

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING (INCLUDING BUDGET HEARING)
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
JUNE 19, 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.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
II. REVISIONS/APPROVAL OF AGENDA	2
III. BUDGET HEARING - PROPOSED BUDGET FOR 2023-24 (OP 6220 / 6230)	3
1. REVIEW OF 2023-24 PROPOSED BUDGET	
2. PUBLIC COMMENT/QUESTIONS REGARDING THE PROPOSED BUDGET	
IV. REPORTS	
1. SUPERINTENDENT'S REPORT	4
a. BOND PROJECT UPDATE	
b. FINANCIAL REPORT	5
c. MATT'S LAW REPORT	
V. BOARD EDUCATION - None	
VI. COMMENTS OR COMMUNICATIONS	7
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
VII. CONSENT AGENDA	8
1. APPROVAL OF MINUTES	
a. JUNE 5, 2023 SPECIAL MEETING, CLOSED SESSION, AND COMMITTEE OF THE WHOLE WORK SESSION	9
2. CUSTODIAL SERVICES CONTRACT EXTENSION	16
3. MASB MEMBERSHIP RENEWAL FOR 2023-24	19
4. BYLAW / POLICY REVISIONS	24
VIII. ASSURANCE OF DISTRICT PERFORMANCE - None	
IX. REQUIRED ACTION ITEMS	
1. AMENDED BUDGET APPROPRIATION RESOLUTIONS FOR 2022-23 (OP 6231)	32
2. 2023-24 BUDGET RESOLUTIONS (OP 6220, 6230)	49
3. RESOLUTION TO SET 2023 TAX RATES (MCL 380.1611)	61
X. ACTION ITEMS	
1. COMMITMENT OF FUNDS RESOLUTION (OP 6800)	64
2. NEW ADMINISTRATOR APPOINTMENT(S) (OP 3120)	67
3. ADMINISTRATIVE CONTRACT EXTENSIONS (EL 2.5)	69
4. RETIREE PROCLAMATION	72
5. CURRICULUM PURCHASE (OP 6320); (discussed at June 5, 2023 board meeting)	74
XI. DISCUSSION ITEMS	
1. CURRICULUM PURCHASE (OP 6320)	78
2. SURVEILLANCE SOFTWARE REPLACEMENT (OP 6320)	80
XII. CLOSED SESSION	86
1. DISCUSS COLLECTIVE BARGAINING STRATEGY (OMA SECTION 8(c))	
XIII. POST-CLOSED ACTION	87
XIV. ADJOURN	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

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

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

	Eleven months ended May 31, 2023				Eleven months ended May 31, 2022			
	Revised Budget 2022-2023	% of total	Year-to-date activity	% of budget	Revised Budget 2021-2022	% of total	Year-to-date activity	% of budget
Local	18,136,246	16%	18,207,225	100%	17,868,098	17%	18,236,959	102%
State	81,715,953	72%	66,605,241	82%	76,051,146	71%	56,568,909	74%
Federal	3,950,925	3%	6,543,692	166%	3,149,027	3%	2,531,254	80%
Local payments-other districts	9,767,431	9%	9,684,746	99%	9,393,341	9%	9,388,563	100%
Other/Transfers in	140,000	0%	-	0%	177,500	0%	5,764	3%
Total Revenue	113,710,555	100%	101,040,905	89%	106,639,112	100%	86,731,448	81%
Instruction								
Basic Programs	57,600,040	50%	44,843,757	78%	56,518,923	53%	44,233,067	78%
Added Needs	10,307,066	9%	7,923,779	77%	9,377,697	9%	7,361,214	78%
Total Instruction	67,907,106	59%	52,767,536	78%	65,896,620	61%	51,594,281	78%
Supporting Services								
Pupil Support	9,651,950	8%	7,483,701	78%	8,015,490	7%	6,430,816	80%
Instructional Staff	6,953,440	6%	5,819,612	84%	5,798,791	5%	4,888,951	84%
General Administration	836,007	1%	731,901	88%	746,744	1%	690,431	92%
School Administration	6,059,877	5%	5,052,234	83%	5,991,229	6%	4,964,865	83%
Business	1,119,687	1%	975,085	87%	1,133,255	1%	984,370	87%
Operations and Maintenance	10,227,857	9%	8,422,103	82%	9,433,131	9%	8,094,392	86%
Transportation	3,913,874	3%	3,293,274	84%	3,484,731	3%	2,851,736	82%
Central Support Services	3,595,455	3%	3,188,528	89%	3,101,641	3%	2,704,261	87%
Other Support Services	2,235,505	2%	1,676,859	75%	2,031,192	2%	1,417,059	70%
Community Services	140,554	0%	102,707	73%	133,292	0%	95,754	72%
Childcare Services	1,573,756	1%	1,423,319	90%	1,623,778	2%	1,561,330	96%
Total Supporting Services	46,307,962	40%	38,169,324	82%	41,493,274	39%	34,683,965	84%
Other Financing Uses/Capital Outlay	144,810	0%	201,368	139%	89,917	0%	209,657	233%
Total Expenditures	114,359,878	100%	91,138,228	80%	107,479,811	100%	86,487,903	80%
Excess (deficiency) of revenues over expenditures	(649,323)		9,902,677		(840,699)		243,545	

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

	Eleven months ended May 31, 2023				Eleven months ended May 31, 2022			
	Revised Budget 2022- 2023	% of total	Year-to-date activity	% of budget	Revised Budget 2021-2022	% of total	Year-to-date activity	% of budget
Salaries	52,932,852	46%	42,067,606	79%	51,672,003	48%	41,105,316	80%
Benefits	<u>39,420,929</u>	34%	<u>31,079,017</u>	79%	<u>36,833,671</u>	34%	<u>29,646,457</u>	80%
Total Salaries and Benefits	92,353,781	81%	73,146,622	79%	88,505,674	82%	70,751,773	80%
Purchased Services	12,020,152	11%	10,384,810	86%	12,159,334	11%	9,132,654	75%
Supplies	7,410,544	6%	5,848,956	79%	6,237,300	6%	4,882,601	78%
Capital outlay/Other	<u>2,575,401</u>	2%	<u>1,757,839</u>	68%	<u>577,503</u>	1%	<u>1,720,875</u>	298%
Total Expenditures	114,359,878	100%	91,138,228	80%	107,479,811	100%	86,487,903	80%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

VII. Consent Agenda

1. Approval of Minutes
 - a. June 5, 2023 Special Meeting, Closed Session, and Committee of the Whole Work Session

2. Custodial Services Contract Extension

That the Board of Education approve a two-year contract extension of the custodial services contract with Grand Rapids Building Services for custodial services in the amount of \$2,200,000 per year, for the 2023-24 and 2024-25 school years.

3. MASB Membership Renewal for 2023-24

That the Board of Education approve membership renewal to the Michigan Association of School Boards for 2023-24 without the Dues-Plus option, for a renewal total of \$10,101.

4. Bylaw / Policy Revisions

That the Board of Education approve the revisions to Bylaws 0143.1, 0154, 0167.6 and 0175.1, Policy 6320, 7300 and Ends Policy 1.0, as presented.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**SPECIAL MEETING & REGULAR BUSINESS MEETING MINUTES
JUNE 5, 2023**

SPECIAL MEETING

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, June 5, 2023, was called to order at 5:15 p.m. by President Van Antwerp in Room #1136 of Portage Central High School.

Board Trustees Present: Emily Crawford (arrived at 5:18 p.m. during closed session), Keith Crowell, Ean Hamilton, Kimberly Larson (arrived at 5:18 p.m. during closed session), Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Ms. Hamilton, seconded by Mr. Crowell, that the Board of Education approve the agenda as printed.

The motion carried unanimously (5-0).

COMMENTS OR COMMUNICATIONS

There were no comments or communications.

CLOSED SESSION

Per President Van Antwerp, the Board will move into closed session.

Motion offered by Mrs. Novaria, seconded by Ms. Hamilton, that the Board of Education move into closed session to discuss security planning, and collective bargaining strategy, as allowed under the Open Meetings Act 15.268, Sections 8(k) and 8(c) respectively.

Upon a roll call vote, the motion carried unanimously (5-0).

The Board remained in Room #1136 for the closed session, which began at 5:16 p.m. The Board returned to open session at 6:27 p.m.

With no further business to come before the Board, the special meeting was adjourned at 6:28 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, June 5, 2023, was called to order at 6:32 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, Keith Crowell, Ean Hamilton, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Parent Advisory Committee (PAC) Awards

Dr. Jeanine Mattson-Gearhart announced this year's nominations and winners of the KRESA Parent Advisory Committee's Excellence in Special Education Awards. They are Jessica Jeffries - Central Middle School and Casey Badders - Central High School. These teachers have demonstrated commitment above and beyond for students with disabilities. Two students expressed their appreciation for these educators. Congratulations!

Bond Project Update

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

The Central Elementary groundbreaking ceremony was held on May 23 and earlier this afternoon the Haverhill ceremony was conducted. Both were well attended.

Relative to the Haverhill Elementary project. There will be two construction document reviews yet this month. Once that is complete, construction packages will go out for bid. Utility work is required by the City of Portage on Manhattan Street. We will meet with the neighbors to make them aware of the impact to access and utility services. In addition, an informational meeting is set for June 14, 2023 at 5:30 p.m. at Haverhill Elementary. At this event, we will explain the construction process and answer any questions residents may have. A mailing will go out this week to inform the neighbors of this meeting. The project will begin the week of June 26, 2023.

The bid package for the Central Elementary project has gone out. A pre-bid meeting will be held next week, the bid opening is June 21, 2023, and a recommendation is expected to come to the Board at their July 24, 2023 meeting. Also for the July board meeting, we expect to have a Haverhill

Elementary footings/foundations recommendation, and for the August meeting, a recommendation for the Haverhill construction package.

Relative to the scope of the bond projects overall, Mr. Edwards shared the following information for clarification purposes. We are on track to complete the elementary construction projects with the new Central Elementary and Haverhill Elementary scheduled to open in the fall of 2025. We expect to be able to complete four new buildings with the funds from the 2021 Bond. Woodland Elementary will be the third school to be constructed, and we will name the fourth school in the future. We are staying true to our Educational Specifications and staying true to designs in Building the Future of Learning.

BOARD EDUCATION

Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, and Dr. Kelly Jensenius, Director of Elementary Education, reviewed the final PA 48 report for the 2022-23 school year. They reported on elementary math and reading data in grades K-5 and the percentage of students meeting benchmarks. A similar review of 6-8 math and reading data was provided. They reflected on the school year and touched on next steps.

Dr. Pascoe and Dr. Jensenius responded to questions from Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment; and hearing none, he opened the floor to Trustee comments.

Mrs. Novaria was impressed by Community High's graduation and the address given by the Valedictorian. Congratulations to all the graduates!

Per Mr. Snyder, the graduations are the highlight of the year. It is also noteworthy that at today's Haverhill groundbreaking ceremony, the students were so well behaved, even though it was warm outside.

Mr. Van Antwerp attended both the Central Elementary and Haverhill groundbreaking ceremonies - both were well done, and both high school IB ceremonies were impressive events.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve of the May 22, 2023 Policy Governance Retreat and Regular Business Meeting and approve the purchase of four (4) 77-passenger buses and one (1) lift bus from Holland Bus for a total of \$660,904.00, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

There being no objections, the motion carried unanimously.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.0, Ends

Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education accept as presented, the Monitoring Report on 1.0, Ends, as a reasonable interpretation and evidence of compliance with policy.

Per Superintendent Bielang, this report is an index of reports provided throughout the school year on the various segments of Policy 1.0.

The motion carried unanimously.

Monitoring Report 2.0, Global Executive Constraint

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education accept as presented, the Monitoring Report on 2.0, Global Executive Constraint, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang briefly reviewed the report.

The motion carried unanimously.

REQUIRED ACTION ITEMS

Michigan High School Athletic Association Membership Renewal

Motion offered by Mrs. Crawford, seconded by Ms. Hamilton, that the Board of Education approve the 2023-24 Michigan High School Athletic Association Membership Resolution, as presented.

Per Superintendent Bielang, this is a routine action for this time of year. There is no cost to be a member of MHSAA. By approving the resolution, we are agreeing to comply with MHSAA standards.

The motion carried unanimously.

ACTION ITEMS

New Administrator Appointments

Mr. Brad Galin, Director of Human Resources, shared the educational and professional qualifications of the two new administrator appointees. Ms. DeVisser, will serve as the Special Education Supervisor for the Southern Service Area of KRESA and Ms. Bucklin, will be the new Director of Curriculum and Professional Development with a focus on grades 9-12. In addition, Mr. Galin announced that Dr. Mackenzie Sheahan, would become our K-8 Curriculum Director. The formal recommendation for Dr. Sheahan will come to the Board at an upcoming meeting.

Motion offered by Mr. Crowell, seconded by Mrs. Crawford, that the Board of Education approve the Administrator Appointment Recommendations as presented: Ms. Abby DeVisser as Special Education Supervisor for the Southern Service Area of KRESA, and Ms. Jessica Bucklin as Director of Curriculum and Professional Development.

The motion carried unanimously.

