

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
JANUARY 29, 2024, 6:30 PM
AGENDA**

VISION STATEMENT

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

MISSION STATEMENT

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

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 29, 2024, 6:30 P.M.**

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

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

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

	Six months ended December 31, 2023				Six months ended December 31, 2022			
	Preliminary Budget 2023- 2024	% of total	Year-to-date activity	% of budget	Preliminary Budget 2022- 2023	% of total	Year-to-date activity	% of budget
Revenue:								
Local	17,629,417	15%	17,059,174	97%	16,267,803	15%	15,878,678	98%
State	85,082,448	74%	26,783,086	31%	78,925,124	73%	22,870,671	29%
Federal	1,968,618	2%	1,111,223	56%	3,498,377	3%	392,263	11%
Local payments-other districts	9,999,792	9%	2,508,614	25%	9,931,803	9%	1,874,982	19%
Other/Transfers in	130,000	0%		0%	140,000	0%	-	0%
Total Revenue	114,810,275	100%	47,462,097	41%	108,763,107	100%	41,016,594	38%
Expenditures:								
Instruction								
Basic Programs	60,560,475	52%	22,584,204	37%	56,202,074	51%	21,013,658	37%
Added Needs	9,978,319	9%	3,857,445	39%	10,481,008	10%	3,463,642	33%
Total Instruction	70,538,794	61%	26,441,650	37%	66,683,082	61%	24,477,300	37%
Supporting Services								
Pupil Support	10,103,518	9%	3,902,688	39%	8,590,406	8%	3,419,193	40%
Instructional Staff	7,137,993	6%	3,411,865	48%	6,763,437	6%	3,289,694	49%
General Administration	826,428	1%	503,914	61%	779,752	1%	485,730	62%
School Administration	6,112,508	5%	2,669,630	44%	6,130,280	6%	2,558,542	42%
Business	1,227,579	1%	623,348	51%	1,119,559	1%	554,350	50%
Operations and Maintenance	10,767,531	9%	4,938,241	46%	10,049,646	9%	4,458,507	44%
Transportation	3,964,937	3%	1,754,097	44%	3,451,130	3%	1,612,261	47%
Central Support Services	2,913,489	3%	1,766,605	61%	3,303,331	3%	2,275,845	69%
Other Support Services	1,871,843	2%	1,226,407	66%	1,817,191	2%	991,367	55%
Community Services	127,718	0%	60,445	47%	134,106	0%	53,131	40%
Childcare Services	859,633	1%	586,356	68%	596,376	1%	891,079	149%
Total Supporting Services	45,913,177	39%	21,443,595	47%	42,735,214	39%	20,589,699	48%
Other Financing Uses/Capital Outlay	20,961	0%	-	0%	143,425	0%	122,680	86%
Total Expenditures	116,472,932	100%	47,885,245	41%	109,561,721	100%	45,189,679	41%
Excess (deficiency) of revenues over expenditures	(1,662,657)		(423,148)		(798,614)		(4,173,085)	

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

	Six months ended December 31, 2023				Six months ended December 31, 2022			
	Preliminary Budget 2023- 2024	% of total	Year-to-date activity	% of budget	Preliminary Budget 2022- 2023	% of total	Year-to-date activity	% of budget
Salaries	54,522,515	47%	20,685,721	38%	52,602,903	48%	19,913,579	38%
Benefits	<u>41,857,225</u>	36%	<u>16,526,438</u>	39%	<u>37,830,314</u>	35%	<u>15,248,135</u>	40%
Total Salaries and Benefits	96,379,740	83%	37,212,159	39%	90,433,217	83%	35,161,714	39%
Purchased Services	11,351,382	10%	6,066,420	53%	10,517,284	10%	5,811,972	55%
Supplies	6,494,145	6%	3,897,425	60%	6,348,737	6%	3,726,456	59%
Capital outlay/Other	<u>2,247,665</u>	2%	<u>709,240</u>	32%	<u>2,262,483</u>	2%	<u>489,538</u>	22%
Total Expenditures	116,472,932	100%	47,885,245	41%	109,561,721	100%	45,189,679	41%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 29, 2024, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Minutes
 - a. January 15, 2024 Organizational Meeting / Committee of the Whole Work Session & Closed Session

2. CHS-NHS Music Room Audio-Visual Equipment Purchase

That the Board of Education authorize the purchase of audio-visual equipment for the music rooms at Central and Northern High Schools from Parkway Electric of Holland, MI in an amount not-to-exceed \$61,063.79, the proceed for which to be drawn from the 2021 Bond Fund.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION MINUTES
JANUARY 15, 2024**

The Organizational Meeting / Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, January 15, 2024, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: Ean Hamilton

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

ELECTION OF OFFICERS

Mr. Van Antwerp reviewed the election process.

Mr. Van Antwerp asked for a nomination for the office of President; Member Snyder nominated Member Van Antwerp. Mr. Van Antwerp asked for second and third nominations; there were none. As the only nomination for President, Mr. Van Antwerp declared himself elected as President by acclamation.

President Van Antwerp asked for a nomination for the office of Vice President; Member Van Antwerp nominated Member Snyder. There were no second or third nominations. President Van Antwerp declared Mr. Snyder Vice President by acclamation.

Mr. Van Antwerp asked for a nomination for the office of Secretary; Member Crowell nominated Member Novaria. There were no second or third nominations. President Van Antwerp declared Mrs. Novaria Secretary by acclamation.

REPORTS

Superintendent's Report

Presentation on CTE Consortium Agreement / Resolution

Superintendent Bielang welcomed the KRESA team to present information on the CTE Consortium Agreement, and he introduced KRESA's new Superintendent, Dr. Dedrik Martin.

Mr. Eric Stewart, Assistant Superintendent for Career and Talent Development at KRESA introduced his colleagues - Mr. Scott Thomas, Assistant Superintendent for Business Services and Ms. Sarah Mansberger, Executive Director Workforce and Community Initiatives.

In November 2019, KRESA electors voted to establish an area CTE program and the constituent districts desired to revise the current CTE area program to conform with the November 2019 ballot goals, including the creation of a centralized career center operated by KRESA (Career Connect Campus) and satellite locations, which will largely shift CTE programming away from local school sites and to the Career Connect Campus and satellite locations. The proposed agreement captures those changes. The resolution included with the agreement terminates the original agreement and approves the revised CTE Program Agreement effective July 1, 2025 through December 31, 2039.

Mr. Stewart and his team addressed Trustee questions.

Superintendent Bielang thanked the KRESA team for the information.

Bond Project Update

Mr. Johnny Edwards, Assistant Superintendent of Operations, showed some photos of items the Board previously approved - the pilot classrooms at Central Elementary and Haverhill Elementary, acoustical panels at Central Middle School and North Middle School, and weight room flooring at West Middle School.

Mr. Edwards also provided an update on elementary bond work.

At the Central Elementary site, structural steel is beginning to be installed. Work continues on masonry wall construction, underground and in wall utilities, and interior/exterior block bearings. The gathering stairway is being poured.

Similar work is happening at the Haverhill Elementary site, except for the structural steel and in wall utility work. Dr. Jensenius is working with the two principals and O-A-K to incorporate educational opportunities with the students. This work is still under development, and we will apprise the Board on this work in the coming months.

For the Woodland Elementary project, schematic design meetings have taken place. The focus is in three areas - the site, learning communities, and remainder of the building. An engagement session with staff will occur later this month to obtain feedback on the concepts in development.

Mr. Edwards responded to board member questions.

Other

Per Superintendent Bielang, the District received a \$285,000 grant for our Grow Your Own program. Mr. Brad Galin stated the funds would allow us to help non-certified staff with the funding to become certified. Mr. Galin gave a shout-out to Ms. Melinda Nelson, Recruitment & Retention Specialist, for her work on this grant.

Positive comments were received from Trustees.

BOARD EDUCATION

Monitoring Report 1.1, Global Ends (Overall)

Since this fall, Monitoring Report 1.1 has been presented in three segments - high school measures, middle school measures, and elementary as well.

Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment presented the overall or summary report. Dr. Pascoe reviewed our progress over prior years, the impact of COVID on our data, how we compare to comparator districts, our continuous improvement processes and improvement areas of focus at the elementary and secondary levels.

The presenters responded to questions from Trustees and discussion followed. President Van Antwerp thanked Dr. Pascoe for the report.

COMMENTS OR COMMUNICATIONS

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

Mrs. Novaria wished her board colleagues a Happy New Year and shared an interesting encounter she had while visiting family Washington D.C. over the holidays.

Ms. Larson hopes staff enjoy the snow day tomorrow.

Mr. Snyder thanked his colleagues for tonight's discussion regarding Monitoring Report 1.1. He read the book *Salt to the Sea*, which is the focus of the upcoming March Communiten event and described the book as "a page-turner."

Per President Van Antwerp, the Board survey went live today and will be available through January 26 via the app and online. He thanked Principal Alburtus and Central High for hosting the first board member walk-through to discuss academics and culture at the school.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education:

- 1. Organizational Items: designate the following depositories for school funds - Comp One, Flagstar Bank, First National Bank, Horizon Bank, Huntington Bank, JP Morgan Chase, Macatawa Bank, Mercantile Bank, PFM Investment Management, and Southern Michigan Bank & Trust; approve the revised Board of Education meeting scheduled for 2023-24 and proposed 2024-25 Board of Education meeting schedule; designate persons authorized to use the safety deposit box as the Superintendent, Assistant Superintendent of Operations, Director of Finance, and Board Secretary; designate the Electronic Transfer Officer as Paula Johnson, Director of Finance; appoint the Board Recording Secretary as Barb**

Atkinson, Administrative Assistant; approve Thrun Law Firm, P.C. as the Board's & District's primary legal counsel; and pre-approve 2024 board member attendance at board-related classes, conferences, workshops, etc. and approve reimbursement for actual and necessary expenses incurred to attend said events, as per Bylaw 0175.1.

- 2. Approve minutes from the December 11, 2023 Regular Business Meeting and Closed Session.**

There being no objections, the motion carried unanimously.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.1, Global Ends

Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education accept as presented, the Monitoring Report on 1.1, Global Ends, as a reasonable interpretation and evidence of compliance with policy.

The motion carried unanimously.

REQUIRED ACTION ITEMS

CTE Consortium Agreement

Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education approve the Resolution Authorizing CTE Consortium Agreement, as presented.

The motion carried unanimously.

Planned Use of Virtual Instruction Days

Motion offered by Mr. Crowell, seconded by Ms. Larson, that the Board of Education approve the Resolution for District Planned Use of Virtual Instruction Days, as presented.

The motion carried unanimously.

DISCUSSION ITEMS

Building Site & Sinking Fund Resolution

Ms. Paula Johnson, Director of Finance, reviewed the background information regarding the Building Site & Sinking Fund (BSSF) and the recommendation to approve a resolution and ballot language requesting voter consideration at the May 5, 2024 election to renew .4988 mills for our BSSF that would levy for five years beginning in the 2024-25 school year and continue through the 2028-29 school year.

CHS/NHS Music Room Audio-Visual Equipment Purchase

Per Mr. Dan Vomastek, Director of Technology and Information Systems, the existing audio-visual equipment in our high school music rooms dates back to 2009 is near end of life. Replacement of the equipment is in order.

Mr. Vomastek responded to Trustee questions.

CLOSED SESSION

Discuss Collective Bargaining Strategy

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

Upon a roll call vote, the motion carried unanimously.

The Board remained in Room #1136 for the closed session, which began at 8:01 p.m. The Board returned to open session 8:24 p.m.

With no further business to come before the Board, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary

RESOLUTION AUTHORIZING CTE CONSORTIUM AGREEMENT

A regular meeting of the Portage Public Schools (“District”) Board of Education (“Board”) was held on January 15, 2024 at 6:30 p.m. within the District’s boundaries.

The meeting was called to order by President Van Antwerp.

Present: Members Emily Crawford, Keith Crowell, Kimberly Larson, Terri Novaria, Bo Snyder, and Randy Van Antwerp.

Absent: Member Ean Hamilton.

The following preamble and resolution were offered by Member Novaria and supported by Member Crawford:

Whereas:

1. The District participates in a Kalamazoo County area career and technical education (“CTE”) program under MCL 380.690(3) pursuant to a November 10, 1986 agreement approved by the State Board of Education (“Original Agreement”).
2. The Original Agreement was extended through a series of renewals, with the most recent renewal being reflected in a “Kalamazoo County Consortium Education for Employment Contract” effective from July 1, 2012 through June 30, 2027.
3. In November 2019, Kalamazoo Regional Educational Service Agency electors voted to establish an area CTE program supported by a millage pursuant to MCL 380.681(1).
4. The District desires to revise the current area CTE program to conform with November 2019 ballot goals.
5. The District desires to enter into an agreement to address terms applicable to the revised area CTE program and to establish the process for phasing in the revised program, specifically an agreement substantially in the form as the 2024 Kalamazoo County CTE Consortium Agreement that is attached as Attachment 1.
6. The Board believes that it would be in the District’s best interests to waive any Board Policies and Bylaws applicable to this matter.
7. The Board desires to authorize and direct the District Superintendent or designee to sign the 2024 Kalamazoo County CTE Consortium Agreement substantially in the form as Attachment 1, to make any revisions to that agreement not inconsistent with this Resolution, and to take any other action necessary to implement that Agreement.

RESOLUTION AUTHORIZING CTE CONSORTIUM AGREEMENT

January 15, 2024

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Now, therefore, be it resolved that:

1. The Board authorizes and directs the District Superintendent or designee to sign the 2024 Kalamazoo County CTE Consortium Agreement substantially in the form as Attachment 1, to make any revisions to that agreement not inconsistent with this Resolution, and to take any other action necessary to implement that Agreement.
2. The Board waives any Board Policies and Bylaws applicable to this matter.
3. 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 Crawford, Crowell, Larson, Novaria, Snyder, Van Antwerp

Nays: Members None

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 said Board of Education at a regular meeting held on January 15, 2024, 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, PA 1976, as amended).



Secretary, Board of Education

Attachment:

2024 Kalamazoo County CTE
Consortium Agreement

2024 KALAMAZOO COUNTY CTE CONSORTIUM AGREEMENT

This Kalamazoo County CTE Consortium Agreement (“Agreement”) is effective January 1, 2024 and made by and between the following: Kalamazoo Regional Educational Service Agency (“KRESA”), Climax-Scotts Community Schools, Comstock Public Schools, Galesburg-Augusta Community Schools, Gull Lake Community Schools, Kalamazoo Public Schools, Parchment School District, Portage Public Schools, Schoolcraft Community Schools, and Vicksburg Community Schools (aside from KRESA, the “Local Districts”) (KRESA and the Local Districts collectively, the “Schools”).

Whereas:

1. The Schools established an area career and technical education (“CTE”) program under MCL 380.690(3) pursuant to a November 10, 1986 agreement approved by the State Board of Education (“Original Agreement”), creating the Eastern and Southern Kalamazoo Valley Vocational-Technical Education Consortium.
2. The Schools extended the Original Agreement through a series of renewals, with the most recent renewal being reflected in a “Kalamazoo County Consortium Education for Employment Contract” effective from July 1, 2012 through June 30, 2027 (“2012 Renewal Agreement”).
3. In November 2019, KRESA electors voted to establish an area CTE program supported by a 20-year 1.0 mil millage pursuant to MCL 380.681(1) (“Millage”).
4. The Schools currently operate an area CTE program primarily at local school sites.
5. The Schools desire to revise the current CTE area program to conform with November 2019 ballot goals, including to reflect the creation of a centralized career center operated by KRESA (“Career Connect Campus”) and satellite locations, which will largely shift CTE programming away from local school sites and to the Career Connect Campus and satellite locations.
6. The revised area CTE program will be a pilot program focused on state-of-the-art technology use, career readiness and exploration, high school program design, and community collaboration; the CTE program is explained in the KRESA May 1, 2019 community publication entitled “Designing a World-Class Career & Technical Education (CTE) System.”
7. The Career Connect Campus is expected to be completed around July 1, 2025.
8. The Schools desire to enter into this agreement to address terms applicable to

the revised area CTE program and to establish the process for phasing in the revised program.

