

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
OCTOBER 9, 2023, 6:30 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

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XI. ADJOURN	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 9, 2023, 6:30 P.M.**

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II. Revisions/Approval of Agenda

Recommended Motion:

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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III. Reports

1. Superintendent's Report
 - a. Bond Project Update

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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IV. Board Education

1. Presentation of Monitoring Report 1.1 (HS)

**Portage Public Schools
Monitoring Report**

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

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


The report is divided into three segments and reported on as follows:

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

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

Certification

I hereby present my Monitoring Report on Ends Policy 1.1 (High School) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 9, 2023.



Signature

October 4, 2023
Date

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Table of Contents in Monitoring Report 1.1

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SAT and PSAT Data

Narrative of Trends on High School Measures

1.1 POLICY LANGUAGE

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

Ends statement 1.1 was last revised by the Board on 12/14/2020. It's also noted that on 9/19/2023 the board added language to the introductory statement to capture the fact that Ends Statements are intended to be "long-range outcomes".

Interpretation

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

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

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

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

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

Approaching...the highest performing comparable districts is interpreted to indicate our change in percentage of students proficient compared to our three-year average relative to comparable districts' change of their three-year average. "***Met Expectations***" means that we are ranked first or second

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Policy Type: Ends

Policy Title: Ends Policy 1.1

relative to our comparable districts. **“Partially Met Expectations”** means that we are ranked third or fourth. **“Did Not Meet Expectations”** means that we are ranked below fourth relative to our comparable districts.

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

Report Overview

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

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

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

	Topical Area of Assessment	Grade Assessed			Local, State, or National based	Comparable Districts Information Available
		Elementary School	Middle School	High School		
Acadience	Literacy	K - 5			National	None
M-STEP Math / ELA	Math / ELA	3 – 5	6 – 7		State	Yes
M-STEP Science	Science	5	8	11	State	Yes
M-STEP Social Studies	Social Studies	5	8	11	State	Yes
PSAT 8/9 ^	Evidence based reading and writing (EBRW) / Math		8	9	National	Yes 8 th No 9 th
PSAT 10 ^	EBRW / Math			10	National	None
SAT	EBRW / Math			11	National	Yes

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

Impacts of COVID on Data

The biggest impact is on our data authenticity. The State of Michigan suspended statewide assessments in the 2019-2020 school year. Thus, for the 2019-2020 school year, there is no M-STEP, PSAT, or SAT data available. In the 2020-2021 school year, there was no State-level accountability for the testing data. So while we were expected to assess our students, school districts were not required to meet the “95% of students tested” target. In the spring of 2021 PPS tested 86.6% of our 11th grade students on the SAT and 66% of our 9th and 10th graders on the PSAT. There is no accurate comparable district data available on the percentage of students tested within those districts. This is due to no accountability on any state measures, thus students were not required to complete the assessments. We don’t know what students our comparable districts tested, and we don’t know if those schools made these tests mandatory. Therefore, data from 2020-21 should not be used for any comparisons.

High School

The SAT and PSAT Assessment Suite

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

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

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

The redesigned SAT continues to be used for MME Mathematics and ELA components in 11th grade.

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

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

¹ College Board website and MDE website and publications.

² MDE website and publications.

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Policy Type: Ends

Policy Title: Ends Policy 1.1

PSAT Assessment

In the spring 2022, all 8th, 9th and 10th graders were expected to take the PSAT 8/9 and PSAT 10, respectively. 2016 was the first year of testing at 9th and 10th grades; the high school PSAT data began to be used for accountability, but due to COVID was not an accountable assessment in 2020 through 2022. Therefore, comparator school district data is not available for the 9th and 10th grade assessments.

Our 8th grade students will be tested on the PSAT this fall to provide them with exposure to the test and to see what areas of growth they need in preparation for the PSAT 8 in the spring of 2024.

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

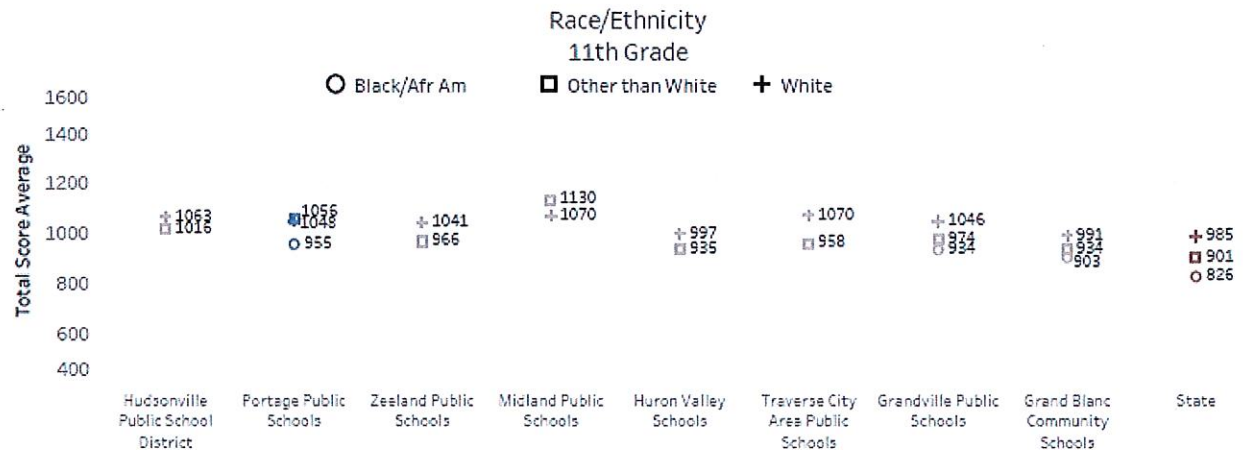
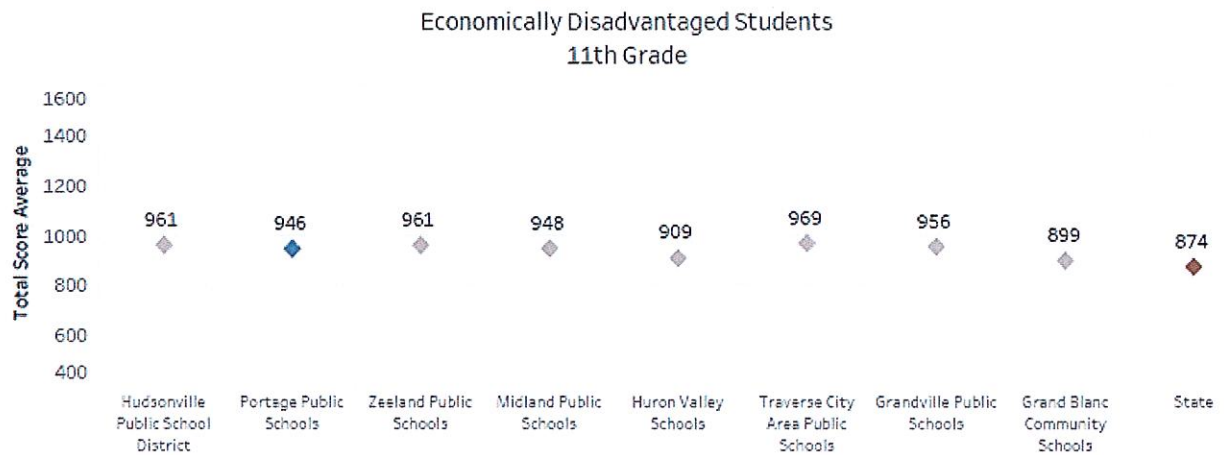
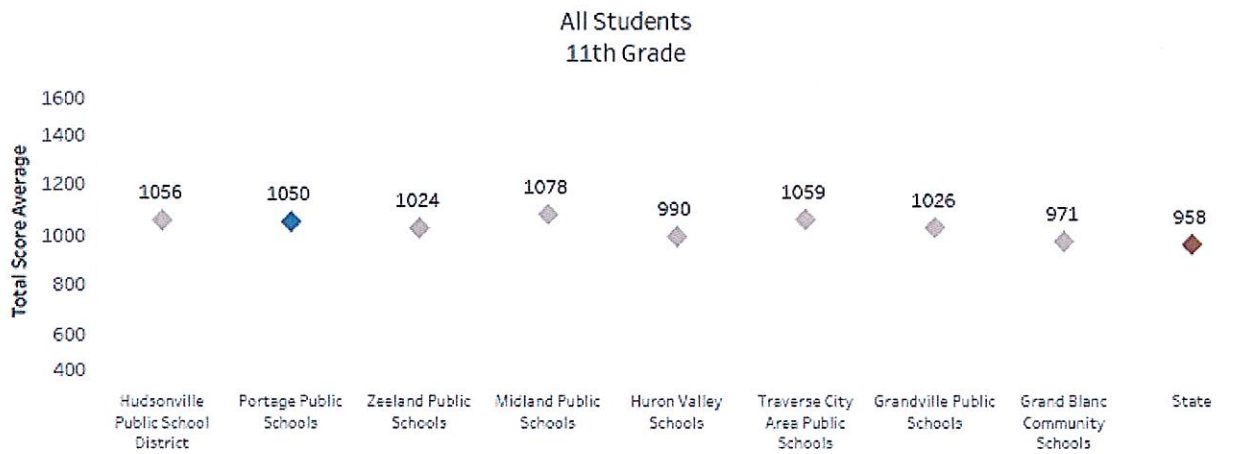
Monitoring Report