New Teacher Appointments

Motion offered by Mrs. Novaria, seconded by Ms. Larson, that the Board of Education approve the appointment of the following teachers for Portage Public Schools:

Deanna Russel – Band Teacher, Central High School & Central Middle School

Aaron Warfield – Social Studies Teacher, Northern High School

Jacqueline Pattison – Kindergarten Teacher, Moorsbridge Elementary

Kaitlyn Flesher – Math Teacher, Central Middle School

Joseph Weber – English Teacher, Northern High School

Megan Brandenburg – ELL Teacher

Haley Crowton – Young Fives Teacher, Woodland Elementary

Winsor Demore – Science Teacher, Central Middle School

Cassidy Elliot – Young Fives Teacher, 12th Street Elementary

Andena Glasser – Fifth Grade Teacher, Haverhill Elementary

Adeline Pung – Young Fives Teacher, Amberly Elementary

Gabriel Rhodes, Fifth Grade Teacher, Lake Center Elementary

Douglas Shaffer – ESI Teacher, Haverhill Elementary

Christine Hopson – Math Teacher, West Middle School

Holly Bishop – Math/Science Teacher, West Middle School

Jessica Zesiger – Biology/Chemistry Teacher, Central High

Jamie Hatfield – Third Grade Teacher, Central Elementary

Nicole Bruggema – Math Teacher, Central Middle School

Joyce Cucksey – Art Teacher, Central Elementary

Jennifer Pike – Social Studies Teacher, West Middle School

Melinda Flickinger – Health/PE Teacher – Central High School

Melissa Jorgensen – Title One Teacher

Madison Losey – Social Studies Teacher, West Middle School

Mr. Galin, shared background information on the appointees and the roles they will fill.

The motion carried unanimously.

President Van Antwerp congratulated all of the new appointees.

Revisions to Policy 6320

Motion offered by Ms. Hamilton, seconded by Mrs. Novaria, that the Board of Education approve the revisions to Policy 6320, as presented.

Per Superintendent Bielang, the policy was reviewed at the May 22 meeting. Since that time, additional revisions were made. Business Manager Samantha Stevens highlighted the changes.

The motion carried unanimously.

DISCUSSION ITEMS

2022-23 Final Budget Amendments and 2023-24 Budget Planning

Ms. Paula Johnson, Director of Finance, and Ms. Samantha Stevens, Business Manager, went over the 2022-23 budget amendments, revenues, expenses, and the fund balance.

In addition, they detailed the preliminary 2023-24 budget. They shared what the state is proposing for per pupil funding. The hope is the state will adopt their budget before the end of June, but that is not certain. (By law, schools must adopt their budget for the coming school year by July 1.) Also covered were other budgeting assumptions - enrollment projections, retirement rate, insurance rates, and unsettled collective bargaining contracts. The various budgets were reviewed – General Fund, Building Site Sinking Fund, Food Service Fund, and Debt Fund. They closed the presentation with a chart showing the District’s unassigned fund balance history.

Ms. Johnson and Ms. Stevens addressed questions from board members. President Van Antwerp and Superintendent Bielang thanked them both for their budget work and the presentation.

Resolution Authorizing Restriction of Funds

Ms. Paula Johnson reviewed the resolution that would allow for the commitment of a portion of 11T funding to maximize supports and instruction for student learning. Ms. Johnson responded to questions from Trustees.

Custodial Services Contract Extension

Mr. Johnny Edwards detailed the recommendation to extend the custodial services agreement with Grand Rapids Building Services for two years. Mr. Edwards addressed board member questions.

Michigan Association of School Boards Membership Renewal for 2023-24

Per Superintendent Bielang, for this annual action the Board typically opts to renew its membership without the Dues Plus option. This item will return to the Board for action on June 19.

Bylaw / Policy Revisions

Proposed revisions to various bylaws and policies were discussed at the Board’s May 22 Policy Governance Retreat and the Board agreed on some additional revisions. Those edits were made and return to the Board for review at this meeting. President Van Antwerp went over each of the revisions. There were no requests for changes. The bylaws/policies will return to the Board for action at their next meeting.

Curriculum Purchase

Dr. Mackenzie Sheahan, Multi-Tiered Systems of Support District Coordinator & Curriculum Support, went over the recommendation to purchase curriculum materials – new adoptions and updates - for the upcoming school year and addressed board member questions.

With no further business to come before the Board, the meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: June 5, 2023

Re: Grand Rapids Building Services Custodial Contract Extension

RECOMMENDATION

It is recommended that the Board of Education approve a two-year contract extension of the custodial services contract with Grand Rapid Building Services (GRBS) for custodial services in the amount of \$2,200,000 per year for the 2023-2024 and 2024-2025 school years.

BACKGROUND INFORMATION

GRBS has been a provider of cleaning services in educational, medical, corporate, and manufacturing facilities throughout Michigan. GRBS has partnered with Portage Public Schools (PPS) for over 13 years. We will continue the hybrid-staffing model with PPS custodians providing cleaning services during the first shift. GRBS provides an assistant middle school position during the first shift at each of the three middle schools and all custodial services at the second and third shifts.

One significant change is the reduction of two of the three middle school first shift assistants out of the GRBS contract. With this cost savings and the cost savings of reducing a maintenance position that has remained unfilled, we will be able to convert the two first shift middle school assistant positions to Portage Public Schools Custodial/Maintenance Association positions beginning with the 2023-2024 school year.

Furthermore, the contract includes a higher starting wage for GRBS employees and an increase in the number of GRBS positions working during the summer.

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



Johnny Edwards
Assistant Superintendent of Operations
Portage Public Schools
3/24/2023

Dear Johnny,

Thank you for the recent discussion and feedback. We appreciate being able to serve the Portage community and look forward to continuing working with you. As we all have been navigating through these challenging times it is nice to have long term partnerships to lean on.

Over the past several years GRBS has been working on innovations to improve communication, feedback, accountability, and overall culture. These include:

1. QR code or desktop link feedback tools – Our current program will be revamped for the fall, with the focus on being able to provide live feedback of the communication, require location identification, and allow responses and follow-up directly to those using the program.
2. EPIC training program – Our Educating Professionals In Cleaning training program now combines in person instruction along with virtual modules and a library of educational materials that can be accessed through our employee portal.
3. GPS based timekeeping – Team members now clock in through an app which only allows them to do so within the geofence allowed. On our end this improves accountability, while on the staff end, they have much more access to their hours worked, daily pay options, and overall finances.
4. Mobile Friendly Job Descriptions and Maps – All Team Members have a checklist of responsibilities and color-coded maps to make sure they are aware of their assignments for the night. Not only are these posted in the building, but now they can be accessed through our We Care QR system that is on site. No more lost job descriptions.
5. Flexible Sub Scheduling – By creating innovative schedules to work around availability, we have been able to increase our sub pools by 20% over the year. This is giving us more options for coverage if there is an opening or call off, while also allowing team members to utilize the PTO that they have earned.

Meanwhile, the market has put pressure on all businesses, and we are no exception. This year we have experienced unavoidable price increases in chemistry and supplies (7%), cleaning tools (8%), and health care (28%) just to name a few. This along with the need to push up wages over 30% on average has caused us to revisit our pricing structure for our services. The good news is that by making these investments we have improved our overall staffing coverage to over 95% companywide.

Last year we set wages at \$15.00 to start, believing this would give us a hiring edge in the market. Based on the experiences of the year and local hiring/bidding, we are looking to push this up to \$15.50. This puts our Leads in each building at a minimum of \$16.00. Along with this increase, we are making all full-time staff year-round. This will give us 27 FTE in the summer (30 including the current day staff through GRBS), PLUS the on-site manager.

After considering the overhead and wage increases, along with the above modifications to the program, the new pricing would break down as follows:

Annual Custodial Services	\$2,115,972.00
Day Time FTE at West Middle	\$44,912.00
Supplies and Chemistry	\$23,533.00
Floor Finish and Stripper	\$17,195.00
Discount	-\$1,612.00
ANNUAL TOTAL	\$2,200,000.00

This is prorated into a monthly price of \$183,333.33. If the district wishes to remove any of these line items, the price will be reduced accordingly.

Thank you for giving us the opportunity to serve your community. We hope to continue to do so for years to come.

Sincerely,

Jason Doncis, CEO
GRBS

Portage Public Schools agrees to a two (2) year extension at the new monthly price of \$183,333.33. All current agreements and specifications remain the same except for and including the changes as described in this letter, which will serve as an addendum to the current agreement. This will extend the agreement through June 30, 2025.

Portage Public Schools


GRBS

Date

Date



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

To: Board of Education
From: Mark 
Date: June 1, 2023
Re: MASB Membership Renewal

Recommendation

It is recommended that the Board of Education approve membership renewal to the Michigan Association of School Boards for 2023-24 without the Dues-Plus option, for a renewal total of \$10,101.

Background

In the past, the Board has opted to approve membership renewal without the Dues Plus option. Per the enclosed information, if the Board opts to continue its membership for 23-24 without the Dues-Plus option, the renewal total would be \$10,101. If the Board desires to renew with the Dues Plus option of \$2,000, the renewal total would be \$12,101.

Enclosure



*****AUTO**MIXED AADC 493 202/309 3/4

May 12, 2023

Mark T. Bielang, Superintendent
Portage Public Schools
8107 Mustang Dr.
Portage, MI 49002-5577



Dear Mark,

On behalf of your Association’s Board of Directors and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership you provide for Michigan’s public schools and students.

As MASB remains committed to serving your district through advocacy, information sharing, legal service and more, we ask that you remain committed to MASB. The renewal period for your district’s MASB membership is now open.

Your district’s membership includes access to many members-only tools and cost savings such as:

- **SET SEG**—Health benefits consultation, a property/casualty pool, and workers’ compensation fund are all available. Last year, your district received \$103,506.60 .
- **Lobbying**—MASB Government Relations staff is advocating every day on behalf of public school districts to preserve the School Aid Fund and reduce unnecessary increases to your budget.
- **Legal Counsel Consultation**—MASB Legal Counsel Brad Banasik, J.D. and Assistant Director of Labor Relations and Legal Services Dan Feinberg, J.D. are available to work through any concerns.
- **Member Assistance Fund**—This service provides assistance to our most financially uncertain districts to access MASB training and services.
- **Board Development**—Member rates on Board Member Certification (CBA) classes, workshops and other learning opportunities and services.
- **Resources that will help your board and administrators**—*LeaderBoard* magazine, an Open Meetings Act Guide, timely legislative updates and more.

Your district's dues invoice has been sent to your Superintendent, and we request that it be approved by your board and submitted by June 30, 2023. Please note that this reflects a 4% increase to deal with the increased costs we are seeing as an Association.

We are committed to providing great value for your current and emerging needs. Our goal is to help you spend more of your time making a difference in your district and community and enhancing your ability to positively impact your students. We invite you to join your peers in maintaining a powerful voice in the education dialogue as members of MASB. If you have any questions, please call me at 517.327.5900.

Sincerely,



Don P. Wotruba, CAE
Executive Director

DUES⁺ PrePay



Streamline your decisionmaking and save money with MASB's Dues-Plus prepaid services.



Dues-Plus Video

👉 PrePay: \$2,000

MASB can help you tell your district's story through the power of video.

We'll customize a video for you that will help your district connect with the community, market to students and families, and attract personnel.

Receive up to a five-minute video, one day of in-district recording (plus reimbursement of travel expenses) and three rounds of edits.

Value: \$4,000

THE FINE PRINT

Select and prepay for the desired number of board services on the enclosed dues invoice. Prepaid services can be used any time between July 1, 2022 - June 30, 2023. Standard mileage and travel expenses apply; additional discounts not applicable.

INVOICE



Michigan Association of School Boards
1001 Centennial Way, Suite 400
Lansing, Michigan 48917-8249

517.327.5900
EIN: 38-1323441

Invoice #	INV-118850
Customer #	39140
Date	04/15/23
SUBTOTAL	\$10,101.00

Mark T. Bielang, Superintendent
Portage Public Schools
8107 Mustang Dr.
Portage, MI 49002-5577

2023-2024 Membership Renewal Notice

The Michigan Association of School Boards appreciates the membership of your school district for the 2023-2024 fiscal year which begins July 1, 2023.

Your MDE Audited Fall Pupil Count: 8703.95

MASB 2023-2024 Membership:	\$9,664.00
Legal Trust Fund Annual Contribution	\$437.00
DUES RENEWAL SUBTOTAL:	\$10,101.00

+ DUES PLUS ADD-ON Video QTY _____ * Price \$2,000 = \$

MASB can help you tell your district's story through the power of video. See the enclosed flyer for details on this special offer.

ADD DUES RENEWAL SUBTOTAL TO DUES PLUS ADD-ON FOR **GRAND TOTAL PAYABLE TO MASB** \$

FINANCIAL BENEFITS OF MEMBERSHIP

One of the many benefits of membership with MASB is the ability for our members to participate in the SET SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty net asset returns.

Last year, your district received **\$103,506.60** in savings this past year.

Please forward payment and a copy of this invoice by no later than **June 30, 2023** to:
MASB • 1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

Questions? Contact us at billing@masb.org or 517.327.5900.

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 MOTIONS
Code po0154
Status
Adopted September 14, 2015
Last Revised February 26, 2018

0154 - MOTIONS

The Board shall, at the organizational meeting:

- A. designate depositories for school funds; M.C.L. 380.1221
- B. designate a day, place, and time for regular meetings which shall be held at least once every month;
- C. designate those persons authorized to use the safe deposit box;
- D. designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144.
- E. designate the Board Recording Secretary.
- F. approve Board and District primary legal counsel
- G. pre-approve board member attendance at board-related classes, conferences, and workshops and the reimbursement of related expenses in accordance with Bylaw 0175.1

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Revised ___/___/23

Note regarding edits:

The addition of Item F captures current practice and Item G allows for a single approval for attendance/expense reimbursement. (Per BL 0175.1, "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.")

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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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**
- 7 Books and/or conference materials**

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.



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

To: Board of Education
From: Mark 
Date: June 1, 2023
Re: Revision to Policy 6320
CC: Executive Team; Principals and Assistant Principals

RECOMMENDATION

That the Board of Education approve the revisions to Policy 6320, as presented.

BACKGROUND

Operational Policy 6320 is being recommended for revision to capture current practice as allowed by law. The entire Policy language is available for review at the Administration Building.

The proposed language changes to Policy 6320 will allow purchases above the State threshold to be made through cooperative bulk purchasing programs such as REMC, MSBO Bus Purchasing Program, OMNIA, HPS, and other similar purchasing cooperatives.

