

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
FEBRUARY 27, 2023, 6:30 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
FEBRUARY 27, 2023, 6:30 P.M.**

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II. Revisions/Approval of Agenda

Recommended Motion:

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

**Portage Public Schools
General Fund Budget Progress Report by Function
2022-2023 Fiscal Year**

	Sevens months ended January 31, 2023				Seven months ended January 31, 2022			
	Preliminary Budget 2022- 2023	% of total	Year-to-date activity	% of budget	Preliminary Budget 2021- 2022	% of total	Year-to-date activity	% of budget
Revenue:								
Local	16,267,803	15%	16,679,809	103%	17,296,102	17%	16,212,953	94%
State	78,925,124	73%	30,202,257	38%	71,327,000	72%	29,126,831	41%
Federal	3,498,377	3%	392,263	11%	1,485,408	1%	1,253,340	84%
Local payments-other districts	9,931,803	9%	5,008,995	50%	9,004,601	9%	4,770,634	53%
Other/Transfers in	140,000	0%	-	0%	170,000	0%	-	0%
Total Revenue	108,763,107	100%	52,283,324	48%	99,283,111	100%	51,363,758	52%
Expenditures:								
Instruction								
Basic Programs	56,202,074	51%	25,186,054	45%	52,377,091	52%	25,226,260	48%
Added Needs	10,481,008	10%	4,110,052	39%	8,406,450	8%	3,806,389	45%
Total Instruction	66,683,082	61%	29,296,106	44%	60,783,541	61%	29,032,650	48%
Supporting Services								
Pupil Support	8,590,406	8%	4,121,455	48%	7,623,401	8%	3,567,034	47%
Instructional Staff	6,763,437	6%	3,733,785	55%	5,057,889	5%	3,096,422	61%
General Administration	779,752	1%	529,119	68%	798,456	1%	468,524	59%
School Administration	6,130,280	6%	3,003,354	49%	5,790,688	6%	2,968,105	51%
Business	1,119,559	1%	630,752	56%	1,412,177	1%	679,229	48%
Operations and Maintenance	10,049,646	9%	5,018,146	50%	8,874,870	9%	5,041,655	57%
Transportation	3,451,130	3%	1,853,629	54%	3,354,732	3%	1,657,848	49%
Central Support Services	3,303,331	3%	2,422,847	73%	2,688,061	3%	2,156,014	80%
Other Support Services	1,817,191	2%	1,066,242	59%	1,876,444	2%	929,890	50%
Community Services	134,106	0%	61,836	46%	150,090	0%	54,272	36%
Childcare Services	596,376	1%	1,014,953	170%	1,478,890	1%	856,953	58%
Total Supporting Services	42,735,214	39%	23,456,118	55%	39,105,698	39%	21,475,945	55%
Other Financing Uses/Capital Outlay	143,425	0%	122,680	86%	112,047	0%	88,746	79%
Total Expenditures	109,561,721	100%	52,874,903	48%	100,001,286	100%	50,597,341	51%
Excess (deficiency) of revenues over expenditures	(798,614)		(591,579)		(718,175)		766,418	

**Portage Public Schools
General Fund Budget Progress Report by Object
2022-2023 Fiscal Year**

	Seven months ended January 31, 2023				Seven months ended January 31, 2022			
	Preliminary Budget 2022- 2023	% of total	Year-to-date activity	% of budget	Preliminary Budget 2021- 2022	% of total	Year-to-date activity	% of budget
Salaries	52,602,903	48%	23,806,250	45%	48,838,707	49%	23,370,957	48%
Benefits	<u>37,830,314</u>	35%	<u>18,157,822</u>	48%	<u>35,408,930</u>	35%	<u>17,332,547</u>	49%
Total Salaries and Benefits	90,433,217	83%	41,964,072	46%	84,247,637	84%	40,703,504	48%
Purchased Services	10,517,284	10%	6,316,761	60%	9,333,869	9%	6,051,838	65%
Supplies	6,348,737	6%	4,101,707	65%	4,553,083	5%	3,388,457	74%
Capital outlay/Other	<u>2,262,483</u>	2%	<u>492,363</u>	22%	<u>1,866,697</u>	2%	<u>453,542</u>	24%
Total Expenditures	109,561,721	100%	52,874,903	48%	100,001,286	100%	50,597,341	51%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
FEBRUARY 27, 2023, 6:30 P.M.**

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VI. Consent Agenda

1. Approval of Minutes
 - a. February 13, 2023 Policy Governance Retreat & Committee of the Whole Work Session

2. 2023-24 Board of Education Meeting Schedule

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**POLICY GOVERNANCE RETREAT &
COMMITTEE OF THE WHOLE WORK SESSION
FEBRUARY 13, 2023**

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, February 13, 2023, was called to order at 4:00 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Emily Crawford, Ean Hamilton, Kimberly Larson, Bo Snyder, Terri Novaria, Randy Van Antwerp

Board Trustees Absent: None

Kurt Droppers resigned from the Board on January 27, 2023 creating a board vacancy for this meeting.

Executive Leadership Present: Mark Bielang, Superintendent

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

Kelly Sacket addressed the Board regarding middle school ELA communications.

Katelyn Larson introduced herself as an applicant for the current board vacancy.

DISCUSSION ITEMS

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the agenda on the topics of board work moving forward, monitoring, and public expression of board members.

The Policy Governance Retreat adjourned at 6:17 p.m.

COMMITTEE OF THE WHOLE WORK SESSION

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, February 13, 2023 was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

Board Trustees Present: Emily Crawford, Ean Hamilton, Kimberly Larson, Bo Snyder, Terri Novaria, Randy Van Antwerp

Board Trustees Absent: None

Kurt Droppers resigned from the Board on January 27, 2023 creating a board vacancy for this meeting.

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Crawford, seconded by Ms. Larson, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Johnny Edwards, Assistant Superintendent of Operations provided an update on 2021 bond construction work.

A design development meeting was held last week at which OAK presented a preliminary cost to the design. The group worked through some value engineering items for the budget allocation. A budget-allocation will be presented at the Board's next meeting along with a review of the timeline.

BOARD EDUCATION

PA 48 Report

Dr. Michael Pascoe, Assistant Superintendent of Instruction, and Dr. Mackenzie Sheahan, MTSS Coordinator & Curriculum Supervisor, provided an update on 2022-23 K-8 academic goals as required under PA 48. Districts are required to implement a benchmark assessment system aligned to state standards for the purpose of measuring student proficiency in reading and mathematics. The goal is to get 80 percent of students to benchmark by the end of the school in both math and reading. From the overall report, two graphs was reviewed. The first showed elementary math and reading screener data from the winter screening cycle and the second middle school math and reading screener data.

The presenters responded to questions from Trustees. Board members appreciated the report, the work of our educators and seeing positive results.

Media Center Material Selection Process

Mr. Dan Vomastek, Director of Technology and Information Systems, provided introductory remarks. Ms. Lisa Miller and Ms. Rachel Sillman, District Librarians as well as Elementary and Secondary Team Leaders, provided the report.

Ideas for the selection of library content come from varied sources – book lists and awards, student and staff requests, recommendations, interests/needs of students/staff, being familiar with departmental curricula, and networking with other professional librarians. This is an ongoing process.

Book selection criteria includes book reviews from multiple sources; appropriateness of the material by age, readability and interest; if it supports the curriculum; diversity, viewpoints, backgrounds, cultures; durability, format and cost.

The libraries also “weed” their content regularly of items that are no longer beneficial to the collection. This too is an ongoing process. They consider how current/relevant the material is, if there are duplicate copies or the material or the material is no longer needed, physical condition of the material, and usage/circulation records.

As additional information, Dr. Mackenzie Sheahan shared that there is a reconsideration process for concerns raised by students, parents, or community members. The initial concern if it is from a parent should be taken to the school – the school librarian (if the concern is about library material) or the school principal (if the concern is about curricular material used in the classroom). If the concern comes from the community, that concern should be brought to the Curriculum, Instruction and Assessment Department.

The presenters addressed questions from Trustees. Board members appreciated the detailed report and hearing about the media center processes.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment. Mrs. Novaria read the guidelines for public participation.

Carol Pratt addressed the Board regarding school library content; it should be inclusive.

Dennis Martin spoke out against the banning of books in our libraries and in support of our librarians.

Dr. Luchara Wallace expressed her objection to the attempts by some to censor our library content, which would only limit the reading options of our students and deny their rights to personal growth and development.

Jacqueline Denoyer expressed her opinion on the book, *Push*, as a difficult read and appropriate for older, mature students. She also encouraged a systemic improvement in services and supports for our children.

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

Mr. Snyder thanked his fellow board members for the dialogue shared at today's Policy Governance Retreat.

Mrs. Crawford expressed her appreciation for the report on library content selection and for the public comments.

Ms. Larson appreciated the public comments, would like to see Black History Month be more of a focus year-round, and she thanked her colleagues for sharing differences of opinions at the Policy Governance Retreat.

