

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

OCTOBER 24, 2011

COMMUNITY ROOM

ADMINISTRATION BUILDING

8111 S. WESTNEDGE, PORTAGE, MI

6:30 P.M.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.
AGENDA**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

**DISTRICT RECOGNITIONS AND ACKNOWLEDGEMENTS – CAROLYN SANDS AND
CENTRAL ELEMENTARY SCHOOL**

REPORTS

1. SUPERINTENDENT'S REPORT
2. FINANCIAL REPORT

COMMENTS OR COMMUNICATIONS

1. BY CITIZENS
2. BY BOARD TRUSTEES
3. BOARD COMMITTEE REPORTS

CONSENT AGENDA

1. APPROVAL OF MINUTES OF SEPTEMBER 12, 2011, SPECIAL AND COMMITTEE OF THE WHOLE WORK SESSION, SEPTEMBER 26, 2011, SPECIAL AND REGULAR BUSINESS MEETINGS, AND OCTOBER 10, 2011, COMMITTEE OF THE WHOLE WORK SESSION
2. RED RIBBON WEEK PROCLAMATION

REQUIRED APPROVAL ITEMS

1. NEW HIRES
2. KALAMAZOO COUNTY CONSORTIUM EDUCATION FOR EMPLOYMENT CONTRACT
3. POLICYHOLDER OF HEALTH CARE SERVICES BENEFITS RESOLUTION
4. MICHIGAN DEPARTMENT OF EDUCATION FINANCIAL BEST PRACTICES INCENTIVE RESOLUTION

ACTION ITEM

1. PETITION FOR FACT FINDING

CLOSED SESSION

* CITIZENS WISHING TO COMMENT ON DISCUSSION ITEMS WILL BE ALLOWED TO DO SO AT THE END OF THE DISCUSSION PORTION OF THE MEETING.

<p>PORTAGE PUBLIC SCHOOLS MISSION STATEMENT Portage Public Schools will empower every student to contribute intelligently and ethically in an information rich, global society.</p>
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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.**

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Reports

1. Superintendent's Report

2. Financial Report

**Portage Public Schools
General Fund
Condensed Statement of Revenues and Expenditures
For the Three Months Ended September 30, 2011**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>	
Revenues	\$ 73,164,059	\$ 12,241,552	16.73%	(1)
Expenditures	73,700,101	10,524,506	14.28%	(2)
Transfers from Site Based Fund Balance	-	-		(3)
Excess of Revenues over Expenditures	<u>\$ (536,042)</u>	<u>\$ 1,717,046</u>		

Comparison	2009-10	2010-11
Revenues	16.61%	17.06%
Expenditures	13.20%	14.18%

Note 1 - Actual revenues for 2011-12 are less than previous years due to lower property tax collections received through September as a percentage of the budget.

Note 2 - Actual expenditures for 2011-12 are greater than previous years due to some collective bargaining agreements being unsettled.

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
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Comments or Communications

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

Finance Committee Meeting Minutes

Date: Tuesday, October 4, 2011

Beginning time: 3:40 PM

Present: Ted Hartridge, Karla Colestock, Ric Perry, Rusty Rathburn and Joanne Willson

Discussion items:

1) Creation of agenda items:

Administration supplied topics for necessary BOE education and action, and community awareness. Other agenda items to be proposed by BOE and community, communicated via Tom Vance (community relations) at least one week prior to the regular posted meeting dates. Agenda topics not addressed during the meeting time will be first on the subsequent agendas.

2) Pay to Play:

Currently the district has collected \$ 115k of the budgeted goal of \$260K for the year ending 6-30-2012. Receipts for creditcards are managed online through the RevTrak program, and checks are also accepted. There are very few cash transactions. There is a mechanism available for scholarships but there have been few requests. There have also been very few complaints. The entire program will be reviewed as needed and definitely a YTD analysis will be done.

3) Debt Retirement Fund:

Bond #1 funds - PCHS and PNHS, few excess funds available. Construction funds must be completed within 5 years of issuance.

Bond #2 funds - Lake Center and 12th Street--\$650,000 will be transferred to the debt funds from the remaining construction proceeds.

The Debt payments for the Bond issue are due November 1, 2011 and May 1, 2012. The May 1st payment may be approximately \$250k short due to a temporary cash flow issue with the timing of our tax settlement check received from Kalamazoo County in June. There may be a request for a motion to transfer monies from the general fund to debt retirement fund with a subsequent reimbursement back to the general fund by June 30, 2012; this is a timing issue, and we are seeking our legal counsel's advice on what options we have and what the requirements are to comply with those options.

4) Resolution to the BOE to approve naming Portage Public Schools as the Policy Holder of Health Care Services Benefit program:

Clarification that by naming PPS as policy holder we will be in line to achieve the required 4 out of 5 for Michigan Department of Education best practices.

1. Dashboard-data

2. Shared Services- Examples in the County through the ISD would include EFE & EFA

3. Non-Instructional Services Outsourcing- We have done this with our bidding of the custodial services contract through GRBS and our food service management contract with Chartwells.