The proposed language revisions also allow the Board to consider and provide a preference to bidders within Michigan-based businesses.

In addition, the minimum number of quotes required for purchases that are under fifty percent (50%) of the State threshold has been reduced to two (2) price quotes from three (3).

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.~~
- 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

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.

(long-range outcomes)

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.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

IX. Required Action Items

1. Amended Budget Appropriation Resolutions for 2022-23 (OP 6231)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2022-23, as presented.



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 14, 2023
SUBJ : Budget Resolutions for 2022/23 Fiscal Year

RECOMMENDATION

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2022/23 by passing the attached resolutions. This should occur at the June 19, 2023 Board meeting after the public hearing on the budget.

BACKGROUND INFORMATION

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budget amendments for the 2022/23 school year.



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : June 1, 2023
Subj : General Fund Budget Amendment #2 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 June 19, 2023 Board meeting.

Background Information

The 2022/23 fiscal year is returning to a more normal setting while still delivering quality instruction to our students. This amendment reflects any changes since the last amendment in February to the General Fund. Below are a couple of main points:

1. This budget year has received several federal and state grant fund sources on a one-time basis in addition to the normal per pupil foundation allowance. The addition of ARP – ESSER III Equalization Funds – Section 11T and MPSERS 147C2 One Time Deposit are included in this budget amendment.
2. Based on analysis of all revenues and expenses at year end, the General Fund expenses are predicted to exceed revenues by approximately \$688,440 with a projected fund balance as a percentage of expenditures of 11.80% down from the February amendment of 12.66%. This fund balance amount reflects the unreserved fund balance after the ARP – ESSER III Equalization funds – Section 11t funds are reserved for student support.

The amendment to the District’s General (Operating) Fund represents the second and final planned revision during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our continuous budget cycle that updates the Board, staff, and community as improved information becomes available.

Our goals in completing this amendment are two-fold:

1. Informs the Board of Education on the status of carryover funds available for the upcoming fiscal year.
2. Facilitates the administration’s preparation of projections made in the General Fund preliminary budget and ultimately the final budget document for 2023/24.

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. The projected ending unreserved fund balance (11.8%) 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%.

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of **(\$688,440)** for the year, as compared to **(\$649,323)** which was adopted in February. This excess of expenditures is after the commitment of reserved funds ARP – ESSER III Equalization Funds – Section 11T funding once passed by the board. The largest portions of the net change are identified as follows:

Revisions	Amount
Revenues:	(rounded)
Local:	
Change in property tax collections to reflect actual. K/RESA Enhancement millage was adjusted and there was an increase in facility rental and transportation trip charges. Local gate receipts for athletic events are up from amendment #1.	\$300,894
State:	
MPSERS 147C2 One Time funding was included in this amendment, which also shows as expensed. Section 31AA – Mental Health Support Services, Section 97 – Safety & Security funding are revised.	\$6,091,465
Federal:	
This increase is primarily from the addition of ARP – ESSER III Equalization Funds – Section 11T and the addition of e-rate funding.	\$4,05,662
Incoming Transfers & Other Transactions:	(\$10,718)
Decrease in food group indirect to be received and sale of school property.	
Revenue Subtotal -	\$10,437,303

Expenditures:

Schedule B/C payments have been updated. Summer curriculum work has been restructured and the majority of the work will fall into the current budget. Summer school wages have been added, funded by both Section 11T and ESSER III.	\$617,467
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 the corresponding expenditures to the 147C2 One Time funding received.	\$5,613,585
Contracted substitute costs are still increasing. Section 31AA – Mental Health Support Services, Section 97 – Safety & Security expenses are revised. Addition of Aptegy (new website) costs are included as well. Childcare employee salaries saw an increase. Projected election expenses were added from the enhancement millage election.	\$521,512
Safety and security items were purchased from Section 97 funding. Implementation of GASB96 - Subscription Based IT Agreements (SBITA). Costs for the weight room revamp at CHS and NHS were made actual.	\$137,741
	Expense Subtotal - \$6,890,305
Total revisions accounted for in these items	\$3,546,998

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #2**

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	Amended Budget #1 2022/23	Amended Budget #2 2022/23
Total Fund Balance, Beginning of Year, July 1	13,984,450	15,747,640	15,747,640
REVENUES:			
Local Sources	27,777,228	27,883,677	28,184,571
State Sources	76,649,677	81,715,953	87,807,418
Federal Sources	4,190,113	3,950,925	8,006,587
Incoming Transfers and Other Transactions	150,986	160,000	149,282
Total Revenues and Other Transactions	108,768,004	113,710,555	124,147,858
Total Available to Appropriate	122,752,454	129,458,195	139,895,498

Be it further resolved that \$121,250,183 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	57,574,091	62,145,853
Added Needs	9,114,656	10,307,066	10,087,614
Total Instruction	65,695,100	67,881,157	72,233,467
Supporting Services:			
Pupil	8,183,780	9,674,080	9,949,003
Instructional Staff	5,883,970	6,979,389	7,561,743
General Administration	752,331	836,007	898,920
School Administration	5,996,170	6,059,877	6,505,826
Business Services	1,135,179	1,264,565	1,326,874
Operations and Maintenance	9,187,346	10,082,979	10,309,911
Transportation	3,317,812	3,913,874	4,190,884
Central Services	2,883,288	3,552,558	3,839,095
Athletics	1,761,346	2,264,235	2,420,374
Total Supporting Services	39,101,222	44,627,564	47,002,630
Community Services	1,998,837	1,729,862	1,812,718
Other Financing Use - Debt Service	209,655	121,295	201,368
Total Expenditure Appropriation	107,004,814	114,359,878	121,250,183
Excess (Deficit) of Revenues over Expenditures	1,763,190	(649,323)	2,897,675
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 15,747,640	\$ 15,098,317	\$ 18,645,315

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #2**

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>Amended Budget #1 2022/23</u>	<u>Amended Budget #2 2022/23</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	91,157,603	94,891,010	100,523,902	5,632,892
Program Related	17,610,401	18,819,545	23,623,956	4,804,411
Total Revenues	<u>108,768,004</u>	<u>113,710,555</u>	<u>124,147,858</u>	<u>10,437,303</u>
Expenditures				
Salaries	51,902,277	52,932,852	53,550,319	617,467
Fringe Benefits:				
FICA **	3,715,035	4,082,245	4,128,080	45,835
Retirement **	22,791,994	24,258,101	30,144,572	5,886,471
Health Insurance	8,662,617	9,270,581	8,952,618	(317,963)
Dental Insurance	640,397	717,271	719,963	2,692
Vision Insurance	152,650	143,491	145,734	2,243
Long-Term Disability	171,650	170,803	172,252	1,449
Life Insurance	43,161	49,110	46,486	(2,624)
Other Fringe Benefits	590,677	729,327	724,809	(4,518)
Total Fringe Benefits	<u>36,768,181</u>	<u>39,420,929</u>	<u>45,034,514</u>	<u>5,613,585</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	12,147,487	13,691,563	14,213,075	521,512
Supplies, Materials, Other	5,616,225	7,446,070	7,287,725	(158,345)
Capital Outlay	362,541	747,169	963,182	216,013
Debt Service	208,103	121,295	201,368	80,073
Total Expenditures	<u>107,004,814</u>	<u>114,359,878</u>	<u>121,250,183</u>	<u>6,890,305</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ 1,763,190</u>	<u>\$ (649,323)</u>	<u>\$ 2,897,675</u>	<u>\$ 3,546,998</u>
Total Fund Balance Information				
Fund Balance Beginning	13,984,450	15,747,640	15,747,640	
Income (Deficit) - Allocated to Unreserved	1,763,190	(649,323)	2,897,675	
Estimated Ending Fund Balance	15,747,640	15,098,317	18,645,315	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,008,968	625,000	750,000	
Section 11T Committed Funds*			3,586,115	
Estimated Ending Unassigned Fund Balance	<u>\$ 14,738,672</u>	<u>\$ 14,473,317</u>	<u>\$ 14,309,200</u>	
As a Percentage of Expenditures	13.77%	12.66%	11.80%	

*Once approved at June 19, 2023 Board of Education meeting

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Amended Budget #1 2022/23</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2022/23</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.5695 mills)	15,813,635	(18,309)	15,795,326
Regional Enhancement Millage (1.5 mills)	3,600,642	17,358	3,618,000
Earnings from Investments and Deposits	15,200	20,738	35,938
Interest on Delinquent Taxes	14,500	(1,899)	12,601
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	140,000	(10,000)	130,000
Other Local Sources	139,303	120,445	259,748
From State Sources:			
Foundation Grant Allowance	63,331,563	(10,657)	63,320,906
Other State Categoricals/Foundation Adjustments	11,438,466	54,276	11,492,742
From Federal Sources:			
Medicaid Administrative Outreach Program	25,000	10,137	35,137
Program Related Revenues:			
147C2 MPSERS One Time Deposit	0	5,486,680	5,486,680
31N6 Funding - Mental Health Support Svcs	0	382,531	382,531
American Rescue Plan Act Funds (ESSER III)	1,645,068	48,152	1,693,220
ARP - ESSER III Equalization Funds (11T)	0	3,746,471	3,746,471
At Risk Grant	2,027,229	(164,507)	1,862,722
Athletic Gate Receipts and Contributions	306,955	126,726	433,681
Childcare and Preschool Fees	1,332,043	50,017	1,382,060
Childcare Stabilization Grant	342,761	0	342,761
Contributions for Instructional Programs	33,604	(7,738)	25,866
County Special Education and State Categoricals	10,682,053	(194,743)	10,487,310
Elementary & Secondary School Emergency Relief Funds (ESSER)	954,908	20,993	975,901
Enrichment Class and Advertising Fees	7,475	1,752	9,227
Great Start Readiness Program	0	16,349	16,349
Maintenance and Operations Facility Rental Fees	39,000	24,800	63,800
Online Class and IB/AP Test Fees	114,153	4,356	118,509
Other Grants	195,846	45,888	241,734
Pay to Participate Fees	14,195	(14,195)	0
Section 31AA Funding - Mental Health Svcs & Prgms	0	344,164	344,164
Section 97 Grants - Safety & Security	38,138	56,109	94,247
Section 98C Funding - Addressing Learning Loss	0	66,756	66,756
Technology Services	195,000	229,200	424,200
Title 1 Grant	768,951	0	768,951
Title 2 Grant	277,520	(30,000)	247,520
Title 3 Grant (English Learner & Immigrant Students)	72,868	953	73,821
Title 4	103,979	0	103,979
Transportation Special Education Categoricals and Billings	40,500	14,500	55,000
TOTAL REVENUES	<u>\$ 113,710,555</u>	<u>\$ 10,451,850</u>	<u>\$ 124,147,858</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Amended Budget #1 2022/23</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2022/23</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	4,155,673	(79,249)	4,076,424
Angling Road Elementary	3,183,144	(14,088)	3,169,056
Central Elementary	3,745,973	(133,159)	3,612,814
Haverhill Elementary	3,698,911	(1,040,323)	2,658,588
Lake Center Elementary	4,521,043	(180,291)	4,340,752
Moorsbridge Elementary	4,389,261	(31,647)	4,357,614
12th Street Elementary	4,282,644	(293,908)	3,988,736
Woodland Elementary	3,726,361	(1,016,175)	2,710,186
Central Middle	5,443,162	67,274	5,510,436
North Middle	4,893,767	(175,723)	4,718,044
West Middle	5,145,495	138,000	5,283,495
Central High	11,552,860	(51,759)	11,501,101
Northern High	10,015,227	(43,198)	9,972,029
American Rescue Plan Act (ESSER III)	1,645,068	48,152	1,693,220
ARP - ESSER III Equalization Funds (11T)	0	3,746,471	3,746,471
Auditorium Management	213,721	(2,500)	211,221
Childcare and Preschool Program	1,379,915	70,166	1,450,081
Childcare Stabilization Grant	342,761	0	342,761
Community High School Program	1,817,207	9,367	1,826,574
Career Tech Education	984,009	37,205	1,021,214
Education for the Arts	119,336	(808)	118,528
Elementary & Secondary School Emergency Relief Funds (ESSER Equity & II)	954,908	20,993	975,901
High School Athletics	1,995,289	90,132	2,085,421
Homebound Services	25,949	23,984	49,933
Instructional Services Administration	1,433,680	(60,285)	1,373,395
Middle School Athletics	341,665	21,583	363,248
Non-Public Schools- Shared Time Program	755,163	3,630	758,793
Section 98C Funding - Addressing Learning Loss	0	66,756	66,756
Technology and Student Information Systems			
Media Services	246,742	3,890	250,632
Technology Services	3,113,285	170,145	3,283,430
Educational Supports & Intervention			
Special Education Program	12,016,379	(1,228)	12,015,151
At Risk Grant	2,027,229	(164,507)	1,862,722
Title 1 Grant	768,951	0	768,951
Section 31n6 - Mental Health & Support Services	337,286	45,245	382,531
Section 31AA Funding - Mental Health Svcs & Prgms	0	344,164	344,164
Curriculum and Professional Development			
Curriculum Development	1,207,160	(126,941)	1,080,219
Professional Development	297,686	65,003	362,689
Title 2 Grant	277,520	(30,000)	247,520
Title 3 Grant (English Learner & Immigrant Students)	72,868	953	73,821
Title 4 Grant	103,979	0	103,979
Other Grants	383,634	(23,909)	359,725
Operations			
Budget and Finance	1,357,694	(77,371)	1,280,323
Central Services	117,668	59,645	177,313
Maintenance and Operations	5,474,910	(197,707)	5,277,203
Transportation	3,701,858	29,452	3,731,310
Section 97 Grants - Safety & Security	38,138	56,109	94,247
147C2 MPSERS One Time Deposit	0	5,486,680	5,486,680
Community Relations			
Communications	384,477	979	385,456
Community Enrichment Program	121,999	1,080	123,079
Human Resources			
	749,649	(5,490)	744,159
Administration			
	798,574	33,513	832,087
TOTAL EXPENDITURES	<u>\$ 114,359,878</u>	<u>\$ 6,890,305</u>	<u>\$ 121,250,183</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ 4,649,323</u>	<u>\$ 3,561,545</u>	<u>\$ 2,897,675</u>



TO : Mark Bielang, Superintendent

FROM : Paula Johnson, Director of Finance

CC : Johnny Edwards, Assistant Superintendent of Operations

DATE : May 31, 2023

SUBJ : Building and Site Sinking Fund Budget Amendment #1 Resolution for 22/23

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the Building Site and Sinking Fund Appropriations Act, for the 2022/23 fiscal year.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Building and Site Sinking Fund during the current fiscal year. Minor revenue adjustments have been made to reflect expected actuals for this year.

