

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETING
PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
PORTAGE, MI 49002
MAY 20, 2019, 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
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
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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).



Change Orders by Construction Change Directives

May 20, 2019

North Middle School - Bond Change Order 19 Reconciliations

NOTE: All items on this list are funded from PROPOSAL 1

Description - Change Order 19	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
The masonry in the corridor by Stair 1 along column line 1 was barely able to cover the column. Column movement caused the wall to crack. After discussion in the field, it was determined that with temperatures not fluctuating anymore, we would reface the masonry.	\$3,434	\$0	1			X
Wrap flex duct in white insulation for aesthetics.	\$1,260	\$0	1			X
Installing trim around the lockers is a better long term option in lieu of the drywall termination.	\$3,237	\$0	1			X
Updated rough in boxes for owner changed black box theater equipment.	\$850	\$0	1			X
Add concrete pad for dust collector.	\$552	\$0	1			X
Add (1) Archery Net for Room A149.	\$2,495	\$0	1			X
Credit to delete projectors in the Choir, Instrumental and athletics. PPS to purchase direct.	(\$10,736)	\$0	1			X
Total Subcontract Change Orders in Bond Change Order 19	\$1,092	\$0				

Central Middle School - Bond Change Order 19 Reconciliations

NOTE: All items on this list are funded from PROPOSAL 1

Description - Change Order 19	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Proposal Request 04 - Changes made to CMS were results from field conditions as the structure was going up (steel), submittal reviews, and modifications that were made at NMS that also applied CMS.	\$45,798	\$0	2			X
Due to the threat of high winds additional bracing was added to free standing walls.	\$2,244	\$0	1			X
Total Subcontract Change Orders in Bond Change Order 19	\$48,042	\$0				

Central AEF - Bond Change Order 19 Reconciliations

Description - Change Order 19	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Add Emergency lighting to the team building.	\$0	\$16,834	1			X
Install (4) drains at visitor bleachers in lieu of stub ups.	\$0	\$500	1			X
Added rework of existing ductwork.	\$0	\$280	1			X
Replace West Wall of Team Building - Remove and replace existing west wall and foundations. Provide new doors and frames.	\$0	\$60,520	6			X
Move door at Concessions Building so it swings clear of sink.	\$0	\$1,407	2			X
Add (2) angles to interior wall to tie the wall to joists above.	\$0	\$675	1			X
Switch from 2 1/2" thick ornamental post to 3" line post and 4" gate posts.	\$0	\$2,000	1			X
Change the Shower lights to work with existing conditions.	\$0	\$1,976	1			X
Upgraded field graphics: End Zone lettering to be "Portage Central" and Stadium Field to Mustang Head.	\$0	\$24,404	1			X
Total Subcontract Change Orders in Bond Change Order 19	\$0	\$108,596				

**Portage Public Schools - 2015 Bond Program
Financial Update - work committed thru Bond Change Order 19**

Bond Proposal	Total Budget	Committed+Budgeted	Previous Variance	Current Variance	Change in Variance
1	128,000,000	126,233,756	(1,418,619)	(1,766,244)	347,625
2	16,000,000	15,868,419	(131,581)	(131,581)	0
			(1,550,200)	(1,897,825)	347,625

Commitments to date:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
North Middle School & Site	34,367,860	32,058,900	(2,216,379)	(2,308,960)	92,581
Central Natatorium	10,257,973	10,425,734	167,761	167,761	0
Northern Campus Site	4,929,399	3,303,151	(1,626,248)	(1,626,248)	0
Central Middle School & Site	33,392,630	33,503,190	110,560	110,560	0
Central Campus Site	3,820,016	3,672,586	(147,430)	(147,430)	0
PCEC Building Renovation	3,953,086	689,432	(3,263,654)	(3,263,654)	0
West Middle School Renovation	6,504,205	8,324,394	1,820,189	1,820,189	0
Northern Natatorium	11,005,132	12,600,972	1,595,840	1,595,840	0
Professional Services	6,015,503	5,939,333	(76,170)	(76,170)	0
Other	1,870,552	2,794,271	831,138	923,719	(92,581)
Busses	3,000,000	1,020,746	0	0	0
Technology	5,450,000	2,817,879	288,148	288,148	0
	124,566,356	117,150,589	(2,516,245)	(2,516,244)	0

Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
Northern Stadium	8,106,466	7,314,099	(792,367)	(792,367)	0
Central Stadium	6,473,704	7,236,490	762,786	762,786	0
Professional Services	984,658	984,658	0	0	0
Other	301,600	199,600	(102,000)	(102,000)	0
	15,866,428	15,734,847	(131,581)	(131,581)	0

Projects Remaining to Design & Bid:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E (Including Band Instruments)	3,433,644	4,183,644	750,000	750,000	0
Busses	1,979,254	1,979,254	0	0	0
Technology	2,920,269	2,920,269	0	0	0
	8,333,167	9,083,167	750,000	750,000	0
Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E	133,572	133,572	0	0	0
	133,572	133,572	0	0	0

Future Enhancements (Not Included In Variance Calculations)

Husky Field East Lot Addition	175,000
McCambley Stadium Parking Lot	295,000
Replacement of Stage Flooring NHS/CHS	200,000

*Note: Bond 1 Northern Campus Site, Includes all non stadium components.

Bond 2 Northern Stadium, Includes all items within the stadium footprint (inside the perimeter fence), also the shot put & discuss areas.

Both Bond 1 & 2 Site and Stadium collectively are commonly referred to "NAEF" or "Northern Athletics Event Facilities".

May 20, 2019

**Portage Public Schools
 General Fund
 Condensed Statement of Revenues and Expenditures
 For the Ten Months Ended April 30, 2019**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>	
Revenues	\$ 95,587,256	\$ 69,294,010	72.49%	(1)
Expenditures	95,830,539	67,706,486	70.65%	(2)
Transfers from Site Based Fund Balance	-	-	-	(3)
Excess (Deficit) of Revenues over Expenditures	\$ (243,283)	\$ 1,587,524		

Comparison	2016 - 17	2017 - 18
Revenues	71.03%	71.15%
Expenditures	71.14%	70.61%

Note 1 - Actual revenues for 2018-19 are tracking higher to the revenues received in 2017-18. This is due to timing differences for funds received including KRESA County special education tax receipts and higher foundation grant revenue.

Note 2 - Actual expenditures for 2018-19 are tracking closely to the previous year

Note 3 - Actual expenditures for the site based fund balance are included in the expenditure line items.

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BOARD OF EDUCATION – REGULAR BUSINESS MEETING
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V. Assurance of District Performance

1. Accept Monitoring Report 1.0, Global Ends (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 1.0, Global Ends, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Ends
Policy Title: (1.0) Global Ends

Certification

I hereby present my Monitoring Report on Global Ends Policy, 1.0 in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of May 20, 2019.



Signature

5.15.19
Date

Monitoring Report

Page -2-

Policy Type: Ends

Policy Title: (1.0) Global Ends

1.0 POLICY LANGUAGE

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

Interpretation

I submit the Board's policy language has been comprehensively interpreted and prioritized, and data submitted to quantify the conclusion statements. Reports have been submitted and accepted by the Board of Education according to the monitoring schedule established by the Board.

Report

The District is completing its fifth year of monitoring its Ends Policies. During the 2018-19 school year, Monitoring Reports were presented for the five sub-ends Policies, which serve to further interpret the Board's Global Ends Policy.

Approximately 60 data measures were presented for the five Global Policy Sub-Ends. Attached is a summary of the monitoring data measures presented for each of the sub-ends (Appendix I).

Compliance Statement

The Board approved all Sub-End Monitoring Reports as reasonable interpretations and evidence of compliance with Policy.

Monitoring Report

Page -3-

Policy Type: Ends

Policy Title: (1.0) Global Ends

APPENDIX I

1.1 (January 2019 – presented October-December 2018)

DIBELS

- DIBELS 3rd Grade Oral Reading Fluency – latest 5 year trend
- DIBELS Cohort – Students Meeting Benchmark Oral Reading Fluency – latest 3 year trend

M-STEP

M-STEP English Language Arts

- All students – 5th grade vs. comparable communities - % proficient
- All students – 8th grade vs. comparable communities - % proficient
- Economically disadvantaged – 5th grade vs. comparable communities - % proficient
- Economically disadvantaged – 8th grade vs. comparable communities - % proficient
- Race/ethnicity – 5th grade vs. comparable communities - % proficient
- Race/ethnicity – 8th grade vs. comparable communities - % proficient

M-STEP Math

- All students - 5th grade vs. comparable communities – % proficient
- All students - 8th grade vs. comparable communities - % proficient
- Economically disadvantaged - 5th grade vs. comparable communities - % proficient
- Economically disadvantaged - 8th grade vs. comparable communities - % proficient
- Race/ethnicity – 5th grade vs. comparable communities - % proficient
- Race/ethnicity – 8th grade vs. comparable communities - % proficient

M-STEP Two-Year Growth Comparisons – 5th grade and 8th grade

SAT

SAT Evidence Based Reading/Writing

- All students – 11th grade vs. comparable communities - % college ready
- Economically disadvantaged – 11th grade vs. comparable communities – % college ready
- Race/ethnicity - 11th grade vs. comparable communities – % college ready

Monitoring Report

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Policy Type: Ends

Policy Title: (1.0) Global Ends

SAT Math

- All students - 11th grade vs. comparable communities - % college ready
- Economically disadvantaged students - 11th grade vs. comparable communities - % college ready
- Race/ethnicity - 11th grade vs. comparable communities - % college ready

SAT Evidence Based Reading/Writing and Math

- All students - 11th grade vs. comparable communities – total score average
- Economically disadvantaged – 11th grade vs. comparable communities – total score average
- Race/ethnicity - 11th grade vs. comparable communities – total score average

SAT Two-Year Comparisons with comparable communities (all students/economically disadvantaged/Black/African American)

1.2 (March 2019)

Number of students in at least one AP Course

Number of students in at least one AP Course by grade

Number and percentage of AP students earning a “C” or better by grade

Number of AP Exams taken

Number and percentage of AP Exams in which a “3” or better earned

Number of students taking at least one IB course by grade

Number and percentage of IB students earning a “C” or better by grade

Number and percentage of students earning an IB diploma

Number of IB exams taken

Number and percentage of IB exams in which a “3” or better earned

Number and percentage of 7-12 students enrolled in arts/physical

education/technology/Education for Employment/Education for the Arts/Kalamazoo Area

Math and Science Center

Number and listing of extra-curricular offerings and participation rates

Student engagement scores on select items

1.3 (May 2019)

College enrollment within 6 months of graduation

College enrollment within 12 months of graduation

College enrollment within 24 months of graduation

24 credits completed within 12 months of graduation

24 credits completed within 24 months of graduation

24 credits completed within 36 months of graduation

Monitoring Report

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Policy Type: Ends

Policy Title: (1.0) Global Ends

Number and percentage of students taking Remedial College Classes
High School Graduation/Drop-out rates (5 year cohort)
High School Graduation/Drop-out rates (4 year cohort)
Comparator Schools 4 Year Cohort Graduation Rate
Enrollment information for Education for Employment Classes
Number and percentage of students earning ACT Work Keys Certificate

1.4 (February 2019)

Listing of activities promoting ethical awareness
Listing of activities, events and practices promoting cultural sensitivity
Diversity in our schools and workforce
Number and percentage of truant students
Number and percentage of students committing physical assaults
Number and percentage of students illegally possessing
Number and percentage of students committing larceny

1.5 (January 2019)

Partial list of organizations supporting students and schools
Partial list of organizations with whom we collaborate, share information with or seek information from
Statement about value of athletics/fine-performing arts to community
Information about public use of facilities
Statement about the sharing of staff time and talent
Statement about students serving others

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BOARD OF EDUCATION – REGULAR BUSINESS MEETING
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V. Assurance of District Performance

2. Accept Monitoring Report 2.0, Global Executive Restraint (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.0, Global Executive Restraint, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.0) Global Executive Constraint

Certification

I hereby present my Monitoring Report on Executive Limitation, 2.0, "Global Executive Constraint" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of May 20, 2019.



