PORTAGE PUBLIC SCHOOLS' BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL RM #1136, 8135 S. WESTNEDGE, PORTAGE, MI 49002
NOVEMBER 9, 2026, 6:30 PM
AGENDA

VISION STATEMENT
We are inspired to be an exceptional community grounded in fostering strengths, growth, and lifelong learning. Every student. Every future.
MISSION STATEMENT
Portage Public Schools will educate all students to achieve their potential.

I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
II. **REVISIONS/APPROVAL OF AGENDA** **2**
III. **REPORTS**
1. SUPERINTENDENT'S REPORT 3
a. 2025-26 AUDIT PRESENTATION
b. BOND PROJECT UPDATE
IV. **BOARD EDUCATION**
1. PRESENTATION OF MR 1.1 (HS & MS) 4
V. **COMMENTS OR COMMUNICATIONS** **18**
1. BY CITIZENS
2. BY BOARD TRUSTEES
3. BOARD COMMITTEE REPORTS
VI. **CONSENT AGENDA** **19**
1. APPROVAL OF MINUTES
a. OCTOBER 26, 2026 POLICY GOVERNANCE RETREAT & REGULAR MEETING 20
VII. **ASSURANCE OF DISTRICT PERFORMANCE**
1. MONITORING REPORT 2.2, TREATMENT OF STAFF (GP 4.4) 24
2. MONITORING REPORT 2.3, COMPENSATION AND BENEFITS (GP 4.4) 35
3. MONITORING REPORT 2.5, FINANCIAL CONDITION/ACTIVITIES (EL 2.5, OP 6830) *(EXTERNAL AUDIT ACTION)* 43
VIII. **REQUIRED ACTION ITEMS - None**
IX. **ACTION ITEMS**
1. GOVERNANCE POLICY REVISIONS (BL 0131.1) 44
a. ENDS 1.0
b. EXECUTIVE LIMITATIONS 2.5 - FINANCIAL CONDITION AND ACTIVITIES
c. POLICY 4.4 - MONITORING SUPERINTENDENT PERFORMANCE
d. APPENDIX B - MONITORING REPORT EVALUATION FORM
X. **DISCUSSION ITEMS**
1. POLICY UPDATES (BL 0131.1) 50
2. SUMMER TAX RESOLUTION (EL 2.4) 108
XI. **ADJOURN**

This meeting is a meeting of the Board in public for the purpose of conducting the District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the Agenda.

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

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

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

III. Reports

1. Superintendent's Report
   a. 2025-26 Audit Presentation

   b. Bond Project Update

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

IV. Board Education

1. Presentation on MR 1.1 (HS & MS)

Portage Public Schools
Monitoring Report

Policy Type: Ends
Policy Title: (1.1) Global Ends

As requested by the Board during the 2016-17 school year, the Monitoring Report on Ends Policy 1.1 is divided into smaller segments to provide adequate time presenting and discussing this key Ends Statement.

The report is divided into three segments and reported on as follows:

- High / Middle School Measures – November 9, 2026
- Elementary School Measures – November 23, 2026
- Composite Report – December 7, 2026

After the two reports have been presented the Board will be asked to accept Monitoring Report 1.1.

Certification
I hereby present my Monitoring Report on Ends Policy 1.1 (High/Middle School) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 3, 2026.

John Edwards
Signature

11/04/2026
Date

Table of Contents in Monitoring Report 1.1

1.1 Policy Language
- Interpretation
- Report Overview
- The M-STEP Assessment
- The SAT and PSAT Assessment Suite
- Proficiency Narrative
  - High School Measures
  - Middle School Measures
- Student Growth Narrative
  - High School Measures
  - Middle School Measures
- Middle & High School Big Win Summary

1.1 POLICY LANGUAGE

Students demonstrate progress toward mastery in English language arts and math with evidence of annual academic growth and proficiency.

Ends statement 1.1 was last revised by the Board on 12/14/2020. It's also noted that on 9/19/2023 the Board added language to the introductory statement to capture the fact that Ends Statements are intended to be "long-range outcomes".

Interpretation

Definitions are provided below to interpret the following terms in the ends policy:

Similar Districts in the State is interpreted to mean a group of 10 Michigan Districts (including the baseline PPS) with similar demographics based on the 2025-26 school year using MISchoolData Fall Count datafile. Districts were selected based on: (Figure 7)

Total Enrollment compared to PPS
% Economically Disadvantaged
% Special Education
Similar Location - i.e. Large Suburb or Smaller City

Progress towards mastery in ELA and Math will be based on the standards and learning targets in the publicly available results from student assessments: Michigan Student Test of Educational Progress (M-STEP grades 3-7), PSAT 8/9 (grade 8), and the SAT (grade 11).

Evidence of annual Academic Proficiency is interpreted by a PPS school's percentage of students proficient relative to its Similar Districts.

Evidence of Improvement of results over time is interpreted by a PPS school's change in the percentage of students proficient compared to its three-year average relative to Similar Districts' change over their three-year average.

Evidence of annual Academic Growth is interpreted by the percent of PPS students who have a Student Growth Percentile (SGP) in the "Average Growth" range (30th to 69th percentile) or the "Above Average Growth" range (70th to 99th percentile), as defined by MISchoolData Student Growth report.

Low-achieving students are interpreted by PPS as those whose performance on the 2025-26 M-STEP, PSAT or SAT assessments indicates they are below the proficiency level. While proficiency serves as one data point, it does not directly reflect students' day-to-day classroom performance, which is measured through multiple indicators, including, but not limited to, student grades.

Report Overview

Monitoring Report 1.1 is divided into High/Middle School and Elementary School sections this year. This report compares PPS to Similar Districts, making the comparison more relevant for driving instructional practices.

Our curriculum alignment with State Standards is an ongoing process. Curriculum Committees, whether grade-level-based or subject area-based, meet throughout the year to address a wide variety of curricular issues, including alignment.

We use multiple assessments to track student mastery for reporting purposes in MR 1.1. Included below is a table of assessments included in this report.

	Topical Area of Assessment	Grade Assessed			Local, State, or National-based	Similar Districts Information Available
		Elementary School	Middle School	High School		
M-STEP Math / ELA	Math / ELA	3 – 5	6 – 7		State	Yes
PSAT 8/9	Evidence-based reading and writing (EBRW) / Math		8		National	Yes
SAT	EBRW / Math			11	National	Yes

The M-STEP Assessment (Grade 3-7)

The Michigan Department of Education (MDE) launched the M-STEP in the spring of 2015. The M-STEP meets all of the requirements put into law by the legislature.

We currently use assessment data as our measures of student progress and our data is utilized by our MTSS teams, department teams, and grade teams to adjust curriculum and instruction. Internally, the M-STEP results are used for grades 3 through 7 for Math and ELA and grades 5 & 8 for Science and Social Studies.

We include M-STEP growth scores in MR 1.1 to show improvement over previous years. To identify our growth on the M-STEP assessment, we continue using the Student Growth Percentile (SGP) for our student groups and subgroups. Student Growth Percentiles are determined by first calculating growth between current and previous assessment scores, then comparing that to the growth of a statewide academic peer group.[1] The 50th percentile is defined as median growth for a year of instruction. We use the percentage of our students scoring 30th percentile or higher as determining adequate growth as referenced by the MDE in the MISchoolData Student Growth Report.

[1] https://www.michigan.gov/documents/mde/Student_Growth_Percentiles_475671_7.pdf

The SAT and PSAT Assessment Suite History:

The PSAT 8/9 (9th grade) and PSAT 10 (10th grade) are administered each Spring. However, MDE does not report these results in MISchoolData, which means Similar Districts' data is unavailable. PPS does use these results internally at the high school level.

In 2019, the PSAT 8/9 replaced the 8th-grade Mathematics and English Language Arts components of the M-STEP.

In the 2023-24 school year, the College Board Suite of Assessments moved from paper/pencil to a digital platform. All assessments are now taken online. Also, the Evidence-Based Reading & Writing (EBRW) section became the Reading & Writing (RW) section.

The SAT continues to be used for MME Mathematics and ELA components in 11th grade.

As of the 2025-26 school year, WIN Work Readiness has replaced ACT WorkKeys. WIN Work Readiness is one portion of the Michigan Merit Exam[2] as a part of a legislative requirement.

Proficiency Narrative

High School

On the SAT for 11th Graders, PPS had an overall proficiency level of 69.9% for RW and 45% for Math. Figure 1 shows a full list of Similar Districts compared to PPS.

PPS High Schools proficiency improvement in EBRW/RW have seen a decrease of 3.68% compared to the average of the previous three years. In Math, there is an increase of 1.29% compared to the average of the previous three years. A full list of Similar Districts compared to PPS, as shown in Figure 2.

Middle School

PPS Middle Schools have an overall proficiency level for RW of 79.9%, as shown in Figure 3. In Math, PPS has an overall proficiency of 49.6%.

Proficiency over time at PPS Middle Schools shows an increase of 2.74% in EBRW/RW as compared to the average of the previous three years. In Math, there is a decrease of .45% compared to the average of the previous three years. A list of all PPS Similar Districts can be found in Figure 4.

[2] MDE website and publications.

Student Growth Narrative

High School

In Reading & Writing on the SAT, 73.5% of 11th grade students at PPS are showing Average or Above Average growth, based on their Student Growth Percentile. In Math, 75.8% of students had an SGP of Average or Above Average (Figure 5).

Eleventh grade students who were considered low-achieving had an average SGP of 38.6 for Reading & Writing and 49.6 for Math. Evidence of annual Academic Growth is interpreted by the percent of PPS students who have a Student Growth Percentile (SGP) in the "Average Growth" range (30th to 69th percentile) or the "Above Average Growth" range (70th to 99th percentile), as defined by MISchoolData Student Growth report. (Figure 6)

Middle School

In Reading & Writing on the PSAT 8/9, 86.1% of 8th grade students at PPS are showing Average or Above Average growth, based on their Student Growth Percentile. In Math, 82.5% of students had an SGP of Average or Above Average. Seventh graders taking the M-STEP in ELA had 69.7% with Average or Above Average Growth, while 67.7% in Math had Average or Above Average growth. Sixth graders also took the M-STEP and 72.8% of students in ELA had 72.8% had Average or Above Average growth, while 83.8% in Math had Average or Above Average Growth.. (Figure 5)

Eighth grade students who were considered low-achieving had an average SGP of 39.3 for Reading & Writing and 51.9 for Math. Sixth graders who were considered low-achieving on the M-STEP had an average SGP of 41.1 in ELA and 49.9 in Math. Seventh grade showed an average of 37.4 in ELA and 37.6 in Math. Evidence of annual Academic Growth is interpreted by the percent of PPS students who have a Student Growth Percentile (SGP) in the "Average Growth" range (30th to 69th percentile) or the "Above Average Growth" range (70th to 99th percentile), as defined by MISchoolData Student Growth report. (Figure 6)

Secondary Big Win Summary

We have determined "Big Wins" to be areas in which a school's proficiency level improved by 5% from Spring 2025 to Spring 2026. PPS Middle and High Schools had seven "Big Wins". The seven "Big Wins" include 6th grade ELA in one middle school, 7th grade ELA in one middle school, 8th grade math in two middle schools, 8th grade science in one middle school, and 8th grade social studies in two middle schools.

2026 SAT
Overall Percent Proficient
11th Grade - All Students
Districts with two High Schools identified with an **

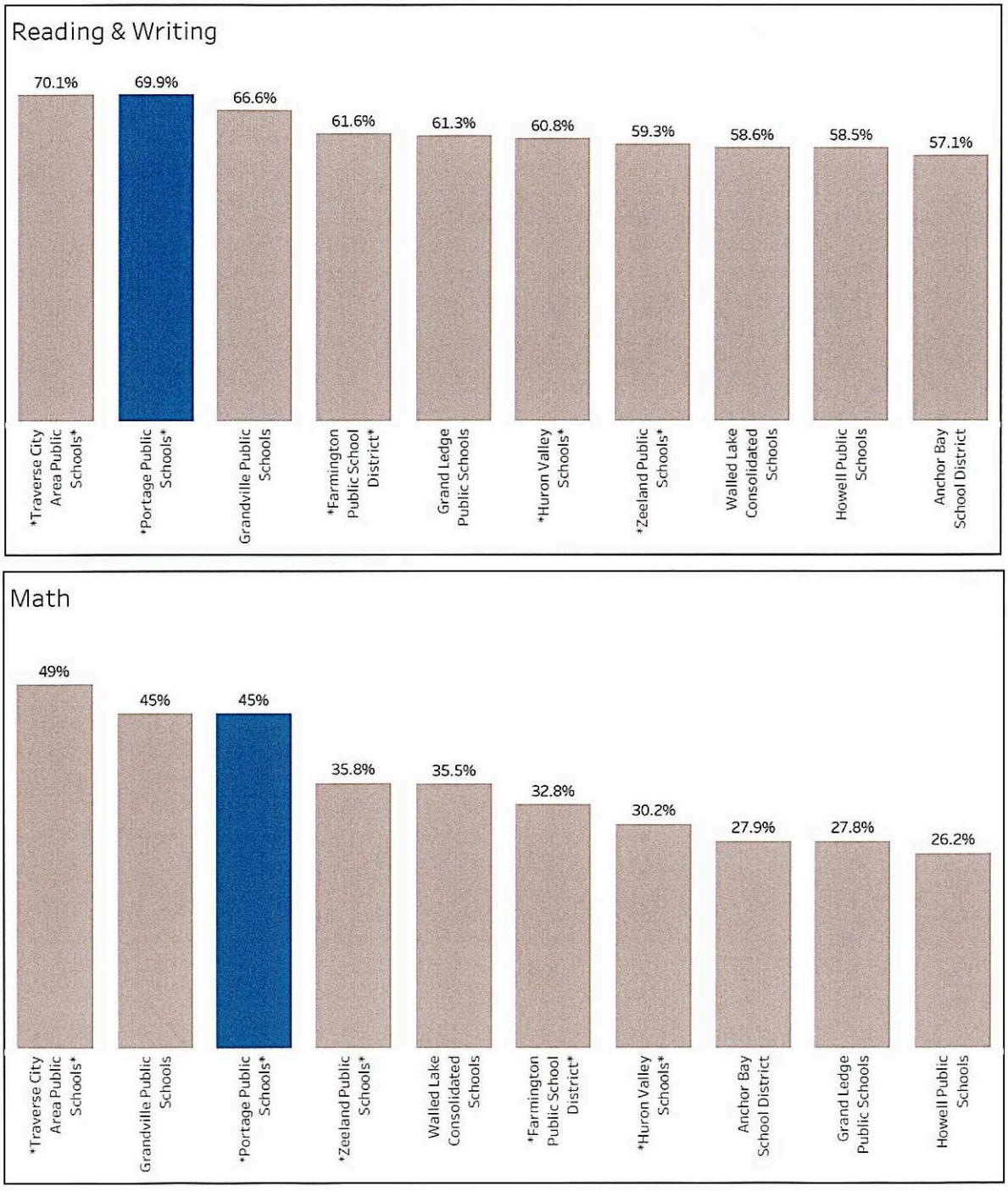
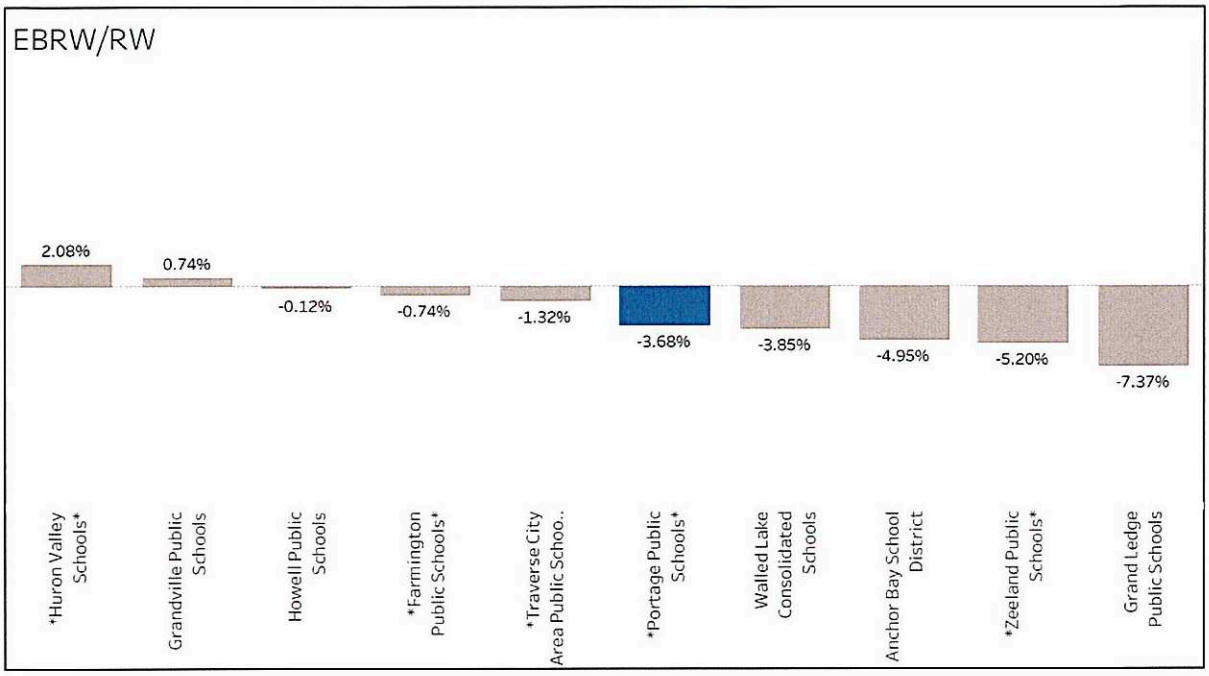


