

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
MAY 20, 2024, 6:30 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
MAY 20, 2024, 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
2023-2024 Fiscal Year**

	Ten months ended April 30, 2024				Ten months ended April, 2023			
	Revised Budget 2023-2024	% of total	Year-to-date activity	% of budget	Revised Budget 2022-2023	% of total	Year-to-date activity	% of budget
Revenue:								
Local	19,446,872	16%	19,217,432	99%	18,136,246	16%	17,858,745	98%
State	88,288,488	73%	60,804,368	69%	81,715,953	72%	58,171,057	71%
Federal	2,337,001	2%	1,486,051	64%	3,950,925	3%	2,723,092	69%
Local payments-other districts	10,141,609	8%	10,194,841	101%	9,767,431	9%	9,684,746	99%
Other/Transfers in	130,000	0%	-	0%	140,000	0%	-	0%
Total Revenue	120,343,970	100%	91,702,693	76%	113,710,555	100%	88,437,641	78%
Expenditures:								
Instruction								
Basic Programs	62,446,304	51%	42,824,461	69%	57,600,040	50%	40,486,642	70%
Added Needs	11,111,961	9%	8,345,965	75%	10,307,066	9%	7,162,246	69%
Total Instruction	73,558,265	60%	51,170,426	70%	67,907,106	59%	47,648,889	70%
Supporting Services								
Pupil Support	10,732,045	9%	7,490,709	70%	9,651,950	8%	6,710,905	70%
Instructional Staff	7,632,639	6%	5,672,620	74%	6,953,440	6%	5,383,437	77%
General Administration	890,918	1%	731,156	82%	836,007	1%	692,570	83%
School Administration	6,367,839	5%	4,785,395	75%	6,059,877	5%	4,590,675	76%
Business	1,227,337	1%	996,992	81%	1,119,687	1%	894,296	80%
Operations and Maintenance	11,118,801	9%	8,363,295	75%	10,227,857	9%	7,730,831	76%
Transportation	4,251,287	3%	3,189,287	75%	3,913,874	3%	2,949,195	75%
Central Support Services	2,932,111	2%	2,484,557	85%	3,595,455	3%	2,972,173	83%
Other Support Services	2,342,099	2%	1,909,502	82%	2,235,505	2%	1,546,153	69%
Community Services	133,216	0%	107,444	81%	140,554	0%	91,810	65%
Childcare Services	1,124,070	1%	1,053,719	94%	1,573,756	1%	1,331,329	85%
Total Supporting Services	48,752,362	40%	36,784,675	75%	46,307,962	40%	34,893,373	75%
Other Financing Uses/Capital Outlay	101,740	0%	80,781	79%	144,810	0%	122,680	85%
Total Expenditures	122,412,367	100%	88,035,882	72%	114,359,878	100%	82,664,942	72%
	122,412,367							
Excess (deficiency) of revenues over expenditures	-		3,666,811		(649,323)		5,772,699	

**Portage Public Schools
General Fund Budget Progress Report by Object
2023-2024 Fiscal Year**

	Ten months ended April 30, 2024				Ten months ended April 30, 2023			
	Revised Budget 2023- 2024	% of total	Year-to-date activity	% of budget	Revised Budget 2022-2023	% of total	Year-to-date activity	% of budget
Salaries	55,928,879	46%	40,020,330	72%	52,932,852	46%	37,991,201	72%
Benefits	<u>44,168,928</u>	36%	<u>30,867,108</u>	70%	<u>39,420,929</u>	34%	<u>28,130,158</u>	71%
Total Salaries and Benefits	100,097,807	82%	70,887,438	71%	92,353,781	81%	66,121,359	72%
Purchased Services	11,898,513	10%	10,027,966	84%	12,020,152	11%	9,499,789	79%
Supplies	7,514,234	6%	5,539,515	74%	7,410,544	6%	5,439,548	73%
Capital outlay/Other	<u>2,901,813</u>	2%	<u>1,580,963</u>	54%	<u>2,575,401</u>	2%	<u>1,604,246</u>	62%
Total Expenditures	122,412,367	100%	88,035,882	72%	114,359,878	100%	82,664,942	72%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
MAY 20, 2024, 6:30 P.M.**

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VI. Consent Agenda

1. Approval of Minutes
 - a. May 6, 2024 Committee of the Whole Work Session & Closed Session

2. Chartwell Contract Renewal

That the Board of Education approve, as presented, the renewal of Chartwells Food Service Management contract for the 2024-25 school year and authorize the Director of Finance to execute the contract renewal agreement.