Signature

5.15.19

Date

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.0) Global Executive Constraint

2.0 POLICY LANGUAGE

The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent, or in violation of commonly accepted business, educational and professional ethics and practices.

Interpretation

I interpret “unlawful or imprudent” to mean:

Any situation which violates Executive Limitations, any on-going violation of District Operational Policies, or any failure to adopt any policy required by law or governmental regulation.

Compliance is characterized by:

1. Adoption and dissemination to the appropriate staff members all of the Policies required by law and governmental regulation.
2. Compliance with Executive Limitations 2.1 through 2.11 as submitted through Monitoring Reports to the Board for each monitoring cycle. (Please note that Executive Limitation Policy 2.7 was deleted by the Board on December 8, 2014.)

The interpretation is reasonable because policies subsequent to Global Executive Constraint 2.0 further define the range of actions which are imprudent or unacceptable. The most recent monitoring cycle is used as a basis for compliance due to the fact that multiple reports may be submitted on any sub-limitation during the monitoring cycle, and some previously non-compliant items may have been corrected within the monitoring cycle. Finally, the failure to adopt legally required policies places the District in greater risk of being found to have acted unlawfully, contrary to governmental regulations, or contrary to community accepted business, educational and professional ethics and practices.

Report

1. NEOLA Operational Policies have been Board approved and disseminated to appropriate staff. Revisions and updates to Operational Policies were provided to and approved by the Board.
2. Monitoring Reports for Executive Limitations Policies 2.1 through 2.11 (except 2.7 as previously noted) submitted during the monitoring report cycle were all approved by the Board as a reasonable interpretation and evidence of compliance with Board Governance Policies.

Compliance Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.0) Global Executive Constraint

Interpretation

I interpret “in violation of commonly accepted business, educational and professional ethics and practices” to mean those ethics and practices identified in:

1. Executive Limitations 2.1 through 2.11 as established by the Board.
2. District Operational Policies and Guidelines that address the following topics:
 - Ethics, conflict of interest and nepotism
 - Bidding/Procurement Procedures
 - Internal controls for processing financial transactions

Compliance is interpreted as:

1. Having Operational Policies/ Guidelines /procedures in place that address conflicts of interest, nepotism, bidding/procurement procedures, and internal controls for financial transactions.
2. Dissemination of Operational Policies/ Guidelines /procedures and training of appropriate administrative and supervisory staff as needed.
3. Annual audits to determine compliance.

Report

1. All Operational Policies are Board approved and have been reviewed by administration. Guidelines that support the Board adopted Operational Policies are in place.
2. All Policies have been disseminated to appropriate staff and training, as necessary, has taken place.
3. The annual financial audit found no issues of concern or non-compliance.

Compliance Statement

The organization met expectations.

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VI. Consent Agenda

1. Approval of Minutes
 - a. April 15, 2019 Regular Business Meeting Minutes
 - b. May 6, 2019 Committee of the Whole Work Session

2. NHS 2020 Field Trip to Italy

That the Board of Education approve Portage Northern High School’s June 2-July 1, 2020 student field trip to Italy, as presented.

3. CHS 2020 Field Trip to Ecuador & Galapagos

That the Board of Education approve Portage Central High School’s June 23-30, 2020 student field trip to Ecuador and the Galapagos Islands, as presented.

4. Bylaw-Operational Policy Revisions

That the Board of Education approve the proposed new and revised bylaw and operational policy revisions, as presented.

5. Chromebook Purchase Recommendation

That the Board of Education authorize the purchase as presented of 960 Chromebooks from Sehi Computer Products of Rochester Hills, Michigan in an amount not-to-exceed \$191,414.40, the proceeds for which will come from the 2016 Bond Fund #1.

6. Food Service Management Contract for 2019-20

That the Board of Education approve the renewal of Chartwell’s food service management contract for the 2019-20 school year and authorize the Director of Finance to execute the contract renewal agreement.

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7. School Meal Prices for 2019-20

That the Board of Education set student meal prices for the 2019-20 school year as presented based on the pricing equity requirements for the Michigan Department of Education:

	Current 2018/19	Proposed 2019/20
Elementary Breakfast:	\$ 1.35	\$ 1.35
Elementary Lunch:	\$ 2.35	\$ 2.50
Ala Carte Entrée	\$ 2.35	\$ 2.50
Milk	\$.50	\$.50
Secondary Breakfast:	\$ 1.50	\$ 1.50
Middle School Lunch:	\$ 2.85	\$ 3.00
High School Lunch:	\$ 2.85	\$ 3.00
Premium Secondary Lunch (Crust & Stuff, Ready Set Deli)	\$ 3.10	\$ 3.25
Ala Carte Entrée	\$ 2.85 / \$ 3.10	\$ 3.00 / \$ 3.25

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

April 15, 2019

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, April 15, 2019, was called to order at 6:31 p.m. by President Van Antwerp in Conference Room 1 of the Administration Building, 8107 Mustang Drive. Mr. Van Antwerp welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: Terri Novaria, Celeste Shelton-Harris

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

School Safety Grant. Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, shared details of the School Safety Grant recently awarded to the District. The funds will be used to purchase the Nightlock door barricade device for installation in our school buildings. Dr. Pascoe addressed questions and received favorable comments from Trustees.

Bond Project Update. Mr. Ron Herron, Assistant Superintendent of Operation showed/narrated aerial footage of the progress at the McCamley Field and Central Middle School construction site. Mr. Herron also provided a brief bond work update. Work is progressing nicely at North Middle School. A "walk down memory lane" walk-through of the old NMS building is scheduled for May 16, 2019 from 4:00 p.m. to 6:00 p.m. Work at the West Middle School site includes "cutting in" a temporary bus drop off and setting a south wall support beam. At the Northern AEF, sod is being set. Work will begin at PCEC immediately after school is out in June. Mr. Herron responded to questions from Trustees.

Superintendent Bielang commented he is hopeful a student presentation can be arranged for a May board meeting to highlight student experiences with the skilled trades.

Change Order Summary / Bond Budget Update. Mr. Dan Rathburn, OAK Project Manager, detailed change order work by construction change directive for the Northern AEF, North Middle School, Central AEF, and Central Middle School. Mr. Dan Rathburn also provided a financial update for bond work committed through Bond Change Order 18 and addressed questions from Trustees.

Financial Report. Ms. Paula Johnson, Director of Finance, reviewed the financial report for the eight-month period ending February 28, 2019. Ms. Johnson also shared a brief update of recent activity in the Finance Office – work on the next bond sale and the 2019-20 budget.

Superintendent Bielang shared items of interest.

Mr. Bielang provided Trustees with a copy of a report detailing results of the first Community Dialogue and online survey. Mr. Bielang highlighted key areas of the report for Trustees to review at their leisure. The Steering Committee will review the report later this month. The next Community Dialogue is scheduled for May 15, 2019 at Central High School from 6:30 p.m. to 9:00 p.m.

Mr. Bielang received letters of thanks from the Michigan School Band and Orchestra Association for hosting the State Solo and Ensemble Festival and for the outstanding work by directors Melissa Holso and Josh Bartz.

Thursday, April 18, 2019 at 4:00 p.m., Kalamazoo RESA will hold a joint hearing with the Michigan Department of Education at Kalamazoo RESA to consider the application and request for an early start to the school (Labor Day Waiver) for the 2020-21, 2021-22 and 2022-23 school years. If approved, the anticipated start of school would be the Monday before Labor Day.

The last student day for 2018-19 has been extended by one day to Friday, June 14, 2019. This will be a half day for students. The extension is the result of the number of snow days we experienced this winter. The state allows six snow days annually to be excused and approved our waiver to excuse three more. The result is we need to make up one day. Notification has been provided to staff and parents.

Mr. Bielang thanked the Board and Administration for their support during his recovery from a recent surgery.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and read the guidelines for public comment.

Mr. John Bell addressed the Board regarding bullying and proposed ideas for addressing the issue.

Mr. Van Antwerp thanked Mr. Bell for his comments and opened the floor to Trustee comments.

Mrs. Willson expressed thanks for Robert Jordan's work here as Choir Director and wished him well in his new position.

Mr. Rathburn stated the first track meet at Northern High went well thanks to the work of the coaches/staff.

Mr. Droppers shared positive comments regarding the U of M / WMU basketball game he attended, in which five Portage alumni played.

Mr. Snyder shared positive thoughts regarding Mrs. Novaria.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve meeting minutes from the March 11, 2019 Committee of the Whole Work Session, as presented.

There being no objection to the item, the motion carried unanimously.

ACTION ITEMS

Staff Appreciation Week Proclamation

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the Staff Appreciation Week Proclamation, as presented.

President Van Antwerp read the proclamation. Trustees shared upbeat comments regarding staff and the positive influence they have on our students.

The motion carried unanimously.

DISCUSSION ITEMS

2019/20 Budget Planning

Ms. Paula Johnson updated the Board on budget development at the state level as well as at the District level for 2019-20. Ms. Johnson responded to questions from the Board.

Early Middle College (EMC) Fifth Year Requirement

Dr. Michael Pascoe, Assistant Superintendent of Curriculum and Assessment, and Mr. Mike Huber, Director of Curriculum and Professional Development, detailed background information and the recommendation. Dr. Pascoe and Mr. Huber addressed questions from Trustees. Superintendent Bielang commented on the policy impacted.

With no further business to come before the Board, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

STAFF APPRECIATION WEEK PROCLAMATION

Whereas, a strong effective free public education for all children is critical to our democracy at the national, state and local level; and

Whereas, a strong public school system makes for a strong community; and

Whereas, the vision of Portage Public Schools is to *be an exceptional, continuously improving learning culture with high expectations, committed to all*; and

Whereas, the commitment Portage Public Schools teachers and staff show to students by inspiring them to succeed academically, artistically, socially and athletically is essential to making the vision a reality;

Therefore, the Board of Education of Portage Public Schools, does hereby proclaim **May 6-10, 2019, as Staff Appreciation Week** in the Portage Public School District, and encourage all citizens to congratulate our educators for the work they do every day to develop students today and mold successful citizens who will have a positive influence on our community tomorrow.