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2023 SAT Total Score Average
PPS vs. Comparator Districts
(Evidence Based Reading & Writing Score + Math Score)



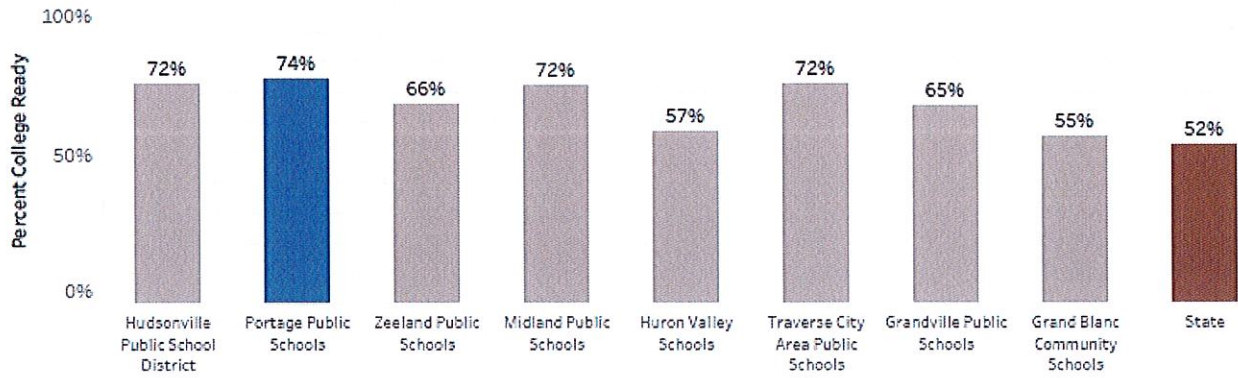
Notes:

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

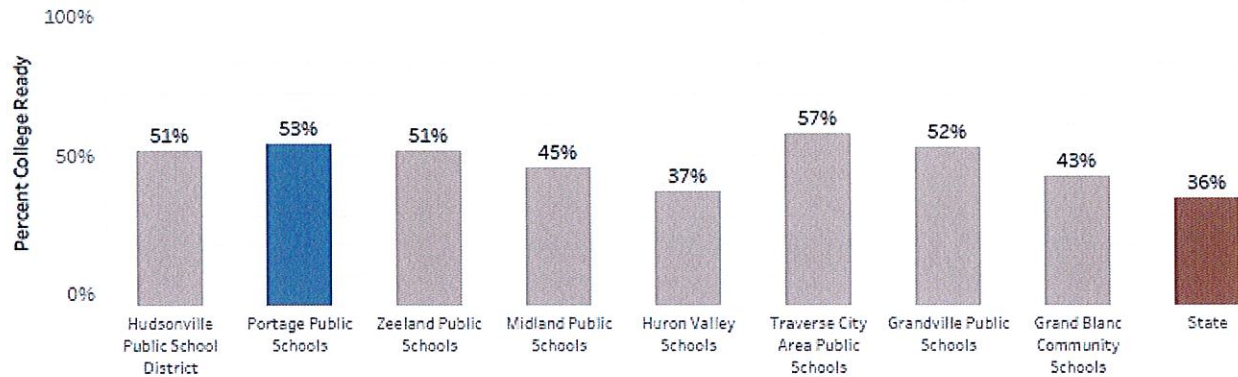
The Black/African American subgroups for Hudsonville, Zeeland, Huron Valley, Midland, and Traverse City school districts were too small for those scores to be available.

2023 SAT Evidence Based Reading & Writing
 PPS vs. Comparator Districts

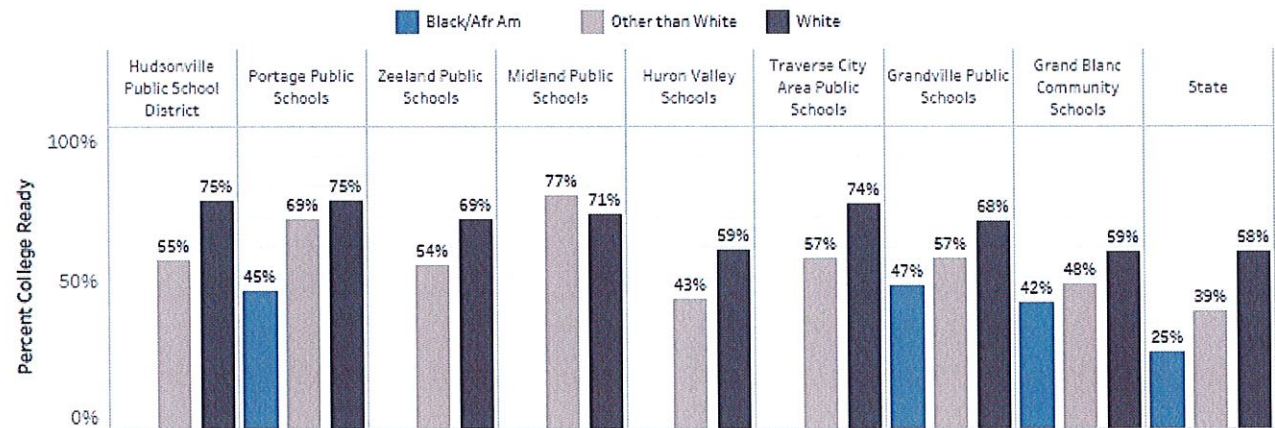
All Students
 11th Grade



Economically Disadvantaged
 11th Grade



Race/Ethnicity
 11th Grade

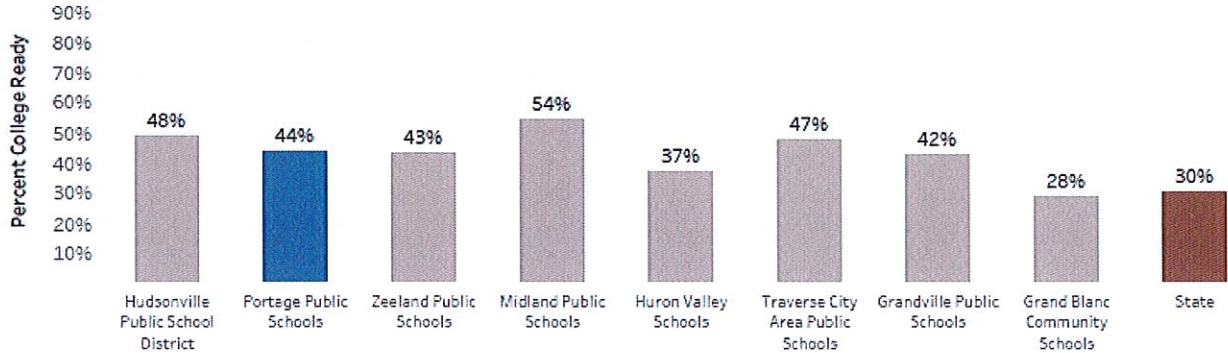


Notes:

