

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING (INCLUDING BUDGET HEARING)
CENTRAL HIGH SCHOOL, RM#1136 (ENTER VIA DOOR #10, EAST SIDE OF BLDG), 8135 S.
WESTNEDGE, PORTAGE, MI 49002-5577
JUNE 24, 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
JUNE 24, 2024, 6:30 P.M.**

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II. Revisions/Approval of Agenda

Recommended Motion:

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



**Portage Public Schools: 2021 Bond Issue
 Consolidated Construction Cost Summary
 Change Order 004 - June 19th, 2024
 Construction Manager: Owen-Ames-Kimball Co.**



	Program Element	Central Elementary	Haverhill Elementary
Construction	Original Construction Cost (Building Site, Construction Trade Packages)	\$31,611,717	\$26,780,159
	Previous Change Order Construction Cost	\$439,687	\$275,961
	Change Order 004	\$57,587	\$163,205
	Current Construction Cost:	\$32,108,991	\$27,219,325

	Program Element	Central Elementary	Haverhill Elementary
Contingency	Original Project Contingency (10%)	\$3,055,748	\$2,595,228
	Previous Contingency Cost	(\$579,681)	(\$275,961)
	Change Order 004 Contingency cost	(\$57,587)	(\$163,205)
	Current Contingency	\$2,418,480	\$2,156,062

Construction & Contingency	\$34,527,471	\$29,375,387
Current Bond Projects	\$63,902,858	

Central Elementary

	Description of work:	Total Cost:	# of Affected Contractors:
1	Cutting of 5 canopy support columns after foundation work had started.	\$2,184	1
2	Bearing Condition Crack - Repair in the cracking of the end of wall bearing block due to both ends of the beam being welded and changing weather conditions. The crack in the CMU would expand/move with the nights being cooler and day time temps raising and sun shining.	\$2,055	2
3	Temporary enclosure of soffit and fascia due to abatement of panels on existing building.	\$53,348	2
Central Elementary Change Order 004 Total:		\$57,587	

Haverhill Elementary

	Description of work:	Total Cost:	# of Affected Contractors:
1	Bulletin 05 - Revisions to masonry to conceal columns, furring to clean up electrical outlets in casework, and electrical changes addressing equipment requirements.	\$5,605	4
2	Allowance \$4,332 - Add of additional crushed stone to allow crane access to NE corner of building.	\$0	1
3	Bulletin 06 - New raw cold water piping to exterior hose bibbs and added power cord reels.	\$62,225	5
4	Bulletin 07 - Item 05 - Relocated Consumers Energy's power pole & PPS Switch as existing power pole previous planned was too full. Updates required per Consumers Energy.	\$95,375	1
Haverhill Elementary Change Order 004 Total:		\$163,205	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

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V. Board Education

1. Continuity of Services Update (Federal Requirement)

2. ELA Resource Family Survey

TO: Mark Bielang, Superintendent

FROM: Dr. Kelly Jensenius, Director of Elementary Education, Dr. Michael Pascoe, Assistant Superintendent, and Dr. Mackenzie Sheahan, Director of Curriculum & Professional Development K-8

DATE: June 24, 2024

Safe Return to In-Person Instruction and Continuity of Services Plan Progress Update
Required under PA 48 Sections 98b/104a Goals

MEMO CONTENTS

PA 48 Section 98b/104a Background

Goals

- District K - 5 Goal
- District 6 - 8 Goal

Achievement by Grade Level

- Elementary School: Fastbridge Math and Acadience Reading
- Middle School: Fastbridge Math and Reading

Achievement by Student Group

- Elementary School: Fastbridge Math and Acadience Reading
- Middle School: Fastbridge Math and Reading

2023-2024 Data & Reflections



PA 48 Section 98b/104a Background

The District Safe Return to In-Person Instruction and Continuity of Services Plan was developed during the 21-22 school year as mandated by the Michigan Department of Education (MDE) and federal funding requirements. This plan describes how Portage Public School District will ensure continuity of services, which must address students' academic needs and students' and staff's social, emotional, mental health, and other needs. The plan was updated as required by MDE and posted on the district website. The information included in this memo provides an overview of the goals, achievement data, and reflections on progress. **Please note that 98b has been repealed.** This means there is no requirement to set building-level goals based on benchmark data, no reporting at board meetings in February and June on plan progress, and no posting of plans and data to district transparency webpages. However, we have still included the benchmark data for the 23/24 school year. The additional information is fulfilling the requirements and updates of the Continuity of Services Plan. This will be our final report.

Final Update to the Continuity of Services Plan

As we end the 2023-2024 school year, we have been committed to keeping our students and staff safe. We continue to provide in-person instruction and have followed the Kalamazoo County Health Department COVID-19 guidance for isolation and quarantine.

2023-2024 Goals

District K - 5 Goal

All Portage Public Elementary Schools, including Amberly, Angling, Central El, Haverhill, Lake Center, Moorsbridge, Woodland, and 12th Street Elementary will have 80% of students meeting grade level benchmarks in Reading (Acadience) and Mathematics (Fastbridge) by the end of the 2023-2024 school year.

District 6 - 8 Goal

All Portage Public Middle Schools, including Central MS, North MS, and West MS will have 80% of students meeting grade level benchmarks in Reading (Fastbridge) and Mathematics (Fastbridge) by the end of the 2023-2024 school year.

Achievement by Grade Level

Elementary School: Fastbridge Math and Acadience Reading

80% of students meeting grade level benchmarks by the end of the school year.

Grade	Math Percent of students meeting benchmark			Reading Percent of students meeting benchmark		
	Fall	Winter	Spring	Fall	Winter	Spring
K	73%	71%	68%	57%	74%	74%
1	73%	75%	69%	59%	67%	68%
2	40%	49%	66%	75%	76%	71%
3	61%	64%	68%	71%	72%	75%
4	64%	58%	63%	74%	76%	78%
5	64%	72%	72%	69%	74%	76%

- Data is not from a cohort (students can be in either data set to be counted)
- "Meeting Benchmark" changes by time of year for both FastBridge and Acadience because they are curriculum-based measures (CBMs).

Middle School: Fastbridge Math and Reading

80% of students meeting grade level benchmarks by the end of the school year.

23/24 Grade	Math Percent of students meeting benchmark			Reading Percent of students meeting benchmark		
	Fall	Winter	Spring	Fall	Winter	Spring
6	67%	62%	63%	64%	64%	61%
7	61%	56%	61%	69%	64%	69%
8	60%	58%	61%	68%	67%	69%

- Data is not from a cohort (students can be in either data set to be counted)

- “Meeting Benchmark” changes by time of year for FastBridge and benchmark is made up of a curriculum-based measure (CBM) and an adaptive assessment.

Achievement by Student Group

Elementary School: Fastbridge Math and Acadience Reading

80% of students meeting grade level benchmarks by the end of the school year.

Group Reporting on groups where 30 more students are present.	Math			Reading		
	Percent of students meeting benchmark			Percent of students meeting benchmark		
	Fall	Winter	Spring	Fall	Winter	Spring
All Students K-5	63%	65%	68%	68%	73%	74%
Economically Disadvantaged	47%	45%	48%	53%	57%	58%
Special Education	31%	30%	30%	23%	29%	28%
English Learner	48%	55%	61%	51%	58%	62%
Female	59%	59%	63%	68%	74%	75%
Male	67%	70%	72%	68%	73%	73%
White	67%	69%	72%	70%	76%	77%
Afr Am/Black	38%	34%	37%	47%	48%	48%
Asian	71%	80%	80%	81%	85%	85%
Hispanic	52%	59%	59%	65%	70%	68%
Multiracial	58%	56%	62%	64%	68%	71%

Middle School: Fastbridge Math and Reading

80% of students demonstrating growth by the end of the school year.

Group Reporting on groups where 30 more students are present.	Math			Reading		
	Percent of students meeting benchmark			Percent of students meeting benchmark		
	Fall	Winter	Spring	Fall	Winter	Spring
All Students 6-8	64%	59%	61%	69%	66%	66%
Econ. Disadvantaged	39%	35%	35%	48%	43%	44%
Special Education	13%	12%	12%	13%	13%	12%
English Learner	31%	26%	20%	26%	24%	16%
Female	58%	54%	56%	70%	68%	70%
Male	69%	64%	67%	68%	63%	63%
White	67%	63%	66%	71%	70%	70%
Afr Am/Blk	26%	21%	19%	37%	27%	35%
Asian	85%	80%	78%	83%	80%	79%
Hispanic	50%	44%	47%	59%	54%	58%
Multiracial	61%	53%	59%	67%	63%	62%

2023-2024 May Data & Reflection

Reflecting on the progress made during the 2023-2024 school year we used the continuous improvement process to design work around the strategies identified in our District Continuous Improvement Plan. We continued to develop our systems of instruction in Tier 1 and our culture and climate the overarching details are as follows:

- Professional learning was connected throughout the year and supported with building coaching. Our focus was utilizing our coaching system with Elementary Reading Specialists, Engagement Specialists, Middle School Math and ELA coaches, and ESI Coordinators. Each of the three professional learning day topics was connected to coaching that was taking place in elementary buildings. Math and ELA Instructional Coach positions play a critical role in data analysis and supporting teachers (coaches are branching out into other depts as well especially when we plan cross-curricular planning/PBL)
- Climate and Culture focus with Dr. Hollie through CLR Binder Study as well as other professional learning provided for staff on diversity, equity, and inclusion while building and strengthening an environment inclusive to all including staff, students, and families
- A Focus on Number Sense Routines and Formative Assessment in Math while beginning to engage in the first phase of the Curriculum Review Cycle
- K-8 students and teachers engaging in a knowledge-rich curriculum that students can anchor their learning to real-world knowledge
- 130 K-8 teachers engaged in LETRS. This intensive ongoing PD series (2 yrs). Over 35 teachers have completed both courses
- Engaging in the curricular design cycle in various subject areas, prioritizing math based on need
- Analyzing data at all levels including Math & EBRW results with department teams from fall PSAT8 and NMSQT results as well as building data reviews at the secondary level and M-STEP results with grade level teams and preparation for students to understand how to take the M-STEP through practice questions and tools
- Tutoring for English Learner students and those experiencing homelessness
- ESI has added positions to help address academic needs including the Student Academic Support Specialist to address the differentiation of instruction in the classroom as we adopt curriculum. Two new positions in ESI include the Student Success Coordinators, who focus on building positive behavior supports, increasing engagement strategies, and assisting in implementing successful intervention and engagement.
- Ongoing training in strengthening PBIS systems as well as Restorative Practices and Trauma-Informed Schools training sessions
- Focus on school safety with multidisciplinary teams established in each building trained on the Comprehensive School Threat Assessment Guidelines

- A Mental Health Coordinator is in place to support buildings, students, and families with mental health-related issues as well as a Mental health specialist, who supports school-based cognitive behavior therapy, crisis prevention, and suicide prevention.
- Establishing or reestablishing Peer-to-Peer programs in all buildings to connect students of all ability types to promote inclusion, independence, and socialization
- Implemented a New to PPS Academy Year Long Training for new to PPS staff
- Leadership training on Adaptive Change Leadership skills and ongoing Continuous Improvement focus throughout the year to support leaders in leading change within their buildings and district-wide.

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PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

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VII. Consent Agenda

1. Approval of Minutes
 - a. June 10, 2024 Committee of the Whole Work Session & Closed Session

2. **2026 CHS Student Trip to France**
Approve the 2026 CHS Student Trip to France, as presented.

3. MI Association of School Boards Membership Renewal
Approve membership renewal to the Michigan Association of School Boards for 2024-25, for a renewal total of \$10,406.57.

4. SRO Agreement 2024-27
Approve as presented, the School Resource Officer Agreement with the City of Portage for the period July 1, 2024 through June 30, 2027, in the annual amount of \$127,112.36, the funding for which will come from the General Fund.

5. Revisions to Ends Policy 1.0
Approve the revisions to Ends Policy 1.0, as presented.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**COMMITTEE OF THE WHOLE WORK SESSION
JUNE 10, 2024**

The meeting of the Board of Education of Portage Public Schools held on Monday, June 10, 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, Ean Hamilton, Kimberly Larson, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: Terri Novaria

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Award of Diploma

Per Superintendent Bielang, our special guest tonight is Mr. Robert Bonhomme Sr. This longtime Portage resident left school as a teenager to work and support his family before he joined the U.S. Army to serve his country. He served for 14 months in the Korean War and spent the next 40 plus years working in a paper mill. During the post-war years, he married and raised four children in Portage, but never had the chance to complete his high school education. He would have graduated in 1951.

Mr. Bonhomme had two bucket list items he wished to complete – attend prom and receive his high school diploma. Earlier this spring he was able to fulfill the first item, and tonight he received his high school diploma to satisfy his bucket list.

Superintendent Bielang and President Van Antwerp presented Mr. Bonhomme with his high school diploma. Mr. Bielang and board members congratulated Mr. Bonhomme and thanked him for his service.

Presentation of 2026 CHS Student Trip to France

At a board meeting earlier this spring a proposed 2025 student trip to France was presented by Rachel Flachs, Central High French teacher. The Board approved the trip request. Since that time students were able to sign up for the trip and the demand quickly exceeded the allotted number of available

slots. To meet the demand, Ms. Flachs cloned her 2025 trip request for 2026. The Board will take action on the 2026 trip request at their June 24, 2024 meeting.

Bond Project Update

Mr. Johnny Edwards, Assistant Superintendent of Operations, introduced Ms. Danielle Weitzman, Associate Designer with Fielding International. Mr. Edwards and Ms. Weitzman provided an update on the new Woodland Elementary project, which included a review of the guiding principles and design drivers considered in this project. They also reviewed the project road map, which included many meetings and engagement sessions, and they reviewed the project timeline. Construction documents will be completed this fall with bidding to take place in November to December, groundbreaking during the spring of 2025 with the new Woodland Elementary expected to open in the fall of 2027.