Adopted this 15th day of April 2019

Portage Public Schools' Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION**

May 6, 2019

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, May 6, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 of the Administration Building, 8107 Mustang Drive. Mr. Van Antwerp welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Celeste Shelton-Harris, Terri Novaria (Mrs. Novaria participated via speakerphone.) Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as amended to move the action item Approve Administrator Appointment to immediately follow the Superintendent's Report portion of the agenda, and to note the items under the Superintendent's Report section of the agenda will be presented in a different order from what is shown on the agenda.

Upon a roll call vote, the motion carried unanimously.

REPORTS

Superintendent's Report

Special Education Parent Advisory Committee Awards. Ms. Jeanine Mattson-Gearhart, Director of Special Education, presented this year's KRESA Parent Advisory Committee Excellence in Education Awards. This year's recipients are Ms. Jessie Bierlein, North Middle School Counselor and Ms. Julie Fairchild, Central Elementary Special Education Teacher. Each was presented with a certificate and a plaque.

2020 NHS & CHS Field Trip Presentations. Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, introduced Ms. Sarah Nott, Art Teacher at Northern High School. Ms. Nott reviewed the proposed student trip to Italy in June 2020, an opportunity for students to immerse themselves in Italian art history. Ms. Nott responded to questions from Trustees.

Dr. Pascoe introduced Central High School teachers Ms. Rachele Reidel and Ms. Pilar Forero (Spanish) as well as Ms. Cathy Laurencig (Biology). The trio reviewed plans for Spanish and Biology students to travel to Ecuador and the Galapagos Islands in June 2020. The teachers addressed questions from the Board.

Social Emotional Learning Initiatives. Ms. Beth Hartman, Director of Elementary Education, provided an update on Social Emotional Learning (SEL) initiatives. The report identified the SEL leaders at the elementary and secondary levels, areas of focus at each level, and the focus for the 2019-20 school year. Trustees shared positive comments.

Bond Project Update. Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on bond work progress. At North Middle School work continues on interior finishes, NMS staff toured the new building, grating work has started, and staff are participating in preparations for the move. At Central Middle School roofing, masonry and brickwork continues, as well as mechanical and electrical work. At West Middle School, demolition of the pool continues and moving activities are underway. At the Central AEF turf is being laid at the stadium, work to refine the grating at the multi-purpose field is taking place, the roof is being installed at the team building, and interior finish work continues. At PCEC, preparations for construction are taking place. Mr. Herron addressed questions from Trustees.

Secondary Programming. Mr. Dave Campbell, Superintendent of Kalamazoo RESA, presented a report, *Designing a World-Class Career & Technical Education (CTE) System to Meet the Needs of Young People in a Changing World*. A committee was formed to assess the Kalamazoo County's CTE, known as Education for Employment (EFE), and develop a vision for systemic change. They met with more than 100 business and community leaders, families, teachers, and students to assess the current CTE system. Barriers and challenges were identified. They performed research, reviewed data, conducted site visits and interviews. From this work, they designed a system framework for improvement. The next phase includes work to secure community commitment and investment. Toward that end, school leaders will meet with business, community, education and philanthropic leaders. A new CTE system will benefit our students to prepare them for a changing world and economy, prepare them with real-world, applied learning, provide work experience and foster employability skills for all students. Mr. Campbell responded to questions from the Board.

Approve Administrator Appointment

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the administrator appointment of Tama Salisbury, as presented.

Mr. Brad Galin, Director of Human Resources, introduced Ms. Tama Salisbury and reviewed her background and credentials.

Upon a roll call vote, the motion carried unanimously.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There was no public comment. Mr. Van Antwerp opened the floor to Trustee comments.

Dr. Shelton-Harris shared positive comments regarding events she recently attended – 2019 Spotlight Dinner, IB recognition event, and an elementary building tour.

Mr. Rathburn and other members of the Board shared expressions of gratitude for Mrs. Novaria. Mrs. Novaria thanked everyone for their support.

Mr. Van Antwerp gave a positive report of his experience at a Policy Governance® workshop he recently attended. In addition, Mr. Van Antwerp reminded Trustees about upcoming events.

Mrs. Willson also attended the Policy Governance® workshop and shared positive comments regarding the event.

Mr. Snyder shared he will update the Board on discussions that take place at the May 8th Linkage Committee meeting.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve the inclusion of a program requirement under Policy 5460 that states: Students in an approved Early Middle College program (EMC) are required to take a mathematics or math-related course during their 5th year in addition to the Portage Public Schools graduation requirements to be eligible for a diploma.

There being no objection to the item, the motion carried unanimously.

DISCUSSION ITEMS

NHS 2020 Field Trip to Italy. This item was presented under the Superintendent's Report section of the agenda as noted above.

CHS 2020 Field Trip to Ecuador and Galapagos. This item was presented under the Superintendent's Report section of the agenda as noted above.

Bylaw-Operational Policy Revisions. Superintendent Bielang reviewed NEOLA-provided bylaw and operational policy revisions/updates.

Michigan Council for the Arts and Cultural Affairs Grant (MCACA). Superintendent Bielang reviewed the MCACA Grant to support the Aesthetic Education Program next school year. This is an annual grant run through KRESA.

KRESA General Fund Budget for 2019-20. Ms. Paula Johnson, Director of Finance, reviewed background information and the resolution relative to the 2019-20 General Fund Budget for KRESA. Ms. Johnson responded to questions from board members.

KRESA Biennial Election. Mr. Van Antwerp shared information about the election process and asked Trustees to consider serving as a voting representative or alternate for KRESA's upcoming election on June 3, 2019.

Chromebook Purchase Recommendation. Mr. Ron Herron detailed the recommendation for the purchase of Chromebooks for second grade classrooms and the 2019-20 sixth grade cohort of students. With this purchase, the 1:1 rollout in grades 2-12 will be complete. Mr. Herron responded to questions from Trustees.

Food Service Management Contract for 2019-20. Ms. Paula Johnson reviewed the recommendation to renew the Food Service Management contract with Chartwells for 2019-20. The

Michigan Department of Education has approved the renewal, which also requires the approval of our Board of Education.

School Meal Prices for 2019-20. Ms. Paula Johnson shared background information and noted pricing is based on the pricing equity requirements from the Michigan Department of Education. Ms. Susan Livingston, Director of Food Services, further expanded on the pricing process. Trustee questions were addressed by Ms. Livingston.

ACTION ITEMS

Approve Administrator Appointment

This action took place immediately following the Superintendent's Report portion of the meeting as noted above.

Accept Monitoring Report 1.3, Ends Policy 1.3

Motion offered by Mr. Snyder, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented the Monitoring Report on 1.3, Ends Policy, as a reasonable interpretation and evidence of compliance with policy.

Dr. Michael Pascoe and Mr. Mike Huber, Director of Curriculum and Professional Development, detailed the data sheets included in the report and responded to Trustee questions.

Upon a roll call vote, the motion carried unanimously.

Acceptance of Monitoring Report 2.9, Emergency Superintendent Succession

Motion offered by Mr. Droppers, seconded by Mr. Snyder, that the Board of Education accept as presented the Monitoring Report on 2.9, Emergency Superintendent Succession, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang highlighted areas of his report.

Upon a roll call vote, the motion carried unanimously.

Acceptance of Monitoring Report 2.11, Long-Term Asset Planning

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

Superintendent Bielang briefly reviewed the report.

Upon a roll call vote, the motion carried unanimously.

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

Respectfully submitted,

Barb Atkinson
Recording Secretary

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

TO: Mark Bielang
DATE: March 26, 2019
FROM: Janet Johnstone/Dr. Michael Pascoe
SUBJECT: Northern High School 2020 field trip to Italy

RECOMMENDATION:

I recommend the approval for Portage Northern High School's Art Program to travel to Italy, as described in the attached material. The trip dates are set for June 2-July 1, 2020.

BACKGROUND:

Sarah Nott is proposing a student trip to Italy for June 19-June 30, 2020. They will spend 10 days out-of-country. The purpose is for the students to immerse themselves in Italian art history and culture as outlined in the attached. The families involved will be responsible for the cost. The students will not miss any days of instructional time. Chaperones will be a ratio of approximately 1 adult to every 2 students (number attending: 12).

I have reviewed this proposal and support it.

JJ/MP
Attachments

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

If this trip requires Portage PS transportation, please be sure to submit a transportation request form along with a copy of this form to your principal for initial approval. These requests need to be submitted with **at least two (2) weeks notice**.

International Trips: If any duration of this trip is spent out of country, the request needs to be submitted with **at least four (4) months notice** to provide sufficient time to obtain all levels of approval. Please note that you may be asked to present your educational trip request to the Portage Board of Education.

SECTION 1

School	NHS	Group	PNHS Art	Date of Request	2/28/2019 9:44:35	
Start Date	6/22/2020	Departure Time	8:00:00 AM	Amount of Instructional Time Lost	None	
End Date	7/1/2020	Return Time	8:00:00 PM	PPS Transportation?	No	ASN:

SECTION 2

Trip Destination: Italy through Worldstrides tour company; specific itinerary here
<https://worldstrides.com/itineraries/italy-in-depth-2/>


Educational Goal(s)/Purpose of Trip:

I was extremely impressed with the Worldstrides tour company when I traveled through them with students to Japan, and would love to initiate a visual arts trip abroad similar to the musical trip abroad taken at both our high schools. There can be no better destination for immersion in art and art history than Italy, and this trip features not only those things but some wonderful societal and historical connections as well.

SECTION 3

# of Students	TBD; minimum six, intended 12	# of Staff Chaperones	TBD; minimum 1, intended 12	# of Additional Adult Chaperones	None/TB D
Estimated Cost per Student	\$4,400, price includes three college credits		Estimated Cost of Trip	No cost to district	
Funds Provided by	Private/Family	Amount per Funding Source			

SUPERVISOR/PERSON IN CHARGE

Name	Sarah Nott	Contact Phone #	2693235540
Signature:			Date: 2-28-19

Reminder: Attach any additional documentation if applicable (i.e., Itineraries, Benchmarks/Standards, Travel company contracts, etc.)

Office Use ONLY:

Principal Decision:	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Principal Signature:		Date: 3-25-19
Superintendent (or designee) Decision:	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Supt. (or designee) Signature:		Date: 3-26-19

Principal/Office Staff: Route Trip request form and transportation request form (if applicable) to Instructional Services Office (Janet Johnstone) once completed.

(checklist provided near departure)



Italy in Depth

educationaltravel.com/Nott-2020

June 22 - July 01, 2020

Day 1 Start tour

Day 2 Ciao Venice

Meet your tour director and check into hotel

Day 3 Venice landmarks

Venice guided sightseeing tour: Bridge of Sighs, Doge's Palace visit, Grand Canal, St. Mark's Cathedral visit
Optional LEAP Behind the Carnival Mask

Day 4 Venice--Florence

Travel to Florence
LEAP Patron of the Renaissance
Florence guided sightseeing tour with Whisper headsets : Accademia visit, Baptistery Doors, Chiesa di Santa Croce, Duomo, Ponte Vecchio
LEAP Cucina Fiorentina!

