tested 86.6% of our 11th grade students in the spring of 2021 on the SAT. There is no accurate comparable districts data available on the percentage of students tested. With the pandemic occurring there isn't accountability on any state measure, thus students were not required to complete the assessment.

For All Student SAT measures:

- Looking at our previous year's performance, our average combined score decreased (1075 in the spring of 2021 from 1095 in the spring of 2019.) Our percent college ready moved downward by 4% to 73% in EBRW and by 10% to 49% in Mathematics.

For our Economically Disadvantaged students on SAT measures:

- Our overall SAT score for Economically Disadvantaged students declined by 6 points to 953 points compared to the spring of 2019 (152 students in the spring of 2021). Our percentage college ready in EBRW for these students increased by 2% to 54% and the mathematics score declined 10% to 30%.

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

- Our African-American/Black overall average combined score increased from 909 to 927 when compared to the spring of 2019, with a cohort of 22 students in 2021 (28 students in the spring of 2019). At the same time, our percentage college ready in EBRW decreased by 9% to 41%, and our percent college ready in mathematics increased 1% to 21%. Due to small cohorts of data available, the majority of our comparable districts do not have data available publicly.

For our Trending on SAT measures:

- Our trends in both EBRW and mathematics are generally downward. We have small increases that are present in our economically disadvantaged EBRW score (+2%) and in our African-American/Black Math score (+1%).
- For this year, we have only one comparable district for Black/African-American data.
- Compared to the State trends:
 - PPS declined compared to the state trend in EBRW and Mathematics for all students. The state declined 2% in EBRW and increased 1% in Mathematics, while we declined 4% and 10% respectively.
 - For ED students, the state held steady in mathematics and increased 1% in EBRW. We improved compared the State in ED EBRW, increasing 2%. In mathematics, PPS declined 1% while the state was unchanged.
 - For Black/ African-American students, we decreased in EBRW compared to the State average by 9% and the State held steady in mathematics while we again had a small 1% increase.

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Policy Type: Ends

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For our students on our PSAT9 and PSAT 10 measures:

- For All Students (Cohort Size: PSAT 9: 452 students, PSAT 10 406 students)
 - Positive trends on the EBRW assessment, + 7% on PSAT 9 and + 6% on PSAT 10.
 - Positive trends on the Math assessment, + 5% on PSAT 9 and + 7% on PSAT 10.

- For our Economically Disadvantaged students: (Cohort Size: PSAT 9: 77 students, PSAT 10: 69 students)
 - Positive trends on the EBRW assessment, + 12% on PSAT 9 and + 21% on PSAT 10.
 - Positive trends on the Math assessment, + 15% on PSAT 9 and + 1% on PSAT 10.

- For our African-American/Black students: (Cohort Size: PSAT 9: 21 students, PSAT 10: 15 students)
 - Positive trends on the EBRW assessment, + 31% on PSAT 9 and + 5% on PSAT 10.
 - Positive trends on the Math assessment, + 25% on PSAT 9 and + 18% on PSAT 10.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08
Revised: 5/25/09, 3/22/10, 2/26/18

**Portage Public Schools
Monitoring Report**

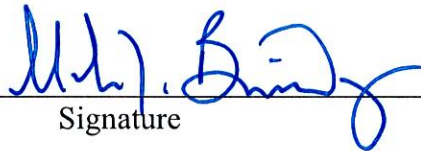
Policy Type: Executive Limitation
Policy Title: (2.1) Treatment of Consumers

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.1, "Treatment of Consumers" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 7, 2021.



Signature

10.4.21

Date

Interpretation

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

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

2.1.1 POLICY LANGUAGE

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

Interpretation

I interpret this to mean:

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

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

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

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

Report

The District’s traditional Parent Satisfaction and Student Engagement Surveys were last administered in late fall of 2019. Participating in the surveys were 1,937 parents and 5,636 students.