In addition, several interior and exterior images of the new school were shown. The design concepts will be further developed and presented to the school community later.

For the Central Elementary bond project, the current Central Elementary building will be demolished next summer. At the Board's next meeting on June 24, 2024, Mr. Edwards will bring a recommendation for action on asbestos abatement, which should help us on the demolition schedule.

Mr. Edwards addressed questions.

COMMENTS OR COMMUNICATIONS

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

Mr. Crowell remarked that tonight's diploma presentation topped off our graduation season.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the May 20, 2024 Policy Governance Retreat & Regular Business Meeting minutes, and approve rescinding Policy 2410 – Prohibition of Referral or Assistance, as presented.

Ms. Larson expressed concern on rescinding Policy 2410 and asked that it be removed from the consent agenda. Discussion followed. Superintendent Bielang stated he spoke with legal counsel regarding rescinding the policy and any liability concerns. That discussion took place after the policy was pulled from the May 6, 2024 consent agenda over liability concerns. The attorney had no concerns. Superintendent Bielang also pointed out that the law that enforced this policy was rescinded so we cannot enforce the policy, and we have no replacement language from NEOLA. After considering the discussion, Ms. Larson approved of returning the policy to the consent agenda. There were no objections from Trustees to do so and there were no objections to approving the consent agenda to include the May 20 meeting minutes and the rescinding of Policy 2410.

The consent agenda was unanimously approved.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.0 - Ends

Motion offered by Ms. Hamilton, seconded by Mr. Snyder, that the Board of Education accept as presented, the Monitoring Report on 1.0, Ends, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang reviewed highlights from his report. The Board has dealt with the sub policies prior to this report.

The motion carried unanimously.

Monitoring Report 2.0, Global Executive Constraint

Motion offered by Mr. Snyder, seconded by Mrs. Crawford, that the Board of Education accept Monitoring Report 2.0, Global Executive Constraint, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang briefly reviewed the report.

The motion carried unanimously.

REQUIRED ACTION ITEMS

MI High School Athletic Association Membership Renewal

Motion offered by Mr. Crowell, seconded by Ms. Hamilton, that the Board of Education approve the 2024-25 Michigan High School Athletic Association Membership Resolution, as presented.

Per Superintendent Bielang, this is an annual action to approve membership to the Michigan High School Athletic Association. There is no cost to be a member. MHSAA only requires that members follow all of their rules and regulations.

The motion carried unanimously.

ACTION ITEMS

Administrator Appointment

Motion offered by Mr. Snyder, seconded by Mr. Crowell, that the Board of Education approve the appointment of James A. Schafer III as Central High School's Athletic Director effective with the 2024-25 school year.

Per Mr. Brad Galin, Director of Human Resources, introduced Mr. Schafer and reviewed his professional background.

The motion carried unanimously.

DISCUSSION ITEMS

Chromebook Purchase

Superintendent Bielang provided introductory remarks. Mr. Shane DeRidder, Technical Services Coordinator, reviewed the recommendation to purchase 1,400 Chromebooks and licensing to replace student Chromebooks in 9th grade and K-5 classrooms, as part of our five-year replacement rotation.

The Board opted to move the discussion item to action.

Motion by Mrs. Crawford, seconded by Ms. Larson, to move the Chromebook Purchase discussion item to action.

The motion carried unanimously.

Motion by Mr. Snyder, seconded by Mrs. Crawford, to approve the purchase of 1,400 Chromebooks and licensing from Sehi Computer Products in an amount not-to-exceed \$391,440, with the funding for Chromebooks of \$350,000 to come from ESSER III funds and licensing in the amount of \$41,440 to come from the 2024-25 general fund budget.

The motion carried unanimously.

Purchase of iPads

Dr. Mackenzie Sheahan, Director of Curriculum & Professional Development K-8, went over the recommendation to purchase 96 iPads for staff member use to screen students and for progress monitoring.

The Board opted to move this discussion item to action.

Motion offered by Ms. Larson, seconded by Mrs. Crawford, to move the Purchase of iPads discussion item to action.

The motion carried unanimously.

Motion offered by Mr. Crowell, seconded by Mrs. Crawford, to approve the purchase of 96 iPads from Apple Inc. in an amount not-to-exceed \$39,835, the funding for which will come from ESSER III funds.

The motion carried unanimously.

2023-24 Final Budget Amendments

Ms. Paula Johnson, Director of Finance, and Ms. Samantha Stevens, Business Manager, reviewed the final 2023-24 budget amendments as well as revenues, expenses, and the fund balance. In addition, they reviewed the preliminary 2024-25 budget for all funds, budgeting assumptions and fund balance history.

The budget hearing for the 2024-25 budget will be part of the Board's June 24, 2024 regular business meeting agenda. The meeting begins at 6:30 p.m. at Portage Central High School, Room #1136.

Ms. Johnson addressed questions from Trustees.

MI Association of School Boards Membership Renewal

Per Superintendent Bielang, this is an annual item for the Board's consideration and action at their June 24 meeting.

SRO Agreement 2024-27

Per Dr. Michael Pascoe, Assistant Superintendent of Instruction & Assessment, our current SRO agreement with the City of Portage's Department of Public Safety expires at the end of this month. The proposed agreement would cover July 1, 2024 through June 30, 2027 and would allow us to continue this valuable partnership to assist the District in maintaining a safe and secure environment. The agreement is much the same as the existing agreement with a slight increase in the amount.

Current SRO, Officer Henry Kite, shared the benefits of this partnership from his perspective.

Board members were appreciative of Officer Kite and the partnership. President Van Antwerp thanked Officer Kite for his service to the District.

Revisions to Ends Policy 1.0

At their May 20, 2024 Policy Governance retreat, board members discussed revising Ends Policy 1.0 and came to a consensus on the changes. President Van Antwerp reviewed the proposed revisions that reflect that discussion and noted the new statement under Ends should read "...within Kalamazoo County." The revised policy will be updated and returned for action at the Board's June 24, 2024 meeting.

Closed Session

Motion offered by Mr. Snyder, seconded by Ms. Larson, 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, and entered into closed session at 8:07 p.m. and returned to open session at 8:45 p.m.

With no further business to come before the Board, the meeting was adjourned at 8:46 p.m.

Respectfully Submitted,

Barb Atkinson, Recording Secretary

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

TO: Mark Bielang
DATE: June 3, 2024
FROM: Janet Johnstone/Dr. Michael Pascoe
SUBJECT: Central High School 2026 field trip to France

RECOMMENDATION:

I recommend the approval for Portage Central High School French students to travel to France as described in the attached material. The trip dates are set for June 15-24, 2026. **The current travel advisory is to exercise increased caution. It is recommended that attention be paid to the safety of this region prior to travel.**

BACKGROUND:

Rachel Flachs is proposing a student trip to France for June 15-24, 2026. They will spend 9 days out-of-state. The purpose is for students to practice their French language skills and experience the culture of France. The families involved will be responsible for the cost. The students will not miss any instructional time. Chaperones will be a ratio of approximately 1 adult to every 6 students (number attending: Approx. 24 Portage students, 4 adults).

I have reviewed this proposal and support it.

JJ/MP
Attachments

Portage Public School District

Advanced Activity Trips Custom Report

Trip Type Name	Trip ID	Account Name	Description	Start Date	End Date	Requested Adults	Requested Students	Purpose of Trip Event Description Educational Goals	No PPS Transportation Alternate Method	Overnight Trip must include attachments and costperson
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StartDate: 6/15/2026, EndDate: 6/24/2026

Field Trip Only (No PPS Transportation)	AT-01805	CHS Field Trips - IF	CHS French Club - France (Summer 2025)	6/15/2026	6/24/2026	4	24	France Trip 2026 Educational goals are listed in the attached file.	Airplane	Yes
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Documents included:

- Page 1: Cover page
- Page 2: Specific Educational Goals
- Page 3-4: Tentative Itinerary
- Pages 5-7: Why travel abroad enhances learning

Cost per student: \$5770 (entirely student/family funded, no school funding)

Specific Educational Goals of the Trip to France:

C1.1N.SL.i Ask for and obtain information in everyday situations in the target language about time, place, price, size, relating to restaurants, stores, transportation, and services

C1.2.A.L.b Understand interpersonal communication, spoken messages, interviews, group discussions and lectures in the target language on a variety of familiar and unfamiliar topics

C4.1.A.c Recognize that register/honorifics reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages

C4.1.A.d Recognize that phonological features (such as pronunciation, intonation, and tone) reflect culture, and use this knowledge to adjust language accordingly and strengthen the understanding of both languages

C4.2.A.a Describe the institutions, values, beliefs, and perspectives that serve as the foundation of the target culture practices and compare them to one's own

C5.2.A.a Seek opportunities and use the target language in real life situations within the community

Tentative itinerary:
Traveling with WorldStrides International
Discovery Programs

Day 1 : Start tour

Day 2 : Paris

Meet your tour director and check into hotel

Day 3 Bonjour Paris

Day 4 Paris landmarks

Paris guided sightseeing tour, Louvre visit

Arc de Triomphe, Champs Élysées, Eiffel Tower, Les Invalides, Notre-Dame Cathedral

Day 5 Paris

Versailles Guided Excursion

LEAP Seize the Château!

Lunch provided / Dinner on your own (opposite of normal)

Montmartre & Sacre Coeur night walking tour

Day 6 Paris--Lausanne

Travel to Geneva on the TGV (Europe's fastest train)

Geneva: Tour Director-led sightseeing tour

Travel to Lausanne

Day 7 Lausanne

Visit Montreux

Château de Chillon visit

Chocolate factory visit & Fondue dinner

Day 8 Lausanne--Nice

Travel to Nice via Chamonix

Nice Tour Director-led sightseeing tour

Day 9 Nice

St. Paul de Vence excursion

Day 10 : Return Home

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

The Eiffel Tower, the palace of Versailles, the majesty of the Alps, sidewalk cafés, walking along the Champs-Élysées, buying a cup of Parisian coffee, enjoying a French baguette: these are all experiences that students will have if they seize the opportunity to travel to France with Portage Central High School in June 2025. While having these amazing experiences, students will also fulfill many state standards for World Languages and enrich their IB learner profile. They will be enhancing their linguistic and cultural knowledge, as well as making connections to their own culture(s).

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

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

By participating in this trip, students will also be enriching their knowledge of the target culture and making connections to their own culture(s). Reading about and studying culture in textbooks is good, but experiencing it meaningfully is something completely different. The first time you taste the freshness of French bread, the first time you chit chat with a shopkeeper, the first time you stand in a medieval castle: these are experiences that will change you and will change your perspective of your own

background and culture. I never realized how short the life of our country was (a couple centuries) until I stood inside Notre Dame, marveling at the fact that it took more than five centuries to complete it in its entirety. While on this trip to France, students will be meeting the following state of Michigan World Language standards relating to culture and connections:

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

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

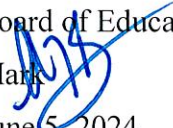
- *Better inquirers:* Students' natural curiosity will be nurtured and encouraged while traveling abroad. Students will actively enjoy learning and will be engaged participants throughout the trip.
- *More knowledgeable:* They will gain in-depth knowledge of not only monuments and attractions, but also the history and culture that surround those monuments and attractions.
- *Better communicators:* Students will have the opportunities to practice their French and to understand the nuances of true communication, verbal and nonverbal.
- *More open-minded:* Students will see how differing values, perspectives, and traditions are expressed in another society, as well as how to better understand and appreciate their own culture(s) because of this. They will appreciate both cultural points of view.
- *More reflective:* Students will better understand their culture(s) and themselves. At the end of the trip, I ask students to do a reflection activity where they assess their own growth as a result of their new experiences abroad.

While experiencing the language and culture of France, students will engage in learning that is beyond knowledge and comprehension. They will visit a cooking school and cook a meal under the direction of professional teaching chefs. They will learn about the World War II soldiers' stories more in depth. They will apply, analyze, synthesize, and evaluate the world around them. They will consider different future paths of study,

and perhaps more globally-minded occupations. They will be more academically motivated. As a result, their classroom learning will be enhanced, and these students will be able to return and enrich the classroom experiences of their peers as well. By extending the classroom beyond the four walls, students will learn more and become better IB learners!



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

To: Board of Education
From: Mark 
Date: June 5, 2024
Re: MASB Membership Renewal for 24-25

Recommendation

It is recommended that the Board of Education approve membership renewal to the Michigan Association of School Boards for 2024-25, for a renewal total of \$10,406.57.

Background

The benefits of continuing membership with MASB are many as detailed in the enclosed information.

The renewal information differs slightly from past years in that MASB is no longer offering the Dues Plus video option. This was an option we did not partake in.

Enclosures

April 29, 2024

Mark Bielang
Portage Public Schools
8107 Mustang Dr
Portage, MI 49002-5577

Dear Mark,

On behalf of your Association's Board of Directors and staff, I want to thank you for the opportunity to support, promote and enhance the vital service and leadership you provide for Michigan's public schools and students. As MASB remains committed to serving your district through advocacy, information sharing, legal service and more, we ask that you remain committed to MASB.

The renewal period for your district's MASB membership is now open and the invoice has been sent to your district's business office. We request that it be **submitted by July 10, 2024**. Your total invoice amount for this year is **\$10,406.57**, which reflects a 3% increase to offset some of the increased costs we are seeing as an Association.

One of the many benefits of membership with MASB is the ability to participate in the SET SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty net asset returns. Your district received **\$88,020.00** in savings this past year.

Members can also enroll in MASB's Legal Trust Fund, which provides a secure fund for districts to access if they need paid legal services. **Your district's Legal Trust Fund Annual Contribution is \$437.00**, which is included in your total invoice price.

Other member-only benefits are outlined in the included Member Benefits flyer.

We are committed to providing great value for your current and emerging needs. Our goal is to help you spend more of your time making a difference and enhancing your ability to positively impact your students, district, and community. We invite you to join your peers in maintaining a powerful voice in the education dialogue as members of MASB. If you have any questions, please call me at 517.327.5900.