Day 5 Florence

San Gimignano Excursion
Tuscan Farm Lunch
Dinner on your own

Day 6 Florence--Sorrento

LEAP Great Renaissance Debate
Travel to Naples by train
Pompeii guided visit

Day 7 Sorrento

Capri excursion
LEAP Tarantella Dancing

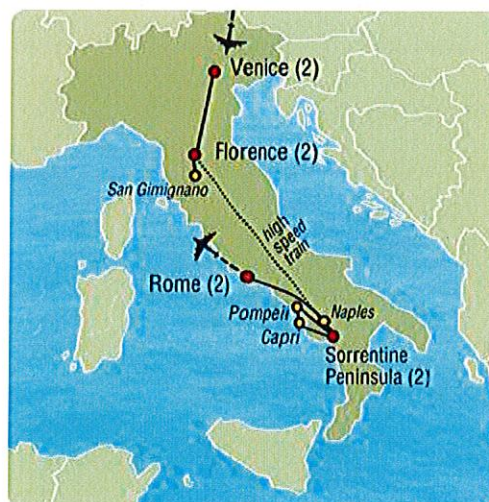
Day 8 Sorrento--Rome

Travel to Rome
Rome guided sightseeing tour : Colosseum visit with Whisper headset, Arch of Constantine, Forum Romanum visit

Day 9 Rome landmarks

Vatican City guided walking sightseeing tour with Whisper headsets: Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit
LEAP Caesar's Gladiators
Rome city walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

Day 10 End tour



Reserve your Spot!

MyTrip ID: Nott-2020

Registration deadline: March 28, 2019

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare and other transportation described in the itinerary
- Traveler Assistance, Medical Insurance & Travel Insurance
- Three college prep credits are included in the cost of your program. Please note that middle school students aren't eligible.
- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Dinner daily (except where Lunch is noted on itinerary)
- Full time, bilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

Tour investment

Students (travelers under the age of 23): \$4,409

Adults (age 23 and over): \$4,894

Price reflects savings of \$350 scholarship. Sign up by 3/28/2019 and enter code Travel1E in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$99 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of February 28, 2019, your monthly payment would be just \$331.54.

Travel protection

Most WorldStrides travelers protect their investment with our Cancellation Protection Plus.

Enroll online,
by phone, or by mail



educationaltravel.com/Nott-2020



1.800.771.5353



Mail in your paper application to:

WorldStrides Programs
Attn: Participant Services
2 Heritage Drive
Quincy, MA 02171





Italy in Depth

REQUEST INFO

Your Adventure, Day by Day

Day 1 : Depart from North America

- **Flight to Venice:** Relax and enjoy your scheduled flight from North America.

Day 2 : Arrive in Venice

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Welcome to Venice! Begin your Italian adventure by taking a walk through colorful Venice.

Day 3 : Venice

- **Explore Venice with a Local Guide:** Discover the real beauty of this unique city as a local guide brings you to St. Mark's, the Grand Canal, the Doge's Palace with its Gothic facades of white Italian stone and pink Verona marble, and the Bridge of Sighs.



LEAP Activity | Behind the Carnival Mask

Create a Venetian mask inspired by the Italian Carnival, the Commedia dell'Arte—or by your imagination! Learn the meaning of the mask and its historical significance, then decorate yours using professional techniques.

Day 4 : Florence

- **Journey to Florence:**

- **See Florence with a local guide:** Join a local guide for a tour of the Duomo, Ghiberti's Baptistery doors, and the Church of Santa Croce. A visit is included to the

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- LEAP Patron of the Renaissance:

33

✕ AGREE & DISMISS

- **LEAP Cucina Fiorentina:** Then, cook a three-course traditional meal with a local chef using fresh local produce during Cucina Fiorentina: Roll up your sleeves and create delicacies tonight in Cucina Fiorentina . Cook up a three-course traditional meal with a local chef using fresh local produce. Get a taste of Tuscan life and zesty flavors! Mangia!



LEAP Activity | Patron of the Renaissance

Imagine you're a Medici. Suppose you're a Sforza. Use this innovative activity to explore the motives of the patrons of the Renaissance.

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LEAP Activity | Cucina Fiorentina

Cook up a three-course traditional meal with a local chef using fresh local produce. Get a taste of Tuscan life and zesty flavors! Mangia!

Day 5 : San Gimignano

- **Explore San Gimignano:** Explore San Gimignano, famous for its fourteen fortified, crumbling towers.
- **Enjoy a Tuscan Farm lunch in place of dinner:** Today, a Tuscan farm lunch is included in place of dinner.

Day 6 : Naples-Sorrento-Pompeii

- **Travel by high-speed train to Naples:** Pause en route for a visit to charming Naples.
- **Take a guided tour of Pompeii:** Then, a guided tour reveals Pompeii, a mysterious city left remarkably preserved after being buried by a catastrophic volcanic eruption in 79 A.D.

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Mediterranean resort town of Sorrento.

- LEAP Great Renaissance Debate:



LEAP Activity | Great Renaissance Debate

Greet six renaissance giants including Giotto, Galileo, and Isabella d'Este, and debate who made the greatest impact on civilization.

Day 7 : Capri

- **Journey to the island of Capri:** Cross the Bay of Naples to the island of Capri, summer home of the Roman Emperor Tiberius.

- **LEAP Dance the Tarantella:**

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LEAP Activity | Dance the Tarantella

Participate in the art of Italian folk dancing as you listen to the strumming of mandolins. Professional dancers in traditional attire will guide you through the Tarantella, one of southern Italy's most renowned dances.

Day 8 : Rome

- **Drive to Rome:** Drive to Rome, the capital of Italy.
- **Discover Rome with a local guide:** This afternoon, join a local guide on a walking tour of ancient Rome. Listen for the roar of the ancient crowds at the Colosseum, then visit the Roman Forum.

Day 9 : Vatican & Rome

- **See Vatican City:** Visit the Vatican with a local guide and discover the artistic legacy of Catholicism. Marvel at the ceiling of the Sistine Chapel before moving up

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- LEAP Caesar's Gladiators:

- **Walking Tour of Rome:** Enjoy a walking tour of Baroque Rome this afternoon with your Tour Director.

Day 10 : Return Home OR Extend your Stay

- **Flight to the US:** Our rewarding and enjoyable tour comes to an end as our Tour Director accompanies us to the airport on our final day.



Extend your stay | Extra days in Rome

Extend your visit to Italy by adding extra days to explore the Eternal City. Travel to Rome to explore and learn about the city's rich history.

GET OUT OF THE CLASSROOM AND EXPLORE YOUR WORLD

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REQUEST INFO

✕ AGREE & DISMISS

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

TO: Mark Bielang
DATE: April 19, 2019
FROM: Janet Johnstone/Dr. Michael Pascoe
SUBJECT: Central High School 2020 field trip to Ecuador & Galapagos

RECOMMENDATION:

I recommend the approval for Portage Central High School's Spanish and Biology students to travel to Ecuador and the Galapagos Islands, as described in the attached material. The trip dates are set for June 23-June 30, 2020.

BACKGROUND:

Rachele Reidel, Pilar Forero, and Cathy Laurencig are proposing a student trip to Ecuador and the Galapagos for June 23-June 30, 2020. They will spend 8 days out-of-country. The purpose is to strengthen student understanding of curriculum standards for both world language and science as well as enhance the learner profile for the IB curriculum. The families involved will be responsible for the cost. The students will not miss any days of instructional time. Chaperones will be a ratio of approximately 1 adult to every 5 students (\approx number attending: 18).

I have reviewed this proposal and support it.

JJ/MP
Attachments

Proposal for Trip to Ecuador and the Galapagos Islands Summer of 2020
By: Pilar Forero, Cathy Laurencig, and Rachele Reidel

Documents included:

- Page 1: Cover page
- Page 2-3: Educational Trip Request (Regulation #2340)
- Page 4: Specific Educational Goals
- Page 5-6: Tentative Itinerary
- Pages 7-8: Why travel abroad enhances learning

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

If this trip requires Portage PS transportation, please be sure to submit a transportation request form along with a copy of this form to your principal for initial approval. These requests need to be submitted with **at least two (2) weeks notice**.

International Trips: If any duration of this trip is spent out of country, the request needs to be submitted with **at least four (4) months notice** to provide sufficient time to obtain all levels of approval. Please note that you may be asked to present your educational trip request to the Portage Board of Education.

SECTION 1

School	CHS	Group	Spanish and Biology students	Date of Request	4/18/2019 16:08:05	
Start Date	6/23/2020	Departure Time	8:00:00 AM	Amount of Instructional Time Lost	0 days	
End Date	6/30/2020	Return Time	8:00:00 PM	PPS Transportation?	No	ASN:

SECTION 2

Trip Destination: Ecuador and the Galapagos Islands

Educational Goal(s)/Purpose of Trip:

Travel abroad will not only strengthen the curriculum based on the state of Michigan's standards for World Languages and Sciences, but will also enhance the learner profile based on the International Baccalaureate curriculum. Traveling to Ecuador and the Galapagos Islands will make IB learners:

- **Better inquirers:** Students' natural curiosity will be nurtured and encouraged while traveling abroad. Students will actively enjoy learning and will be engaged participants throughout the trip.
- **More knowledgeable:** They will gain in-depth knowledge of not only monuments, attractions, flora, and fauna, but also the history, culture, and importance of preservation that surround those attractions.
- **Better communicators:** Students will have the opportunities to practice their Spanish and to understand the nuances of true communication, verbal and nonverbal.
- **More open-minded:** Students will see how differing values, perspectives, and traditions are expressed in another society, as well as how to better understand and appreciate their own culture(s) because of this. They will appreciate both cultural points of view.
- **More reflective:** Students will better understand their culture(s) and themselves. Throughout the trip students will be asked to reflect on similarities difference between the Ecuadorian culture and the students' own cultures.


While experiencing the language, culture, and biodiversity of Ecuador and the Galapagos Islands, students will apply, analyze, synthesize, and evaluate the world around them. The students will consider different future paths of study, and perhaps more globally-minded occupations. They will be more academically motivated because they have experienced the language in authentic situations and see its value. As a result, their classroom learning will be enhanced, and these students will be able to return and enrich the classroom experiences of their peers as well. By extending the classroom beyond the four walls, students will learn more and become better IB learners!

SECTION 3



# of Students	We hope to have at least 18 students.	# of Staff Chaperones	At least three	# of Additional Adult Chaperones	Dependin g on the number of partici pants ,
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Principal/Office Staff: Route Trip request form and transportation request form (if applicable) to Instructional Services Office (Janet Johnstone) once completed.

			possibly 2-3 more adults.
Estimated Cost per Student	\$4471.00 per student	Estimated Cost of Trip	\$4471.00 per student (trip is funded by the students' families).
Funds Provided by	Private/Family	Amount per Funding Source	

SUPERVISOR/PERSON IN CHARGE			
Name	Rachele Reidel, Pilar Forero, and Cathy Laurencig	Contact Phone #	2692161684
Signature:		Date:	4-18-2019

Reminder: Attach any additional documentation if applicable (i.e., Itineraries, Benchmarks/Standards, Travel company contracts, etc.)