Figure 1

2026 SAT
Percent Proficient Improvement
11th Grade - All Students
Districts with two High Schools identified with an **



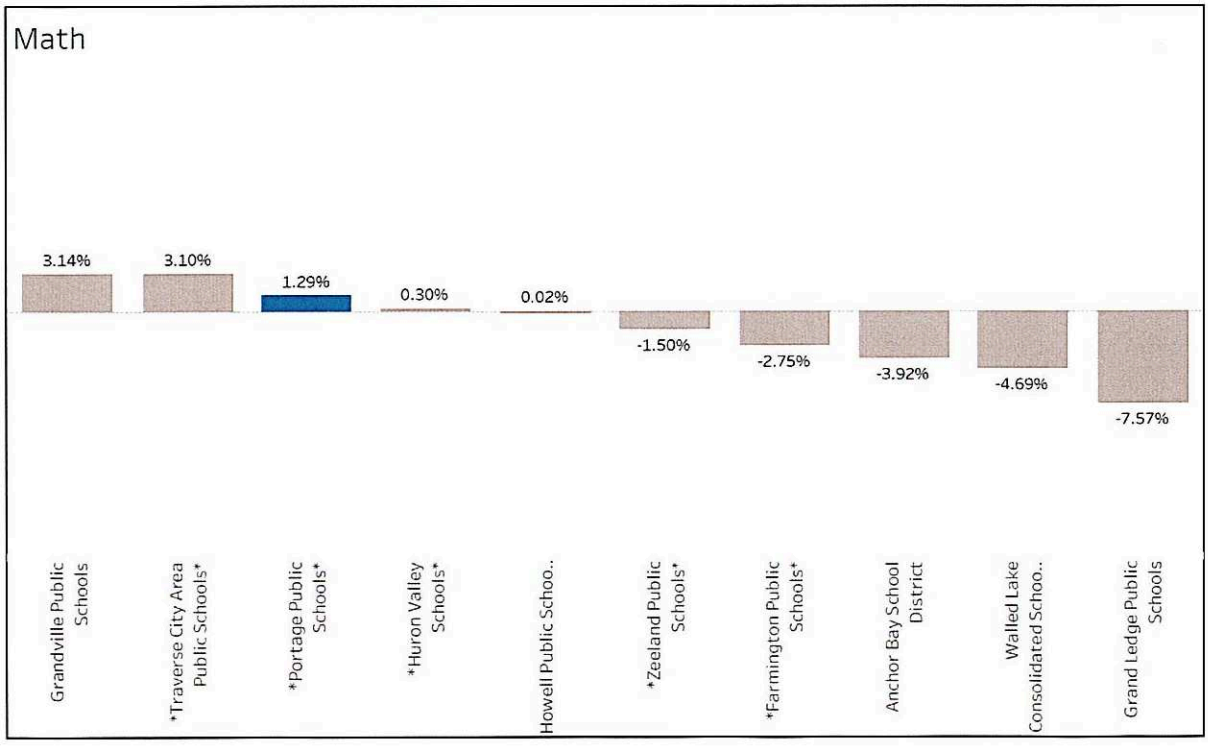


Figure 2

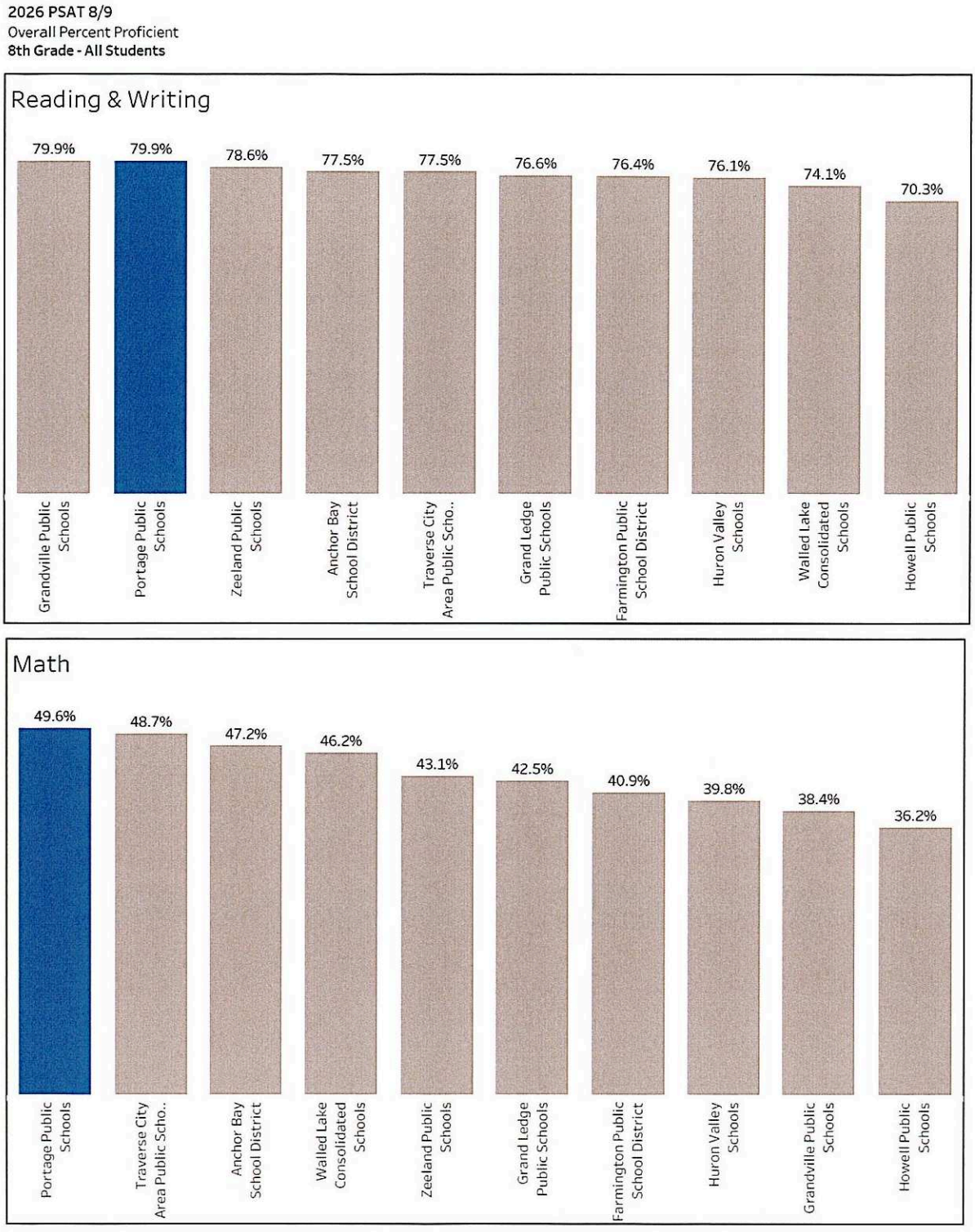


Figure 3

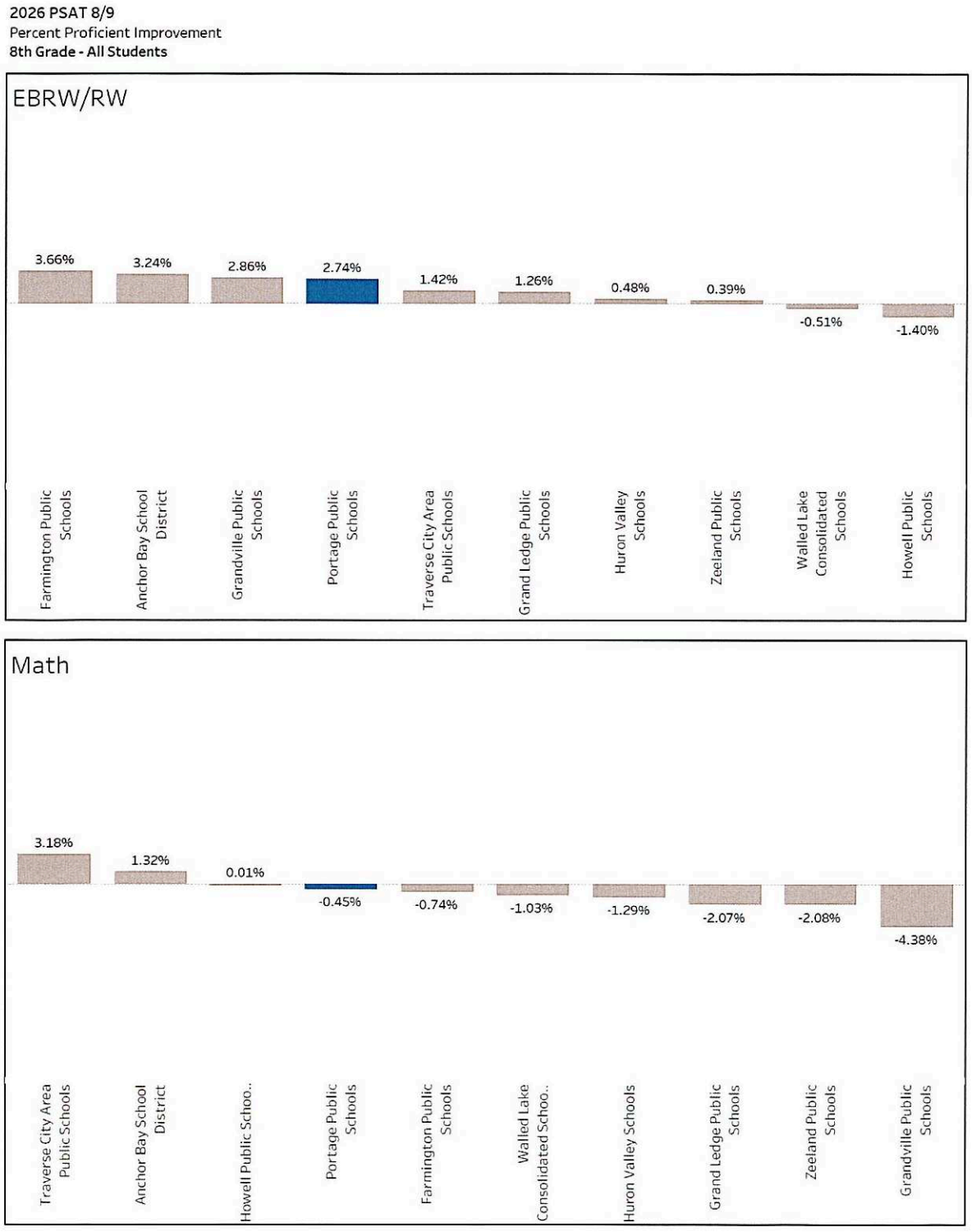

2026 PSAT 8/9
Percent Proficient Improvement
8th Grade - All Students
EBRW/RW
3.66%
3.24%
2.86%
2.74%
1.42%
1.26%
0.48%
0.39%
-0.51%
-1.40%
Farmington Public Schools
Anchor Bay School District
Grandville Public Schools
Portage Public Schools
Traverse City Area Public Schools
Grand Ledge Public Schools
Huron Valley Schools
Zeeland Public Schools
Walled Lake Consolidated Schools
Howell Public Schools
Math
3.18%
1.32%
0.01%
-0.45%
-0.74%
-1.03%
-1.29%
-2.07%
-2.08%
-4.38%
Traverse City Area Public Schools
Anchor Bay School District
Howell Public Schoo..
Portage Public Schools
Farmington Public Schools
Walled Lake Schoo..
Huron Valley Schools
Grand Ledge Public Schools
Zeeland Public Schools
Grandville Public Schools

Figure 4

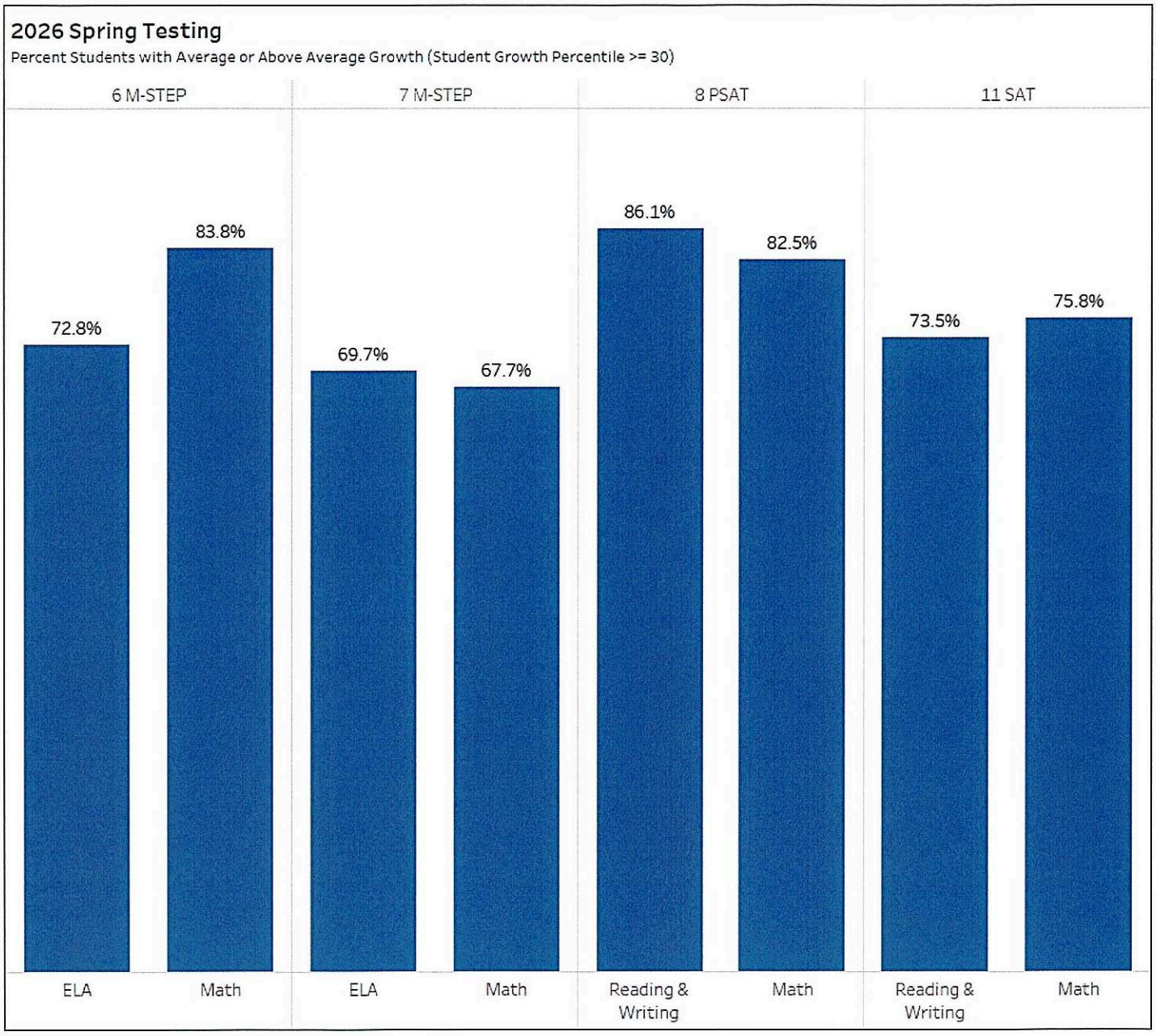

2026 Spring Testing
Percent Students with Average or Above Average Growth (Student Growth Percentile >= 30)
6 M-STEP
7 M-STEP
8 PSAT
11 SAT
72.8%
83.8%
69.7%
67.7%
86.1%
82.5%
73.5%
75.8%
ELA
Math
ELA
Math
Reading & Writing
Math
Reading & Writing
Math