Sincerely,



Don P. Wotruba, CAE
Executive Director





Michigan Association of School Boards
 1001 Centennial Way, Suite 400
 Lansing, MI 48917
 517.327.5900
 EIN: 38-1323441

Invoice #	INV-124606
Date	4/16/2024
Amount Due	\$10,406.57
Customer #	39140

Sold To:

Remit To:

Portage Public Schools
 8107 Mustang Dr
 Portage, MI 49002-5577

MASB
 1001 Centennial Way Ste 400
 Lansing, MI 48917-8249

Customer ID	Customer Name	Purchase Order #	Due Date	
39140	Portage Public Schools		7/10/2024	
Item Number	Description	Ordered	Unit Price	Ext. Price
DUES-LTF_CONT	MASB Legal Trust Fund Membership - LSD - Portage Public Schools	1	\$1.00	\$437.00
DUES-DISTRICT	MASB Membership- LSD - Portage Public Schools	1	\$1.00	\$9,969.57

2024/2025 MASB Membership Dues

Subtotal	\$10,406.57
Tax	\$0.00
Shipping	\$0.00
Payment(s)	\$0.00
Total	\$10,406.57

Tap! into Exclusive Membership Benefits



At MASB, we value the power of unity among education boards. With more than 600 member school districts, we promote collective action to enhance your ability to positively influence all students. Discover the benefits of membership and uncover new opportunities for your district.

LEARNING

Annual Leadership Conference – a dynamic two-day educational experience featuring nationally-renowned speakers, Board Member Certification (CBA) classes, interactive clinic sessions and an exhibit show.

Board Member Certification (CBA) Courses – choose from self-paced online, live virtual, or in-person formats to enhance your skills, stay informed on crucial issues, and earn recognition through our seven award levels and specialty certifications.

In-District Workshops – tailored sessions for your district and at your selected location. Our customized workshops cover topics like board self-assessment, district goal-setting, teambuilding, superintendent evaluation, governance training and more. Each year, we provide hundreds of workshops to member districts.

Networking Opportunities – connect with fellow board members, superintendents, mentors and other school leaders within the education community.

Publications and Bookstore – keep up to date with educational news through *DashBoard*, our weekly e-newsletter, *LeaderBoard* magazine, which is published three times a year, and *MI SoundBoard*, our bi-monthly podcast.

SERVICES

Affiliate Programs – access to a variety of discounted services such as BoardBook, an electronic board agenda tool, the Michigan Liquid Asset Fund Plus, a comprehensive cash management program, and the Michigan Purchase Card Consortium, for purchasing cards—similar to a credit card program that earns rebates.

Executive Search – our experienced team works closely with your board to identify and recruit the ideal superintendent, tailored to meet the unique needs and goals of your district.

Insurance Services – secure your district with property casualty and workers' compensation pool coverage through our partnership with SET SEG. To be eligible for SET SEG coverage, districts must be members of MASB.

Labor Relations – guidance and support in labor negotiations, conflict resolution, and employee relations to foster positive working environments within your district.

Legal Counsel – free expert legal advice and interpretation of school law, recent court decisions, and Attorney General opinions to ensure compliance and mitigate legal risks.

Legal Trust Fund – member boards can join MASB's Legal Trust Fund, providing access to financial assistance for litigation support upon request.

Policy Development – we've partnered with Neola to provide policy services, helping districts develop and refine policies for compliance and best practices.

Strategic Planning – our data-driven strategic planning process assists districts with the development of a comprehensive plan, fully aligned with MDE's Michigan Integrated Continuous Improvement Process (MICIP) that includes all district stakeholders.

ADVOCACY AND LEGISLATION

Legislative Representation – MASB serves as your dedicated advocate, championing local control and safeguarding the interests of public education in legislative arenas.

News From the Capitol – receive timely updates and alerts on crucial legislative developments directly to your inbox, keeping you informed and prepared to take action.

UPCOMING EVENTS

AUG.

08

Back to School Legal Workshop

 *Virtual*

AUG.

16-18

Summer Institute

 *Treetops Resort, Gaylord*

SEPT.

18

Behind the Scenes at the Capitol

 *Heritage Hall, North State Room at the State Capitol*

OCT.

24-27

Annual Leadership Conference

 *Lansing Center, Lansing*

NOV.

14

Preparing for Your Organizational Meeting Workshop

 *MASB Headquarters, Lansing*

MEMBER PARTICIPATION



652
 2022 Annual Leadership
 Conference Attendees

143
 Board Member Certification
 (CBA) Classes Offered

4,116
 Self-Led and In-Person/
 Virtual CBA Registrations

462
 Hours CBA Class Time

323
 In-District Workshops

22
 Strategic Plans

311
 Superintendent Evaluation
 Training Registrations

LEADERSHIP DEVELOPMENT

Individual Board Member Awards



CBA Certified
 Member Award
85



Award of
 Merit
75



Award of
 Distinction
51



Master Board
 Member Award
27



Master Diamond
 Award
12



Master Platinum
 Award
9



President's Award
 of Recognition
6

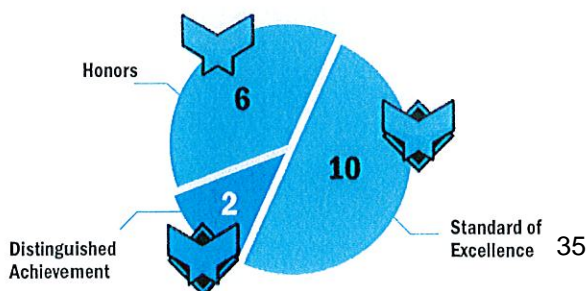


Advocacy Skills
 Specialty
6



Data Skills
 Specialty
31

Whole Board Awards



LEGAL SERVICES AND LABOR RELATIONS

275 Emails Responded to Monthly

175 Phone Calls Answered Monthly

20 Legal Workshops and Presentations Offered

362 Legal Workshop Attendees

21 Districts Assisted With Labor Relations

ERiN **105** Districts Using ERiN
595 Local Districts and
 ISDs Represented in ERiN

SUPERINTENDENT SEARCH AND AREA REPRESENTATIVES

25 Superintendent
 Searches Conducted

177 Districts Visited by Area
 Representatives

33% of Visits Resulted in a
 Follow-Up Request

GOVERNMENT RELATIONS



63

NSBA Advocacy
Institute Attendees

Behind the Scenes at the
Capitol Attendees

46 in the Fall

82 in the Spring

33

Legislative Updates
to Districts

81

Pieces of Legislation
Worked On

12

Times Staff Testified
Before Committees

39

Calls-to-Action
and Updates

Issues We Advocated On

- Sinking Funds for School Buses
- Free Meals for All Students
- School Aid Budget
- Collective Bargaining Changes

AFFILIATE PROGRAMS AND SERVICES

Data Represented in Number of Districts

Michigan Liquid
Asset Fund

483

Michigan School
Purchasing Card

230

\$811,620 in rebates

MASB/SET SEG
Property Casualty Pool

534

More than \$175 million returned
to members

MASB/SET SEG Workers'
Compensation Pool

522

More than \$312 million returned
to members

BoardBook

168

Payschools

37

Michigan School Energy Cooperative

240
Natural Gas

160
Electric



COMMUNICATIONS PR AND MARKETING

83% of members indicate that MASB's information
and communications are very good or excellent.

373,770 PAGE VIEWS

Top Web Pages

- 1 Home Page
- 2 Find a Job
- 3 Search Results
- 4 Upcoming Events
- 5 About MASB

577

New Board Member
Packets Mailed

7

Videos Developed
for Districts

Funding given out through the
CASBA Rebate: \$50,369

Funding given out through the
Member Assistance Fund: \$7,175

FINANCIALS

Visit masb.org/annualreport
to view the audited financial statements

QUESTIONS?

Contact MASB at comms@masb.org
or 517.327.5900



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

To: Board of Education
From: Mark Bielang, Superintendent
Date: June 5, 2024
Re: SRO Agreement 2024-27

RECOMMENDATION

I recommend that the Board of Education approve the School Resource Officer Agreement, as presented, with the City of Portage for the period July 1, 2024 through June 30, 2027, in the annual amount of \$127,112.36, the funding for which will come from the General Fund.

BACKGROUND

The District is currently under a three-year contract with the City of Portage (City of Portage Department of Public Safety) for two full-time School Resource Officers. The current agreement will expire on June 30, 2024. Approval of the proposed agreement allows us to continue this important partnership with the Portage Department of Public Safety to assist the District in maintaining a safe and secure school environment.

The 2024-27 agreement has been vetted by appropriate PPS executive leadership and is enclosed.

Enclosure

SCHOOL RESOURCE OFFICER AGREEMENT

Agreement, made and entered into this _____ (date) between the Portage Public Schools (referred to as the "PPS") and the City of Portage (the City of Portage Department of Public Safety referred to herein as "PDPS"), is for the establishment of a School Resource Officer (referred to herein as SRO) program in the public school system of Portage.

WITNESSETH:

That the PPS and PDPS intend to provide law enforcement and related service to the public schools in Portage as hereafter described, and

That the PPS and PDPS will mutually benefit from the SRO Program.

Now, therefore, the terms of this agreement are as follows:

Article I.

The obligations of PDPS and the SROs are as follows:

A. Provision of SROs.

The PDPS shall assign one regularly employed police officer to each of the following schools:

1. Portage Northern High School.
2. Portage Central High School.
3. The SRO will provide educational and law enforcement support to other Portage Public Schools as needed.

B. Selection of SROs.

The Director of PDPS, or designee, with input from the Principal of the school to which the SRO will be assigned, shall select the SRO on the basis of the following evaluation criteria.

1. The SRO must have the ability to deal effectively with students. The ages, socioeconomic, and cultural composition of the students of the particular school should be considered in making this evaluation.
2. The SRO must have the ability to present a positive image and symbol of the entire police agency. A goal of the SRO program is to foster a positive image of police officers among young people. Therefore, the personality, grooming, and communication skills of the SRO should be of such nature so that a positive image of the police agency is reflected. The SRO must sincerely want to work with the staff and students at the particular school to which he or she is assigned.

3. The SRO must have the ability to provide good quality educational services in the area of law enforcement. The education, background, experience, interest level, and communication skills of the SRO must be of high caliber so that the SRO can effectively and accurately provide teaching services. The SRO will spend as much time as is practical in classroom instruction.
4. The SRO must have the desire and ability to work cooperatively with the principal and administrative staff.
5. The SRO must be a state certified law enforcement officer.
6. Other qualifications, as determined by the labor contract between the Portage Police Officers Association (PPOA) and the City of Portage.

C. Regular Duty Hours of SROs.

The SRO will be assigned to his/her school on a full-time basis of eight (8) hours on those days and during those hours that school is in session. The SRO may be temporarily reassigned only during the period of a law enforcement emergency as such may be determined to exist by the Director of the Portage Department of Public Safety.

D. Duties of SROs.

While on duty, the SRO shall perform the following duties:

1. Speak to classes on the law, including search and seizure, criminal law, motor vehicle law, and other topics when assigned to speak by the Principal.
2. Act as a resource person in the area of law enforcement education at the request of the Principal.
3. Conduct criminal investigations of violations of law on PPS property, which is initiated by the SRO or reported by school personnel per interagency agreement.
4. Provide school-based security and maintain the peace on PPS property.
5. Make arrests and referrals of criminal law violators.
6. Appear at Prosecutor Office investigations, depositions, trials, and sentencing.
7. Provide transport to the City holding facility/County jail when necessary.
8. Coordinate emergency medical service at the request of the Principal or his/her designee.
9. Provide counseling to students on request of the Principal or his/her designee.
10. Secure, handle, and preserve evidence.
11. Recover PPS property through working with other police agencies.
12. Make referrals to social agencies.

13. Relay messages in emergency situations (such as tornadoes, etc.).
 14. Wear official police uniform, which shall be provided at the expense of PDPS; however, civilian attire may be worn on such occasions as may be mutually agreed upon by the Principal and SRO.
 15. Perform such other duties as mutually agreed upon by the Principal and SRO, so long as the performance of such duties are legitimately and reasonably related to the SRO program, as described in this agreement, and so long as such duties are consistent with state and federal law and the policies and procedures of the PDPS.
 16. Follow and conform to all PPS policies and procedures that do not conflict with the policies and procedures of the PDPS.
 17. Maintain a "semester activities report" or such other report regarding his/her activities, as may be required by the PPS and/or PDPS.
- E. Support Services to be provided by PDPS.

The PDPS or the SRO will provide the following support services:

1. Maintain and deliver evidence to laboratories and court.
2. Maintain and file uniform crime reporting records according to law.
3. Maintain a dispatch log with respect to calls for service. The dispatch log shall reflect the time a call is received, the time a call is dispatched, the officer's arrival time, the time the assignment is completed, and the geographical location of the incident.
4. Process all police reports.
5. Provide copies of all offense reports taken by SROs to the Principal or PPS upon request, as the law allows.
6. Maintain a file on property reported lost and/or stolen.
7. Provide each SRO with a patrol vehicle and all other necessary or appropriate police equipment. The cost of purchasing, maintaining, and repairing police equipment provided under this agreement shall be borne by PDPS.
8. Receive and dispatch complaints via telephone, walk-in and radios.
9. Maintain copies of reports generated by officers in compliance with state and federal laws.
10. Maintain fingerprints and photographs of arrestees, in compliance with state and federal laws.
11. Develop, implement, and evaluate security programs in the schools assigned.

12. Coordinate with school administrators, staff, law enforcement agencies, and courts to promote order on the school campuses.
13. Coordinate, at the direction of the Principal, the scheduling of the PDPS personnel extracurricular activities, including such after-school activities for which reimbursement is due, pursuant to Article III of this agreement.
14. Make presentations to civil groups.
15. Maintain MCOLES standards, as required by law.
16. Provide for emergency response after regular school hours.
17. Upon request by the Principal, the PDPS will assign police officers to school functions occurring after school at the regularly scheduled rates for services, providing such officers are available.
18. Any activity requiring the services of the SRO occurring off campus shall be contingent upon the approval of the Director of Public Safety.