3. Purchase of ELA Curriculum Resources

That the Board of Education approve, as presented, the purchase of ELA Curriculum Resources for kindergarten through eighth grade from Bound to Stay Bound in the amount of \$473,757, the funding for which will come from Section 35j funds and the 2024-25 general fund budget.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**COMMITTEE OF THE WHOLE WORK SESSION
MAY 6, 2024**

The meeting of the Board of Education of Portage Public Schools held on Monday, May 6, 2024, 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, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: Ean Hamilton

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Parent Advisory Committee (PAC) Awards

Superintendent Bielang provided introductory remarks. Dr. Jeanine Mattson-Gearhart, Director of Educational Supports & Intervention, recognized the two Parent Advisory Committee Excellence in Special Education Award winners for this year. They are Jennifer Rainier, teacher at Amberly Elementary, and Emalee Ormond, teacher at Central High. Both were selected for this honor for going above and beyond in their role in educating and supporting students with an IEP. Congratulations to the winners!

Bond Project Update

Johnny Edwards, Assistant Superintendent of Operations, updated the Board on activity at the elementary bond construction sites.

At the new Central Elementary construction site, foam is being sprayed on the exterior, brick veneer and masonry interior walls are being set, second floor topping is expected to be poured later this week or early next week. Metal stud framing is being installed along with rough-ins for mechanical, electrical and plumbing work. Doorframes for the first floor will be going up soon.

At the Haverhill Elementary construction site, work is happening on second floor bearing block. Some of the underground mechanical, electrical and plumbing work is complete. The radiant flooring heat is installed with the floor to be poured soon. Inspection should happen soon to backfill

and final grade. The steel crew is working on the canopy steel. Joist and deck are being delivered today, and second floor structural steel will be delivered later this week.

For the new Woodland Elementary, the schematic design phase is complete. The preliminary cost was slightly over the predicted budget allocation, so we are comfortable moving into the design development phase. There will be parity between the new Central and Haverhill schools and Woodland. We are further along in this phase compared to the other two elementary buildings because the designs from the first two are carried forward into Woodland. The first design development meeting was held and follow-up meetings with the principal and staff. They were all impressed with the direction we are moving in with the spaces.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment.

Kathryn Wilson expressed her gratitude to Community High School administration and staff for the positive impact they have had on her senior and his educational journey.

President Van Antwerp thanked Ms. Wilson for her remarks and opened the floor to Trustee comments.

Mr. Snyder appreciated the comments from Ms. Wilson and added that graduations are always special occasions for the Board. He also shared positive comments regarding the IB ceremony he attended.

Mrs. Crawford attended the IB Ceremony as well and was impressed by the positive remarks from the students about their educators. The ceremony was a great experience.

Mrs. Larson was also appreciative of Ms. Wilson's remarks and added that every student deserves a chance to show how amazing they are. Relative to the IB ceremony, she too was impressed by the student remarks about their educators.

Mrs. Novaria shared a "Portage proud moment." She recently attended a symphony in Illinois at which the guest performer was a Portage graduate!

Mr. Van Antwerp provided Trustees with a copy of the program from the KRESA outstanding achievement awards program. Congratulations to all the students.

President Van Antwerp thanked the Trustees for their remarks and asked for committee reports.

Per Mr. Snyder the Linkage Committee met today to discuss the Community Survey results. Minutes from the meeting will be shared with Trustees.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the April 15, 2024 special meeting and regular business meeting minutes, approve the 2025 CHS student trip to France, approve as presented the purchase of decodable

texts, learning library texts and carts to hold the books for a total of \$326,306 the funds for which will come from the ESSER III federal funds, and to approve the NEOLA recommended policy revisions (1240-Evaluation of the Superintendent, 6320-Purchasing, 6350-Prevailing Wage).

Trustee Crawford requested Policy 2410 be removed from the consent agenda for further review and consideration.

There being no objections, the amended consent agenda was unanimously approved.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.4 - Ends

Motion offered by Mr. Snyder, seconded by Mrs. Crawford, that the Board of Education accept as presented, the Monitoring Report on 1.4, Ends, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang provided introductory remarks. Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, provided a presentation on Monitoring Report 1.4, which focused on the data sheets included in the monitoring report. The presentation covered college enrollment, time to complete 24 college credits, students taking college remedial classes, graduation/dropout rates, graduation rates vs comparator schools, students participating in career and technical education, and percent of students with ACT WorkKeys certificates.