Figure 5

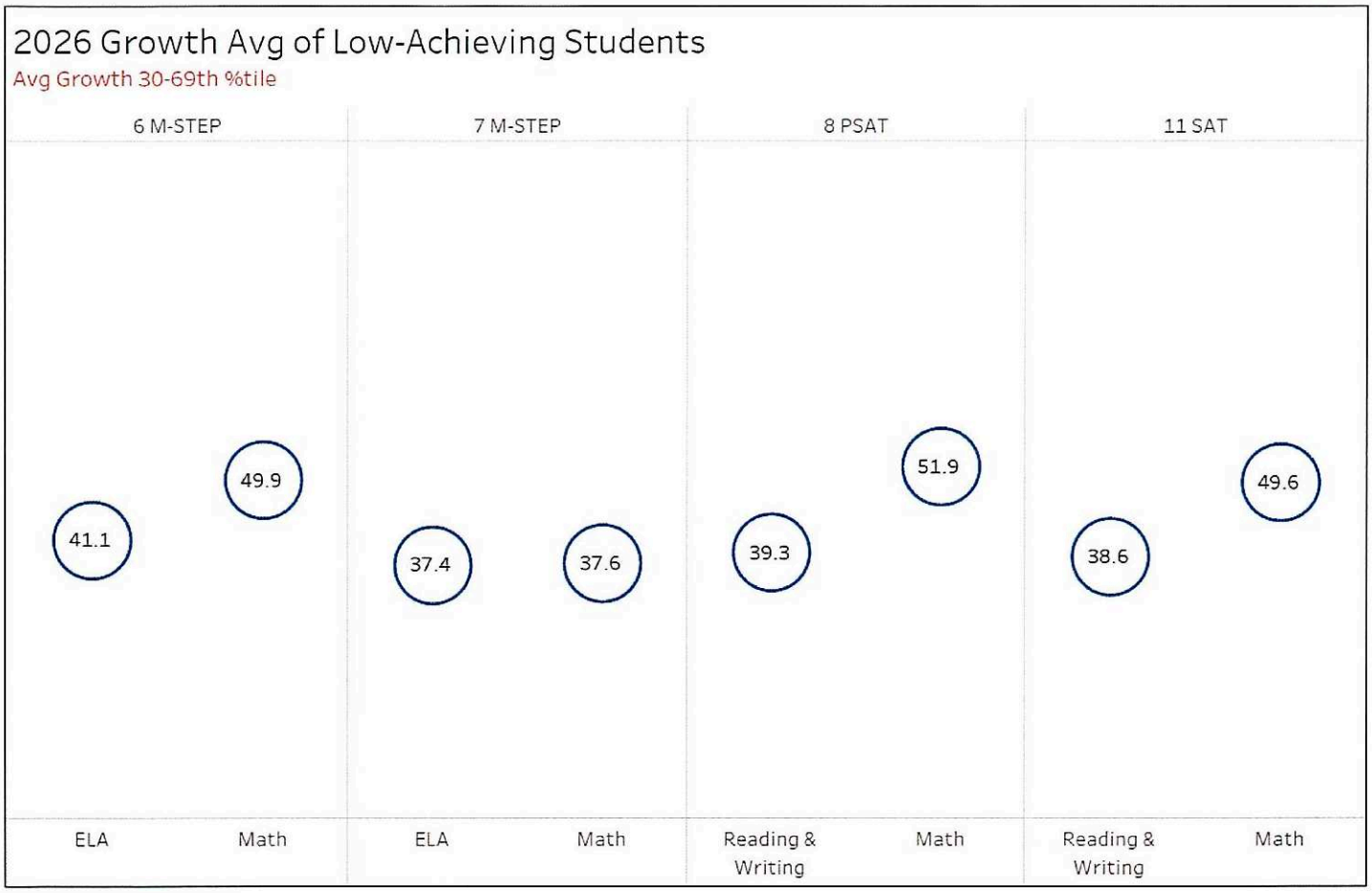


Figure 6

Similar Districts 2025-2026 Demographic Data

School District	# Students	% ED	% SE	% EL	% Blk/Afr ..	% Asian	% Hisp	% White
Anchor Bay School District	5302	26.7%	14.5%	2.0%	3.7%	0.9%	3.7%	86.2%
Farmington Public School District	9009	25.4%	15.3%	12.4%	27.8%	14.8%	4.9%	46.2%
Grand Ledge Public Schools	5490	30.0%	15.6%	2.3%	3.5%	4.2%	11.6%	72.1%
Grandville Public Schools	5487	29.3%	12.9%	6.2%	5.2%	2.8%	18.1%	65.2%
Howell Public Schools	6994	26.5%	14.4%	1.5%	0.4%	0.6%	5.3%	90.3%
Huron Valley Schools	7447	28.7%	17.4%	3.6%	1.7%	1.9%	6.8%	85.3%
Portage Public Schools	8428	26.4%	10.7%	4.4%	8.0%	7.2%	7.9%	66.5%
Traverse City Area Public Schools	8616	33.5%	14.5%	3.1%	2.7%	2.2%	3.7%	88.5%
Walled Lake Consolidated Schools	11837	29.2%	17.1%	10.0%	9.9%	7.7%	8.0%	68.9%
Zeeland Public Schools	5637	22.1%	12.1%	4.3%	1.3%	3.1%	18.2%	72.1%

Figure 7

Portage Public Schools
Board of Education

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes □ No □

Comments:

Is evidence of compliance reasonable? Yes □ No □
Comments:

For Ends Policies: Comments about long-term achievement of Ends Policy

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Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08
Revised: 5/25/09, 3/22/10, 2/26/18, 11/20/23

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

V. Comments or Communications

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

VI. Consent Agenda

1. Approval of Minutes
    a. October 26, 2026 Policy Governance Retreat & Regular Business Meeting

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION

POLICY GOVERNANE RETREAT & REGULAR BUSINESS MEETING
OCTOBER 26, 2026

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, October 26, 2026, was called to order at 4:02 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Emily Crawford, Kimberly Larson, Terri Novaria, Mary Lou Rohwer, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: None

Executive Leadership Present: Johnny Edwards, Superintendent

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Rohwer, seconded by Mrs. Novaria, that the Board of Education approve the Agenda as printed.

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments.

DISCUSSION ITEMS

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the meeting. The topics discussed were: PG Bootcamp learning & reminders, Ends 1.0, monitoring report evaluation form, Executive Limitations 2.5, and Bylaw 0144.2.

With no further business to come before the Board, the retreat was adjourned at 6:15 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, October 26, 2026, 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, Kimberly Larson, Terri Novaria, Mary Lou Rohwer, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Superintendent Edwards provided introductory remarks. A presentation outlining proposed renovations to Moorsbridge Elementary was reviewed by a team of presenters: Russ Gerbers, Assistant Superintendent of Operations; Kelly Jensenius, Director of Elementary Education; and Doug Phillips, Senior Vice President, Plante Moran Realpoint. The presenters addressed questions from Trustees.

Financial Report

Ms. Samantha Stevens, Business Manager, detailed the report for the period ending September 30, 2026 compared to the same period last year.

Ms. Stevens also shared that Student Count Day was October 7, 2026. We are beginning our reconciliation process soon and will submit a final report to the state soon.

In addition, the financial audit is completed. In November, the auditor will review their findings with the Finance Committee, and then present a report to the Board.

BOARD EDUCATION

Superintendent Edwards provided introductory remarks. Curriculum directors Dr. Tracy Speaker-Gerstheimer and Dr. Mackenzie Sheahan presented our math curricular cycle. They covered the why, the process phases and where we are now in the process, and timelines.

The presenters addressed questions from Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comments. Board Secretary Novaria read aloud the guidelines for public comment.

Stacy Reinhart shared positive happenings from around the District.

The following addressed the Board regarding renovations at Moorsbridge Elementary: Katelyn Lum, Maura Salemka, Michelle Weemhoff, Adam Cortright, Tim Washburn, Ashley Ziegler-Levitt, Murat Akkalender, Jocelyn Emmons, Brenda Wolthuis, Courtney McLaughlin, Lindsey Frazher, Ali Haverkamp, Julie Stephenson, Lisa Spaans, Beth Ziegler, Tim Ziegler, Geoff Moe, Alison Onken, Marisa Welburn, and Keilah Zausner.

Dagne Fox addressed the Board regarding operational concerns.

President Van Antwerp the public commenters for their remarks and opened the floor to Trustee comments.

Mr. Snyder appreciated the work done at the Policy Governance Retreat held earlier today.

Ms. Larson thanked the public commenters for their remarks.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: (1) approve minutes from the October 12, 2026 Committee of the Whole Work Session; and (2) approve the June 2028 student field trip requests, as presented: Northern High trip to Ireland & Scotland, Northern High trip to Belgium, France and Switzerland and the Central High trip to France.

As there were no objections, the consent agenda was adopted as presented.

DISCUSSION ITEMS

Plante Moran Realpoint Contract Extension

Mr. Russ Gerbers went over the recommendation.

The Board opted to move this discussion item to action.

Motion offered by Dr. Stevenson, seconded by Mrs. Novaria, that the Board of Education move the Plante Moran Realpoint Contract Extension discussion item to action.

The motion carried unanimously.

Motion offered by Dr. Stevenson, seconded by Mrs. Rohwer, that the Board of Education approve the contract renewal with Plante Moran Realpoint, LLC for a total cost of

$593,040.00 for a two-year period, October 27, 2026 through October 31, 2028, the funds for which will come from the 2026 Bond Fund (first series from the 2025 vote).

The motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 9:09 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

VII. Assurance of District Performance

1. Monitoring Report 2.2, Treatment of Staff (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.2, Treatment of Staff, as a reasonable interpretation and evidence of compliance with policy.

Portage Public Schools
Monitoring Report

Policy Type: Executive Limitation
Policy Title: (2.2) Treatment of Staff

Global Board Policy

With respect to the treatment of paid and volunteer staff, the Superintendent may not cause or allow a work environment which is inequitable, unsafe, undignified, disorganized, unclear, or results in a conflict of interest.

Certification

I hereby present my monitoring report on Executive Limitation, 2.2, "Treatment of Staff" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 4, 2026.

Signature

11/04/2026
Date

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding seven sections. My interpretations of those sections, the report, and conclusion statements are presented below. This Executive Limitation was last revised in May 2018.

2.2.1 POLICY LANGUAGE

The Superintendent shall not fail to provide a work environment conducive to high performance, engagement and growth.

Interpretation

I interpret this to mean that:

1. High performing staff members are role models for others, come to work with a positive attitude and on time, and are absent less frequently.
2. An engaged workforce is one that has the opportunity to provide input, has conversations to improve performance, and is equipped to do their job. The "Top 2 Boxes" of the Studer **Employee Engagement Survey** for the Principal/Supervisor items will be used to measure high levels of engagement. Additionally, the "Top 2 Boxes" of the "Net Promoter" item will be used to bring additional meaning to the survey results.
3. Staff members show growth by completing graduate coursework and participating in professional development activities.

Report

The following information is provided to demonstrate compliance with this Policy:

1. Each of our new/probationary teachers is assigned a mentor to serve as a role model. Approximately 50 teachers serve in this capacity each school year. This number varies depending on how many new/probationary teachers are in the system.

   Since the 2023-2024 school year, the District offers a PPS Staff Academy for teachers new to PPS. New teachers meet monthly throughout the year for support and to gain a better understanding of operations, expectations, and services available. They also receive timely and important background information about District practices and procedures. The Academy is an outgrowth and continuation of our on-boarding process.

   By the nature of the profession, education employees in general serve as role models for students. Students express their acknowledgement of and appreciation for this in a number of ways. Two examples are our International Baccalaureate (IB) students who identify their significant educator at the annual IB Ceremony. Over the years, teachers, custodians, bus drivers, and others have been singled out as important role models who have influenced their success. Another example is the annual Kalamazoo County Excellence in Education Awards where our top academic graduates are recognized and in turn, identify an educator who has had significant impact. Portage Public School staff members are regularly recognized with this honor.

While difficult to measure who comes to work with a positive attitude, we often get anecdotal feedback from students, parents, other employees and supervisors about the positive, "can-do" attitude demonstrated by our professional and support staff. As administrators throughout the District conduct Rounding Conversations and 30-/90-day interviews of new staff, many individuals are identified as being helpful to them and always exhibiting a positive attitude toward the work they do. Many of these individuals are recognized through "Shout-outs" in our bi-weekly District Memo.

As a District, we track staff attendance data and share individual attendance/absence information with employees during their year-end evaluation. Concerns regarding excessive absences or tardiness would typically be addressed at this time and incorporated into a growth plan, if necessary.

2. Building and program administrators each have mechanisms to solicit input from staff in their buildings/departments. Our evaluation systems provide for multiple opportunities to discuss performance and make improvements where necessary.

   As we implement "Rounding" and "30-/90-day interviews" across the District, two of the questions asked are - "Is there anything that we could do better?" and "Do you have any ideas for improvement?" The answers to these questions provide valuable information to help identify gaps in performance.

   The District's budgeting process and support provided by various departments are intended to equip employees with the necessary resources to perform their work. As we collect information from our District Support Services (DSS) survey, we identify areas that need improvement and develop departmental action plans to better serve our customers.

   The District continues to annually administer Studer Education's **Employee Experience Survey**. During the Spring 2026 administration, 554 surveys were completed by employees. Additionally, several hundred comments were provided to give us additional information and context to the survey questions. The survey results along with the comments for each school/department are provided to the respective leaders to review, roll out results, and develop action plans to address performance gaps. The Employee Engagement Survey contains 20 questions and three open-ended opportunities to respond. Eleven questions specifically target their immediate work environment, eight questions ask about the organization, and one question serves to identify the "net promoters."

Because of restructuring of the survey, the 2022-23 school year results provided baseline data for Portage Public Schools. The "Top Box Percentage" is the percentage of respondents who strongly agree to the first 11 prompts of the **Employee Experience Survey.** The "Top 2 Box Percentage" is the percentage of respondents who strongly agree or agree to the first 11 questions of the **Employee Experience Survey**. The "Net Promoter Percentage" is the percentage of respondents who strongly agree or agree with the prompt: "I would recommend that parents select my organization to serve their child."

Employee Experience Survey				
	Spring 2023	Spring 2024	Spring 2025	Spring 2026
Participants	475	578	580	554
Mean	3.82	3.80	3.87	3.73
Top Box Percentage	32%	31%	34%	29%
Top 2 Box Percentage	69.13%	68.04%	70.25%	64.84%
Net Promoter Percentage	75.8%	72.95%	75.52%	77.72%

3. The District provides comprehensive professional development opportunities for staff. From web-based tutorials to one-on-one instruction, Portage Public Schools staff have ample opportunities to learn and grow.

   The District helps teachers track their professional development hours through the KALPA Professional Development Management System. Teachers are provided this service to log and record their professional development hours.

   This District tracks the number of professional staff who have completed degrees beyond their Bachelor's Degree. Of this years' staff - teachers and administrators – 67% have a Master's Degree or higher.

4. The national teacher turnover rate for the 2023-24 school year was approximately 7%, a decrease from the pandemic-era peak but still slightly above the pre-pandemic level of 6%. This rate reflects a downward trend, but the high turnover among new and less experienced teachers remains a significant concern (Source, Rand Corp). The District's teacher turnover rate in the 2023-24 school year was 4.62% including retirements and 2.22% without retirements. In the 2024-25 school year, the District's turnover increased to 6.56% including retirements and 3.64% when excluding retirements. In 2025-26, the District's turnover decreased to 4.22% including retirements and 2.64% when excluding retirements. The three years of data points remain below the 2022-23 district rate of 7.21%.

Teacher Turnover				
	2022-2023	**2023-2024**	**2024-2025**	**2025-2026**
Overall	7.21%	4.62%	6.56%	4.22%
Excluding retirements	N/A	2.22%	3.64%	2.64%

5. New for the 2025-26 school year, I introduced the Superintendent-Educator Circle. This voluntary group of educators meet monthly with the superintendent as a vehicle for direct two-way communication. The group is made up of 28 individuals with two representatives from each school selected by the staff. The combined years of service from this group was 371.5 years of service in PPS and 587 years of service in education over time. The Superintendent-Educator Circle is not a negotiation or bargaining committee. Seventy-four percent of the participants have returned for the 2026-27 school year.

6. The following list include some leadership opportunities that exists for employees:
    - Advisor to extra-curricular clubs
    - Athletic Coaching
    - Building Level Leadership Team
    - Curriculum Instructional Council (CIC)
    - Curriculum Review Cycle (CRC)
    - Department Heads
    - Design Advisor Team
    - Early Adopters
    - Facilitators of Instructional Technology (FIT) Team
    - MASSP - Path to Leadership
    - MEMSPA Rising Leaders
    - Michigan School Business Officials (MSBO) Leadership Academy
    - MSU's Emerging Leaders Program
    - School Improvement Lead
    - Team Leaders/Grade Group Leaders

Conclusion Statement
This organization met expectations.

2.2.2 POLICY LANGUAGE
The Superintendent shall not operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

Interpretation

I interpret this to mean that:

1. Written Operational Policies exist and are available for all staff.
2. Supervisory staff receive training related to new/revised Operational Policies when changes are made.
3. Master agreements with employees contain language addressing the grievance process.
4. Operational Policies and guidelines regarding nepotism and preferential treatment for personal reasons are in place and are shared with staff as appropriate.