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

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

During the 2020-21 school year we made the decision to put a hold on these two surveys because of the emerging needs of the COVID-19 pandemic. Instead, we solicited feedback from students and parents/caregivers relative to our state-required Return to Learn Plan through “Pulse Check Surveys.” We believed the feedback we received through these shorter 30 and 90-day surveys would provide us with more timely information about how we were doing in implementing our plan and meeting student and family needs. It is our intent to resume our traditional Parent Satisfaction and Student Engagement Surveys in the spring of 2022.

Through our pulse check surveys we had 2,777 parents/caregivers and 1,877 students participate. Overall, parents reported to us that they believed we were doing what we could to keep their students safe and that they had access to their child’s teacher. Students, too, told us they felt safe while doing their schoolwork and knew how they were doing on their schoolwork.

We also heard from parents that they were concerned that their child would fall behind academically. Students were concerned about not being able to connect with their friends.

This data was shared with all building principals and action plans for improvement were generated. At the 90-day mark we increased our scores (Parent Satisfaction) on five of the items tested and saw slight decreases in the other two items. There continued to be a strong belief that we were doing what we could to keep students safe, parents had access to teachers, that we were meeting students' social-emotional needs, that they were receiving feedback from teachers, and that our communications were timely. The two items that we needed to work on were: 1. Raising parent confidence that their child would not fall behind in school, and 2. providing parents with the resources they needed to help their child learn. Again, action plans were implemented to address the areas that needed to be improved.

On the student side, we continued to create safe learning conditions for all of our students and found ways to keep students connected with their friends while at the same time recognizing that social distancing and other safety measures were necessary to have in place for student safety. We also strategized on how to keep students engaged in their education, and making progress on their schoolwork.

Our plan at this time is to continue with pulse surveys for students and parents/caregivers this fall to get quick feedback and respond in a timely manner.

Conclusion Statement

The organization met expectations.

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

2.1.2 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

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

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

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

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

Conclusion Statement

The organization met expectations.

2.1.3 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

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

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

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

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

Conclusion Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

2.1.4 POLICY LANGUAGE

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

Interpretation

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

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

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

Report

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

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

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

Conclusion Statement

The organization met expectations.

2.1.5 POLICY LANGUAGE

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Interpretation

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

Report

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

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

Conclusion Statement

The organization met expectations.

2.1.6 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

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

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

Enrichment Class offerings are publicized electronically and on our website as we transitioned away from the traditional printed catalogue. We continue to provide the same information about classes, programs and fees. It is noted that because of COVID-19 we have not offered enrichment classes since fall 2020.

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

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

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

- Curriculum Instruction Council – reviews and shares information regarding instructional materials, curriculum changes and class offerings.
- Parent-Teacher Organizations – building level groups used to support student activities and serve as sounding boards for building principals.
- Building the Future of Learning – This multi-pronged approach to designing our new middle schools, pools and stadiums contains an important Advisory Group component that continues to involve staff and community members. As our 2015 bond projects near completion we are now working with much smaller groups in identifying and prioritizing facility needs where the remaining unallocated bond funds can best be used.

During the 2017/18 school year, the District finalized the Standards of Service Excellence. These standards serve to provide for more consistent service to those who interact with the school community.

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

PPS Standards of Service Excellence are:

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

Conclusion Statement

The organization met expectations.

2.1.7 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

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

Monitoring Report

Page -10-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Conclusion Statement

The organization met expectations.

2.1.8 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM
OCTOBER 11, 2021, 6:30 P.M.**

Note Page

VII Assurance of District Performance

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

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.5, Financial Condition and Activities, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.5, "Financial Condition and Activities" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 7, 2021.



Signature

10.4.21

Date

Please note that parts of this Policy are monitored by the Board by external reporting through the Districts auditing firm, Rehman Robson in the form of the Annual Audit. The audit is expected to be presented to the Board in November 2021.