Board members shared positive remarks. Dr. Pascoe addressed questions from Trustees.

The motion carried unanimously.

Monitoring Report 2.9, Emergency Superintendent Succession

Motion offered by Mrs. Novaria, seconded by Mr. Crowell, that the Board of Education accept Monitoring Report 2.9 – Emergency Superintendent Succession, as a reasonable interpretation and evidence of compliance with policy.

Per Superintendent Bielang, the report is essentially unchanged from last year's report.

The motion carried unanimously.

Monitoring Report 2.11, Long-Term Asset Planning

Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education accept Monitoring Report 2.11 – Long-Term Asset Planning, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang shared highlights from his report.

The motion carried unanimously.

DISCUSSION ITEMS

KRESA 2024-25 General Fund Budget

Per Ms. Paula Johnson, Director of Finance, this is an annual action mandated by law that requires. Local school boards within the boundaries of their ISD to adopt a resolution expressing its support or disapproval of their ISD's proposed general education fund budget for the upcoming school year. The agenda packet includes detail from Kalamazoo RESA regarding this proposed budget, the resolution local boards will take action on as well as the resolution the KRESA board will take action on.

Chartwells Contract Renewal

Ms. Paula Johnson reviewed the recommendation to renew the food service management agreement with Chartwells for the 2024-25 school year. The Michigan Department of Education has approved the renewal. In 2020, through a formal bidding process, Chartwells was awarded a contract with the District with four (4) one-year renewal options. This is the fourth year for the renewal. Next year, food service management services will be go out for bid.

Purchase of ELA Curriculum Resources

Dr. Mackenzie Sheahan, Director of Curriculum and Professional Development Y5-8, reviewed the recommendation to purchase ELA curriculum resources for grades K-8 and provided Trustees with samples of the hardbound books.

Trustees shared positive comments.

Closed Session

Motion offered by Mr. Snyder, seconded by Mrs. Crawford, 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 entered into closed session at 7:33 p.m. and returned to open session at 8:00 p.m.

With no further business to come before the Board, the meeting was adjourned at 8:01 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

TO : Mark Bielang, Superintendent
Board of Education

FROM : Paula Johnson, Director of Finance

DATE : May 1, 2024

SUBJ : Renewal of the Chartwells Food Service Management Contract for the 2024/25 Year

RECOMMENDATION

That the Board of Education approve the renewal of Chartwells Food Service Management contract for the 2024/25 school year and authorize the Director of Finance to execute the contract renewal agreement.

BACKGROUND INFORMATION

In June 2020, in a formal RFP process, the District selected Chartwells to continue to be its food service management company. The contract length is one year with four optional one-year renewals. This is the fourth contract renewal, running from July 1, 2024 through June 30, 2025. The district will need to go out for bids next spring. The Michigan Department of Education has approved the renewal and requires that the Board of Education approve the renewal of the contract.

Our contract calls for an increase in the management fee and the administration fee by the consumer price index (4.2% verified by the Michigan Department of Education) or 2%, whichever is less. The details of the renewal include the following. Here are the details of the contract for approval:

- An increase in the management fee of 2.00% from .0498 cents per meal to .0507 cents per meal, or an estimated \$1,060 for the year.
- An increase in the annual administration fee of 2.00% from \$107,044 to \$109,185, or \$2,141 for the year.
- The meal equivalent factor will be reduced from 4.71 to 4.63 per USDA/Michigan Department of Education guidelines. This factor is used for calculation of the management fee on ala carte sales, and therefore; serves to limit the fee paid to Chartwells.

The District has been very pleased with Chartwells this year. New USDA and MDE regulations continue in a variety of areas, and Chartwells has been a leader in understanding and implementing those requirements.

Other highlights include the following:

- Partnered with Prime Time to provide SFSP meals to the summer childcare program at MBE and their other Kalamazoo Public School sites.
- Created a plan to renovate West Middle School serverly over the 2024 summer for an anticipated fall opening.
- Provided free meals through the free Michigan School Meals Program to all students at PPS this school year.
- Doubled breakfast participation this past year with the implementation of the free Michigan Meals Program.
- Increased lunch participation 43% over last year also due to the implementation of the Michigan Meals Program.
- Paid lunches increased by 30% over last year.
- Hosted a WMU dietetic intern this past fall for her school meals rotation.
- Upgraded equipment in the program in an effort to spend down Excess Fund Balance.
- Replaced elementary smallware for use in the food bars.
- Hosted Food Network Celebrity Chef Jet Tila at North Middle School on April 18, 2024 for a food demonstration event.