Report

1. The District operates under Board-approved NEOLA Operational Policies. These Policies are available on-line. Administration continues to develop and refine Administrative Guidelines to complement the Operational Policies.

   Operational Policies are updated approximately twice each year (or as needed) as part of our affiliation with NEOLA. Changes (other than technical revisions) are brought to the Board for approval.

   In addition to these Operational Policies and Administrative Guidelines, the Board maintains its Governance Policies which includes Board Ends, Executive Limitations, Governance Process, and the Governance-Management Connection policies.

2. Training on District Operational Policies and Administrative Guidelines is conducted at Administrative Team meetings and other meetings of District, Department, and Building Administrators.

3. Master Agreements contain grievance procedures with clearly defined processes.

4. Operational Policies (3120 and 4120) that relate to employment of professional and support staff address nepotism and preferential treatment concerns and are available on-line. Print copies are available at the Administration Building.

Conclusion Statement

The organization met expectations.

2.2.3 POLICY LANGUAGE

The Superintendent shall not discriminate against any staff member for non-disruptive expression of dissent.

Interpretation

I interpret this to mean:

1. Fewer than five (5) employees (approximately .5% of the total employees at Portage Public Schools) find it necessary to utilize the formal grievance procedure in our Master Agreements to protest retaliation.
2. Fewer than five (5) employees (approximately .5% of the total employees at Portage Public Schools) or former employees find it necessary to seek resolution through the courts.

Report

1. No grievances of this nature have been filed.
2. No such actions have been taken.

Conclusion Statement

The organization met expectations.

2.2.4 POLICY LANGUAGE

The Superintendent shall not prevent staff from addressing the board when (a) internal grievance procedures have been exhausted, and (b) the employee alleges that board policy has been violated to his or her detriment.

Interpretation

I interpret this to mean:

1. If complaints are not resolved through the grievance process, as outlined in the respective collective bargaining agreements, the staff member will be given guidance on how to address the Board of Education during Public Comment.
2. If the Superintendent receives a written complaint from a staff member alleging that Board Policy has been violated to their detriment, then the complaint will be shared with the Board President.

Report

1. The grievance procedure is fully detailed in each of the Master Agreements. Grievances not resolved at the Superintendent level may be submitted for mediation to the American Arbitration Association or to the State Labor Mediation Board - depending on the employee group. The Board is not included in the grievance process. No request has been made by any employee to address the Board relative to this Policy.

2. No individual written complaints about a policy violation detrimental to an employee have been received in the past twelve months.

Conclusion Statement

The organization met expectations.

2.2.5 POLICY LANGUAGE
The Superintendent shall not allow staff to be uninformed or unaware of their protections under this policy as interpreted by the Superintendent.

Interpretation
I interpret this to mean that all staff members have access to electronic copies of master contract agreements and Board Governance and Operational Policies.

Report
All current collective bargaining agreements and District Policies are posted on the District's website.

Conclusion Statement
The organization met expectations.

2.2.6 POLICY LANGUAGE
With respect to the treatment of paid staff, no District employee shall have a direct supervisory role of a family member. "Family member" means a person's spouse or spouse's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's spouse or parent's spouse, and includes relationships as created by adoption or marriage.

Interpretation
I interpret this to mean that the District may employ family members as long as there is no direct supervisory relationship between family members.

Report
The District, through its HR information system, maintains information on employees of the District who have family members working in the system. Administration has actively managed situations where this occurs to ensure that there is not a direct supervisory relationship in place. This includes the use of alternate administrators to supervise in secondary buildings or the movement of affected staff when other supervisory arrangements cannot be made. New employees are asked if they have any relatives who serve as Board members, administrators or other supervisors in the Portage Public Schools. This allows HR to ensure that any new conflicting placements are avoided should the individual be hired by the District. This limitation is also captured in Operational Policies 3120 and 4120.

The following situation currently exists where alternate supervisory arrangements have been made: 1) at Central High School, the principal's spouse is a teacher on staff and is being supervised by an assistant principal. This situation precedes my tenure as superintendent.

Other familial relationships exist throughout the District, however, no alternate supervisory arrangements are necessary.

Conclusion Statement
The organization met expectations.

2.2.6 POLICY LANGUAGE
The Superintendent shall not fail to administer an evaluation process for teachers and administrators consistent with state law.

Interpretation
I interpret that the current state law governing evaluation of teachers and administrators (professional staff) is Section 380.1249 of the Revised School Code and that District administrators are expected to follow the law.

Report
The District has selected the 5D+ evaluation instrument for teachers and the School Advance evaluation instrument for administrators. All teachers and administrators have been trained and continue to receive additional training in the use of the evaluation tools. District principals and assistant principals continue to participate in Interrater Reliability Clinical Rounds to improve their evaluation skills and provide for more consistency across the District.

Conclusion Statement
The organization met expectations.

Portage Public Schools
Board of Education

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes □ No □

Comments:

Is evidence of compliance reasonable? Yes □ No □

Comments:

For Ends Policies: Comments about long-term achievement of Ends Policy

---

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08
Revised: 5/25/09, 3/22/10, 2/26/18, 11/20/23

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

VII. Assurance of District Performance

2. Monitoring Report 2.3, Compensation and Benefits (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.3, Compensation and Benefits, as a reasonable interpretation and evidence of compliance with policy.

Portage Public Schools
Monitoring Report

Policy Type: Executive Limitation
Policy Title: (2.3) Compensation and Benefits

Global Board Policy
With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Superintendent shall not cause or allow jeopardy to fiscal integrity or to public image.

Certification
I hereby present my monitoring report on Executive Limitation, 2.3, "Compensation and Benefits" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 4, 2026.

Signature

11/04/2026
Date

Interpretation
I submit that the Board's Policy is comprehensively interpreted in the succeeding five sections. My interpretations of those sections, the report, and conclusion statements are presented below. There are no changes in interpretation. Reports have been updated. This Executive Limitation was last revised in September 2008.

2.3.1 POLICY LANGUAGE

The Superintendent shall not change his or her own compensation and benefits, except as directed by the Board.

Interpretation

I interpret this to mean that only through Board action can there be a change to the Superintendent's Contract.

Report

At its meeting on June 30, 2025, the Board approved an initial three-year contract - July 1, 2025 through June 30, 2028 - with the specified salary and benefits. The salary and benefits were incorporated into the signed contract with copies provided to Human Resources and Payroll.

At its meeting on July 20, 2026, the Board approved an adjusted salary schedule for the 2026-27 and 2027-28 school years.

At its meeting on September 28, 2026, the Board approved a one-year extension to the superintendent's contract to go through June 30, 2029.

Conclusion Statement

The organization met expectations.

2.3.2 POLICY LANGUAGE

The Superintendent shall not promise or imply permanent or guaranteed employment.

Interpretation

I interpret this to mean that our Collective Bargaining Agreements Employee Handbooks and Operational Policies do not contain language that implies permanent or guaranteed employment.

Report

Employees with administrative contracts receive contracts that are not longer than two years in duration, the terms of which are outlined in the employment contract, handbook, and operational policies. The individual contracts issued to administrators also contain language relative to termination, including termination due to a reduction in force. These contracts require Board approval and are signed by the Board's President and Secretary.

The Collective Bargaining Agreements entered into by the District contain management right language that allows the District to determine the size of the workforce and to lay off employees. Relative to teachers, State statute outlines that new teachers are subject to non-renewal during their first four years of employment with the District or two years if they obtained tenure in a previous Michigan district.

Upon completion of the probationary period, teachers are subject to the Teacher Tenure Act and therefore, subject to dismissal only on statutory grounds. Individual contracts issued to teachers allow for termination attributable to job performance, misconduct, or reduction in personnel.

Our Employee Handbook specifies, "Unless expressly proscribed by statute or contract, you became an employee at Portage Public Schools voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that Portage Public Schools may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law."

Operational Policies provide the framework for the development of agreements, handbooks and contracts relative to employment of staff and are consistent with this Executive Limitation.

Conclusion Statement
The organization met expectations.

2.3.3 POLICY LANGUAGE
The Superintendent shall not establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed.

Interpretation
I interpret this to mean that hourly rates, salaries, and other benefits are competitive within the greater Kalamazoo County area. When comparisons within this area cannot be made or data is unavailable, districts in Southwest Michigan and within the State of Michigan which are of similar size and demographics will be used.

Report
Prior to the negotiations and the budget development process, the District's Human Resources team reviews appropriate data to ensure that the compensation and benefit programs are aligned with both the geographic area and similarly situated school districts. This is done through local salary survey review (when applicable) and by inspecting contracts of like groups in other districts.

When potential discrepancies are found, the District works to make modifications either through individual adjustments or through gradual increases and changes to salary scales. This ensures both fiscal responsibility and continued commitment by the District to achieve as much equity as possible for skilled groups. Adjustments were made to the hourly and daily rates of several employee groups during the past year to better attract and keep employees.

Bulletin 1014 is the Michigan Public Schools Financial Data Ranking. This report goes back to the 2011-12 school year. The report shows the revenue and expenditure for every school district in Michigan. In all the years prior to the 2024-25 Bulletin 1014, published February 2026, PPS had the highest average teacher salary in Kalamazoo County. According to the 2024-25 Bulletin 1014, PPS for the first time, has the second highest average teacher salary in Kalamazoo County, which is $71,589. In the PEA contract, teacher compensation for a BA starts on Step 3 with a salary of $43,311 and tops out at Step 30 with a MA+ of $107,598. There are a host of opportunities for additional compensation via extra/co-curricular activities and athletics.

The custodial staff ranges from $19.50/hr to 24.35/hr.
The maintenance staff ranges from $26.39 to $31.56/hr.

The secretarial staff ranges from $16.63/hr to $24.52/hr.

The paraprofessional staff ranges from $18/hr to $23hr.
The CNA staff range from $22.50/hr to $25/hr.

The bus drivers' pay ranges from $22.31/hr to $25.76/hr.

Conclusion Statement
The organization met expectations.

2.3.4 POLICY LANGUAGE

The Superintendent shall not create obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses in revenue.

Interpretation
I interpret this to mean that total compensation costs, including accrued benefits paid out on an annual basis, are analyzed and integrated into budget planning without creating a violation of the fund balance limitation stated in Executive Limitations Policy 2.5.3. Collective Bargaining Agreements and individual contracts extending beyond one year will require Board approval.

Report

The salary schedules used in the District provide the framework for compensation increases on an annual basis. These are referred to as "step" increases. Allowing step increases or increases to salary schedules is dependent upon actual or anticipated revenues, market analysis and where applicable, subject to the collective bargaining process.

As stated above (2.3.2), in the event of loss of revenue the District has the ability to reduce its workforce and/or to request the reopening of collective bargaining agreements to reduce expenditures.

The organization was in compliance with Governance Policy 2.5 – Financial Condition and Activities as approved by the Board on January 12, 2026 for the 2024-25 school year. For the 2025-26 school year, the auditor will address Governance Policy 2.5 at the November 9, 2026 Board meeting and the final 2.5 Monitoring Report will be provided at the November 23, 2026 meeting.

Conclusion Statement

The organization met expectations.

2.3.5 POLICY LANGUAGE

The Superintendent shall not establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:

A. Incur unfunded liabilities.
B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
C. Allow any employee to lose benefits already accrued from any foregoing plan.

Interpretation

I interpret this to mean that procedures are in place within the Business Office and the Human Resources Department to ensure compliance with the State's regulations related to Michigan Public School Employees Retirement System (MPSERS).

- Any other pension liabilities are identified and sufficient assets allocated to fund those liabilities.
- All full time employees employed by Portage Public Schools, in addition to MPSERS benefits, may receive additional pension benefits.
- For any additional pension plans that are established for employees, the contributions made to those plans belong to the employee.

Report

The Michigan Public School Employee Retirement System (MPSERS) is regulated and directed at the State level. The State specifies the rates for each eligible employee. The Business Office and Human Resources Department have administrative procedures in place to ensure that funds are transmitted to the State to cover these liabilities.

The District maintains a Performance Pay Plan which meets the requirements of Section 403b of the Internal Revenue Code of 1986. This Plan applies to District Administrators, except the Superintendent, and was established to encourage administrative employees to achieve a high level of performance and to encourage longevity with Portage Public Schools. Contributions made by the District to this Plan are located in a trust account expressly for this purpose. There have been no contributions to this plan since 2010. Administrators hired since 2010 are essentially not part of the plan and all other administrators have not had contributions made on their behalf to the plan since 2010.

On June 26, 2017, the Board approved a Resolution amending this plan. The amendment will automatically terminate the plan when all of the administrators still vested terminate their employment with the District. Only one administrator remains eligible for this plan. In the meantime, there will be no loss of benefits already accrued from this plan.

All employees of Portage Public Schools, full- and part-time, belong to MPSERS.

The District provides to all Administrators, both 403B and 457 tax sheltered annuity programs. The Board contributes two percent of each Administrator's (excluding the Superintendent who is under an individual contract) annual salary into a program selected by the Administrator. The District also provides an additional annuity payment of one percent for those Administrators who are at the top step of their salary range. These payments go directly to the selected program and are under the control of the Administrator.

Conclusion Statement

The organization met expectations.

Portage Public Schools
Board of Education

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes □ No □

Comments:

Is evidence of compliance reasonable? Yes □ No □
Comments:

For Ends Policies: Comments about long-term achievement of Ends Policy

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Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08
Revised: 5/25/09, 3/22/10, 2/26/18, 11/20/23

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

VII. Assurance of District Performance

3. Monitoring Report 2.5, Financial Condition/Activities (EL 2.5, OP 6830) (External Audit Action)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept the 2025/26 Financial Report and Management Letter, as presented.

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

IX. Action Items

1. Governance Policy Revisions (BL 0131.1)
   a. Ends 1.0

   b. Executive Limitations 2.5 – Financial Condition and Activities

   c. Policy 4.4 – Monitoring Superintendent Performance

   d. Appendix B – Monitoring Report Evaluation Form

RECOMMENDED MOTION

Motion offered by _____, seconded by _____, that the Board of Education approve the revisions, as presented, to Ends 1.0, Executive Limitations 2.5 – Financial Condition and Activities, Board/Superintendent Connection Policy 4.4 – Monitoring Superintendent Performance, and to the Monitoring Report Evaluation Form.

PORTAGE PUBLIC SCHOOLS
Every student. Every future.

To: Board of Education

From: Randy Van Antwerp, Board President

CC: Johnny Edwards, Superintendent

Date: November 4, 2026

Re: Governance Policy Revisions

RECOMMENDATION

It is recommended that the Board of Education approve revisions to Global Ends Policy 1.0 (definition of success), Executive Limitations Policy 2.5 – Financial Evaluation and Activities (Item 11 Administrator Contracts), Board/Superintendent Connection Policy 4.4 – Monitoring Superintendent Performance (Item 5 Evaluation of Monitoring Reports), and Appendix B - Monitoring Report Evaluation Form (reasonableness of evidence).

BACKGROUND

The Board discussed the need for revised policy language, to better reflect the intent of the Board, at two Policy Governance Retreats and at a meeting of the Policy Committee.

Enclosures

POLICY TYPE: ENDS

1.0 POLICY TITLE: *GLOBAL ENDS*

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

Vision: We are inspired to be an exceptional community grounded in fostering strengths, growth, and lifelong learning. Every student. Every future.

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 establish long-range aspirational and visionary outcomes for the District that reflect community values and support the vision for the District. All of the ends statements contribute to a successful graduate of Portage Public Schools and reinforce the commitment of the Board to continuous improvement and high expectations for all students. ~~Success is based on improvement of results over time and favorable comparisons to similar schools, and the "State of Michigan averages."~~

1.1 ACADEMIC SUCCESS

Students demonstrate progress toward mastery of core curriculum standards evidenced by annual academic growth within grade level cohorts, growth of low achieving students, and by achieving academic proficiency.

Internal report provided annually in Nov. (HS, MS), Dec. (Elem) and Jan. (overall).

1.2 LEARNING AND LEADERSHIP SKILLS

Students have 21st Century Learning Skills including:

- critical thinking,
- creativity,
- communication, and
- collaboration skills to equip them to learn and to lead with confidence.

Internal report provided annually in March.

1.3 RESILIENCE IN LIFE

Students will exhibit behaviors that are mentally and physically beneficial to themselves and others.

Internal report provided annually in April.

POLICY TYPE: EXECUTIVE LIMITATIONS

2.5 POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES*

With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Expend more funds than have been received in the fiscal year to date unless the fund balance limitation in 2.5.3 is met.
2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues.
3. Allow annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures, which may be necessary for its implementation.)
4. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances.
5. Allow payroll obligations to be unsettled or untimely.
6. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
7. Make any contractual commitment for equipment, goods, or services in excess of $100,000. Splitting orders to avoid these limits is not acceptable.
8. Acquire, encumber or dispose of real property.
9. Allow receivables to go uncollected beyond a reasonable period of time without aggressively pursuing their collection.
10. Commit expenditures from a flexible fund to cover expenses in a more restricted fund.
11. ~~Make any adjustment to the salary or length of any administrator contract, or the addition of new or additional benefit programs, without prior approval by the Board of Education of these parameters for the administrative group in total.~~
11. Adjust the salary or benefits of administrators without prior approval of the Board of Education or fail to maintain two-year rolling contracts for administrators, except where an administrator is subject to a performance improvement plan.
12. Operate without a continuous budget cycle and provide a minimum of two budget revisions during the fiscal year, as needed, to accurately reflect the financial condition of the district for the board and the community.