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding 12 sections. My interpretations of those sections, the report, and conclusion statements are presented below and have been updated.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.1 POLICY LANGUAGE

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

Interpretation

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

Report

The 2021/22 budget adopted by the Board includes the planned expenditures of \$718,175 above projected revenues. At the time this monitoring report was updated, the audit for 2020/21 was not final. The estimated unassigned End of Year (June 30) fund balance, including the effect of the actual results from the 2020/21 Audit, is estimated to be \$12,975,481 or 12.98% of expenditures. The estimated increase for 2020/21 is based on revenues coming in higher than what was expected and expenditures coming in lower than expected with the final budget amendment.

The latest External Audit for the year ending June 30, 2020 indicates an estimated unassigned fund balance of \$9,587,778 or 10.27% of expenditures.

Conclusion Statement

The organization met expectations.

2.5.2 POLICY LANGUAGE

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

Interpretation

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

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Report

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

Conclusion Statement

The organization met expectations.

2.5.3 POLICY LANGUAGE

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

Interpretation

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

Report

Based on the latest information, the fund balance will remain in compliance with policy. I am not aware of anytime during the past year when the unassigned fund balance was less than 7%.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.4 POLICY LANGUAGE

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

Interpretation

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

Report

The June 30, 2020 Audit – the latest completed audit - did not note any deviations.

Conclusion Statement

The organization met expectations.

2.5.5 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.6 POLICY LANGUAGE

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

Interpretation

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

Report

There have been no known violations of this provision and none were noted in the Fiscal Year 2020 District Audit. None are expected in the Fiscal Year 2020 District Audit. Late payment fees are rare and miniscule at best.

Conclusion Statement

The organization met expectations.

2.5.7 POLICY LANGUAGE

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

Interpretation

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

Report

There have been no known violations of this provision and none were noted in the Fiscal Year 2020 District Audit. None are expected in the Fiscal Year 2021 District Audit.

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

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

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

Of the nearly seventeen (17) contracts awarded through Bond Funds, six (6) exceeded \$100,000. Additional expenditures above this amount from Bond Funds were approved by the Board for Chromebooks, switches, parking lots, WMS storage barn, surveillance storage, wayfinding, window film, wireless replacement systems, and curriculum materials.

General Fund expenditures above \$100,000 were approved by the Board for Grand Rapids Building Services Contract and to the City of Portage for School Resources Officers.

Conclusion Statement

The organization met expectations.

2.5.8 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.9 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

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

Conclusion Statement

The organization met expectations.

2.5.10 POLICY LANGUAGE

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

Interpretation

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

Report

There have been no known violations of this provision. None were noted in the Fiscal Year 2020 District Audit, and none are expected in the Fiscal Year 2021 District Audit.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Conclusion Statement

The organization met expectations.

2.5.11 POLICY LANGUAGE

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

Interpretation

I interpret this to mean that:

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

Report

At the July 26, 2021 Regular Business Meeting of the Portage Public Schools' Board of Education, the Board approved contract extensions adjustments for District Administrators. Contract extensions not-to-extend beyond June 30, 2023 were approved. As part of the budget approval process, the Board approved an increase to the aggregate amount paid to this group. Contracts reflecting these changes have been issued.

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

- Zac Crouch - Elementary Principal
- Alexandra McCullough - Elementary Principal
- Kim Cugnetti - Middle School Principal
- Johnny Edwards - Assistant Superintendent

As of this report, I have not yet recommended compensation changes for District Administrators except for steps (for those eligible) and lane changes for two administrators. Now that negotiations with other employee groups have been completed, a recommendation is forthcoming for additional compensation.

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Conclusion Statement

The organization met expectations.

2.5.12 POLICY LANGUAGE

The Superintendent shall not operate without a continuous budget cycle and provide a minimum of two budget revisions during the fiscal year, as needed, to accurately reflect the financial condition of the district for the board and the community.

Interpretation

I interpret this to mean that after Board approval of the annual budget, at least two budget revisions will be made during the fiscal year at times that best align with changes in planning assumptions and known conditions.

