

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
II. REVISIONS/APPROVAL OF AGENDA	2
III. REPORTS	
1. SUPERINTENDENT'S REPORT	3
a. BOND PROJECT UPDATE	
b. FINANCIAL REPORT	4
IV. BOARD EDUCATION	6
1. ELEMENTARY FACILITIES PLANNING	
V. COMMENTS OR COMMUNICATIONS	7
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
VI. CONSENT AGENDA	8
1. APPROVAL OF MINUTES	
a. FEBRUARY 8, 2021 POLICY GOVERNANCE RETREAT & COMMITTEE OF THE WHOLE WORK SESSION	9
2. POLICY REVISIONS	15
VII. ASSURANCE OF DISTRICT PERFORMANCE - None	
VIII. REQUIRED ACTION ITEMS - None	
IX. ACTION ITEMS	
1. APPROVE GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION 2020-21 AMENDED BUDGET (OP 6231)	17
2. MASB BOARD OF DIRECTORS ELECTION (MASB)	26
3. NATIONAL SCHOOL BREAKFAST WEEK PROCLAMATION	34
X. DISCUSSION ITEMS - None	
XI. ADJOURN	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 P.M.**

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 P.M.**

Note Page

III. Reports

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

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- b. Financial Report

**Portage Public Schools
General Fund Budget Progress Report by Function
2020-2021 Fiscal Year**

	Seven months ended January 31, 2021				Seven months ended January 31, 2020			
	Budget 2020-2021	% of total	Year-to-date activity	% of budget	Final Amended Budget 2019-2020	% of total	Year-to-date activity	% of budget
Revenue:								
Local	17,811,754	19%	14,977,350	84%	17,786,569	19%	16,424,307	92%
State	63,863,199	69%	25,818,056	40%	64,989,811	70%	25,428,914	39%
Federal	1,955,686	2%	3,799,094	194%	1,350,431	1%	450,558	33%
Local payments-other districts	9,048,969	10%	4,178,795	46%	8,781,732	9%	4,566,758	52%
Other/Transfers in	185,000	0%	-	0%	185,000	0%	-	0%
Total Revenue	92,864,608	100%	48,773,295	53%	93,093,543	100%	46,870,537	50%
Expenditures:								
Instruction								
Basic Programs	48,348,795	52%	22,822,685	47%	52,087,076	53%	23,177,614	44%
Added Needs	8,713,766	9%	3,245,538	37%	8,714,924	9%	3,761,173	43%
Total Instruction	57,062,561	61%	26,068,223	46%	60,802,000	61%	26,938,787	44%
Supporting Services								
Pupil Support	7,219,882	8%	3,059,843	42%	7,125,283	7%	3,086,367	43%
Instructional Staff	4,770,320	5%	2,798,962	59%	5,132,957	5%	2,635,321	51%
General Administration	715,978	1%	446,469	62%	733,969	1%	452,506	62%
School Administration	5,044,729	5%	2,704,950	54%	5,300,149	5%	2,621,185	49%
Business	1,028,917	1%	554,239	54%	990,312	1%	617,002	62%
Operations and Maintenance	8,145,652	9%	5,755,295	71%	8,626,028	9%	5,007,546	58%
Transportation	3,229,691	3%	1,291,018	40%	3,221,346	3%	1,667,127	52%
Central Support Services	2,588,974	3%	1,776,297	69%	2,655,225	3%	1,749,446	66%
Other Support Services	1,457,055	2%	731,049	50%	1,829,039	2%	981,690	54%
Community Services	369,628	0%	52,709	14%	353,742	0%	237,371	67%
Childcare Services	1,610,898	2%	737,865	46%	1,960,765	2%	1,266,119	65%
Total Supporting Services	36,181,724	39%	19,908,695	55%	37,928,815	38%	20,321,681	54%
Other Financing Uses/Capital Outlay	102,849	0%	632,145	615%	180,242	0%	105,046	58%
Total Expenditures	93,347,134	100%	46,609,063	50%	98,911,057	100%	47,365,514	48%
Excess (deficiency) of revenues over expenditures	(482,526)		2,164,232		(5,817,514)		(494,977)	

**Portage Public Schools
General Fund Budget Progress Report by Object
2020-2021 Fiscal Year**

	Seven months ended January 31, 2021				Seven months ended January 31, 2020			
	Budget 2020-2021	% of total	Year-to-date activity	% of budget	Final Amended Budget 2019-2020	% of total	Year-to-date activity	% of budget
Salaries	46,131,154	49%	21,043,739	46%	49,039,324	50%	21,707,890	44%
Benefits	<u>31,582,703</u>	34%	<u>15,901,976</u>	50%	<u>32,950,096</u>	33%	<u>15,617,574</u>	47%
Total Salaries and Benefits	77,713,857	83%	36,945,715	48%	81,989,420	83%	37,325,463	46%
Purchased Services	9,480,567	10%	5,218,439	55%	10,024,546	10%	6,211,259	62%
Supplies	4,720,242	5%	3,625,697	77%	5,225,363	5%	2,942,652	56%
Capital outlay/Other	<u>1,432,468</u>	2%	<u>819,212</u>	57%	<u>1,671,728</u>	2%	<u>886,140</u>	53%
Total Expenditures	93,347,134	100%	46,609,063	50%	98,911,057	100%	47,365,514	48%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 P.M.**

Note Page

IV. Board Education

1. Elementary Facilities Planning

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Meeting Minutes
 - a. February 8, 2021 Policy Governance Retreat & Committee of the Whole Work Session

2. Policy Revisions

That the Board of Education approve the proposed policy revisions for Bylaws 0143.1 – Public Expression of Board Members, 0167.5 – Use of Electronic Mail and Text Messages, and 0167.6 – Use of Social Media, as presented.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT AND
COMMITTEE OF THE WHOLE WORK SESSION
FEBRUARY 8, 2021**

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, February 8, 2021, was called to order at 4:00 p.m. by President Van Antwerp. The meeting was held virtually.