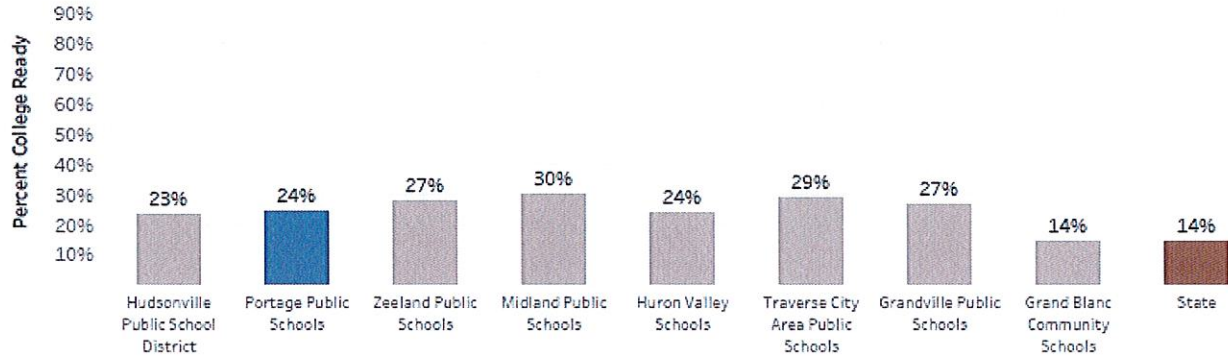
Schools are listed in order of lowest to highest Percent Economically Disadvantaged.
 The Black/African American subgroups for Hudsonville, Zeeland, Huron Valley, Midland, and Traverse City school districts were too small for those scores to be available.

2023 SAT Math
PPS vs. Comparator Districts

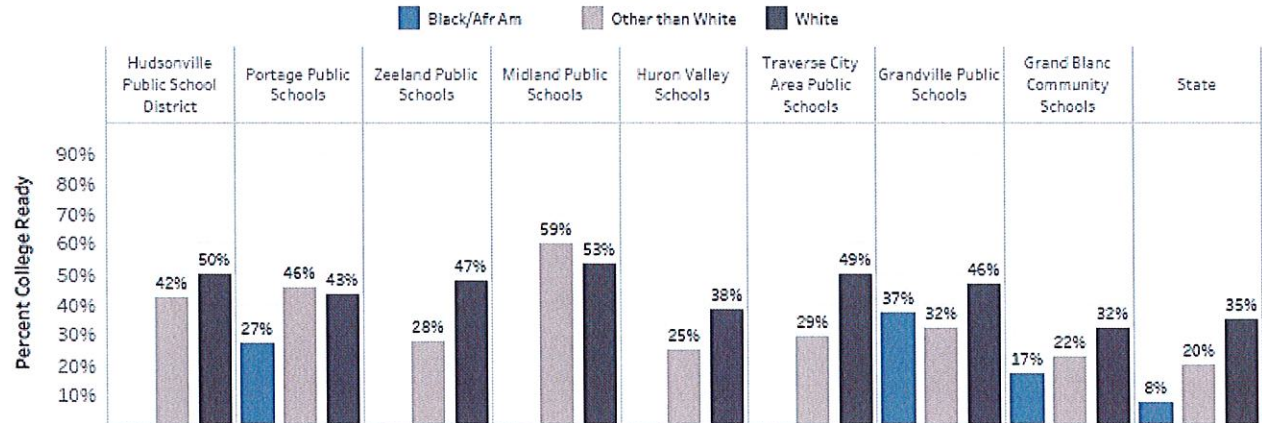
All Students
 11th Grade



Economically Disadvantaged
 11th Grade



Race/Ethnicity
 11th Grade



Notes:

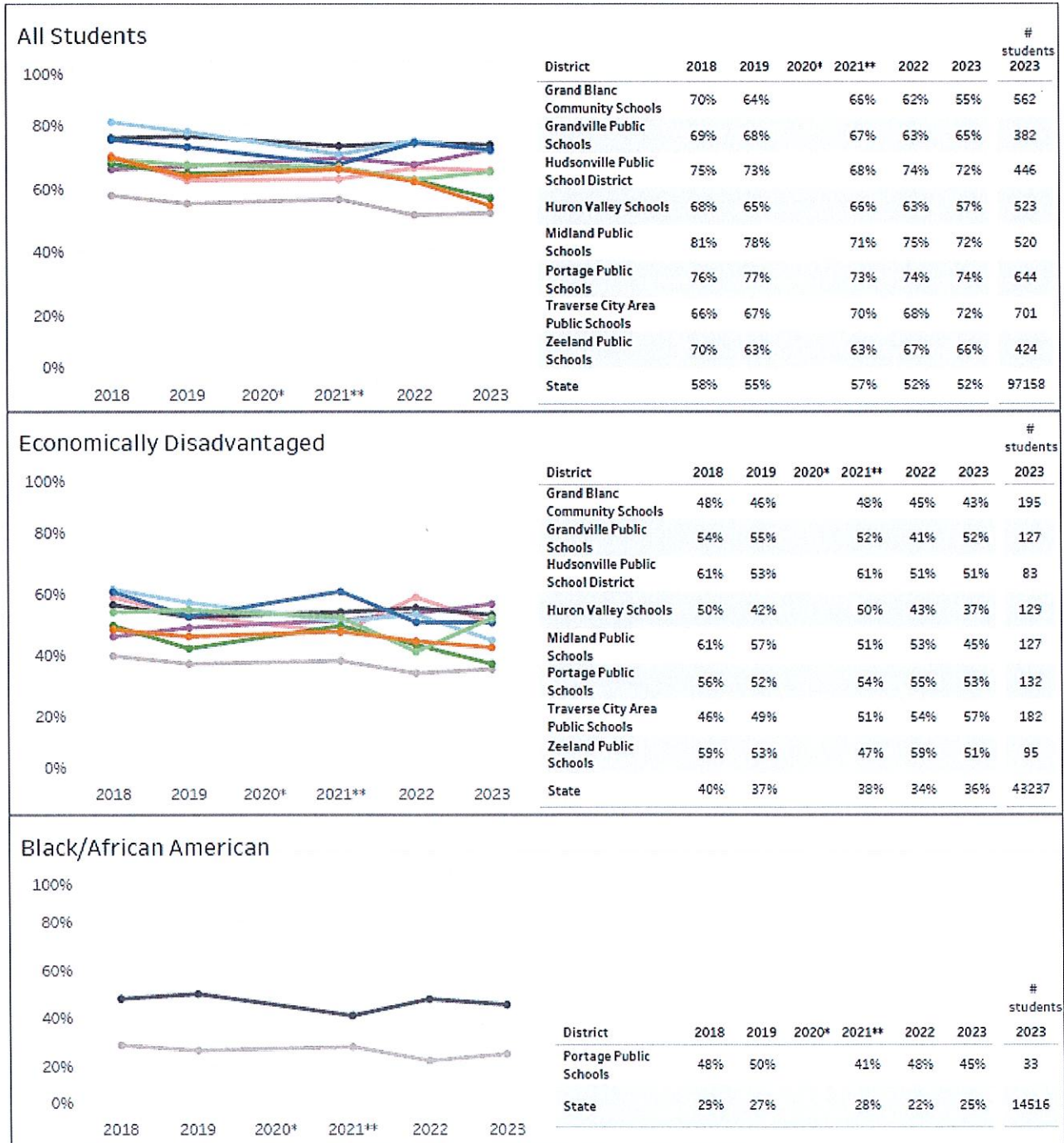
Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

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

Evidence Based Reading and Writing
 SAT Trends: Percent College Ready
 PPS vs. Comparator Districts