Adopted: 9/22/08 / Revised: 10/23/08, 5/18/09, 3/22/10, 6/20/11, 1/30/12, 12/8/14, 3/28/16, 6/8/2020, 11/9/26
External report provided annually in November. Internal report provided annually in December.

POLICY TYPE: BOARD/SUPERINTENDENT CONNECTION

4.4 POLICY TITLE: *MONITORING SUPERINTENDENT PERFORMANCE*

Systematic and rigorous monitoring of Superintendent job performance will be solely against the only expected Superintendent job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations. Accordingly:

1. Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.

2. The Board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the Superintendent discloses compliance information to the Board; (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with board policies; and (c) by direct board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

3. In every case, the standard for compliance shall be *any reasonable Superintendent interpretation* of the board policy being monitored. The Board is final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favored by board members
or by the Board as a whole.

4. All policies that instruct the Superintendent will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule, which is found on the next page and included in this policy by reference.

5. The Superintendent will normally submit a Monitoring Report(s) with the Agenda Packet before a Work Study Session. Prior to the Work Study Session, Board members will individually assess the Monitoring Report(s) using the evaluation form (Appendix B) to determine for: ~~1) Is the Superintendent's interpretation reasonable; and 2) Does the evidence provided indicate compliance.~~
   a. Ends Policies - 1) Is the Superintendent's interpretation reasonable; and 2) Is the evidence of achievement reasonable, or where appropriate, is evidence of progress toward achievement reasonable; and
   b. Executive Limitations - 1) Is the Superintendent's interpretation reasonable, and 2) Is evidence of compliance reasonable.

   At the Work Study Session, the Superintendent will review highlights of the Monitoring Report(s) and answer questions from Board members. Completed evaluation forms should be turned in to the Board President at the end of the Work Study Session.

Appendix B

Portage Public Schools
Board of Education

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes □ No □
Comments:

For Ends Policies (results inherently long-term):
Is evidence of achievement reasonable, or where appropriate, is evidence of progress toward achievement reasonable? Yes □ No □
Comments:

For Executive Limitation Policies (boundaries within which the Superintendent must operate):
Is evidence of compliance reasonable? Yes □ No □
Comments:

Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08
Revised: 5/25/09, 3/22/10, 2/26/18, 11/20/23, 11/9/26

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

X. Discussion Items

1. Policy Updates (BL 0131.1)

PORTAGE PUBLIC SCHOOLS
Every student. Every future.

Johnny Edwards
Superintendent
Phone: 269.323.5182
jedwards@portageps.org

To: Board of Education

From: Johnny Edwards

Date: November 4, 2026 J. E.

Re: Policy Updates

CC: Executive Team; Principals and Assistant Principals

The proposed operational policies included in this update have been reviewed by NEOLA's legal counsel to ensure compliance with applicable statutes and further examined by the appropriate district-level administrators. Board President Van Antwerp has reviewed the policies impacting board meetings (0154 and 0164.1 – 0165.6).

The policies are recommended for adoption by the Board to ensure that they remain accurate and current and, where applicable, comply with statutory requirements.

POLICY UPDATES

Policy 0100 – Definitions (Revised)
The policy has been revised to include the new term School Support Organizations (SSOs).

Policy 0154 – Organizational Meeting Actions (Revision)
The policy has been revised to edit the title and to add an item required by law – election of board officers.

Policy 0164.1 Meetings (Revised)
This policy has been revised by including updated content from eight related policies (listed below), each of which is recommended for rescission. This consolidation is intended to establish a single, comprehensive policy governing the applicable statutory requirements.

Rescind
Policy 0164.2 - Special Meetings
Policy 0164.3 - Emergency Meetings
Policy 0165.1 - Regular Meetings
Policy 0165.2 - Change of Regular Meetings
Policy 0165.3 - Special Meetings
Policy 0165.4 - Emergency Meetings
Policy 0165.5 – Recess
Policy 0165.6 – Cancellation

Policy 2370.02 – Virtual Instruction Days (New)
This new policy is in alignment with M.C.L. 388.1621f. It allows the school district to use up to six (6) flexible virtual instruction days per year—split evenly between mandated testing disruptions and emergency closures—without reducing required annual instructional time. To deploy these days, the Superintendent must secure formal local board approval and provide advance notice to parents and

students via standard school channels or emergency notification systems. All remote learning must meet state quality standards by using certified teachers-of-record, providing necessary technology and internet access, and upholding IEP and 504 accommodations for special education students.

Policy 2623 – Student Assessment (Revised)
Policy 2623 establishes the official framework for measuring student growth and identifying learning needs through required state and district assessment programs. It ensures school accountability, legal compliance with State Board of Education rules, and ethical standards in testing while keeping parents informed of student progress.

This revision aligns with Revised School Code (M.C.L. 380.1279g), effective July 1, 2026, which officially eliminated the mandatory SAT Essay requirement from the Michigan Merit Examination (MME). Striking "with essay" aligns board policy directly with updated statutory MME components.

Policies 3310 / 4310 – Freedom of Speech in Non-Official Duty Settings (Revised)
These policies establish clear boundaries to protect employees' First Amendment rights while safeguarding the school district from potential operational disruptions. It clarifies that staff members speak as private citizens—not on behalf of the district—when expressing personal views outside their official duties.

These policy revisions establish clear boundaries when expressing personal views outside their official duties. By outlining expectations against disruptive, threatening, or privacy-invading speech across all platforms, including social media, the language protects the district from legal liability while safeguarding employees' First Amendment and statutory rights through fair, neutral, case-by-case enforcement.

Policy 5330 - Use of Medications (Revised)
This policy ensures student health and safety by establishing clear protocols for administering both prescribed and over-the-counter medications at school.

Policy 5330.01 Epinephrine Delivery Systems (Revised)
This policy ensures schools are legally compliant and prepared to quickly handle life-threatening allergic reactions by allowing trained staff to administer emergency epinephrine, regardless of whether a student has a pre-existing prescription on file. Updating the language to "epinephrine delivery systems" broadens protection beyond standard auto-injectors (like Epi-Pens) to include newer FDA-approved methods such as nasal sprays and inhalers.

The policy revisions align with Michigan statutory updates which transitioned the terminology from narrower "epinephrine auto-injectors" (Epi-Pens) to the comprehensive term "epinephrine delivery systems". This encompasses newly FDA-approved administration methods such as epinephrine nasal sprays and inhalers alongside traditional auto-injectors.

Policy 5830 – Student Fundraising (Revised)
This policy governs student fundraising activities within the school district. It ensures that fundraising is conducted in a controlled, ethical, and educationally appropriate manner. Fundraising must be for school-related purposes, approved, and comply with Federal dietary and financial regulations.

This policy protects students from coercion, ensures transparency and accountability in fund management, aligns fundraising with educational goals, and ensures compliance with legal and health standards. It also maintains the integrity of the school environment and prevents misuse of school resources.

Policy 6621 – Change Fund (Revised)
This is a District-driven revision. The addition of "or designee" allows for the fund to be placed in the care of the either the building administrator or their designee. This change provides flexibility in the event the building administrator is unavailable or assigns responsibility of the fund to another authorized individual. The change supports continuity in management and safekeeping of the fund while maintaining accountability for its oversight.

Policy 6700 – Fair Labor Standards Act (FLSA) (Revised)
This policy assists school districts compliance with federal wage and overtime laws, protecting non-exempt employees' right to fair compensation and mandatory lactation accommodations. It also establishes clear guidelines for salary deductions and overtime pre-approval to protect the district from costly labor disputes and regulatory penalties.

Under recent Michigan legislation (Public Act 130 of 2024, which amended M.C.L. 37.232), the state expanded public and institutional protections to explicitly cover the expression of human milk (pumping), not just direct breastfeeding. The revisions also incorporate best-practice options for districts to consider.

Policy 8320 – Personnel Files (Revised)
This policy assists districts regarding compliance with Michigan law by establishing secure, structured procedures for managing official employee records, medical files, and unprofessional conduct disclosures under M.C.L. 380.1230b. It balances staff privacy and statutory inspection rights while protecting the district from legal liability through mandatory retention schedules and strict confidentiality protocols.

This revision establishes clear timelines for responding to record requests and outlines the district's legal duty to document, retain, and disclose records of employee unprofessional conduct. Additionally, it mandates checking an applicant's previous employers for past unprofessional conduct during the hiring process.

Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency) (Revised)
Policy 8321 is important because it establishes strict security, access, and confidentiality standards for

handling criminal history record information obtained through state and federal background checks. Adhering to these requirements ensures school district compliance with Michigan State Police and FBI regulations while safeguarding sensitive employee and applicant data from unauthorized exposure.

Based on feedback from the Michigan Police Association, we have revised the policy to reflect future audit preparations.

Policy 8420 – Emergency Situations at School (Revised)
This policy is important because it establishes clear, standardized emergency requirements so students and staff can react quickly and safely during a crisis like a fire, severe weather, or security threat. It also provides direction so that schools stay prepared and accountable by requiring regular safety drills and public posting of their completion results.

The revisions include the requirement that all schools use consistent terms and definitions for emergency responses. These terms include: Hold, Secure, Lockdown, Evacuate, and Shelter. Aligning these terms across all training, drills, and official plans builds clear expectations and legal compliance, allowing for a faster, more coordinated response when safety is at risk.

The Cardiac Emergency Response Plan section has also been revised to provide statutory alignment.

Policy 9211 – School Support Organizations (Rescinded)
This policy is rescinded and renumbered to replacement Policy 9215 for better alignment with the numbering used by all states in the NEOLA network.

Policy 9215 – School Support Organizations (SSOs) (Renumbered / Replacement)
This policy establishes the standards, responsibilities, and oversight for school support organizations (SSOs)—such as PTAs, PTOs, Booster Clubs, and educational foundations—that raise funds or donate resources to support District schools and activities. The policy defines what constitutes an SSO, outlines approval and documentation requirements, and ensures transparency and accountability in financial activities. The policy protects the District's integrity, financial transparency, and legal compliance while supporting valuable community involvement. It ensures SSOs operate independently yet responsibly, aligning their goals with those of the District without creating liability for the school system. It also ensures donations and fundraising are managed ethically, helping to maximize benefits to students while safeguarding public trust.

PENDING APPROVAL

po0100

Vol. 41, No. 1 - September 2026 Revised DEFINITIONS

ADOPTED Sep 14, 2015 REVISED Aug 17, 2026

0100 - **DEFINITIONS**

The bylaws of the Board of Education of this District incorporate quotations from the laws and the administrative code of the State of Michigan. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and operational policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross-examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights. Step-Parents are not included in this definition.

Personal Communication Devices

Personal communication devices ("PCDs") may include computers, laptops, tablets, e-readers, wireless communication devices ("WCDs"), cellular/mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively bargained agreement.

School Support Organizations (SSOs)

Any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic, or social activities related to a school, that collects or receives money, materials, property, or securities from students, parents, or members of the general public. (Examples: Booster Club, Foundation, Parent-Teacher Association (PTA), Parent-Teacher Organization (PTO), Parent-Teacher Support Association)

Secretary

The chief clerk of the Board of Education.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, X (formerly known as Twitter), LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and FaceTime. Social media does not include sending or receiving e mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District.

Vice-President

The Vice-President of the Board of Education.

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty or for any other purpose permitted by law, Board members must be physically present to have their vote officially recorded in the Board minutes.

Wireless Communication Device ("WCD")

For the purposes of Policy/Administrative Guideline 5136 - Wireless Communication Devices (WCDs), a WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A WCD does not include a basic telephone, which is a device primarily used for voice calling that cannot support third-party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced with A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

Revised 1/9/17
Revised 11/26/18
Revised 5/20/19
Revised 10/25/21
Revised 7/19/23

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0154

Vol. 41, No. 1 - September 2026 Replacement ORGANIZATIONAL MEETING ACTIONS

ADOPTED Sep 14, 2015 · REVISED Jun 19, 2023

0154 - ORGANIZATIONAL MEETING ACTIONS ~~**MOTIONS**~~

The Board shall, at the annual organizational meeting:

A. elect its officers - President, Vice President, and Secretary;

B. ~~designate depositories for school funds; M.C.L. 380.1221;~~ designate a day, place, and time for regular meetings which shall be held at least once every month;

C. designate depositories for school funds; M.C.L. 380.1221;

D. designate those persons authorized to use the safe deposit box;

E. designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144;

F. designate the Board Recording Secretary;

G. approve Board and District primary legal counsel;

H. pre-approve board member attendance at board-related classes, conferences, and workshops, and the reimbursement of related expenses in accordance with Bylaw 0175.1.

Revised 2/26/18

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PENDING APPROVAL

po0164.1

Vol. 41, No. 1 - September 2026 Revised MEETINGS

ADOPTED Sep 14, 2015

Revised Policy - Vol. 41, No. 1

0164.1 - ~~REGULAR~~ **MEETINGS**

Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

Posting of Regular Board Meetings

Within ten (1) days after the organizational Board meeting, the Board shall post at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, and place of each regularly scheduled meeting of the Board. If the District maintains an official website, the notice shall also be posted on a dedicated public notice webpage on the District's website, or through a prominent and conspicuous link to that webpage on the District's homepage.
~~The notice shall contain the name and address of the District and its telephone number.~~

The notice shall ~~also~~ contain the following minimum content: ~~statement:~~

1. The name of the board of education.
2. The address of the board of education.
3. The telephone number of the board of education.
4. The time of the meeting.
5. The date of the meeting.
6. The place of the meeting.
7. A statement indicating where the official minutes of school board meetings are stored and available for inspection.
8. Americans with Disabilities Act notice.

"Upon the request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting."

Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the actual reasonable cost for printing and postage of each notice, the District shall send to the requesting party by first-class mail a copy of any notice required to be posted by the Open Meetings Act.

Public information bodies and the news media shall be entitled to receive these notices without charge.

~~"Upon request to the _____, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting."~~

~~Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the actual reasonable cost for printing and postage of each notice, the District shall send to the requesting party by first-class mail a copy of any notice required to be posted by the Open Meetings Act.~~

~~Public information bodies and the news media shall be entitled to receive these notices without charge.~~

Change in Schedule

If the Board decides to change its regular meeting schedule (e.g., moving a standing Tuesday meeting to a Wednesday), a new notice must be posted within three (3) days after the meeting where the change was made. This requirement also applies to dates, times, or places of previously scheduled meetings.

Special Meetings

Special meetings of the Board may be called by the President or by any two (2) members of the Board provided there is compliance with the notice provision of these Bylaws.

The notice for any special meeting shall include the date, time, and place of the meeting, the business to be transacted, and the name, address, and telephone number of the District.

In accordance with the Open Meetings Act:

-

A. **Physical Posting**: The notice shall be posted at the District's principal office and any other locations designated by the Board at least eighteen (18) hours prior to the meeting.

-

B. **Digital Posting**: If the District maintains an official website, the notice must also be posted on a public-notice webpage (or a prominent link) on that website for at least eighteen (18) hours before the meeting begins.

-

C. **Board Notification**: A copy of the notice shall be provided to each member of the Board.

Emergency Meetings

A Board may meet in an emergency session without the eighteen (18) hour notice only if there is a severe and imminent threat to the health, safety, or welfare of the public, and two-thirds (2/3s) of the members agree that a delay would be detrimental. This must be a roll call vote.

A. **Post-Meeting Disclosure**: Within forty-eight (48) hours of an emergency meeting, the Board must notify the County Board of Commissioners that the meeting occurred without the standard notice. The correspondence should include a copy of the public notice for the meeting and an explanation of the emergency circumstances that required the Board to meet without the standard notice.

B. **Paper Copies:** Paper copies of the notice (explaining the emergency) must be made available to the public during the meeting.

Electronic Participation by Board Members

Board members are generally required to be physically present to participate in a meeting and count toward a quorum. In accordance with **M.C.L. 15.263**, electronic participation (remote attendance) is permitted only under the following circumstances:

A. **Military Duty:** A Board member may participate and vote remotely if their absence is due to active military duty.

B. **ADA Accommodation:** As a reasonable accommodation under the Americans with Disabilities Act (ADA), a Board member with a qualified disability may be permitted to participate and vote remotely.

Meeting Recess

Any meeting of the Board may be recessed to another time and place. Any meeting which is recessed for more than thirty-six (36) hours shall be reconvened only after a notice stating the date, time, and place of the recessed meeting, as well as the name, address, and telephone number of the District has been posted on the front door of the Administrative Office Building , and on a prominent and conspicuous portion of the District's website, and such other place(s) as the Board may determine for at least eighteen (18) hours prior to the time the meeting is to be reconvened.