Board Trustees Present: Keith Crowell, Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, Celeste Shelton-Harris, Randy Van Antwerp

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

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

Upon a roll call vote, the motion carried unanimously.

COMMENTS OR COMMUNICATIONS

No comments or communications were provided by the Public or Trustees.

DISCUSSION ITEMS

Following a period of introductions, Mr. Goscenski facilitated this portion of the meeting and lead discussion regarding social media policy (0167.6) and other bylaw revisions (0143.1 – Public Expression of Board Members, 0167.5 – Use of Electronic Mail as well as Ends policy development regarding equity and Ends 1.2.

The Policy Governance Retreat adjourned at 6:14 p.m.

COMMITTEE OF THE WHOLE WORK SESSION

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, February 8, 2021, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held virtually. President Van Antwerp recited the Pledge of Allegiance on behalf of the Board.

Board Trustees Present: Keith Crowell, Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, Celeste Shelton-Harris, Randy Van Antwerp

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Droppers, seconded by Mr. Crowell, that the Board of Education approve the agenda as amended to remove the Resolution to Allow In-Person Contacts Sports from the agenda.

Upon a roll call vote, the motion carried unanimously.

The resolution was removed because the state is now allowing in-person contact sports.

REPORTS

Superintendent's Report

Communiten Update

Central High Librarian, Ms. Sarah Brown, Northern High Librarian Ms. Lisa Miller, and Ms. Joanna Parzakonis, owner of this is a bookstore & Bookbug, presented an update on this year's Communiten event.

This year's event will be virtual and take place on March 16, 2021. During the school day author of *Long Way Down*, Jason Reynolds will be on hand for a virtual conversation with students. At 6:00 p.m. that evening authors of *All American Boys*, Jason Reynolds and Brendan Kiely, will hold a virtual conversation for the Portage community and greater Kalamazoo County. The evening event is open to the public at no charge. Registration, reminders and a presentation link will be through Eventbrite.

Superintendent Bielang and President Van Antwerp thanked the presenters for the update.

BOARD EDUCATION

Extended COVID-19 Learning Plan Update

Dr. Michael Pascoe, Assistant Superintendent of Instruction, Mr. Mike Huber, Director of Curriculum and Professional Development, and Ms. Kelly Jensenius, Director of Elementary Instruction, provided an update on the Extended COVID-19 Learning Plan for reconfirmation purposes.

A review of our current mode of instruction at the elementary level was provided. As of February 1, 2021 elementary enrollment: face-to face 2,585 students (67.2%), 1,227 students (31.9%) participate in Portage Virtual, and 35 participate in KVIC.

At the secondary level, for the second semester (effective January 25, 2021) families were able to select either in-person or virtual programs. Instruction is provided using a hyflex model (students are instructed in-person and virtual at the same time). Fridays continue as asynchronous learning for secondary students and as professional learning/planning for staff.

Secondary instruction program selection totals: Portage Virtual students 3,178 [1,137 middle school (59.3%), 2,041 high school (74%)]; in-person 1,497 [781 middle school (40.7%), 716 high school (26%)]; KVIC 21 students.

Areas of focus moving forward were reviewed along with weekly two-way engagement, attendance rates, information regarding special populations of students, and current county/regional health information.

The recommendation is to continue our ECLP/Preparedness Plan at the elementary and secondary levels while continually evaluating our in-person and virtual instruction in relationship to our matrix and current health conditions. It is recommended that the next major open window for families to change their program be at the start of the fourth marking period.

It was noted there is an ongoing issue with Chromebooks not connecting well at both Central and North Middle Schools. The Technology Department is working diligently to resolve the issue as quickly as possible.

Dr. Pascoe, Mr. Huber, and Ms. Jensenius addressed questions from Trustees.

President Van Antwerp thanked the presenters for the update.

COMMENTS OR COMMUNICATIONS

President Van Antwerp asked for public comment.

Mr. Steve Savage shared his frustration and concerns with the lack of internet service at Central Middle School and North Middle School.

President Van Antwerp thanked Mr. Savage for his comments and opened the floor to board member comments.

Mr. Rathburn thanked staff for in-person instruction, adding his children are very happy being back to school.

Mr. Droppers shared his frustration with the state not allowing school boards to meet in-person.

Mr. Snyder thanked his colleagues for a good Policy Governance Retreat.

Mrs. Novaria thanked all staff and Administration for making in-person learning a reality.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve meeting minutes from the January 25, 2021 Regular Business Meeting, as presented.

There being no objections, the motion carried unanimously.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.4 - Ends

Per Superintendent Bielang, while the policy was revised in December 2020 his interpretation has not changed. Mr. Bielang brought attention to the list of activities that demonstration compliance with policy, and he highlighted the various charts in his report.

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

Upon a roll call vote, the motion carried unanimously.