Article II.

The SRO is an employee of PDPS and not an employee of the PPS. The PDPS is responsible for the hiring, training, discipline, and dismissal of its personnel. The school Principal shall have input in the SRO evaluation process.

Article III.

In consideration of the services provided herein, the PPS shall pay to the City of Portage the sum of \$127,112.36 annually, which represents an agreement to share the costs of the SRO salaries and fringe benefits for the segment of the year that school is in session. Payments shall be made in quarterly installments. No other consideration will be required during the term of this agreement for the in-school services called for herein. The PPS shall, however, reimburse the PDPS for all security services performed at school functions occurring after regular school hours. The rate of reimbursement for such after-school activities shall be in accordance with the PDPS salary policy and procedures.

Article IV.

The parties, their agents and employees will cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent of the PPS and the Director of Public Safety, or their designees.

Article V.

Changes in the terms of this agreement may be accomplished only by formal amendment in writing approved by the PPS and PDPS.

Article VI.

- A. A SRO may resign at any time upon providing 14 days written notice to the PDPS and PPS. Upon receipt of such notice, the PDPS and PPS will then select a new SRO in the manner provided in Article I, B of this agreement.
- B. PDPS may, upon 14 days written notice to the PPS, dismiss an SRO from that position. A new SRO will be selected in the manner provided in Article I, B of this agreement.

- C. In extreme circumstances, PDPS may need to dismiss an SRO immediately, at which point a new SRO will be selected in the manner provided in Article I, B of this agreement.
- D. A SRO may also be dismissed by the following procedure: Principal desiring to remove a SRO from his or her assigned school, make a recommendation to the school superintendent in writing, stating the reasons for removal. The superintendent will immediately furnish the recommendation to the Public Safety Director and, within a reasonable time, schedule a meeting between the superintendent, or designee, and the Director, or designee, to mediate or resolve any problems that may exist between the SRO and the staff at the school. With the agreement with the superintendent and the Director, or their designees, the SRO, or specified members of the staff from the school, may be required to be present at the mediation meeting. If, within a reasonable amount of time after the commencement of mediation, the problem cannot be resolved and mediated, being the opinion of both the superintendent and the Director, or their designees, then the SRO will be removed from the program at the school, and a replacement will be selected in the manner provided in Article I, B.

Article VII.

The term of this agreement shall be for three years, beginning July 1, 2024, through June 30, 2027. The PPS shall receive the SRO services described in Article I for the full term of the agreement. If it is necessary for the assigned SRO to be absent from the school for less than a full day, the SRO will notify the Principal and provide instructions on how emergency police service may be obtained in his/her absence. If it is necessary for the assigned SRO to be absent from school for a full day or more, the SRO remaining from the other school will provide coverage and respond as needed.

Article VIII.

The PPS shall provide the SRO, in each school to which a SRO is assigned, the following materials and facilities necessary to the performance of duties by the SRO, enumerated herein:

- A. Access to a private office, which is appropriately heated/air-conditioned and properly lighted, with a telephone to be used for general business purposes.
- B. A location for files and records that can be properly locked and secured.
- C. A desk with drawers, a chair, work table, filing cabinet, and office supplies.
- D. Access to a personal computer and/or secretarial assistance.
- E. Reimbursement for a PDPS issued cell phone.

Article IX.

This agreement may be terminated by either party upon 30 days written notice that the other party substantially failed to perform in accordance with the terms and conditions of this agreement through no fault of the party requesting termination. This agreement may be terminated without cause by either party upon a 90-day written notice. Termination of this agreement may only be accomplished as provided herein.

For City of Portage

Date

For Portage Public Schools

Date

**APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, THALL, SEEBER,
KAUFMAN & KOCHES, PC**
Catherine P. Kaufman
 By: CATHERINE P. KAUFMAN
 Date: 4-18-2024

**School Resource Officer Agreement
2024 – 2027**

School Years
2024-2025
2025-2026
2026-2027

Cost Summary

Salaries/Benefits for *2 SRO's:	\$254,224.73
50% rate:	\$127,112.36
Total Annual Fee (minus overtime)	<u>\$127,112.36</u>

Quarterly Installments:	1 st Payment:	\$31,778.09
	2 nd Payment:	\$31,778.09
	3 rd Payment:	\$31,778.09
	4 th Payment:	\$31,778.09

POLICY TYPE: ENDS

1.0 POLICY TITLE: GLOBAL ENDS

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

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

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

Ends: The following ends statements (long-range outcomes) all contribute to a successful graduate of Portage Public Schools.

Success is based on improvement of results over time and favorable comparisons to similar schools in the state, and schools within Kalamazoo County.

ACADEMIC SUCCESS

- 1.1 Students demonstrate progress toward mastery in English language arts and math with evidence of annual academic growth and proficiency. ~~continuous improvement in the mastery of core curriculum standards with results approaching or exceeding the highest performing comparable districts.~~

LEARNING AND LEADERSHIP SKILLS

- 1.2 Students have 21st Century Learning Skills including:
- critical thinking,
 - creativity,
 - communication, and
 - collaboration skills to equip them to learn and to lead with confidence.

RESILIENCE IN LIFE

- 1.3 Students have social-emotional learning competencies including:
- skills in self-management,
 - self-awareness,
 - social awareness,
 - relationship skills, and
 - responsible decision-making to build resilience to navigate life.

POST-GRADUATION SUCCESS

- 1.4 Students have the knowledge and skills necessary to succeed at post-secondary institutions without remediation and have the employability skills necessary to obtain meaningful employment.

RESPONSIBLE CITIZENS

- 1.5 Students demonstrate good citizenship through ethical behavior and respect for individual differences and cultures other than their own.

Adopted: 9/22/08 / Revised: 2/9/09, 8/18/14, 1/9/17, 5/22/17, 10/22/18, 3/9/2020, 12/14/2020, 6/28/2021, 10/25/21, 6/19/23, [6/24/24](#)

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

Note Page

IX. Required Action Items

1. Amended Budget Appropriation Resolutions for 2023-24 (OP 6231)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2023-24, as presented.



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 20, 2024
SUBJ : Budget Resolutions for 2023/24 Fiscal Year

RECOMMENDATION

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2023/24 by passing the attached resolutions. This should occur at the June 24, 2024 Board meeting after the public hearing on the budget.

BACKGROUND INFORMATION

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budget amendments for the 2023/24 school year.



To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : June 20, 2024
Subj : General Fund Budget Amendment #2 Resolution for 2023/24

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2023/24 year at the June 24, 2024 Board meeting.

Background Information

The 2023/24 fiscal year is returning to a more normal setting while still delivering quality instruction to our students. This amendment reflects any changes since the last amendment in February to the General Fund. Below are a couple of main points:

1. This budget year has received several federal and state grant fund sources on a one-time basis in addition to the normal per pupil foundation allowance. Any remaining special one-time COVID federal funding will sunset on September 30, 2024.
2. Based on analysis of all revenues and expenses at year end, the General Fund expenses are predicted to exceed revenues by approximately \$547,065 with a projected unassigned fund balance as a percentage of expenditures of 14.04% up from the February amendment of 13.45%. This fund balance reflects the unreserved fund balance after the Extended Learning Committed Funds are reserved for before and after school student support and activities.

The amendment to the District’s General (Operating) Fund represents the second and final planned revision during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our continuous budget cycle that updates the Board, staff, and community as improved information becomes available.

Our goals in completing this amendment are two-fold:

1. Informs the Board of Education on the status of carryover funds available for the upcoming fiscal year.

- Facilitates the administration’s preparation of projections made in the General Fund preliminary budget and ultimately the final budget document for 2024/25.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. The projected ending unreserved fund balance (14.04%) allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of (\$547,065) for the year, as compared to (\$2,068,397) which was adopted in February. Included in total expenditures are curriculum committed expenditures of approximately \$413,014. This excess of expenditures is after the commitment of reserved funds for Extended Learning Committed Funds once passed by the board. The largest portions of the net change are identified as follows:

Revisions	Amount
Revenues:	(rounded)
Local:	
Change in property tax collections to reflect actual. K/RESA Enhancement millage was adjusted and there was an increase in facility rental and transportation trip charges. Local gate receipts for athletic events are up from amendment #1.	\$240,754
State:	
Section 31aa – Mental Health Support Services & School Safety funding, Section 97 – Safety & Security funding are revised. MPSERS 147a(2) has been adjusted since amendment#1. Section 31a - At Risk was also updated.	\$4,831,651
Federal:	
This increase is primarily from the addition of ESSER III and ARP – ESSER III Equalization Funds – Section 11t to be spent before the deadline and a projected increase in the Medicaid reimbursement. Title 1, 2, 3 & 4 final allocations were updated.	\$2,711,178
Incoming Transfers & Other Transactions:	(\$6,000)
The food group indirect and sale of school property were both reduced.	
Revenue Subtotal -	\$7,777,583

Expenditures:	(rounded)
Salaries:	
Schedule B/C payments have been updated. Wages have been adjusted for unfilled positions. Curriculum and professional development work and stipends have been amended. Wages, which include summer learning and tutoring have also been added, funded by both Section 11t and ESSER III.	\$1,074,025
Benefits:	
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections at known rates after applying any hard caps. Corresponding FICA and retirement benefit costs have also been updated. The largest part of this increase is the corresponding benefits to summer learning and tutoring wages.	\$428,885
Purchased Services:	
Contracted substitute costs are continuing to increase. Projected contracted wages have all been revised. Technology software subscriptions for support have increased. Legal fees have also increased.	\$1,026,266
Supplies & Capital Outlay:	
Budgets were added in Section 97 - School Safety and 31aa - Mental Health & School safety for the remodeling of the entry ways at multiple buildings along with the upgrade to the clock, bells and PA systems at multiple buildings. There were also budgets added for the learning libraries purchased with ESSER III funds.	\$2,100,075
	Expense Subtotal - \$4,629,251
Total revisions accounted for in these items	\$3,148,332

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #2**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	<u>Actual 2022/23</u>	<u>Amended Budget #1 2023/24</u>	<u>Amended Budget #2 2023/24</u>
Total Fund Balance, Beginning of Year, July 1	15,747,640	22,303,113	22,303,113
REVENUES:			
Local Sources	28,425,371	29,578,481	29,819,235
State Sources	88,022,691	88,288,488	93,120,139
Federal Sources	7,806,468	2,337,001	5,048,179
Incoming Transfers and Other Transactions	<u>136,246</u>	<u>140,000</u>	<u>134,000</u>
Total Revenues and Other Transactions	<u>124,390,776</u>	<u>120,343,970</u>	<u>128,121,553</u>
Total Available to Appropriate	<u>140,138,416</u>	<u>142,647,083</u>	<u>150,424,666</u>

Be it further resolved that \$127,041,618 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Instruction:

Basic Programs	61,276,760	62,429,614	63,262,687
Added Needs	<u>9,725,713</u>	<u>11,111,961</u>	<u>12,065,152</u>
Total Instruction	<u>71,002,473</u>	<u>73,541,575</u>	<u>75,327,839</u>

Supporting Services:

Pupil	9,615,748	10,753,005	10,695,537
Instructional Staff	7,235,321	7,649,329	8,117,542
General Administration	918,717	890,918	906,898
School Administration	6,478,467	6,367,839	6,470,516
Business Services	1,144,520	1,227,337	1,221,276
Operations and Maintenance	9,938,134	10,647,544	10,612,151
Transportation	3,865,896	4,251,287	4,668,788
Central Services	3,641,424	3,403,368	4,896,673
Athletics	<u>2,068,571</u>	<u>2,322,866</u>	<u>2,508,183</u>
Total Supporting Services	<u>44,906,798</u>	<u>47,513,493</u>	<u>50,097,564</u>

Community Services	<u>1,724,665</u>	<u>1,276,519</u>	<u>1,535,435</u>
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Other Financing Use - Debt Service	<u>201,367</u>	<u>80,780</u>	<u>80,780</u>
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Total Expenditure Appropriation	<u>117,835,303</u>	<u>122,412,367</u>	<u>127,041,618</u>
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Excess (Deficit) of Revenues over Expenditures	<u>6,555,473</u>	<u>(2,068,397)</u>	<u>1,079,935</u>
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Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 22,303,113</u>	<u>\$ 20,234,716</u>	<u>\$ 23,383,048</u>
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**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #2**

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

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

PORTAGE PUBLIC SCHOOLS
2023/24 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2022/23</u>	<u>Amended Budget #1 2023/24</u>	<u>Amended Budget #2 2023/24</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	100,703,305	99,583,543	100,387,140	803,597
Program Related	23,687,471	20,760,427	27,734,413	6,973,986
Total Revenues	<u>124,390,776</u>	<u>120,343,970</u>	<u>128,121,553</u>	<u>7,777,583</u>
Expenditures				
Salaries	53,070,829	55,928,879	57,002,904	1,074,025
Fringe Benefits:				
FICA **	3,798,644	4,285,969	4,376,660	90,691
Retirement **	29,616,680	28,442,414	28,417,408	(25,006)
Health Insurance	8,985,791	9,724,760	9,859,261	134,501
Dental Insurance	691,004	706,202	721,561	15,359
Vision Insurance	139,491	138,082	138,592	510
Long-Term Disability	168,617	187,094	182,309	(4,785)
Life Insurance	43,864	47,784	46,229	(1,555)
Other Fringe Benefits	689,360	636,623	855,793	219,170
Total Fringe Benefits	<u>44,133,451</u>	<u>44,168,928</u>	<u>44,597,813</u>	<u>428,885</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	13,491,545	13,609,156	14,635,422	1,026,266
Supplies, Materials, Other	6,396,038	7,514,234	8,148,745	634,511
Capital Outlay	541,610	1,107,390	2,572,954	1,465,564
Debt Service	201,830	83,780	83,780	-
Total Expenditures	<u>117,835,303</u>	<u>122,412,367</u>	<u>127,041,618</u>	<u>4,629,251</u>
Excess (Deficit) of Revenues over Expenditures	<u>6,555,473</u>	<u>(2,068,397)</u>	<u>1,079,935</u>	<u>3,148,332</u>
Total Fund Balance Information				
Fund Balance Beginning	15,747,640	22,303,113	22,303,113	
Income (Deficit) - Allocated to Unreserved	6,555,473	(2,068,397)	1,079,935	
Estimated Ending Fund Balance	22,303,113	20,234,716	23,383,048	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,482,542	625,000	750,000	
Curriculum Committed Funds	3,586,115	3,140,330	3,173,101	
Extended Learning Committed Funds*	-	-	1,627,000	
Estimated Ending Unassigned Fund Balance	<u>17,234,456</u>	<u>16,469,386</u>	<u>17,832,947</u>	
As a Percentage of Expenditures	14.63%	13.45%	14.04%	