If the recessed meeting will involve remote participation by a Board member as expressly authorized by the Open Meetings Act or other applicable law, the notice must also include information on how the public may participate or contact the remote member.

Meeting Cancellation

Any meeting of the Board may be cancelled for appropriate purposes, which shall include, but not be limited to, inclement weather, lack of a quorum, or conflict with a special event relating to the District. If the cancelled meeting is a regular meeting, it must be rescheduled, following all notice requirements set forth above.

Disclosure Requirements

Any Board member participating remotely must, at the beginning of the meeting, announce for the record that they are attending remotely. Unless the absence is due to military duty, the member must specifically state the physical location (City/Township and State) from which they are attending. This information shall be included in the meeting minutes.

Public Attendance and Participation

The Board may, at its discretion, provide a digital platform for the public to observe and/or participate in meetings.

A. **Two-Way Communication:** If a meeting is held with remote participation options, the platform used must allow for two-way communication so that the public may hear the Board and the Board may hear public comments.

B. **Notice Requirements:** Digital notices for meetings with a remote component must be posted on the District's website homepage (or a conspicuous link therefrom) and must include instructions on how the public may participate and contact Board members to provide input.

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Legal

M.C.L. 15.251

M.C.L. 15.263

M.C.L. 15.264

M.C.L. 15.265

VOL. 41, NO. 1 - SEPTEMBER 2026

po0164.2

Vol. 41, No. 1 - September 2026 Rescind SPECIAL MEETINGS

ADOPTED Sep 14, 2015

~~0164.2 - **SPECIAL MEETINGS**~~

~~Special meetings of the Board may be called by the President or by any two (2) members of the Board, provided there is compliance with the notice provision of these Bylaws.~~

~~A work session of the Board shall be held as called by the President or as scheduled. Such a meeting shall be open to the public and properly posted as Board meetings. No action by the Board shall normally be taken at such meetings.~~

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0164.3

Vol. 41, No. 1 - September 2026 Rescind EMERGENCY MEETINGS

ADOPTED Sep 14, 2015

~~0164.3 - **EMERGENCY MEETINGS**~~

~~In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or students, any member of the Board may call an emergency session provided the majority of the Board concur that delay would be detrimental to efforts to lessen or respond to the threat. Actual notice of any emergency meeting shall be attempted, but not required to other Board members.~~

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.1

Vol. 41, No. 1 - September 2026 Rescind REGULAR MEETINGS

ADOPTED Sep 14, 2015

~~0165.1 - **REGULAR MEETINGS**~~

~~Within ten (10) days after the organizational Board meeting, the Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, and place of each regularly scheduled meeting of the Board. The notice shall contain the name and address of the District and its telephone number.~~

~~The notice shall also contain the following statement:~~

~~"Upon request to the Administration Office, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting."~~

~~Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the estimated reasonable cost for printing and postage of each notice as shall be determined annually by the Board, the District shall send to the requesting party by first-class mail a copy of any notice required to be posted by these bylaws. The news media shall be entitled to receive, at their request, copies of such notices free of charge.~~

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.2

Vol. 41, No. 1 - September 2026 Rescind CHANGE OF REGULAR MEETINGS

ADOPTED Sep 14, 2015

~~0165.2 - **CHANGE OF REGULAR MEETINGS**~~

~~Within three (3) days after the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, and place of the rescheduled meeting, as well as the name, address, and telephone number of the District. Said notice shall be posted on the front door of the Administrative Office Building and such other place(s) as the Board may determine. Said notice shall be posted at least eighteen (18) hours before the rescheduled meeting.~~

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~~**Legal**~~
~~M.C.L. 15.264, 15.266~~

VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.3

Vol. 41, No. 1 - September 2026 Rescind SPECIAL MEETINGS

ADOPTED Sep 14, 2015

~~0165.3 - **SPECIAL MEETINGS**~~

~~Said notice shall state the date, time, and place of such special meeting and the business to be transacted thereat, as well as the name, address, and telephone number of the District. A notice of any special meeting shall be posted at least eighteen (18) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board.~~

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.4

Vol. 41, No. 1 - September 2026 Rescind EMERGENCY MEETINGS

ADOPTED Sep 14, 2015

~~0165.4 - **EMERGENCY MEETINGS**~~

~~No notice of any emergency meeting shall be required.~~

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.5

Vol. 41, No. 1 - September 2026 Rescind RECESS

ADOPTED Sep 14, 2015

~~0165.5 - **RECESS**~~

~~Any meeting of the Board may be recessed to another time and place. Any meeting which is recessed for more than thirty-six (36) hours shall be reconvened only after a notice stating the date, time, and place of the recessed meeting as well as the name, address, and telephone number of the District has been posted on the front door of the Administrative Office Building and such other place as the Board may determine for at least eighteen (18) hours prior to the time the meeting is to be reconvened.~~

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~~**Legal**~~
~~M.C.L. 15.265, 380.1201(3)(4)~~

VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.6

Vol. 41, No. 1 - September 2026 Rescind CANCELLATION

ADOPTED Nov 26, 2018

~~0165.6 - **CANCELLATION**~~

~~Any meeting of the Board may be canceled for appropriate purposes, which shall include, but not be limited to, inclement weather, lack of a quorum, or conflict with a special event relating to the District. If the canceled meeting is a regular meeting, it must be rescheduled following all notice requirements set forth above.~~

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~~**Legal**~~
~~M.C.L. 15.265, 380.1201(3)(4)~~

PENDING APPROVAL

po2623

Vol. 41, No. 1 - September 2026 Revised STUDENT ASSESSMENT

ADOPTED Sep 14, 2015 · REVISED May 22, 2023

2623 - **STUDENT ASSESSMENT**

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon the student's entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination (MME) (or other readiness assessment program approved by the State Superintendent), including the SAT, PSAT, and MI-Access Alternate Assessments, administered each year in accordance with the schedule established by statute and the State Department of Education;

~~M-STEP includes~~ State required summative assessments are designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3– ~~7~~ 11, science in grades 5 and 8, and social studies in grades 5 and 8. ~~It~~ This also includes the Michigan Merit Examination in 11th grade, which consists of the SAT ~~with essay~~, ~~ACT WorkKeys~~ WIN Work Readiness Assessment, and M-STEP summative in science and social studies.

B. A valid and reliable screening and progress-monitoring reading assessment from the assessment systems approved by the Michigan Department of Education, which shall be used for students in Kindergarten to grade 3 to screen and identify difficulties, inform instruction and intervention needs, and assess progress toward a growth target. ~~, formative, and diagnostic third-grade reading assessment system from the assessment systems approved by the Michigan Department of Education.~~

C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;

D. selection of assessment instruments, data, and other District criteria that will be used to assess the educational achievement of each student in grades one (1) through five (5);

Third-grade students who do not meet the District's and State's established assessment criteria may be offered the opportunity to attend summer school.

E. ~~assessment tests;~~

F. ~~aptitude tests;~~

G. ~~achievement tests;~~

H. ~~vocational inventories;~~

I. ~~tests of mental ability.~~

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint an individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

The Superintendent shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

A. communicating standards of ethical assessment practice;
B. communicating security procedures for assessment;
C. establishing guidelines for reviewing assessment materials and assessment preparation;
D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board requires that:

A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:

1. political affiliations;

2. mental and psychological problems, potentially embarrassing to the student or his/her family;

3. sexual behavior and attitude;

4. illegal, anti-social, self-incriminating, and demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally-recognized, privileged, and analogous relationships, such as those of lawyers, physicians, and ministers;

7. income without the prior consent of the adult student or without the prior written consent of the parent;

B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

A. tests be administered by persons who are qualified under State law and regulation;

B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

D. the results of each school-wide, program-wide, and District-wide test be made part of the public record.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State-approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade 11, the District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component, and the cost of the retake is the responsibility of the student unless all of the following are met:

A. the student has taken the complete Michigan Merit Examination

B. the student did not qualify for a Michigan Promise grant based on the student's performance on the complete Michigan Merit Examination

C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk

D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake, and that application has been denied

E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component, paid for either by the State of Michigan or through a scholarship or fee waiver by the provider.

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Legal
A.C. Rule 340.1101 et seq.
M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f

PENDING APPROVAL

po2370.02

Vol. 41, No. 1 - September 2026 New VIRTUAL INSTRUCTION DAYS

~~New Policy - Vol. 41, No. 1~~

2370.02 - **VIRTUAL INSTRUCTION DAYS**

The Board of Education authorizes the District to utilize up to six (6) Limited Flexible Virtual Instruction Days per school year to deliver remote, technology-based instruction during specific testing disruptions or emergency conditions without reducing required annual instructional days or hours.

The Superintendent or designee is authorized to implement flexible virtual instruction days only in accordance with the strict statutory conditions, Board authorization, advance notification, and student accounting procedures set forth in this policy.

Categories and Usage Caps

The three (3) ~~six (6)~~ flexible virtual instruction days are : ~~divided into two (2) distinct, non-transferable statutory categories:~~

A. **Mandated Testing Disruptions - Up to three (3) days per school year**, limited to buildings and grad levels impacted by State or Federally mandated assessments .

B. ~~**Emergency Closures - Up to three (3) days per school year** , available only after the District has exhausted all emergency closure days permitted under applicable law~~

Board Approval Requirement

Prior to deploying any limited flexible virtual instruction days during a school year, the Superintendent must present the District's Flexible Virtual Instruction Plan to the Board and obtain formal local Board approval. Department of Education approval is not required, but local Board authorization is mandatory.

Parental and Student Notice

~~**[DRAFTING NOTE: M.C.L. 388.1621f(14) requires that notice of the plan be provided to impacted students and their parents or legal guardians "before enactment of the plan." This is a one-time, pre-adoption notice requirement tied to the Board approval process. The per-event notice provisions below are not independently required by the statute but are permissible District-level operational requirements that do not conflict with the law.]**~~

The District must provide notice of the Flexible Virtual Instruction Plan to all impacted students and their parents or legal guardians before enactment of the plan by the Board. Notice shall describe the circumstances under which virtual instruction days may be utilized and the manner in which instruction will be delivered.

~~[]~~ - Advance notice of the plan and intent to utilize flexible virtual instruction days must be provided to all affected students and their parents or legal guardians before any virtual day is conducted.

A. **Testing Disruptions:** Notice shall be published at the beginning of the academic year or at least five (5) school days prior to the scheduled assessment window.

B. ~~**Emergency Closures:** Notice shall be communicated through the District's primary emergency mass notification system immediately upon determining that Section 101(4) emergency closure days have been exhausted.~~

~~**[END OF OPTION]**~~

Instructional Delivery and Quality Standards

All virtual instruction provided on these days—whether synchronous (live, real-time instruction) or asynchronous (independent coursework)—must satisfy the virtual learning requirements of Section 5-O-D of the MDE Pupil Accounting Manual, including:

A. **Teacher-of-Record Engagement:** Lessons and learning modules must be authored, assigned, and monitored by a certificated teacher employed by or contracted with the District.

B. **Instructional Equity and Accessibility:** The District shall ensure all impacted students have necessary technology devices and internet access, or alternative equitable learning options, to participate fully.

C. **Special Education Accommodations:** Programs and services must be delivered in accordance with each student's Individualized Education Program ("IEP") or Section 504 Plan.

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Legal
M.C.L. 388.1621f (Section 21f of the State School Aid Act, Public Act 25 of 2026)
M.C.L. 388.1701 (Section 101(4))
MDE Pupil Accounting Manual Section 5-O-D

PENDING APPROVAL

po2623

Vol. 41, No. 1 - September 2026 Revised STUDENT ASSESSMENT

ADOPTED Sep 14, 2015 · REVISED May 22, 2023

2623 - **STUDENT ASSESSMENT**

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon the student's entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination (MME) (or other readiness assessment program approved by the State Superintendent), including the SAT, PSAT, and MI-Access Alternate Assessments, administered each year in accordance with the schedule established by statute and the State Department of Education;

~~M-STEP includes~~ State required summative assessments are designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3– ~~7~~ 11, science in grades 5 and 8, and social studies in grades 5 and 8. ~~It~~ This also includes the Michigan Merit Examination in 11th grade, which consists of the SAT ~~with essay~~, ~~ACT WorkKeys~~ WIN Work Readiness Assessment, and M-STEP summative in science and social studies.

B. A valid and reliable screening and progress-monitoring reading assessment from the assessment systems approved by the Michigan Department of Education, which shall be used for students in Kindergarten to grade 3 to screen and identify difficulties, inform instruction and intervention needs, and assess progress toward a growth target. ~~, formative, and diagnostic third-grade reading assessment system from the assessment systems approved by the Michigan Department of Education.~~

C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;

D. selection of assessment instruments, data, and other District criteria that will be used to assess the educational achievement of each student in grades one (1) through five (5);

Third-grade students who do not meet the District's and State's established assessment criteria may be offered the opportunity to attend summer school.

E. ~~assessment tests;~~

F. ~~aptitude tests;~~

G. ~~achievement tests;~~

H. ~~vocational inventories;~~

I. ~~tests of mental ability.~~

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint an individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

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D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
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The Board requires that:

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1. political affiliations;

2. mental and psychological problems, potentially embarrassing to the student or his/her family;

3. sexual behavior and attitude;

4. illegal, anti-social, self-incriminating, and demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally-recognized, privileged, and analogous relationships, such as those of lawyers, physicians, and ministers;

7. income without the prior consent of the adult student or without the prior written consent of the parent;

B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

A. tests be administered by persons who are qualified under State law and regulation;

B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

D. the results of each school-wide, program-wide, and District-wide test be made part of the public record.

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A student who wants to repeat a State-approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade 11, the District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component, and the cost of the retake is the responsibility of the student unless all of the following are met:

A. the student has taken the complete Michigan Merit Examination

B. the student did not qualify for a Michigan Promise grant based on the student's performance on the complete Michigan Merit Examination

C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk

D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake, and that application has been denied

E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component, paid for either by the State of Michigan or through a scholarship or fee waiver by the provider.

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Legal
A.C. Rule 340.1101 et seq.
M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f

PENDING APPROVAL

po3310

Vol. 41, No. 1 - September 2026 Revised FREEDOM OF SPEECH IN NON-OFFICIAL DUTY SETTINGS

ADOPTED Sep 14, 2015

~~**Revised Policy - Vol. 41, No. 1**~~

3310 - **FREEDOM OF SPEECH IN NON-OFFICIAL DUTY ~~NONINSTRUCTIONAL~~ SETTINGS**

This policy applies to professional staff members' speech *outside the scope of their official duties* as employees of the District (i.e., outside the classroom, school-sponsored events, or similar). The Board of Education acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, the professional staff member's expression must be balanced against the interests of this District. For example, such expression must not be disruptive to the District and/or the staff member's ability to perform their job. Similarly, a staff member's opinions or views are not those of the District and may not be represented as such, regardless of the forum. These determinations will be made in the District's discretion.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, the staff member ~~s/he~~ should:

A. ~~H~~ - state clearly that their ~~his/her~~ expression represents personal views and not necessarily those of the School District;
B. ~~H~~ - refrain from expressions that would invade the rights of others, create disruption within the District, ~~disrupt harmony among co-workers~~ or interfere with the maintenance of discipline by school officials;
C. ~~H~~ - not make threats, disrespectful, ~~or~~ abusive, or ~~personally-~~ defamatory comments about students or their family members, co-workers, administrators, or officials of the District, or other individuals or entities which may have a relationship with the District;
D. ~~H~~ - refrain from making public expressions which the staff member ~~s/he~~ knows to be false or are made without regard for truth or accuracy.

Nothing in this policy is intended to limit the District's ability to make disciplinary or termination decisions in accordance with applicable law regarding any unprotected expression, and this policy should be treated as guidance and not a full itemization of potentially unprotected expression. Nor should this policy be treated as defining the full protected rights of staff members; the District will apply this policy on a case-by-case basis in accordance with the applicable law. Furthermore, this policy applies to all forums of expression including, but not limited to, written form (digital, print, etc.), verbal, physical, visual, via social media (such as X, Facebook, Instagram, LinkedIn, blogs, websites, etc.), and via other electronic communications (email, messaging, etc.). It also applies regardless of the manner of speech, whether written, visual, digital, verbal, graphic, or otherwise. Note that conduct that violates the District's policies including, but not limited to, those addressing discrimination and/or harassment policies, may result in disciplinary action, even if such conduct does not specifically violate this policy.