Per Mrs. Novaria, the Central vs Northern basketball game she attended last week was great fun, healthy competition between teams, an overall amazing evening.

President Van Antwerp announced that February 15 is National School Resource Officer Recognition Day. He recognized our School Resource Officers, Officers Henry Kite and Kevin Burleson. We appreciate their work to keep us safe and for providing that link between law enforcement and our students.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: the January 30, 2023 Regular Business Meeting minutes.

There being no objections, the motion carried.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.5, Ends

Motion offered by Mrs. Novaria, seconded by Ms. Larson, that the Board of Education accept Monitoring Report 1.5, Ends, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang shared highlights of his report and responded to questions from Trustees.

The motion carried unanimously.

Monitoring Report 2.4, Financial Planning/Budgeting

Motion offered by Ms. Larson, seconded by Ms. Hamilton, that the Board of Education accept Monitoring Report 2.4, Financial Planning/Budgeting, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang provided an overview of the report.

The motion carried unanimously.

ACTION ITEMS

Approve Honorary Resolution

Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education approve the resolution in recognition and appreciation of Kurt Droppers, as presented.

Mr. Snyder read the resolution aloud. Board members expressed their appreciation for Mr. Dropper's service.

The motion carried unanimously.

DISCUSSION ITEMS

2022-23 Budget Amendment

Ms. Paula Johnson, Director of Finances, and Ms. Samantha Stevens, Business Manager, provided a presentation on the first amendment to the 2022-23 budget. The report covered a review of the budget that was adopted in June 2022, state aid package, enrollment history, changes in revenues, expenses, and the fund balance since the June 2022 budget adoption.

Ms. Johnson addressed questions from board members.

President Van Antwerp thanked Ms. Johnson and Ms. Stevens for the report.

PROPOSED 23-24 BOARD MEETING SCHEDULE

Per Superintendent Bielang, the proposed meeting schedule is very similar to current and past board meeting schedules. Trustees were asked to inform Mr. Bielang of any conflicts with the schedule before it is brought back to the Board on February 27 for action.

BOARD VACANCY – APPLICATION REVIEW

Trustee Kurt Droppers resigned on Friday, January 27, 2023, creating a vacancy on the Board. By law, the Board has 30 calendar days to fill the vacancy. Notice of the vacancy was posted and applications were accepted through February 10, 2023 at 3:00 p.m. Board members were provided with the applicant responses for review prior to today's meeting.

Per Bylaw 0142.5 – Vacancies, the Board will review the applications in public session. If a strongly preferred candidate emerges from that process, the Board may select that person to appoint, and if a strongly preferred candidate does not emerge, the Board will select candidates to be interviewed in public session at another meeting, which would be followed by action to appoint.

Per President Van Antwerp, eleven applications were received, and one applicant withdrew his application. He thanked everyone who applied. He asked board members to name their top two candidates and state the reasons for their selections. The names of the applicants were listed on the

white board at the back of the room for use in tabulating board member selections. Following is the outcome of that process.

- Mrs. Crawford declared she did not have enough information to select her top two candidates.
- Ms. Hamilton named Tim Earl and Keith Crowell as her choices.
- Mr. Snyder only had one choice, Keith Crowell.
- Mrs. Novaria's applicant selections were Keith Crowell and Steve Keizer.
- Ms. Larson wants to find out more about the candidates via interview before naming her preferred applicants.
- Mr. Van Antwerp's selections were Keith Crowell and Parker Crutchfield.

Through the process, the preferred candidate that emerged was Keith Crowell. The Board opted to move the application review discussion item to action and to take action to appoint, as allowed under Bylaw 0142.5.

Motion offered by Mrs. Novaria, seconded by Ms. Hamilton, to move the appointment of a trustee vacancy to an action item.

The motion carried - 4 ayes (Novaria, Hamilton, Van Antwerp, Snyder), 2 nays (Crawford, Larson).

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education appoint Keith W. Crowell to fill the open seat on the Board of Education.

The motion carried - 4 ayes (Novaria, Hamilton, Van Antwerp, Snyder), 2 nays (Crawford, Larson). Per Mrs. Crawford, her nay vote is because she wants more information, not because she is opposed to Mr. Crowell. Ms. Larson declared the same.

With no further business to come before the Board, the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary



**2023/2024
BOARD OF EDUCATION MEETING SCHEDULE
PORTAGE PUBLIC SCHOOLS
PORTAGE, MICHIGAN**

All Board of Education meetings (Committee of the Whole Work Sessions, Regular Business Meetings, Organizational Meeting) will be held in Room #1136 of Portage Central High School, 8135 S. Westnedge. In months with two meetings, the first is a Committee of the Whole Work Session (WS) and the second is a Regular Business Meeting (RM).

July 24, 2023 (RM)	February 12, 2024 (Retreat*/WS) February 26, 2024 (RM)
August 21, 2023 (RM)	March 11, 2024 (RM)
September 11, 2023 (WS) September 25, 2023 (Retreat*/RM)	April 15, 2024 (RM)
October 9, 2023 (WS) October 23, 2023 (RM)	May 6, 2024 (WS) May 20, 2024 (Retreat*/RM)
November 6, 2023 (Retreat*/WS) November 20, 2023 (RM)	June 3, 2024 (WS) June 17, 2024 (RM)
December 11, 2023 (RM)	
January 15, 2024 (Organizational/WS) January 29, 2024 (RM)	

*Policy Governance Retreats are held at 4:00 p.m. in Conference Room #1 of the Administration Building.

Except as noted above for Policy Governance Retreats or as otherwise posted/announced, all meetings will commence at 6:30 p.m. Notice of meeting changes and special meetings, agendas, agenda packets, and approved meeting minutes are available via the District's website (www.portageps.org) under the Board of Education link. Notice of meeting changes and special meetings are also posted at the main entry of the Administration Building, 8107 Mustang Drive (269-323-5000). Agendas and agenda packets are posted on the Friday prior to the meeting. Board meeting minutes are approved at the next board meeting and then posted to the website.

Upon request to the Administration Office, the District shall make reasonable accommodation for a person with disabilities to be able to participate in a meeting.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
FEBRUARY 27, 2023, 6:30 P.M.**

Note Page

IX. Action Items

1. Approve General Fund Budget Appropriation Resolution 2022-23 Amended Budget (OP 6231)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the General Fund Budget Appropriation Resolution 2022/23 Amended Budget #1, as presented.



THE FUTURE LEARNS HERE

2022/23 Budget Amendment General Fund #1

February 27, 2023



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : February 7, 2023
Subj : General Fund Budget Amendment #1 Resolution for 2022/23

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2022/23 year at the February 27, 2023 Board meeting.

Background Information

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

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

1. Estimates from the 2021/22 final budget amendment were updated due to information available from our 2021/22 audit. The District’s fund balance increased by \$1,763,190 compared to a projected decrease of \$840,699. Expenses from the 2021/22 year came in lower than expected due to additional one time federal funding and lower than expected expenditures. Other revisions come from a detailed account analysis of budget to actual during the last school year along with individual meetings with department heads.
2. Changes in budgets necessitated by actual enrollments, actual staffing, and program adjustments. The preliminary budget was built on a blended enrollment of 8,632 students. After the October count, the District’s blended enrollment is 8,692. Enrollment is still down since COVID-19 but slowly trending higher.
3. Information received after the budget was adopted in June, 2022.

Typically, the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our Fall membership count combined with the previous Spring count using the 90/10 blend as in previous years. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 27th is provided at the functional level.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. After the amendment, unassigned fund balance is projected to be 12.66% down from 13.77% at 6/30/2022. This allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

Revisions	Amount
Revenues:	(rounded)
Local:	
Change in property tax collections based on increase in taxable value. K/RESA Special Education payout decreased and the Curious Kids program revenue increased. Local gate receipts for athletic events are up from preliminary.	\$1,693,071
State:	
Adjustments for the change in enrollment, approximately 60 students, above preliminary projection were made. Special Education Categorical 51A increased due to change in the funding formula. UAAL revenue was also adjusted to reflect the yearly increase.	\$2,790,829
Federal:	
All federal grants were adjusted to awarded amount. The majority of this increase represents the current approved amount for ESSER II funding, which is one time funding.	\$452,548
Incoming Transfers & Other Transactions:	
Increase in revenue is from buses that were just recently sold at auction.	\$11,000
Revenue Subtotal -	\$4,947,448
Expenditures:	
Salaries for all groups have been adjusted since the preliminary adoption to reflect any changes in staffing and settled contracts. Majority of the increase is due to one time payments made through ESSER III funding.	\$329,947
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections at known rates after applying any hard caps. Corresponding FICA and retirement benefit costs have also been updated. The largest part of this increase is due to the UAAL percentage increase since preliminary budget and an increase in the UAAL state aid payment.	\$1,590,615
Contracted substitute costs are still increasing. 31n6 funding for mental health and supports, nursing staff costs supported by ESSER III, software subscriptions, snow plowing costs, and childcare staffing costs all contribute to this increase.	\$1,470,558
Supply costs were revised. Changes are reflective of the buildings using carry-over funds from last year and adjustments based on Fall enrollment. Student Chromebooks and staff computer purchases funded by ESSER III, custodial equipment, food service upgrades and VDI server purchase funded by ESSER Equity funds contributed to this increase. Curriculum materials and capital outlay also saw an increase.	\$1,407,037
Expense Subtotal -	\$4,798,157
Total revisions accounted for in these items	\$149,291

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of \$(649,323) for the year, as compared to \$(798,614) which was adopted in June and reflects a positive difference of \$149,291.