*Once approved at the June 24, 2024 Board of Education meeting

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Amended Budget #1 2023/24</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2023/24</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.5695 mills)	17,088,261	(180,588)	16,907,673
Regional Enhancement Millage (1.5 mills)	3,692,000	64,000	3,756,000
Earnings from Investments and Deposits	49,000	11,400	60,400
Interest on Delinquent Taxes	12,000	690	12,690
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	130,000	(10,000)	120,000
Other Local Sources	179,830	36,834	216,664
From State Sources:			
Foundation Grant Allowance	65,093,836	168,866	65,262,702
Other State Categoricals/Foundation Adjustments	13,726,034	1,900,142	15,626,176
From Federal Sources:			
Medicaid Administrative Outreach Program	42,000	18,000	60,000
Program Related Revenues:			
31N6 Funding - Mental Health Support Svcs	452,957	(146,725)	306,232
American Rescue Plan Act Funds (ESSER III)	883,856	1,582,576	2,466,432
ARP - ESSER III Equalization Funds (11T)	204,438	771,591	976,029
At Risk Grant	2,709,030	441,211	3,150,241
Athletic Gate Receipts and Contributions	405,829	137,203	543,032
Childcare and Preschool Fees	1,230,813	102,756	1,333,569
Childcare Stabilization Grant	1,516	0	1,516
Contributions for Instructional Programs	345	23,093	23,438
County Special Education and State Categoricals	11,258,149	2	11,258,151
Elementary & Secondary School Emergency Relief Funds (ESSER)	51,809	0	51,809
Enrichment Class and Advertising Fees	6,000	1,000	7,000
Maintenance and Operations Facility Rental Fees	60,000	8,031	68,031
Online Class and IB/AP Test Fees	111,000	20,118	131,118
Other Grants	255,198	317,378	572,576
Section 31AA Funding - Mental Health Svcs & Prgms	636,813	1,135,513	1,772,326
Section 35j Funding - PD, Curriculum & Supports Grant	0	703,304	703,304
Section 97 Grants - Safety & Security	605,219	347,172	952,391
Section 98C Funding - Addressing Learning Loss	229,317	0	229,317
Technology Services	310,440	0	310,440
Title 1 Grant	594,312	161,262	755,574
Title 2 Grant	153,710	67,562	221,272
Title 3 Grant (English Learner & Immigrant Students)	41,361	34,011	75,372
Title 4	45,946	58,081	104,027
Transportation Special Education Categoricals and Billings	82,951	3,100	86,051
TOTAL REVENUES	<u>\$ 120,343,970</u>	<u>\$ 7,614,829</u>	<u>\$ 128,121,553</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL**

	Amended Budget #1 2023/24	Amendments/ Transfers	Amended Budget #2 2023/24
EXPENDITURES:			
Instructional Services			
Amberly Elementary	4,458,770	(78,374)	4,380,396
Angling Road Elementary	3,524,685	(153,343)	3,371,342
Central Elementary	3,939,948	(83,906)	3,856,042
Haverhill Elementary	4,005,054	(128,688)	3,876,366
Lake Center Elementary	4,910,914	(14,352)	4,896,562
Moorsbridge Elementary	4,659,599	(91,991)	4,567,608
12th Street Elementary	4,652,908	(69,022)	4,583,886
Woodland Elementary	4,014,128	(118,846)	3,895,282
Central Middle	6,074,873	(78,492)	5,996,381
North Middle	5,574,945	(208,556)	5,366,389
West Middle	5,909,539	(133,172)	5,776,367
Central High	11,788,089	(268,099)	11,519,990
Northern High	10,568,874	(355,703)	10,213,171
American Rescue Plan Act (ESSER III)	883,856	1,582,576	2,466,432
ARP - ESSER III Equalization Funds (11T)	204,438	771,591	976,029
Auditorium Management	209,614	(17,519)	192,095
Childcare and Preschool Program	1,232,353	228,424	1,460,777
Childcare Stabilization Grant	1,516	-	1,516
Community High School Program	2,130,907	(16,393)	2,114,514
Career Tech Education	1,060,455	(3,706)	1,056,749
Education for the Arts	57,500	-	57,500
Elementary & Secondary School Emergency Relief Funds (ESSER Equity & II)	51,809	-	51,809
High School Athletics	2,042,780	144,056	2,186,836
Homebound Services	16,690	14,823	31,513
Instructional Services Administration	1,396,396	108,212	1,504,608
Middle School Athletics	381,993	36,662	418,655
Non-Public Schools- Shared Time Program	801,875	(22,159)	779,716
Section 98C Funding - Addressing Learning Loss	229,317	-	229,317
Technology and Student Information Systems			
Media Services	275,934	98	276,032
Technology Services	3,188,652	21,309	3,209,961
Educational Supports & Intervention			
Special Education Program	13,067,625	99,804	13,167,429
At Risk Grant	2,709,030	441,211	3,150,241
Title 1 Grant	594,312	161,262	755,574
Section 31n6 - Mental Health & Support Services	452,957	(146,725)	306,232
Section 31AA Funding - Mental Health Svcs & Prgms	636,813	1,135,513	1,772,326
Curriculum and Professional Development			
Curriculum Development	1,388,548	(57,037)	1,331,511
Curriculum Committed Funding	445,785	(32,771)	413,014
Section 35j Funding - PD, Curriculum & Supports Grant	-	703,304	703,304
Professional Development	210,687	41,112	251,799
Title 2 Grant	153,710	67,562	221,272
Title 3 Grant (English Learner & Immigrant Students)	41,361	34,011	75,372
Title 4 Grant	45,946	58,081	104,027
Other Grants	474,366	429,267	903,633
Operations			
Budget and Finance	1,585,611	(84,084)	1,501,527
Central Services	125,732	(3,815)	121,917
Maintenance and Operations	5,436,703	(27,960)	5,408,743
Transportation	4,040,221	402,757	4,442,978
Section 97 Grants - Safety & Security	605,219	347,172	952,391
Community Relations			
Communications	359,019	(1,645)	357,374
Community Enrichment Program	135,178	791	135,969
Human Resources			
Administration	802,215	(20,969)	781,246
Administration			
	852,918	16,980	869,898
TOTAL EXPENDITURES	<u>\$ 122,412,367</u>	<u>\$ 4,629,251</u>	<u>\$ 127,041,618</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$ (2,068,397)</u>	<u>\$ 2,985,578</u>	<u>\$ 1,079,935</u>



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
CC : Johnny Edwards, Assistant Superintendent of Operations
DATE : June 20, 2024
SUBJ : Building and Site Sinking Fund Budget Amendment #1 Resolution for 23/24

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the Building Site and Sinking Fund Appropriations Act, for the 2023/24 fiscal year.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Building and Site Sinking Fund during the current fiscal year. Minor revenue adjustments have been made to reflect expected actuals for this year.

Expenditure adjustments were made in the ongoing project areas since the adoption of the preliminary budget. Major one-time projects include but are not limited to: complete gym floor refinishing at Twelfth Street Elementary, Central Middle School, Central High School, CHS Stable and the NHS Igloo; new flooring is for the weight rooms at Northern High School, Central High School and West Middle School; an additional parking lot at Northern High School near the athletic stadium has been completed. The facelift at Northern High School has also been completed with the replacement of their curtain wall. A new roof at Twelfth Street Elementary will be underway this summer.

Other routine ongoing projects such as playground upgrades, glass window and roof leak repairs were also conducted. Projects continue to be analyzed in conjunction with the bond issue projects.

The BSSF budget would end the year with approximately \$5,987,325 of fund balance.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	Actual 2022/23	Adopted Budget 2023/24	Amendment #1 2023/24
Total Fund Balance, Beginning of Year, July 1	6,263,901	5,927,254	6,181,045
REVENUES:			
Tax Levy at .4988 mills for all years	1,308,905	1,408,000	1,393,639
Payment in Lieu of Personal Property Tax from State Sources	128,380	127,000	133,017
Industrial Facilities Tax	18,194	18,200	19,019
Interest Income	63,691	30,000	133,263
Interest on Delinquent Taxes	1,523	500	770
Payment in Lieu of Taxes	2,576	2,600	2,759
Collection of Prior Year Taxes	1,449	-	165
Total Revenues and Other Transactions	<u>1,524,718</u>	<u>1,586,300</u>	<u>1,682,632</u>
Total Available to Appropriate	<u>7,788,619</u>	<u>7,513,554</u>	<u>7,863,677</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4988 mills on all property classifications.

Be it further resolved that \$1,807,667 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Major Projects

Asphalt Projects:	-	-	-
Northern AEF Parking Lot	107,037	297,665	472,484
Gym Floor Refinishing	95,190	175,000	215,000
CHS Baseball Field Renovation (Fencing)	-	-	-
12th Street Elementary Roof	-	427,000	245,000
LCE Sign	-	-	27,385
CHS Push Door System	-	3,200	3,200
Centennial Park Irrigation System	110,841	-	-
CHS Weight Room Flooring	56,766	-	11,422
NHS Weight Room Flooring	42,249	-	20,083
WMS Weight Room Flooring	-	-	8,186
NMS Kitchen Flooring	-	-	23,000
CHS Baseball/Softball Improvement	-	-	8,900
12th Street Kiln Exhaust Project	-	-	5,000
LCE Kiln Exhaust Project	-	-	5,000
ANG Playground	-	-	5,000
PCEC Boiler Replacement	-	-	40,000
Stable Fire Alarm System	-	-	13,420
Lockers for WMS	16,630	-	-
12th Street Elementary Sign	-	-	21,300
Northern Curtain Wall (Facelift)	842,510	577,377	384,972
Total Major Projects	<u>1,271,223</u>	<u>1,480,242</u>	<u>1,509,352</u>

	Actual 2022/23	Adopted Budget 2023/24	Amendment #1 2023/24
Ongoing Projects			
Roof Repair	23,633	35,000	35,000
Glass	9,338	10,500	10,500
Fencing	-	25,000	7,000
Sidewalk Concrete Repair	5,738	31,500	-
Casework	1,273	10,500	2,000
Asbestos Abatement	-	2,100	60,000
Asphalt Repair	-	31,500	5,000
Carpet Replacement	-	60,000	40,000
District Mechanical	199,239	125,000	160,000
District Electrical	-	36,750	45,000
Total On-Going Projects	239,222	367,850	364,500
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	10,000	-
Other Projects			
Grounds replacement-playgrounds	96,845	35,000	-
Drinking Fountains	-	3,000	2,000
Total Other Projects	96,845	38,000	2,000
Tax Refunds	285	6,000	500
Total Expenditures	1,607,574	1,902,092	1,876,352
Excess (Deficit) of Revenues over Expenditures	(82,856)	(315,792)	(193,720)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$6,181,045	\$5,611,462	\$5,987,325

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

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



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 20, 2024
SUBJECT : Debt Retirement Fund Budget Amendment #1 Resolution for 23/24

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the Debt Retirement Fund Appropriations Act, for the 2023/24 fiscal year at the June 24, 2024 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Debt Retirement Fund during the current fiscal year. The major change incorporated in this amendment is to adjust for the impact of increased levels of the various types of tax collections and debt service payments.

The net impact of this amendment indicates ending the year with revenues exceeding expenditures by approximately \$1,155,906. Our anticipated ending fund balance is expected to be \$7,317,957.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	Actual 2022/23	Adopted Budget 2023/24	Amendment #1 2023/24
Total Fund Balance, Beginning of Year, July 1	4,348,801	2,926,153	6,162,051
REVENUES:			
Local Property Taxes (6.85 mills for all years)	18,126,312	18,766,409	19,297,938
Payment in lieu of Personal Property Taxes-State Sources	1,364,099	1,250,000	1,413,378
Industrial Facilities Tax	484,166	475,000	506,895
Pilot payment in lieu of tax	35,376	35,000	37,875
Other Tax Revenues	20,668	16,000	1,900
Interest Income - Investments	83,999	35,000	278,000
Interest on Delinquent Taxes	13,739	9,000	10,574
Transfer in from 2016 & 2021 Debt Funds	2,002	-	-
Total Revenues and Other Transactions	<u>20,130,361</u>	<u>20,586,409</u>	<u>21,546,560</u>
Total Available to Appropriate	<u>24,479,162</u>	<u>23,512,562</u>	<u>27,708,611</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$20,390,654 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	9,535,000	11,595,000	11,595,000
Interest Payments	8,776,694	8,792,154	8,792,154
Fees	1,500	2,000	2,500
Tax Refunds	3,917	18,000	1,000
Total Expenditures	<u>18,317,111</u>	<u>20,407,154</u>	<u>20,390,654</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,813,250</u>	<u>179,255</u>	<u>1,155,906</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 6,162,051</u>	<u>\$ 3,105,408</u>	<u>\$ 7,317,957</u>

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

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



TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 20, 2024
SUBJECT : School Service Fund Budget Amendment #1 Resolution for 23/24

RECOMMENDATION

That the Board of Education adopt the attached resolution, Amendment #1, to the School Service Fund Appropriations Act, for the 2023/24 fiscal year at the June 24, 2024 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the School Service Fund for the 2023/24 year. The purpose of this amendment is to amend the food service, bookstore, and school activities funds to align with the expected results for the current 2023/24 year.