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

**2021: Results may be skewed due to low participation.

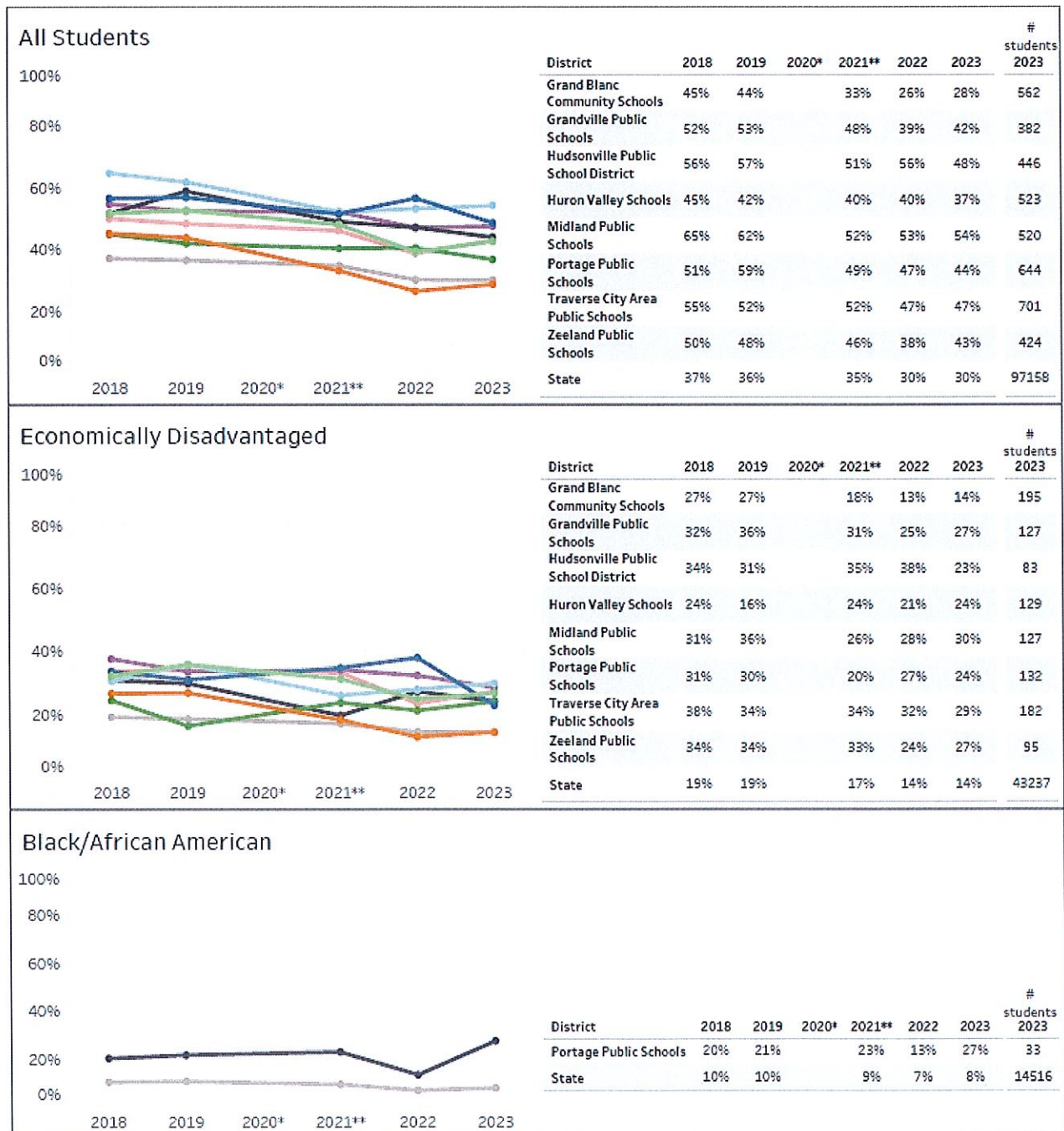


- Grand Blanc Community Schools
- Huron Valley Schools
- Traverse City Area Public Schools
- Grandville Public Schools
- Midland Public Schools
- Zeeland Public Schools
- Hudsonville Public School District
- Portage Public Schools
- State

Math SAT Trends: Percent College Ready PPS vs. Comparator Districts

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

**2021: Results may be skewed due to low participation.



- Grand Blanc Community Schools
- Huron Valley Schools
- Traverse City Area Public Schools
- Grandville Public Schools
- Midland Public Schools
- Zeeland Public Schools
- Hudsonville Public School District
- Portage Public Schools
- State

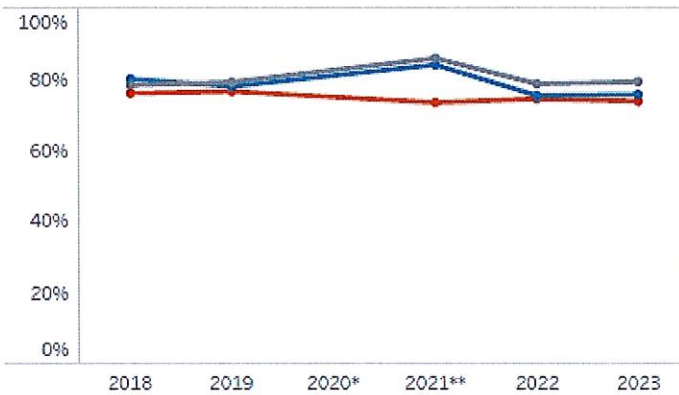
Evidence Based Reading and Writing PPS SAT/PSAT Trends: Percent College Ready

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

**2021: Results may be skewed due to low participation.

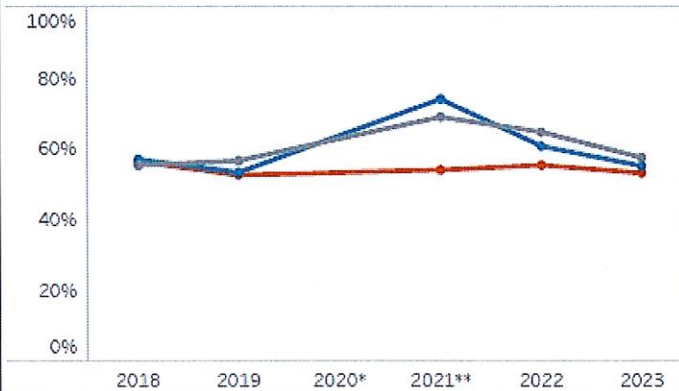
■ PSAT9 ■ PSAT10 ■ SAT

All Students



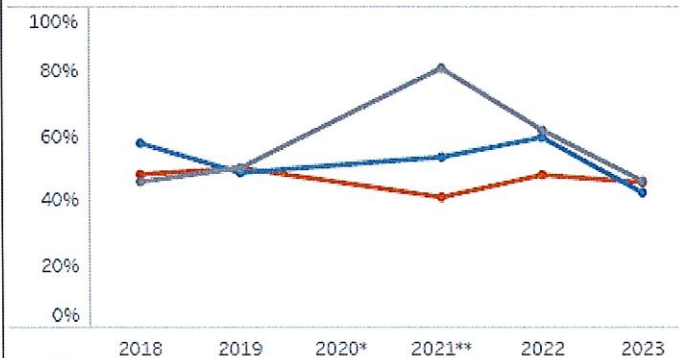
	2018	2019	2020*	2021**	2022	2023	# students 2023
PSAT9	78%	79%		86%	79%	79%	621
PSAT10	80%	78%		84%	75%	76%	624
SAT	76%	77%		73%	74%	74%	644

Economically Disadvantaged



	2018	2019	2020*	2021**	2022	2023	# students 2023
PSAT9	55%	57%		69%	65%	57%	162
PSAT10	57%	53%		74%	61%	55%	129
SAT	56%	52%		54%	55%	53%	132