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

The Governor released her Executive budget recommendation on February 8th, 2023 for the State's 2023/24 fiscal year. Her recommendation is a 5% increase in the foundation allowance, but this still needs to be worked through both the House and the Senate before a final recommendation comes out of committee. All of this information will help to assist as we begin preparation of the 2023/24 school year budget.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2022/23. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2022/23 is as follows:

	Actual 2021/22	Adopted Budget 2022/23	Amended Budget #1 2022/23
Total Fund Balance, Beginning of Year, July 1	13,984,450	13,498,230	15,747,640
REVENUES:			
Local Sources	27,777,228	26,190,606	27,883,677
State Sources	76,649,677	78,925,124	81,715,953
Federal Sources	4,190,113	3,498,377	3,950,925
Incoming Transfers and Other Transactions	150,986	149,000	160,000
Total Revenues and Other Transactions	<u>108,768,004</u>	<u>108,763,107</u>	<u>113,710,555</u>
Total Available to Appropriate	<u>122,752,454</u>	<u>122,261,337</u>	<u>129,458,195</u>

Be it further resolved that \$114,359,878 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	56,580,444	56,180,953	57,574,091
Added Needs	9,114,656	10,480,006	10,307,066
Total Instruction	<u>65,695,100</u>	<u>66,660,959</u>	<u>67,881,157</u>
Supporting Services:			
Pupil	8,183,780	8,593,862	9,674,080
Instructional Staff	5,883,970	6,785,558	6,979,389
General Administration	752,331	779,752	836,007
School Administration	5,996,170	6,130,280	6,059,877
Business Services	1,135,179	1,119,559	1,264,565
Operations and Maintenance	9,187,346	10,049,648	10,082,979
Transportation	3,317,812	3,451,129	3,913,874
Central Services	2,883,288	3,303,331	3,552,558
Athletics	1,761,346	1,817,191	2,264,235
Total Supporting Services	<u>39,101,222</u>	<u>42,030,310</u>	<u>44,627,564</u>
Community Services	<u>1,998,837</u>	<u>730,482</u>	<u>1,729,862</u>
Other Financing Use - Debt Service	<u>209,655</u>	<u>139,970</u>	<u>121,295</u>
Total Expenditure Appropriation	<u>107,004,814</u>	<u>109,561,721</u>	<u>114,359,878</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,763,190</u>	<u>(798,614)</u>	<u>(649,323)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 15,747,640</u>	<u>\$ 12,699,616</u>	<u>\$ 15,098,317</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #1**

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

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

PORTAGE PUBLIC SCHOOLS
2022/23 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2021/22</u>	<u>Adopted Budget 2022/23</u>	<u>Amended Budget #1 2022/23</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	91,157,603	93,100,396	94,891,010	1,790,614
Program Related	17,610,401	15,662,711	18,819,545	3,156,834
Total Revenues	<u>108,768,004</u>	<u>108,763,107</u>	<u>113,710,555</u>	<u>4,947,448</u>
Expenditures				
Salaries	51,902,277	52,602,905	52,932,852	329,947
Fringe Benefits:				
FICA **	3,715,035	4,052,789	4,082,245	29,456
Retirement **	22,791,994	22,801,654	24,258,101	1,456,447
Health Insurance	8,662,617	9,223,478	9,270,581	47,103
Dental Insurance	640,397	741,514	717,271	(24,243)
Vision Insurance	152,650	154,982	143,491	(11,491)
Long-Term Disability	171,650	172,090	170,803	(1,287)
Life Insurance	43,161	45,725	49,110	3,385
Other Fringe Benefits	590,677	638,082	729,327	91,245
Total Fringe Benefits	<u>36,768,181</u>	<u>37,830,314</u>	<u>39,420,929</u>	<u>1,590,615</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	12,147,487	12,221,005	13,691,563	1,470,558
Supplies, Materials, Other	5,616,225	6,351,737	7,446,070	1,094,333
Capital Outlay	362,541	434,465	747,169	312,704
Debt Service	208,103	121,295	121,295	0
Total Expenditures	<u>107,004,814</u>	<u>109,561,721</u>	<u>114,359,878</u>	<u>4,798,157</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ 1,763,190</u>	<u>\$ (798,614)</u>	<u>\$ (649,323)</u>	<u>\$ 149,291</u>
Total Fund Balance Information				
Fund Balance Beginning	13,984,450	13,498,230	15,747,640	
Income (Deficit) - Allocated to Unreserved	1,763,190	(798,614)	(649,323)	
Estimated Ending Fund Balance	15,747,640	12,699,616	15,098,317	
Estimated Non-Spendable and Assigned Fund Balance Restrictions	1,008,968	600,000	625,000	
Estimated Ending Unassigned Fund Balance	<u>\$ 14,738,672</u>	<u>\$ 12,099,616</u>	<u>\$ 14,473,317</u>	
As a Percentage of Expenditures	13.77%	11.04%	12.66%	

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

	Adopted Budget 2022/23	Amendments/ Transfers	Amended Budget #1 2022/23
REVENUES:			
From Local Sources:			
Property Tax Levy (17.5695 mills)	15,131,597	682,038	15,813,635
Regional Enhancement Millage (1.5 mills)	3,549,804	50,838	3,600,642
Earnings from Investments and Deposits	1,040	14,160	15,200
Interest on Delinquent Taxes	14,500	0	14,500
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	140,000	0	140,000
Other Local Sources	128,303	11,000	139,303
From State Sources:			
Foundation Grant Allowance	63,470,918	(139,355)	63,331,563
Other State Categoricals/Foundation Adjustments	10,501,480	936,986	11,438,466
From Federal Sources:			
Medicaid Administrative Outreach Program	25,000	0	25,000
Program Related Revenues:			
American Rescue Plan Act Funds (ESSER III)	1,947,494	(302,426)	1,645,068
At Risk Grant	1,852,658	174,571	2,027,229
Athletic Gate Receipts and Contributions	134,700	172,255	306,955
Childcare and Preschool Fees	455,000	877,043	1,332,043
Childcare Stabilization Grant	0	342,761	342,761
Contributions for Instructional Programs	25,000	8,604	33,604
County Special Education and State Categoricals	8,627,627	2,054,426	10,682,053
Elementary & Secondary School Emergency Relief Funds (ESSER)	296,089	658,819	954,908
Enrichment Class and Advertising Fees	3,500	3,975	7,475
Maintenance and Operations Facility Rental Fees	20,000	19,000	39,000
Online Class and IB/AP Test Fees	91,566	22,587	114,153
Other Grants	111,610	84,236	195,846
Pay to Participate Fees	0	14,195	14,195
Section 97 Grants	0	38,138	38,138
Technology Services	195,000	0	195,000
Title 1 Grant	774,989	(6,038)	768,951
Title 2 Grant	308,876	(31,356)	277,520
Title 3 Grant (English Learner & Immigrant Students)	62,856	10,012	72,868
Title 4	83,073	20,906	103,979
Transportation Special Education Categoricals and Billings	810,427	(769,927)	40,500
TOTAL REVENUES	\$ 108,763,107	\$ 4,947,448	\$ 113,710,555