Now Therefore, in consideration of the mutual promises and benefits set forth below, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each School, the Schools agree to the terms and conditions below.

1. **Original Agreement Sunset.** Through June 30, 2025, the Schools shall continue operating under the Original Agreement as renewed by the 2012 Renewal Agreement. Effective July 1, 2025, the Original Agreement as renewed shall terminate and the terms of that Original Agreement as renewed shall have no force and effect and no School shall have any further liability or responsibility under that Original Agreement as renewed, except that each School shall remain responsible for fulfilling its financial obligations for area CTE program operations preceding July 1, 2025.
2. **Revised CTE Program.** Effective July 1, 2025 and through December 31, 2039 (“Term”), the Schools shall operate a Kalamazoo County area CTE program pursuant to the following terms (the “Area CTE Program”):
 - a. **Executive Committee.** The Schools hereby establish an Area CTE Program executive committee composed of two (2) Local District Superintendents, one (1) Local District Business Manager, and the KRESA Executive Director of Career Connect Secondary Programs (the “Executive Committee”). The Executive Committee shall:
 - i. Review Area CTE Program offerings, course schedules, and budgets,
 - ii. Recommend to KRESA Area CTE Program improvements,
 - iii. Recommend to KRESA a process for redistributing Area CTE Program enrollment slots after the original enrollment period, and
 - iv. Perform other tasks as specified in this Agreement or as assigned by KRESA.
 - b. **Fiscal Agent.** KRESA shall be the fiscal agent for all programs offered within the Area CTE Program. As fiscal agent, KRESA shall have the responsibility to collect and disperse money for the operation of such programs. In lieu of directly operating a program within the Area CTE Program, KRESA may contract with a Local District, a school other than a Local District, or a private entity to operate such a program. KRESA shall also have the following responsibilities:
 - i. Ensure that the Area CTE Program complies with CTE program

- requirements in the Revised School Code and applicable administrative rules, including by establishing a Program Advisory Committee pursuant to MCL 380.684(3)(b).
- ii. Manage the Career Connect Campus and satellite locations.
 - iii. Oversee the Kalamazoo County Career Education Planning District (“CEPD”).
 - iv. Develop and manage the Area CTE Program budget.
 - v. Prepare and submit required State reports.
 - vi. Employ and/or contract all Area CTE Program staff and ensure Program staff, including teachers, are appropriately certified and qualified for the applicable employment position.
 - vii. Distribute and manage slot allocations for programs within the Area CTE Program, as further discussed below.
 - viii. Report on Area CTE Program budget, outcomes, and continuous improvement efforts to the Executive Committee.
- c. Programs. All programs offered as part of the Area CTE Program shall be operated at the Career Connect Campus or a satellite location, as determined by KRESA.
- i. Sessions. KRESA shall operate programs offered at the Career Connect Campus daily on KRESA school days, and each program will operate within one of the following session times: (1) Session 1 – 8:00 AM to 10:00 AM, or (2) Session 2 – 11:45 AM to 1:45 PM. KRESA may modify session start and end times and may add additional sessions after providing the Executive Committee an opportunity for input.
 - ii. Offerings. By January 15 of each school year during the Term KRESA shall determine program and section offerings for the next school year. KRESA shall make the same determination by January 15, 2025 for the 2025-26 school year.
 - iii. Alteration. KRESA may add, remove, or modify a program or program section after providing the Executive Committee an opportunity for input.
- d. Program Slots Allocation. KRESA shall allocate to each Local District a proportional number of slots in each program within the Area CTE Program based on 10-12 grade enrollment averaged over the three years prior to the school year in which slots are being determined (based on fall count) relative to the total 10-12 grade enrollment of all Local Districts averaged over the three years prior to the school year in which slots are determined (based on fall counts).

- i. Slot Allocation Notification. By January 15 of each school year during the Term, KRESA shall notify each Local District of its slot allocations for the next school year. KRESA shall provide the same notification by January 15, 2025 for the 2025-26 school year.
 - ii. Unfilled Slots. If a Local District does not fill an allocated program slot by March 31 of the school year preceding the school year in which the program will be offered (including by March 31, 2025 for the 2025-26 school year), that slot will be made available to other participant schools. KRESA will fill the unfilled slots using a lottery system or another process established by KRESA with input from the Executive Committee.
 - iii. PSAs and Nonpublic Schools. The Schools acknowledge that public school academy and nonpublic school pupils may participate in the Area CTE Program to the same extent as pupils of the Local Districts.
- e. Program Costs. Each fiscal year, KRESA shall estimate the gross cost of KRESA operating the Area CTE Program during the immediately following fiscal year. KRESA will use any permitted Millage, State Aid categorical, grant, and sponsorship proceeds allocated for the Area CTE Program toward the gross cost to determine the estimated net cost of operating the Area CTE Program during that immediately following fiscal year (“Net Cost”). KRESA will then determine the portion of the estimated Net Cost owed by each Local District for that immediately following school fiscal year based on that Local District’s final slot allocation for that immediately following school fiscal year, provided that the Net Cost owed by each Local District will be based on not less than 80% of that Local District’s initial slot allocation under Section 2(d)(i).

By April 30 of each fiscal year, KRESA shall provide each Local District with the estimated budget and the Local District’s estimated Net Cost for the immediately following school fiscal year (the immediately following school fiscal year, the “Program Year”).

By December 31 of the Program Year, KRESA shall provide each Local District with an updated estimated budget and an updated estimated Net Cost owed by that Local District for the Program Year. Within 60 days of providing the estimates in the preceding sentence, KRESA will bill each Local District 90% of that Local District’s estimated Net Cost for the Program Year and that Local District shall pay the bill amount to KRESA within 30 days of receiving the bill.

By December 31 of the fiscal year following the Program Year, KRESA shall provide each Local District with that Local District's actual Net Cost for the Program Year, along with a statement for any amounts owed or overpaid by that Local District for the Program Year. If amounts are owed by the Local District, the Local District shall pay the statement amount to KRESA within 30 days of receiving the statement. If amounts were overpaid by the Local District, KRESA shall pay the overpaid amount to that Local District within 30 days of the statement date.

- f. Local District CTE Programs. A Local District shall not operate a career and technical education program that is identical or substantially similar to a program offered by KRESA. A Local District that operates its own career and technical education program shall be responsible for all costs related to that program and may enter into an agreement with another school district for the operation of that program. KRESA shall provide career and technical education program compliance and reporting services to a Local District operating its own career and technical education program; each Local District shall work in good faith with KRESA to allow KRESA to timely complete such compliance and reporting services.
- g. Student Discipline. Students enrolled in a program offered at the Career Connect Campus or a satellite location are subject to the policies and rules of the entity operating the program during program attendance. The designated building administrator of the entity operating the program may suspend or otherwise discipline any such student in accordance with law and its policies and rules in consultation with the student's Local District principal or designee.
- h. Transportation. To the extent permitted by law, each Local District shall be responsible for transporting its students enrolled in a program to the Career Connect Campus or a satellite location.
- i. State Board of Education Authorization. This Agreement is subject to the continuing authorization of the State Board of Education for the Area CTE Program. If the authorization is withdrawn, then this Agreement shall terminate pursuant to an orderly plan of dissolution established by KRESA in consultation with the Local Districts.
- j. Termination. This Agreement may be terminated if KRESA or a majority of Schools determine to terminate the Agreement. Upon such determination, the terminating School(s) shall provide a written notice to the remaining Schools. After notification, a one (1) year period of participation in and operation of the programs shall be continued to allow for an orderly dissolution. Should expiration of the one (1) year

time period fall during the course of the academic year, the Agreement shall be effective through the end of that current academic year.