Report

This policy language was added in June 2020 in order to capture the fact that the Board had been conducting two budget revisions but did not have a policy that directed this action. Traditionally, the first budget amendment comes to the Board mid-year with the second just prior to the close of the fiscal year. There was agreement by the Board that during unusual circumstances, there could be more than two amendments or a first amendment earlier than mid-year.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM
OCTOBER 11, 2021, 6:30 P.M.**

Note Page

VII Assurance of District Performance

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

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.8, Conflict of Interest, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.8, "Conflict of Interest" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 7, 2021.



Signature

10.7.21

Date

Interpretation

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

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

2.8.1 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Conclusion Statement

The organization met expectations.

2.8.2 POLICY LANGUAGE

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

Interpretation

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

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

Report

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

Conclusion Statement

The organization met expectations.

2.8.3 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

2.8.4 POLICY LANGUAGE

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

Interpretation

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

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

Report

I have received no such payments.

Conclusion Statement

The organization met expectations.

Added Note

Operational Policies 1130, 3110 and 4110 address administrative, professional, and support staff conflict of interest. To my knowledge, there has been no violation of these policies.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM
OCTOBER 11, 2021, 6:30 P.M.**

Note Page


IX. Action Items

1. Administrator Contracts (EL 2.5)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the changes to benefits in the Administrator Handbook and authorize the Superintendent to issue Administrator contracts not to extend beyond June 30, 2023, and with additional compensation in the aggregate, to be approved by the Board as part of the amended 2021/2022 budget.

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

To: Board of Education
From: Mark T. Bielang 
RE: Administrative Contract Increase
Date: October 11, 2021

RECOMMENDATION

It is recommended that the Board of Education approve the changes to benefits in the Administrator Handbook and authorize the Superintendent to issue Administrator contracts not to extend beyond June 30, 2023, and with additional compensation in the aggregate, to be approved by the Board as part of the amended 2021/2022 budget:

BACKGROUND

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

The contracts of District Administrators were previously approved with a step increase and extension through June 30, 2023 by the Board in August 2021. After the settlement of all collective bargaining agreements by the Board, it is recommended that the Administrator group receive the same compensation increase as was approved for the Portage Education Association: 1.5% increase on the salary scale and an additional \$1,000 one-time off-scale payment.

Regarding salary for the group in total: The revised 2021/2022 board-approved budget will include the salary increase to the aggregate which amounts to approximately \$57,700 (equals \$78,406 with increases in FICA and state mandated retirement) over the previous year. The one-time payment equals approximately \$36,900.

Included with this request is the revised Administrator Handbook reflecting the benefits provided by the District to its Administrators.

PORTAGE PUBLIC SCHOOLS

ADMINISTRATOR GUIDELINES of BENEFITS and WORKING CONDITIONS

PURPOSE

These guidelines are designed to provide you with a general overview of the benefits and working conditions for Portage Public School Administrators. Because it is the District's intent to maintain a competitive position, the benefits explained here are subject to change.

Please contact Human Resources if you have specific questions on the information contained within these guidelines. Should any language between an administrator's individual contract and these guidelines conflict, the contract language will be followed.

LENGTH OF CONTRACT YEAR

All administrators are employed under a contract which is approved by the Board of Education. The length of the work year is dependent upon the position in the District.

Assistant Superintendent of Instruction	12 month
Assistant Superintendent of Operations	
Director of Special Education/At Risk	
Director of Curriculum and Professional Development	
Director of Technology	
Director of Human Resources	
Director of Finance	
Director of Elementary Instruction	
Central High School Principal	
Northern High School Principal	
Special Education Supervisors	
Middle School Principal	
HS Assistant Principal – AD's	11 month
Community High School Principal	
Elementary Principal	41 weeks*
MS Assistant Principal	

* (may slightly vary based on how each school calendar falls)

Compensation is initially developed on an annualized basis and is then recalculated on a per diem basis which reflects work days, paid holidays and vacation. For payroll purposes the contractual salary is divided by the applicable number of pay periods and is paid in equal installments.