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

	<u>Adopted Budget 2022/23</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2022/23</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	4,052,555	103,118	4,155,673
Angling Road Elementary	3,065,895	117,249	3,183,144
Central Elementary	3,383,445	362,528	3,745,973
Haverhill Elementary	3,392,000	306,911	3,698,911
Lake Center Elementary	4,408,488	112,555	4,521,043
Moorsbridge Elementary	4,273,474	115,787	4,389,261
12th Street Elementary	4,182,662	99,982	4,282,644
Woodland Elementary	3,639,439	86,922	3,726,361
Central Middle	5,412,807	30,355	5,443,162
North Middle	4,706,505	187,262	4,893,767
West Middle	5,183,463	(37,968)	5,145,495
Central High	11,326,626	226,234	11,552,860
Northern High	9,912,690	102,537	10,015,227
American Rescue Plan Act (ESSER III)	1,947,494	(302,426)	1,645,068
Auditorium Management	213,628	93	213,721
Childcare and Preschool Program	807,375	572,540	1,379,915
Childcare Stabilization Grant	0	342,761	342,761
Community High School Program	1,734,118	83,089	1,817,207
Coronavirus Relief Funds		0	
Career Tech Education	1,108,219	(124,210)	984,009
Education for the Arts	129,802	(10,466)	119,336
Elementary & Secondary School Emergency Relief Funds (ESSER Equity & II)	296,089	658,819	954,908
High School Athletics	1,642,783	352,506	1,995,289
Homebound Services	21,121	4,828	25,949
Instructional Services Administration	1,312,045	121,635	1,433,680
Middle School Athletics	275,466	66,199	341,665
Non-Public Schools- Shared Time Program	609,147	146,016	755,163
Technology and Student Information Systems			
Media Services	244,201	2,541	246,742
Technology Services	3,131,512	(18,227)	3,113,285
Educational Supports & Intervention			
Special Education Program	12,001,287	15,092	12,016,379
At Risk Grant	1,854,865	172,364	2,027,229
Title 1 Grant	774,989	(6,038)	768,951
Section 31n6 - Mental Health & Support Services	167,589	169,697	337,286
Curriculum and Professional Development			
Curriculum Development	1,225,709	(18,549)	1,207,160
Professional Development	254,191	43,495	297,686
Title 2 Grant	308,876	(31,356)	277,520
Title 3 Grant (English Learner & Immigrant Students)	62,856	10,012	72,868
Title 4 Grant	83,073	20,906	103,979
Other Grants	265,572	118,062	383,634
Operations			
Budget and Finance	1,386,807	(29,113)	1,357,694
Central Services	114,319	3,349	117,668
Maintenance and Operations	5,457,701	17,209	5,474,910
Transportation	3,274,572	427,286	3,701,858
Section 97 Grants	0	38,138	38,138
Community Relations			
Communications	336,838	47,639	384,477
Community Enrichment Program	107,544	14,455	121,999
Human Resources			
	732,265	17,384	749,649
Administration			
	739,619	58,955	798,574
TOTAL EXPENDITURES	<u>\$ 109,561,721</u>	<u>\$ 4,798,157</u>	<u>\$ 114,359,878</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ (798,614)</u>	<u>\$ 149,291</u>	<u>\$ (649,323)</u>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
FEBRUARY 27, 2023, 6:30 P.M.**

Note Page

IX. Action Items

2. Eliminate Reduced Meal Prices

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the elimination of reduced meal prices for students effective March 1, 2023-June 30, 2023, as presented.



To: Mark Bielang, Superintendent
From: Paula Johnson, Director of Finance
Date: February 21, 2023
Subj: Elimination of Reduced Meal Prices for 2022/23

Recommendation

That the Board of Education approve the elimination of reduced meal prices for students effective March 1, 2023 – June 30, 2023.

Background Information

Since the pandemic began, the Food Service Program has been providing meals to students at no charge and with a larger than normal reimbursement rate from the USDA. The 2021-22 school year we fed a large percentage of our students at no charge and at the same time added a record amount of reimbursement dollars to the program. Each year the MDE School Nutrition Program reviews the Food Service Fund Balance through the Financial Information Database (FID) School Meals Report and determines if there is an excess fund balance. As a result of this review, we have an Excess Fund Balance that requires a spend down plan of action to be implemented by June 30, 2023.

The Excess Fund Balance has been identified as \$949,202.00 and we are currently developing the spend down plan of action to meet these requirements by March 14th. As part of our plan of action, we are suggesting utilizing the Excess Fund Balance to provide meals at no charge effective March 1 through the end of June to our students who are eligible for reduced price breakfast and lunch meals. Based on the current number of students eligible for reduced price meals, that would be an approximate cost of \$12,000 for the remaining 60 days of school. This will also include eligible reduced benefit students who attend summer learning camp through June 30, 2023.

Based on the spend down plan approval by the MDE, additional items could be coming to the Board in the future for approval.

Enclosed is a sheet from MDE that helps explain the why behind the requested change.

Please let me know if you or the Board have any questions.

Enclosure



ALL ABOUT EXCESS FUND BALANCES

Why? The Non-Profit Food Service Account (NFSA) is required to reinvest Child Nutrition Program proceeds to improve the program for the benefit of feeding children.

REQUIREMENTS

Sponsors must monitor Fund Balance and proactively invest profit to avoid an Excess Fund Balance (EFB) and findings.

For National School Lunch Program (NSLP) and Child and Adult Care Food Program (CACFP) Sponsors, an EFB occurs when Fund Balance exceeds 3 months average expenditures (Allowable Fund Balance) at year end.

For Summer Food Service Program (SFSP) Sponsors only, an EFB occurs when Fund Balance exceeds 1 months average expenditures (Allowable Fund Balance) at year end.

Fund Balance, also known as Net Cash Resources, is determined through the Financial Information Database (FID) School Meals Report or the Year End Report (YER).

Michigan Department of Education (MDE) Process



Email notifications sent every January or February for Sponsors with an EFB.



Sponsors are required to fill out an online Spend Down Plan of Action (POA) form.



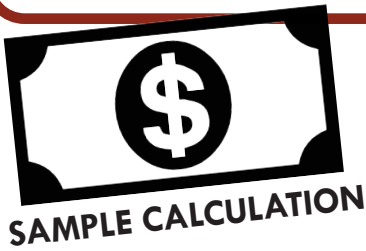
Sponsors may also need prior approval of equipment/capital outlay requests to support POA.



Carryover extension can be requested for one additional year.

Caution... Important

USDA requires that federal reimbursements be reduced for Sponsors with repeated EFB noncompliance. Failure to obtain MDE's prior approval of equipment/capital outlay results in an unallowable cost. Unallowable costs must be reimbursed to the NFSA with non-federal funds.



SAMPLE CALCULATION

\$500,000

Ending Fund Balance

\$400,000

Allowable Fund Balance:

(Total Annual Expenditures w/o
Capital Outlay ÷ 9 Operating Months)
X 3 Months

\$100,000 EFB

ALLOWABLE COSTS

- ✓ Improve Food Quality (quantify)
- ✓ Invest in the Breakfast Program
- ✓ Eliminate the Reduced Meal Price
- ✓ Food Service Equipment
- ✓ Kitchen or Serving Line Renovations
- ✓ Cafeteria Renovations (shared cost)
- ✓ Cafe Tables and Chairs (shared cost)
- ✓ Refresh Smallwares
- ✓ Point of Sale (POS) Systems
- ✓ Hire Additional Food Service Staff or Increase Wages (predetermined)
- ✓ Food Transport Van/Truck
- ✓ Ask MDE about other Allowable Items

UNALLOWABLE COSTS

- × Transferring funds out of the NFSA
- × Costs that Benefit Non-Food Service Programs
- × Additional square footage for kitchen or cafeteria expansions
- × Infrastructure Costs
- × Contingency Fees
- × Security Cameras/Systems
- × Public Announcement Systems
- × Air Conditioning
- × Land Acquisition
- × Ask MDE about other Unallowable Items

Fiscal Monitoring Team

517-241-5380 • MDE-Fiscal@michigan.gov
www.michigan.gov/mde-fast

CONTACT INFORMATION

THE FINE PRINT

- NSLP Net Cash Resources Regulations at 7 CFR 210.14(b) and 7 CFR 210.19 (a)(1)
- Equipment Regulations at 2 CFR Part 200.407 and 200.439
- [When do you Need Pre-Approval for Food Service Equipment Purchases](https://www.michigan.gov/documents/mde/Admin_Memo_No_5_715592_7.pdf) - (Admin. Memo #5 -2021)
- [Pre-Approved Food Service Equipment List](https://www.michigan.gov/documents/mde/Pre-Approved_Food_Service_Equipment_List_8-4-21_731854_7.pdf)

SAVE THE DATE!

Spend excess funds or request carryover extension prior to **June 30th**

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IX. Action Items

3. Approve Purchase of Access Points (OP 6320)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the purchase of 700 access points from Vector Tech Group of Holland, Michigan in the amount of \$430,500.00, as presented.



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

MEMO

To: Mark Bielang, Superintendent
Fr: Daniel J. Vomastek, Director
Dt: February 21st, 2023
Re: Replacement Wireless Recommendation - Part 2

RECOMMENDATION

I recommend the Board of Education approve the purchase of 700 access points from Vector Tech Group of Holland, Michigan in an amount of \$430,500.00.

BACKGROUND

This is one of the odder purchase recommendations I have written in the sense that is less precise than most.

This purchase is intended to completely replace our aging Cisco wireless system throughout our district. But there are two unknowns. First, I am not prepared to act immediately should the Board choose to approve this recommendation. I won't have the confidence to do that until I see how this system works at Central and North Middle Schools. I also don't know how many access points we will need. It will be less than 700, but we haven't had time to complete the site surveys required for a more accurate count.

Even with those unknowns, should we move forward it is my intent to apply for eRate monies to offset the cost. However, eRate program requirements require Board approval at this time in order to meet the application deadline. eRate will allow me to order less access points than quoted here - but the program does not allow for ordering more - hence padding the number for now. I will certainly keep you and the Board updated as this project moves forward.