- k. Withdrawal. A Local District may withdraw from this Agreement by providing a written notice to the other Schools. A withdrawal shall not become effective until one (1) year after the notification has been received by each such School. Should expiration of the one (1) year time period fall during the course of the academic year, the withdrawing Local District shall continue participating in the Area CTE Program until the end of that academic year. After withdrawal, the withdrawing Local District shall promptly pay any outstanding Net Cost owed by that Local District for its participating in the Area CTE Program preceding the withdrawal.
- l. Pilot Program Review and Term Extension. KRESA will annually evaluate the Area CTE Program for effectiveness. KRESA will determine and notify the Schools by July 1, 2038 whether the Area CTE Program has been effective overall and, if KRESA determines the Area CTE Program has been effective overall, then the Term shall automatically extend for an additional 20-year period.

3. Miscellaneous.

- a. Notice. When notice is required by this Agreement, the notice shall be deemed sufficient if sent by certified mail to the address listed on the recipient School's website at the time of mailing and if addressed to the recipient School's Superintendent. Notices shall be effective upon receipt.
- b. Whole Agreement. This Agreement constitutes the entire agreement between the Schools and shall supersede and cancel any other agreement between the Schools relating to Kalamazoo County area career and technical education programs. Each School acknowledges that no representation, inducement, or condition not set forth herein has been made or relied upon by that School.
- c. Modification. A modification to this Agreement shall only be considered if KRESA or a majority of Schools determine that a modification is necessary. Upon such determination, the School(s) desiring a modification shall provide a written notice to the remaining Schools. This Agreement shall be modified only if a proposed modification is approved by each School. Any modification to this Agreement shall be filed with the State Board of Education.
- d. Nondiscrimination. A School shall not discriminate against an employee

or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

- e. Assignment. No School shall assign its rights or obligations under this Agreement to any person or entity without the prior written consent of all the other Schools.
- f. Successors and Assigns. This Agreement shall bind and benefit the Schools and their respective successors and assigns.
- g. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
- h. Dispute Resolution. The parties agree to attempt to settle any disputes that arise out of this Agreement through good faith negotiations. Any disputes between the parties concerning any alleged breach of this Agreement or arising out of or relating to the interpretation of this Agreement or the parties' performance of their respective obligations under this Agreement that are unable to be resolved through good faith negotiations shall be resolved by arbitration, and such an arbitration procedure shall be the sole and exclusive remedy for such matters. A single arbitrator shall be selected by the Schools subject to the dispute from a panel provided by the American Arbitration Association. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association, with such variations as the parties and the arbitrator unanimously accept. Any arbitration hearing shall be conducted in a location selected by KRESA within Kalamazoo County. The arbitrator shall be required to issue an opinion with a written explanation as to the final decision. A judgment on the award rendered by the arbitrator may be entered in any court having appropriate jurisdiction to ensure compliance with the applicable law and this Agreement. The parties participating in the arbitration will equally split the arbitrator's fee and will otherwise be responsible for their own arbitration costs, including attorney fees.
- i. Headings. The headings used herein are for convenience only and shall not govern the interpretation of any paragraph of this Agreement.
- j. No Construction Against Drafting Party. This Agreement shall not be more strictly construed against, nor shall any ambiguities within this Agreement be resolved against, a party because that party's

participation in the drafting of this Agreement.

- k. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one and the same instrument.
- l. No Third-Party Beneficiaries. This Agreement is enforceable only by the Schools. No other entity or person may enforce any of the terms contained in this Agreement, nor is the Agreement intended to confer third party beneficiary status on any third party.
- m. Authorization. The individual signing this Agreement on behalf of that individual's respective School, as identified below, represents that the individual has the authority to execute this Agreement on behalf of that individual's respective School.

KRESA

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Climax-Scotts Community Schools

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Comstock Public Schools

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Galesburg-Augusta Community Schools

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Gull Lake Community Schools

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Parchment School District

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Schoolcraft Community Schools

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Kalamazoo Public Schools

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Portage Public Schools

Signature: 

Printed Name: MARLT. BIELANK

Its: Superintendent

Date: 1.18.2024

Vicksburg Community Schools

Signature: _____

Printed Name: _____

Its: Superintendent

Date: _____

Resolution for District Planned Use of Virtual Instruction Days

A regular meeting of the Board of Education of the District (the "Board") was held in Portage Central High School, Room #1136, 8135 S. Westnedge Avenue in Portage, MI, within the boundaries of the District, on the 15th day of January, 2024, at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Randy Van Antwerp, President.

Present: Members Emily Crawford, Keith Crowell, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Absent: Members Ean Hamilton

The following preamble and resolution were offered by Member Crowell and supported by Member Larson:

WHEREAS, as allowed under the current School State Aid Act, Section 388.1621f(14), up to 15 days of virtual instruction can be used during student testing days during a school year, and a district's plan for use of these days of virtual instruction must be approved by the Board of Education.

WHEREAS, Portage Public Schools plan is to provide virtual instruction during the planned April 2024 spring testing days for the PSAT, SAT and ACT WorkKeys for secondary students only.. The planned testing days for the 2023-24 school year are April 10-11, 2024.

WHEREAS, on the April 10-11, 2024 test days, the District plans to provide virtual instruction on all non-testing grades at the middle school and high school levels following the conclusion of testing on each day. District-provided Chromebooks will be available for students to use on these days. Teachers will be available to answer questions from students for assignments given for completion on the testing/virtual instruction days. Teacher availability will be for the same number of hours counted as instructional time.

WHEREAS, the District will provide notice of the plan to impacted students and their parents/legal guardians before enactment of the plan, as required under the Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Education approve the District's plan, via this resolution, for use of virtual instruction during the planned April 10-11, 2024 testing dates for PSAT, SAT, and ACT WorkKeys, as allowed under the current School State Aid Act, Section 388.1621f(14).

2. 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 Crawford, Crowell, Larson, Novaria, Snyder, Van Antwerp

Nays: Members None

Resolution declared adopted.



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: January 9th, 2024
Re: Recommended Purchase - CHS/NHS Music Room Audio-Visual Equipment

RECOMMENDATION

I recommend the Board of Education authorize the purchase of audio-visual equipment for the music rooms at Central and Northern High Schools from Parkway Electric of Holland, MI in an amount not to exceed \$61,063.79, proceeds being drawn from the 2021 Bond Fund.

BACKGROUND

The existing A/V equipment in our high school music rooms dates back to 2009 and is beginning to fail. This routine replacement is intended to bring these rooms back to 100% working capacity. In addition, this replacement equipment will bring equivalent features and functionality as currently available in our middle schools.


AWARD INFORMATION

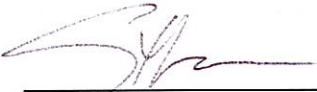
We received two responses to our RFP with Parkway being the lowest of the two. Parkway did include an alternate amplifier which we did not feel we needed. This is an equipment only purchase - it is our intention to install and configure the equipment in house.

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

PORTAGE PUBLIC SCHOOLS
BID TAB #10713 CHS/NHS MUSIC ROOMS
1/9/2024 @ 9:00 AM

Vendor Name	Parkway Electric	Acorn Sound Technology					
Location	Holland,MI	Hamilton, MI					
Other Information							
Contact Name	Todd Billin	Cyril Oake					
Contact Email	todd.billin@parkway.us	cyriloake@acornsound.com					
Legal Status Form							
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Iran Econ Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Status Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addendum 1							
Bid Totals							
CHS w/out Alternates	\$ 28,031.58	\$ 49,711.00					
NHS w/Out Alternates	\$ 33,032.21	\$ 57,711.00					
Total Price w/out Alternates	\$ 61,063.79	\$ 107,422.00					
Alternate 1 Total Price	\$ 9,574.90	\$ 12,711.00					


 Signature _____ Date 1/9/24


 Signature _____ Date 1/9/24

BID PROPOSAL FORM

(Pages 7 – 11)

NAME OF BIDDER

Firm Name: Parkway Electric & Communications LLC
Address: 11952 James Street
Hoiland, MI. 49424
Telephone & Fax: 616-820-1289
Contact Name and E-mail: Todd Billin - todd.billin@parkway.us

PROJECT NAME

Project Name: #10703 CHS/NHS Music Rooms A/V Technology Retrofit

AGREEMENTS

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reasons of establishing uniformity, delivery time, etc.