All administrators will be paid over twenty-six pay periods. Salary rates are effective for administrators who work eleven months as of the first pay period in August. For those administrators working 41 weeks, the salary effective date will be during the second pay period in August.

HOURS OF WORK

An administrator has specific responsibilities which on occasion necessitate working other than normal working hours. Administrators are responsible for providing a professional and courteous office environment that is open to the public during publicized hours. Unless they are involved in approved school or District meetings, their workday should conform to the established business hours for their building. Additionally, they are responsible for appropriate supervision of all school-sponsored events.

SALARY STRUCTURE

The Superintendent is responsible to develop and update the compensation system for administrative employees. Generally a classification review occurs every other year. The three objectives of a review are to:

1. Rank all administrative positions in terms of relative job worth.
2. Develop internally equitable salary ranges for all jobs.
3. Compare salary ranges with external competitive salary practices.

The Superintendent considers and recommends annual salary adjustments by July 1 each year. Once approved by the Board, annual contracts are prepared for each administrator.

Occasionally, it may be necessary for the Board to make mid-year adjustments based on personnel changes, contract settlements, revenue changes, insurance rate changes and / or labor market fluctuations. These changes will be done in accordance with the contract signed by the Administrator and the District.

EMPLOYEE BENEFITS

HEALTH, HSA, DENTAL, VISION, TERM LIFE, LONG-TERM DISABILITY

Health Insurance

MESSA ABC-1 High Deductible Plan with Health Savings Account. The district pays 80% of the premium and covers the entire deductible expense via contribution to a Health Savings Account. HSA account deposits will be prorated for employees starting after the beginning of the fiscal year. Employees can choose to take cash payment instead of health

insurance. The cash in-lieu benefit is \$250 a month which can be paid into the employee's regular pay check, or put it into a tax deferred annuity account.

Health Savings Account

Administrators who choose to be covered by the district's High Deductible Health Plan, will be required to open a Health Savings Account (HSA) at a financial institution selected by the District. Funds to cover the deductible expense of the Health Plan are deposited by the district into the Administrator's HSA Account in equal amounts 4 times per year in January, April, July, and October. Administrators may contribute additional funds into the HSA via payroll deduction up to the annual IRS limit.

Dental Insurance

Delta Dental Plan – covers 80% for maintenance, 80% for fillings, crowns, etc., 80% for dentures and bridges, and 80% for orthodontic care (up to age 19 – maximum lifetime benefit is \$2500). District pays 100% of the premium cost and enrollment is required if electing health insurance. There is a provider network for additional discounts.

Vision Insurance

VSP Vision Insurance offers discounts and coverage as described in plan documents. District pays 100% of the premium cost and enrollment is required if electing health insurance. There is a provider network for additional discounts..

Life Insurance

Basic Term Life Insurance with AD&D, at a level that is 2x yearly compensation. Employees can buy supplemental life insurance at a level up to 2x yearly compensation amount. (Note: Any purchase of supplemental life insurance which exceeds the guaranteed issue amount of \$70,000 will require the employee to provide proof of insurability.) No Waiver of Coverage is available. Per IRS regulations, life insurance amounts in excess of \$50,000 may result in imputed income which will be reported to the IRS and included on the Administrator's W-2.

Long Term Disability Insurance

The plan through National Insurance Services covers 66.67% of salary and has a 60 day elimination period. No waiver of coverage is available for LTD as the District fully pays the premium.

CELL PHONES

Since administrators are on-call at times outside the school day, the District provides a stipend to be used toward a cell phone. The phone number must be provided to the District in order to receive the stipend. As of October 2021, the stipend amount is \$80 per month.

VACATION

Administrators working 12 months are eligible to receive four weeks of paid vacation effective with the date of hire. Amounts will be prorated during the initial year of employment. Vacation time is granted on July 1st each year.

Vacation time may not be accumulated from year to year, but a previous year's balance can extend beyond June 30th as long as it is used before the end of August in the following school year. The Superintendent may approve additional extensions for unusual circumstances.