Office Use ONLY:			
Principal Decision:	<input checked="" type="checkbox"/> Approve	Principal Signature: 	Date: 18 APRIL 2019
	<input type="checkbox"/> Disapprove		
Superintendent (or designee) Decision:	<input checked="" type="checkbox"/> Approve	Supt. (or designee) Signature: 	Date: 4-19-19
	<input type="checkbox"/> Disapprove		

Specific Educational Goals of the Trip to Ecuador and the Galapagos Islands:

C1.1N.SL.i

Ask for and obtain information in everyday situations in the target language about time, place, price, size, relating to restaurants, stores, transportation, and services

C1.2.A.L.b

Understand interpersonal communication, spoken messages, interviews, group discussions and lectures in the target language on a variety of familiar and unfamiliar topics

C2.2.M.C.a

Describe the significance of current cultural icons (arts, architecture, music, literature, and the creators of these products)

C2.2.M.F.b

Compare the products that are native to a community, region or country with those of one or more other communities, regions, or countries

C2.2.M.G.b

Identify and describe major geographic features (rivers, mountains, deserts, forests) of additional countries or regions in which the language is spoken

C4.1.A.c

Recognize that register/honorifics reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages

C4.1.A.d

Recognize that phonological features (such as pronunciation, intonation, and tone) reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages

C4.2.A.a

Describe the institutions, values, beliefs, and perspectives that serve as the foundation of the target culture practices and compare them to one's own

C5.2.A.a

Seek opportunities and use the target language in real life situations within the community

Galapagos



Quito and the Galapagos

educationaltravel.com/Reidel-8263

June 23 - June 30, 2020

Day 1 Hola Quito

Meet your tour director and check into hotel

Day 2 Quito

Quito guided sightseeing tour : Compania de Jesus visit, El Panecillo visit, Virgin of Quito Monument
Mitad del Mundo visit

Day 3 Quito

Otavalo Market visit
LEAP Dance of the Tropics

Day 4 Quito--Galapagos

Fly to Baltra
Travel to Isla Santa Cruz
Darwin Research Station guided visit

Day 5 Galapagos

Island excursion
Lunch

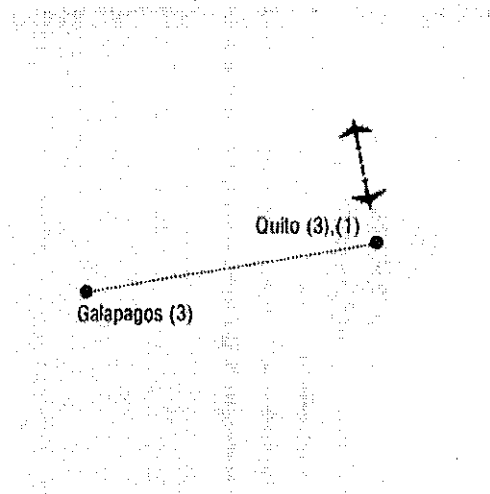
Day 6 Galapagos

South Plaza Island visit
Lunch

Day 7 Galapagos--Quito

Fly to Quito
Free time to explore Quito

Day 8 End tour



Reserve your Spot!

MyTrip ID: Reidel-8263
Registration deadline: May 16, 2019

Enroll online,
by phone, or by mail

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare and other transportation described in the itinerary
- Traveler Assistance, Medical Insurance & Travel Insurance
- Three college prep credits are included in the cost of your program. Please note that middle school students aren't eligible.
- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Packed Lunches are included on island excursion days
- Appetizing, hearty three-course dinner daily
- Full time, bilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

educationaltravel.com/Reidel-8263

Tour investment

Students (travelers under the age of 23): \$4,171
Adults (age 23 and over): \$4,611

1.800.771.5353

Price reflects savings of \$300 scholarship. Sign up by 5/16/2019 and enter code Travel61 in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$99 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of April 18, 2019, your monthly payment would be just \$339.33.

Travel protection

Most WorldStrides travelers protect their investment with our Cancellation Protection Plus.

Mail in your paper application to:

WorldStrides Programs
Attn: Participant Services
2 Heritage Drive
Quincy, MA 02171

Language, culture, and connections: How travel abroad enhances student learning

El Otavalo market, La Mitad del Mundo, Darwin Research Station, dancing salsa, and touring the Galapagos Islands: these are all experiences that students will have if they seize the opportunity to travel to Ecuador and the Galapagos Islands with Portage Central High School in June 2020. While having these amazing experiences, students will also fulfill many state standards and enrich their IB learner profile. They will be enhancing their scientific, linguistic and cultural knowledge, as well as making connections to their own culture(s).

Students will have countless opportunities to improve their Spanish language skills in an authentic context. This trip is designed for those who have completed at least Spanish III. They will have the base knowledge to be able to communicate and to add to their linguistic skills. The following state of Michigan World Language standards will be met during this trip, relating to improving language skills:

- C1.1N.SL.i Ask for and obtain information in everyday situations in the target language about time, place, price, size, relating to restaurants, stores, transportation, and services
- C1.2.A.L.b Understand interpersonal communication, spoken messages, interviews, group discussions and lectures in the target language on a variety of familiar and unfamiliar topics
- C4.1.A.c Recognize that register/honorifics reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages
- C4.1.A.d Recognize that phonological features (such as pronunciation, intonation, and tone) reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages.
- C5.2.A.a Seek opportunities and use the target language in real life situations within the community

By participating in this trip, students will also be enriching their knowledge of the target culture and making connections to their own culture(s). Reading and studying Spanish and Biology in textbooks provides students with important information, but experiencing it in an authentic situation makes the information meaningful and the culture and biodiversity comes to life right before the students' eyes. The first time you see a giant tortoise or a blue and red footed boobies; visit the Darwin Research Station, talk with a vendor at the Otavalo market entirely in Spanish, or see and learn how to dance salsa: these are experiences that will change you and will change your perspective of your own background and culture. The United States of America is an amazing country, but it is important to see what it is like to live in other countries. Ecuador and the Galapagos Islands are places rich in history, art, tradition, flora and fauna.

While on this trip to Ecuador and the Galapagos Islands, students will be meeting the following state of Michigan World Language standards relating to culture and connections:

- C2.2.M.F.b Compare the products that are native to a community, region or country with those of one or more other communities, regions, or countries

- C4.1.A.c Recognize that register/honorifics reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages
- C4.1.A.d Recognize that phonological features (such as pronunciation, intonation, and tone) reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages
- C4.2.A.a Describe the institutions, values, beliefs, and perspectives that serve as the foundation of the target culture practices and compare them to one's own.

Travel abroad will not only strengthen the curriculum based on the state of Michigan's standards for World Languages and Sciences, but will also enhance the learner profile based on the International Baccalaureate curriculum. Traveling to Ecuador and the Galapagos Islands will make IB learners:

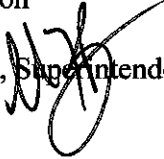
- *Better inquirers:* Students' natural curiosity will be nurtured and encouraged while traveling abroad. Students will actively enjoy learning and will be engaged participants throughout the trip.
- *More knowledgeable:* They will gain in-depth knowledge of not only monuments, attractions, flora, and fauna, but also the history, culture, and importance of preservation that surround those attractions.
- *Better communicators:* Students will have the opportunities to practice their Spanish and to understand the nuances of true communication, verbal and nonverbal.
- *More open-minded:* Students will see how differing values, perspectives, and traditions are expressed in another society, as well as how to better understand and appreciate their own culture(s) because of this. They will appreciate both cultural points of view.
- *More reflective:* Students will better understand their culture(s) and themselves. Throughout the trip students will be asked to reflect on similarities difference between the Ecuadorian culture and the students' own cultures.

While experiencing the language, culture, and biodiversity of Ecuador and the Galapagos Islands, students will apply, analyze, synthesize, and evaluate the world around them. The students will consider different future paths of study, and perhaps more globally-minded occupations. They will be more academically motivated because they have experienced the language in authentic situations and see its value. As a result, their classroom learning will be enhanced, and these students will be able to return and enrich the classroom experiences of their peers as well. By extending the classroom beyond the four walls, students will learn more and become better IB learners!

Portage Public Schools

THE FUTURE LEARNS HERE

TO: Board of Education

FROM: Mark T. Bielang, Superintendent 

DATE: May 1, 2019

RE: Bylaw/Operational Policy Revisions/Updates

COPY: Executive Team;
Principals and Assistant Principals;
Susan Livingston, Director of Food Services

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

The proposed new, revised and replacement Operational Policies included in this update have been prepared and reviewed by NEOLA's legal counsel for statutory compliance and further reviewed by appropriate District Administrators, and in the case of bylaws, the Board President.

The following Operational Policies are being recommended for revision, update, inclusion or replacement. A brief explanation of the change, as provided by NEOLA, is included. The entire Policy language is available for review at the Administration Building.

Bylaw 0100 – Definitions (Revised)

The Open Meetings Act was revised to accommodate the absence of any member of the Board of Education due to military duty and allow that member's participation in Board business (M.C.L. 15.263). The definition of Voting in PO 0100 was revised to reflect this change. The new law also requires that a District establish procedures by which the absent member may participate in and vote on business and procedures by which the public is provided notice of the member's absence and information on how to contact the member to provide input prior to the meeting.

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Bylaw 0167.1 – Voting (Revised)

This bylaw revision provides consistent language relative to remote participation by a board member.

Bylaw 0167.2 – Closed Session (Revised)

This bylaw was revised to allow the Board to consider security planning to address existing or potential threats to the safety of students and staff in closed session (MCL 15.268(k)).

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Policy 1422.01 – Drug-Free Workplace (New)

This new policy was prepared to provide the same policy requirements for administrators as is currently provided in Operational Policy 3122.01/4122.01 for other employees.

This new policy reflects the current state of Federal law and should be adopted to be consistent with policy requirements of other District employees.

Policy 2210 – Curriculum Development (Revised)

On December 18, 2018, the Michigan Department of Education released its model program of instruction in career development as required by previous changes to M.C.L. 380.1166a(1). Beginning with the 2019-2020 school year, Districts must ensure that grade appropriate instruction on career development is provided in grades K – 12. This policy was revised to reflect this requirement.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 2414 – Reproductive Health and Family Planning (Revised)

This policy was revised to delete reference to Michigan Department of Education (MDE) publication that is no longer provided as official guidance regarding reproductive health and family planning.

This revision is recommended for adoption.

Policy 3120 – Employment of Professional Staff (Revised)

The legislature amended M.C.L. 380.1233 to expand the criteria for persons eligible to substitute teach in the areas of industrial technology and career and technical education. A person is now eligible to substitute teach if: 1) s/he has a high school diploma or equivalency certificate; 2) if substitute teaching in an area in which a professional license or certification is required, s/he has a professional license or certification in that field, or held such a license or certification that expired within two years of initial employment and was in good standing when it expired; and 3) has at least two consecutive years of experience in the relevant subject areas within the preceding ten years.