The undersigned acknowledges the following are included with the Bid Proposal Form:
(please initial)

Unit Pricing: TB

Detailed Product Specification Information (where applicable): N/A

Warranty Specification Information (where applicable): N/A

Legal Status of Bidder: TB

Iran Economic Sanctions Act Statement: TB

Notarized Familial Relationship Disclosure Statement: TB

Two (2) paper copies One (1) PDF of the Proposal: TB

Pricing Summary:

Proposer - you must complete the following.

2.1 CHS Rooms Total Price: \$28,031.58

2.2 NHS Rooms Total Price: \$33,032.21

Total Price without alternates: \$61,063.79

Requested Alternates

3.1 - Alternate 1 Total Price: \$9,574.90

Proposers may attach additional pricing details. In the case of any discrepancies, room prices as reported here shall prevail.

LEGAL STATUS OF BIDDER


CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS. The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

Firm Name: Parkway Electric & Communications LLC

Name, title and signature of individual duly authorized to execute contracts:

Name: Todd Billin

Title: Business Development

Signature: 

A Corporation organized and existing under the laws of the State of Michigan

PORTAGE AFFILIATION (If it pertains):

Do you maintain a permanent office, factory, or other facility in Allegan, Barry, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, or Van Buren counties with employees working in any of these counties? If yes, please provide the address:

NO

Have you paid real or personal property taxes relating to said business in the previous tax year?

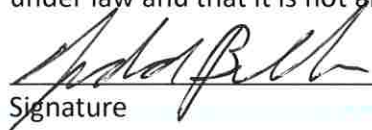
NO

IRAN ECONOMIC SANCTIONS ACT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at the time of submittal.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business”, as that term is defined in the Act.

 Business development
Signature Title

Parkway Electric & Commnications LLC 1/4/2024
Company Date

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

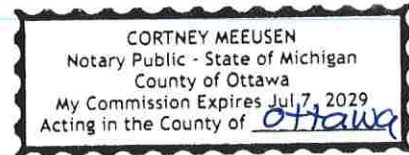
As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any employee of the Portage Public School District or member of the Portage Public Schools Board of Education. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of Parkway Electric & Comm. (the "Bidder"), pursuant to the familial disclosure requirement provided in the Portage Public Schools advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any employee of the Portage Public School District or member of the Portage Public Schools Board of Education. If such a relationship exists, please explain:

Attach additional pages if necessary

By: [Signature] (Bidder Signature)
Title: Business Development (type or print)
Date: 1-4-2024

Subscribed and Sworn to Before Me:
This 5th day of January, 2024 A.D., in and for the
County of Ottawa, Michigan.
My Commission expires Jul 7 2029.



[Signature]
Signature of Notary



Portage Public Schools – Project #10713 CHS/NHS Music Rooms A/V Technology Retrofit

Material List

Qty	Manufacturer	Part #	DESCRIPTION	Net Each	Net Ext.
			<u>Central High School</u>		
2	QSC	Core 110f v2	processor	\$2,806.67	\$5,613.34
2	QSC	SLQUD-110-P	Deployment License	\$156.67	\$313.34
2	QSC	SLQSE-110-P	Scripting License	\$310.00	\$620.00
3	QSC	QIO-RMK	Rack Kit	\$123.33	\$369.99
2	QSC	QIO-GP8x8	Card	\$303.33	\$606.66
2	QSC	TSC-70-G3	Touch Panel	\$1,270.00	\$2,540.00
2	Netgear	GSM4214P-100NAS	Switch	\$643.83	\$1,287.66
3	Shure	ULXD4D=-G50	Wireless receiver	\$2,383.44	\$7,150.32
6	Shure	ULXD1=-G50	Wireless transmitter	\$419.06	\$2,514.36
6	Shure	MX185	Microphone	\$181.56	\$1,089.36
1	DaLite	70304	Screen	\$714.00	\$714.00
3	Denon	DN-500BD MKII	Media player	\$388.89	\$1,166.67
3	Denon	DN-300BR	Media player	\$153.33	\$459.99
3	Key Digital	KD-Pro4x1X-2	Switcher	\$345.56	\$1,036.68
3	Kramer	TP-580T	Transmitter	\$190.78	\$572.34
3	Neutrik	NKHDMI-10	Patch cable	\$109.46	\$328.38
3	Neutrik	NAHDMI-W	Patch cable	\$17.57	\$52.71
6	Neutrik	NE8FDY-C6	Panel Jack	\$31.40	\$188.40
6	Neutrik	NKE6S-10-WOC	Patch cable	\$90.73	\$544.38
1			Estimated Shipping		<u>\$863.00</u>
			Total		\$28,031.58





Qty	Manufacturer	Part #	DESCRIPTION	Net Each	Net Ext.
			Northern High School		
3	QSC	Core 110f v2	processor	\$ 2,806.67	\$ 8,420.01
3	QSC	SLQUD-110-P	Deployment License	\$ 156.67	\$ 470.01
3	QSC	SLQSE-110-P	Scripting License	\$ 310.00	\$ 930.00
3	QSC	QIO-RMK	Rack Kit	\$ 123.33	\$ 369.99
3	QSC	QIO-GP8x8	Card	\$ 303.33	\$ 909.99
3	QSC	TSC-70-G3	Touch Panel	\$ 1,270.00	\$ 3,810.00
2	Netgear	GSM4214P-100NAS	Switch	\$ 643.83	\$ 1,287.66
3	Shure	ULXD4D=-G50	Wireless receiver	\$ 2,383.44	\$ 7,150.32
6	Shure	ULXD1=-G50	Wireless transmitter	\$ 419.06	\$ 2,514.36
6	Shure	MX185	Microphone	\$ 181.56	\$ 1,089.36
1	DaLite	70304	Screen	\$ 714.00	\$ 714.00
3	Denon	DN-500BD MKII	Media player	\$ 388.89	\$ 1,166.67
3	Denon	DN-300BR	Media player	\$ 153.33	\$ 459.99
3	Key Digital	KD-Pro4x1X-2	Switcher	\$ 345.56	\$ 1,036.68
3	Kramer	TP-580T	Transmitter	\$ 190.78	\$ 572.34
3	Neutrik	NKHDMI-10	Patch cable	\$ 109.46	\$ 328.38
3	Neutrik	NAHDMI-W	Patch cable	\$ 17.57	\$ 52.71
6	Neutrik	NE8FDY-C6	Panel Jack	\$ 31.40	\$ 188.40
6	Neutrik	NKE6S-10-WOC	Patch cable	\$ 90.73	\$ 544.38
1			Estimated Shipping		\$1,016.96
			Total		\$33,032.21
			Requested Alternate		
6	QSC	CX-Q 2K4	Amplifiers	\$ 1,973.33	\$ 11,839.98
-6	QSC	QIO-GP8x8	Card	\$ 303.33	\$ (1,819.98)
-6	QSC	QIO-RMK	Rack kit	\$ 123.33	\$ (739.98)
			Shipping		\$294.78
			Total		\$ 9,574.80



**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 29, 2024, 6:30 P.M.**

Note Page

VIII. Required Action

1. Building Site & Sinking Fund (MCL 211.24f)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the Resolution Certifying Proposal to Renew Building and Site Sinking Fund, as presented.



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : January 10, 2023
SUBJ : Building Site Sinking Fund Renewal Resolution

RECOMMENDATION

I recommend that the Board of Education adopt a resolution and ballot language requesting voter consideration at the May 5, 2024 Election of renewing a .4988 millage rate for our Building and Site Sinking Fund (BSSF) that would levy for 5 years beginning in the 2024/2025 school year and continue through the 2028/2029 school year.

BACKGROUND INFORMATION

Since 1966, the District has levied between .4988 and 1.5000 for a BSSF millage. The Building Site and Sinking Fund has been subject to a Headlee Rollback for the last two years causing the millage rate to drop below .5000.