Monitoring Report 2.4, Financial Planning/Budgeting

Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education accept, as presented, the Monitoring Report on 2.4, Financial Planning/Budgeting, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang drew attention to the Fund Balance at just over ten percent at the end of 2019-20. Since, due to COVID-19, there were a number of cuts, reductions, etc. made that have since been restored, leaving us with a very positive Fund Balance above seven percent.

Upon a roll call vote, the motion carried unanimously.

President Van Antwerp thanked Mr. Bielang for the reports.

ACTION ITEMS

Approve Resolution to Permit School Boards to Meet in Person

Motion offered by Mr. Snyder, seconded by Mr. Rathburn, that the Board of Education approve the Resolution to Permit School Boards to Meet in Person, as presented.

President Van Antwerp read the resolution aloud.

Upon a roll call vote, the motion carried unanimously.

Reconfirm Extended COVID-19 Learning Plan

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the 2020-21 Extended COVID-19 Learning Plan, as presented.

Upon a roll call vote, the motion carried unanimously.

DISCUSSION ITEMS

2020-21 Budget Amendment

Ms. Paula Johnson, Director of Finance, took a look back to when the 2020-21 budget was developed last spring and the assumptions and many unknowns that required drastic cuts to the budget. We experienced layoffs, salary reductions, cuts to middle school sports, and more. Then things started to turn around. We were able to restore reductions, recall laid off staff, bring back middle school sports, curriculum purchases, etc. The state has waived some requirements placed on Districts and we've received Coronavirus funding and some grant funding, which has helped.

Ms. Johnson also detailed revenue and expenditures charts and shared that our fall student head count is down by 224 students. Superintendent Bielang added that districts across the state are also experiencing student count reductions. The proposed budget amendment takes into account property taxes, loss of Headlee rollback, Coronavirus Relief Funding, one-time categoricals, per pupil funding, and more. At this time, our projected ending fund balance for 2020-21 is expected to be 9.17 percent.

Board members expressed their thanks to Ms. Johnson for the presentation. President Van Antwerp also so thanked Ms. Johnson as well as her staff for their work on the budget.

MASB Board of Directors Election

President Van Antwerp asked Trustees to review the candidate bios and other materials in the agenda packet pertaining to the MASB Board of Directors Election, and asked that board members consider supporting incumbent Don Myers as their candidate of choice. President Van Antwerp cited many of Mr. Myers accomplishments and attributes in his current role on the Board of Directors for Region 6. The Board will take action at their February 22, 2021 meeting to select one of the three MASB candidates.

With no further business to come before the Board, the committee of the whole work session was adjourned at 8:01 p.m.

Respectfully submitted,
Barb Atkinson, Recording Secretary

RESOLUTION TO PERMIT SCHOOL BOARDS TO MEET IN PERSON

WHEREAS, school districts have been strongly encouraged to begin offering in-person instruction by March 1, 2021 and each local school board has the responsibility to make that ultimate decision for their school district, and

WHEREAS, Portage Public Schools has worked diligently to prepare for and implement the return to in-person learning for all students in grades Pre-K and K-12; and

WHEREAS, all students and staff are permitted by the state of Michigan, including the Michigan Department of Health and Human Services, to attend school in person; and

WHEREAS, members of school boards are the only individuals within their school districts who are not permitted to meet in person; and

WHEREAS requiring school boards to meet virtually while encouraging students to attend school in person and for staff to work in person sends a mixed message to our community and staff, and

WHEREAS, Portage Public Schools would like the ability to meet in person with strong health and safety mitigation measures in place that are consistent with measures taken for all other school classes and activities;

NOW, THEREFORE, BE IT RESOLVED, Portage Public Schools requests that MDHHS and Governor Whitmer to allow school boards to have the option to meet either virtually, in-person, or a combination of the two beginning immediately.

Ayes: Members: Celeste Shelton-Harris, Randy Van Antwerp, Terri Novaria, Bo Snyder, Kurt Droppers, Keith Crowell, Rusty Rathburn

Nays: Members: None

Resolution declared adopted, this 8th day of February 2021, by the Board of Education of Portage Public Schools, Kalamazoo County, Michigan.

0143.1 – **PUBLIC EXPRESSION OF BOARD MEMBERS**

- B. ~~A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creating a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.~~
- B. *Board members may choose to engage on social media for personal reasons and for purposes of community interaction with the District. Board members are representatives of Portage Public Schools and recognize they are held to a higher standard of conduct than the general public with regard to ethics and standards of conduct when using social media.*

Board members must operate within appropriate guidelines when using social media, therefore Board members will:

- 1. Clarify that he/she is speaking as an individual Board member and not as an official spokesperson for the Board.*
- 2. Avoid posting or engaging in communication that violates the Open Meetings Act, State or federal laws, issues relating to the creation of a public record or violates BYLAW 144.2 BOARD MEMBER ETHICS, including abiding by and supporting all majority decisions of the Board.*
- 3. Avoid deliberating District business with other Board members and District employees.*
- 4. Not communicate confidential information that has not been released to the public.*
- 5. Not damage the reputation of the District, employees, students, or their families.*
- 6. Direct complaints or concerns presented online to the Superintendent.*
- 7. Comply with the District's acceptable use policy when using District-issued devices and technology resources, including direct internet access on a personal device.*

0167.5 – USE OF ELECTRONIC MAIL AND TEXT MESSAGES

Emails ~~is a~~ and text messages are forms of communication that could conflict with the Open Meetings Act.

Under no circumstances shall Board members use ~~E-mails~~ emails or text messages to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by ~~E-mail~~ text or email. Messages that have been deleted may still be accessible on the hard drive, if space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.