FINANCIAL INFORMATION

Ultimately will be using the 2021 bond funds to pay for these access points. I am very confident our eRate application will be accepted, with 50% of the final purchase price refunded to the district at a later date.

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

Bid Tab #20465

Supplemental Access Point Order

Opening - 2/21/2023 @ 10:00 AM

Vendor Name:	Elevate Technology Partners LLC	Auxiom	Vector Tech Group
Location:	Grand Rapids, MI	Rochester, MI	Holland, MI
Contact:	Matt Buursma	Kathryn Baker	Jake Baker
Legal Forms Received:	Yes	Yes	Yes
Legal status of bidder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Economic Sanctions Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Familial - (notarized?)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cost per access point	\$654.50	\$526.40	\$510.00
Cost for 5 years service & support	\$133,000.00	\$453.60/each	\$64.00/each
Total System Cost 700 access points & configuration	\$543,600.00	\$717,680.00	\$426,300.00
Alternates Bid?	No	Yes	Yes

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IX. Action Items

4. CEL & HAV Playground Relocation & Early Site Package (OP 6320)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve Owen-Ames-Kimball Co. to be authorized to issue Notice of Pending Awards, in the amounts of \$2,223,300 to Lounsbury Excavating for playground relocation and early site work at Central Elementary and award \$890,200 to Southwest Transport Co. for playground relocation and early site work at Haverhill Elementary. The funds will come from the 2021 Bond.



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: February 27, 2023

Re: Playground Relocation and Early Site Package

RECOMMENDATION

I recommend that the Board of Education approve Owen-Ames-Kimball Co. to be authorized to issue Notice of Pending Awards, in the amounts of \$2,223,300 to Lounsbury Excavating for playground relocation and early site work at Central Elementary and award \$890,200 to Southwest Transport Co. for playground relocation and early site work at Haverhill Elementary. Funds will come from the 2021 Bond.

BACKGROUND INFORMATION

Both Central Elementary and Haverhill Elementary schools must have their existing playgrounds relocated to another area on their site to allow space for the construction of their new schools. In addition to the playground relocation at both sites, this recommendation includes the majority of the earthwork and underground utilities. The excavation of the building, concrete, and asphalt will be included in a future early site packet package.

I would be happy to answer any questions.

Enclosure - Bid Tab

Portage Public Schools
 Owen-Ames-Kimball Co. - Construction Manager
[Bid Package 2 - Central Elementary Playground Relocation & Early Site Package](#)
 Bid Opening: 12/7/2022 @ 2:00pm



Bid Category No. 01 - Earthwork				
Contractor	Bid Bond	Addendum	Base Bid	Notes
Lounsbury Excavating, Inc (Paw Paw, MI)	Y	1	\$2,223,300	
Cripps Fontaine Excavating, Inc. (Kalamazoo, MI)	Y	1	\$2,562,000	

Portage Public Schools
 Owen-Ames-Kimball Co. - Construction Manager
[Bid Package 3 - Haverhill Elementary Playground Relocation & Early Site Package](#)
 Bid Opening: 12/7/2022 @ 2:00pm



Bid Category No. 01 - Earthwork				
Contractor	Bid Bond	Addendum	Base Bid	Notes
Southwest Transport Co. (Hartford, MI)	Y	1	\$890,200	
Lounsbury Excavating, Inc. (Paw Paw, MI)	Y	1	\$1,057,400	
Cripps Fontaine Excavating, Inc (Kalamazoo, MI)	Y	1	\$1,095,000	
H&K Excavating, LLC (Kalamazoo, MI)	Y	1	\$1,250,000	
James E Fulton & Sons (Kalamazoo, MI)	Y	1	\$1,297,000	

**PORTAGE PUBLIC SCHOOLS
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IX. Action Items

5. National School Breakfast Week Proclamation

Recommended Motion:

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



PROCLAMATION NATIONAL SCHOOL BREAKFAST WEEK March 6-10, 2023

WHEREAS, It is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers, driver personnel and substitutes that we commemorate March 6-10, 2023 as National School Breakfast Week. This special observance presents an excellent opportunity to emphasize research outcomes that students who eat breakfast are more alert, have improved memory and problem solving skills, and perform better on standardized tests. We encourage all citizens to recognize the dedication and skill of our school food service employees; and

WHEREAS, Each day, a total of 25 food service employees prepare and serve over 800 breakfasts a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

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

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate March 6-10, 2023 as the National School Breakfast Week, and we commend everyone who has contributed to the successful operation of our breakfast program. By working together, we can make a difference in every student's life.

Proclaimed this 27th day of February, 2023
Portage Public Schools Board Of Education


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X. Discussion Items

1. NHS Proposed Student Trip to Spain 2024 (OP 2340)

Janet Johnstone
Coordinator of Instructional Services
Phone: 269.323.5140
fax: 269.323.5141
jjohnstone@portageps.org

TO: Mark Bielang
DATE: February 20, 2023
FROM: Janet Johnstone/Dr. Michael Pascoe 
SUBJECT: Northern High School 2024 field trip to Spain

RECOMMENDATION:

I recommend the approval for the Portage Northern High School Spanish Club to travel to Spain (instead of Peru), as described in the attached material. The trip dates are set for June 17-28, 2024. **The current travel advisory is to exercise increased caution. It is recommended that attention be paid to the safety of this region prior to travel.**

BACKGROUND:

Heather Cañenguez is proposing a student trip to Spain for June 17-28, 2024. They will spend 11 days out-of-state. The purpose is for students to use Spanish in real world situations to develop insight into the nature of language and culture in order to communicate and interact with cultural competence and participate in multilingual communities at home and around the world. The families involved will be responsible for the cost. The students will not miss any instructional time. Chaperones will be a ratio of approximately 1 adult to every 6 students (number attending: Approx. 30 Portage students, 5 adults).

I have reviewed this proposal and support it.

JJ/MP
Attachments

The primary purpose of school-approved student trips is to provide substantive curricular, co-curricular, and extracurricular enhancement not available in the local setting. It is not the intent of Policy #2340/AG #2340A to establish annual travel opportunities. Recognizing this purpose, consideration of trip approval begins with an evaluation of the special nature of the enrichment activities and the relationship of the trip's education goals to the curricular, co-curricular, or extracurricular activity.

If this trip requires Portage PS transportation, the form should be received by the transportation office **at least two (2) weeks** prior to the date of the trip. To allow for approval at all levels, it is recommended that this form be submitted **at least 3 weeks in advance**.

An itinerary must be submitted with any out-of-state overnight trip.

International Trips: If any duration of this trip is spent out of the country, the request needs to be submitted with **at least four (4) months' notice** to provide sufficient time to obtain all levels of approval. Please note that you may be asked to present your educational trip request to the Portage Board of Education for approval and no fundraising may begin until BOE approval is received.

SECTION 1					
School	NHS	Group	Spanish Club / Latin Club	Date of Request	2/9/2023 14:50:18
Start Date	Mon. 6/17/2024	End Date	Fri. 6/28/2024	Amount of Instructional Time Lost	0
Departure Time from School	8:00:00 AM	Return Time to School	8:00:00 AM	PPS Transportation?	No
Bus Loading/Van Pickup Time		Departure Time from Destination		ASN:	
Additional Details for Driver/Transprt. Dept.					

SECTION 2
Trip Destination: Spain
<p>Educational Goal(s)/Purpose of Trip:</p> <p>Communication: Using Spanish in real world situations with native speakers Cultures: experience and interact with cultural competence Comparisons: Develop insight into the nature of language and culture in order to interact with cultural competence Communities: Communicate and interact with cultural competence in order to participate in multilingual communities at home and around the world</p> <p> WSI-2021-Travel-Partner-DEC UpdateMarch.pdf WS INTL Terms and Conditions.pdf </p> <p><u>Itinerary</u></p>

SECTION 3					
# of Students	30	# of Staff Chaperones	5	# of Additional Adult Chaperones	0
# of Buses		# of Lift Buses		# of Vans	
Estimated Cost per Student	\$4,500	Funds Provided by	Private/Family, Fundraising		
Estimated Cost of Trip	\$4,500	Amount per Funding Source			

SUPERVISOR / PERSON OVERSEEING TRIP

Name	Heather Cañenguez	Contact Phone #	2699673639
Electronic Signature: <i>(employee overseeing trip needs to electronically sign below)</i>		Date:	
x Heather Cañenguez		2/9/2023	



Principal Decision ONLY

Principal Decision:	<input checked="" type="checkbox"/>	Approve	Principal Signature: <i>(electronically sign name below, or add e-signature)</i>	Date: <i>(enter below)</i>
	<input type="checkbox"/>	Deny	x Nate Ledlow	2/9/23
Superintendent (or designee) Decision:	<input type="checkbox"/>	Approve	Supt. (or Designee) Signature: <i>(electronically sign name below, or add e-signature)</i>	Date: <i>(enter below)</i>
	<input type="checkbox"/>	Deny	X	

Date Received by Transportation:	Received by:
---	---------------------

Assignment: Provided 1-5 days prior to trip

Bus #:	<input type="text"/>	Driver:	<input type="text"/>	Bus #:	<input type="text"/>	Driver:	<input type="text"/>
Bus #:	<input type="text"/>	Driver:	<input type="text"/>	Bus #:	<input type="text"/>	Driver:	<input type="text"/>
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Bus #:	<input type="text"/>	Driver:	<input type="text"/>	Bus #:	<input type="text"/>	Driver:	<input type="text"/>

Routing: Teacher signs, forwards email to Principal. Principal signs, forwards to johnstone@portageps.org. Inst Serv forwards to Transportation as needed



Costa del Sol

educationaltravel.com/PortageNorthern-2024

June 17 - June 26, 2024

Day 1 Start tour

Day 2 **Hola Madrid**

Meet your tour director and check into hotel

Day 3 **Madrid landmarks**

Madrid guided sightseeing tour : Prado visit with Whisper headsets, Plaza Colon visit, Plaza de España, Royal Palace
Reina Sofia Museum visit
LEAP Cocina Española!