Employees who engage in constitutionally protected speech will not be retaliated against, and this policy will be applied equally, regardless of the viewpoint expressed. Nothing in this policy is intended to, or will be enforced to, limit an employee's right to engage in activities that are protected by applicable law including, but not limited to, rights protected by the Public Employer Relations Act, the right to engage in protected whistleblower activity, or similarly protected activities. **This policy in no way impacts the obligations of an employee who is a mandatory reporter by State law.**

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PENDING APPROVAL

po4310

Vol. 41, No. 1 - September 2026 Revised FREEDOM OF SPEECH IN NON-OFFICIAL DUTY SETTINGS

ADOPTED Sep 14, 2015

~~**Revised Policy - Vol. 41, No. 1**~~

4310 - FREEDOM OF SPEECH IN NON-OFFICIAL DUTY ~~NONINSTRUCTIONAL~~ SETTINGS

This policy applies to support staff members' speech *outside the scope of their official duties* as employees of the District (i.e., outside the classroom, school-sponsored events, or similar). The Board of Education acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, the support staff member's expression must be balanced against the interests of this District. For example, such expression must not be disruptive to the District and/or the staff member's ability to perform their job. Similarly, a staff member's opinions or views are not those of the District and may not be represented as such, regardless of the forum. These determinations will be made in the District's discretion.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, the staff member ~~s/he~~ should:

A. ~~H~~ - state clearly that their ~~his/her~~ expression represents personal views and not necessarily those of the School District;
B. ~~H~~ - refrain from expressions that would invade the rights of others, create disruption within the District, ~~disrupt harmony among co-workers~~ or interfere with the maintenance of discipline by school officials;
C. ~~H~~ - not make threats, disrespectful, ~~or~~ abusive, or ~~personally~~ defamatory comments about students or their family members, co-workers, administrators, or officials of the District, or other individuals or entities which may have a relationship with the District;
D. ~~H~~ - refrain from making public expressions which the staff member ~~s/he~~ knows to be false or are made without regard for truth or accuracy.

Nothing in this policy is intended to limit the District's ability to make disciplinary or termination decisions in accordance with applicable law regarding any unprotected expression, and this policy should be treated as guidance and not a full itemization of potentially unprotected expression. Nor should this policy be treated as defining the full protected rights of staff members; the District will apply this policy on a case-by-case basis in accordance with the applicable law. Furthermore, this policy applies to all forums of expression including, but not limited to, written form (digital, print, etc.), verbal, physical, visual, via social media (such as X, Facebook, Instagram, LinkedIn, blogs, websites, etc.), and via other electronic communications (email, messaging, etc.). It also applies regardless of the manner of speech, whether written, visual, digital, verbal, graphic, or otherwise. Note that conduct that violates the District's policies including, but not limited to, those addressing discrimination and/or harassment policies, may result in disciplinary action, even if such conduct does not specifically violate this policy.

Employees who engage in constitutionally protected speech will not be retaliated against, and this policy will be applied equally regardless of the viewpoint expressed. Nothing in this policy is intended to, or will be enforced to, limit an employee's right to engage in activities that are protected by applicable law including, but not limited to, rights protected by the Public Employer Relations Act, the right to engage in protected whistleblower activity, or similarly protected activities. **This policy in no way impacts the obligations of an employee who is a mandatory reporter by State law.**

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PENDING APPROVAL

po5330

Vol. 41, No. 1 - September 2026 Revised USE OF MEDICATIONS

ADOPTED Sep 14, 2015 - REVISED Nov 26, 2018

~~Revised Policy - Vol. 41, No. 1~~

5330 - **USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the student is disabled and requires medication to benefit from the student's educational program.

For purposes of this policy, the following definitions shall be used:

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over the counter) drugs, preparations, and/or remedies.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to health care procedures which require special training, such as catheterization.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the ~~(~~ - school office ~~(~~ ~~nurse's office~~ ~~(~~ ~~health room~~ ~~[END OF OPTION]~~ . Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

~~[DRAFTING NOTE: Boards should carefully weigh operational convenience against legal risk when formatting OTC medication policies. While this policy permits the administration of parent-supplied OTC medication based solely on parental consent and label instructions, the most risk-averse approach is to require practitioner authorization/instructions for all nonprescription medications. Requiring a~~

~~practitioner's signature across the board provides the District with the clearest, most robust statutory immunity protection and eliminates ambiguity for staff. This is particularly critical in buildings where a licensed nurse administers medication under a professional protocol or standing order, as nursing practice acts often require a practitioner's order regardless of a drug's over-the-counter status. Districts desiring the highest level of liability protection should modify this language to require practitioner instructions for all medications without exception.]~~

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent ~~- (-) as well as written authorization from a medical practitioner [END OF OPTION]~~.

District staff may administer parent-supplied nonprescription drug products consistent with the parent's written authorization provided the medication is delivered strictly in accordance with the manufacturer's legible packaging instructions and therapeutic dosage. ~~- (-) Authorization from a medical practitioner is also required in order to administer parent-supplied nonprescription drug products. [END OF OPTIONAL SENTENCE]~~

Notwithstanding the above, written instructions from a licensed medical practitioner shall be strictly required under any of the following circumstances:

A. When required by applicable State or Federal law;

B. When the requested dosage or administration instructions vary in any way from the manufacturer's label directions;

C. When the medication is administered from a school- or District-maintained stock supply (e.g., stock acetaminophen or ibuprofen) rather than a parent-supplied container;

D. When a licensed professional registered nurse or other healthcare professional administers the medication pursuant to a clinical protocol, standing order, or collaborative practice agreement; or

E. In any instance where the District seeks the maximum clarity and assurance of statutory immunity protection under applicable state law.

Substances that are not FDA-approved (e.g., natural products, herbal remedies, food supplements) will not be administered by District staff unless accompanied by the specific written instructions of a practitioner and the written consent of the parent.

Such documentation shall be kept on file in the ~~(-)~~ school office ~~- (-) nurse's office (-) health room. [END OF OPTION]~~. ~~Substances that are not FDA approved (i.e., natural products, food supplements) (-) will require the written instruction of a practitioner and the written consent of the parent (-) will not be administered by District staff [END OF OPTION] - (-) Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. [END OF OPTION] - (-) If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. [END OF OPTION] Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.~~

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

~~[-]~~ - All medication shall be kept in a locked storage case in the school office. ~~[END OF OPTION]~~

[ ] - The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training. - [END OF OPTION]

[ ] - Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines. [END OF OPTION]

Student Possession of Medication

[DRAFTING NOTE: Select option for possession and self-administration of medication by students.]

[ ] [OPTION #1]

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

[END OF OPTION #1]

[OR]

[ ] [OPTION #2]

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

High school students may possess and self-administer their own nonprescription medications ( ) - and prescription medications [END OF OPTION] - at school if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies - ( ) and administrative guidelines - [END OF OPTION] - ( ) - Responsible students in grades K through eight (8) may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year. [END OF OPTION]

[END OF OPTION #2]

The provisions of this policy are to be viewed together with the Board Policy 5530 - Drug Prevention.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

A. there is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c),

and

B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian,

and

C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's parent/legal guardian. The plan shall contain specific instructions on the student's needs, including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed

epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration ("FDA") approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal ~~( )~~ or other chief administrator of the student's school.

No student is allowed to provide or sell any type of medication to another student. ~~(~~ ~~)~~ - Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention. - ~~[END OF OPTION]~~

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

~~[ ] The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion. [END OF OPTION]~~

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

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Legal
M.C.L. 380.1178, 380.1178a, 380.1179
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

PENDING APPROVAL

po5330.01

Vol. 41, No. 1 - September 2026 Revised EPINEPHRINE DELIVERY SYSTEMS

ADOPTED Sep 14, 2015 · REVISED May 19, 2025

~~**Revised Policy - Vol. 41, No. 1**~~

5330.01 - **EPINEPHRINE DELIVERY SYSTEMS ~~AUTO-INJECTORS~~**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

~~**[DRAFTING NOTE: "Epinephrine delivery system" means a device containing a premeasured dose of epinephrine that is used for the treatment of anaphylaxis. This includes, but is not limited to, epinephrine auto-injectors (such as Epi-Pens), epinephrine inhalers, and epinephrine nasal sprays. For the purposes of this policy, any reference to "injection" or "administration" shall encompass the use of any such delivery system in accordance with the manufacturer's instructions.]**~~

Each school in the District shall have at least two (2) epinephrine delivery systems ~~auto-injectors (Epi-Pens)~~ available at the school site. It shall be the responsibility of the principal ~~**[insert person or position]**~~ - to be sure that the supply of delivery systems ~~Epi-Pens~~ is maintained at the appropriate level and they have not expired. The Director of Human Resources shall also be responsible for coordinating the training of District employees to administer delivery systems ~~Epi-Pen injections~~ and to maintain the list of employees authorized to administer such systems ~~injections~~.

Individuals Qualified to Administer

Only a ~~licensed, registered professional nurse employed or contracted by the District or a~~ - ~~(~~) school employee ~~individual [END OF OPTIONS]~~ ~~(~~) who has successfully passed the required training or a licensed, registered professional nurse employed or contracted by the District shall be allowed to possess and administer epinephrine delivery systems ~~Epi-Pen injections~~ to students. The persons authorized to use the District-maintained epinephrine delivery systems ~~Epi-Pens~~ will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one (1) person trained in the appropriate use and administration of an epinephrine delivery system ~~Epi-Pen injection~~. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of epinephrine delivery systems ~~an Epi-Pen~~.

Training of employees on the appropriate use and administration of epinephrine delivery systems ~~an Epi-Pen injection~~ shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering epinephrine delivery systems ~~an Epi-Pen injection~~.

Students to Whom Epinephrine ~~Injections~~ May Be Administered

~~A licensed, registered, professional nurse or trained and authorized ( ) e~~ Trained and authorized em ployees ~~(~~) ~~individuals [END OF OPTIONS]~~ or a licensed, registered, professional nurse under this policy may administer epinephrine delivery systems ~~Epi-Pen injections~~ to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.

Reporting of Epinephrine Delivery ~~Injections~~

Any person who administers an epinephrine delivery system ~~Epi-Pen injection~~ to a student shall promptly ~~notify the~~

implement the emergency response. This response includes calling 9-1-1 for EMS and notifying the student's parent/guardian that epinephrine has been administered.

~~( ) student's parent/guardian.~~

~~( ) _____, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered. - [END OF OPTIONS]~~

All epinephrine delivered ~~Epi-Pen injections~~ by District employees to students shall be reported in writing to the principal. The report shall include whether the school's or student's epinephrine delivery system ~~Epi-Pen~~ was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent or their designee shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of epinephrine delivery systems ~~injections~~ provided to students, the number of uses ~~injections~~ with District epinephrine delivery systems ~~Epi-Pens~~, and the number of incidents where students were not known to be subject to severe allergic reactions.

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Legal
M.C.L. 380.1178, 380.1179, 380.1179A
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

PENDING APPROVAL

po5830

Vol. 41, No. 1 - September 2026 Revised STUDENT FUNDRAISING

ADOPTED Sep 14, 2015 REVISED Jan 9, 2017

5830 - **STUDENT FUNDRAISING**

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fundraising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school.

Before any school or school-sponsored club fundraising event can occur, the Fundraising Request Form (available on the District Resource page) must be completed and approved. This excludes PTOs / PTAs and other organizations / volunteers.

Fundraising by approved school organizations, those whose funds are managed by the District, may be permitted in the school by the Principal. Such fundraising that occurs off school grounds may be permitted by the Superintendent.

For any fund raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools.

Use of the name, logo, or any assets of the District, including, but not limited to, facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate public education to any students in the classroom, may be permitted, but only with the specific approval of the Superintendent. All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of those school-related organizations and District support organizations, whose funds are not managed by the District, may be permitted on or off school grounds by the Superintendent.

All fundraising by school-related organizations and District support organizations, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with Policy 9211 and Policy 9700.01.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a

vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a fundraiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fundraising activity or a product that will be sold as a fundraiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines that implement it to each organization granted permission to solicit funds.

Revised 6/27/16

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Legal
M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220
42 U.S.C. 1779

PENDING APPROVAL

po6621

CHANGE FUND

ADOPTED Sep 14, 2015

6621 - **CHANGE FUND**

The Board of Education recognizes the convenience of a change fund in the day-to-day operation of the School District.

The Board authorizes the establishment of a change fund to be in the care of the building administrator or designee, who shall be responsible for providing change as needed.

All change funds will be closed out for audit at the end of the school year and deposited in the bank.

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PENDING APPROVAL

po6700

Vol. 41, No. 1 - September 2026 Revised FAIR LABOR STANDARDS ACT (FLSA)

ADOPTED Sep 14, 2015 REVISED Sep 26, 2022

6700 - **FAIR LABOR STANDARDS ACT (FLSA)**

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act ("FLSA") and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees or salaried employees who do not qualify for a professional, administrative, computer, or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action, up to and including termination.

The work week is established as Sunday 12:00 A.M. to Saturday 11:59 P.M.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) workday because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability

B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness

C. to offset amounts employees receive as jury or witness fees, or for military pay

D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions

E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to the Human Resources Director or their immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an

improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good-faith commitment to avoid any recurrence of the error.

Reasonable Break Time for Lactating Employees ~~Nursing Mothers~~

As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed or express human milk ~~their infants~~ by providing additional unpaid reasonable break time, as necessary, for a qualified employee to breastfeed or express ~~breast~~ milk for their nursing child, for one (1) year after the child's birth, on District premises.

Prior to returning to work from paternity/ maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding or expressing human milk as soon as practicable ~~their infant(s)~~, and of their need to do so ~~express milk~~ during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express human ~~breast~~ milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view. ~~T~~ The location must have an an electrical outlet and a table/surface for the pump.

An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. If an employees is not completely relieved from duty during the entire break, the time must be paid. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.

Notice

Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website.

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

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Legal
29 C.F.R. Part 541
29 U.S.C. 201 et seq.

M.C.L. 37.231

PENDING APPROVAL

po8320

Vol. 41, No. 1 - September 2026 Revised PERSONNEL FILES

ADOPTED Sep 14, 2015 REVISED Oct 25, 2021

8320 - **PERSONNEL FILES**

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The Board delegates the maintenance of an employee's personal information system to the Director of Human Resources.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only and shall be destroyed annually only if destruction is permitted by the applicable State of Michigan Records Retention and Disposal Schedule for Public Schools and the record is not subject to a legal hold, pending request, audit, investigation, grievance, or litigation. .

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

An employee may review their personnel record upon written request. The District shall make the personnel record available for inspection at a location reasonably near the employee's place of employment and during normal business hours or at another mutually agreed time and place, within seven (7) days after receipt of the request, unless an additional period is permitted by law, not to exceed fourteen (14) days after receipt of the request.

Personnel wishing to review their own records shall:

A. request access in writing;
B. make no alterations or additions to the record nor remove any material therefrom;

Personnel records shall be available to Board members and school administrators as may be required in the performance of their jobs.

Any employee who inappropriately releases information or uses confidential information for personal reasons will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

In accordance with M.C.L. 380.1230b, the District shall maintain records of unprofessional conduct for all employees. Upon receiving a request from another school district, the District shall disclose information regarding an employee's or former employee's unprofessional conduct as required by law. The District shall also request information regarding unprofessional conduct from an applicant's previous employers as part of the employment reference check process.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

A. name and date;
B. material to be appealed;
C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11-inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

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Legal
M.C.L. 423.501 et seq

PENDING APPROVAL

po8321

Vol. 41, No. 1 - September 2026 Revised CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

ADOPTED Sep 14, 2015 · REVISED Jan 13, 2025

8321 - **CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)**

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation ("FBI") criminal history record information ("CHRI") background check report for all employees of the District and contractors, vendors, and their employees who work on a regular and continuous basis in the District. This policy provides the appropriate access, maintenance, security, confidentiality, dissemination, integrity, and audit requirements of CHRI in all its forms, whether at rest or in transit. This policy/procedure shall be reviewed and updated at least annually, and following any security incidents involving CHRI. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. **Sanctions for Non-Compliance**

Employees who fail to comply with this policy, State and Federal law, current CJISSECPOL, rules or regulations, and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline can range from counseling and retraining to discharge and prosecution, based on the nature and severity of the violation, at the District's discretion. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign, and date all such corrective actions.

B. **Local Agency Security Officer (LASO)**

The ~~Director of Human Resources~~ Recruiting & Retention Specialist shall be designated as the District's Security Officer ("LASO"). The LASO shall be an employee most directly involved in the fingerprint/background check process. The LASO is an authorized user/personnel, has completed a fingerprint-based background check where required, and has been found appropriate to access CHRI, and an employee directly involved in evaluating an individual's qualifications for employment or assignment. The LASO shall be responsible for the overall implementation of this policy and for data and system security. This shall include:

1. identifying who is using or accessing CHRI and/or systems with access to CHRI;
2. identifying and documenting any equipment connected to the State system;
3. ensuring that personnel security screening procedures are being followed as set forth in this policy;
4. ensuring that approved and appropriate security measures are in place and working as expected;
5. supporting policy compliance and instituting the incident response reporting procedures;
6. ensuring annual awareness and training is being completed by all personnel with authorized access to the CHRI;
7. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
8. reviewing and updating information security policy/procedures annually or after security incidents involving CHRI;
9. employing one (1) or more of the following techniques to increase the security and privacy awareness of system users: displaying posters, offering supplies inscribed with security and

privacy reminders; displaying logon screen messages; generating email advisories or notices from organizational officials; conducting awareness events; and

10. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software, and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contact for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated and kept on file by the District indefinitely.