Expenditure adjustments were made in the ongoing project areas since the adoption of the preliminary budget. Major one-time projects include but are not limited to: complete gym floor refinishing Lake Center Elementary, 12th Street Elementary, West Middle School, the Igloo and Doghouse at Northern High School and the Central High School gymnasium; new flooring is planned for the weight rooms at both Northern High School and Central High School; an additional parking lot at Northern High School near the athletic stadium is also underway. Northern High School is also undergoing a facelift with the replacement of their curtain wall. This project will span over two fiscal years. An irrigation system for Centennial Park on the Central campus is planned for completion in this fiscal year as well.

Other routine ongoing projects such as playground upgrades and roof leak repairs were also conducted. Projects continue to be analyzed in conjunction with the bond issue projects.

The BSSF budget would end the year with approximately \$5,927,254 of fund balance.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Building and Site Sinking 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 Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2022/23 is as follows:

	<u>Actual 2021/22</u>	<u>Adopted Budget 2022/23</u>	<u>Amendment #1 2022/23</u>
Total Fund Balance, Beginning of Year, July 1	5,104,086	6,249,332	6,263,901
REVENUES:			
Tax Levy at .4988 mills for all years	1,256,416	1,434,468	1,309,356
Payment in Lieu of Personal Property Tax from State Sources	127,377	127,000	128,380
Industrial Facilities Tax	17,359	17,350	18,194
Interest Income	600	800	62,775
Interest on Delinquent Taxes	836	500	959
Payment in Lieu of Taxes	2,583	2,600	2,655
Collection of Prior Year Taxes	855	-	1,340
Total Revenues and Other Transactions	<u>1,406,026</u>	<u>1,582,718</u>	<u>1,523,659</u>
Total Available to Appropriate	<u>6,510,112</u>	<u>7,832,050</u>	<u>7,787,560</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4988 mills on all property classifications.

Be it further resolved that \$1,512,085 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Major Projects

Asphalt Projects:			
Northern AEF Parking Lot	-	750,000	297,665
Gym Floor Refinishing	17,798	74,500	98,328
CHS Baseball Field Renovation (Fencing)	16,480	-	-
CHS Outside Signage	29,460	-	-
NHS Outside Signage	29,580	-	-
Centennial Park Irrigation System	-	-	120,000
CHS Weight Room Flooring	-	-	75,688
NHS Weight Room Flooring	-	-	62,332
MBE Playground	-	75,000	-
ANG Playground	-	21,900	21,845
PCEC Classroom Renovation	3,469	-	-
Lockers for WMS	-	16,630	16,630
Northern Curtain Wall (Facelift)	18,901	-	866,818
Total Major Projects	<u>115,688</u>	<u>938,030</u>	<u>1,559,306</u>

Ongoing Projects

Roof Repair	12,809	35,000	35,000
Glass	8,427	10,500	10,500
Fencing	490	20,500	20,500
Sidewalk Concrete Repair	748	31,500	20,000
Casework	1,559	10,500	5,000
Asbestos Abatement	-	2,100	-
Asphalt Repair	350	31,500	31,500
Carpet Replacement	468	60,000	-
District Mechanical	104,166	100,000	145,000
District Electrical	-	36,750	30,000
Total On-Going Projects	<u>129,017</u>	<u>338,350</u>	<u>297,500</u>

	Actual 2021/22	Adopted Budget 2022/23	Amendment #1 2022/23
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	20,000	-
Other Projects			
Grounds replacement-playgrounds	403	35,000	-
Drinking Fountains	-	3,000	-
Total Other Projects	403	38,000	-
Tax Refunds	1,103	6,000	3,500
Total Expenditures	246,211	1,340,380	1,860,306
Excess (Deficit) of Revenues over Expenditures	1,159,815	242,338	(336,647)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$6,263,901</u>	<u>\$6,491,670</u>	<u>\$5,927,254</u>

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 the performance of their responsibilities within the amounts appropriated.



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : May 31, 2023
SUBJECT : Debt Retirement Fund Budget Amendment #1 Resolution for 22/23

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the Debt Retirement Fund Appropriations Act, for the 2022/23 fiscal year at the June 19, 2023 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Debt Retirement Fund during the current fiscal year. The major change incorporated in this amendment is to adjust for the impact of increased levels of the various types of tax collections and debt service payments.

The net impact of this amendment indicates ending the year with expenditures exceeding revenues by approximately \$1,424,650. Our anticipated ending fund balance is expected to be \$2,926,153. This was a planned spend down of our common debt fund balance.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2022/23 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Debt Retirement 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 Debt Retirement Fund of Portage Public Schools for the fiscal year 2022/23 is as follows:

	Actual 2021/22	Adopted Budget 2022/23	Amendment #1 2022/23
Total Fund Balance, Beginning of Year, July 1	4,246,652	4,345,252	4,350,803
REVENUES:			
Local Property Taxes (6.85 mills for all years)	17,333,283	17,170,876	18,125,354
Payment in lieu of Personal Property Taxes-State Sources	1,353,447	674,170	1,364,099
Industrial Facilities Tax	471,953	471,953	484,166
Pilot payment in lieu of tax	35,473	35,652	35,278
Other Tax Revenues	11,732	35,000	18,709
Interest Income - Investments	936	1,800	88,359
Interest on Delinquent Taxes	5,020	9,000	13,080
Transfer in from 2016 & 2021 Debt Funds	-	-	2,002
Total Revenues and Other Transactions	<u>19,211,844</u>	<u>18,398,451</u>	<u>20,131,047</u>
Total Available to Appropriate	<u>23,458,496</u>	<u>22,743,703</u>	<u>24,481,850</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$21,555,697 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	10,540,000	9,535,000	9,535,000
Interest Payments	8,551,956	8,043,231	8,776,694
Fees	1,500	1,000	1,500
Tax Refunds	14,237	18,000	10,000
Transfer to '16 & '21 Debt Funds creation of Common Debt Fund	-	-	3,232,503
Total Expenditures	<u>19,107,693</u>	<u>17,597,231</u>	<u>21,555,697</u>
Excess (Deficit) of Revenues over Expenditures	<u>104,151</u>	<u>801,220</u>	<u>(1,424,650)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 4,350,803</u>	<u>\$ 5,146,472</u>	<u>\$ 2,926,153</u>

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.



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : May 31, 2023
SUBJECT : School Service Fund Budget Amendment #1 Resolution for 22/23

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the School Service Fund Appropriations Act, for the 2022/23 fiscal year at the June 19, 2023 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the School Service Fund for the 2022/23 year. The purpose of this amendment is to amend the food service, bookstore, and school activities funds to align with the expected results for the current 2022/23 year.

The Food Service portion of this budget is being amended to reflect information based on operations under Chartwells. The revenues have been adjusted based on the participation trends to date. The adopted budget expense categories were analyzed based on the current year expectations and adjusted accordingly. All changes to the Food Service projections were completed jointly by Chartwells staff and myself.

Overall the Food Service operation is now projected to have revenues exceeding expenditures of approximately \$451,200. Fund balance is projected at approximately \$2,504,418. The District has applied for an excess fund balance spend down plan and are still awaiting final approval. The Extended Summer Food Service Program provided thousands of free meals to our students during the school year. The General Fund does receive approximately \$130,000 a year in indirect costs annually from the Food Service Program. We will continue to monitor revenues and expenditures going forward to try and keep the bottom line positive.

The school activities portion of this budget was adjusted slightly to account for current year activity since the adoption of the preliminary budget.

The bookstore portion of this budget reflects the combined projected operations of the CHS and NHS school bookstores.

I would be happy to answer any questions the board may have regarding this amendment.

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

Be it resolved that this resolution shall be the School Service 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 School Service Fund of Portage Public Schools for the fiscal year 2022/23 is as follows:

	Food Service		Bookstore		School Activities	
	Adopted 2022/23	Amendment #1 2022/23	Adopted 2022/23	Amendment #1 2022/23	Adopted 2022/23	Amendment #1 2022/23
Total Fund Balance, Beginning of Year, July 1	1,712,466	2,053,218	-	-	-	-
REVENUES:						
Local Sources	1,541,653	1,482,384	30,000	14,000	1,100,000	1,369,000
State Sources	164,584	470,811	-	-	-	-
Federal Sources	1,853,035	1,857,431	-	-	-	-
Total Revenues and Other Transactions	<u>3,559,272</u>	<u>3,810,626</u>	<u>30,000</u>	<u>14,000</u>	<u>1,100,000</u>	<u>1,369,000</u>
Total Available to Appropriate	<u>5,271,738</u>	<u>5,863,844</u>	<u>30,000</u>	<u>14,000</u>	<u>1,100,000</u>	<u>1,369,000</u>

Be it further resolved that \$3,359,426 of the Food Service total, \$14,000 of the Bookstore total and \$1,200,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:						
Food Service	3,470,931	3,229,426	-	-	-	-
Bookstore	-	-	22,000	14,000	-	-
Student Activities	-	-	-	-	1,000,000	1,200,000
Outgoing Transfer to General Fund for Indirect Costs	140,000	130,000	-	-	-	-
Total Expenditures and Outgoing Transfers	<u>3,610,931</u>	<u>3,359,426</u>	<u>22,000</u>	<u>14,000</u>	<u>1,000,000</u>	<u>1,200,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>(51,659)</u>	<u>451,200</u>	<u>8,000</u>	<u>0</u>	<u>100,000</u>	<u>169,000</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 1,660,807</u>	<u>\$ 2,504,418</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 169,000</u>

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 the 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 the performance of their responsibilities within the amounts appropriated.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

IX. Required Action Items

2. 2023-24 Budget Resolutions (OP 6220, 6230)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Services Funds budgets for 2023-24, as presented.

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 14, 2023
SUBJ : Budget Resolutions for 2023/24 Fiscal Year

RECOMMENDATION

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2023/24 by passing the attached resolutions. This should occur at the June 19, 2023 Board meeting after the public hearing on the budget.

BACKGROUND INFORMATION

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budgets for the 2023/24 school year.

TO : Mark Bielang, Board of Education
FROM : Paula Johnson, Director of Finance
DATE : June 14, 2023
SUBJ : 2023/2024 School Year Preliminary Budgets

This document represents the first of two formal presentations and discussions on next school year's budgets for the General Fund, Building & Site Sinking Fund, Debt Retirement Funds, Food Service Fund, Bookstore Fund and School Activities Fund. The administration's work on the budget began in April, and this document formally begins the process of applying financial projections to numerous variables that exist in our budget. Please remember that this is only the beginning of a budget cycle that will extend through June 2024 (with our budget cycle of preliminary, adoption, and then amendment). Significant uncertainties exist that could dramatically change our recommendations throughout the course of this budget cycle.

Before you begin your study of this document please note the following items related to our presentation format:

1. We will continue providing the Board with budget materials that can be inserted in a budget binder. This allows Board members to retain all budget materials in one area. It also facilitates their ability to follow the budget process from preliminary budget discussion, to adoption, and finally to amendments during the course of the school year.
2. In order to identify actual program costs to the District, the final budget packet will include all revenues and expenses (including fringe benefits) directly attributable to individual programs within their budget area. This format presents a more accurate picture of projected programs on a "cost center" basis.
3. The General Fund overview is followed by narrative information that gives a description of the fund, ongoing finance reform impact, and 2023/24 highlights.

As you will see in the narrative for the 2023/24 General Fund budget, we continue to incorporate instructional expenditures to comply with the State's ongoing requirement to provide 180 days of instruction for the 2023/24 school year. As of this date, we are projecting an increase in the foundation grant from the State of \$400 per FTE, and budgeting at a blended enrollment of 8,592 students. This is down 102 FTE from the 2022/23 school year. The county-wide enhancement millage renewed in May 2023 and the county-wide special education millage approved in May 2021 continue to provide us much needed financial support in this coming year. Without these millages, the District would see a deficit and/or extensive budget reductions incorporated in the preliminary budget.

By State law our budget must be adopted by June 30th, so we are encouraging the Board, staff, and community to continue providing input. We are confident that this two-way communication will further enhance an excellent community-based budget process.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 ADOPTED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2023/24. 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 2023/24 is as follows:

	Actual 2021/22	Amended Budget #2 2022/23	Adopted Budget 2023/24
Total Fund Balance, Beginning of Year, July 1	13,984,450	15,747,640	18,645,315
REVENUES:			
Local Sources	27,777,228	28,184,571	27,619,209
State Sources	76,649,677	87,807,418	85,082,448
Federal Sources	4,190,113	8,006,587	1,968,618
Incoming Transfers and Other Transactions	150,986	149,282	140,000
Total Revenues and Other Transactions	<u>108,768,004</u>	<u>124,147,858</u>	<u>114,810,275</u>
Total Available to Appropriate	<u>122,752,454</u>	<u>139,895,498</u>	<u>133,455,590</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 17.5695 mills on Non-Homestead property.