0167.6 – USE OF SOCIAL MEDIA

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 P.M.**

Note Page

IX. Action Items

1. Approve General Fund Budget Appropriations Resolution 2020-21 Amended Budget (OP 6231)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the General Fund Budget Appropriations Resolution 2020/21 Amended Budget #1, as presented.

February 22, 2021



To : Mark Bielang, Superintendent
 From : Paula Johnson, Director of Finance
 Date : February 3, 2021
 Subj : General Fund Budget Amendment #1 Resolution for 2020/21

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2020/21 year at the February 22, 2021 Board meeting.

Background Information

This amendment to the District's operating fund represents the first of two planned revisions during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board and community as new and improved information becomes available.

The modifications incorporated in this document are the result of a number of factors that we have previously discussed:

1. Estimate changes due to information available from our 2019/20 audit which increased the District's fund balance by \$1,136,460. Projected to be (\$5,817,514), actual was \$6,953,974 because we did not experience as large of a reduction in state aid after the amended budget was adopted in June. Other revisions come from a detailed account analysis of budget to actual during the last school year.
2. Changes in budgets necessitated by actual enrollments, actual staffing, and program adjustments. The preliminary budget was built on a reduction factor of 25 students planning for enrollment of 8,896 students. After the October count the District's super blended enrollment is 8,855. Enrollment is down due to COVID-19.
3. Information received after the budget was adopted in June, 2020.

Typically the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our fall membership count for a new super blend membership. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 22 is provided at the functional level.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar to you from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. After the amendment, unassigned fund balance is projected to be 9.17% down from 10.01% at 6/30/2020. This allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

Revisions	Amount
Revenues:	(rounded)
Local:	
Change in property tax collections based on increase in taxable value. A reduction of revenue for athletic events unable to be held. Childcare and Community Enrichment budgets have also been reduced. A reduction of special education flow through dollars due to a reduction of the budget since preliminary.	\$(1,148,810)
State:	
Overall net increase in the foundation grant above the estimate used at preliminary. Removing the \$650 reduction per pupil and reflecting a foundation allowance of \$8,111 per pupil. UAAL revenue was also adjusted.	\$6,225,491
Federal:	
Coronavirus Relief Funds added to the budget in addition to Child Care Relief Grant funds.	\$3,584,387
Incoming Transfers & Other Transactions:	\$28,086
Adjusted for the sale of school property.	
Revenue Subtotal -	\$8,689,154
Expenditures:	
Salaries for all groups have been adjusted since the preliminary adoption to reflect any changes in staffing including staff recalls.	\$2,083,678
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections at known rates after applying any hard caps. Corresponding FICA and retirement benefit costs have also been updated. This also includes an increase in the UAAL rate based on the revenue received through State aid	\$3,129,709
Purchased services costs have increased due to several factors: Coronavirus Relief funds (CRF) and Child Care Relief Grant fund expenses are reflective in this category. GRBS costs were adjusted to reflect the contract change for this year due to the increased cleaning due to Coronavirus cleaning protocols.	\$581,210
Supply costs and debt service payments were revised. Changes are reflective of the buildings using carry-over funds from last year and adjustments based on Fall enrollment. Media Center budgets were added. Coronavirus Relief funds (CRF) used for PPE related expenses are also reflected in this category as well as the purchase of Chromebooks. Capital Outlay was adjusted for additional purchases approved since preliminary budget adoption.	\$3,015,345
Expense Subtotal -	\$(8,809,942)
Total revisions accounted for in these items	\$(120,788)

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of (\$603,314) for the year, as compared to (\$482,526) which was adopted in June and reflects a negative difference of (\$120,788). The largest portions of the net change are identified as follows:

For the County Wide Special Education Millage funds, although K/RESA submitted a revised budget to the District where all costs would be reimbursed, the district only receives 90% of the estimated allocation in the current year, with the estimated 10% balance remitted to districts in the subsequent year after all actual costs are determined.

The Governor is expected to release the Executive budget recommendation in early February for the State's 2021/22 fiscal year. This will provide us information as we begin preparation of the 2021/22 school year budget.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2020/21 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2020/21. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2020/21 is as follows:

	<u>Actual 2019/20</u>	<u>Adopted Budget 2020/21</u>	<u>Amended Budget #1 2020/21</u>
Total Fund Balance, Beginning of Year, July 1	9,338,824	3,521,310	10,475,284
REVENUES:			
Local Sources	26,578,660	26,735,656	25,586,846
State Sources	68,998,025	63,863,199	70,088,690
Federal Sources	1,181,915	1,955,686	5,540,073
Incoming Transfers and Other Transactions	<u>190,067</u>	<u>310,067</u>	<u>338,153</u>
Total Revenues and Other Transactions	<u>96,948,667</u>	<u>92,864,608</u>	<u>101,553,762</u>
Total Available to Appropriate	<u>106,287,491</u>	<u>96,385,918</u>	<u>112,029,046</u>