The Building Site and Sinking fund is used district wide to assist with repairs of roofs, mechanical systems, flooring, and parking lots. The scope of this Building Site and Sinking Fund millage request is expanding to allow for not only repairs to our buildings, but also for the purchase of technology, security improvements and transportation vehicles. Receipts from this levy will go into a separate fund with a restrictive use for making necessary repairs and improvements to the District's 14 school buildings, along with other structures such as stadiums, playgrounds and adding the expansion of the technology, security improvements and transportation vehicle options.

This recommendation was developed in a meeting with the Facility Committee and Assistant Superintendent of Operations. Please let us know if you have any questions on this recommendation or the supporting documentation. Passage of the resolution at the January 29, 2024 Board meeting will allow the administration to certify the ballot with the County by the City Clerk's deadline of February 13, 2024.

Enclosure: Resolution

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

**RESOLUTION CERTIFYING PROPOSAL TO RENEW
BUILDING AND SITE SINKING FUND**

Minutes of a regular meeting of the Board of Education (the “Board”) of the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), held in the School District, on January 29, 2024, at 6:30 p.m., prevailing Eastern time.

PRESENT: Members _____

ABSENT: Members _____

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

WHEREAS, the electors previously approved a sinking fund tax levy in the amount of 0.500 mills which has been permanently rolled back to 0.4988 mills and which expires with the 2024 levy;

WHEREAS, the School District has determined that in order to continue to improve and repair its facilities, it is necessary to ask the electors to approve a renewal of the sinking fund millage as described in the Proposal to Renew Building and Site Sinking Fund attached hereto as Exhibit A (the “Sinking Fund Proposal”); and

WHEREAS, it is necessary and desirable to submit the Sinking Fund Proposal to the School District’s electors at an election to be held on May 7, 2024 (the “May Election Date”); and

WHEREAS, in order for the Sinking Fund Proposal to be submitted to the School District’s electors on the May Election Date, it is necessary for the Board to certify the Sinking Fund Proposal to the Kalamazoo County Clerk (the “School District Election Coordinator”), as required by Michigan election law, not later than 4:00 p.m. on February 13, 2024; and

WHEREAS, the School District desires to approve and certify the Sinking Fund Proposal and to authorize the Superintendent or his designee to submit the ballot language for the Sinking Fund Proposal to the School District’s Election Coordinator for the May Election Date.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Sinking Fund Proposal attached hereto as Exhibit A is hereby certified to the School District Election Coordinator for submission to the School District’s electors on the May Election Date. The Secretary of the Board is hereby authorized and directed to file this Resolution and/or complete any such forms, certificates or documents as may be required by the School District Election Coordinator to evidence the foregoing certification and/or submission by no later than 4:00 p.m. on February 13, 2024.

2. The School District Election Coordinator is hereby authorized and directed to: (a) post and publish notice of last day of registration and notice of election for the May Election Date; and (b) have prepared and printed ballots for submitting the Sinking Fund Proposal at the May Election Date, which ballots shall be in the form appearing in Exhibit A, or the Sinking Fund Proposal shall be stated as a proposal on the voting machines, which ballots may include other matters presented to the electorate on the same date.

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

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED _____.

Secretary, Board of Education

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan a regular meeting held on January 29, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Education

EXHIBIT A

OFFICIAL BALLOT

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

PROPOSAL TO RENEW BUILDING AND SITE SINKING FUND

This proposal will renew the authority last approved by the electors in 2019 and which expires with the 2024 levy for the School District to levy a building and site sinking fund millage, the proceeds of which will be used to make improvements and repairs to the School District's facilities. Pursuant to State law, the expenditure of the building and site sinking fund millage proceeds must be audited, and the proceeds cannot be used for teacher, administrator or employee salaries, maintenance or other operating expenses.

Shall the Portage Public Schools, County of Kalamazoo, Michigan, be authorized to continue to levy 0.4988 mills (\$0.4988 per \$1,000 of taxable valuation) for a period of five (5) years, being the years 2025 to 2029, inclusive, to maintain a sinking fund to be used for the construction or repair of school buildings, school security improvements, the acquisition or upgrading of technology, the acquisition of student transportation vehicles, trucks and vans and parts, supplies and equipment used for the maintenance of these vehicles and for any other purposes permitted by law? This millage if approved and levied would provide estimated revenues to the School District of approximately \$1,596,118 in the first year that it is levied.

YES

NO

41367264.1/071466.00001

RESOLUTION CERTIFYING PROPOSAL TO RENEW BUILDING AND SITE SINKING FUND
Portage Public Schools

A-1

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 29, 2024, 6:30 P.M.**

Note Page

X. Discussion Items

1. Policy Revisions (BL 0131.1)

Book Policy Manual
Section
Title draft BOARD POWERS
Code po0122
Status
Adopted September 14, 2015
Last Revised February 2024
Prior Revised Dates 11/26/2018

0122 - BOARD POWERS

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District, including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in grades K- 12, this function may include the operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.
- D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.
- E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to the effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of an employee group insurance benefit

- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's school-improvement committees established under M.C.L. 380.1277
- D. the decision of whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)
- F. ~~contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services~~
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit
- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act
- J. ~~any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit~~
- K. ~~for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption, and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position as well as decisions regarding recall or hiring after any such reduction~~

~~This includes the impact of any such decisions on an individual employee or the bargaining unit.~~
- L. ~~decisions about the development, content, standards, procedures, adoption, and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators~~
- M. decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision
- N. ~~decisions about the format, timing or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)~~
- O. decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit
- P. ~~decisions about the development, content, standards, procedures, adoption, and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250~~
- Q. ~~decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators~~
- R. decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit
- S. ~~decisions about the development, content, standards, procedures, adoption, and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)~~
- T. decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71), or the impact of such decision on an individual teacher or the bargaining unit
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform or to collaborate on one (1) or more functions or services
 1. ~~procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities~~
 2. ~~identities of any other parties to such an agreement~~

W. any requirement that would violate section 10(3), M.C.L. 423.210(3) (Right to Work Law)

X. ~~decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018-19 school year)~~

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Legal M.C.L. 380.11a, 380.1131 et seq.,
M.C.L. 423.201, 202, 206, and 215
M.C.L. 168.301 et seq.

Book	Policy Manual
Section	
Title	draft SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	
Adopted	September 14, 2015
Last Revised	February 2024
Prior Revised Dates	11/25/2019, 8/15/2016, 6/27/2016

1420 - SCHOOL ADMINISTRATOR EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance ~~at least annually in a year-end evaluation~~, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective ~~or effective~~ on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion. ~~This policy does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee.~~

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.

- C. ~~Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Evaluates a school administrator's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account student growth and assessment data. For the 2018-2019 school year, twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.~~

~~Prior to July 1, 2024 for~~ For building level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a ~~central office-level~~ central office level administrator, the pertinent data is that of the entire School District.

~~Beginning in the 2024-2025 school year, the annual evaluation must include the student growth and assessment data or student learning objectives metrics and twenty percent (20%) of the annual evaluation must be based on student growth and assessment data or student learning objectives metrics. If the administrator is part of a collective bargaining unit, the student growth and assessment data or student learning objectives must be collectively bargained.~~

~~Beginning~~ After July 1, 2024, the evaluations must be based primarily on the administrator's performance as measured by the District' evaluation tool.