Be it further resolved that \$116,472,932 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	62,145,853	60,546,441
Added Needs	9,114,656	10,087,614	9,982,319
Total Instruction	<u>65,695,100</u>	<u>72,233,467</u>	<u>70,528,760</u>
Supporting Services:			
Pupil	8,183,780	9,949,003	10,124,479
Instructional Staff	5,883,970	7,561,743	7,148,027
General Administration	752,331	898,920	826,428
School Administration	5,996,170	6,505,826	6,086,008
Business Services	1,135,179	1,326,874	1,254,079
Operations and Maintenance	9,187,346	10,309,911	10,609,425
Transportation	3,317,812	4,190,884	3,964,937
Central Services	2,883,288	3,839,095	3,071,595
Athletics	1,761,346	2,420,374	1,871,843
Total Supporting Services	<u>39,101,222</u>	<u>47,002,630</u>	<u>44,956,821</u>
Community Services	<u>1,998,837</u>	<u>1,812,718</u>	<u>987,351</u>
Other Financing Use - Debt Service	<u>209,655</u>	<u>201,368</u>	<u>-</u>
Total Expenditure Appropriation	<u>107,004,814</u>	<u>121,250,183</u>	<u>116,472,932</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,763,190</u>	<u>2,897,675</u>	<u>(1,662,657)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>15,747,640</u>	<u>18,645,315</u>	<u>16,982,658</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 ADOPTED BUDGET**

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. This appropriations resolution will take effect on July 1, 2023.

PORTAGE PUBLIC SCHOOLS
2023/24 GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2021/22</u>	<u>Amended Budget #2 2022/23</u>	<u>Adopted Budget 2023/24</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	91,157,603	100,523,902	97,798,509	(2,725,393)
Program Related	17,610,401	23,623,956	17,011,766	(6,612,190)
Total Revenues	<u>108,768,004</u>	<u>124,147,858</u>	<u>114,810,275</u>	<u>(9,337,583)</u>
Expenditures				
Salaries	51,902,277	53,550,319	54,522,515	972,196
Fringe Benefits:				
FICA **	3,715,035	4,128,080	4,210,815	82,735
Retirement **	22,791,994	30,144,572	26,085,633	(4,058,939)
Health Insurance	8,662,617	8,952,618	9,842,467	889,849
Dental Insurance	640,397	719,963	712,361	(7,602)
Vision Insurance	152,650	145,734	140,440	(5,294)
Long-Term Disability	171,650	172,252	179,166	6,914
Life Insurance	43,161	46,486	46,814	328
Other Fringe Benefits	590,677	724,809	644,529	(80,280)
Total Fringe Benefits	<u>36,768,181</u>	<u>45,034,514</u>	<u>41,862,225</u>	<u>(3,172,289)</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	12,147,487	14,213,075	13,186,876	(1,026,199)
Supplies, Materials, Other	5,616,225	7,287,725	6,492,145	(795,580)
Capital Outlay	362,541	963,182	409,171	(554,011)
Debt Service	208,103	201,368	-	(201,368)
Total Expenditures	<u>107,004,814</u>	<u>121,250,183</u>	<u>116,472,932</u>	<u>(4,777,251)</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,763,190</u>	<u>2,897,675</u>	<u>(1,662,657)</u>	<u>(4,560,332)</u>
Total Fund Balance Information				
Fund Balance Beginning	13,984,450	15,747,640	18,645,315	
Income (Deficit) - Allocated to Unreserved	1,763,190	2,897,675	(1,662,657)	
Estimated Ending Fund Balance	15,747,640	18,645,315	16,982,658	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,008,968	750,000	850,000	
Section 11T Committed Funds		3,586,115	3,586,115	
Estimated Ending Unassigned Fund Balance	<u>14,738,672</u>	<u>14,309,200</u>	<u>12,546,543</u>	
As a Percentage of Expenditures	13.77%	11.80%	10.77%	

PORTAGE PUBLIC SCHOOLS
2023/24 GENERAL FUND BUDGET OVERVIEW
NON-PROGRAM REVENUES AND K-12 STATE AID CALCULATION

	<u>Amended Budget #2 2022/23</u>	<u>Proposed Budget 2023/24</u>
REVENUES:		
From Local Sources:		
Property Tax Levy (17.5695 mills for 21/22 & 22/23)	15,795,326	15,813,635
Regional Enhancement Millage (1.5 mills)	3,618,000	3,750,000
Earnings from Investments and Deposits	35,938	21,900
Interest on Delinquent Taxes	12,601	12,000
Reimbursements from Other Funds:		
Accounting Services and Indirect Costs	130,000	130,000
Other Local Sources	259,748	172,749
From State Sources:		
Foundation Grant Allowance	63,320,906	65,842,448
Other State Categoricals/Foundation Adjustments	11,492,742	12,200,897
From Federal Sources:		
Medicaid Administrative Outreach Program	35,137	30,000
TOTAL NON PROGRAM REVENUES	<u>\$ 94,700,398</u>	<u>\$ 97,973,629</u>

Y5-12 STATE AID CALCULATION FOR 2023/24

Blended count membership	8,592
Projected Foundation Grant per pupil (based on estimated \$400 increase)	\$ 9,550
Gross Foundation Grant Guaranteed	\$ 82,051,212.50
Less Revenue Generated on Non-Homestead Millage, Ren Zone & Headlee Rollback	<u>\$ 16,208,748</u>
Net Foundation Grant in Recommended Budget	<u>\$ 65,842,464</u>
Y5-12, Alternative Education, and Shared-Time Program Students Foundation Grant	64,577,910
Special Education Foundation Grant	1,264,535
Total	<u>\$ 65,842,445</u>

PORTAGE PUBLIC SCHOOLS
2022/23 and 2023/24 GENERAL FUND BUDGET OVERVIEW
PROGRAM REVENUES and EXPENDITURES

	2022/23			2023/24		
	Program Revenues	Program Expenses	Budget 2022/23	Program Revenues	Program Expenses	Budget 2023/24
Instructional Services						
Amberly	0	4,076,424	4,076,424	0	4,363,544	4,363,544
Angling Road	567	3,169,056	3,168,489	0	3,595,214	3,595,214
Central Elementary	0	3,612,814	3,612,814	0	3,923,659	3,923,659
Haverhill	4,150	2,658,588	2,654,438	0	3,938,162	3,938,162
Lake Center	607	4,340,752	4,340,145	0	4,763,179	4,763,179
Moorsbridge	3,637	4,357,614	4,353,977	0	4,551,553	4,551,553
12th Street	0	3,988,736	3,988,736	0	4,453,522	4,453,522
Woodland	540	2,710,186	2,709,646	0	3,824,214	3,824,214
Central Middle	10,365	5,510,436	5,500,071	0	5,964,869	5,964,869
North Middle	0	4,718,044	4,718,044	0	5,216,137	5,216,137
West Middle	0	5,283,495	5,283,495	0	5,899,005	5,899,005
Central High	74,246	11,501,101	11,426,855	63,000	11,529,301	11,466,301
Northern High	49,263	9,972,029	9,922,766	31,312	10,164,958	10,133,646
American Rescue Plan Act (ESSER III)	1,693,220	1,693,220	0	775,286	775,286	0
ARP - ESSER III Equalization Funds (11T)	3,746,471	3,746,471	0	180,996	180,996	0
Auditorium Management	0	211,221	211,221	0	206,989	206,989
Career Tech Education	0	1,021,214	1,021,214	0	1,197,593	1,197,593
Education for the Arts	0	118,528	118,528	0	108,516	108,516
Childcare Program	1,382,060	1,450,081	68,021	1,025,348	1,018,286	(7,062)
Childcare Stabilization Grant	342,761	342,761	0	0	0	0
Community High School Program	0	1,826,574	1,826,574	0	2,043,111	2,043,111
Elementary & Secondary School Emergency Relief Funds (ESSER Equity & II)	975,901	975,901	0	27,891	27,891	0
High School Athletics	380,604	2,085,421	1,704,817	140,200	1,664,589	1,524,389
Homebound Services	0	49,933	49,933	0	14,034	14,034
Instructional Services Administration	0	1,373,395	1,373,395	0	1,228,591	1,228,591
Middle School Athletics	54,077	363,248	309,171	9,400	300,654	291,254
Non-Public Schools-Shared Time Program	0	758,793	758,793	0	807,254	807,254
Section 98C Funding - Addressing Learning Loss	66,756	66,756	0	79,809	79,809	0
Information and Technology Systems						
Media Services	0	250,632	250,632	0	271,413	271,413
Technology Services	424,200	3,283,430	2,859,230	294,106	3,212,165	2,918,059
Special Education/At Risk Programs						
Special Education Program	10,487,310	12,015,151	1,527,841	9,977,072	12,206,040	2,228,968
At Risk Grant	1,862,722	1,862,722	0	2,032,550	2,032,550	0
Title 1	768,951	768,951	0	594,312	594,312	0
Section 31n6 - Mental Health & Support Services	382,531	382,531	0	382,531	382,531	0
Section 31AA Funding - Mental Health Svcs & Prgms	344,164	344,164	0	504,662	504,662	0
Curriculum, Instruction, and Assessment						
Curriculum Development	0	1,080,219	1,080,219	0	1,381,677	1,381,677
Professional Development	0	362,689	362,689	0	241,383	241,383
Title 2 Grant	247,520	247,520	0	140,683	140,683	0
Title 3 Grant (English Learner & Immigrant Students)	73,821	73,821	0	39,589	39,589	0
Title 4	103,979	103,979	0	45,946	45,946	0
Other Grants	241,734	359,725	117,991	136,953	331,531	194,578
Operations						
Budget & Finance	0	1,280,323	1,280,323	0	1,551,899	1,551,899
Central Services	0	177,313	177,313	0	131,700	131,700
Maintenance & Operations	63,800	5,277,203	5,213,403	50,000	5,505,976	5,455,976
Transportation	71,349	3,731,310	3,659,961	65,000	3,750,910	3,685,910
Section 97 Grants - Safety & Security	94,247	94,247	0	233,000	233,000	0
147C2 MPSERS One Time Deposit	5,486,680	5,486,680	0	0	0	0
Community Relations						
Communications	0	385,456	385,456	0	365,177	365,177
Community Enrichment Program	9,227	123,079	113,852	7,000	136,612	129,612
Human Resources	0	744,159	744,159	0	780,832	780,832
Administration	0	832,087	832,087	0	791,428	791,428
TOTAL EXPENDITURES	\$ 29,447,460	\$ 121,250,183	\$ 91,802,723	\$ 16,836,646	\$ 116,472,932	\$ 99,636,286
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES			\$ 2,897,675			\$ (1,662,657)

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2023/24. 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 Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	Actual 2021/22	Amendment #1 2022/23	Adopted 2023/24
Total Fund Balance, Beginning of Year, July 1	4,371,445	6,263,901	5,927,254
REVENUES:			
Tax Levy at .4988 mills for all years	1,229,679	1,309,356	1,408,000
Payment in Lieu of Personal Property Tax from State Sources	116,689	128,380	127,000
Industrial Facilities Tax	34,086	18,194	18,200
Interest Income	1,324	62,775	30,000
Interest on Delinquent Taxes	1,095	959	500
Payment in Lieu of Taxes	2,579	2,655	2,600
Collection of Prior Year Taxes	2,807	1,340	0
Total Revenues and Other Transactions	<u>1,388,259</u>	<u>1,523,659</u>	<u>1,586,300</u>
Total Available to Appropriate	<u>5,759,704</u>	<u>7,787,560</u>	<u>7,513,554</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4988 mills on all property classifications for 2023/24.

Be it further resolved that \$1,902,092 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Major Projects:

Asphalt Projects:

Northern AEF Parking Lot	-	297,665	297,665
Gym Floor Refinishing	17,798	98,328	175,000
CHS Baseball Field Renovation	16,480	-	-
CHS Outside Signage	29,460	-	-
NHS Outside Signage	29,580	-	-
12th Street Elementary Roof	-	-	427,000
CHS Push Button Door System	-	-	3,200
Centennial Park Irrigation System	-	120,000	-
CHS Weight Room Flooring	-	75,688	-
NHS Weight Room Flooring	-	62,332	-
ANG Playground	-	21,845	-
PCEC Classroom Renovation	3,469	-	-
Lockers for WMS	16,630	16,630	-
Northern Curtain Wall (Facelift)	18,901	866,818	577,377
Total Major Projects	<u>113,417</u>	<u>1,559,306</u>	<u>1,480,242</u>

	Actual 2021/22	Amendment #1 2022/23	Adopted 2023/24
On-Going Projects			
Roof Repair	12,809	35,000	35,000
Glass	8,427	10,500	10,500
Fencing	490	20,500	25,000
Sidewalk Concrete Repair	748	20,000	31,500
Casework	748	5,000	10,500
Asbestos Abatement	-	-	2,100
Asphalt Repair	350	31,500	31,500
Carpet Replacement	468	-	60,000
District Mechanical	104,166	145,000	125,000
District Electrical	-	30,000	36,750
Total On-Going Projects	128,206	297,500	367,850
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	-	10,000
Other Projects			
Grounds replacement-playgrounds	403	-	35,000
Drinking Fountains	-	-	3,000
Total Other Projects	403	-	38,000
Tax refunds	1,103	3,500	6,000
Total Expenditures	243,129	1,860,306	1,902,092
Excess (Deficit) of Revenues over Expenditures	1,145,130	(336,647)	(315,792)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$5,516,575</u>	<u>\$5,927,254</u>	<u>\$5,611,462</u>

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 the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2023.