I would be happy to answer any questions that you or Board members may have on this recommendation.



Paula Johnson <pjohnson@portageps.org>

Food Service Contract Renewal Approval

1 message

MDE-GEMS@michigan.gov <MDE-GEMS@michigan.gov>

Wed, Apr 17, 2024 at 1:22 PM

To: mbielang@portageps.org

Cc: pjohnson@portageps.org, pfjohnson@portageps.org, jgaffke@wmisd.org, sault1@michigan.gov, williamsS116@michigan.gov, zavalalar1@michigan.gov

04/17/2024

SUPERINTENDENT MARK BIELANG
PORTAGE PUBLIC SCHOOLS (AGREEMENT #39140)
[8107 MUSTANG DR](#)
[PORTAGE MI 49002](#)

Dear Mr. Bielang:

The Michigan Department of Education (MDE) has received your request to renew the food service management company contract with Chartwells for the 2024-2025 school year. The Equivalent Meal Factor has changed from \$4.7100 to \$4.6250 per USDA/MDE guidelines, and the current CPI-U for December 2023 is 4.2%.

MDE has approved the following:

1. The current management fee of \$0.0498 per meal will increase by 2% to the new management fee of \$0.0507.
2. The current administrative fee of \$10,704.43 per month will increase by 2% to the new administrative fee of \$10,918.51 per month for 10 months.
3. The advance payment will be \$150,000.
4. There are no guarantees for the 2024-2025 school year.
5. No client investment is planned for the 2024-2025 school year.

MDE agrees with the recommendation that the contract be renewed with Chartwells for the 2024-2025 school year. It is ready for approval by the school district's Board of Education. After approval, signed copies of the [Cost Reimbursable Rate Agreement Form](#) and the [Signature Page](#) must be uploaded to MDE in GEMS/MARS. If the school board makes any changes to the contract, these changes must be sent to MDE for approval before the contract renewal can be signed by the school district.

This renewed contract is in effect from July 1, 2024, to June 30, 2025.

If you have any questions, need more information, or have contract changes, please email zavalalar1@michigan.gov with "Contract Renewal" in the subject line.

Sincerely,

Emily Ross, RDN
Manager, Food Distribution Unit
Office of Nutrition Services
RossE@michigan.gov

To: Mark Bielang, Superintendent
 From: Dr. Mackenzie Sheahan, Director of Curriculum and Professional Development Y5-8
 CC: Paula Johnson, Director of Finance
 Date: May 1, 2024
 Re: Recommendation for ELA Curriculum Resource Texts

RECOMMENDATION

It is recommended that the Board of Education approve the purchase of ELA Curriculum Resources for kindergarten through eighth grade from Bound to Stay Bound in the amount of \$473,757. The funding sources for this purchase are Section 35j and 2024-25 general fund budget.

BACKGROUND INFORMATION

In June of 2023, the Board of Education approved the purchase of the newly adopted ELA Curriculum K-8. With this approval, the first phase of the purchasing process (found in the table below) was executed in July 2023. The first phase purchased (37) ELA Elementary Early Adopters and all Middle School ELA Teacher and Classroom text sets. The second phase of purchasing was brought to the Board and approved in December 2023. The second phase provided the remaining (131) elementary teachers with a copy of each text in their adopted units to use during professional development and future instruction. The third phase, recommended today, will purchase the remaining (82) second through fifth-grade ELA Classroom text sets for students to begin using in the 2024-25 school year.

Based on the experiences of the Elementary Early Adopters and Middle School ELA Teachers we have determined purchasing a more durable bound book for student use is a fiscally responsible long-term solution. Therefore, this recommended purchase includes student replacement text sets for second through fifth Elementary Early Adopter Classrooms and all Middle School ELA (based on projected student enrollment).