- D. ~~Beginning July 1, 2024, the District must use~~ Uses the evaluations, at a minimum, to inform decisions regarding ~~all of the following:~~

1. ~~the effectiveness of school administrators, se~~ Ensuring that they are given ample opportunities for improvement; and-

2. Promotion, retention, and the development of school administrators, including providing relevant coaching, instruction support, or professional development.
 3. ~~Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.~~
- E. ~~Prior to July 1, 2024, the~~ The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:
1. The school administrators' training and proficiency in conducting teacher performance evaluations if ~~they~~ ~~do~~/he does so or ~~his/her~~ designee's proficiency and training if the administrator designates such duties.
 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 3. Student attendance.
 4. Student, parent and teacher feedback and other information considered pertinent by the ~~Superintendent or other school administrator conducting performance evaluations or the~~ Board.
- ~~Beginning July 1, 2024, the portion of the year-end evaluation that is not based on student growth and assessment data or student learning objectives must be based on objective criteria.~~
- F. For the purposes of conducting ~~annual year-end~~ evaluations under the performance evaluation system, the District shall adopt and implement one (1) or more of the evaluation tools for ~~teachers or administrators, if available,~~ that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual ~~year-end~~ evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.
- G. The District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for ~~conducting classroom observations,~~ collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.
- H. The District shall also:
1. Provide training to school administrators on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided a District or by a consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.
 2. Ensure that training is provided to all evaluators and observers ~~in~~ ~~the~~ ~~evaluation~~ ~~tool~~ ~~or~~ ~~tools~~ ~~used~~ ~~by~~ ~~the~~ ~~District,~~ which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train

others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

Prior to July 1, 2024, administrators shall receive a rating of highly effective, effective minimally effective, or ineffective. Beginning July 1, 2024, the rating system must assign a rating of effective, developing, or needing support and the evaluation process shall comply with the requirements of M.C.L. 380.1249b. Beginning July 1, 2024, if an administrator is rated as needing support, they will be provided the opportunity to request a review consistent with M.C.L. 380.1249b.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective prior to July 1, 2024, or developing or needing support on or after July 1, 2024, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan as part of the mid-year progress report to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on their/her next annual year-end evaluation. An administrator rated as "ineffective" ineffective prior to July 1, 2024, or needing support on or after July 1, 2024 on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

Beginning July 1, 2024, the evaluation system must include a midyear progress report for each administrator in each year they are evaluated. This midyear progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

Beginning July 1, 2024, for the first three (3) years that an administrator is in a new administrative position, they shall be assigned a mentor or coach.

For a building level administrator's evaluation, the evaluator will visit the school where the administrator works, review the administrator's school improvement plan, and observe classrooms with the administrator to collect evidence of school improvement plan strategies being implemented and the impact the school improvement plan has on learning.

As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the administrator. If a written evaluation is not provided, the evaluator is deemed effective. If required by circumstances described in M.C.L. 380.1249, an administrator must be designated as unevaluated, and if an administrator receives an unevaluated designation, the administrator's rating from the immediate prior school year must be used.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

Revised 6/27/16

Revised 8/15/16

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M.C.L. 380.1249, 1249b

Book	Policy Manual
Section	
Title	draft EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	September 14, 2015
Last Revised	February 2024
Prior Revised Dates	11/26/2018, 5/20/2019, 10/25/2021

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. The Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District unless otherwise provided in the Revised School Code, hold a certificate, permit, or ~~vocational~~ authorization valid for the ~~positions to which assignment-s/he is assigned~~.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to Human Resources.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the staff members he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, the Board member's his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to ~~his/her~~ qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except as otherwise permitted by law.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records and shall obtain from the applicant's current or immediately-previous ~~40~~ employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a

recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

~~Revised 11/26/18~~

~~Revised 5/20/19~~

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M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623

R 390.1105

Book Policy Manual
Section
Title draft ASSIGNMENT AND TRANSFER
Code po3130
Status
Adopted September 14, 2015
Last Revised February 2024
Prior Revised Dates 11/26/2018

3130 - ~~ASSIGNMENT AND TRANSFER~~PLACEMENT (Effective July 1, 2024)

~~The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.~~

~~The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements, State certification requirements, and Federal requirements. S/He shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified or, if applicable, that the professional staff member is otherwise qualified to teach as allowed by law.~~

A. Teacher as Defined by Revised School Code Section 1249

~~The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may make teacher placement decisions at their discretion consistent with this Policy.~~

~~Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. For vacant positions see Policy 3132 (Vacancies).~~

~~Placement does not include reduction in force or recall decisions governed by Policy 3131 (Staff Reductions/Recalls).~~

1. ~~Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors:~~
 - a. ~~Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.~~
 - b. ~~Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statues and regulations.~~
 - c. ~~Teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 3220 (Professional Staff Evaluation).~~
 - d. ~~Teacher placement decisions will be guided by the following criteria:~~
 - i. ~~Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).~~
 - ii. ~~Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:~~
 - A. ~~Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education~~

Programs and Services, and other applicable statutes and regulations; and

B. Based on documentation on file with the Superintendent's office.

1. A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
2. If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.

iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:

- A. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
- B. Credentials needed for District, school, or program accreditation;
- C. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
- D. Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
- E. Disciplinary record, if any;
- F. Length of service in a grade level(s) or subject area(s);
- G. Recency of relevant and comparable teaching assignments;
- H. Previous effectiveness ratings;
- I. Attendance and punctuality;
- J. Rapport with colleagues, parents, and students;
- K. Ability to withstand the strain of teaching;
- L. Compliance with state and federal law; and
- M. Other relevant factors as determined by the Superintendent or designee.

e. Length of service may be considered as a tiebreaker if a teacher placement decision involves two (2) or more teachers and all other factors distinguishing those teachers from each other are equal.

B. Professionals Not Subject to Revised School Code Section 1249

If a collective bargaining agreement or individual employment contract governs the professional's employment, the Superintendent or designee will comply with the applicable language on placement.

If a collective bargaining agreement or individual employment contract does not address the placement of professionals, the Superintendent or designee is authorized to place professionals at the Superintendent or designee's discretion.

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M.C.L. 380.11a, 380.601a, 380.1248, 380.1249

Book	Policy Manual
Section	
Title	draft STAFF REDUCTIONS/RECALLS
Code	po3131
Status	
Adopted	September 14, 2015
Last Revised	February 2024
Prior Revised Dates	8/15/2016

3131 - STAFF REDUCTIONS/RECALLS

It is the policy of this Board that all personnel decisions shall be based on retaining effective teachers in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. ~~The District shall not utilize length of service as the sole factor in personnel decisions. Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers. Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers.~~

This policy shall not operate or be applied to retain or recall a teacher whose most recent performance evaluation contains an overall rating of ~~minimally effective or ineffective~~ Minimally Effective or Ineffective in preference to any properly certified and qualified teacher with a higher effectiveness rating as reflected in that teacher's most recent performance evaluation. This policy also shall not operate or be applied to retain or recall a probationary teacher who has received a rating of either ~~minimally effective or ineffective~~ Minimally Effective or Ineffective in preference to any properly certified and qualified teacher with a higher effectiveness rating. A probationary teacher who is rated as ~~effective~~ Effective or, prior to July 1, 2024, ~~as highly effective~~ Highly Effective on his/her most recent annual performance evaluation is not subject to ~~displacement~~ being displaced under this policy by a tenured teacher solely because the other teacher has attained tenure under the Teachers' Tenure Act.

The effectiveness of teachers ~~as measured under~~ shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code ~~or as otherwise collectively bargained must be used as a factor for personnel decisions,~~ and the personnel decisions shall be based on the following factors:

The following shall be used for personnel decisions made under this policy:

- A. The teacher's length of service in a grade level or subject area.
- B. The teacher's disciplinary record.
- C. Relevant special training. This factor may be based on completion of relevant training, other than the professional development or continuing education, which is required by the employer or by State law, and the integration of that training into instruction in a meaningful way.
- D. Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
- E. Credentials needed for District, school, or program accreditation;
- F. District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
- G. Recency of relevant and comparable teaching assignments;

H. Previous effectiveness ratings;

I. Attendance and punctuality;

J. Rapport with colleagues, parents, and students;

K. Ability to withstand the strain of teaching;

L. Compliance with state and federal law; and

M. Other relevant factors as determined by the Superintendent or designee

A. Individual performance shall be the majority factor in making the decision, and shall consist of but is not limited to all of the following:

1. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
2. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.
3. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.
4. The teacher's attendance and disciplinary record, if any.

B. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his or her peer group and having demonstrated a record of exceptional performance.

C. Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.