The Food Service portion of this budget is being amended to reflect information based on operations under Chartwells. The revenues have been adjusted based on the participation trends to date. The adopted budget expense categories were analyzed based on the current year expectations and adjusted accordingly. All changes to the Food Service projections were completed jointly by Chartwells staff and myself.

Overall, the Food Service operation is now projected to have expenses exceeding revenues of approximately \$45,496. This overage relates to the MDE required spend down plan for projects we have brought to the Board for approval. Fund balance is projected at approximately \$2,474,688. The District's spend down plan has been approved and will span over the 2023/24 and the 2024/25 school years. Both the Michigan School Meals Program and the Extended Summer Food Service Program have provided thousands of free meals to our students during the school year. The General Fund does receive up to approximately \$120,000 a year in indirect costs annually from the Food Service Program. We will continue to monitor revenues and expenditures going forward to try and keep the bottom line positive.

The bookstore portion of this budget reflects the combined projected operations of the CHS and NHS school bookstores.

The school activities portion of this budget was adjusted slightly to account for current year activity since the adoption of the preliminary budget.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	Food Service		Bookstore		School Activities	
	Adopted 2023/24	Amendment #1 2023/24	Adopted 2023/24	Amendment #1 2023/24	Adopted 2023/24	Amendment #1 2023/24
Total Fund Balance, Beginning of Year, July 1	2,504,418	2,520,164	-	-	-	1,091,401
REVENUES:						
Local Sources	1,556,100	470,100	16,000	17,500	1,400,000	1,825,000
State Sources	167,713	2,054,034	-	-	-	-
Federal Sources	1,826,220	2,242,427	-	-	-	-
Total Revenues and Other Transactions	<u>3,550,033</u>	<u>4,766,561</u>	<u>16,000</u>	<u>17,500</u>	<u>1,400,000</u>	<u>1,825,000</u>
Total Available to Appropriate	<u>6,054,451</u>	<u>7,286,725</u>	<u>16,000</u>	<u>17,500</u>	<u>1,400,000</u>	<u>2,916,401</u>

Be it further resolved that \$4,812,057 of the Food Service total, \$17,500 of the Bookstore total and \$1,690,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:						
Food Service	4,377,448	4,692,057	-	-	-	-
Bookstore	-	-	16,000	17,500	-	-
Student Activities	-	-	-	-	1,400,000	1,690,000
Outgoing Transfer to General Fund for Indirect Costs	130,000	120,000	-	-	-	-
Total Expenditures and Outgoing Transfers	<u>4,507,448</u>	<u>4,812,057</u>	<u>16,000</u>	<u>17,500</u>	<u>1,400,000</u>	<u>1,690,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>(957,415)</u>	<u>(45,496)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>135,000</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 1,547,003</u>	<u>\$ 2,474,668</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,226,401</u>

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

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

Note Page

IX. Required Action Items

2. 2024-25 Budget Resolutions (OP 6220, 6230)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Services Funds budgets for 2024-25, as presented.

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 20, 2024
SUBJ : Budget Resolutions for 2024/25 Fiscal Year

RECOMMENDATION

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2024/25 by passing the attached resolutions. This should occur at the June 24, 2024 Board meeting after the public hearing on the budget.

BACKGROUND INFORMATION

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budgets for the 2024/25 school year.

TO : Mark Bielang, Board of Education
FROM : Paula Johnson, Director of Finance
DATE : June 19, 2024
SUBJ : 2024/2025 School Year Preliminary Budgets

This document represents the first of two formal presentations and discussions on next school year's budgets for the General Fund, Building & Site Sinking Fund, Debt Retirement Funds, Food Service Fund, Bookstore Fund and School Activities Fund. The administration's work on the budget began in April, and this document formally begins the process of applying financial projections to numerous variables that exist in our budget. Please remember that this is only the beginning of a budget cycle that will extend through June 2025 (with our budget cycle of preliminary, adoption, and then amendment). Significant uncertainties exist that could dramatically change our recommendations throughout the course of this budget cycle.

Before you begin your study of this document please note the following items related to our presentation format:

1. We will continue providing the Board with budget materials that could be inserted in a budget binder. This allows Board members to retain all budget materials in one area. It also facilitates their ability to follow the budget process from preliminary budget discussion, to adoption, and finally to amendments during the course of the school year.
2. In order to identify actual program costs to the District, the final budget packet will include all revenues and expenses (including fringe benefits) directly attributable to individual programs within their budget area. This format presents a more accurate picture of projected programs on a "cost center" basis.
3. The General Fund overview is followed by narrative information that gives a description of the fund, ongoing finance reform impact, and 2024/25 highlights.

As you will see in the narrative for the 2024/25 General Fund budget, we continue to incorporate instructional expenditures to comply with the State's ongoing requirement to provide 180 days of instruction for the 2024/25 school year. As of this date, we are projecting an increase in the foundation grant from the State of \$215 per FTE, and budgeting at a blended enrollment of 8,502.79 students. This is down 95.83 FTE from the 2023/24 blended count. The county-wide enhancement millage renewed in May 2023 and the county-wide special education millage was renewed in May 2021 to continue to provide us much needed financial support in this coming year. Without these millages, the District would see a deficit and/or extensive budget reductions incorporated in the preliminary budget.

By State law our budget must be adopted by June 30th, so we are encouraging the Board, staff, and community to continue providing input. We are confident that this two-way communication will further enhance an excellent community-based budget process.

2024/2025 EXECUTIVE SUMMARY

GENERAL FUND (OPERATIONS)

This is the 31st year of post Proposal A budgeting, and over 73% of our revenues continue to be controlled by our enrollment through the State foundation grant, categoricals, and the K/RESA regional enhancement and special education millages. The State has not finalized its 2024/25 School Aid Fund budget at the time of this budget adoption. Based on Consensus Revenue Estimation numbers from May, state revenues were slightly lower than target levels for the School Aid Fund, but were ahead of projection for the General Fund. We are hopeful that this will bring a favorable increase in the per pupil foundation allowance for next year. The draft budget included in your packet has an assumption of a \$217 increase in the per pupil foundation allowance for 2024/25. The District is still under a Headlee rollback for our operating millage limiting the levy to 17.5695 mills instead of 18 mills. This represents approximately a \$415,000 reduction in property tax collection for the General Fund. Based on taxable values for 2024, we didn't roll back any further. Enrollment is budgeted at 8,502.79 students with a foundation grant level of \$9,825 per pupil FTE. This is down 95.83 (FTE) students from the 2023/24 school year. Shared-time program services to all grade levels at the parochial schools will continue, as well as the limitation on the FTE that can be claimed to a .75 level. The county-wide enhancement millage levied by K/RESA for operational purposes was renewed in May 2023 and will continue to provide additional tax revenues of approximately \$3.9 million for 2024/25. Voters in Kalamazoo County also renewed the K/RESA Special Education millage in May 2021 for 1.5 mills over six years, which also continues to provide the District with continued funding totaling approximately \$7.5 million dollars. These millages help offset the modest increases in the foundation grant and support our expenditure increases, primarily in the salary and benefit areas. All State Aid Categoricals will be updated with the first General Fund Budget amendment.

The District has incorporated compensation step increases for all employee groups in the preliminary budget. Increases for non-bargaining groups have also been incorporated. With the retirement reform, the legislature has continued to allocate a portion of the School Aid Fund revenues to the funding the gap between the unfunded liability cap percentage and the true retirement rate for 2024/25. It has been predicted this funding will continue with the 2024/25 budget. Michigan Department of Education has issued guidance for the treatment of these funds, and categorical revenues have been created to account for these funds. The retirement expense rate has remained unchanged at 48.23% based on our projected salaries. This includes the UAAL rate portion the District has to remit the same amount of funds to the Office of Retirement Services each month after it is received through state aid. The increased UAAL rate will be reflected in the February amendment. We have incorporated our proportionate share of the health insurance increase going into effect January 1, which is projected to be 6.0%, depending on the employee group involved. This increase is composed of both the premium and the Affordable Care Act taxes that are no longer being subsidized by our insurance carrier.

The 2023/24 adopted budget is projected to have expenditures exceeding revenues by approximately \$2,312,354. The District is estimated to end the 2023/24 year with unassigned fund balance of approximately 14.04% of budgeted expenditures, and the 2024/25 year is estimated to end the year at 12.44%.

While this level may be adequate in the short-term, we are monitoring the ongoing salary and benefit expense pressures that will carry forward in the upcoming years and continue to align the

expenditures with revenues. Short and long-term concerns like enrollment due to demographic changes and economic conditions bear ongoing monitoring for budget impact. Other budget uncertainties relate to the impact of utility and fuel rates and usage.

DEBT RETIREMENT FUND

This fund is projected to have excess revenues over expenditures of approximately \$1,720,368. This could change based on current open Tax Tribunal cases at the State of Michigan. Property taxable value changes from Kalamazoo County will be incorporated into the next amendment, but the millage rate will remain unchanged at 6.85 mills in 2024/25 in order to retire principal and interest payments for the 2016, 2019, 2021 and 2023 bond issues outstanding. Personal Property Tax Reform continues in 2024/25, and the District has budgeted for a reimbursement from the State of approximately \$1,200,000.

BUILDING AND SITE SINKING FUND

This fund is projected to have excess revenues over expenditures of approximately \$487,525. The millage rate in 2024/25 will roll back slightly to at .4983, down from .4988 mills. The building site and sinking fund experienced it's first Headlee rollback in 2020/21. The building site and sinking fund millage will be on the ballot in August for renewal. The current levy is set to expire in December of 2024. Significant projects are scheduled district wide. All expenditures meet ballot language as approved by voters and state requirements implemented with education funding reform.

SCHOOL SERVICE FUND

This fund operates the food service, bookstore, and school activities programs. The food service program is projected to operate with excess expenses of \$713,852. This is planned due to the spend down plan of excess fund balance. All three budget recommendations from Lansing have suggested that breakfast and lunch offerings be offered for free next year, if free, we will not be bringing lunch prices to the board for approval. A la carte prices will be published in the fall. Milk prices will remain unchanged for now, but could change midyear based on inflation. Food service continues to operate without requiring General Fund assistance and will contribute approximately \$120,000 back to the General Fund to cover indirect costs. The bookstore operations will break even, with profits being distributed to the organizations running each bookstore. The student activity fund has been included in the budget process due to the implementation of GASB84. This fund represents the activity that occurred in the prior trust and agency fund.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	Actual 2022/23	Amended Budget #2 2023/24	Adopted Budget 2024/25
Total Fund Balance, Beginning of Year, July 1	15,747,640	22,303,113	23,383,048
REVENUES:			
Local Sources	28,425,371	29,819,235	30,430,144
State Sources	88,022,691	93,120,139	91,538,661
Federal Sources	7,806,468	5,048,179	1,901,369
Incoming Transfers and Other Transactions	136,246	134,000	130,000
Total Revenues and Other Transactions	<u>124,390,776</u>	<u>128,121,553</u>	<u>124,000,174</u>
Total Available to Appropriate	<u>140,138,416</u>	<u>150,424,666</u>	<u>147,383,222</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 17.5695 mills on Non-Homestead property.

Be it further resolved that \$126,312,528 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	61,276,760	63,262,687	62,503,084
Added Needs	9,725,713	12,065,152	12,103,724
Total Instruction	<u>71,002,473</u>	<u>75,327,839</u>	<u>74,606,808</u>
Supporting Services:			
Pupil	9,615,748	10,695,537	11,215,306
Instructional Staff	7,235,321	8,117,542	8,546,577
General Administration	918,717	906,898	846,509
School Administration	6,478,467	6,470,516	6,387,410
Business Services	1,144,520	1,221,276	1,268,317
Operations and Maintenance	9,938,134	10,612,151	10,640,795
Transportation	3,865,896	4,668,788	5,102,480
Central Services	3,641,424	4,896,673	4,558,130
Athletics	2,068,571	2,508,183	1,827,507
Total Supporting Services	<u>44,906,798</u>	<u>50,097,564</u>	<u>50,393,031</u>
Community Services	<u>1,724,665</u>	<u>1,535,435</u>	<u>1,312,689</u>
Other Financing Use - Debt Service	<u>201,367</u>	<u>80,780</u>	<u>-</u>
Total Expenditure Appropriation	<u>117,835,303</u>	<u>127,041,618</u>	<u>126,312,528</u>
Excess (Deficit) of Revenues over Expenditures	<u>6,555,473</u>	<u>1,079,935</u>	<u>(2,312,354)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>68 22,303,113</u>	<u>23,383,048</u>	<u>21,070,694</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2024.