Be it further resolved that \$102,157,076 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	51,184,243	48,333,951	53,326,401
Added Needs	<u>8,426,211</u>	<u>8,713,765</u>	<u>8,465,798</u>
Total Instruction	<u>59,610,454</u>	<u>57,047,716</u>	<u>61,792,199</u>
Supporting Services:			
Pupil	6,814,772	7,219,882	6,803,898
Instructional Staff	4,828,388	4,785,160	5,969,578
General Administration	687,409	715,978	799,436
School Administration	5,161,540	5,044,732	5,480,662
Business Services	982,961	1,028,918	994,639
Operations and Maintenance	8,091,313	8,145,652	10,193,964
Transportation	3,018,346	3,229,691	3,327,441
Central Services	2,513,304	2,588,976	3,246,859
Athletics	<u>1,668,408</u>	<u>1,457,055</u>	<u>1,699,430</u>
Total Supporting Services	<u>33,766,441</u>	<u>34,216,044</u>	<u>38,515,907</u>
Community Services	<u>2,256,582</u>	<u>1,980,525</u>	<u>1,746,121</u>
Other Financing Use - Debt Service	<u>178,730</u>	<u>102,849</u>	<u>102,849</u>
Total Expenditure Appropriation	<u>95,812,207</u>	<u>93,347,134</u>	<u>102,157,076</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,136,460</u>	<u>(482,526)</u>	<u>(603,314)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>21</u> <u>\$ 10,475,284</u>	<u>\$ 3,038,784</u>	<u>\$ 9,871,970</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2020/21 AMENDED BUDGET #1**

Be it further resolved that no board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS
2020/21 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2019/20</u>	<u>Adopted Budget 2020/21</u>	<u>Amended Budget #1 2020/21</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	82,529,598	76,309,262	84,197,914	7,888,652
Program Related	14,419,064	16,555,346	17,355,848	800,502
 Total Revenues	 <u>96,948,662</u>	 <u>92,864,608</u>	 <u>101,553,762</u>	 <u>8,689,154</u>
Expenditures				
Salaries	48,569,735	46,131,164	48,214,842	2,083,678
Fringe Benefits:				
FICA **	3,464,448	3,514,318	3,961,986	447,668
Retirement **	19,292,174	18,698,042	20,561,526	1,863,484
Health Insurance	8,049,801	7,966,812	8,540,659	573,847
Dental Insurance	552,692	578,800	593,924	15,124
Vision Insurance	126,500	149,456	160,538	11,082
Long-Term Disability	144,006	146,777	168,463	21,686
Life Insurance	32,823	30,941	39,610	8,669
Other Fringe Benefits	498,814	497,547	685,696	188,149
 Total Fringe Benefits	 <u>32,161,258</u>	 <u>31,582,693</u>	 <u>34,712,402</u>	 <u>3,129,709</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	9,237,417	10,709,238	11,290,448	581,210
Supplies, Materials, Other	5,351,210	4,723,242	7,043,014	2,319,772
Capital Outlay	313,852	184,757	797,016	612,259
Debt Service	178,730	16,040	99,354	83,314
 Total Expenditures	 <u>95,812,202</u>	 <u>93,347,134</u>	 <u>102,157,076</u>	 <u>8,809,942</u>
 Excess (Deficit) of Revenues over Expenditures	 <u>\$ 1,136,460</u>	 <u>\$ (482,526)</u>	 <u>\$ (603,314)</u>	 <u>\$ (120,788)</u>
Total Fund Balance Information				
Fund Balance Beginning	9,338,824	3,521,310	10,475,284	
Income (Deficit) - Allocated to Unreserved	1,136,460	(482,526)	(603,314)	
 Estimated Ending Fund Balance	 10,475,284	 3,038,784	 9,871,970	
 Estimated Non-Spendable and Assigned Fund Balance Restrictions	 887,506	 500,000	 500,000	
 Estimated Ending Unassigned Fund Balance	 <u>\$ 9,587,778</u>	 <u>\$ 2,538,784</u>	 <u>\$ 9,371,970</u>	
 As a Percentage of Expenditures	 10.01%	 2.72%	 9.17%	