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2023/24 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2023/24. 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 Debt Retirement Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	Actual 2021/22	Amendment #1 2022/23	Adopted Budget 2023/24
Total Fund Balance, Beginning of Year, July 1	4,246,652	4,350,803	2,926,153
REVENUES:			
Local Property Taxes (6.85 mills for all years)	17,333,283	18,125,354	18,766,409
Payment in lieu of Personal Property Taxes-State Sources	1,353,447	1,364,099	1,250,000
Industrial Facilities Tax	471,953	484,166	475,000
Pilot payment in lieu of tax	35,473	35,278	35,000
Other Tax Revenues	11,732	18,709	16,000
Interest Income - Investments	936	88,359	35,000
Interest on Delinquent Taxes	5,020	13,080	9,000
Transfer in from 2016 & 2021 Debt Funds	-	2,002	-
Total Revenues and Other Transactions	<u>19,211,844</u>	<u>20,131,047</u>	<u>20,586,409</u>
Total Available to Appropriate	<u>23,458,496</u>	<u>24,481,850</u>	<u>23,512,562</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$20,407,154 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	10,540,000	9,535,000	11,595,000
Interest Payments	8,551,956	8,776,694	8,792,154
Fees	1,500	1,500	2,000
Tax Refunds	14,237	10,000	18,000
Transfer to '16 & '21 Debt Fund creation of Common Debt Fund	-	3,232,503	-
Total Expenditures	<u>19,107,693</u>	<u>21,555,697</u>	<u>20,407,154</u>
Excess (Deficit) of Revenues over Expenditures	<u>104,151</u>	<u>(1,424,650)</u>	<u>179,255</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 4,350,803</u>	<u>\$ 2,926,153</u>	<u>\$ 3,105,408</u>

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. This appropriations resolution will take effect on July 1, 2023.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 ADOPTED BUDGET**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2023/24. 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 School Service Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	Food Service		Bookstore		School Activities	
	Amendment #1 2022/23	Adopted 2023/24	Amendment #1 2022/23	Adopted 2023/24	Amendment #1 2022/23	Adopted 2023/24
Total Fund Balance, Beginning of Year, July 1	2,053,218	2,504,418	-	-	-	-
REVENUES:						
Local Sources	1,482,384	1,556,100	14,000	16,000	1,369,000	1,400,000
State Sources	470,811	167,713	-	-	-	-
Federal Sources	1,857,431	1,826,220	-	-	-	-
Total Revenues and Other Transactions	<u>3,810,626</u>	<u>3,550,033</u>	<u>14,000</u>	<u>16,000</u>	<u>1,369,000</u>	<u>1,400,000</u>
Total Available to Appropriate	<u>5,863,844</u>	<u>6,054,451</u>	<u>14,000</u>	<u>16,000</u>	<u>1,369,000</u>	<u>1,400,000</u>

Be it further resolved that \$4,507,448 of the Food Service total, \$16,000 of the Bookstore total and \$1,400,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:						
Food Service	3,229,426	4,377,448	-	-	-	-
Bookstore	-	-	14,000	16,000	-	-
Student Activities	-	-	-	-	1,200,000	1,400,000
Outgoing Transfer to General Fund for Indirect Costs	130,000	130,000	-	-	-	-
Total Expenditures and Outgoing Transfers	<u>3,359,426</u>	<u>4,507,448</u>	<u>14,000</u>	<u>16,000</u>	<u>1,200,000</u>	<u>1,400,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>451,200</u>	<u>(957,415)</u>	<u>0</u>	<u>0</u>	<u>169,000</u>	<u>0</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 2,504,418</u>	<u>\$ 1,547,003</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 169,000</u>	<u>\$ -</u>

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 the 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 the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect July 1, 2023.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

IX. Required Action Items

3. Resolution to Set 2023 Tax Rates (MCL 380.1611)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the Resolution to Set 2023 Tax Rates for Summer and Winter Taxes, as presented.



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 14, 2023
SUBJ : Resolution to Set 2023 Tax Rates

RECOMMENDATION

That the Board of Education adopt the attached resolution which sets tax rates for both summer and winter levies.

BACKGROUND INFORMATION

The attached resolution sets the tax millage rates for our 2023/24 fiscal year for the General Fund (operating), Debt Retirement Fund, and Building & Site Sinking Fund as called for in our budget appropriation acts.

You will notice that this resolution continues a 100% summer tax collection for General, Debt Retirement, and Building and Site Sinking Fund millages in the City of Portage. A summer tax collection program, where available and cost effective, is extremely critical to our operating cash flow. Our studies indicate that the District would have to borrow funds if we did not have a summer tax collection program in the City of Portage.

Related to the City of Kalamazoo and Pavilion and Texas Townships, the administration is recommending that we collect all of our taxes during the winter levy. Due to the small amount of non-homestead property in these units, and the collection expenses we would pay for summer tax collection, we will keep the levy in December.

The County-wide Enhancement Millage that was renewed by the voters in May, 2023, and the Special Education Millage that was renewed in the May, 2021 election. They will be levied by K/RESA and distributed to each local school district in Kalamazoo County.

Please let me know if you have any questions regarding this recommendation.

2023

**RESOLUTION TO SET 2023 TAX RATES
FOR SUMMER AND WINTER TAXES**

Portage Public Schools

Be it resolved that millage rates for the Portage Public School District, Kalamazoo County District #45, be set as follows for the 2023/24 fiscal year, and that the Board of Education President and Secretary be authorized to certify the following rates:

City of Portage

In Mills

	<u>2023 Summer Tax Rate</u>	<u>2023 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	17.5695	0	17.5695
Building & Site Sinking	0.4988	0	0.4988
Debt Retirement	<u>6.8500</u>	<u>0</u>	<u>6.8500</u>
Total School Tax Rate	<u>24.9183</u>	<u>0</u>	<u>24.9183</u>

City of Kalamazoo, Pavilion Township, Texas Township

In Mills

	<u>2023 Summer Tax Rate</u>	<u>2023 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	0	17.5695	17.5695
Building & Site Sinking	0	0.4988	0.4988
Debt Retirement	<u>0</u>	<u>6.8500</u>	<u>6.8500</u>
Total School Tax Rate	<u>0</u>	<u>24.9183</u>	<u>24.9183</u>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

X. Action Items

1. Commitment of Funds Resolution (OP 6800)

This resolution was reviewed at the June 5, 2023 Committee of the Whole Work Session and returns to the Board for action. The title of the resolution included in the June 5 agenda packet was titled Resolution Authorizing Restriction of Funds. The title (only) has been revised to Resolution Authorizing Commitment of Funds, which more accurately depicts what the resolution is for.

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the Commitment of Funds Resolution, as presented.



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : May 31, 2023
SUBJ : Commitment of Funds for Student Support

RECOMMENDATION

That the Board of Education adopt the attached resolution to commit funds received through ARP/ ESSER III Equalization – Section 11T funding in an amount not to exceed \$3,837,000.00.

BACKGROUND INFORMATION

In August of 2022, Michael Huber and I presented a plan to the Board to help with student support through federal funds. The Section 11T funding we received as a district allows for supplanting of costs based on specific student criteria. Compensation costs totaling \$3,586,115.00 were able to be relieved from the General Fund in the 2022-2023 budget year and expensed to this special one-time funding. A portion of Section 11T funding still remains, but it must be spent on summer school and after school activities, with explicit grant criteria guidelines.

The goal of committing these funds will allow for Portage Public Schools to maximize supports and instruction that are essential for student learning and wellbeing. As we strive to be an inclusive environment through our commitment to equity these funds will be strategically used to provide resources and opportunities for success with our students. Investing in equity is a crucial step toward creating an inclusive environment where every student can thrive.

Once approved, you will see this reserved, or committed funding, listed under the General Fund total fund balance allocation section of the resolution. This amount will be updated each year end during the audit to reflect expenditures that occur related to the reserved funds. Restricting these funds will allow for the district to use the money past the original grant end date of September 30, 2024.

I would be happy to answer any questions the board may have regarding the resolution.

**PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO, STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING
COMMITMENT OF FUNDS**

At a regular meeting of the Board of Education (the “Board”) of the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), held in the School District on June 19, 2023, at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Board and School District have a commitment to equity and, as a result, the School District strives to provide an inclusive environment; and

WHEREAS, in order to support essential instruction for student learning and well-being to further the School District’s commitment to equity, the Board desires to restrict a portion of its general fund in an amount not to exceed \$3,837,000 for such purposes because investing in equity is a crucial step toward creating an inclusive environment where every student can thrive.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Restriction and Use of Funds. There shall hereby be established an “Equity and Inclusivity Account” within the general fund. The Board hereby authorizes the Superintendent of the School District (the “Superintendent”), on behalf of the Treasurer of the Board, to commit and set aside an amount of not to exceed \$3,837,000 of general funds prior to June 30, 2023 into the Equity and Inclusivity Account to solely support essential instruction for student learning and well-being to provide an inclusive environment. The Superintendent is further authorized to strategically use these funds to provide resources and opportunities for student success in any one or more subsequent fiscal year.

2. Conflicts. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED _____.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

X. Action Items

2. New Administrator Appointment(s) (OP 3120)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the administrator appointment of Dylan Patterson as the new Assistant Principal at Portage Northern High School effective with the 2023-24 school year.

Bradley D. Galin, MBA, SPHR
Director of Human Resources
Phone: 269.323.5152
bgalin@portageps.org

To: Board of Education
From: Bradley Galin, MBA, SPHR
Date: June 19, 2023
Re: Administrator Appointment Recommendation

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following administrator for the Portage Public Schools for the 2023-2024 school year.

Dylan Patterson:

Mr. Patterson is being recommended as the new Assistant Principal at Portage Northern High School starting in the 2023/2024 school year. Mr. Patterson has spent the last ten (10) years as an Assistant Principal and Athletic Director at Kalamazoo Central High School. Prior to his time at Kalamazoo Central, he served as a teacher and a Dean of Students for the Littleton School District in Arizona.

Mr. Patterson holds his bachelor's degree from Western Michigan University and his masters in Educational Leadership from Northern Arizona University. Mr. Patterson's annualized salary will be initially set at \$115,644.41.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

X. Action Items

3. Administrative Contract Extensions (EL 2.5)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education authorize the Superintendent to issue Administrator contract extensions, as presented, not-to-exceed beyond June 30, 2025, and with additional compensation in the aggregate, as approved by the Board as part of the initial 2023-24 budget.



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

To: Board of Education
 From: Mark T. Bielang
 RE: Administrative Contracts
 Date: June 19, 2023

RECOMMENDATION

It is recommended that the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2025, and with additional compensation in the aggregate, as approved by the Board as part of the initial 2023/2024 budget, for the following individuals:

Last Name	First	Middle	Position	Assignment	Building
ALBURTUS	ERIC	A	Administrator	High School Principal	PORTAGE CENTRAL HIGH SCHOOL
BAILEY, IV	SIDNEY		Administrator	Assistant Middle School Principal	PORTAGE WEST MIDDLE SCHOOL
BLASINGAME	DARRYL	D	Administrator	Elementary Principal	12TH STREET ELEMENTARY
CROUCH	ZACHARY	A	Administrator	Elementary Principal	MOORSBRIDGE ELEMENTARY SCHOOL
CUGNETTI	KIMBERLY		Administrator	Middle School Principal	PORTAGE CENTRAL MIDDLE SCHOOL
EDWARDS	JOHNNY		Administrator	Asst Superintendent - Non-Instructional	PORTAGE PUBLIC SCHOOLS ADMIN
FUEHR	ANDREW		Administrator	Elementary Principal	AMBERLY ELEMENTARY SCHOOL
GALIN	BRADLEY	D	Administrator	Director - Human Resources	PORTAGE PUBLIC SCHOOLS ADMIN
GORDON	ANNE		Administrator	Special Education Supervisor	PORTAGE PUBLIC SCHOOLS ADMIN
HINGA	KELLY		Administrator	Assistant High School Principal	PORTAGE NORTHERN HIGH SCHOOL
JENSENIUS	KELLY	L	Administrator	Director - Elem. Instruction	PORTAGE PUBLIC SCHOOLS ADMIN
JOHNSON	PAULA		Administrator	Director - Finance	PORTAGE PUBLIC SCHOOLS ADMIN
KAYLOR	AJA	S	Administrator	Assistant High School Principal	PORTAGE CENTRAL HIGH SCHOOL
LEDLOW	NATHAN	A	Administrator	High School Principal	PORTAGE NORTHERN HIGH SCHOOL
MATTSON-GEARHART	JEANINE	M	Administrator	Director - Special Ed/At Risk	PORTAGE PUBLIC SCHOOLS ADMIN
MCCARREN	EFTHIMIA	P	Administrator	Elementary Principal	WOODLAND ELEMENTARY SCHOOL
MCCULLOUGH	ALEXANDRA	C	Administrator	Elementary Principal	LAKE CENTER ELEMENTARY SCHOOL
MEDD	CRAIG	A	Administrator	Assistant Middle School Principal	PORTAGE NORTH MIDDLE SCHOOL
MESSENGER	JASON		Administrator	Middle School Principal	PORTAGE WEST MIDDLE SCHOOL
MORAND	NICOLE		Administrator	Special Education Supervisor	PORTAGE PUBLIC SCHOOLS ADMIN
PASCOE	MICHAEL		Administrator	Asst Superintendent - Instructional	PORTAGE PUBLIC SCHOOLS ADMIN
RIKER	CHRISTOPHER	C	Administrator	Athletic Director	PORTAGE NORTHERN HIGH SCHOOL
SALISBURY	TAMA	R	Administrator	Assistant High School Principal	PORTAGE CENTRAL HIGH SCHOOL
SHEAHAN	MACKENZIE		Administrator	Director of Curriculum	PORTAGE PUBLIC SCHOOLS ADMIN
SWANK	JENNIFER	A	Administrator	Dean of Students	PORTAGE COMMUNITY HIGH SCHOOL
THOMSEN	TRAVIS	S	Administrator	Middle School Principal	PORTAGE NORTH MIDDLE SCHOOL
VOMASTEK	DANIEL	J	Administrator	Director - Information & Technology	PORTAGE PUBLIC SCHOOLS ADMIN
WAGENAAR	SARA	L	Administrator	Elementary Principal	CENTRAL ELEMENTARY SCHOOL
WAGNER	CLINTON	J	Administrator	Community HS Director	PORTAGE COMMUNITY HIGH SCHOOL
WALKER	JUSTIN	E	Administrator	Assistant Middle School Principal	PORTAGE CENTRAL MIDDLE SCHOOL
YANKOVICH	HEATHER	L	Administrator	Elementary Principal	ANGLING ROAD ELEMENTARY SCHOOL
ZONTS	JEREMY	A	Administrator	Elementary Principal	HAVERRILL ELEMENTARY SCHOOL

BACKGROUND

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

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

The contracts of the Administrators listed above are due to expire on June 30, 2024. My recommendation is to extend the contracts for the listed Administrators through June 30, 2025, essentially providing the Administrators with a two-year contract.

