

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT
CONFERENCE RM #1, PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, 8107 MUSTANG
DRIVE, PORTAGE, MI 49002
MAY 22, 2023, 4:00 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.

| | |
|---|----------|
| I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE | |
| II. REVISIONS/APPROVAL OF AGENDA | 2 |
| III. COMMENTS OR COMMUNICATIONS | 3 |
| 1. BY CITIZENS | |
| IV. DISCUSSION ITEMS | |
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| a. SURVEY / ADOPTING A SCHEDULE | |
| b. THANK YOU NOTES - BL 0143.1 (BL 0131.1) | 7 |
| c. LINKING VIA SOCIAL MEDIA - BL 0167.6 (BL 0131.1) | 8 |
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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).

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III. Comments or Communications

1. By Citizens

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IV. Discussion Items

1. Redistricting – Past Practice & How We Are Proceeding (OP 5120)

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IV. Discussion Items

2. Owners Linkage Committee Ideas
 - a. Survey / Adopt a Schedule
 - b. Thank You Notes - BL 0143.1 (BL 0131.1)
 - c. Linking Via Social Media - BL 0167.6 (BL 0131.1)

Owner Linkage Committee Minutes March 23, 2023

Present: Randy Van Antwerp, Terri Novaria, Michelle Karpinski, Mark Bielang, Bo Snyder

Assignment from the retreat: Review how the board connects with owners and the role of social media in owner linkage.

The following topics were discussed:

District Extra

Continue to have messages in the District Extra related to accountability to our owners: Focused on the Ends and other key indicators of performance (financial, survey results, key indicators from Pillars, etc.) Adjust our approach so that not all the information is coming directly from the Board. Perhaps have three to four messages each year that come directly from the BOE. Include occasional building updates, congratulations to graduates, welcome back messages, etc.

BOE Meetings and Actions

We've recently been putting more information on the district main web page about the BOE and its meetings. Continue this. Publish a media release after board meetings with key board actions as well as key reports from staff. Communicate these through appropriate social media.

Continue to live stream the BOE meetings and remind the community of these via appropriate social media.

Cultivate a Communications Network

Communicate significant topics through in-person presentations by administrative staff, accompanied by several board members. Begin to do this more thoughtfully. Begin with Rotary.

Community Survey

Revisit doing a community survey, which was last done in 2011. Spend time in future board retreats developing goals and key areas to explore in the survey. Target doing the survey in 2024.

Supporting PPS Staff

Several ideas discussed:

- Each trustee adopts two schools and supports them by writing thank you notes to students and staff identified by the principal as having exemplified PPS values.
- Trustees serve lunch at professional development days.
- Revisit the concept of touring schools like we did in preparation for the elementary replacement project. Preferably, this would be done with a specific purpose in mind which would be more substantive than trustees just showing up to say "hi."

Question at the end of the meeting: Do we need to meet once more prior to the May retreat to flesh any of these out further?

Respectfully,

Bo Snyder
Chair, Owner Linkage Committee

May 22, 2023

| | |
|---------------------|--|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | Copy of PUBLIC EXPRESSION OF BOARD MEMBERS |
| Code | po0143.1 |
| Status | |
| Adopted | May 21, 2018 |
| Last Revised | February 22, 2021 |
| Prior Revised Dates | 11/26/2018 |

0143.1 - **PUBLIC EXPRESSION OF BOARD MEMBERS**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members will make public statements on school matters.

If the statements imply, or if the readers (listeners) could infer that the opinions expressed or statements made are the official positions of the Board, the Board members shall, when writing or speaking on school matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 3. routine 'thank you' ~~letters of the Board~~ from individual board members
 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 5. personal statements not intended for publication
- B. Board members may choose to engage on social media for personal reasons and for purposes of community interaction with the District. Board members are representatives of Portage Public Schools and recognize they are held to a higher standard of conduct than the general public with regard to ethics and standards of conduct when using social media. Board members must operate within appropriate guidelines when using social media; therefore, Board members will:
1. Clarify that s/he is speaking as an individual Board member and not as an official spokesperson for the Board.
 2. Avoid posting or engaging in communication that violates the Open Meetings Act, State or federal laws, issues relating to the creation of a public record or violates BYLAW 0144.2 - BOARD MEMBER ETHICS, including abiding by and supporting all majority decisions of the Board.
 3. Avoid deliberating District business with other Board members and District employees.
 4. Not communicate confidential information that has not been released to the public.
 5. Not damage the reputation of the District, employees, students, or their families.
 6. Direct complaints or concerns presented online to the Superintendent.
 7. Comply with the District's acceptable use policy when using District-issued devices and technology resources, including direct internet access on a personal device.