Policy 5200 – Attendance (Revised)

This revision modifies the mandatory attendance age provided by law.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6321 – New School Construction, Renovation (Revised)

This policy has been revised to include the requirement of the new school safety legislation for consultation with first responder agencies during the planning of new construction or major renovation of school buildings.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6325 – Procurement – Federal Grants/Funds (Revised)

This policy is revised in response to audit questions regarding Small and Minority Businesses and Women’s Business Enterprises. The language added clearly references the entities in question which had originally been encompassed by the C.F.R. citation.

The District should be sure to check that Operational Policy 6320 – Purchasing and Operational Policy 6325 - Procurement - Federal Grants/Funds provide consistent guidance for fiscal transactions. It is important to note that when dealing with federal, state, and local provisions, it is always the most restrictive threshold or requirement that prevails.

This revision is recommended for adoption.

Policy 6605 – Crowdfunding (Revised)

Revisions to this policy and related administrative guideline are prompted to recent attention by the Auditor of State (AOS) regarding this evolving fundraising mechanism. Emphasis was added in policy to address the importance of privacy protection for students and to maintain appropriate fiscal safeguards.

These revisions are recommended for adoption.

Policy 8400 – School Safety Information (Revised)

This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

Additionally, this policy has been revised to reflect the provisions of the new school safety legislation itemized in the Legal Alert included in this Update.

This revision reflects current Federal and State law and should be adopted to maintain accurate policies.

Policy 8402 – Emergency Operations Plan (New)

This new policy is provided to assist districts in complying with MCL 380.1308b. The new law calls for collaboration, review, and notification obligations to be met by the District.

This new policy is recommended for review and adoption.

Policy 8500 – Food Services (Revised)

This policy has been revised in response to issues raised by United States Department of Agriculture (USDA) reviews of District policies and procedures. The USDA's position is that an appropriate "team" is required to approve any dietary modification to the school's USDA-reimbursable meal pattern for a student, whether or not that student has a disability or is eligible for a Section 504 plan.

These revisions reflect the current USDA requirements and should be considered for adoption.

May 20, 2019

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

MEMO

To: Mark Bielang, Superintendent
Fr: Daniel J. Vomastek, Director
Dt: April 29th, 2019
Re: Spring 2019 Chromebook Purchase

RECOMMENDATION

I recommend the Board of Education authorize the purchase of 960 Chromebooks from Sehi Computer Products of Rochester Hills Michigan in an amount not to exceed \$191,414.40, proceeds coming from the 2016 Bond Fund #1.

BACKGROUND

This purchase will be used to outfit our 2nd grade classrooms, as well as the 19-20 6th grade cohort of students. I am very pleased to announce, with this purchase we will have completed the 1-1 rollout in grades 2 through 12. In the 19-20 school year we will look to complete the rollout in the remaining grades.

AWARD INFORMATION

This purchase will be made via the statewide bidding process, and as such Portage did not need to issue an RFP. While not the cheapest Chromebook in the list of bids, it is the lowest cost unit meeting the durability and expected product life standards we have set.

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



Sehi Computer Products, Inc.
 2930 Bond Street
 Rochester Hills, MI 48309
 1-800-233-7344

Quote	Q00109801
Date	4/22/2019
Page	1

Bill To:

Portage Public Schools
 8107 Mustang Drive
 Accounts Payable
 Portage, MI 49002

Ship To:

Portage Public Schools
 8107 Mustang Drive
 Warehouse / Central Receiving
 Portage MI 49002

Quote Number	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Master No.
Q00109801	POR002	csehi	BEST	Net 30	322,515

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
960	6QY22UT#ABA	HP CB11G7 CELN4000 11 4GB/16 PC INTEL CN4000 11.6 HD AG Priced via the REMC Device Bid Purchasing Contract (SPOT)	Each	\$199.39	\$191,414.40
960	CROSSWDISEDU	GOOGLE Chrome OS Management Console License Edu	Each	\$0.00	\$0.00

Priced via the REMC Device Bid Purchasing Contract (SPOT)

Subtotal	\$191,414.40
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$191,414.40

Paula Johnson
Director of Finance
pjohnson@portageps.org

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance ^{PS}
DATE : May 6, 2019
SUBJ : Renewal of the Chartwells Food Service Management Contract for the 2019/20 Year

RECOMMENDATION

That the Board of Education approve the renewal of Chartwells Food Service Management contract for the 2019/20 school year and authorize the Director of Finance to execute the contract renewal agreement.

BACKGROUND INFORMATION

In June, 2015, in a formal RFP process, the District selected Chartwells to continue to be its food service management company. The contract is a one-year contract with four optional one-year renewals. This is the fourth contract renewal and would be from July 1, 2019 through June 30, 2020. The District will be going out for bid next spring for a food service RFP.

The Michigan Department of Education has approved the renewal and requires that the Board of Education approve the renewal of the contract as well.

Please let me know if you or the Board members have any question on this recommendation that I can answer.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

March 27, 2019

Mr. Mark Bielang, Superintendent
Portage Public Schools
8107 Mustang Drive
Portage, MI 49002-5433

Re: Agreement No. 39140 ✓

Dear Mr. Bielang:

On March 19, 2019, the Michigan Department of Education (MDE) received your request for renewing its food service management contract (FSMC) with Chartwells for the 2019-2020 school year and has approved the following:

1. Equivalent Meal Factor – change \$3.4625 current equivalent meal factor to \$3.5450 per USDA/MDE guidelines. This represents an increase of 2.38% from the previous year.
2. The current management fee of \$0.0433 per meal will increase by 2% to the new management fee of \$0.0441 per meal.
3. The current administrative fee of \$9,281.42 per month will increase by 2% to the new administrative fee of \$9,467.04 per month for 10 months.
4. The advance payment of \$133,333 will remain the same.
5. The Current CPI-U for December 2018 is 2.8%.
6. There are no guarantees for the 2019-2020 school year.
7. There is no client investment planned for the 2019-2020 school year.

MDE concurs with the school district's recommendation that the contract be renewed with Chartwells for the 2019-2020 school year and be taken to the school district's Board of Education for approval. Once the board approves the contract renewal, a signed copy of the Agreement Page and the Contract Renewal Agreement must be forwarded to MDE for its files. If the school board should make any changes to the contract, these changes must be forwarded to MDE for its approval before the contract renewal can be signed by the school district.

The contract with Chartwells is for a one-year period from July 1, 2019, to June 30, 2020, going from July 1st to June 30th thereafter.

STATE BOARD OF EDUCATION

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

Mr. Mark Bielang
Page 2
March 27, 2019

If MDE can be of further assistance to you or your approved FSMC, please contact the Food Service Contract Unit staff at mde-fsmc-vended@michigan.gov or 517-241-5348.

Sincerely,



Diane L. Golzynski, Director
Office of Health and Nutrition Services

dlg:rz:ck

Acknowledgement for FSMC Contract Renewal

By submission of the contract renewal documents, the School Food Authority (SFA) of **Portage Public Schools** acknowledges its responsibilities as outlined in the food service contract, including the overall operational and financial responsibility for the Child Nutrition Programs.

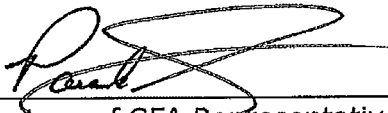
The SFA certifies it has carefully examined its food service contract and the following Michigan Department of Education (MDE) administrative policy memorandums:

1. Food Service Contracts Administrative Policy No. 2: Guidance on Material Changes and Review Requirements for Food Service Management Company and Vended School Meals Company Contracts, School Year 2018-2019
2. Food Service Contracts Administrative Policy No. 3: Guidance on Oversight and Monitoring Food Service Contracts, School Year 2018-2019
3. Food Distribution Administrative Policy No. 1: Proper Crediting of USDA Donated Foods Value, School Year 2014-2015

Additionally, the SFA acknowledges it is required to conduct monthly (or at least quarterly) invoice reconciliations of its food service contract to ensure compliance with Federal law.

The SFA certifies staff of **Portage Public Schools** directly and independently conduct reconciliations of food service contract invoices to verify the following: usage and crediting of USDA Foods; allowable costs; the accuracy of fees and/or per meal charges; as well as the application of proper purchase rebates, discounts, and credits in accordance with the district's food service contract.

The SFA further acknowledges it may be required to submit copies of any and all books and records pertaining to the food service contract including, but not limited to, food service contract invoices with supporting documentation from the FSMC or Vendor, internal SFA reconciliation materials, distributor invoices, and all other related documents.



Signature of SFA Representative

Paula Johnson

Name of SFA Representative

3-19-19

Date

May 20, 2019

Paula Johnson
Director of Finance

To: Mark Bielang, Superintendent
 From: Paula Johnson, Director of Finance
 Date: May 6, 2019
 Subject: Recommended 2019/20 Student Breakfast and Lunch Prices

Recommendation

That the Board of Education set student meal prices for the 2019/20 school year as follows based on the pricing equity requirements from the Michigan Department of Education:

	<u>Current 2018/19</u>	<u>Proposed 2019/20</u>
Elementary Breakfast:	\$ 1.35	\$ 1.35
Elementary Lunch:	\$ 2.35	\$ 2.50
Ala Carte Entrée	\$ 2.35	\$ 2.50
Milk	\$.50	\$.50
Secondary Breakfast:	\$ 1.50	\$ 1.50
Middle School Lunch:	\$ 2.85	\$ 3.00
High School Lunch:	\$ 2.85	\$ 3.00
Premium Secondary Lunch (Crust & Stuff, Ready Set Deli)	\$ 3.10	\$ 3.25
Ala Carte Entrée	\$ 2.85 / \$ 3.10	\$ 3.00 / \$ 3.25

Background

Each year at this time the Board of Education sets student breakfast and lunch prices for the next school year. Typically once these prices are set, they are retained through the entire school year unless unforeseen circumstances develop. This action impacts approximately 48% of our annual revenue in this fund. Pricing for staff lunches and catering items are set after considering many factors like cost, competition, and convenience factors.

The recommendation based on the PLE tool prepared by Chartwells is to increase student lunch prices by fifteen cents at both the elementary and secondary levels. Ala carte entrée prices will be adjusted by the same increments to be consistent with the base and premium lunch price increases and to encourage students to choose a healthier complete meal vs just ala carte items. Breakfast prices will remain the same at all levels.

Please let me know if you or the Board members have any questions on this recommendation that either myself or Susan Livingston can answer.

The following provides guidance on the calculations the SFAs can use in order to ensure they are in compliance with the requirements for School Year (SY) 2019-20. In addition, the SY 2019-20 Paid Lunch Equity (PLE) tools for the 48 contiguous States, Hawaii, Puerto Rico and Alaska are attached to the memorandum to assist SFAs make the required calculations.

SY 2019-20 Paid Lunch Equity Calculations

For SY 2019-20, SFAs which, on a weighted average, charged less than the target weighted average price of **\$3.00 (\$3.51 in Hawaii & Puerto Rico and \$4.87 in Alaska)** for paid lunches in SY 2018-19 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount per meal increase will be calculated using 2 percent rate increase plus the Consumer Price Index (2.68 percent), totaling **4.68** percent.

SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2018-19 when calculating the weighted average lunch price increase for SY 2019-20. For example, if the unrounded SY 2018-19 requirement was \$2.48 but the SFA opted to round down to \$2.45, the calculation of the SY 2019-20 requirement is based

If an SFA raised its weighted average paid lunch price above the required amount in SY 2018-19, that excess paid lunch price increase may be subtracted from the total SY 2019-20 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the weighted average price calculations. Additionally, if an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2018-19, the shortfall

Use of Non-Federal Sources Calculation

SFAs that choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies that by the difference between the SY 2018-19 weighted average paid lunch price requirement

Sources of Non-Federal Funds

Beginning in SY 2013-14, FNS expanded the definition of a non-Federal source to include all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by States and locals to improve access to and

Therefore, for SY 2019-20, SFAs may continue to count as a non-Federal source:

- 1. Per-meal non-Federal reimbursement for any paid meal (breakfast, lunch, etc.)**
- 2. Any funds provided by organizations for *any paid* meal**
- 3. Any proportion attributable to *paid meals* from direct payments made from school district funds to support lunch service**

Credit for Excess Non-federal Funds

If an SFA's SY 2018-19 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2019-20 contribution requirement. Further, if the SY 2018-19 estimate was less than required, additional funds from non-Federal sources must be added. The non-Federal Calculator tab in the PLE Tool for determining the estimated amount of non-Federal source contributions will allow for making these calculations using the same rationale as used for paid lunch prices (i.e., credit any extra funds contributed and account for any shortfalls when

SY 2019-20 PLE Tool

The first tab of the SY 2019-20 PLE Tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions before

To assist SFAs making these required PLE calculations, the attached SY 2019-20 PLE Tool makes the following calculations:

- Weighted average paid lunch price for SY 2018-19
- Required average weighted paid lunch price increase for SY 2019-20
- Required non-Federal source contribution required for SY 2019-20

The PLE Tool takes into account adjustments to paid lunch prices made by the SFA in SY 2018-19 to calculate any credit or shortfall

Additionally, the SY 2019-20 PLE Tool includes a feature that makes calculations for SFAs that wish to split the SY 2019-20

To use the attached SY 2019-20 PLE Tool. SFAs need the following information:

ALL SFAs need the following data to calculate the Weighted Average Price for SY 2019-20:

- SY 2018-19 Unrounded Price Requirement OR SY 2010-11 Weighted Average Price
- All paid lunch prices for October 2018
- Number of paid lunches served associated with each paid lunch price in October 2018

SFAs that have opted to contribute non-Federal sources also need:

- The total number of paid lunches served in SY 2017-2018
- The total dollar amount of SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16, SY 2016-17, SY 2017-18 and SY 2018-19 non-Federal contribution

SFAs that wish to split the SY 2019-20 requirement by both raising paid lunch prices and contributing non-Federal sources will need all of the above information. Additionally, the PLE Tool includes a report that SFAs can use to track the information they will need to make their SY 2020-21 calculations. SFAs can print the report and keep it in their records.

March 2019

SY 2019-20 Price Adjustment Calculator

[Go to Instructions](#)

SY 2019-20 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 3.00	\$ 3.00
Note: Above prices are based on adjusting SY 2018-19 price requirement by the 2% rate increase plus the Consumer Price Index (2.68%)	

SY 2018-19 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2018.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2018-19 Weighted Average Price
1.	18,943	\$ 2.35	\$ 44,516.05	
2.	12,045	\$ 2.85	\$ 34,328.25	
3.	8,910	\$ 3.10	\$ 27,621.00	
4.	313	\$ 3.50	\$ 1,095.50	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	40,211		\$ 107,560.80	\$ 2.67

Note: SY 2018-19 Weighted Average Price equal to or above the target price of \$3.00 are compliant for SY 2019-20. \$3.00 is the difference between the Free and Paid reimbursement rates for SY 2018-19.

Total Price Increase
for SY 2019-20

\$ 0.33

Required price increase for SY 2019-20 (with
10 cent cap)

\$ 2.77

Remaining increase carried forward
to SY 2020-21

\$ 0.23

Remaining credit carried forward
to SY 2020-21

\$ -

[Go to SY2019-20 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	18,943	\$ 2.50	\$ 47,357.50	
2.	12,045	\$ 3.00	\$ 36,135.00	
3.	8,910	\$ 3.25	\$ 28,957.50	
4.	313	\$ 3.75	\$ 1,173.75	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	40,211		\$ 113,623.75	\$ 2.83

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.
March 2019

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
MAY 20, 2019, 6:30 P.M.**

Note Page

VII. Required Action Items

1. Approve MI Council for the Arts & Cultural Affairs Grant (Required by MCACA)


Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the submission of the \$20,000 Grant to Michigan Council for the Arts and Cultural Affairs (MCACA) to support the Aesthetic Education Program between October 1, 2019 ad June 12, 2020, as presented.

May 20, 2019

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

TO: Board of Education

FROM: Mark T. Bielang, Superintendent 

DATE: April 15, 2019

RE: Michigan Council for the Arts and Cultural Affairs Grant

RECOMMENDATION:

It is recommended that the Board of Education approve the submission of the \$20,000 Grant to Michigan Council for the Arts and Cultural Affairs (MCACA) to support the Aesthetic Education Program between October 1, 2019 to June 12, 2020, as presented.

BACKGROUND:

Aesthetic Education Program (AE) Teaching artists and classroom teachers collaboratively provide inquiry-based lessons to develop K-8 students' abilities to describe, analyze and interpret visual and performing art works. The AE program develops perceptual abilities of students in visual and performing arts through greater understanding of art forms, insights into how artists make choices and how these understandings relate to other aspects of life. Through experiential workshops, the program builds critical thinking, supports inquiry-based and student centered learning. Exceptional art works are used as primary resources around which the workshops are jointly designed by a professional Teaching Artist and an AE trained classroom teacher. For More Information:

Portage Schools Involved in Aesthetic Education (AE)

Portage Public Schools has participated in the AE program since its inception in 2002. Over 60 classes participate in aesthetic education program at: 2th Street, Angling Road, Central Elementary, Central Middle, Central High, Haverhill, Lake Center, Moorsbridge, West Middle, North Middle and Northern High School. Teachers Introductory or Advanced-Level Summer Institute Teacher Trainings and Large Group Brainstorm professional development opportunities during the school year. Nearly 5,000 students participate in the AE program and attend live theater, dance and music performance and visual arts exhibitions.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
MAY 20, 2019, 6:30 P.M.**

Note Page

VII. Required Action Items

2. Approve KRESA General Fund Budget for 2019-20 (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 2019-20 school year, as presented.

May 20, 2019

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 *PJ*
Date : May 1, 2019
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 2019/20 school year.

BACKGROUND INFORMATION

Fifteen 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 26, KRESA distributed a copy of their 2019/20 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:

“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, 2019

Subject: Kalamazoo RESA 2019-2020 Original General Education Fund Budget Narrative and Resolution

The Kalamazoo RESA (KRESA) 2019-2020 Original General Fund budget shows an overall increase in revenues of approximately 2.1% and an overall increase in expenditures of approximately 2.4%, which is primarily due to the impact of an increase in taxable values, grant funding and shared service agreements on the various departments discussed in more detail below. The budget anticipates an overall deficit of \$196,552. This will leave the General Fund with an estimated unassigned fund balance at June 30, 2020 of \$6,641,834 or 13.5% of annual expenditures. KRESA's overall fund equity is approximately 7.0% of total program expenditures when combined with the Special Education Fund (which has a 1.3% fund balance).

KRESA's sources of General Fund revenues include an operating tax levy of 0.1444 mills on all property in the KRESA area. We are anticipating that property taxable values will increase by 3.85% and that property tax revenue will increase by \$42,695. 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: 2.9% increase in health insurance costs, retirement cost to increase based on published rates effective 10-1-2020 and a compensation adjustment for staff that includes an increase to the salary schedules plus step advancements. KRESA has mitigated rising expenditures by implementing the hard cap (instead of 80/20 premium share) for health insurance, charging employees contributions and modifying the level of benefits, so that the actual cost paid by KRESA is lower than what is allowed under the hard cap. KRESA also implemented single subscriber coverage for new full-time employees in grades 12 or below at the beginning of the 2013-2014 school year, which continues to generate savings each year as seasoned employees retire.

KRESA's revenues and expenditures are categorized as follows:

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

Technology Services: The Technology Services department supports the technology needs of KRESA programs, state reporting compliance, on-site technology support staff to schools, 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. KRESA's General Fund budget is projected to contribute an additional \$316,482 to support this department.

Seeds for Success and Great Start Readiness Program (GSRP): This budget includes the birth to five year old programs county-wide. Funding includes state and local grants, local district contributions and \$107,149 in direct support from KRESA's General Fund budget. The budget assumes funding for 2,094 GSRP preschool slots with 1,792 of these slots being provided to local districts and private providers.

REMC and Print Center: REMC is funded with local district membership fees and both receive fee for service in the areas of our full print shop, graphic arts services, county-wide delivery services, teachers' material center, shredding services, video and media library, and other various services. The departments operate much like a business and schools who participate in the program pay a fee for the services they purchase. It is projected that REMC will operate with a slight surplus of \$1,493 and the Print Center with a deficit of \$64,243 due to the purchase of a new commercial printer.

Instructional Services: The Instructional Services department is funded with state and federal grants along with local district professional development consortium contributions, fee for service coaching billings and a direct contribution from the KRESA General Fund budget of \$461,957. The expenditures include the following grants: Title I Regional Assistance, Early Literacy, MiSTEM Network Regions, United Way Early Reading and MiBLSi grants. Instructional Services leads workshops through the professional development consortium and provides instructional coaching services to local school districts.

Education for the Arts (EFA) and Education for Employment (EFE): 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. Both programs 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 EFE, as well as support for administrative costs for EFA. The KRESA General Fund budget directly contributes \$97,344 to the administration of the EFA program and \$282,889 to the administration of the EFE program.

Youth Opportunities Unlimited (YOU): YOU operates programs that serve youth and adults in Kalamazoo, Calhoun, St. Joseph and Branch counties. YOU provides job training and education assistance and oversees operations of the Michigan Works! Service Centers in Kalamazoo, Three Rivers, Battle Creek and Coldwater. YOU is funded with a combination of federal and local grants, and this budget includes \$3,354,294 in revenues and expenses to operate the program.

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 \$6,316,619 in grant revenues and expenses to operate KRESA's Head Start program, which serves 596 three and four year olds within in the County with preschool, family and health support services.

Enhancement Millage: This budget includes \$12,377,441 in revenue for the enhancement millage approved by voters in 2017, which is distributed back to the local districts to support their operations.

Attached to this budget narrative please find the Resolution for Local District Vote on ISD Budget and KRESA's proposed 2019-2020 General Fund budget resolution. Local district Boards of Education are required to adopt a resolution expressing its support or disapproval of KRESA's proposed budget and submit to KRESA's Board of Education any specific objections and/or proposed changes prior to June 1, 2019.