Day 4 **Madrid**

Optional El Escorial & Segovia full day excursion : El Escorial visit, Segovia Alcázar visit

Day 5 **Madrid--Toledo**

Travel to Toledo
Toledo guided sightseeing tour: St. Mary's Synagogue visit, Toledo Cathedral visit, Monasterio de San Juan de los Reyes visit, Sword factory visit
LEAP Spanish Civil War

Day 6 **Toledo--Seville**

Travel to Seville via Córdoba
Córdoba guided sightseeing tour
Mezquita visit with Whisper headset

Day 7 **Seville landmarks**

Seville guided sightseeing tour: Plaza de España, Old Jewish Quarter (Santa Cruz and San Bartolomé), Casa de Pilatos visit, Seville Cathedral visit, Giralda Tower ascent, Columbus' gravesite
LEAP ¡Ay Flamenco!: Flamenco Class , Flamenco evening

Day 8 **Seville--Costa del Sol**

Travel to Costa del Sol via Ronda

Day 9 **Costa del Sol**

Optional Granada full day excursion

Day 10 End tour



Reserve your spot!

MyTrip ID: PortageNorthern-2024

Registration deadline: March 16, 2023

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare and other transportation described in the itinerary
- Traveler Assistance, Medical Insurance & Travel Insurance
- Three college credits upon completion of on-line course (grades 9-12 eligible)
- Centrally located three- and four-star hotels
- Plentiful daily breakfast to start the day energized and ready to go
- Appetizing, culturally representative, three-course dinner daily
- Full time, multilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Learning through Exploration and Active Participation; trademarked immersive approach of learning by doing
- Entrances and transportation to sites and activities described in your itinerary
- Local guide and local bus driver tips; see note regarding other important tips
- 24/7 On Tour Emergency Support
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, any required passport or visa fees, optional excursions, or recommended Tips for the Tour Director or multi-day Bus Drivers. Optional excursions, optional pre-paid tips, or other individual/group customizations will be listed as separate line items in the total trip cost, if included.

Tour investment

Students (travelers under the age of 23): \$4,566

Adults (age 23 and over): \$5,051

Price reflects savings of \$350 scholarship. Sign up by 3/16/2023 and enter code Travel2H in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$99 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of February 10, 2023, your monthly payment would be just \$319.07.

Travel protection

We recommend covering your educational investment with one of our two comprehensive travel protection plans offered through Trip Mate. For details, visit worldstrides.com/travel-protection-plans.

Enroll online,
by phone, or by mail



Visit educationaltravel.com/PortageNorthern-2024



Use PortageNorthern-2024 to register



1.800.771.5353



Mail in your paper application to:

WorldStrides Programs
Attn: Participant Services
PO Box 9033
Charlottesville, VA 22906-9033

GENERAL TERMS BEFORE WE GET STARTED

Important Information

By registering for this program, you are agreeing to participate in a full-service group educational travel experience, operated by Lakeland Tours LLC dba WorldStrides, or one of our affiliate businesses. Because of the unique nature of group travel, many elements of your program and itinerary may be selected and/or scheduled at the direction of your group's Program Leader (the teacher, administrator, or parent from your school or community), who will act as your group's representative. Further, please note that, while WorldStrides and its affiliates will arrange the various travel elements for your trip, the total price quoted for your program includes additional pre-trip services, including but not limited to the development of the associated educational content and materials, the printing and distribution of program materials, the costs associated with our various group health and safety measures, and the administrative and service costs related to group management.

Waiver & Release

All participants must agree to a signed Participant Release and Binding Arbitration Agreement at the time of registration. This form can be viewed and agreed to during online registration, or printed, signed, and returned to WorldStrides via email to: customerservice@worldstrides.org or by mail to: PO Box 9033, Charlottesville, VA 22906.

FLEXIBLE PAYMENT OPTIONS

We provide you with options and flexibility to make our educational experiences more accessible.

What are your payment options?

1) Monthly Automated Payments: Pay your deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

2) Pay in Full: Pay in full at the time of enrollment.

3) 4-Step Manual Payments: Pay your deposit and travel protection plan costs upon enrollment, \$500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 110 days prior to departure. The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments—deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 110 days prior to departure, and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

All full-paying participants, including participants who have previously traveled, are required to pay a deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a \$100 credit on your account.

Your account must be paid in full by the final payment deadline or your account will be subject to cancellation.

What if you're late on a payment?

Late Registration, Late Payment, and Fees: WorldStrides charges a late registration charge of \$145 if enrollment is less than 110 days before departure. If you are late on any payment, you will be subject to a \$50 late payment fee. No personal checks or business checks will be accepted after the final payment deadline. Only certified check, money order or credit card payments will be accepted. There is a \$35 service charge on returned checks, declined credit cards or declined e-checks. A \$200 fee may apply for any name changes made within 85 days of departure. A \$50 fee, plus any additional airfare costs, will be assessed if you cancel your reservation and choose to re-instate at a later date.

Waitlist: Your program space is not guaranteed until your account has been paid in full and you have been advised in writing that all conditions for travel have been satisfied. If you are placed on a waitlist due to late registration or an outstanding account balance after final payment date your account must clear waiting list procedures and may involve additional airline and other charges.

What do you need to know about your program fees?

The price quoted is based upon a minimum number of travelers. The price quoted is also subject to adjustment if the minimum enrollment is not met, if the program content or itinerary changes, or in the event of circumstances beyond WorldStrides' direct control. Your group may be combined with other group(s) on the program to reach minimum. The combinations may not be of the same age level or have the same itinerary. If the Program Leader chooses not to be combined and travels with less than the minimum number of participants, an additional cost will be charged to your account.

Non-Refundable Fees: The fee for enrollment in a Trip Protection Program (discussed below), your deposit, any handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, late payments, and registration fees are not refundable under any circumstances.

What is not included in your program fees?

Unless specifically stated in your program, WorldStrides' program prices do not include college credit fees, passport fees, visa fees, trip protection fees, baggage charges, portage at airports and hotels, gratuities to guides or bus drivers, private or small group fee, expenses incurred during free time, optional excursions, trip extensions, local transportation to unscheduled activities, transportation from your home to the origination point of the program, overnight lodging and meals prior to departure or upon return from a program or the weekend supplement if your departure or return flight falls on a Friday, Saturday or Sunday (not applicable to tours to the United States, Canada or Puerto Rico).

Adult Supplements: Adults are automatically placed in twin rooms unless a single room upgrade is requested and available for the required additional applicable fee(s). Depending on the selected tour type, adult groups may be combined with student groups. In addition to the twin or single room fee, adults pay a supplement fee of \$125.

EXPLORE BEYOND THE CLASSROOM!

Program Information

Prior to departure, you will receive details regarding flight and hotel information, departure and return times, packing tips, drop-off/pick-up locations, etc. Flight times, airlines, itineraries, tour leader(s), and hotel information are subject to change. This is especially true when participating in a tournament or event, where WorldStrides is subject to the program hosts' schedule, accommodations, and transportation.

Protecting You on Tour

While on tour, all participants are provided with accident, illness, and accident-related dental insurance coverage to cover out-of-pocket costs beyond the participant's own insurance. This insurance covers up to \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental. Pre-existing conditions are not covered. Any charges not covered are the responsibility of the participant. Other limitations may apply. Full details are available at www.tripmate.com/wpF369W.

Please note, participants are solely responsible for their pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations, and any other medical care and treatment.

Age Restrictions for Young Travelers

We do not accept applications for travelers under the age of 6 at time of departure. Registration for children 12 and under is subject to individual review, and the decision to allow participation in a trip is at the sole discretion of WorldStrides.