Phase 1	Phase 2	Phase 3
July 2023	December 2023	June/July 2024
Purchase (37) K-5 Early Adopters & (All) Middle School Teacher Copies and Class Texts \$48,721	Purchase (131) K-5 Teacher Copies <i>(one copy of each adopted core text per teacher)</i> \$55,000	*Purchase (82) 2-5 Classroom Texts <i>(one copy per student of each class set adopted core text)</i> Purchase of 6-8 replacement texts based on the projected enrollment

**The previous table in December 2023 included K-1 classrooms in the purchase total of 131.*

Portage Public School District was awarded the Section 35j Professional Development, Curriculum, and Supports grant which supports student access to high-quality instructional literacy materials. Section 35j will fund \$260,264 of the purchase of K-5 Core Literacy Materials with the remaining \$213,493 to be budgeted for in the 2024-25 general fund budget. Across all phases, the ELA Curriculum adoption has cost a total of \$577,478.


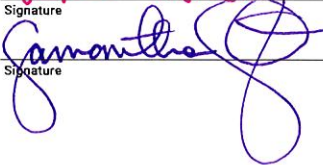


BIDDING PROCESS

These texts were bid through a formal bidding process. In total, eleven responses were received for the bidding category. For your reference a copy of the bid tab has been included. The vendor, Bound to Stay Bound was chosen based on product availability, durability, and quality.

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

Vendor Name	Bookbug	Superior Texts	Textbook Warehouse	The Reading Warehouse	Mackin Educational Resources	PermaBound	Perfection Learning	Bound to Stay Bound	Scholastic Inc.	Amazon	Follett
Location	Kalamazoo, MI	Ypsilanti, MI	Alpharetta, GA	North Charleston, SC	Burnsville, MN	Jacksonville, IL	Logan, IA	Jacksonville, FL		Seattle, WA	McHenry, IL
Other Information	269-385-2847	866-482-8762	800-796-9152	866-391-7323	800-245-9540	517-927-1579	214-543-4210	800-637-6586 ext 3116	203-797-3846	414-350-5445	616-558-1817
Contact Name	Juliette Munda	Diane Goldsmith	James Adams	Jessica Maggay	Mesa Heise	Ken Cook	Jennifer Pustejovsky	Sarah Schmidt	Lori Brown	Sarah Ghareeb	Sara Taylor
Contact E Mail	juliette@bookbugkalamazoo.com	sales@superiortext.com	bids@textbookwarehouse.com	bids@trwemail.com	bids@mackin.com	kencook@perma-bound.com	jpustejovskya@perfectionlearning.com	sschmidt@btsb.com	rfp-scholastic@scholastic.com	ghareeb@amazon.com	sataylor@follettlearning.com
Legal Forms											
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Econ Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Status Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Totals									Edited		
Paperback	\$232,101.66	\$170,202.40	\$164,195.12	\$215,232.46	\$222,687.83	\$239,109.91	\$181,220.87	\$204,285.43	\$55,185.09	\$244,019.38	\$207,685.67
Durable Binding	\$250,543.59	\$390,178.90	\$297,331.42	-	\$430,122.28	\$434,538.12	\$434,416.22	\$473,756.83	\$6,545.70	-	\$359,117.45
Barcoding		0.10 each	\$2,908.60	-	Free	Free Barcoding	\$6,390.20	Free	1.00 per bok	-	Free
Alternatives		District to provide barcodes					.20 per book				
Other											
Est. Delivery Date	July 8-11	4 weeks w/barcoding or 3wks w/o PB 7 weeks w/ bc (6w/o) DB	August 13-16	PO's Must be recieved by 5/1 to ensure delivery dates	August 13-16	August 13-16	At or Before 8/13-16	August 13-16	July or August 2024	4-6 weeks	\$0.00
Processing											
Shipping/Handling	free	free	free	free	free	\$0.00	4% per building	\$0.00	included	-	free


 Signature _____ Date 4/22/24

 Signature _____ Date 4/22/24

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
MAY 20, 2024, 6:30 P.M.**

Note Page

VIII. Required Action

1. KRESA 2024-25 General Education Fund Budget (MCL 380.624)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education adopt the resolution provided, indicating support of the KRESA General Education Fund Budget for the 2024-25 school year.



Enclosure VIII.1.
May 20, 2024

Paula Johnson
Director of Finance
(269)323-5178 Voice
(269)323-5189 Fax
pjohnson@portageps.org

To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : May 1, 2024
Subject: Kalamazoo Regional Educational Service Agency (KRESA) General Education Fund Budget Resolution

RECOMMENDATION

That the Board of Education adopt the attached resolution indicating support of the KRESA General Education Fund budget for the 2024/25 school year.