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2020/21</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2020/21</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.5695 mills)	14,635,157	267,869	14,903,026
Regional Enhancement Millage (1.5 mills)	3,242,331	0	3,242,331
Earnings from Investments and Deposits	21,500	(18,780)	2,720
Interest on Delinquent Taxes	14,548	0	14,548
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	185,000	0	185,000
Other Local Sources	65,073	(17,067)	48,006
From State Sources:			
Foundation Grant Allowance	51,318,532	5,183,332	56,501,864
Other State Categoricals/Foundation Adjustments	8,212,151	869,573	9,081,724
From Federal Sources:			
Medicaid Administrative Outreach Program	25,000	2,000	27,000
Program Related Revenues:			
Great Start Readiness Program	0	42,435	42,435
Contributions for Instructional Programs	67,420	8,950	76,370
Pay to Participate Fees	129,044	(9,260)	119,784
Online Class and IB/AP Test Fees	134,037	13,210	147,247
Athletic Gate Receipts and Contributions	228,619	(83,945)	144,674
Enrichment Class and Advertising Fees	247,382	(242,677)	4,705
Childcare and Preschool Fees	1,817,233	(362,804)	1,454,429
Technology Services	185,000	0	185,000
County Special Education and State Categoricals	7,753,005	(621,866)	7,131,139
At Risk Grant	1,644,973	17,845	1,662,818
Title 1 Grant	852,155	2	852,157
Title 2 Grant	320,068	(829)	319,239
Other Grants	253,490	93,843	347,333
Maintenance and Operations Facility Rental Fees	51,290	(43,290)	8,000
Transportation Special Education Categoricals and Billings	851,600	7,400	859,000
Childcare Relief Grant	0	349,500	349,500
Coronavirus Relief Funds	0	3,227,643	3,227,643
Elementary & Secondary School Emergency Relief Funds (ESSER)	610,000	6,070	616,070
TOTAL REVENUES	<u>\$ 92,864,608</u>	<u>\$ 8,689,154</u>	<u>\$ 101,553,762</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2020/21</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2020/21</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	3,397,842	360,317	3,758,159
Angling Road Elementary	2,627,919	373,066	3,000,985
Central Elementary	2,861,457	453,380	3,314,837
Haverhill Elementary	3,149,026	301,297	3,450,323
Lake Center Elementary	4,121,252	165,319	4,286,571
Moorsbridge Elementary	3,518,076	245,075	3,763,151
12th Street Elementary	3,716,618	203,441	3,920,059
Woodland Elementary	3,056,776	284,399	3,341,175
Central Middle	4,435,869	422,953	4,858,822
North Middle	4,102,535	63,121	4,165,656
West Middle	4,668,465	233,691	4,902,156
Central High	9,867,221	20,330	9,887,551
Northern High	8,522,028	887,537	9,409,565
Acadmicly Gifted and Talented	0	0	0
Auditorium Management	128,860	11,325	140,185
Childcare and Preschool Program	1,811,886	(357,457)	1,454,429
Childcare Relief Grant	0	349,500	349,500
Community High School Program	1,568,879	75,738	1,644,617
Coronavirus Relief Funds	0	3,227,643	3,227,643
Education for Employment	820,083	47,163	867,246
Education for the Arts	84,259	(6,201)	78,058
Elementary & Secondary School Emergency Relief Funds (ESSER)	0	616,070	616,070
Great Start Readiness Program	0	0	0
High School Athletics	1,552,455	52,464	1,604,919
Homebound Services	14,841	(7,314)	7,527
Instructional Services Administration	818,789	296,700	1,115,489
Middle School Athletics	0	196,936	196,936
Non-Public Schools- Shared Time Program	821,001	(156,163)	664,838
Technology and Student Information Systems			
Media Services	129,873	53,770	183,643
Technology Services	2,597,687	112,483	2,710,170
Special Education Services			
Special Education Program	9,647,285	90,302	9,737,587
At Risk Grant	1,641,539	21,279	1,662,818
Title 1 Grant	852,155	2	852,157
Title 2 Grant	320,068	(829)	319,239
Curriculum and Professional Development			
Curriculum Development	978,097	74,039	1,052,136
Professional Development	159,467	(31,810)	127,657
Other Grants	276,304	138,258	414,562
Operations			
Budget and Finance	1,315,836	(56,572)	1,259,264
Central Services	102,899	(4,779)	98,120
Maintenance and Operations	4,667,932	157,041	4,824,973
Transportation	3,165,154	114,204	3,279,358
Community Relations			
Communications	311,616	(44,105)	267,511
Community Enrichment Program	349,299	(274,133)	75,166
Human Resources			
	491,808	46,217	538,025
Administration			
	673,978	54,245	728,223
TOTAL EXPENDITURES	<u>\$ 93,347,134</u>	<u>\$ 8,809,942</u>	<u>\$ 102,157,076</u>
	25		
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ (482,526)</u>	<u>\$ (120,788)</u>	<u>\$ (603,314)</u>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 P.M.**

Note Page

IX. Action Items

2. MASB Board of Directors Election (MASB)

Per the meeting agenda materials, for Region 6, following are the three candidates running for a three-year term. The Board may select one following the motion below.

- Pamela Dickinson, Comstock Public Schools
- Ella Harrington, Covert Public Schools
- Don Myers, Harper Creek Community Schools (*incumbent*)

Recommended Motion


Motion offered by _____, seconded by _____, that the Board of Education cast its vote for candidate (state candidate name) to represent MASB Region 6.

February 22, 2021

Portage Public Schools

THE FUTURE LEARNS HERE

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

To: Board of Education
From: Mark Bielang 
Date: February 3, 2021
Re: 2021 MASB Board of Directors Election

RECOMMENDED MOTION:

That the Board of Education cast its vote for candidate (*state candidate name*) to represent MASB Region 6.

BACKGROUND INFORMATION:

Active members of the Michigan Association of School Boards (MASB) are divided into regions designated according to their ISD (RESA) boundaries and then into groups based on pupil membership. Portage Public Schools is in MASB Region 6 and Group V. More detail is enclosed.

This year for Region 6, three candidates are up for a three-year term:

- Pamela Dickinson, Comstock Public Schools
- Ella Harrington, Covert Public Schools
- Don Myers, Harper Creek Community Schools (*Incumbent*)

Candidate bios are enclosed to help you make an informed decision.

Once the Board has determined which candidate it wishes to vote for, Barb Atkinson will cast the vote for that selected candidate on behalf of the Board. Ballots are submitted online and due by 1 p.m. on Wednesday, March 3, 2021.

Enclosures

MASB Bylaws – Article IV – Membership

Section 2. Active Members. The board of education of any public school district in Michigan may become an active member of the Association. Active members of the Association shall be divided into eight regions. The regions shall be designated according to intermediate school district boundaries. The regions shall be as follows:

Region 1. Copper Country ISD, Delta-Schoolcraft ISD, Dickinson-Iron ISD, Eastern Upper Peninsula ISD, Gogebic-Ontonagon ISD, Marquette-Alger RESA and Menominee County ISD.

Region 2. Alpena-Montmorency-Alcona ESD, Charlevoix- Emmet ISD, Cheboygan-Otsego-Presque Isle ESD, COOR ISD, Iosco RESA, Manistee ISD, Traverse Bay Area ISD and Wexford-Missaukee ISD.