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

1. Jessica Bucklin Director of Curriculum and Professional Development (9-12)
2. Abby DeVisser Special Education Supervisor

Regarding salary for the group in total: The 2023/2024 board-approved budget includes a step increase to the aggregate which amounts to approximately \$51,118 or 1.27 percent over the previous year. This only includes a step increase for those eligible and a lane change for the curriculum director position to reflect a shift in job duties as previously discussed.

There may be additional adjustments to compensation after completion of negotiations with the other employee groups.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

X. Action Items

4. Retiree Proclamation

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the 2022-23 Retiree Proclamation, as presented.



PROCLAMATION RECOGNITION AND COMMENDATION FOR RETIRING EMPLOYEES

WHEREAS, the following certified and classified employee has announced his intention to retire from Portage Public Schools, namely,

Jim French; and

WHEREAS, Jim French has faithfully served and supported the students and staff of this community; and

WHEREAS, Jim French supported great teaching and learning in classrooms; and

WHEREAS, Jim French took phone calls or answered e-mail at all hours of the day; and

WHEREAS, appropriate recognition of Jim French's dedicated and devoted service shall come to the attention of the entire community.

NOW, THEREFORE, BE IT RESOLVED,

that the Board of Education of the Portage Public Schools takes great pleasure in recognizing the contributions of Jim French, and expresses its sincere gratitude for his contributions to Portage Public Schools, and further wishes Jim a healthy, happy and rewarding retirement.

Proclaimed this 19th day of June, 2023
Portage Public Schools' Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

X. Action Items

5. Curriculum Purchase (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the purchase of the 2023-24 school year curriculum materials for Kindergarten through 12th-grade new curriculum adoptions and text version updates, as presented: Fishtank Learning \$112,641.26, UFLI \$39,895.32, Great Minds Ph.D. \$82,664.01, Big Ideas Mathematics \$122,160, Advanced Placement Statistics \$22,880.47, and International Baccalaureate Biology, Physics, and Chemistry \$23,166, for a total purchase of \$403,407.06. The funding source for the purchase will be the 2023-24 General Fund Budget with selected ELA resources being funded through ESSER III.



TO: Mark Bielang, Superintendent

FROM: Dr. Mackenzie Sheahan, Multi-Tiered Systems of Support District Coordinator & Curriculum Support Supervisor

CC: Paula Johnson, Director of Finance
Dr. Michael Pascoe, Assistant Superintendent of Instruction

DATE: May 31, 2023

RECOMMENDATION

It is recommended that the Board of Education approve the purchase of the 2023-2024 school year curriculum materials for Kindergarten through 12th-grade new curriculum adoptions and text version updates, as presented: Fishtank Learning \$112,641.26, UFLI \$39,895.32, Great Minds Ph.D. \$82,664.01, Big Ideas Mathematics \$122,160, Advanced Placement Statistics \$22,880.47, and International Baccalaureate Biology, Physics, and Chemistry \$23,166, for total purchase of \$403,407.06. The funding source for the purchase will be the 2023-2024 General Fund Budget with selected ELA resources being funded through ESSER III.

BACKGROUND

The curricular materials and texts can be reviewed below along with the rationale for the purchase. These recommendations for purchase have been approved by various combinations of the Curriculum, Instruction, and Assessment Department (CIA), Department Teams, Team Leaders, the Curriculum Instructional Council (CIC), and the Executive Leadership Team.

Material/Resource	Rationale	Cost
Fishtank Learning <i>New Adoption Purchase</i> <i>K-8 English Language Arts (ELA)</i>	Fishtank Learning has been adopted through the ELA Curriculum Review Cycle as a core ELA resource for Kindergarten-8th Grade. It is a resource that places a premium on incorporating a variety of texts and topics that appeal to students' natural curiosity about the world. As our main ELA resource, it will equip teachers to develop students into critical readers, writers, and thinkers. Fishtank Learning out of Brighton, MA will provide teacher access to resources, training, and student resources. The Reading Warehouse in North Charleston, SC is the book distributor that Fishtank utilizes for purchasing student textual materials. <i>*The total for 23-24 includes Early Adopters for Elementary (31 Classrooms) and all Middle School ELA Classrooms. During the 24-25 school year, we will purchase for the remainder of the Elementary Classrooms.</i>	\$112,641.26*
UFLI <i>New Adoption Purchase</i> <i>K-2 ELA</i>	UFLI Foundations has been adopted through the ELA Curriculum Review Cycle as a resource for Kindergarten through Second Grade. UFLI is directly aligned to the science of teaching reading and it will provide K-2 teachers with a powerful framework for teaching our students how to read. UFLI and Fishtank Learning will be the two core ELA resources used in K-2. UFLI teacher manuals and printable student resources will be purchased through Ventris Learning in Sun Prairie, WI. Additional manipulatives that are needed for the program will be purchased from Hand to Mind in Vernon Hills, IL.	\$39,895.32

Great Minds Ph.D. <i>New Adoption Purchase</i> <i>K-1 Science</i>	Ph.D. Science curriculum engages students in Kindergarten and First Grade in the Next Generation Science Standards to build a foundation for science success in later years. This resource was piloted by Kindergarten and First Grade Classroom Teachers during the 22-23 school year and approved through Curriculum Instruction Council (CIC) for adoption. Ph.D. materials will be purchased from Great Minds in Pittsburgh, PA who are the exclusive vendors of this curriculum.	\$82,664.01
Big Ideas Mathematics <i>Version Update Purchase</i> <i>6-8 Mathematics</i>	Big Ideas Mathematics materials and subscription from Cengage Learning in Independence, KY provides an updated version of student resources and online access for all middle school students for two years.	\$122,160.00
Advanced Placement Statistics <i>Version Update Purchase</i> <i>High School AP Stats</i>	AP Stats materials and subscription from Bedford, Freeman & Worth High School Publishers in Gordonsville, VA provides an updated version of student resources and online access for the AP Statistics courses at both Portage Central and Portage Northern.	\$22,880.47
International Baccalaureate (IB) Biology, Physics, and Chemistry <i>Version Update Purchase</i> <i>High School IB Science Courses</i>	In our agreement with the International Baccalaureate Organization (IBO) as an IB World School, we agree to update course content and materials as revised by IBO. All IB Science Course materials were updated for the 2023-2024 school year.	\$23,166.00

Elementary and Middle School ELA

Over the past two years, Portage Public Schools ELA Teams have been going through the Curriculum Review & Design Cycle made up of four distinct phases. During the beginning phases of the cycle, priority standards were identified and unpacked, supporting standards aligned, and proficiency scales were created for each priority standard. After receiving feedback on the work during this phase, revisions were made and then the teams moved to identifying curricular resources to support the teaching and learning of the priority standards. Although all K-12 teams took part in this process the ELA High School Team is currently in the process of beginning the resource identification process and is not included in this recommendation. During the phase that includes the resource adoption process, the guiding principles that were identified by the teams were: 1) the resources must be aligned to the science of teaching reading, 2) be knowledge-rich, and 3) comprehensive, yet flexible to support instruction of our priority standards. A detailed process was built to ensure numerous resources were reviewed and stakeholders' voices were considered as we determined those that were recommended for adoption and then purchase. The new core resources that have been chosen, Fishtank Learning (K-8) and UFLI (K-2) have been presented to CIC, the Administrative Team, and the Executive Leadership Team. It should be noted, our current resources were not considered because both HMH Journeys 2012 (elementary core resource) and Holt McDougal Literature (middle school core resource) have been retired by each publisher.

Kindergarten and First-Grade Science

In November of 2018, a proposal was brought to CIC stating that PPS did not have a guaranteed and viable curriculum for elementary science. This led to pilots for a new science curriculum for elementary in 2018-2019. At the conclusion of the pilots, only 2nd-5th grade teams were ready to move forward with an adoption that was approved and purchased. Kindergarten and first-grade teams did not come to a consensus on a program they would adopt at that time. Due to COVID, we were not able to move forward with continuing different pilots for K-1 but during this timeframe, we were presented with newer options to explore during the 22-23 school year. Through that additional time period of exploration the program Ph.D. Science from Great Minds was found to be NGSS aligned with heavy integration of literacy standards. A pilot of the Ph.D. Science was approved through CIC and was completed during the 22-23 school year. After completing the pilot and gathering data through teacher feedback, observations, and informal conversations a recommendation for the adoption of Ph.D. Science as a resource for Kindergarten and First Grade was taken and approved at CIC.

Middle School Mathematics

The Middle School Mathematics department adopted the Big Ideas math series in 2014-2015. In 2018-2019 the High School Mathematics department adopted and purchased the Big Ideas 2019 version. The version of the resource that was initially adopted by the Middle School Department in 2014 is being retired this year and we must move to the 2019 version that High School is currently using. This purchase would include access for all middle school students to the digital subscription for

two years, a digital ebook, a printed student textbook, and teacher resources with training.

High School Advanced Placement Statistics Version Update

During the fall of 2022, the High School Mathematics Team Leader brought to the attention of the CIA department that the last adopted version of the Advanced Placement Statistics text was published in 2005. The High School Mathematics Team looked at the version updates of the text and materials as they have come out over the years as the current ones have come to the point of being unusable and slightly outdated. The newest version of The Practice of Statistics, 6th Edition (2022) has been updated to reflect the revised course framework and has a new online component that will be beneficial to the course along with updated materials. The purchase would include teacher materials, 6 years of the online component, and course student textbooks.

High School International Baccalaureate Version Updates

The International Baccalaureate Program has a detailed curricular review cycle and process much like PPS. As part of our partnership with IBO we agree to follow the IB Curricular Cycle, part of this being the purchase of new course materials as we are directed when a subject area is up for a curricular change. After the subject area completes the curriculum cycle, professional learning is provided for the teachers, the course is adjusted, and new textbooks and materials are purchased. Textbooks that have been reviewed and approved by IB fully align with the updated IB curriculum and offer high-quality guidance and support for IB teaching and learning. Approximately, every seven years a course will be taken through the cycle, and new materials and training are required. During the 2023-2024 school year changes for IB Physics, Chemistry, and Biology are to be implemented. Part of the implementation is the purchase of new textbooks for these three IB courses through the recommended IB publishers.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

XI. Discussion Items

1. Curriculum Purchase (OP 6320)

Should the Board opt to move this item to action, the following recommendations are provided:

Recommended Motion #1

Motion offered by _____, seconded by _____, that the Board of Education move the Curriculum Purchase discussion item to action.

Recommended Motion #2

Motion offered by _____, seconded by _____, that the Board of Education approve the purchase of the 2023-2024 school year curriculum materials for kindergarten through twelfth-grade replacement, enrollment increases, intervention materials, and consumable texts, for the total not-to-exceed amount of \$414,488, the funds for which come from the 2023-2024 General Fund Budget with selected materials resources being funded through grants.

TO: Mark Bielang, Superintendent

FROM: Dr. Mackenzie Sheahan, Multi-Tiered Systems of Support District Coordinator & Curriculum Support Supervisor

CC: Paula Johnson, Director of Finance
Dr. Michael Pascoe, Assistant Superintendent of Instruction

DATE: June 9, 2023

RECOMMENDATION

It is recommended that the Board of Education approve the purchase of the 2023-2024 school year curriculum materials for kindergarten through twelfth-grade replacement, enrollment increases, intervention materials, and consumable texts, for the total not to exceed amount of \$414,488. The funding source for these materials will be the 2023-2024 General Fund Budget with selected materials resources being funded through grants.

BACKGROUND

Every year the Curriculum and Business offices work together to gather curricular material requests for replacement texts and materials as well as enrollment increases for the upcoming school year. We send out these text and material requests to vendors for them to bid. The bid process returns the best prices on each of the requests and then we assemble the purchase orders. In this case, the combined bids for the texts and materials exceed the bid threshold. All of the texts and materials within this recommendation have been approved in the past, either through the Curriculum Review Cycle process, solely by the Curriculum Instruction Council, or through both CIC and Board of Education approval.

For the bulk of these purchases, we selected a single vendor with the lowest bid, Textbook Warehouse in Alpharetta, GA not to exceed the total of \$75,000. Textbook Warehouse has been a consistent vendor for us in the past.

Other materials, including intervention materials, will be purchased from a variety of vendors based on publisher, lowest price, and/or being the single publisher of the materials. The materials in total are not to exceed the total of \$50,000.

Specific materials that have been previously presented to the Board of Education as part of the 98c Grant will be purchased from a variety of vendors based on publisher, lowest price, and/or being the single publisher of the materials. The materials being funded by the 98c grant during the 23-24 school year are not to exceed \$118,488.

New and replacement library texts for each building library will be purchased from a variety of vendors based on the lowest price and/or being the single publisher of a text. The texts being funded by ESSER are not to exceed \$171,000.