Because the District believes time off is important, vacation time must be used; pay will not be granted in lieu of time off.

Upon termination an administrator will be compensated for any unused vacation on a prorated basis.

11 month administrators are eligible for ten (10) days vacation which should be used when school is not in session. These days must be used during the school year for which they are granted.

The work schedule for administrators on 41 week contracts conforms to the teacher's work schedule for holiday and summer vacation periods. These employees work approximately 20 days in addition to the teacher work year as determined by the District.

BUSINESS LEAVE

Administrative employees are eligible for three (3) business leave days each year. Employees desiring such a leave must obtain approval in advance from their immediate supervisor. This time off is not cumulative from year-to-year.

HOLIDAYS

The following days are celebrated as holidays. Administrative personnel will not be required to report for work on these days if these holidays fall within the contracted administrative work schedule.

July 4*
Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
December 24*
December 25*
December 31*
January 1*
Spring Friday
Memorial Day

*Should any of these holidays fall on a Saturday or Sunday, the holiday will be recognized on either the Friday or Monday adjacent to the holiday.

SICK LEAVE

All administrators absent from work because of personal injury or illness will receive full compensation for up to 90 days of absence. Administrators absent because of personal illness on a day to day basis will be reimbursed at full pay for the time lost. Sick leave is restored to 90 days as of July 1st each year.

FAMILY AND MEDICAL LEAVE ACT

The District will comply with all provisions of the Family and Medical Leave Act (FMLA). Additional details and needed forms are available from Human Resources.

TAX SHELTERED ANNUITY

In addition to making required payments to MPSERS, the Board of Education provides all administrators access to both 403(b) and 457 tax sheltered annuity programs. The District contributes 2% of each administrator's annual salary into a tax sheltered annuity program selected by the administrator from a list of approved vendors. This benefit is prorated for those administrators who work less than the full year prior to July 1. The District also provides an additional annuity payment of 1% for those administrators who are paid at the top step of their salary range. Payments typically occur before the end of each calendar year.

Each administrator may elect to increase the contribution to the tax sheltered annuity program by authorizing the District to deduct additional sums of money from biweekly paychecks. Please contact the Payroll Department for additional information.

RETIREMENT BENEFITS

All public school employees are enrolled in the Michigan Public School Employees' Retirement program. The Office of Retirement Services (ORS) establishes the eligibility requirements, benefits and other rules and regulations in Lansing. If there are specific questions concerning this benefit, please contact the Office of Retirement Services, P.O. Box 30171, Lansing, Michigan 48909-7671.

The District will provide a retirement notice incentive for administrators with at least five (5) years of District administrative service. The amount, calculated based on the previous ORS guidance on purchasing service credit, will be pro-rated for administrators with 5-9 years of experience as an administrator with the full amount payable after completion of the 10th year of service. Written notice of retirement must be submitted on or before December 31st preceding a retirement date effective at the end of the school year to receive this benefit.

Term life insurance is available for purchase by retired administrators to a maximum of \$25,000.

ASSOCIATION MEMBERSHIP

With prior approval of the Superintendent each administrator may join local, state and national professional associations directly related to that administrator's primary job duties.

If an administrator is given prior approval by the Superintendent to attend national or state conferences the employee will be fully reimbursed for reasonable travel, food and lodging expenses as outlined in District operational policies and guidelines.

EDUCATIONAL LEAVES OF ABSENCE

An administrative employee wishing to pursue advanced study in the field of educational administration or a related field may request a leave of absence. Generally, these leaves will fall into the following categories:

Full Year Leaves

An administrator may be granted up to one year of unpaid leave to attend school on a full-time basis. The employee will be permitted to return to the position formerly held upon the expiration of the leave. The Superintendent must approve extension of the leave beyond one year in writing.