PORTAGE PUBLIC SCHOOLS
2024/25 GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2022/23</u>	<u>Amended Budget #2 2023/24</u>	<u>Adopted Budget 2024/25</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	100,703,305	100,387,140	100,580,000	192,860
Program Related	23,687,471	27,734,413	23,420,174	(4,314,239)
Total Revenues	<u>124,390,776</u>	<u>128,121,553</u>	<u>124,000,174</u>	<u>(4,121,379)</u>
Expenditures				
Salaries	53,070,829	57,002,904	59,014,191	2,011,287
Fringe Benefits:				
FICA **	3,798,644	4,376,660	4,543,486	166,826
Retirement **	29,616,680	28,417,408	28,455,474	38,066
Health Insurance	8,985,791	9,859,261	10,548,393	689,132
Dental Insurance	691,004	721,561	737,238	15,677
Vision Insurance	139,491	138,592	141,656	3,064
Long-Term Disability	168,617	182,309	193,906	11,597
Life Insurance	43,864	46,229	47,756	1,527
Other Fringe Benefits	689,360	855,793	683,971	(171,822)
Total Fringe Benefits	<u>44,133,451</u>	<u>44,597,813</u>	<u>45,351,880</u>	<u>754,067</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	13,491,545	14,635,422	14,001,178	(634,244)
Supplies, Materials, Other	6,396,038	8,148,745	6,443,777	(1,704,968)
Capital Outlay	541,610	2,572,954	1,500,002	(1,072,952)
Debt Service	201,830	83,780	1,500	(82,280)
Total Expenditures	<u>117,835,303</u>	<u>127,041,618</u>	<u>126,312,528</u>	<u>(729,090)</u>
Excess (Deficit) of Revenues over Expenditures	<u>6,555,473</u>	<u>1,079,935</u>	<u>(2,312,354)</u>	<u>(3,392,289)</u>
Total Fund Balance Information				
Fund Balance Beginning	15,747,640	22,303,113	23,383,048	
Income (Deficit) - Allocated to Unreserved	6,555,473	1,079,935	(2,312,354)	
Estimated Ending Fund Balance	22,303,113	23,383,048	21,070,694	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,482,542	750,000	750,000	
Curriculum Committed Funds	3,586,115	3,173,101	2,985,657	
Extended Learning Committed Funds	-	1,627,000	1,627,000	
Estimated Ending Unassigned Fund Balance	<u>17,234,456</u>	<u>17,832,947</u>	<u>15,708,037</u>	
As a Percentage of Expenditures	14.63%	14.04%	12.44%	

**PORTAGE PUBLIC SCHOOLS
2024/25 GENERAL FUND BUDGET OVERVIEW
NON-PROGRAM REVENUES AND K-12 STATE AID CALCULATION**

	<u>Amended Budget #2 2023/24</u>	<u>Proposed Budget 2024/25</u>
REVENUES:		
From Local Sources:		
Property Tax Levy (17.5695 mills)	16,907,673	16,929,821
Regional Enhancement Millage (1.5 mills)	3,756,000	3,942,794
Earnings from Investments and Deposits	60,400	49,000
Interest on Delinquent Taxes	12,690	12,000
Reimbursements from Other Funds:		
Accounting Services and Indirect Costs	120,000	120,000
Other Local Sources	216,664	190,803
From State Sources:		
Foundation Grant Allowance	65,262,702	66,187,085
Other State Categoricals/Foundation Adjustments	15,626,176	14,640,785
From Federal Sources:		
Medicaid Administrative Outreach Program	60,000	55,000
TOTAL NON PROGRAM REVENUES	<u><u>\$ 102,022,305</u></u>	<u><u>\$ 102,127,288</u></u>

Y5-12 STATE AID CALCULATION FOR 2024/25

Blended count membership	8,503
Projected Foundation Grant per pupil (based on estimated \$217 increase)	\$ 9,825
Gross Foundation Grant Guaranteed	\$ 83,539,911.75
Less Revenue Generated on Non-Homestead Millage, Ren Zone & Headlee Rollback	<u>\$ 17,352,808</u>
Net Foundation Grant in Recommended Budget	<u>\$ 66,187,104</u>
Y5-12, Alternative Education, and Shared-Time Program Students Foundation Grant	64,730,921
Special Education Foundation Grant	<u>1,456,163</u>
Total	<u><u>\$ 66,187,084</u></u>

PORTAGE PUBLIC SCHOOLS
2023/24 and 2024/25 GENERAL FUND BUDGET OVERVIEW
PROGRAM REVENUES and EXPENDITURES

	2023/24			2024/25		
	Program Revenues	Program Expenses	Budget 2023/24	Program Revenues	Program Expenses	Budget 2024/25
Instructional Services						
Amberly	0	4,380,396	4,380,396	0	4,565,409	4,565,409
Angling Road	0	3,371,342	3,371,342	0	3,543,417	3,543,417
Central Elementary	0	3,856,042	3,856,042	0	4,073,739	4,073,739
Haverhill	0	3,876,366	3,876,366	0	4,015,848	4,015,848
Lake Center	0	4,896,562	4,896,562	0	4,945,175	4,945,175
Moorsbridge	4,033	4,567,608	4,563,575	0	4,755,099	4,755,099
12th Street	0	4,583,886	4,583,886	0	4,645,463	4,645,463
Woodland	0	3,895,282	3,895,282	0	3,988,921	3,988,921
Central Middle	1,659	5,996,381	5,994,722	0	5,915,183	5,915,183
North Middle	0	5,366,389	5,366,389	0	5,723,676	5,723,676
West Middle	3,500	5,776,367	5,772,867	0	6,231,568	6,231,568
Central High	93,010	11,519,990	11,426,980	63,000	11,742,344	11,679,344
Northern High	52,354	10,213,171	10,160,817	31,312	10,541,952	10,510,640
American Rescue Plan Act (ESSER III)	2,466,432	2,466,432	0	452,426	452,426	0
ARP - ESSER III Equalization Funds (11T)	976,029	976,029	0	218,735	218,735	0
Auditorium Management	0	192,095	192,095	0	201,243	201,243
Career Tech Education	0	1,056,749	1,056,749	0	1,326,816	1,326,816
Education for the Arts	0	57,500	57,500	0	85,532	85,532
Childcare Program	1,333,569	1,460,777	127,208	1,246,599	1,246,599	0
Childcare Stabilization Grant	1,516	1,516	0	0	0	0
Community High School Program	0	2,114,514	2,114,514	0	2,163,893	2,163,893
Elementary & Secondary School Emergency Relief Funds (ESSER Equity & II)	51,809	51,809	0	0	0	0
High School Athletics	474,652	2,186,836	1,712,184	141,500	1,634,797	1,493,297
Homebound Services	0	31,513	31,513	0	15,638	15,638
Instructional Services Administration	0	1,504,608	1,504,608	0	1,570,585	1,570,585
Middle School Athletics	68,380	418,655	350,275	9,400	310,210	300,810
Non-Public Schools-Shared Time Program	0	779,716	779,716	0	965,118	965,118
Section 98C Funding - Addressing Learning Loss	229,317	229,317	0	0	0	0
Information and Technology Systems						
Media Services	0	276,032	276,032	0	268,321	268,321
Technology Services	310,440	3,209,961	2,899,521	240,000	3,318,259	3,078,259
Special Education/At Risk Programs						
Special Education Program	11,258,151	13,167,429	1,909,278	12,071,215	13,633,792	1,562,577
At Risk Grant	3,150,241	3,150,241	0	3,138,984	3,138,984	0
Title 1	755,574	755,574	0	755,574	755,574	0
Section 31n6 - Mental Health & Support Services	306,232	306,232	0	306,232	306,232	0
Section 31AA Funding - Mental Health Svcs & Prgrms	1,772,326	1,772,326	0	1,480,659	1,480,659	0
Curriculum, Instruction, and Assessment						
Curriculum Development	0	1,331,511	1,331,511	0	1,558,468	1,558,468
Curriculum Committed Funding	0	413,014	413,014	0	600,458	600,458
Section 35j Funding - PD, Curriculum & Supports Grant	703,304	703,304	0	489,696	489,696	0
Professional Development	0	251,799	251,799	0	276,136	276,136
Title 2 Grant	221,272	221,272	0	221,272	221,272	0
Title 3 Grant (English Learner & Immigrant Students)	75,372	75,372	0	75,372	75,372	0
Title 4	104,027	104,027	0	104,027	104,027	0
Other Grants	572,576	903,633	331,057	152,196	403,052	250,856
Operations						
Budget & Finance	0	1,501,527	1,501,527	0	1,688,381	1,688,381
Central Services	0	121,917	121,917	0	120,321	120,321
Maintenance & Operations	68,031	5,408,743	5,340,712	50,000	5,427,808	5,377,808
Transportation	86,051	4,442,978	4,356,927	80,000	4,869,508	4,789,508
Section 97 Grants - Safety & Security	952,391	952,391	0	539,687	539,687	0
Community Relations						
Communications	0	357,374	357,374	0	397,315	397,315
Community Enrichment Program	7,000	135,969	128,969	5,000	139,958	134,958
Human Resources						
Administration	0	781,246	781,246	0	814,353	814,353
Administration						
	0	869,898	869,898	0	805,509	805,509
TOTAL EXPENDITURES	\$ 26,099,248	\$ 127,041,618	\$ 100,942,370	\$ 21,872,886	\$ 126,312,528	\$ 104,439,642
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES			\$ 1,079,935			\$ (2,312,354)

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2022/23</u>	<u>Amendment #1 2023/24</u>	<u>Adopted 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	6,263,901	6,181,045	5,987,325
REVENUES:			
Tax Levy at .4988 mills for 23/24, .4983 for 24/25	1,308,905	1,393,639	1,489,000
Payment in Lieu of Personal Property Tax from State Sources	128,380	133,017	130,000
Industrial Facilities Tax	18,194	19,019	19,000
Interest Income	63,691	133,263	90,000
Interest on Delinquent Taxes	1,523	770	-
Payment in Lieu of Taxes	2,576	2,759	2,775
Collection of Prior Year Taxes	1,449	165	-
Total Revenues and Other Transactions	<u>1,524,718</u>	<u>1,682,632</u>	<u>1,730,775</u>
Total Available to Appropriate	<u>7,788,619</u>	<u>7,863,677</u>	<u>7,718,100</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4983 mills on all property classifications for 2024/25.

Be it further resolved that \$1,243,250 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Major Projects:

Asphalt Projects:			
Northern AEF Parking Lot	107,037	472,484	-
Gym Floor Refinishing	95,190	215,000	109,000
12th Street Elementary Roof	-	245,000	-
LCE Sign	-	27,385	-
CHS Push Button Door System	-	3,200	-
Centennial Park Irrigation System	110,841	-	-
CHS Weight Room Flooring	56,766	11,422	-
NHS Weight Room Flooring	42,249	20,083	-
WMS Weight Room Flooring	-	8,186	-
NMS Kitchen Flooring	-	23,000	4,000
CHS Baseball/Softball Improvement	-	8,900	-
12th Street Kiln Exhaust Project	-	5,000	25,000
LCE Kiln Exhaust Project	-	5,000	25,000
ANG Playground	-	5,000	-
CHS Auditorium Acoustical Project	-	-	12,000
NHS Auditorium Acoustical Project	-	-	12,000
PCEC Boiler Replacement	-	40,000	460,000
Stable Fire Alarm System	-	13,420	-
Lockers for WMS	16,630	-	-
12th Street Elementary Sign	-	21,300	65,000
Portage Northern Skylight Repair	-	-	25,000
Northern Curtain Wall (Facelift)	842,510	384,972	-
Total Major Projects	<u>1,271,223</u>	<u>1,509,352</u>	<u>737,000</u>

	Actual 2022/23	Amendment #1 2023/24	Adopted 2024/25
On-Going Projects			
Roof Repair	23,633	35,000	35,000
Glass	9,338	10,500	10,500
Fencing	-	7,000	25,000
Sidewalk Concrete Repair	5,738	-	30,000
Casework	1,273	2,000	5,000
Asbestos Abatement	-	60,000	75,000
Asphalt Repair	-	5,000	30,000
Carpet Replacement	-	40,000	60,000
District Mechanical	199,239	160,000	150,000
District Electrical	-	45,000	36,750
Total On-Going Projects	239,221	364,500	457,250
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	-	5,000
Other Projects			
Grounds replacement-playgrounds	96,845	-	35,000
Drinking Fountains	-	2,000	3,000
Total Other Projects	96,845	2,000	38,000
Tax refunds	285	500	6,000
Total Expenditures	1,607,574	1,876,352	1,243,250
Excess (Deficit) of Revenues over Expenditures	(82,856)	(193,720)	487,525
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$6,181,045</u>	<u>\$5,987,325</u>	<u>\$6,474,850</u>

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2024.

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	Actual 2022/23	Amendment #1 2023/24	Adopted Budget 2024/25
Total Fund Balance, Beginning of Year, July 1	4,348,801	6,162,051	7,317,957
REVENUES:			
Local Property Taxes (6.85 mills for all years)	18,126,312	19,297,938	20,505,062
Payment in lieu of Personal Property Taxes-State Sources	1,364,099	1,413,378	1,200,000
Industrial Facilities Tax	484,166	506,895	475,000
Pilot payment in lieu of tax	35,376	37,875	38,000
Other Tax Revenues	20,668	1,900	3,000
Interest Income - Investments	83,999	278,000	100,000
Interest on Delinquent Taxes	13,739	10,574	9,000
Transfer in from 2016 & 2021 Debt Funds	2,002	-	-
Total Revenues and Other Transactions	<u>20,130,361</u>	<u>21,546,560</u>	<u>22,330,062</u>
Total Available to Appropriate	<u>24,479,162</u>	<u>27,708,611</u>	<u>29,648,019</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$20,609,694 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	9,535,000	11,595,000	12,320,000
Interest Payments	8,776,694	8,792,154	8,277,194
Fees	1,500	2,500	2,500
Tax Refunds	3,917	1,000	10,000
			-
Total Expenditures	<u>18,317,111</u>	<u>20,390,654</u>	<u>20,609,694</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,813,250</u>	<u>1,155,906</u>	<u>1,720,368</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 6,162,051</u>	<u>\$ 7,317,957</u>	<u>\$ 9,038,325</u>

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2024.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	Food Service		Bookstore		School Activities	
	Amendment #1 2023/24	Adopted 2024/25	Amendment #1 2023/24	Adopted 2024/25	Amendment #1 2023/24	Adopted 2024/25
Total Fund Balance, Beginning of Year, July 1	2,520,164	2,474,668	-	-	1,091,401	1,226,401
REVENUES:						
Local Sources	470,100	520,600	17,500	17,500	1,825,000	1,775,000
State Sources	2,054,034	1,915,198	-	-	-	-
Federal Sources	2,242,427	2,257,471	-	-	-	-
Total Revenues and Other Transactions	4,766,561	4,693,269	17,500	17,500	1,825,000	1,775,000
Total Available to Appropriate	7,286,725	7,167,937	17,500	17,500	2,916,401	3,001,401

Be it further resolved that \$5,407,121 of the Food Service total, \$17,500 of the Bookstore total and \$1,650,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:						
Food Service	4,692,057	5,287,121	-	-	-	-
Bookstore	-	-	17,500	17,500	-	-
Student Activities	-	-	-	-	1,690,000	1,650,000
Outgoing Transfer to General Fund for Indirect Costs	120,000	120,000	-	-	-	-
Total Expenditures and Outgoing Transfers	4,812,057	5,407,121	17,500	17,500	1,690,000	1,650,000
Excess (Deficit) of Revenues over Expenditures	(45,496)	(713,852)	0	0	135,000	125,000
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 2,474,668	\$ 1,760,816	\$ -	\$ -	\$ 1,226,401	\$ 1,351,401

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect July 1, 2024.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

Note Page

IX. Required Action Items

3. Resolution to Set 2024 Tax Rates (MCL 380.1611)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the Resolution to Set 2024 Tax Rates for Summer and Winter Taxes, as presented.