Black/African American



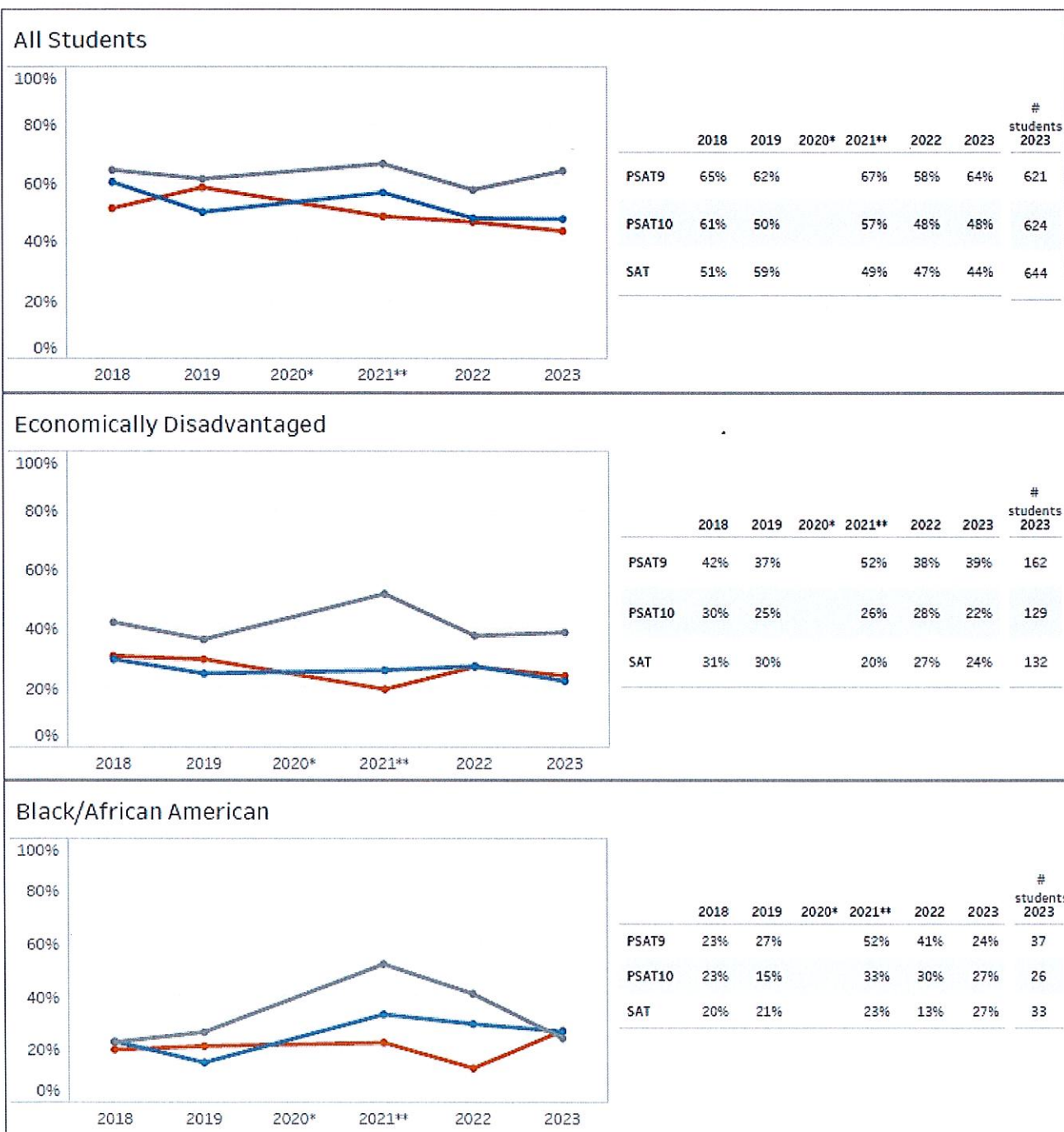
	2018	2019	2020*	2021**	2022	2023	# students 2023
PSAT9	46%	50%		81%	62%	46%	37
PSAT10	58%	48%		53%	59%	42%	26
SAT	48%	50%		41%	48%	45%	33

Math PPS SAT/PSAT Trends: Percent College Ready

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

**2021: Results may be skewed due to low participation.

■ PSAT9 ■ PSAT10 ■ SAT



Narrative of Trends on High School Measures

For students being tested:

- We now have two consecutive years of accountable state testing for the first time since 2019. This means that we can compare Spring 2023 data to Spring 2022 data, instead of going back to Spring 2019 data (which we had to do for the previous two years).

For All Student SAT measures:

- Our average combined score decreased (1050 in Spring 2023 from 1062 in the Spring 2022). Our percent college ready in EBRW maintained at 74%, and moved downward by 3% to 44% in Mathematics.

For our Economically Disadvantaged students on SAT measures:

- Our overall SAT score for Economically Disadvantaged students decreased by 25 points to 946 points (132 students in the spring of 2023). Our percent college ready in EBRW for these students decreased by 2% to 53% and the Mathematics percent college ready declined 3% to 24%.

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

- Our Black/African-American overall average combined score increased from 893 to 955, with a cohort of 33 students in 2023 (23 students in the spring of 2022). At the same time, our percentage college ready in EBRW decreased by 3% to 45%, and our percentage college ready in Mathematics increased by 14% to 27%. Due to small cohorts of students, the majority of our comparable districts do not have data available publicly.

For our Trending on SAT measures:

- Our trend in EBRW has flattened out, but is still generally downward in Mathematics.
- For this year, we have only two comparable districts for Black/African-American data.
- Compared to the State trends:
 - PPS matched the state trend in EBRW of maintaining percent college ready. PPS declined more than the state in Mathematics percent college ready for all students. PPS declined 3%, while the state maintained.
 - For ED students, PPS declined 2% while the state increased 2% in EBRW percent college ready. In Mathematics, PPS decreased 3% while the state maintained.
 - For Black/African-American students, we improved in Mathematics compared to the State, but declined in EBRW. PPS declined 3% in EBRW, while the state improved 3%. PPS improved in Mathematics 14%, while the state improved 1%.

For our students on our PSAT 9 and PSAT 10 measures:

- For All Students (Cohort Size: PSAT 9: 621 students, PSAT 10: 624 students)

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Policy Type: Ends

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- Static and positive trends on the EBRW assessment: 0% on PSAT 9 and +1% on PSAT 10.
 - Positive and static trends on the Math assessment: +6% on PSAT 9 and 0% on PSAT 10.
- For our Economically Disadvantaged students: (Cohort Size: PSAT 9: 162 students, PSAT 10: 129 students)
 - Negative trends on the EBRW assessment: -8% on PSAT 9 and -6% on PSAT 10.
 - Positive and negative trends on the Math assessment: +1% on PSAT 9 and -6% on PSAT 10.
- For our African-American/Black students: (Cohort Size: PSAT 9: 37 students, PSAT 10: 26 students)
 - Negative trends on the EBRW assessment: -16% on PSAT 9 and -17% on PSAT 10.
 - Negative trends on the Math assessment: -17% on PSAT 9 and -3% on PSAT 10.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 9, 2023, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Minutes
 - a. September 25, 2023 Policy Governance Retreat, Regular Business Meeting & Closed Session

2. CMS & NMS Acoustical Panels

That the Board of Education approve the purchase of acoustic panels for Central Middle School and North Middle School in the amount of \$77,369.00, the funds for which will come from the 2019 Bond Fund, Proposal #1, Unallocated Contingency.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**POLICY GOVERNANCE RETREAT &
REGULAR BUSINESS MEETING
SEPTEMBER 25, 2023**

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, September 25, 2023, was called to order at 4:05 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

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

Board Trustees Absent: None

Executive Leadership Present: Mark Bielang, Superintendent

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments or communications.

DISCUSSION ITEMS

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the meeting. Topics discussed: policy governance review, review of Operational Policy 9130, monitoring district ends and executive limitations, owner linkage – survey/notes/meeting information, and school visits.

The Policy Governance Retreat adjourned at 6:20 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, September 25, 2023 was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

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

Northern Campus

Painting on Northern High continues. At the AEF parking lot addition, landscaping and fencing work is nearly complete. The lot is in use.

Elementary Bond Work

At the Central Elementary site, asphalt work is complete at the playground, fence posts have been set and mulch will be on-site soon with the goal of having the playground complete next week. Work on the water main and site grading continues, some irrigation is being relocated, foundation work is in progress, and walls are getting poured.

At the Haverhill Elementary site, Manhattan Street work continues, work on the construction entrance aligned with Coulter Street is underway, and site grading continues.

We engaged in design discussions with the staff from Woodland Elementary, Curious Kids, GSRP, and ECSE.

President Van Antwerp thanked Mr. Edwards for the update.

Other

Per Superintendent Bielang, a 50th Year Celebration will take place at West Middle School this Wednesday from 6:00 p.m. to 8:00 p.m. The event is open to the public. He encouraged board members to attend.

COMMENTS OR COMMUNICATIONS

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

Mr. Crowell heard Hope College's President Matt Scogin speak about Hope's Forward Program. The pilot program was launched a few years ago – a pay-it-forward approach to funding higher education. Students attend tuition-free as long as they commit to returning the favor by donating money to Hope after they graduate. So far, the pilot program is successful. Mr. Scogin grew up in Portage.