Summer School or Summer Workshops

A full-time (12 month) administrator may request a leave of absence for educational purposes for up to four weeks during the summer. Full pay will continue throughout this period, provided the administrator's duties and responsibilities are carried on or provided for to the satisfaction of the Superintendent and the Board of Education. Additional time may be deducted from vacation allowance.

TUITION REIMBURSEMENT

Administrators may return to college for additional training, attend seminars and workshops. Reimbursement for seminars and workshops are processed through the administrator's Building Fund or Professional Development.

If the administrator wants to take college courses directly related to their job, they must obtain prior approval from the Superintendent or designee. Tuition reimbursement will be made after the course has been successfully completed with a grade of A or B. The administrator must be a current employee to receive reimbursement.

Pre-Approval:

Complete the Request for Approval of Course(s) form prior to course registration. The form is located on the shared Human Resources Google Drive (HR Common Forms). Send the completed form to Human Resources who will route as needed for approval. Human Resources will return a copy of the completed form to the employee after final processing.

Reimbursement:

Immediately after successful completion of the course (defined as receiving a B or higher), attach the receipt and grade earned for tuition reimbursement to Human Resources. Amounts paid under this plan must be paid back should the administrator leave the District within one (1) year of receiving the reimbursement.

Reimbursement may be granted for course-work which is directly related to the administrator's job.

If the Superintendent directs an administrator to attend a workshop, seminar, or to take a specific course, the District will absorb all reasonable costs.

LEGAL ADVICE AND INDEMNITY INSURANCE

The District will protect its administrators through a comprehensive liability insurance program. Under the provisions of the District's liability policy, the Board will assist in the defense of any administrator concerning claims for damages caused or alleged to have been caused, in whole or in part, by that individual while performing assigned duties for the District provided that the Board determines that the administrator was acting in accordance with and within the scope of the administrator's duties, authority and Board policy. The District shall not be obligated to assume any costs or judgments entered against the

administrator when such damages are due to the individual's willful negligence, violation of law, or criminal act as determined by a court of law.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM
OCTOBER 11, 2021, 6:30 P.M.**

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IX. Action Items

2. Special Education Parent Advisory Committee Membership (KRESA)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve Sarah Baird and Kendall Newhouse as members of the Kalamazoo RESA Special Education Parent Advisory Board.



Jeanine Mattson-Gearhart
Special Education Director
Phone: 269.323.5170
jmattsongearhart@portageps.org

TO: Board of Education

CC: Mark Bielang, Superintendent

FROM: Jeanine Mattson-Gearhart,
Director of Special Education

DATE: October 7, 2021

RE: KRESA Parent Advisory Board (PAC) Membership Recommendation

RECOMMENDATION

That the Board of Education approve Sarah Baird and Kendall Newhouse as members of the Kalamazoo RESA Special Education Parent Advisory Board.

BACKGROUND

The Parent Advisory Board (PAC) provides Kalamazoo County with parental input in providing the best service for students who have disabilities. Members to PAC serve a three-year term.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE NORTHERN HIGH SCHOOL AUDITORIUM
OCTOBER 11, 2021, 6:30 P.M.**

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X. Discussion Items

1. Policy Revisions (BL 0131.1)



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: October 6, 2021
RE: Bylaws and 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 Bylaws and Operational Policies are being recommended for revision, update, inclusion or replacement. A brief explanation of the change, as provided by NEOLA, is included. The entire Policy language is available for review at the Administration Building.

Bylaw 0100 - Definitions (Revised)

The definition of "Voting" has been revised to reflect the change in statute regarding allowable exceptions to "in-person voting at meetings of the Board. After December 31, 2021 only the military duty exemption remains. The Board chair should only approve a request that complies with the law.

This revision should be adopted to maintain accurate policies.

Policy 3120 - Employment of Professional Staff (Revised)

This policy has been revised to reflect recent changes in certification/licensure statutes and regulations. Outdated "highly qualified" language has been deleted.

Revisions to this policy should be adopted in order to maintain accurate policies.