TO : Mark Bielang, Superintendent
FROM : Paula Johnson, Director of Finance
DATE : June 19, 2024
SUBJ : Resolution to Set 2024 Tax Rates

RECOMMENDATION

That the Board of Education adopt the attached resolution which sets tax rates for both summer and winter levies.

BACKGROUND INFORMATION

The attached resolution sets the tax millage rates for our 2024/25 fiscal year for the General Fund (operating), Debt Retirement Fund, and Building & Site Sinking Fund as called for in our budget appropriation acts.

You will notice that this resolution continues a 100% summer tax collection for General, Debt Retirement, and Building and Site Sinking Fund millages in the City of Portage. A summer tax collection program, where available and cost effective, is extremely critical to our operating cash flow. Our studies indicate that the District would have to borrow funds if we did not have a summer tax collection program in the City of Portage.

Related to the City of Kalamazoo and Pavilion and Texas Townships, the administration is recommending that we collect all of our taxes during the winter levy. Due to the small amount of non-homestead property in these units, and the collection expenses we would pay for summer tax collection, we will keep the levy in December.

The County-wide Enhancement Millage that was renewed by the voters in May, 2023, and the Special Education Millage that was renewed in the May, 2021 election. They will be levied by K/RESA and distributed to each local school district in Kalamazoo County.

Please let me know if you have any questions regarding this recommendation.

**RESOLUTION TO SET 2024 TAX RATES
FOR SUMMER AND WINTER TAXES**

Portage Public Schools

Be it resolved that millage rates for the Portage Public School District, Kalamazoo County District #45, be set as follows for the 2024/25 fiscal year, and that the Board of Education President and Secretary be authorized to certify the following rates:

City of Portage

In Mills

	<u>2024 Summer Tax Rate</u>	<u>2024 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	17.5695	0	17.5695
Building & Site Sinking	0.4983	0	0.4983
Debt Retirement	<u>6.8500</u>	<u>0</u>	<u>6.8500</u>
Total School Tax Rate	<u>24.9178</u>	<u>0</u>	<u>24.9178</u>

City of Kalamazoo, Pavilion Township, Texas Township

In Mills

	<u>2024 Summer Tax Rate</u>	<u>2024 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	0	17.5695	17.5695
Building & Site Sinking	0	0.4983	0.4983
Debt Retirement	<u>0</u>	<u>6.8500</u>	<u>6.8500</u>
Total School Tax Rate	<u>0</u>	<u>24.9178</u>	<u>24.9178</u>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

Note Page

X. Action Items

1. Commitment of Funds Resolution (OP 6800)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the resolution to commit local source revenue that has been legally supplanted by ESSER III and Section 11t Equalization funding, an amount not-to-exceed \$1,627,000, as presented.



TO : Mark Bielang
FROM : Paula Johnson, Director of Finance
DATE : June 20, 2024
SUBJ : Commitment of Funds for Extending Learning Opportunities

RECOMMENDATION

That the Board of Education adopt the attached resolution to commit local source revenue that has been legally supplanted by ESSER III and Section 11t Equalization funding in an amount not to exceed \$1,627,000.

BACKGROUND INFORMATION

Due to the COVID-19 Pandemic, Portage Public Schools received funds to help support the district in responding to the COVID-19 pandemic and addressing the impact it has had on education. The ESSER III and Section 11t Equalization funding received by the district allows for supplanting of costs based on specific student criteria and is intended to focus on specific areas. In the 2022-23 budget year, Portage Public Schools expensed over \$3 million dollars in compensation to relieve the General Fund budget and have the ability to do so again in the 2023-24 budget year. ESSER III and Section 11t Equalization funds must be spent in full by September 30, 2024 and we are committed to spending these funds in a way that will greatly benefit our students.

The goal of committing these funds will allow for Portage Public Schools to continue providing, as well as maximize, our current before and after school programs. These programs include, but are not limited to, before and after school tutoring opportunities, mentor programs and summer learning camps. These funds will also allow the district to significantly enrich student learning experiences and support academic achievement. This proactive investment aligns with the district's pillar of student success, outlined in our strategic commitment. By strategically allocating funds to these areas, our district can create an even more supportive and enriching educational environment where all of our students have the opportunity to thrive and achieve their full potential, educationally, socially, emotionally and environmentally.

Once approved, you will see this reserved, or committed funding, listed under the General Fund total fund balance allocation section of the resolution. This amount will be updated each year end during the audit to reflect expenditures that occur related to the reserved funds.

I would be happy to answer any questions the board may have regarding this resolution.

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

**RESOLUTION AUTHORIZING
RESTRICTION OF FUNDS**

At 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 June 24, 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 Board and School District have a commitment to provide the best education and learning opportunities to its students and community, including before and after school activities, which include, but are not limited to, tutoring and summer school programming (“Before and After School Activities”); and

WHEREAS, in order to support student learning and well-being to further the School District’s commitment to Before and After School Activities, the Board desires to restrict a portion of its general fund in an amount not to exceed \$1,627,000 for such purposes because investing in Before and After School Activities will increase the academic success of School District students.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Restriction and Use of Funds. There shall hereby be established a “Before and After School Activities Account” within the general fund. The Board hereby authorizes the Superintendent of the School District (the “Superintendent”), on behalf of the Treasurer of the Board, to commit and set aside an amount of not to exceed \$1,627,000 of general funds prior to June 30, 2024 into the Before and After School Activities Account to solely support Before and After School Activities in order to foster and increase student academic success. The Superintendent is further authorized to strategically use these funds to provide resources for Before and After School Activities in any one or more subsequent fiscal year.

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

AYES: _____

NAYS: _____

RESOLUTION DECLARED _____.

**RESOLUTION AUTHORIZING RESTRICTION OF FUNDS
PAGE 2**

Terri Novaria
Secretary, Board of Education

I hereby certify that the foregoing constitutes 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, at a regular meeting held on June 24, 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 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Terri Novaria
Secretary, Board of Education

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

Note Page

X. Action Items

2. Curriculum Purchase for 2024-25 (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the purchase of curriculum materials for the 2024-25 school year, which includes texts, renewal of specific course materials, intervention materials, and consumable texts for grades young fives through twelfth grade, for the not-to-exceed total of \$320,000, the funds for which will come from the 2024-25 General Fund.

TO: Mark Bielang, Superintendent

FROM: Dr. Mackenzie Sheahan, Director of Curriculum Y5-8 and Professional Development

CC: Paula Johnson, Director of Finance
Dr. Michael Pascoe, Assistant Superintendent of Instruction

DATE: June 24, 2024

RECOMMENDATION

It is recommended that the Board of Education approve the purchase of curriculum materials for the 2024-2025 school year. This includes replacement texts, renewal of specific course materials, intervention materials, and consumable texts for grades young fives through twelfth grade. The total cost is not to exceed \$320,000. Funding for these materials will come from the 2024-2025 General Fund Budget.

BACKGROUND

Annually, the Curriculum and Business offices collaborate to gather requests for curricular materials, including replacement texts and materials for course enrollments. These requests are sent to vendors for quotes and competitive bidding to ensure the best prices. The projected costs for these materials exceed the bid threshold, necessitating Board approval. All recommended texts and materials have been previously approved through the Curriculum Review Cycle process, the Curriculum Instruction Council (CIC), or the Board of Education.

Replacement Texts, Materials, and Consumable Texts:

- Purchased from vendors with the lowest quotes for orders under the bid threshold
- Typical vendors include Textbook Warehouse, Amazon, and Cengage Learning
- Total expenditure not to exceed \$125,000

Intervention Materials:

- Selected based on publisher, lowest price, or being the sole publisher of the materials
- Typical vendors include Curriculum Associates and Textbook Warehouse
- Total expenditure not to exceed \$21,000

Renewal of Specific Course Materials:

- Course materials previously approved by the Board of Education, including TCI Social Studies, Big Ideas Math, and Fishtank ELA
- Renewed based on publisher, lowest price, or being the sole publisher
- Total expenditure not to exceed \$174,000

The purchase of replacement texts, renewal of specific course materials, intervention materials, and consumable texts for grades young fives through twelfth grade is being made through a combination of utilizing our savings cooperatives and competitive quoting to ensure the best prices. The projected costs for these materials exceed the Board required threshold, necessitating Board approval.

To allow us to order in time for the start of the school year, I ask that after a review of this recommendation, the Board of Education move this item to action.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

Note Page

X. Action Items

3. CEL Electrical Services Reroute (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve a change order contract with Circuit Electric in the amount of \$167,765 for the Central Elementary bond construction project, the funds for which will come from the 2021 Bond Fund.



To: Mark Bielang, Superintendent
From: Johnny Edwards, Assistant Superintendent of Operations
CC: Paula Johnson, Director of Finance
Date: June 19, 2024
Re: Central Elementary Electrical Reroute

RECOMMENDATION

I recommend that the Board of Education approve a change order contract with Circuit Electric in the amount of \$167,765 for the Central Elementary construction project. The funds will come from the 2021 Bond Fund.

BACKGROUND INFORMATION

During the design of Central Elementary School, TowerPinkster met with Consumers Energy to coordinate where and how power would be brought to the school. The original plan was for Consumers Energy to bring the power to the transformers just outside of the school. After contracts were awarded, engineers at Consumers Energy changed the requirements and locations. Therefore, Circuit Electric has to bring power from the source which will be brought in from South Westnedge Avenue.

One additional contractor will be impacted by this change order. Lounsbury Excavating will have a change order in the amount \$1,930.

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



BULLETIN #9 Rev.

Portage Public Schools - Central Elementary - Electrical

Circuit Ref #: 230602

Owen Ames Kimball Co.

Dan Rathburn
 300 Ionia Ave NW, Grand Rapids, MI 49503
 Portage Public Schools
 8107 Mustang Drive, Portage, MI 49002

Work Description

Item No. 24 - Medium Voltage Switch and Feeder Adjustments

- Move MV primary switch from equipment yard new school to near property line by Westnedge Ave. per ES101.
 - o Unhook and remove existing MV primary switch and pad to make way for new switch.
 - o Install new MV primary switch on new pad.
 - Connect new and existing MV cabling to new MV primary switch.
 - o Trench new 4" PVC conduit with 3 #1 MV 105 cables and 1 #6 GND per updated one line diagram.
 - Trenching to follow new "Underground Capped Conduit" detail on page E410.
 - Optional Pricing adder for optional spare second 4" PVC conduit per detail \$16,250.00.
 - o Provide and install four electrical hand holes for pull points per drawing ES101.
 - Electrical hand holes to meet detail "Electrical Hand Hole Details" on page E410. (GlasMaster AP487248N15H 48x72x48 Tier 15 or Equivalent)

We reserve the right to correct this quote for errors and omissions.
 This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
 This price is good if accepted within **15 days** from the date of receipt.
 We request a time extension of **10** days.
 We will supply and install all materials, labor and equipment as per your instructions on **BULLETIN #9**.

Clarifications

Bulletin Breakdown

Bid Item	Total Material	Total Hrs	Total Labor \$	Subs	Total
Item No. 24	98,733.25	534.06	53,779.84		167,764.40
Revised Totals	98,733.25	534.06	53,779.84		167,764.40
Remainder					0.60
Final Price	98,733.25	534.06	53,779.84		167,765.00

Summary

Material

Database Material	70,115.34
Quoted Material Ext	0.00
Quoted Material	23,029.24
Tax @6%	5,588.67
Material Total	98,733.25

Labor

Electrician (534.06Hrs @ \$95.00)	50,735.70
Overtime	0.00
In-Direct Labor (0.00Hrs @ \$0.00)	0.00
Labor Total	53,779.84
Sub Contractor Total	0.00
General Expenses Total	0.00

Equipment Expenses Total 0.00

Overhead Total 15,251.31

Final Price \$167,765.00

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JUNE 24, 2024, 6:30 P.M.**

Note Page

X. Action Items

4. Retiree Proclamation

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the 2023-24 Retiree Proclamation, as presented.



PROCLAMATION RECOGNITION AND COMMENDATION FOR RETIRING EMPLOYEES

WHEREAS, the following certified and classified employee has announced her intentions to retire from Portage Public Schools, namely,

- Tammy Karmon-Hoffman, Curious Kids Administrator.

WHEREAS, this individual has faithfully served and supported the students and staff of this community; and

WHEREAS, this individual supported great teaching and learning in classrooms throughout our District; and

WHEREAS, appropriate recognition of this individual's dedicated and devoted service shall come to the attention of the entire community.

NOW, THEREFORE, BE IT RESOLVED,

that the Board of Education of the Portage Public Schools takes great pleasure in recognizing the contributions of this individual, and expresses its sincere gratitude for her contributions to Portage Public Schools, and further wishes her a healthy, happy and rewarding retirement.

Proclaimed this 24th day of June, 2024
Portage Public Schools' Board of Education