Travel Documentation

Every participant is responsible for obtaining the required documentation necessary prior to departure, such as a valid passport, visa, transit visas, notarized parental consent form (if applicable), and any required travel insurance coverage. Secure flight data (including name and birthdate) must fully match the information provided to WorldStrides for inclusion on travel documentation and airline tickets, and must meet any other applicable compliance requirements issued by the Transportation Security Administration or related agencies. WorldStrides provides online and customer service to keep the program participant's information current and it is the participant's sole responsibility to assure that this information is fully up to date no later than 85 days prior to the group's departure date. If changes occur after that date, the participant must contact customer service and additional change fee will apply. Visit the Transportation Security Administration website at www.tsa.gov for more information.

If a participant is unable to travel due to the lack of a proper identification, passport or visa, or necessary inoculations, the standard cancellation policy will apply. Reservations are not transferable at any time.

Course Credit

Because WorldStrides holds various accreditations, participants may qualify for course credit for participation in a WorldStrides program. Schools, colleges, and universities hold varying policies regarding a student's eligibility to earn or redeem course credit from other accredited institutions. Students should consult their school guidance counselors and/or school policy handbooks to determine their eligibility. WorldStrides is not responsible for the approval or issuance of course credit.

Optional Accommodations for Individuals and Groups

Participants may upgrade to a twin or single room for an additional fee upon availability. All participants aged 22 and younger at time of departure room in same-gender rooms in triple or quad rooming with travelers from the entire group. Minors, under the age of 18, are not able to room by themselves. Alternatively, your Program Leader may select a custom or "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups during hotel stays.

Tour extensions: For the majority of WorldStrides' programs tour extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on the agreed upon paying participants. If there are fewer than participants enrolled on a tour extension, WorldStrides reserves the right to add a surcharge or cancel the tour extension at its discretion.

Stay-ahead and stay-behind: If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, WorldStrides can change your airline tickets. The service fee is \$50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants. If an individual participant would like to opt to stay ahead or behind your scheduled tour, WorldStrides can arrange the airline ticket for a service fee of \$145 if requested upon enrollment. If requested after enrollment and up to 110 days prior to departure, the fee is \$195. We will change your airline ticket and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

Land-only: Some Program Leaders may opt for the group to arrange for your own airline tickets and begin your tour at the first hotel at destination. You are solely responsible for transport to/from airports, including the ground transport to meet/depart from the group. For some of our tours, individual participants may opt to arrange your own airline tickets and join the group at the hotel at the first overseas destination your tour fee will reflect the discounted land only rate. You may select this option upon enrollment or up to 110 days before departure and thereafter additional fees may apply. This option is not available less than 90 days before departure. Land only participants are responsible for their own airline tickets and airport transfers. If a participant books airfare prior to the trip being confirmed by an Account Manager, WorldStrides is not responsible for any flight reimbursements/refunds.

Optional excursions: On the majority of our international programs we offer a number of optional activities pre-negotiated with our overseas suppliers. For most optional activities you can enroll online up to 110 days prior to your departure date, and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. All optional excursions are based on the agreed upon paying participants. If there are fewer paying participants enrolled on an optional excursion, WorldStrides reserves the right to add a surcharge or cancel the optional excursion at its discretion.

Alternate departure airport: Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Worldstrides' gateways.

If you are traveling outside of WorldStrides scheduled tour dates, the participant is responsible for all associated costs. WorldStrides is not responsible for participants when they are not part of WorldStrides organized activities, during deviations and/or stay-ahead/stay-behind optional periods, and any time that the activities do not include the services of a WorldStrides Tour Director.

Frequent Flyer Miles: Frequent flyer miles are not available to participants.

Personal Property

Participants are fully responsible for any costs arising from the damage, loss, or theft of any personal property during the program.

Travelers with Disabilities

WorldStrides happily welcomes all travelers on our tours. However, the trips are fast paced, require a great deal of walking, and can be physically demanding. Due to these restrictions, you may not be able to fully participate in the tour. Furthermore, WorldStrides is not responsible for any denial of service by carriers, hotels, restaurants, and other independent suppliers, and cannot refund the cost of any activity in which you were unable to participate. We encourage that any disability requiring special attention be reported to the Program Leader and WorldStrides at the time you make your reservation. WorldStrides will make reasonable attempts to accommodate special needs. Travelers requiring extraordinary assistance must be accompanied by a paying companion who is capable of and totally responsible for providing the necessary assistance.

Special Dietary Requirements

WorldStrides cannot be responsible for accommodating any food allergies, or dietary requirements and restrictions, and is not responsible for any problems associate with food or drink, including allergies. Dietary requirements and restrictions are the sole responsibility of the participant.

Supervision/Behavior

WorldStrides, the Program Leader, and chaperones establish behavior rules and directions for all student participants. Failure to abide by the rules or directions may result in the student being sent home at the parents' expense without any right to a refund. All program participants will be responsible for their own actions at all times, and the Program Leader and chaperones will be held accountable for the action of all participants in their group.

Consumption or possession of alcoholic beverages or drugs of any kind for which you do not have a valid prescription, behavior infringing upon the ability of others to enjoy the Program, or compromising your own or others' safety, or is otherwise inappropriate, or violates the law as well as violation of certain other rules, constitute grounds for immediate expulsion from the tour.

WorldStrides is committed to providing an environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated.

On occasion, program participants may be allowed by the Program Leader to leave the group and to explore on their own. WorldStrides has no responsibility for participants when they are on their own and it is the sole responsibility of those participants to take whatever actions are necessary to rejoin the group, at their own cost. If a program participant is late in appearing for a scheduled departure, the Program Leader has no duty to delay the Program to wait for the participant.

What happens if your program changes after registration?

Program Changes Made by WorldStrides: Changes or substitutions in hotels, itinerary, inclusions, or airports may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable. Changes in itinerary, including reversing the itinerary, changes to the order in which cities or countries are visited, the duration of the stay in each city, addition and omission of cities or countries may occur. On certain dates some attractions or activities may be closed, and the availability of some venues advertised or communicated cannot be guaranteed. Some venues may require special equipment. Venues may also close without prior notice due to public holidays, festivals and routine maintenance. In these instances, no refunds can be given. Whenever possible, suitable alternatives will be provided.

WorldStrides reserves the right to change the date of departure by no more than two days from the original departure date in spring (Oct-Apr) and three days in the summer (May-Sept). These changes are not grounds for cancellation without penalty or for refunds after the tour.

On occasion, WorldStrides must change dates of a scheduled program by more than 3 days as the result of Exceptional Circumstances, as defined below, or as a result of operational challenges or difficulties, including without limitation, travel restrictions, event cancellations, facility closures, government-imposed restrictions/closures, or other reasons beyond the control of WorldStrides.

Should WorldStrides need to change the destinations visited and/or the dates of a scheduled program by more than 3 days, we will work with your group's Program Leader to reschedule your trip to dates that work for your group. If you elect to cancel because your program dates are changed by more than 3 days, the policy regarding Cancellation due to Exceptional Circumstances may apply.

Changes Made by Your Group: WorldStrides offers its WorldClass Flex Program to enable groups to plan trips with confidence. We understand your group may need to change your trip due to unforeseen circumstances. If your group decides they are not comfortable traveling to the planned destination or on the scheduled dates, the group can move the trip to an alternative destination or move to a new future date up until 60 days before departure. Changing the destination or date of the trip will be determined based on availability of trip components including, but not limited to, accommodations, venues, attractions, content, meals, and transportation. We will work with your Program Leader to find an alternative future date up to 24 months from your original departure date. Your group will be able to adjust your trip with no additional fees, just the difference (if applicable) in the price of the new trip.

In the event a tour is moved to the future, all monies paid (less any Non-Refundable Fees) can be transferred from an existing participant to a new participant if the new participant enrolls (which enrollment will include express agreement to these Terms and Conditions) by 110 days before departure. Once funds are transferred, the new participant is subject to the full Terms and Conditions and standard refund policies as defined for the group on the original scheduled trip.

If you or your group reschedules to a new destination or date and then decides to cancel, the cancellation fees will be calculated from the date of transfer from the original tour and standard cancellation fees will apply.

For departures from cities with multiple airports within a reasonable distance, WorldStrides will book flights interchangeably between the airports.

What if you have to cancel your registration?

All cancellations must be made in writing by the person listed on the registration form to your account representative or customer service at customerservice@worldstrides.org or via mail to WorldStrides, P.O. Box 9033, Charlottesville, VA 22906-9033, must be postmarked prior to the group's departure, and must include account number, registrant's name, and complete address.

The Program Leader may cancel the program on behalf of the entire group, or any individual participant. Within 24 hours following receipt of your registration confirmation or initial payment invoice (whichever is first), you may cancel your WorldStrides program and receive a full refund. After 24 hours, the Standard Cancellation Policy applies unless the Full Refund Program is purchased.

All refunds are issued using the original form of payment on the account. Check refunds are only issued to the primary responsible party listed on the account. WorldStrides accepts payment via check, e-check, debit card, and credit card. Should you choose to use a gift and/or preloaded credit card to make one or more payments on your WorldStrides account, WorldStrides is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment.