BACKGROUND INFORMATION

Twenty years ago, the legislature adopted a package of bills related to controls over Intermediate School Districts. One bill requires that local Boards of Education adopt a resolution related to their ISD general education fund budget. It is not a requirement that local Boards take action on the ISD special education fund budget. This package of bills was connected with oversight concerns that surfaced at Oakland ISD.

On April 26th, KRESA distributed a copy of their 2024/25 General Education Fund budget to the County business managers. We had the opportunity to ask questions on the information that was provided. In previous years, it was determined that this level of review was considered adequate for the required Board resolution. Included is a memo from KRESA of the budget assumptions used as well as major fluctuations in both the revenue and expenditure categories.

As has been the case for the past decade, the resolution provided by KRESA has been modified by including the following language to the “Therefore, Be It Resolved That” portion:

“Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization,”

The intent of this additional language is not to raise concerns but rather to acknowledge that a limited review of a budget document doesn't address internal controls or other important financial controls.

I would be happy to answer any questions that you or Board members may have on this recommendation.

To: Local District Boards of Education

From: Scott Thomas, Assistant Superintendent for Business Services 

Date: April 26, 2024

Subject: Kalamazoo RESA 2024-2025 Original General Education Fund Budget Narrative and Resolution

Kalamazoo RESA (KRESA) is an intermediate school district dedicated to providing comprehensive educational services to students, schools and families in southwest Michigan. The agency focuses on five Centers of Excellence: Special Education, Early Childhood, Career Connect, Educator Supports and Operational Supports. Through these Centers of Excellence, KRESA is committed to empowering students and educators, fostering a robust and thriving educational environment in the Kalamazoo County region.

KRESA's 2024-2025 Original General Fund budget shows an overall decrease in revenues of approximately 3.4% and an overall decrease in expenditures of approximately 3.3% compared to the 2023-2024 revised budget. These decreases are primarily due to the reduction of grant revenues and their related expenditures, as well as other changes in the various General Fund departments discussed in more detail below. The budget anticipates an overall deficit of \$215,999. This will leave the General Fund with an estimated unassigned fund balance on June 30, 2025 of \$10,243,652 or 15.7% of annual expenditures.

KRESA's sources of General Fund revenues include an operating tax levy of 0.1428 mills on all property in the KRESA area. We are anticipating that property taxable values will increase by 6.0% and that property tax revenue will increase by \$81,684. State aid is received through Section 81 of the State Aid Act and this budget assumes Section 81 State Aid will remain flat. Grants make up a large portion of the revenue received by KRESA, as well as departments that provide services on a fee for service basis or shared service agreements.

KRESA's expenditures include the following assumptions: 3.0% increase in health insurance costs, retirement costs based on ORS published rates effective 10-1-2024, and a compensation adjustment for staff that includes a 5% increase on pay schedules and step advancements.

KRESA's General Fund revenues and expenditures are categorized in the following departments, which are supported by the attached proposed budget resolution:

General Administration and Operations: These expenses include the General Fund portion of the Board of Education, Superintendent's Office, Communications, Human Resources, Business Office, and Maintenance and Operations departments. These departments are primarily funded through a portion of property tax revenue and Section 81 State Aid revenue.

Southwest MiTech Technology Services: The Southwest MiTech Technology Services department supports the technology needs of KRESA programs, state reporting compliance, on-site technology support staff to schools, the Michigan Data Hub, internet bandwidth and phone service to local schools, network engineering and customer service support personnel. Many of the services provided are on a fee for service model and direct support is charged back to the various KRESA departments. The Michigan Data Hub is funded by a state grant. KRESA's General Fund budget is projected to contribute an additional \$448,534 to support this department.

Great Start Collaborative (GSC) and Great Start Readiness Program (GSRP): This budget includes early childhood services and programming county-wide. Funding includes state and local grants, and \$21,145 in direct support from KRESA's General Fund budget. The budget assumes funding for 1,984 GSRP preschool slots with 1,530 of these slots being provided to local districts and private providers.

Print Center: The Print Center is funded with fee for service in the areas of our full print shop, graphic arts services, county-wide delivery services and shredding services. Schools who participate in the program pay a fee for the services they purchase. The Print Center is showing a small surplus of \$3,289 that is used to offset future equipment replacement purchases.