Mrs. Crawford attended the recent band invitational at McCamley-Knight Field. It was a well-run event.

Mrs. Novaria reminded Trustees about upcoming musicals – *Little Women* at Central High, October 27-November 5, 2023 and *Little Mermaid* in mid-November at Northern High.

Mr. Snyder thanked his fellow board members for a great policy governance retreat today.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the September 11, 2023 Committee of the Whole Work Session and Closed Session minutes; approve the contract for nursing services between the Portage Public Schools and HealthBar LLC in the amount of \$283,500.00 using funding from 31aa for the 2023-24 school year; and approve the contract between Portage Public Schools and TowerPinkster for architectural services for the West Middle School Servedy Remodeling, in the amount of \$105,000, the funds for which will come from the Food Service Excess Fund Balance.

There being no objections, the motion carried.

ACTION ITEMS

National School Lunch Week Proclamation

Motion offered by Mrs. Novaria, seconded by Ms. Hamilton, that the Board of Education approve the National School Lunch Week Proclamation, the School Bus Safety Week Proclamation, and the Red Ribbon Week Proclamation, as presented.

Each of the proclamations was read aloud.

The motion carried unanimously.

President Van Antwerp thanked our food service and transportation staff for their work.

DISCUSSION ITEMS

CMS & NMS Acoustical Panels

Mr. Johnny Edwards reviewed background information and the recommendation to install acoustical panels in the science labs, art room, and fabrication lab at both Central Middle School and North Middle School. While these areas currently have acoustic panels, the additional panels will help minimize sounds that travel. The recommendation will return to the Board in October for action.

CLOSED SESSION

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

Upon a roll call vote, the motion carried unanimously.

The Board remained in Room #1136 for the closed session, which began at 6:50 p.m. The Board returned to open session at 7:12 p.m.

POST-CLOSED ACTION

Approve Agreement with the Portage Education Association

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the 2023-24 contractual agreement with the Portage Education Association.

The motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary



**PROCLAMATION
NATIONAL SCHOOL LUNCH WEEK
October 9-13, 2023**

WHEREAS, it is with great respect for the accomplishments of Portage’s school food service leads, servers, cashiers and driver personnel and substitutes that we commemorate October 9-13, 2023 as National School Lunch Week. During this special observance, we encourage all citizens to recognize the dedication and skill of our school food service employees; and

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

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

THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION, that we proudly commemorate October 9-13, 2023 as National School Lunch Week, and we commend everyone who has contributed to the successful operation of our lunch program. By working together, we can make a difference in every student’s life.

Proclaimed this 25th day of September, 2023
Portage Public Schools’ Board Of Education

**PROCLAMATION
SCHOOL BUS SAFETY WEEK
October 16-20, 2023**

WHEREAS, It is with great respect for the accomplishments of Portage’s professional school bus drivers, mechanics, office staff, and manager that we commemorate October 16-20, 2023 as School Bus Safety Week. During this special observance, we encourage all citizens to recognize the dedication and skill of school transportation employees; and

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

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

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

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

THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION, that we proudly commemorate October 16-20, 2023 as School Bus Safety Week, and we commend everyone who has contributed to the successful operation of our school buses. We also encourage all citizens to drive carefully and to be alert around school buses. By working together, we can make this the safest school year ever.

Proclaimed this 25th day of September 2023
Portage Public Schools’ Board of Education



**PROCLAMATION
RED RIBBON WEEK
October 23-31, 2023**

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

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

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

WHEREAS, the National Red Ribbon Campaign will be celebrated in communities throughout America during "**Red Ribbon Week**", October 23-31, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Portage Public Schools does hereby proclaim October 23-31, 2023 as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community through education about the dangers of drug abuse, and by setting a good example.

BE IT FURTHER RESOLVED, that the Board of Education of the Portage Public Schools encourages all citizens to pledge: **Be Kind to Your Mind. Live Drug Free.**

Proclaimed this 25th day of September, 2023
Portage Public Schools' Board of Education



To: Mark Bielang, Superintendent
From: Johnny Edwards, Assistant Superintendent of Operations
CC: Paula Johnson, Director of Finance
Date: October 9, 2023
RE: Revised Recommendation for CMS and NMS Acoustic Panels

RECOMMENDATION

I recommend that the Board of Education approve the purchase of acoustic panels for Central Middle and North Middle Schools, in the amount of \$77,369.00, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

BACKGROUND INFORMATION

The recommended acoustic panels will be installed in the science labs, art room, and fabrication lab at Central and North Middle Schools. While these areas currently have acoustic panels, the additional acoustic panels will help to minimize the sound that travels throughout the various spaces. The amount of the recommendation changed because it now includes funds for general conditions, construction manager liability insurance, construction manager preconstruction fee, and construction manager fee, and contingency.

BIDDING PROCESS

These items were competitively bid through the formal bidding process. In total, three responses were received. For your reference, a copy of the bid tab is attached. Ritsema Associates from Kalamazoo, MI was the lowest bidder for the acoustic panels.

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

Attachments



Portage Public Schools
Central Middle & North Middle School Acoustic Wall Panels
Award Summary Sheet
Construction Manager: Owen-Ames-Kimball Co.



	BID CATEGORY	CONTRACTOR	Base Bid	TOTAL
1	Lath, Plaster, Drywall & Acoustical	Ritsema Associates	46,700	46,700
	General Conditions	Owen-Ames-Kimball Co.	20,000	20,000
	CM Liability Insurance	Owen-Ames-Kimball Co.	315	315
	Preconstruction Fee	Owen-Ames-Kimball Co.	368	368
	CM Fee	Owen-Ames-Kimball Co.	3,316	3,316
		Subtotal	70,699	70,699
	Building Contingency		6,670	6,670
		Billing Subtotal	77,369	77,369
	Total		77,369	77,369



Bid Category No. 01 - Lath, Plaster, Drywall & Acoustical				
Contractor	Bid Bond	Addendum	Base Bid	Notes
Ritsema Associates (Kalamazoo, MI)	Y	1	\$46,700	
Schepers Brothers Co, Inc (Byron Center, MI)	Y	1	\$59,854	
Bouma-Betten Construction, Inc (Portage, MI)	Y	1	\$83,250	

RECOMMENDED MOTION

I move that Owen-Ames-Kimball Co. be authorized to issue a Notice of Pending Award, in the amount indicated, to the contractor listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, a contract be awarded to this contractor by Portage Public Schools.

1 Lath, Plaster, Drywall & Acoustical Ritsema Associates 46,700

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 9, 2023, 6:30 P.M.**

Note Page

VII Assurance of District Performance

1. Monitoring Report 2.1, Treatment of Consumers (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.1, Treatment of Consumers, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

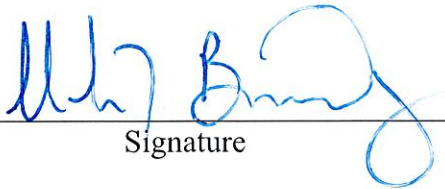
Policy Type: Executive Limitation
Policy Title: (2.1) Treatment of Consumers

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.1, "Treatment of Consumers" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 6, 2023.



Signature

10.1.23

Date

Interpretation

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

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

2.1.1 POLICY LANGUAGE

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

Interpretation

I interpret this to mean:

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

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

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

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

Report

The District’s traditional Parent Satisfaction and Student Engagement Surveys were first administered during the 2017-18 school year. During the 2020-21 school year we made the decision to put a hold on these two surveys because of the emerging needs of the COVID-19 pandemic. Instead, we solicited feedback from students and parents/caregivers relative to our state-required Return to Learn Plan through “Pulse Check Surveys.” We believed the feedback we received through these shorter 30 and 90-day surveys would provide us with more timely information about how we were doing in implementing our plan and meeting student and family needs. We resumed our traditional Parent Satisfaction and Student Engagement Surveys in the spring of 2022.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

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

During the 2021-22 school year the District resumed administering the traditional Parent Satisfaction and Student Engagement Surveys. During the 2022-23 school year we made some adjustments to when the survey was administered. Also, during the 2022-23 school year, Studer Education made some changes to the surveys and renamed them Parent/Caregiver Experience Survey and Student Experience Survey. The changes made to the surveys essentially created a new baseline for the data being presented. Please keep this in mind when interpreting results. Studer Education informed us that scores nationwide were typically lower than in previous years as a result of these changes.