Revised 11/26/18

| | |
|--------------|-----------------------------|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | Copy of USE OF SOCIAL MEDIA |
| Code | po0167.6 |
| Status | |
| Adopted | November 26, 2018 |
| Last Revised | February 22, 2021 |

0167.6 - USE OF SOCIAL MEDIA

Social Media, as defined in Bylaw 0100, shall not be used to conduct any form of Board business. A Board member's personal or private use of social media may have unintended, negative consequences for the Board member and/or the District, including possible violations of the Open Meetings Act and issues related to the creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations. ~~Refer to BYLAW 0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS.~~

A Board member shall comply with BYLAW 0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS - and all other Board bylaws and policies when using social media.

Comment from Brad Banasik, MASB Legal Counsel, "I know that Bylaw 0167.6 currently refers to Bylaw 0143.1, but I think clearly stating that Board members who engage in social media communications must comply with the Bylaw, rather than just referencing it, sends a stronger message that Board members shall "make it clear that their views do not necessarily reflect the views of the Board or their colleagues on the Board" when social media communications "imply, or if the readers could infer that the opinions expressed or statements made are the official positions of the Board."

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3. Bylaw 0175.1 – School Board Conferences, Conventions, & Workshops (BL 0131.1)

May 22, 2023

| | |
|--------------|--|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | Copy of SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS |
| Code | po0175.1 |
| Status | |
| Adopted | September 14, 2015 |
| Last Revised | February 26, 2018 |

0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

~~Attendance at local, County, State and National workshops and conferences is encouraged.~~

The Board recognizes the need for continuing Board **development** and professional development, **including Board Certification**.

~~All Board trustees are encourage to improve their Boardsmanship skills and to become informed about issues and legislation by attending county level, State, or National conferences or workshops. The District shall reimburse expenses for Board trustee in service training participation in one (1) conference and one (1) class each year, unless otherwise considered by the Board. Attendance at the MASB annual conference is encouraged. The District shall reimburse expenses for no more than three (3) individual trustees to attend a National conference and must be approved in advance by the Board President.~~

The Board expects each trustee to complete Michigan Association of School Board's ~~Course 101 (MASB CBA 101)~~ **Certified Board Award (CBA) Program (9-100 level classes)** and ~~training in~~ Policy Governance **training** during the first two (2) years in office ~~at the District's expense~~. ~~Each trustee is~~ **Trustees are** encouraged to seek additional training in the MASB Board Member Award Program and Policy Governance.

~~A trustee shall not be reimbursed for any travel expense, unless the travel has been approved by the Board President in advance of the travel. Trustees who provide their own transportation may be reimbursed for each mile actually and necessarily traveled in the performance of District business attending meetings outside of the District.~~

~~Expenses for spouses accompanying trustees are not reimbursable.~~

~~Each Board member is expected to report back to the Board after attending a conference at District expense.~~

~~Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.~~

~~The President of the Board will regularly receive a record of Board member attendance at conferences.~~

Board members may be reimbursed for actual and necessary expenses for attendance at classes, conferences, workshops, and meetings so long as the Board, by a majority vote at an open meeting, approves attendance and reimbursement before expenses are incurred.

If approved, the following are reimbursable upon submission of receipts and documentation:

- 1 Conference or class registration fees**
- 2 Transportaion - plane, train, or automobile, including buses, taxis, limousines**
- 3 Mileage at the District approved rate**
- 4 Toll charges and parking**
- 5 Lodging**
- 6 Meals at the District maximum per day allowance**

Expenses for convention functions attended as a group will be borne directly by the District. Travel and personal expenses of spouse, children, or other guest(s) traveling with a Board member shall be the responsibility of the Board member.

Revised School Code 380.1254

Revised 6/27/16

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4. Policy 7300 – Disposition of Real Property (BL 0131.1)

May 22, 2023

| | |
|--------------|--------------------------------------|
| Book | Policy Manual |
| Section | 7000 Property |
| Title | Copy of DISPOSITION OF REAL PROPERTY |
| Code | po7300 |
| Status | |
| Adopted | September 14, 2015 |
| Last Revised | August 15, 2016 |

7300 - DISPOSITION OF REAL PROPERTY

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

'Real Property' means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment. (2 C.F.R. 288.85)

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and ~~in accordance with applicable law~~ ~~Operational Policy 7310 - Disposition of Surplus Property.~~