Policy 5722 – School-Sponsored Publications and Productions (Replacement)

This replacement policy is proposed because of the wide variety of school-sponsored student media that are present in schools today and due to the many technological advances that have occurred. The policy, as before, provides several options available to the Board regarding the type of forum that will be provided and what level of review and regulation will occur. The language in the policy has been modified to encompass the newer online electronic forms of school-sponsored student media. The policy provides four options to consider for the classification and regulation of such publications and production. A toolkit has been provided to assist district staff in their review of the replacement policy and revisions to the administrative guideline.

The recommendations made in this policy should be carefully considered when addressing the evolving student media environment and language should be adopted that best fits the district's needs.

Policy 6114 - Cost Principles - Spending Federal Funds (Revised)

This policy has been revised to provide greater detail in allowability guidance for districts regarding expenditure of federal funds. There has been a significant increase in funding for school districts through the third pandemic stimulus bill dubbed the American Rescue Plan, providing \$122 billion in Elementary and Secondary School Emergency Relief (or ESSER III) funds. While the policy has accurately referenced definitions and restrictions cited in various sections of 2 C.F.R. 200, greater specificity has been requested by program reviewers and auditors.

Revisions to this policy should be adopted in order to maintain accurate policies.

Policy 6152 - Student Fees, Fines, and Supplies (Revised)

This policy has been revised to provide the authorization to allow for online payment of fees, fines, and charges.

This revision is recommended for adoption if online payment is allowed.

Policy 7450 - Property Inventory (Revised)

A drafting note has been added to this policy noting the federal threshold of \$5,000 for differentiating between supplies/materials and a capital expenditure for equipment purchase. See the note on Policy 6114 - Cost Principles - Spending Federal Funds.

This policy may need to be revised if the district's current policy uses an equipment/inventory threshold higher than \$5,000.

Memo to Board of Education re Policy Revisions
October 6, 2021
Page 3

Policy 8310 - Public Records (Revised)

Policy 8320 Personnel Files (Revised)

These policies have been revised to comply with the obligation not to disclose the address of a student or an employee who provides the District with notice that they have received a participation card issued by the attorney general under the address confidentiality program act.

These revisions should be adopted in order to remain compliant with Michigan law.

Policy 8330 - Student Records (Revised)

This policy has been revised to reflect the change in federal rule (2021 Solomon Amendment: Subtitle C—General Service Authorities and Correction of Military Records SEC. 521). If the district issues student email addresses, it must release such email addresses to military recruiters as part of directory information, as requested, unless prohibited by student or parent request in writing.

This revision should be adopted in order to maintain accurate policies.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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OCTOBER 11, 2021, 6:30 P.M.**

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X. Discussion Items

2. Revisions to Ends Statements (BL 0131.1)

POLICY TYPE: ENDS

1.0 POLICY TITLE: *GLOBAL ENDS*

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

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

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

Ends

The following ends statements all contribute to a successful graduate of Portage Public Schools.

ACADEMIC SUCCESS

- 1.1 Students demonstrate continuous improvement in the mastery of core curriculum standards with results approaching or exceeding the highest performing comparable districts.

LEARNING AND LEADERSHIP SKILLS

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

RESILIENCE IN LIFE

- 1.3 **Students have social-emotional learning competencies including:**
- **skills in self-management,**
 - **self-awareness,**
 - **social awareness,**
 - **relationship skills, and**
 - **responsible decision making to build resilience to navigate life.**

POST-GRADUATION SUCCESS

- 1.43 Students have the knowledge and skills necessary to succeed at post-secondary institutions without remediation and have the employability skills necessary to obtain meaningful employment.

RESPONSIBLE CITIZENS

- 1.54 Students demonstrate good citizenship through ethical behavior and respect for individual differences and cultures other than their own.

SERVICE TO COMMUNITY

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

Adopted: 9/22/08

Revised: 2/9/09, 8/18/14, 1/9/17, 5/22/17, 10/22/18, 3/9/2020, 12/14/2020, 6/28/2021, **10/25/21**