Standard Cancellation Policy: The services and value we provide begin long before your date of departure, and there are significant unrecoverable costs as your departure date approaches. Therefore, if you do not enroll in the Cancel for Any Reason Plan and you, the Program Leader, school, or school administration cancel beyond the 24-hour grace period, WorldStrides will be entitled to retain (in addition to the Non-Refundable Fees):

- \$399 non-refundable fee if more than 150 days
- \$599 non-refundable fee if between 150-110 days
- 50% of all fees + \$99 non-refundable fee if between 109-76 days
- 75% of all fees + \$99 non-refundable fee if between 75-31 days
- 100% if 30 days or less

Cancellation due to Exceptional Circumstances: If your group is unable to reschedule your trip to a new destination or date, and your program is canceled or cannot be delivered due to Exceptional Circumstances (explained below), travelers who did not purchase the Cancel for Any Reason Plan, will be refunded all monies paid less Non-Refundable Fees and an additional cancellation fee of \$399 for trips involving international air travel, \$289 for trips involving domestic air travel, or \$149 for trips involving domestic bus travel. After August 2021, cancellation fees for non-purchasers of Cancel for Any Reason Plan will be \$499 for international air travel, \$389 for domestic air travel, and \$189 for domestic bus travel. Please note – these fees are not intended to be a penalty, but rather a fair estimation of a portion of the unrecoverable internal and external costs related to planning, managing, and administering a full-service group travel program, that are incurred by WorldStrides prior to the date of departure.

Exceptional Circumstances: Without limitation, WorldStrides, including its affiliates, owners, officers, agents, employees or any associated organization, is not responsible for any injury, loss, or damage to person or property, death, delay, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, or for any other inconvenience beyond the direct control of WorldStrides, in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, Exceptional Circumstances. Exceptional Circumstances may also justify postponement or (if postponement is not achievable) cancellation of trips. Exceptional Circumstances include, but are not limited to, acts of force majeure, war (whether declared or not), criminal or terrorist activities of any kind or the threat thereof, civil unrest, strikes or other restrictive labor activities, illness or disease, actual, perceived or threatened epidemics or pandemics, government-imposed travel restrictions or closures, and other events outside WorldStrides' control that make performance of a trip as contemplated impossible or impractical.

PROTECTING YOUR INVESTMENT

Through Trip Mate, our third-party travel protection plan provider, WorldStrides offers two great plans that help protect your educational travel investment.

Travel Protection Plan: Trip Mate's standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

Ultimate Protection Plan: Along with providing you all the same benefits as our Standard Travel Protection Plan, the Ultimate Protection Plan also includes a Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by WorldStrides within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip 48 hours (2 days) or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangement not provided by WorldStrides; or the failure of WorldStrides to provide the bargained-for travel arrangements due to cessation of operations. The Cancel For Any Reason Waiver Benefit is provided by WorldStrides itself and is not an insurance product. It must be purchased within 14 days of your initial payment for your trip.

For more information, visit worldstrides.com/travel-protection-plans.

For the Description of Coverage online, view the policy details at <https://www.tripmate.com/wpUF380H>.

The cost for the Travel Protection Plan is \$149. This plan should be purchased at the time of enrollment, and cannot be refunded once selected. The cost for the Ultimate Protection Plan is \$249. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

USTOA Membership Means You're Protected: WorldStrides, as an Active Member of USTOA, is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides' customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at www.ustoa.com.

GENERAL INFORMATION

Third-Party Providers: Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Further, WorldStrides is not liable for any inconvenience, costs, losses, or damages associated with the denial of services or special requirements of services imposed by such person or entity, or of any third party.

Participants traveling on tours that include a Greek cruise should refer to the Carrier's Conditions of Carriage (which govern the legal relationship between the passenger and the carrier), at this page: www.celestialcruises.com/en/conditions-of-carriage

Arbitration: Any dispute concerning these Terms & Conditions and/or any other matter concerning the trip, including, but not limited to, any events and circumstances occurring during the trip, shall be resolved exclusively by binding arbitration in Charlottesville, Virginia, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Virginia law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable. By accepting these Terms and Conditions, you are irrevocably, unconditionally, and expressly submitting to binding arbitration, in lieu of having any such dispute decided in a court of law before a jury.

Privacy: Because the nature of our business requires coordination with various providers who deliver the travel services, it is necessary to share some personal information from time to time. For more information, please visit: worldstrides.com/privacy-policy.

Seller of Travel Registrations:

- Hawaii TARS-5388; IA 568; and WA 601 887 646, 602 011 744.
- California Seller of Travel Registration No: 2041618-20. Note: Registration as a seller of travel does not constitute approval by the state of California. WorldStrides' principal office is located in Charlottesville, VA. This transaction is not covered by the California Travel Consumer Restitution Fund. You are not eligible to file a claim against that Fund in the event of WorldStrides' default. These Term and Conditions apply to the maximum extent permissible without violating individual applicable state laws; to the extent state law invalidates any provision, all provisions not invalidated by state law will remain in force.

Please note: A participant will not be allowed to travel on a WorldStrides tour if his/her name does not appear on the travel roster on the day of departure, or if he/she has not submitted a signed waiver and release form, emergency medical release form, or personal behavior contract. By registering for a WorldStrides trip, and making an initial deposit, participants and/or persons listed on the account are agreeing to and consenting to these Terms and Conditions. If you do not understand any of the foregoing Terms and Conditions, or if you have any questions or comments, please contact WorldStrides Customer Support at 1-800-468-5899.

A Partner You Can Rely On

In 2021 alone, we supported tens of thousands of travelers around the world. For more than 50 years, WorldStrides has been the trusted educational travel partner of more than 9 million travelers, and our industry-leading commitment to health and safety speaks for itself. Expecting the unexpected is where we excel.

Tackling the new normal

Traveling today looks different than it did a few years ago, and that's why working with a trusted organization is more important than ever. Our team is relentlessly committed to providing fun, educational experiences that never sacrifice peace of mind. All aspects of every program are reviewed, from the initial planning stages to the on-tour experience, and the health and safety of our participants is our top priority every step of the way.

Evolving Standards

Our team is continually evaluating and updating our protocols based on current CDC guidance and the recommendations of our Doctors on Call Team from The George Washington University Department of Emergency Medicine. Led by Dr. Neal Sikka, who also serves as WorldStrides' Medical Director, our Doctors on Call Team is an interdisciplinary group with access to experts from public health, infectious disease, and laboratory services (testing).



Check out additional traveler photos and testimonials here: worldstrides.com/travel-gallery

 **WorldStrides**
Educational Travel & Experiences

A Proven Track Record

92,427

Number of 2021 travelers
since January 2021

0.19%

Percentage of travelers
with confirmed positive
cases on program

0.16%

Percentage of travelers
testing positive during
pre-travel screening

"I was comforted to know that WorldStrides kept on top of all COVID protocols... When our school leader sent group photos, I could tell they were on a trip of a lifetime."

-Claudia, Parent, June 2021

"The trip was highly anticipated... They [the students] had missed out on so much already! This trip was everything! One that will never be forgotten."

-Kelly, Parent, June 2021

We're with you every step of the way

Pre-Tour

All participants are required to provide proof of a negative COVID-19 test in order to travel. If their test is positive, we work with them on options for future travel. A Safety Briefing is conducted for all participants to share travel tips and best practices for staying healthy, and our Top Travel Safety Tips help students learn about safety in a series of short, fun videos.

On-Tour

We've refined every piece of the itinerary from hotel selection and meals to motorcoach protocols and flexible rooming options. If a student experiences symptoms, we safely separate them from the rest of the group and arrange testing. If the test result is positive, we're there every step of the way.

Post-Tour

Our team goes above and beyond by offering support for any group with participants who become ill during the 14 days after returning home. In the event a participant tests positive, our team supports teachers in contact tracing and notifications as needed.

WorldClass Flexibility

Change your tour dates or destination, no questions asked. Up to 60 days prior to departure.

- No change fees, just the difference (if applicable) in the price of the new trip.
- Travelers may transfer their spot to new participants up until 110 days before the new departure date.
- Additional Terms & Conditions apply.

Special COVID-19 Flexibility for Groups and Individuals

If closures, government regulations, or travel restrictions due to COVID-19 prevent WorldStrides from delivering your tour, the group's Program Leader can postpone or move the tour with no fees associated. Anyone who has to cancel may transfer their spot to a new participant up until 110 days before the new departure date or will pay only a modest cancellation fee of \$399 for international tours, \$289 for domestic air tours, or \$149 for domestic bus tours.

Learn more at worldstrides.com/travel-with-confidence

"I had one of the greatest times of my life. I learned a lot and had a fun time with my friends. I would highly recommend taking the opportunity to participate in this trip experience if you have the chance."

-Nicholas, Student, Traveled May 2021

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