To allow us to order in time for the start of the school year, I ask that after a review of this recommendation, the Board of Education move this item to action.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

XI. Discussion Items

2. Surveillance Software Replacement (OP 6320)

Should the Board opt to move this item to action, the following recommendations are provided:

Recommended Motion #1

Motion offered by _____, seconded by _____, that the Board of Education move the Surveillance Software Replacement discussion item to action.

Recommended Motion #2

Motion offered by _____, seconded by _____, that the Board of Education approve the purchase of upgraded surveillance software from Knight Watch of Kalamazoo, MI in a base amount of \$121,965.99, the funds for which to be drawn from Section 97 funds.



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: June 13th, 2023
Re: Recommended Surveillance Software Upgrade

RECOMMENDATION

I recommend the Board of Education authorize the purchase of upgraded surveillance software from Knight Watch of Kalamazoo, MI in a base amount of \$121,965.99, funds drawn from Section 97 funds.

BACKGROUND

Our surveillance software is long overdue for an upgrade. With the availability of Section 97 safety and security funds, the Technology team and I would like to take advantage of some available time in this summer's schedule to complete this work. We are using this opportunity to shift away from the Avigilon software we currently use and move to the Milestone platform. The Milestone solution offers several advantages over Avigilon's:

- Its main end user interface is web-based, which will make it easier and faster for our staff to get to footage when they need to.
- It is camera agnostic - we'll be able to select cameras from a variety of manufacturers moving forward.
- We would own the software, meaning once the initial term expires, we will be able to purchase additional years of support for a lessor fee.

The Milestone solution is also compatible with 3rd-party add-ons. Indeed we are looking at one now that will simplify deployments and maintenance of our cameras. This add-on is not included in this proposal as it would be a distinct quote and well under the bid threshold.

AWARD INFORMATION

This software is covered under a publicly bid contract valid in the State of Michigan, as such an RFP was not required.

Given our only BOE meeting in July is on the 24th, I am asking the Board to consider taking action on this recommendation on Monday June 19th.

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



Proposal#EST013095

Proposal Date: 6/7/2023

Customer: PORTAGE PUBLIC SCHOOLS
Project: PPS- Milestone XProtect Professional +
Work Site: Software
 TECHNOLOGY DEPARTMENT
 ATTN: DAN VOMASTEK
 8107 MUSTANG DRIVE
 PORTAGE, MI 49002

Prepared By: Julie Tappenden
Bill To: PORTAGE PUBLIC SCHOOLS
 TECHNOLOGY DEPARTMENT
 ATTN: DAN VOMASTEK
 8107 MUSTANG DRIVE
 PORTAGE, MI 49002

Dear Dan,

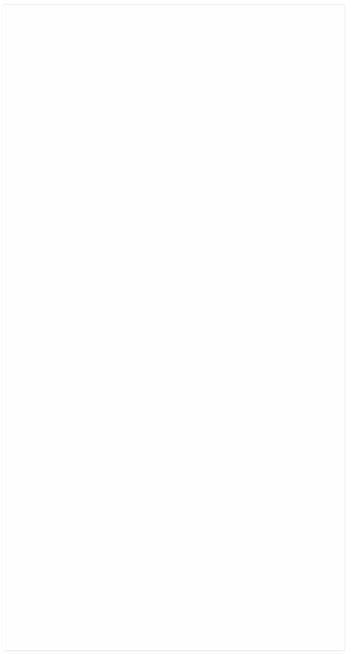
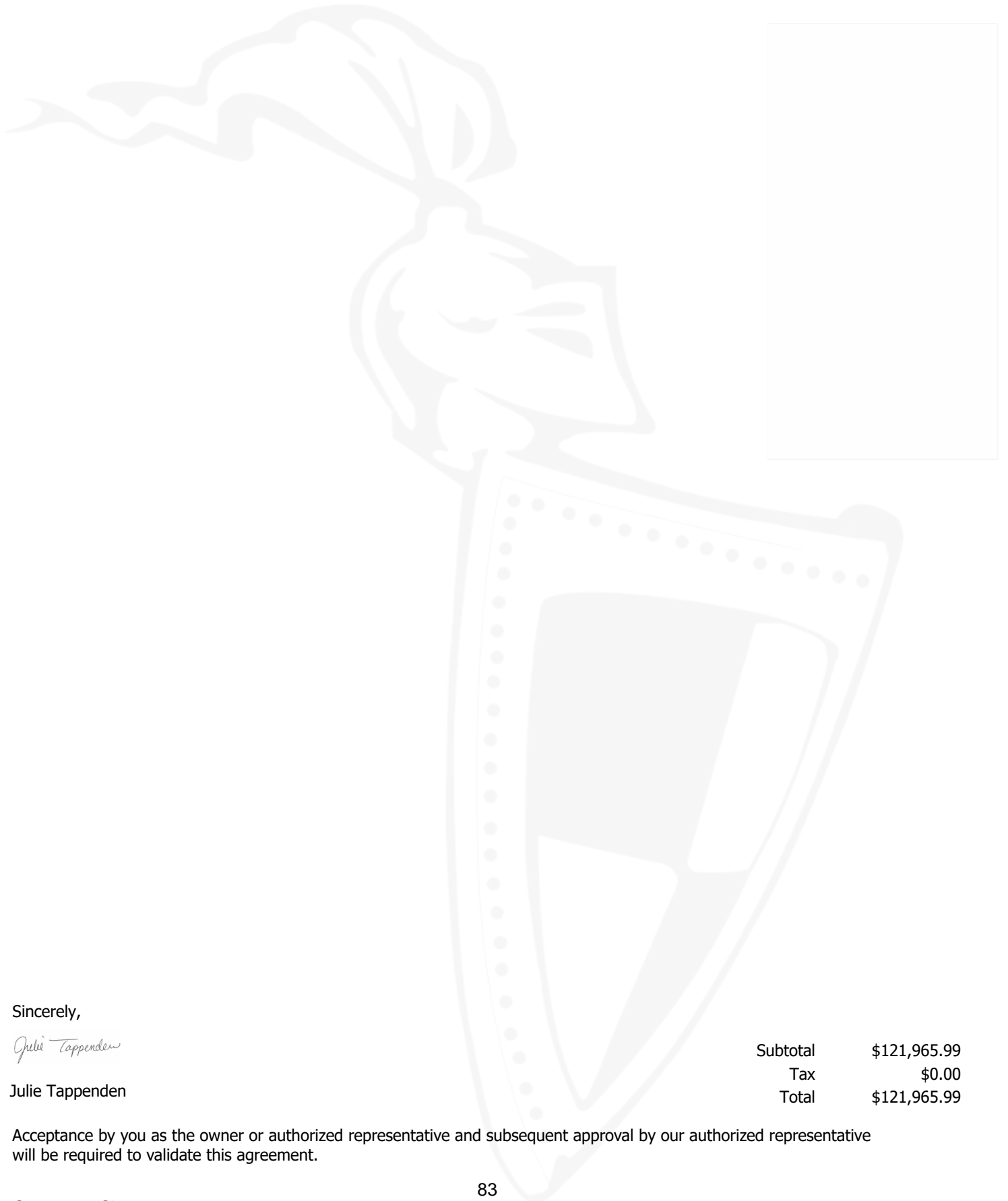
We appreciate the opportunity to provide the requested proposal for installing Milestone XProtect Professional + Software at Portage Public Schools to replace the existing Avigilon Software. This estimate includes the Milestone XProtect Professional + Base License, 431 XProtect Professional + Device Licenses, and 431 - Five Year Care Plus Device Licenses for XProtect Professional +.

The Care Plus licenses will need to be renewed after the five year term. The base license for Milestone and the device licenses are a one time charge. The renewal cost for an additional 5 year term for the Care Plus Licenses is \$84.86 per license. Care Plus Licenses can also be renewed annually at a cost of \$26.18 per license.

Knight Watch will install all Milestone licenses and provide the required programming for 385 existing IP cameras on the current video system. Knight Watch will assist with the server configuration and test all devices for proper functionality.

The following will outline the requested proposal:

Quantity	Item	Description
1.00	CCTV NL ML-XPPPLUSBL	XProtect Professional + Base License
431.00	CCTV LNL ML-XPP-PLUS-DL	XProtect Professional + Device License
431.00	CCTV LNL ML-YXPPPLUSDL	Five Year Care Plus for XProtect Professional + Device License
385.00	SFL ADDL PROGRAMMING	Programming Labor to program existing IP camera
6.00	SFL ADDL PROGRAMMING	Programming Labor for server configuration with Milestone
1.00	SFL TRAINING	Labor to provide Training
1.00	SFL TESTING	Field testing system components for proper functionality
4.00	SFL ENGINEERING	Engineering
16.00	SFL PROJECT MANAGEMENT	Project Management
3.00	ACL INSTALLATION	Installation
139.25	ACL PROGRAMMING	Programming



Sincerely,

Julie Tappenden

Julie Tappenden

Subtotal	\$121,965.99
Tax	\$0.00
Total	\$121,965.99

Acceptance by you as the owner or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Customer Signature: _____

Date: ____/____/____

General Terms and Conditions

Accounting:

Proposals are valid for 30 days

Sales and Use Taxes are not included unless specifically itemized on this proposal

60% mobilization shall be billed and due based upon the payment terms of this proposal

All payments shall be made within 30 days of invoice

Installation to occur during normal business hours: Monday-Friday, excluding holidays unless stated as part of this agreement

Customer Cabling:

Unless specifically stated as part of this agreement customer shall furnish and install all cabling required to complete this project. All cabling shall be run to the termination point of each device. All cabling shall be tested and certified by customer. All cabling shall be labeled at each end based on acceptable naming convention. Any time required by KWI to correct, troubleshoot, repair, label, reprogram software or repair equipment in relation to incorrect cabling or labeling shall be billed to and paid for by customer.

Existing Cabling:

Unless specifically stated as part of this agreement any cabling found to be deficient, inoperable, defective or does not meet the desired performance of the system being installed as part of this proposal shall be replaced with acceptable cable at sole expense of customer. Any time incurred by Knight Watch to troubleshoot, repair, replace, label and or correct deficient cabling or labeling shall be at the sole expense of customer.

Rough In:

Unless specifically stated as part of this agreement all rough in, raceway, penetrations, penetration sealing, back boxes, conduit and/or wire mold shall be provided by others. Costs associated are NOT included in this proposal. All rough in shall meet requirements of local AHJ.

Electrical:

Unless specifically stated as part of this agreement all electrical work and material required for the successful operation of the system in this proposal shall be provided by others. Any costs to troubleshoot, repair, upgrade or change electrical to meet the desired operation of the equipment in this proposal shall be at the sole expense of the customer. Knight Watch accepts no liability for electrical work unless specifically stated in this proposal.

Customer Furnished Network:

All network engineering, hardware, software, firmware, cabling, fiber, wireless and configuration to meet the intended operation of the system shall be the responsibility of the customer unless specifically stated as part of this agreement. KWI shall not incur any expense and customer shall pay Knight Watch for all expenses to repair, configure, troubleshoot or engineer a solution to meet desired operation or performance related to network hardware, software, firmware or configuration.

Customer Furnished Servers, PCs, Tablets and Phones:

All customer furnished computer hardware, software, firmware and operating systems shall meet recommended standards provided by KWI. Minimum recommended standards from manufacturers shall not be acceptable. Any and all expenses incurred by KWI to trouble shoot, replace, repair and or engineer to bring into compliance or to achieve intended system operation shall be billed to and paid by customer. KWI shall not incur any expenses of labor, material or licensing to bring non-compliant hardware, software, firmware or operating systems into compliance.

Third Party Equipment and Controls:

All third-party equipment shall be in good working condition and meet the desired need of customer. All third-party equipment and controls, programming, configuration, commissioning, testing, training and documentation shall be provided by others unless specifically stated as part of this proposal. Knight Watch shall accept no liability for third party equipment and controls. All time required by Knight Watch or Knight Watch representative to troubleshoot, configure, restart, program, engineer and or document third party equipment and or controls is not included in this proposal. Knight Watch shall not provide training for third party equipment unless specifically stated in this proposal.

Interconnection to Fire Alarm:

Fire alarm contractor shall furnish and install all necessary equipment, connections and terminations to the system(s) in this proposal. All work shall be done in accordance of local AHJ. Unless specifically stated in this agreement all cabling and/or equipment required are the responsibility of the customer and fire alarm contractor. Knight Watch accepts no liability for fire alarm system, fire alarm engineering or fire alarm interconnection and or operation. All charges and expenses related to fire

alarm interconnection shall be the sole responsibility of the customer and fire alarm contractor.

Elevator Control and Integration:

The elevator contractor is responsible for any and all elevator related equipment installation, inputs and or outputs required to complete this project. All costs from elevator contractor are NOT included in this proposal.

Unless specifically stated as part of this agreement the following items are not included:

Lift Rental, tenting, automatic door controls, manufacturer provided HVAC Controls, project phasing, mid project startups, project phasing, renaming or labeling of equipment, re-programming or upgrading of software or firmware. Knight Watch assumes no liability or expense related to third party supplied equipment related to any system Knight Watch or representative of Knight Watch interfaces or connects to.

Asbestos:

KWI, its employees, subcontractors and or suppliers are not liable or responsible for asbestos abatement, removal, or any other costs associated with asbestos at the facility. Any costs incurred for asbestos penetrations, sealing, removal, abatement, training, or any other costs shall be the sole responsibility of the building owner. Knight Watch, Inc. its employees, suppliers, or subcontractors assume no liability whatsoever from asbestos found, disturbed, removed, or abated at the facility by KWI, its employees or any other entity or individual. All expenses, fines or fees related to asbestos shall be the sole responsibility of the customer.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

XII. Closed Session

1. Discuss Collective Bargaining Strategy (OMA Section 8(c))

Recommended Motion:

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 19, 2023, 6:30 P.M.**

Note Page

XIII. Post-Closed Action

Recommended Motion:

**Motion offered by _____, seconded by _____, that the Board of Education
_____.**