Region 3. Ionia County ISD, Kent ISD, Mecosta-Osceola ISD, Montcalm Area ISD, Muskegon Area ISD, Newaygo County RESA, Ottawa Area ISD and West Shore ESD.

Region 4. Bay-Arenac ISD, Clare-Gladwin RESD, Clinton County RESA, Gratiot-Isabella RESD, Midland County ESA, Saginaw ISD and Shiawassee RESD.

Region 5. Genesee ISD, Huron ISD, Lapeer County ISD, Sanilac ISD, St. Clair County RESA and Tuscola ISD.

Region 6. Allegan Area ESA, Barry ISD, Berrien RESA, Branch ISD, Calhoun ISD, Kalamazoo RESA, Lewis Cass ISD, St. Joseph County ISD and Van Buren ISD.

Region 7. Eaton RESA, Hillsdale County ISD, Ingham ISD, Jackson County ISD, Lenawee ISD, Livingston ESA, Monroe County ISD and Washtenaw ISD.

Region 8. Macomb ISD, Oakland Schools and Wayne RESA.

Active members shall also be divided into the following seven groups based on pupil membership.

Group I All intermediate districts;

Group II School districts with a pupil membership of 0 - 1,400;

Group III School districts with a pupil membership of 1,401 - 2,500;

Group IV School districts with a pupil membership of 2,501 - 5,000;

Group V School districts with a pupil membership of 5,001 - 11,000;

Group VI School districts with a pupil membership of 11,001 - 40,000; and

Group VII School districts with a pupil membership over 40,000.

Voting Now Open for Seats on the MASB Board of Directors



By Stacy Bogard,
CAE, MASB Assistant
Director of
Communications &
PR

DashBoard, Jan. 27,
2021

MASB is currently governed by a 21-member Board of Directors made up of two directors from each of the eight Regions, one director each from Groups V, VI and VII, and two appointed directors.

Region and Group Directors are elected by MASB member districts to serve up to three-year terms. Ballots for six Regions (1, 3, 5, 6, 7 and 8) recently were distributed via email to superintendent secretaries for each district to cast its vote in this year's elections, which are due by Wednesday, March 3, 2021 at 1 p.m.

According to the MASB Bylaws Article VIII, Section 8, if any nomination for the Board of Directors is unopposed, the Board of Directors shall declare the unopposed candidate elected without conducting an election for the uncontested group or region. This is the case for Region 2 and Group VI. Dawn Kaiser from Iosco RESA will continue to represent Region 2 for the next three years and Dan Centers from Livonia Public Schools will be the new Group VI Director for a one-year term.

Additionally, a member will be nominated this spring by the MASB President to serve as an at-large member bringing the total number of Directors to 22.

Candidates for the open elections are listed below; you can [view background information for those who are up for election in this booklet](#). If your district did not receive its ballot or has any questions, please contact Board Liaison Cheryl Huffman at chuffman@masb.org or 517.327.5915.

Region 1 (three-year term)

- Brad Baltensperger*, Houghton-Portage Township Schools
- Janice Van Gasse, Norway-Vulcan Area Schools

Region 3 (two-year term)

- Kandace Boysen, Mona Shores Public Schools
- Katherine Downes Lewis, Grand Rapids Public Schools
- Jill Fennessy*, Tri County Area Schools
- Ryan L. Good, Hesperia Community Schools
- Diane Ybarra, Holland Public Schools

Region 5 (three-year term)

- Janice Holz*, Huron ISD
- Martin "Marty" Ray, Grand Blanc Community Schools

Region 6 (three-year term)

- Pamela Dickinson, Comstock Public Schools
- Ella Harrington, Covert Public Schools
- Don Myers*, Harper Creek Community Schools

Region 7 (three-year term)

- Mara Greatorex, Dexter Community Schools
- Matt Maciag, Pinckney Community Schools
- Kenneth Stahl, Brighton Area Schools
- Jack Temsey, Pottersville Public Schools
- Dale Wingerd*, Clinton Community Schools

Region 8 (three-year term)

- Sandra Dukhie, Ferndale Public Schools
- Mary Hanser, Oxford Community Schools
- Birgit McQuiston, Lake Orion Community Schools
- Gina Walker, New Haven Community Schools

* = *Incumbent*

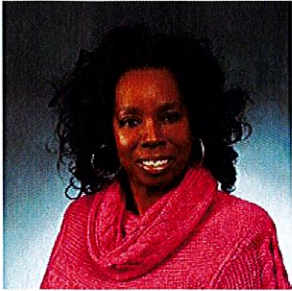
Read More *DashBoard* Articles

<https://masb.org/masb-board-election-2021.aspx>

Region 6 (Three-Year Term)

Pamela Dickinson

Comstock Public Schools, Kalamazoo County



Time served on this board: Six years

Offices held: President, Secretary and Treasurer

MASB Certification:

Certified Boardmember Award

Award of Merit

Award of Distinction

Election Statement:

I am running for the MASB Board of Directors for Region 6. I believe that in our current social climate, I can bring a fresh outlook and a diverse perspective to the board. I have strong leadership, communication and creative analytical skills that make me a well-equipped for this position.

I am a strong advocate for public education, and I feel wholeheartedly that Kalamazoo County needs to be represented on the board of MASB as innovative leaders in education for region six.

The qualifications that make me an idea candidate is that I am an award winning, community conscious professional with 25 years of experience in nonprofit leadership. I feel that my experience and skills are uniquely aligned to contribute to the governance team and the mission of MASB. Thank you for your consideration.