C. **Privacy Act Statement Disclosure**

The District shall ensure that the applicant receives the Federal Privacy Act Statement Disclosure by providing the applicant with the most current version of the MSP RI-030 Live Scan consent form. The applicant will receive this information by hard or electronic copy.

D. **Agency User Agreements**

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police, necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. Agreements are in place to provide data ownership, individual roles, responsibilities, etc. The District shall request a new user agreement in the event they have a legal name change, they move to a new physical address, ~~or~~ they wish to add or remove fingerprint reason codes, or when the District's signatory changes. The most current copy of the Agreement shall be maintained on file at the agency indefinitely. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

E. **Personnel Security**

Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

1. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated, and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by the Director of Human Resources; except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have access indefinitely suspended.
2. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied, whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated, and maintained in the individual's file.
3. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO-approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to the Michigan State Police upon request.
4. **Notification of Termination of Employment/Access or Transfer/Re-assignment** - When an employee's access or employment is terminated, or if the duties for accessing criminal justice information have been transferred or re-assigned to another individual, the Director of Human Resources shall be notified promptly in writing. The individual responsible for the termination or transfer/re-assignment shall directly notify the Director of Human Resources.
5. **Termination of Employment/Access** – Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices,

and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.

6. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, the LASO shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment. If such access is not necessary and appropriate, steps to eliminate the individual's access will be taken immediately, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.

F. **Media Protection**

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. **Media Storage and Access** – All digital and physical media shall be stored in a physically secure location or controlled area, such as a locked office, locked cabinet, or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Access to such media will be secured at all times when not in use or under the supervision of an authorized individual. Digital media shall be stored on a District or School server and, unless encrypted, shall be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc. Storage on a third-party server, such as a cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321 and must be encrypted. Physical media will be stored within individual records when feasible, or by itself when necessary, and will be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc.
2. **Media Transport** – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g., printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives, and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. ~~This record~~ CHRI records shall be maintained by the LASO during the individual's active employment, plus an additional six (6) years.

    a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media, but optical media (such as CDs and DVDs) will be physically destroyed. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
    b. **Physical Media** – Disposal of documents, images, or other types of physical records of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a wastebasket or burn bag for unauthorized individuals to later collect and dispose of.
    c. **CHRISS Unsubscription - All records shall be unsubscribed in CHRISS within ten (10) business days to ensure timely removal from rap back notifications.**

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. As a best

practice, written ~~Written~~ documentation of the steps taken to sanitize or destroy the media should ~~shall~~ be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) or no identifiable owner digital media device shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices through a Mobile Device Management ("MDM") system. An MDM is not required when receiving CHRI from an indirect access information system (i.e., the system provides no capability to conduct transactional activities on State and national repositories, applications, or services).
5. **CHRI Background Check Consent and Documentation**

   All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at the time of application, and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.
   ~~Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.~~
6. **Controlled Area/Physical Protections**

   All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in the Human Resources department, which is a physically secure and controlled area. The following security precautions will apply to the controlled area:

   a. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
   b. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
   c. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
   d. Encryption shall be used for the digital storage of criminal justice information.

7. **Passwords (Standard Authentication)**[1]

   All authorized individuals with access to computers or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards:

   a. at least eight (8) characters long on all systems
   b. not be a proper name or a word found in the dictionary
   c. not be the same as the user identification
   d. not be displayed when entered into the system (must use a feature to hide password as typed)
   e. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
   f. must expire and be changed every ninety (90) days
   g. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

8. **Security Awareness Training**

   All individuals who are authorized by the District to have access to criminal justice information or to

systems that store criminal justice information shall have basic security awareness training as part of initial training for new users prior to accessing CJI and annually thereafter, and when required by system changes or within thirty (30) days of any security event for individuals involved in the event. LASOs require enhanced training on the specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems.

Training is a role-based security and privacy training for personnel with the following roles:

a. **Basic Role:** All individuals with unescorted access to a physically secure location. (Not typical for NCJAs)
b. **General Role:** All personnel with access to CJI. This level is designed for people who have physical and logical access to CJI.
c. **Privileged Role:** This level is designed for all information technology personnel, including system administrators, security administrators, network administrators, etc. More access is needed thanfor
a general user, but not for an assigned LASO. (i.e., CHRISS Administrator)
d. **Security Role:** This level is designed for personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSECPOL. (i.e., LASO)

~~The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.~~

9. **Secondary Dissemination of Information**

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by the revised school code, a log of such releases shall be maintained and kept current for all dissemination outside of the CHRISS system, indicating:

a. the date of release;
b. record disseminated;
c. method of sharing;
d. agency personnel who shared the CHRI;
e. the agency to which the information was released;
f. the name of the individual recipient at the agency; and
g. whether authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool ("ICHAT") background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

Incident Handling and Responses

The District shall establish operational incident handling procedures for instances of an information security breach. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. The District will identify responsibilities for information security incidents and include how and who to report such incidents to. The District will ensure appropriate security incident capabilities exist and should incorporate the lessons learned from ongoing incident handling activities. The District will ensure procedures exist and are implemented for a follow-up action of a security breach and for the collection of evidence in cases of legal action. All individuals with direct or indirect access to CHRI shall be trained on how to handle an information security incident, and such training will be included within the provided awareness and training. Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-

related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities for both digital and physical CHRI media. Incident response testing will be conducted annually using the following tests: tabletop or walk-through exercises, simulations, or other agency-appropriate tests. At a minimum, the following will be implemented:

	Physical - Hard Copy CHRI	**Digital - Digitally Saved CHRI**
1. Preparation	The CHRI container will be locked at all times in the business office where it is stored. The office must be locked when the office staff is not present	Firewalls, virus protection, and/or malware/spyware protection shall be implemented and maintained to prevent unauthorized access or intrusion of the information systems.
2. Detection	Unauthorized activities or physical intrusions to the building shall be monitored by building alarm or video surveillance. Doors must be locked and checked at night.	Electronic intrusions shall be monitored and detected by the firewalls, virus protection, and/or malware/spyware protection software.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The LASO shall work with the IT department to determine what systems or data were compromised and affected.
4. Containment	The LASO shall lock uncompromised CHRI information in a secure container or transport CHRI to a secure area.	The IT department shall stop the spread of any intrusion of the information systems and prevent further damage.
5. Eradication	The LASO shall work with law enforcement to remove any threats and compromised CHRI data.	The IT department shall remove the intrusion of the information systems before restoring the system. All steps necessary to prevent recurrence shall be taken before restoring the system.
6. Recovery	The Police shall handle and/or oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department shall restore the agency information system and media to a safe environment.

When an incident involving the security of CHRI or systems with access to CHRI is discovered, the following procedures shall be followed:

A. All personnel are required to report suspected incidents to the LASO immediately, but not to exceed one (1) hour after discovery. As such, personnel who become aware of an incident or believe an incident has occurred should report to the following individuals, in order: LASO.
B. The breach shall be assessed (including determination of whether notification to individuals is needed, assessment of the extent of the harm, and identification of applicable privacy requirements), and steps taken to correct the situation:

1. access shall be stopped for any unauthorized user;
2. media shall be secured;
3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;
4. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.

C. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.

D. The LASO shall be responsible for filing the incident report with the MSP using the CJIS-016. Completed CJIS-016 forms shall be retained on an ongoing basis to meet policy requirements for tracking.

The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CHRI on detection and response to security incidents.

E. **Mobile Device - Incident Handling and Response**

1. The LASO shall be notified immediately.
2. The breach shall be assessed, and steps taken to correct the situation:

    a. access shall be stopped immediately, and remotely if necessary, for any authorized user;
    b. media shall be secured and steps taken to identify how the incident occurred and what systems or data were compromised or affected;
    c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJI;
    d. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.

3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
4. Steps shall be taken to restore the device and media to a safe environment.
5. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

    When a device is lost the District shall document and indicate how long the device has been lost. Special reporting procedures for mobile devices shall apply in any of the following situations:

    a. for a lost device, report if the owner:

        1. believed the device was locked;
        2. believed the device was unlocked;
        3. could not validate the device's locked state;

    b. for a total loss of a device, report if:

        1. CHRI was stored on the device;
        2. the device was locked or unlocked;
        3. capable of remote tracking or wiping of device;

    c. report any compromise of a device when the intrusion occurs while still in the owner's possession;
    d. report any compromise outside of the United States.

F. **Collection of Evidence**

Where an information security incident involves legal action by or against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s). For criminal matters, the Portage Department of Public Safety shall be contacted for evidence collection. For civil matters, Thrun Law will be contacted for evidence collection.

[1]Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record-keeping software, spreadsheets, etc. Not applicable if CHRI is kept solely via e-mail and/or paper copies.

Revised 6/27/16

Revised 1/9/17

Revised 11/27/17

Revised 5/21/18

Revised 5/10/21

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Legal
Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State Police, Criminal Justice Information Center, Audit and Training Section
Conducting Criminal Background Checks, Michigan State Police, Criminal Justice Information Center

PENDING APPROVAL

po9211

Vol. 41, No. 1 - September 2026 Rescind DISTRICT SUPPORT ORGANIZATIONS

ADOPTED Sep 14, 2015 · REVISED Jun 27, 2016

~~9211 – **DISTRICT SUPPORT ORGANIZATIONS**~~

~~District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs and approved by the Superintendent. These programs may be educational to parents and/or children.~~

~~The District name shall not be used to promote the interests of any school support organization without the approval of the Superintendent.~~

~~The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions.~~

~~Each District support organization shall work within the appropriate school setting and in cooperation with the principal and other staff members.~~

~~District support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. District support organizations shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"). Further, persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.~~

~~The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:~~

A. ~~It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board policy.~~

B. ~~Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities, or athletics being supported as articulated by the coach/advisor and/or athletic director of such program, activity or athletic event, to avoid duplication of effort and to maximize the benefit to the organization or group.~~

C. ~~The activities of the District support organizations shall not involve the use of public funds, and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.~~

D. ~~District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible, as consideration for dates and facilities will be given on a first-come, first-served basis.~~

E. ~~Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Assistant Superintendent of Operations.~~

F. Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.

G. The Superintendent will work with staff to develop administrative guidelines that require each District support organization's fund-raising activities be in compliance with Board policies and that the funds generated by such fund-raising activities and donated to the District are used for school-related projects that have the approval of the Superintendent.

H. School employees and school volunteers may not be compensated in any manner by District support organizations for their work on behalf of the District.

I. Donations from District support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines.

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Legal
M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220

PENDING APPROVAL

po9215

Vol. 41, No. 1 - September 2026 Renumbered/Replacement SCHOOL SUPPORT ORGANIZATIONS (SS0s)

~~**Renumbered/Replacement Policy - Vol. 41, No. 1**~~

9215 - **SCHOOL SUPPORT ORGANIZATIONS (SSOs)**

~~**[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSOs), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]**~~

The Board believes that school support organizations ("SSOs") provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster Club, Foundation, Parent Teacher Association ("PTA"), Parent Teacher Organization ("PTO"), Parent Teacher Support Association, or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public.

~~**[]** A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic, or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO. **[END OF OPTION]**~~

Donation: Any gift or contribution of money, materials, property, or securities from any nongovernmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic, or social activity related to a school.

Internal School Funds: Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the School Board that are to be accounted for at the local school level; (e) Funds raised through cooperative agreements with outside organizations; (f) Rental fees charged outside entities for use of school facilities; and (g) Student activity funds.

~~The **()** Superintendent **()** Principal **[END OF OPTION]** is authorized to provide support and assistance as appropriate upon the request of such an organization.~~ Each District support organization shall work within the appropriate school setting and in cooperation with the principal and other staff members.

[ ] Prior Approval Process

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club, or any academic, arts, athletic, or social activity or event related to a school, the SSO shall submit documentation to the District that, at a minimum, documents the following:

A. The SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);

B. The goals and objectives of the SSO; and

C. The telephone number, address, and position of each officer of the organization.

[ ] Additionally, prior to approving an SSO, the Superintendent shall:

A. review the objectives of the SSO to determine that relevant educational needs are being addressed;

B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative guidelines;

[END OF OPTION]

[ ] Annual Requirements

[ ] The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:

A. the goals and objectives of the organization; and

B. the current telephone number, address, and position of each officer of the organization.

[ ] The SSO shall file a statement of total revenues and disbursements at the end of the school year.

[ ] The SSO shall also annually provide a digital record of an annual remittance of insurance coverage.

[ ] Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.

[ ] The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by _____ on the District's website.

[ ] Any SSO that has met the requirements of this policy and is officially listed on the District's website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.

[END OF OPTIONS]

[ ] Recordkeeping Requirements

All SSOs shall maintain, at a minimum, the following:

A. detailed statements of receipts and disbursements;

B. minutes of any meetings; and

C. a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.

[ ] The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the District community.

[ ] Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.

[END OF OPTIONS]

[ ] SSO Officer Responsibilities

The SSO officers shall be responsible for the following:

A. safeguarding the SSO funds;

B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO ; and

C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.

[ ] All the voting members of any SSO board shall not be District staff members.
[ ] A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.
[END OF OPTIONS]

[ ] Limitation of Liability

The Superintendent shall require each SSOs fundraising activities comply with all applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising and Policy 8500 - Food Services, including the Board-selected standards and any applicable Michigan Department of Education limits for non-compliant food or beverage fundraisers.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6605 8 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursements.

[ ] - SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

[ ] - SSOs shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any act or omission on the part of the SSO. The amount of insurance coverage shall not be less than $1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.

[ ] - The Board may require additional coverage for on-site events.

[ ] The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage.
[END OF OPTIONS]
[ ] Required Compliance Measures
[ ] Any organization described in this policy must obtain an advance written cooperative agreement from ( ) the Superintendent ( ) Building Principal or Superintendent ( ) the Board **[END OF OPTION]** before using any of the District's logos or name ( ) as well as the District's or school's slogans, specifically: _____, _____ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.
[ ] By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the Superintendent for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent is to be advised before any final revisions are made.
[ ] The Superintendent shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.
[END OF OPTIONS]

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "Protected Classes").

Persons shall not be excluded from participation in SSOs based upon the extent or level of their past participation.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

A. The Board relies upon ~~approved~~ SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.

B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.

C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.

D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the Superintendent.

F. The activities of the District support organizations shall not involve the use of public funds, and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.

G. Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.

H. District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible, as consideration for dates and facilities will be given on a first-come, first-served basis.

I. School employees and school volunteers may not be compensated in any manner by District support organizations for their work on behalf of the District.

J. Donations from District support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines.

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Legal
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 9, 2026, 6:30 P.M.

Note Page

X. Discussion Items

2. Summer Tax Resolution (EL 2.4)

PORTAGE PUBLIC SCHOOLS
Every student. Every future.

TO: Johnny Edwards, Superintendent

FROM: Paula Johnson, Director of Finance

DATE: November 4, 2026

SUBJECT: Summer Tax Collection Resolution

Recommendation

That the Board of Education approve the Annual Summer Tax Resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2027.

Background Information

Attached is a resolution regarding the authorization of summer tax collections, which was prepared by Thrun Law Firm. This resolution is similar to the resolution that has historically been approved by the Board each year. It facilitates the approval of a summer property tax levy.

The Board is still required to notify all taxing jurisdictions by December 31, 2026 of our intent to levy summer taxes. In previous years, we have limited our summer collection to the City of Portage due to the collection costs that the other tax units have proposed. In conjunction with the other Districts in Kalamazoo County who levy taxes in the City of Kalamazoo, we continue to analyze the possibility of collecting summer taxes with them as they have updated their charter with regard to tax collections.

As almost 95% of our operating tax collections come from the City of Portage, the summer tax collection allows the District to continue operating without state aid collections in the month of September. Without the summer tax collection, the District would need to borrow operating funds for cash flow purposes.

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

Attachment

Annual Summer Tax Resolution

Portage Public Schools, County of Kalamazoo, State of Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held in Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI 49002, within the boundaries of the District, on the 23rd day of November, 2026 at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members _____
Absent: Members _____

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

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District within the City of Portage, and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2027 its previously-adopted ongoing resolution imposing a summer tax levy, with respect to the City of Portage, of 100% of annual school property taxes, including debt service, upon property located within the District within the City of Portage, and continuing from year-to-year until specifically revoked by the Board, and requests that the City of Portage collect those summer taxes.

2. The Superintendent or a designee thereof, is authorized and directed to forward to the governing body of the City of Portage a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that the City of Portage agree to collect the summer tax levy for 2027 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the City of Portage's governing body on or before December 31, 2026.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee, is authorized and directed to negotiate on behalf of the District with the governing body of the City of Portage for the reasonable expenses for collection of the District's summer tax levy that the city may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

Ayes: Members _____
Nays: Members _____

Resolution declared _____.

THRUN LAW FIRM, P.C.