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PA 102, 2011

M.C.L. 380.1248, 380.1249

Book	Policy Manual
Section	
Title	draft VACANCIES
Code	po3132
Status	
Adopted	September 14, 2015
Last Revised	February 2024

3132 - VACANCIES

~~It shall be the policy of the Board of Education to employ the best qualified individual for any District vacancy at any level.~~

~~Vacancies shall be announced, and all members of the professional staff shall be eligible for consideration for any District vacancy, providing they are properly qualified.~~

~~The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.~~

Vacancies may be posted consistent with Policy 3121 (Criminal History Record Check). The Superintendent or designee determines when a vacancy exists. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill.

Vacancies may be filled by a certified and qualified or external candidate consistent with this Policy. The Superintendent or designee has full discretion to assign professional staff or contractors to cover employee absences consistent with business necessity and operational needs.

Book	Policy Manual
Section	
Title	draft STAFF DISCIPLINE
Code	po3139
Status	
Adopted	September 14, 2015
Last Revised	February 2024
Prior Revised Dates	11/27/2017

3139 - STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize related procedures described in the current negotiated agreement, to the extent not inconsistent with the current negotiated agreement, and the following principles and procedures.

A teacher may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

The administrator/Superintendent may shall conduct an investigation of any alleged act or omission by a teacher that could result in disciplinary action. The teacher may shall be provided with oral or written notice of the issue or incident being investigated.

The investigation may shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, the teacher's his/her designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that may result in a suspension or loss of pay. The meeting should shall not proceed without the teacher's designated union representative unless the teacher wants to proceed without a union representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.

After completion of the investigation, if discipline is to be imposed, the teacher shall receive written notice of the discipline and this notice shall also be placed in the teacher's file.

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the teacher's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a teacher on nondisciplinary, paid administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

The administrator's decision to impose ~~any~~ disciplinary action that is not subject to Board review, as described below, is final.

The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

- A. discharge of a tenured or probationary teacher;
- B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than **the** equivalent of thirty (30) days compensation in one (1) school year);
- C. non-renewal of a probationary teacher.

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M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a

Book Policy Manual
Section APPROVED POLICY 2.12.24
Title draft TERMINATION AND RESIGNATION
Code po3140
Status
Adopted September 14, 2015
Last Revised February 12, 2024

3140 - TERMINATION AND RESIGNATION

TERMINATION

An employment contract may be ~~suspended or~~ terminated, upon a majority vote of the Board of Education. In such cases, the Board shall abide by ~~due process and such~~ terms as may be set forth in a negotiated, collectively-bargained agreement, the Teacher Tenure Act or the individual contract, as applicable.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion of a teacher on continuing tenure. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement, **the Michigan Teachers' Tenure Act**, or **the staff member's** his/her employment contract.

An administrator may resign by filing a written resignation with the Superintendent at least **sixty (60)** ~~thirty (30)~~ days prior to the effective date of the resignation.

~~A resignation, once accepted, may not then be rescinded.~~

The Superintendent may act for the Board in the acceptance of a resignation.

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Legal M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a

Book	Policy Manual
Section	APPROVED POLICY 2.12.24
Title	draft PROBATIONARY TEACHERS
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Status	
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Last Revised	February 12, 2024
Prior Revised Dates	1/9/2017

3142 - PROBATIONARY TEACHERS

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Teachers ~~who do not have tenure in the State of Michigan, new to the District, who have not previously acquired tenure in the State of Michigan,~~ will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must ~~be rated~~ receive ratings of ~~effective or highly effective~~ Effective or Highly Effective on the ~~most recent~~ last three (3) annual performance evaluations to achieve tenure.

~~Probationary teachers who are rated highly effective on the annual performance evaluation in years 2, 3 and 4 achieve tenure after four (4) years. Any teacher having tenure in the District as of July 19, 2011, will not be required to serve additional probation.~~

Before July 1, 2024, a teacher who has been rated as highly effective on three (3) consecutive year-end performance evaluations and has completed at least four (4) full school years of employment is considered to have successfully completed the probationary period.

Beginning July 1, 2024, if a teacher has been rated as effective on or after July 1, 2024, or highly effective before July 1, 2024, on three (3) consecutive year-end performance evaluations and has completed at least four (4) full school years of employment in the probationary period, the teacher is considered to have successfully completed the probationary period.

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve no more than two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas in which performance is not meeting expectations, and are provided assistance in improving their performance.

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1) non-renew employment based on unsatisfactory performance; or (2) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, or other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from his/her employment by the Board at any time.

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M.C.L. 38.81 et seq.

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3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, ~~the Board~~ delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does ~~at least~~ all of the following:

- A. evaluates the employee's job performance ~~at least annually~~ in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective ~~or, as of July 1, 2024, effective on the~~ three (3) ~~most recent~~ consecutive year-end evaluations may be evaluated every other year ~~or every third year~~, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

~~Commencing with the 2015-16 school year, the year-end evaluation of student growth shall be based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.~~

- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective and ineffective ~~prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024~~, which take into account student growth and assessment data ~~or student learning objectives metrics~~. For the 2015-2016, 2016-2017 and 2017-2018 school years twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2018-2019 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

For these purposes, student growth shall be measured by the following:

1. Beginning with the 2016-2017 school year, the portion of a teacher's annual year-end evaluation that is not based on student growth and assessment data shall be based primarily on a teacher's performance as measured by the District as described below.
2. Beginning with the 2018-2019 school year, for core content areas in grades and subjects in which state assessments are administered, fifty (50) percent of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
3. The portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Operational Policy

4. ~~If there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive school year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.~~
- D. Before the 2024-2025 school year forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics. The student growth and assessment data or student learning objectives must be collectively bargained. Evaluations must also comply with the following:
1. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District.
 2. Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
 3. Prior to July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131.) Beginning July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.
 4. Prior to July 1, 2024, if there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
 5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.
- E. ~~beginning July 1, 2024,~~ uses the evaluations, at a minimum, to inform decisions regarding ~~all of the following~~:
1. the effectiveness of employees, so that they are given ample opportunities for improvement, ~~and~~
 2. ~~development of employees, including providing relevant coaching, instruction support, or professional development~~ promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
 3. ~~whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures~~
 4. ~~removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures~~
- F. provides a mid-year progress report for every ~~certificated~~ teacher who is in the first year of probation or has received a rating of minimally effective, ~~or ineffective~~ or, beginning July 1, 2024, needing support or developing on the most recent ~~annual~~ year-end evaluation.
- This mid-year report shall ~~supplement and~~ not replace the annual year-end evaluation. The mid-year report shall:
1. ~~prior to July 1, 2024,~~ be based, at least in part, on student achievement;
 2. be aligned with the teacher's individualized development plan;

3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

G. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher;
 2. must include at least two (2) classroom observations in each school year that the teacher is evaluated; multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
 3. observations need not be for an entire class period but, as of July 1, 2024 must not be less than fifteen (15) minutes;
 4. beginning with the 2016—2017 school year, at least one (1) observation must be unscheduled;
 5. beginning with the 2016—2017 school year, the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations;
- Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.
6. beginning with the 2016—2017 school year, the District shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation.

H. For the purposes of conducting annual year-end evaluations under the performance evaluation system, by the beginning of 2016—2017 school year, the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE").

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

I. Beginning with the 2016—2017 school year, the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

J. the District shall also Beginning with the 2016—2017 school year:

1. The District will provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a district or by a consortium consisting of the District, the intermediate school district or a public school academy.

2. ~~The District will~~ ensure that training is provided to all evaluators and observers, **as required by law**. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform ~~his/her~~ assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as **ineffective** ~~"ineffective"~~ or, **as of July 1, 2024, needing support** on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on ~~his/her~~ review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the opportunity to request a review consistent with MCL 380.1249.

~~Beginning with the 2018 – 2019 school year, the~~ **The** District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, **beginning July 1, 2024, as needing support** on ~~the teacher's~~ **his/her** two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, **beginning July 1, 2024, as needing support** on ~~the teacher's~~ **his/her** two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, **as of July 1, 2024, as needing support** on ~~the teacher's~~ **his/her** two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. **Beginning July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.**

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to ~~the staff member's~~ **his/her** performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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M.C.L. 380.1249 (as amended)