Survey data was shared with all building principals approximately four weeks after the close of the survey window and action plans for improvement were generated. Given the two-year departure from this survey and the changes made to the survey, we are using the Spring 2023 results to re-establish new baselines. The following charts show the district data for parents and students.

How do we measure satisfaction levels of parents and engagement levels of students?

Parent Satisfaction:

- o What percentage of parents choose responses in the top two categories?
- o What percentage of parents choose top categories in “net promotor” items?

Student Engagement:

- o What percentage of students choose responses in the top two categories?
- o What percentage of students choose top categories in “net promotor” items?

Parent Survey (Participation, Overall Mean, Top Box and Top 2 Percentages)

Parent Survey	2018-19 (N=2268)	2019-20 (N=1937)	2020-21 COVID	2021-22 (N=1401)	2022-23 (N=1149)
Overall Mean	4.06	4.06	No	4.0	4.06
Top Box Percentage	38%	39%	Surveys	38%	42%
Top 2 Percentage	77%	78%		75%	77%

What does Top Box mean?

“Top Box Percentage” is the percentage of parents/caregivers/students who select the “Strongly Agree” option indicating that they are *extremely satisfied/engaged*. Research suggests a difference in the loyalty of people who indicate that they are extremely satisfied (i.e., “Strongly Agree”) compared to those who are highly satisfied (i.e., “Agree”) when rating their experience/engagement. In this way, top box scoring provides more focused data to better understand parent satisfaction/student engagement and loyalty.” “Top 2 Percentage” combines the two categories and indicates high levels of satisfaction/engagement.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Parent Survey (Net Promotor Item Overall Means, Top Box and Top 2 Percentages)

Parent Survey	2018 (N=2268)	2019 (N=1937)	2020-21 COVID	21-2022 (N=1401)	22-2023 (N=1149)
I would recommend this school to other parents.	4.31	4.29	No Surveys	4.22	4.12
Top Box Percentage	49.3%	50.3%		49.10%	44.06%
Top 2 Percentage	87.4%	85.3%		81.05%	79.51%
I am proud to say I have a child at this school.	4.28 Mean	4.28		4.18	4.16
Top Box Percentage	47.25%	49.7%		44.87%	46.83%
Top 2 Percentage	85.7%	83.4%		79.80%	78.75%

Student Surveys (Participation, Overall Mean, Top Box and Top 2 Percentages)

Student Survey	2018-19 (N=6685)	2019-20 (N=5636)	2020-21 COVID	2021-22 (N=3479)	2022-23 (N=4893)
Overall Mean	3.97	3.97	No	3.68	3.77
Top Box Percentage	41%	39%	Survey	26.35%	29.17%
Top 2 Percentage	71%	71%		61.48%	64.95%

Student Survey (Net Promotor Item Overall Means, Top Box and Top 2 Percentages)

Student Survey	2018-19 (N=6685)	2019-20 (N=5636)	2020-21 COVID	2021-22 (N=3479)	2022-23 (N=3479)
I like going to school each day. I would recommend my school to a friend.	3.82 Mean	3.79	No Survey	3.51	3.25
Top Box Percentage	37.0%	39.9%		22.22%	18.49%
Top 2 Percentage	66.06%	64.69%		54.31%	44.17%

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Studer Group points out that it is important to note that the drops in overall means may largely be influenced by the differences in participation across survey administrations, especially in decreased participation in certain years by both students and parents. We believe that some of the drop in participation is due to “survey fatigue” that many people have been feeling over the past couple of years. We continue to look at ways to increase participation rates as we develop our continuous improvement plans.

Conclusion Statement

The organization met expectations.

2.1.2 POLICY LANGUAGE

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

Interpretation

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

Report

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

- Enrollment Application
- In-District Student Transfer
- Non-Resident Student Transfer
- Schools of Choice Applications
- District Employee Student Transfer (PA227)
- Release from Portage Public Schools
- Transcript Request
- Application for Employment**
- Free/Reduced Lunch Application**
- Facility Reservations

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

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

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

Conclusion Statement

The organization met expectations.

2.1.3 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

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

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

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

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

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

2.1.4 POLICY LANGUAGE

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

Interpretation

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

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

I interpret “appropriate privacy” to mean that restrooms, showers and changing facilities allow users to seclude themselves when necessary and that space is available to staff to have private conversations.

Report

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

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

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

Conclusion Statement

The organization met expectations.

2.1.5 POLICY LANGUAGE

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

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Interpretation

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

Report

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

Other District communications (District Memo, Facebook, Twitter, District website, Annual Report, etc.) are reviewed on an on-going basis to ensure clarity and concise messaging. The District website recently received a complete overhaul and is routinely reviewed to be user friendly and to contain necessary and appropriate information. Information is available to be translated into a wide variety of languages at the click of a button by end users.

Conclusion Statement

The organization met expectations.

2.1.6 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

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

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

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

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

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

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

Additionally, the District developed and published its Standards of Service Excellence for all to see and use. These standards create the behaviors expected of all who serve their customers.

PPS Standards of Service Excellence are:

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

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -11-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

2.1.7 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

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

Conclusion Statement

The organization met expectations.

2.1.8 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 9, 2023, 6:30 P.M.**

Note Page

VII Assurance of District Performance

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

Recommended Motion:

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

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.5, "Financial Condition and Activities" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 6, 2023.



Signature

10.6.2023

Date

Please note that parts of this Policy are monitored by the Board by external reporting through the Districts auditing firm, Rehman Robson in the form of the Annual Audit. The audit is expected to be presented to the Board in November 2023.

Interpretation

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

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.1 POLICY LANGUAGE

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

Interpretation

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

Report

Based on preliminary results from the audit of the 2022-23 school year budget, the projected unassigned fund balance is estimated to be approximately \$17,309,200 or 14.8% of expenditures. (The Board will receive the official audit report in November 2023)

The 2023-24 budget approved by the Board in June 2023 includes planned expenditures of \$1,662,657 above projected revenues. The 2023-24 adopted budget estimates the unassigned fund balance to be \$12,546,543 or 10.77% of expenditures at the end of the 2023-24 school year.

Conclusion Statement

The organization met expectations.

2.5.2 POLICY LANGUAGE

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

Interpretation

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

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Report

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

Conclusion Statement

The organization met expectations.

2.5.3 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.4 POLICY LANGUAGE

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

Interpretation

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

Report

The year ending June 30, 2022 Audit – the latest completed audit - did not note any deviations.

Conclusion Statement

The organization met expectations.

2.5.5 POLICY LANGUAGE

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

Interpretation

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

Report

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

The District contracts with EduStaff, HealthBar LLC, GRBS, and Chartwells, for certain contracted employees. Third-party contractors are responsible for the payroll schedules of their employees. The District works closely with these vendors to maintain similar payroll expectations.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.6 POLICY LANGUAGE

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

Interpretation

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

Report

There have been no known violations of this provision and none were noted in the Fiscal Year 2022 District Audit. None are expected in the Fiscal Year 2023 District Audit. Late payment fees are rare and miniscule at best.

Conclusion Statement

The organization met expectations.

2.5.7 POLICY LANGUAGE

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

Interpretation

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

Report

There have been no known violations of this provision and none were noted in the Fiscal Year 2022 District Audit. None are expected in the Fiscal Year 202 District Audit.

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

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

Expenditures exceeding \$100,000 were approved by the Board for construction contracts at CEL and HAV, various technology purchases, various curricular purchases, custodial services contract, food service management contract, bus purchases, student chromebooks, weight room renovations, parking lot at Northern AEF, Northern curtain wall, divider curtains at the Doghouse and Stable, irrigation at Centennial Park, and surveillance software replacement.

Conclusion Statement

The organization met expectations.

2.5.8 POLICY LANGUAGE

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

Interpretation

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

Report

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

The District allows West Portage Little League (WPLL) the use of District-owned property at 12th Street Elementary. The District has an agreement with the WPLL that governs the use of this property. The City of Portage has easement access at various sites in the District.