Instructional Services and Community Supports: The Instructional Services department is funded with state and federal grants along with local district professional development consortium contributions, fee for service coaching and consulting billings, and a direct contribution from the KRESA General Fund budget of \$461,830. The expenditures include the following grants: Title I Regional Assistance, Sec 35a Early Literacy, MiSTEM Math Action Area, Sec 31n Mental Health and a few other various grants. Instructional Services leads workshops through the professional development consortium, and provides instructional coaching and consulting services to local school districts.

Career Connect Education for the Arts (EFA) and Career & Technical Education (CTE) Consortia: These programs provide arts education, and career and technical education opportunities to all students within the Kalamazoo RESA area. They are funded with a combination of state, federal and local grants, and local district and KRESA funding. EFA and CTE have advisory boards that include local district superintendents that complete annual reviews of the programs including program budgets. Local school districts contribute to the high school programs for both EFA and CTE, as well as support for administrative costs for EFA. The KRESA General Fund budget directly contributes \$100,000 to the administration of the EFA program. The CTE millage was passed in 2019 and some of the costs that were previously paid for by local district contributions and KRESA's General Fund are being paid from the Career Connect Special Revenue Fund. CTE redesign efforts are still ongoing, with the Career Connect Campus building scheduled to open to students in Fall of 2025.

Career Connect YOU: YOU operates programs that provide career learning, job training and education assistance to youth in Kalamazoo, Calhoun, St. Joseph and Branch counties. Programs include MyCity, CareerNow, Bridging Opportunities, WIOA Youth Services, Jobs for Michigan's Graduates, and on-site education programming, such as, Education Reconnection. YOU is funded with a combination of federal, state and local grants, and this budget includes \$4,489,838 in revenues and expenses to operate these programs.

Regional Transportation Safety Institute (RTSI): RTSI provides training of transportation staff for a nine-county consortium. This includes required training for beginning school bus drivers, continuing education for all bus drivers and training for transportation supervisor staff. RTSI is a provider for CDL/GDL and motorcycle testing for the State of Michigan, handles the mandatory drug testing program and runs the Eaton Proving Grounds program to teach defensive driving classes to school bus drivers. This program is funded through a fee for service model and Section 74 State Aid funding.

Head Start Grant: The budget includes \$7,012,838 in grant revenues and expenses to operate KRESA's Head Start program, which serves 596 three and four year olds within Kalamazoo County with preschool, family and health support services.

Enhancement Millage: This budget includes \$15,957,930 in revenue for the enhancement millage that was approved by voters in May of 2023. Enhancement millage revenue is distributed back to the local districts and public school academies to support their operations, which equates to approximately \$465 per student.

Attached to this budget narrative please find the Resolution for Local District Vote on ISD General Fund Budget and KRESA's proposed 2024-2025 General Fund Budget Resolution. Local district Boards of Education are required to adopt a resolution expressing its support or disapproval of KRESA's General Fund proposed budget during its May meeting, and submit to KRESA's Board of Education any specific objections and/or proposed changes prior to June 1, 2024.

More information on KRESA's Centers of Excellence, and additional details on KRESA's programs and services can be found in our annual report. KRESA's most recent annual report can be found on our website here: <https://www.kresa.org/site/Default.aspx?PageID=1882>

Please contact me at 269.250.9363 or scott.thomas@kresa.org for any questions related to KRESA's 2024-2025 Original General Fund budget. Thank you.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2024-2025 ORIGINAL GENERAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the GENERAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2024-2025 is as follows:

	ACTUAL 2022-23	ORIGINAL 2023-24	REVISED 2023-24	ORIGINAL 2024-25
REVENUES:				
Local	21,226,193	21,235,947	21,742,866	22,114,679
State	17,931,463	20,128,028	24,387,581	23,930,246
Federal	11,168,960	11,834,339	13,301,152	11,188,446
Other Sources	7,735,753	8,559,582	8,069,288	8,000,183
Total Revenue	58,062,369	61,757,896	67,500,887	65,233,554