Please contact me at 269.250.9363 for any questions related to KRESA's 2019-2020 Original General Fund budget. Thank you.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2019-2020 ORIGINAL GENERAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2019-2020 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 2019-2020 is as follows:

	ACTUAL 2017-18	ORIGINAL 2018-19	REVISED 2018-19	ORIGINAL 2019-20
REVENUES:				
Local	15,923,746	16,627,018	16,891,256	17,371,601
State	13,643,980	15,109,241	15,181,311	15,156,639
Federal	9,679,311	8,698,784	9,139,573	9,515,196
Other Sources	6,023,302	6,619,274	6,971,456	7,130,349
Total Revenue	45,270,339	47,054,317	48,183,596	49,173,785

BE IT FURTHER RESOLVED, that \$49,370,337 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	4,725,869	4,845,986	4,731,622	4,533,268
Added Needs	91,673	20,000	22,000	1,500
Support Services:				
Pupil	1,326,991	1,311,783	1,292,114	1,321,935
Instructional staff	5,295,366	5,158,805	5,735,566	5,454,580
General Administration	521,548	496,050	530,939	547,486
School Administration	383,437	419,333	417,106	460,485
Business	909,382	888,765	1,080,788	1,027,483
Operations and Maintenance	1,178,588	1,122,871	1,141,783	1,333,186
Transportation	956,914	800,844	819,344	841,027
Central	7,448,721	8,932,196	9,192,968	9,738,741
Community Services	4,114,998	4,702,134	4,513,860	4,577,160
Other Financing Uses	18,097,262	18,574,812	18,743,926	19,533,486
Total Expenditures	45,050,749	47,273,579	48,222,016	49,370,337
Revenues over Expenses	219,590	(219,262)	(38,420)	(196,552)
FUND BALANCE - July 1	6,657,216	6,538,254	6,876,806	6,838,386
FUND BALANCE - JUNE 30	6,876,806	6,318,992	6,838,386	6,641,834

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 6/13/2019)

Note: The General Education tax levy for 2019 is proposed to be 0.1444 mills and the Regional Enhancement tax levy for 2019 is proposed to be 1.5000 mills. These millages will be levied on all properties to be used for operating purposes as described above.

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 in the Administration Building on May 20, 2019 at 6:30 pm.

Members present were: _____

Member absent 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, 2019; 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/proposed changes the Board may have to the budget prior to June 1, 2019.

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 General Education Fund Budget for the 2019/2020 school year be supported. Furthermore, 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 _____.

1.
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, 2019, 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
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
MAY 20, 2019, 6:30 P.M.**

Note Page

VII. Required Action Items

3. KRESA Biennial Election (MCL 380.614)

Note, for the June 3, 2019 KRESA Biennial Election, there are only two candidates running, both incumbents, Dr. Delores G. Myers and Mr. David W. Webster.

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the resolution designating _____ as its voting representative and _____ as its alternative voting representative and to authorize the designated representative and alternate to cast a vote on behalf of the Board for candidates Dr. Delores G. Myers and Mr. David W. Webster at Kalamazoo RESA's June 3, 2019 Biennial Election.

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

TO: Board of Education
FROM: Mark T. Bielang, Superintendent
DATE: May 6, 2019
RE: KRESA Biennial Election

RECOMMENDATION:

It is recommended the Board of Education approve the resolution to designate its voting representative and alternative voting representative as well as designate the Board's choice of candidates for Kalamazoo RESA's June 3, 2019 Biennial Election.

BACKGROUND:

As required under Section 614(2) of the Revised School Code for ISD Biennial Elections, constituent boards must adopt a resolution to designate their voting representative and an alternative voting representative and designate the candidate(s) the constituent board chooses to vote for at the election. The attached resolution serves to capture these designations.

In addition, constituent boards must consider the resolution at not less than one public meeting before adopting it. The earliest date a constituent board can take action to adopt the resolution is May 13, 2019 (21 days before the election). In keeping with this schedule, the resolution is for the Board's consideration/discussion at the May 6, 2019 meeting and for action at its May 20, 2019 meeting.

KRESA's Biennial Election will be held on June 3, 2019 at 5:30 p.m. at the KRESA Service Center, 1819 E. Milham, Portage in Conference Room A. There are two board seats to be filled, each for six year terms. There are two candidates running – Dr. Delores G. Myers and Mr. David W. Webster. Attached is information about both candidates.

In preparation for action at the May 20, 2019 regular meeting, please consider serving as a representative / alternate to vote at this upcoming election.
Attachments

BIENNIAL ELECTION RESOLUTION

Portage Public Schools (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Administration Building, 8107 Mustang Drive, within the boundaries of the District, on the 20th day of May, 2019, at 6:30 o'clock in the p.m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

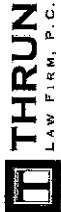
1. The biennial election of the Board of Kalamazoo Regional Educational Service Agency, Michigan (the "ISD Board") will be held on Monday, June 3, 2019; and
2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code, MCL 380.614(2), this Board desires to designate _____ as this District's proposed representative and _____ as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate or candidates.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of _____ as the representative of this Board for the electoral body, which body will elect for 6-year terms each, two (2) candidates to the vacancies on the ISD Board on Monday, June 3, 2019 and _____ as an alternate in the event the designated representative is unable to attend.
2. The designated representative and alternate are further directed to cast a vote on at least the first ballot on behalf of this Board for _____.
3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the ISD Board Secretary.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members



Portage Public Schools' Biennial Election Resolution
Page 2

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Portage, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 20, 2019, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education



**2019 INTERMEDIATE SCHOOL DISTRICT
BIENNIAL ELECTION SCHEDULE**

- May 6, 2019* Deadline for candidates to file nominating petitions or \$100 fee (and Affidavit of Identity) for candidacy with ISD's Election Coordinator (County Clerk).
- May 13, 2019** **Earliest date** for constituent board to adopt resolution to designate the district's representative to the electoral body and to support its desired candidate(s).
- May 24, 2019 *Deadline* for the ISD board secretary to send notice by *certified mail* to the secretary of each constituent board of education of the date, time, and place of the biennial election meeting.
- June 3, 2019 Electoral body meeting to conduct the election.

*Note that 30 days before the election date is May 4. Because that date falls on a Saturday, the deadline moves to Monday, May 6.

**Revised School Code Section 614(2) states: "The board shall consider the resolution at *not less* than one public meeting *before* adopting the resolution." This language suggests constituent boards must hold a public meeting *before* the meeting at which the constituent board adopts the resolution appointing its representative.

**Kalamazoo RESA Board of Education
2019 Candidates**

Dr. Delores G. Myers

Appointed to the Kalamazoo RESA Board of Education, September 1996 to replace Jeannette Taborn.

Former Gull Lake Community Schools Board of Education Member

Re-election for term of six (6) years, expiring 2025

Occupation & Affiliations

Retired Tax Preparer

National School Board Association (NSBA)

Council of Urban Boards of Education (CUBE)

Michigan Association of School Boards (MASB)

Association of Educational Service Agencies (AESAs)

Kalamazoo County School Officers Association (KCSOA)

Blue Cross/Blue Shield Community Affairs Committee

KRESA Board Head Start Liaison – Policy Committee

NAACP Lifetime Member

Kalamazoo RESA Foundation Board

Mr. David W. Webster

Appointed to the Kalamazoo RESA Board of Education, October 2002 to replace Charles Bell.

Former Comstock Public Schools Board of Education Member

Re-election for term of six (6) years, expiring 2025

Affiliations

Employed – Printlink, Customer Service

National School Board Association (NSBA)

Michigan Association of School Boards (MASB)

Association of Educational Service Agencies (AESAs)

Kalamazoo County School Officers Association (KCSOA)

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
MAY 20, 2019, 6:30 P.M.**

Note Page

VIII. Action Items

1. Set Public Hearing – 2019-20 Fiscal Plan (OP 6230)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education set a public hearing on the proposed 2019-20 budget for June 24, 2019 at 6:30 p.m. and authorize the Board Secretary to publish the required notice in the Kalamazoo Gazette.

Paula Johnson
Director of Finance

TO : Mark Bielang, Superintendent
Board of Education

FROM : Paula Johnson, Director of Finance

DATE : May 14, 2019

SUBJ : Recommendation to Set Public Hearing on Proposed 2019/2020 Budget

RECOMMENDATION

That the Board of Education set a public hearing on the proposed 2019/2020 budget for June 24, 2019 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 2019/2020 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 2019/2020 BUDGET**

PLEASE TAKE NOTICE that on June 24, 2019 at 6:30 o'clock p.m. at the Administration Building, 8107 Mustang Drive, Portage, Michigan, the Board of Education of Portage Public Schools will hold a public hearing to consider the District's proposed 2019/2020 budget.

The Board may not adopt its proposed 2019/2020 budget until after the public hearing. A copy of the proposed 2019/2020 budget, including the proposed property tax millage rate, is available for public inspection during normal business hours in the Business Office of 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.

Dr. Celeste Shelton-Harris
Secretary

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
MAY 20, 2019, 6:30 P.M.**

Note Page

VIII. Action Items

2. Set Special Meeting – Superintendent Evaluation (OMA)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education set a special meeting for the Superintendent Evaluation for June 10, 2019 at _____ p.m. in the Superintendent’s Conference Room of the Administration Building.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
MAY 20, 2019, 6:30 P.M.**

Note Page

IX. Discussion Item

1. Capital Outlay Furniture Purchase Recommendation (OP 6320)

TO: Mark Bielang, Superintendent
 FROM: Ronald Herron, Assistant Superintendent
 CC: Paula Johnson, Director of Finance
 DATE: May 20, 2019
 SUBJECT: Recommendation for Annual Building Furniture

RECOMMENDATION

It is recommended that the Board of Education approve the purchase of building furniture from Holland Desk & Chair Co. in the amount of \$31,767.62 from the 2019/20 General Fund budget.

BACKGROUND

As part of our annual capital outlay budget process, the buildings were asked to prioritize their classroom furniture needs. The buildings listed below, requested student desk and chair replacements as one of their priority needs. Additional items like Media Center Lounge Furniture and Cafeteria tables were included from this vendor. We requested bids from various vendors and have selected Holland Desk & Chair Co. as our qualified vendor. By going with Holland Desk & Chair Co., we are continuing to use the same models of desks, chairs and cafeteria tables that were purchased in the past and our principals have been very happy with the quality of these items.

These items were competitively bid and reviewed for purchase with the building principals and purchasing agent.

<u>BUILDING</u>	<u>DESCRIPTION</u>	<u>COST</u>
Central El.	Student desks and chairs	\$ 4,477.75
Haverhill	Student desks and chairs	\$ 2,591.75
Lake Center	Students desks/media ctr. lounge furniture	\$ 5,745.68
Moorsbridge	Student desks and chairs	\$ 8,368.50
12 th Street	Student desks and chairs	\$ 559.26
Northern High	Cafeteria tables	\$10,024.68
TOTAL		<u>\$31,767.62</u>

I would be happy to answer any questions that the Board may have on this purchase.