Conclusion Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

2.5.9 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Conclusion Statement

The organization met expectations.

2.5.10 POLICY LANGUAGE

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

Interpretation

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

Report

There have been no known violations of this provision. None were noted in the Fiscal Year 2022 District Audit, and none are expected in the Fiscal Year 2023 District Audit.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Conclusion Statement

The organization met expectations.

2.5.11 POLICY LANGUAGE

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

Interpretation

I interpret this to mean that:

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

Report

At the June 19, 2023 Regular Business Meeting of the Portage Public Schools' Board of Education, the Board approved contract extensions and adjustments for District Administrators. Contract extensions not-to-extend beyond June 30, 2025 were approved. The Board approved an increase to the aggregate amount paid to this group for steps for those eligible as well as for lane changes, also for those eligible. It was noted at the time that additional adjustments to compensation may be made for this group of employees after contract negotiations with other employee groups have been completed.

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

- Jessica Bucklin - Director of Curriculum and PD (9-12)
- Abby DeVisser - Special Education Supervisor
- Katie Webster - ESI Supervisor (Southern Service Area)
- Dylan Patterson - Assistant Principal (NHS)

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Conclusion Statement

The organization met expectations.

2.5.12 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 9, 2023, 6:30 P.M.**

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VII Assurance of District Performance

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

Recommended Motion:

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

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.8, "Conflict of Interest" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 6, 2023.



Signature

10.1.23

Date

Interpretation

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

2.8.1 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Conclusion Statement

The organization met expectations.

2.8.2 POLICY LANGUAGE

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

Interpretation

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

Report

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

Conclusion Statement

The organization met expectations.

2.8.3 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

2.8.4 POLICY LANGUAGE

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

Interpretation

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

Report

I have received no such payments.

Conclusion Statement

The organization met expectations.

Added Note

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

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
OCTOBER 9, 2023, 6:30 P.M.**

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IX. Action Items

1. Administrative Compensation Change (EL 2.5)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education authorize administrator salary increases equal to four (4) percent for the administrative group, as presented.

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

To: Board of Education
From: Mark Bielang, Superintendent
Date: October 9, 2023
Re: Administrator Compensation Increase

After reaching an agreement with all groups subject to collective bargaining, it is my recommendation that the Board authorize administrator salary increases equal to four (4) percent for the administrative group. Salaries for the administrator group are projected to be \$4,681,492, an increase in the aggregate of \$172,561.

Last Name	First	Assignment	Building
ALBURTUS	ERIC	High School Principal	PORTAGE CENTRAL HIGH SCHOOL
BAILEY, IV	SIDNEY	Assistant Middle School Princip	PORTAGE WEST MIDDLE SCHOOL
BLASINGAME	DARRYL	Elementary Principal	12TH STREET ELEMENTARY
BUCKLIN	JESSICA	Director - Curriculum	PORTAGE PUBLIC SCHOOLS ADMIN
CROUCH	ZACHARY	Elementary Principal	MOORSBRIDGE ELEMENTARY SCHOOL
CUGNETTI	KIMBERLY	Middle School Principal	PORTAGE CENTRAL MIDDLE SCHOOL
DEVISSER	ABBY	Special Ed. Supervisor - 48WK	PORTAGE PUBLIC SCHOOLS ADMIN
EDWARDS	JOHNNY	Asst Superintendent - Non-Inst	PORTAGE PUBLIC SCHOOLS ADMIN
FUEHR	ANDREW	Elementary Principal	AMBERLY ELEMENTARY SCHOOL
GALIN	BRADLEY	Director - Human Resources	PORTAGE PUBLIC SCHOOLS ADMIN
GORDON	ANNE	Special Education Supervisor-52	PORTAGE PUBLIC SCHOOLS ADMIN
HINGA	KELLY	Assistant High School Principal	PORTAGE NORTHERN HIGH SCHOOL
HOSTETLER	JENNIFER	Dean of Students	PORTAGE COMMUNITY HIGH SCHOOL
JENSENIUS	KELLY	Director - Elem. Instruction	PORTAGE PUBLIC SCHOOLS ADMIN
JOHNSON	PAULA	Director - Finance	PORTAGE PUBLIC SCHOOLS ADMIN
KAYLOR	AJA	Assistant High School Principal	PORTAGE CENTRAL HIGH SCHOOL
LEDLOW	NATHAN	High School Principal	PORTAGE NORTHERN HIGH SCHOOL
MATTSON-GEARHART	JEANINE	Director - Special Ed/At Risk	PORTAGE PUBLIC SCHOOLS ADMIN
MCCARREN	EFTHIMIA	Elementary Principal	WOODLAND ELEMENTARY SCHOOL
MCCULLOUGH	ALEXANDRA	Elementary Principal	LAKE CENTER ELEMENTARY SCHOOL
MEDD	CRAIG	Assistant Middle School Princip	PORTAGE NORTH MIDDLE SCHOOL
MESSENGER	JASON	Middle School Principal	PORTAGE WEST MIDDLE SCHOOL
MORAND	NICOLE	Special Education Supervisor-52	PORTAGE PUBLIC SCHOOLS ADMIN
PASCOE	MICHAEL	Asst Superintendent - Instructio	PORTAGE PUBLIC SCHOOLS ADMIN
PATTERSON	DYLAN	Assistant High School Principal	PORTAGE NORTHERN HIGH SCHOOL
RIKER	CHRISTOPHER	Athletic Director	PORTAGE NORTHERN HIGH SCHOOL
SALISBURY	TAMA	Assistant High School Principal	PORTAGE CENTRAL HIGH SCHOOL
SHEAHAN	MACKENZIE	Director - Curriculum	PORTAGE PUBLIC SCHOOLS ADMIN
THOMSEN	TRAVIS	Middle School Principal	PORTAGE NORTH MIDDLE SCHOOL
VOMASTEK	DANIEL	Director - Information & Techno	PORTAGE PUBLIC SCHOOLS ADMIN
WAGENAAR	SARA	Elementary Principal	CENTRAL ELEMENTARY SCHOOL
WAGNER	CLINTON	Community HS Director	PORTAGE COMMUNITY HIGH SCHOOL
WALKER	JUSTIN	Assistant Middle School Princip	PORTAGE CENTRAL MIDDLE SCHOOL
WALLACE	JOSEPH	Athletic Director	PORTAGE CENTRAL HIGH SCHOOL
WEBSTER	KATIE	Special Ed. Supervisor - 48WK	PORTAGE PUBLIC SCHOOLS ADMIN
YANKOVICH	HEATHER	Elementary Principal	ANGLING ROAD ELEMENTARY SCHOOL
ZONTS	JEREMY	Elementary Principal	HAVERHILL ELEMENTARY SCHOOL

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IX. Action Items

2. National Principals Month Proclamation

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the National Principals Month Proclamation, as presented.



PROCLAMATION PRINCIPALS MONTH October 2023

WHEREAS, energetic and inspiring school leadership is essential to Michigan's schools in order to prepare students for success, both during their PreK-12 years and beyond; and,

WHEREAS, principals are entrusted with the educational development of young people and serve as educational visionaries, instructional leaders, assessment experts, community builders, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives; and,

WHEREAS, principals set the academic tone for their schools and work collaboratively with teachers and parents to develop and implement a clear mission, high curriculum standards, and performance goals; and

WHEREAS, principals play a vital role in the success of students by creating school environments that facilitate great teaching and learning, as well as continuous school improvement; and,

WHEREAS, much of the success of PreK-12 students can be attributed to principals who act as the liaison between the school and the community it serves, ensuring that parents and the community are aware of student and school achievements; and,

WHEREAS, the celebration of Principals Month honors elementary, middle, and high school principals and recognizes the importance of school leadership in ensuring every child has access to a high-quality education; and,

WHEREAS, during this month, we join educators, parents, and students throughout Michigan to raise awareness of the importance of educational leadership and to recognize and thank the hard-working principals in Michigan schools who set exemplary standards of service;

NOW, THEREFORE, the Board of Education of Portage Public Schools hereby proclaims October 2023 as Principals Month in the Portage Public School District.

Proclaimed this 9th day of October, 2023
Portage Public Schools' Board Of Education