BE IT FURTHER RESOLVED, that \$65,449,553 of the total available to appropriate in the GENERAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:				
Basic Programs	4,744,673	6,007,555	5,947,302	5,659,665
Added Needs	801,288	1,068,800	1,185,724	1,242,297
Support Services:				
Pupil	2,803,041	3,307,551	3,377,207	2,042,973
Instructional staff	5,213,970	5,827,392	6,272,643	6,174,200
General Administration	493,782	609,031	857,547	908,240
School Administration	499,625	548,212	605,303	554,254
Business	1,287,509	1,470,539	1,488,806	1,485,094
Operations and Maintenance	1,024,550	1,296,174	1,398,525	1,342,102
Transportation	795,349	938,758	989,743	922,917
Central	9,805,643	10,853,819	11,691,246	11,881,426
Other Support Services	384,402	-	7,500	23,500
Community Services	5,973,220	5,125,460	6,107,130	5,598,336
Other Financing Uses	22,708,957	24,969,407	27,721,596	27,614,549
Total Expenditures	56,536,009	62,022,698	67,650,272	65,449,553
Revenues over Expenses	1,526,360	(264,802)	(149,385)	(215,999)
FUND BALANCE - July 1	9,082,676	8,930,643	10,609,036	10,459,651
FUND BALANCE - JUNE 30	10,609,036	8,665,841	10,459,651	10,243,652

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds, except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval by the board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 6/18/2024)

Note: The General Education tax levy for 2024 is proposed to be 0.1428 mills and the Regional Enhancement tax levy for 2024 is proposed to be 1.5000 mills. These millages will be levied on all properties to be used for operating purposes as described above.

RESOLUTION FOR LOCAL DISTRICT VOTE ON ISD GENERAL FUND BUDGET

Kalamazoo Regional Educational Service Agency (“ISD”)
GENERAL EDUCATION FUND BUDGET
RESOLUTION

A regular meeting of the Board of Education of the Portage Public School District was held at Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI, on May 20, 2024, at 6:30 o’clock in the evening.

Members present were: _____

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

WHEREAS:

This Board received the Kalamazoo Regional Educational Service Agency General Education Fund Budget on or before May 1, 2024; and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the ISD Board any specific objections and/or proposed changes the Board may have to the budget prior to June 1, 2024.

THEREFORE, BE IT RESOLVED THAT:

Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization, the ISD General Education Fund Budget for the 2024-2025 school year be (“supported” or “disapproved for the reasons attached hereto”), and that the Secretary of the Board is hereby directed to submit a copy of this Resolution to the Secretary of the ISD Board of Education, along with any specific objections or proposed changes to the budget.

Ayes: Members _____

Nays: Members _____

Motion declared _____.

**Resolution for Local District Vote on ISD General Fund Budget
Page 2**

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Portage, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 20, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Signed:

Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
MAY 20, 2024, 6:30 P.M.**

Note Page

IX. Action Items

1. Set Budget Hearing (OP 6230)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education set the budget hearing for June 24, 2024 at 6:30 p.m. as part of the Board’s June 24, 2024 Regular Business Meeting agenda.



Enclosure IX.1.
May 20, 2024

Paula Johnson
Director of Finance
(269)323-5178 Voice
(269)323-5189 Fax
pjohnson@portageps.org

To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : May 15, 2024
Subject: Recommendation to Set Public Hearing on Proposed 2024/2025 Budget

RECOMMENDATION

That the Board of Education set a public hearing on the proposed 2024/2025 budget for June 24, 2024 at 6:30 pm and authorize the Board Secretary to publish the required notice in the Kalamazoo Gazette.

BACKGROUND INFORMATION

It is a requirement that the Board of Education publish a notice of a public hearing on the proposed 2024/2025 budget and the related property tax millage rate proposed to be levied to support the budget.

This notice must run in a publication at least six days prior to the public hearing. Upon conclusion of the budget hearing, the Board may adopt the budget which will include a statement of the total number of mills of ad valorem property taxes to be levied and the purpose for which the millage is levied.

I will be happy to answer any questions that you or Board members may have on this recommendation.

**PORTAGE PUBLIC SCHOOLS
NOTICE OF A PUBLIC HEARING
ON PROPOSED 2024/2025 BUDGET**

PLEASE TAKE NOTICE that on June 24, 2024 at 6:30 o'clock p.m. at the Portage Central High School Community Room #1136, 8135 S. Westnedge Ave., Portage, Michigan, the Board of Education of Portage Public Schools will hold a public hearing to consider the District's proposed 2024/2025 budget.

The Board may not adopt its proposed 2024/2025 budget until after the public hearing. A copy of the proposed 2024/2025 budget, including the proposed property tax millage rate, is available for public inspection during normal business hours (weekdays 8am-4pm) in the Business Office at the Administration Building.

The property tax millage rate proposed to be levied to support the proposed budget will be the subject of this hearing. *

This notice is given by order of the Board of Education.

Terri Novaria
Secretary

* This sentence must be printed in 11-point boldfaced type.