Region 6 (Three-Year Term)

Ella Harrington

Covert Public Schools, Van Buren County



Time served on this board: Two years

Offices held: Treasurer

MASB Certification:

Certified Boardmember Award
Award of Merit

Election Statement:

I am Ella Harrington, a current school board member and the treasurer for the Covert Public School District. I have served on the school board for a total of 2 years, and I worked for the state of Michigan in public service for over 30 years. I am applying for a position on the Michigan Association of School Boards board of directors, because I have a strong passion for education and I desire to enhance my knowledge and experiences; while being part of a team that is the frontline to develop policy and implement procedures to advance schools and communities across the State of Michigan.

As a public servant, I commit myself to staying actively engaged in my community by volunteering and working to ensure the voices of others are heard. I have been involved in various organizations and committees and held leadership positions: Van Buren Civic Organization, National Association for the Advancement of Colored People, Community Action Program, UAW local 6000, Civil & Human Rights, Education, Labor Relations, Grievances and Miss Southwest Michigan Scholarship program.

I have a Bachelor's degree in Family Life Education and an Associate degree in Business Administration Management. My experiences and my education have prepared me to take on a leadership role within the MASB, and I am excited for the opportunity to connect and share ideas and educational values with board members across the state.

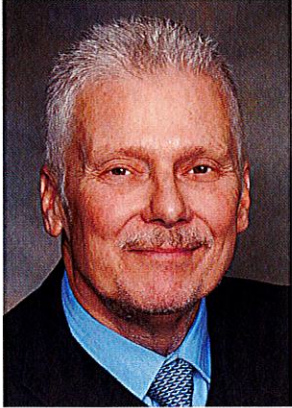
I believe that it is important for students to learn and experience all they can. I am an advocate for equitable, accessible, and quality education for all.

All learning begins at home, however the communities, schools, board members, administrators, and teachers play a significant role in shaping educational growth and experiences. We must work together to grow and strengthen our schools throughout the state. In this fast-changing society, we are frontline workers building the future with confidence. I would be honored to serve on the MASB board of directors because it allows the opportunity to develop initiatives that prioritize diversity, unity, teamwork, and network. In addition, I would engage in sharing and enhancing innovative ideas, to improve schools and communities across the state. By engaging in continuous professional development and working with people of various ethnicities and socioeconomic classes, I am certain that I will be able to help my district and other districts implement creative ideas for schooling while in the 21st century.

Region 6 (Three-Year Term)

Don Myers*

Harper Creek Community Schools, Calhoun County



Time served on this board: 10 years

Offices held: Vice President

MASB Certification:

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

Election Statement:

Because we are currently amid the most challenging time facing public education, I am seeking re-election to the MASB Board of Directors. Educating all students, as well as working with teachers and support personnel, has been my passion for 48 years. My goal is to work with MASB's staff and directors to strengthen and creatively maximize student learning during and after the pandemic.

Throughout my career, I worked as a teacher, as an Instructional Specialist, as a secondary principal, as a superintendent, and as a mentor for new superintendents. In 10 years of retirement, I was active as a substitute teacher, as an interim principal, and as a grant monitor for the State. I currently serve my community as a school board member for Harper Creek Community Schools, having attained the Master Diamond Award level. I received a certificate of achievement as an Advocacy Skills Specialist. This training will support my efforts to advocate for all students and Board members. In 2019 I was elected to the MASB Board of Directors, representing Region 6. As a Board member, I work on MASB's finance and policy committees and actively represent MASB on the State's Special Education Advisory Committee, currently as an alternate.

I am active in my local community as well as the state-wide education community. I monitored schools with our legislators and governor to advocate for our students and local districts regarding new education legislation.

On a personal level, I am married to a retired elementary teacher and administrator and the father of two daughters. One daughter is a secondary school teacher in Ionia County and the other is a Community Initiatives Officer with the Battle Creek Community Foundation. My favorite role is being the proud Grandpa of six, ages 22 to 1. I also volunteer as a Dive Rescue Specialist for the Calhoun County Sheriff's Office.

I am honored to be considered to serve an additional term on the MASB Board of Directors, representing Region 6. If re-elected, my focus will be to work within the MASB board of directors to help our districts provide the best education possible for all public-school students during and after the pandemic. My advocacy will support the MASB's work to provide an equitable education for all students which includes equitable funding for every school.

***Incumbent**

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
VIRTUAL MEETING
FEBRUARY 22, 2021, 6:30 P.M.**

Note Page

IX. Action Items

3. National School Breakfast Week Proclamation

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the 2021 National School Breakfast Week Proclamation, as presented.

**PROCLAMATION
NATIONAL SCHOOL BREAKFAST WEEK
March 8-12, 2021**

WHEREAS, It is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers, driver personnel and substitutes that we commemorate March 8-12, 2021 as National School Breakfast Week. This special observance presents an excellent opportunity to emphasize research outcomes that students who eat breakfast are more alert, have improved memory and problem solving skills, and perform better on standardized tests. We encourage all citizens to recognize the dedication and skill of our school food service employees; and

WHEREAS, Each day, a total of 25 food service employees prepare and serve over 1250 breakfasts a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

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

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate March 8-12, 2021 as the National School Breakfast Week, and we commend everyone who has contributed to the successful operation of our breakfast program. By working together, we can make a difference in every student's life.

Proclaimed this 22nd day of February, 2021
Portage Public Schools Board Of Education