- A. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
- B. ~~The District may only transfer its property in exchange for value deemed fair by the Board. An appraisal may be obtained but is not required. The District may transfer real property to a public entity for less than fair value if the property is subject to a lawful public purpose deed restriction. All property considered for (sale) disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.~~
- C. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- D. ~~The District may consider both solicited and unsolicited offers to transfer its property. The District may offer real property for sale by any reasonable and lawful method, including signing with a real estate broker, soliciting bids, or auction. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board. The Board shall give final approval of all contracts.~~
- ~~E. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and an ad hoc board committee appointed by the Board President.~~
- F. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- G. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer ~~and demonstrate reasonable likelihood of obtaining necessary city approvals and/or compliance with city zoning ordinances.~~
- H. ~~The Superintendent or designee will contact the District's financial advisor or legal counsel to investigate any tax consequences from the transfer of District property, including property financed with tax-exempt obligations. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.~~
- I. Subject to Board parameters and legal review, the Superintendent may obtain, negotiate, or modify transfer documents for any Board authorized transfer of District property.

~~J.~~
~~K.~~
~~L.~~

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| | |
|-------|-------------------------|
| Legal | M.C.L. 380.1260 |
| | 2 C.F.R. 200.78, 200.85 |

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5. Policy 1.0 – Global Ends (BL 0131.1) – Consider Long-Term Objectives

POLICY TYPE: ENDS

1.0 POLICY TITLE: GLOBAL ENDS

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

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

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

Ends: The following ends statements (long-term priorities/long-term goals) all contribute to a successful graduate of Portage Public Schools.

ACADEMIC SUCCESS

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

LEARNING AND LEADERSHIP SKILLS

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

RESILIENCE IN LIFE

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

POST-GRADUATION SUCCESS

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

RESPONSIBLE CITIZENS

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

Adopted: 9/22/08 / Revised: 2/9/09, 8/18/14, 1/9/17, 5/22/17, 10/22/18, 3/9/2020, 12/14/2020, 6/28/2021, 10/25/21

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6. Monitoring Report Evaluation Form (GP 4.4)

May 22, 2023

MONITORING REPORT EVALUATION FORM

Current Superintendent
Evaluation Form

Bellingham
Ends Policies

Bellingham
Exec Limits Policies

Monitoring Report Approved
Reasonable interpretation and
evidence of compliance with
policy accepted. (4)

Has achieved the goals
established in the policy

Is in compliance

Monitoring Report Approved
Reasonable interpretation and
evidence demonstrates substantial
compliance with policy. Board
majority requests additional
information by a specific time. (3)

Is making reasonable
progress towards
achieving the goals

Is in compliance,
except for item(s)
noted

Monitoring Report Not Approved
Board unable to determine compliance
with policy based on reasonable
interpretation and evidence
presented and demands compliance
by a specific date (2)

Is making reasonable
progress towards
achieving the goals, but
but a greater degree of

Is making reasonable
progress towards
compliance

Monitoring Report Not Approved
Monitoring Report not submitted (1)

Is not making reasonable
progress in achieving the
goals established

Is not in compliance
or is not making
reasonable progress
toward compliance

Cannot be determined

Cannot be determined

April 5, 2023

Evaluation Form Examples

Bellingham Schools

Monitoring Response Document

B/SR 3.1.1

Policy Monitored: _____

Date Report submitted: _____

Date of Board's Monitoring Response: _____

The Board has received and reviewed the Superintendent's Monitoring Report referenced above. Following the Board's review and discussions with the Superintendent and his representatives, the Board makes the following conclusions:

| <u>Ends Reports:</u> | <u>Executive Limitations Reports</u> |
|--|---|
| <p>1. The Board finds that the Superintendent:</p> <p>4 a. has achieved the goals established in the policy.</p> <p>3 b. is making reasonable progress towards achieving the goals.</p> <p>2 c. is making reasonable progress towards achieving the goals, but a greater degree of progress is expected in some areas.*</p> <p>1 d. is <i>not</i> making reasonable progress in achieving the goals established. *</p> <p>e. cannot be determined*</p> | <p>1. The Board finds that the Superintendent:</p> <p>a. is in compliance.</p> <p>b. is in compliance, except for items(s) noted.*</p> <p>c. is making reasonable progress toward compliance.*</p> <p>d. is <i>not</i> in compliance <u>or</u> is <i>not</i> making reasonable progress toward compliance.*</p> <p>e. cannot be determined*</p> |
| <p>*see comments below (No. 3)</p> | |

2. Please note commendable progress over the last year.

3. Please note areas for additional improvement.

4. Comments on the report itself. *Linkage*

5. Possible changes to the policy.

Signed: _____ President Date: _____

Signed: _____ Superintendent Date: _____

Adopted:
Monitoring Method:
Monitoring Frequency:

Oct. 10, 2009; revised Nov. 14, 2013; Oct. 2, 2014; Sept. 17, 2015; Oct. 8, 2015
Board Assessment
As determined in the Annual Board Agenda GP-7.1