4. District named as policy holder of insurances—we will be bringing a resolution to the Board regarding the MESSA insurance policy.

5. 90/10% and or 80/20% employee insurance participation

5) Contacts with representative Tonya Schuitmaker:

General discussion about a long and wasteful meeting, nothing productive.

6) Summer tax collections:

Discussed timing issue regarding tax collection from the PPS section with the City of Kalamazoo and Texas Township. Goal is for better coordination.

7) Other issues:

Auditors comments from Rehmann "Independent Accountant's Report dated March 16, 2011. (The report that was previously given to the Board in the Spring of 2011 was subsequently redistributed to the Finance Committee members.)

Item 1 Superintendents contract

Item 2 2% pay scale adjustment for Administrators

Item 3 Administrator Evaluation

Item 4 China delegation

Item 5 Retirement of Former IT Director

Item 6 Early retirement program Deferrals

Item 7 Payments to the International Baccalaureate Association

Item 8 Schedule b Contracted Services

Committee discussed what is needed between now and February to better anticipate revenues.

Discussed the inclusion and prioritization of the interim superintendent goals as they apply to finances and funding, facilities etc. The November meeting will be changed to include a meeting with the auditors, possibly between November 1 and November 15th.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
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Consent Agenda

1. Minutes of the September 12, 2011, Special and Committee of the Whole Work Session, September 26, 2011, Special and Regular Business Meetings, and October 10, 2011, Committee of the Whole Work Session (Enclosure #1a, b & c)

2. Red Ribbon Week Proclamation

(Enclosure #2)

**BOARD OF EDUCATION
SPECIAL MEETING AND COMMITTEE OF THE WHOLE WORK SESSION**

September 12, 2011

The work study session of the Board of Education of the Portage Public Schools held on Monday, September 12, 2011, was called to order at 6:31 p.m. by President Snyder in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 6 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Tom Eddy, Ted Hartridge, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Geoff Howe

REPORTS

Superintendent's Report: Interim Superintendent Perry thanked the District Principals, teachers and parents for the successful start to the 2011/12 school year. He also offered thanks to the custodial staff acknowledging the District buildings look great. Dr. Perry shared news that the parking lot behind the Administration Building is scheduled to be paved this weekend.

Dr. Perry briefed the Board on the continuing facilities review with Tower Pinkster Titus and announced three community meetings that have been scheduled at 6:30 p.m. in the West Middle School Media Center on Tuesday, October 4, 2011; Wednesday, October 12, 2011; and Wednesday, November 9, 2011.

Dr. Perry informed the Board that enrollment is above last year at this time noting count day is scheduled for early October.

Dr. Perry acknowledged the next bargaining session between the Administration and the Portage Education Association is scheduled for Monday, September 19.

Dr. Perry reported the partnership with St. Michael's has begun and the Administration will report on home school efforts at a future Board meeting.

Dr. Perry shared plans for a District wellness campaign for all staff and thanked the Wellness Coordinator, Ms. Jennifer Kitchen, for her efforts. The main purpose of this campaign is to promote healthy eating and active lifestyles. He added, as part of this campaign, the District plans to participate in the Making Strides Against Breast Cancer Walk on October 15.

Dr. Perry informed the Board that the District has received a MiBLSi (Michigan's Integrated Behavior and Learning Support Initiative) state grant. He thanked staff and administration for their assistance in securing this grant and support of the program.

COMMENTS OR COMMUNICATIONS

President Snyder opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mr. Hartridge explained guidelines the Board uses for this portion of the meeting.

Mr. Jeff Plunkett, 1377 Cliff Barnes Drive, President of the Custodial and Maintenance Union, shared news and accolades regarding Mr. Jerry VanSchoick who recently became a Master Electrician.

President Snyder opened the floor to comments from fellow Board members.

Mr. Eddy discussed the successful opening day ceremony and welcomed back all staff and administrators.

Mrs. Willson shared some new Michigan Data Dashboard information and requested the District poll students on bullying for this report.

Mr. Van Antwerp shared the positive citizen comments he received during the Central High School Open House. He congratulated the Community Relations Manager, Mr. Tom Vance, for being named President of the Michigan School Public Relations Association. Mr. Van Antwerp thanked the teachers and staff for the successful start to the school year and applauded Angling Road Elementary, Moorsbridge Elementary, and West Middle School for being ranked in the top ten percent by in the 2011 Michigan Public School Top to Bottom Ranking. Mr. Van Antwerp informed the audience that Mattawan Consolidated Schools is planning to bring a Bond proposal to voters in November.

Mr. Hartridge also shared positive comments received from citizens regarding the Central High Open House.

Mr. Rathburn acknowledged the great community event at Central High and thanked Dr. Perry and congratulated staff for a great start to the school year.

President Snyder echoed the comments regarding the great start to the school year. He thanked Ms. Jennifer Kitchens for taking on the role of Wellness Coordinator and congratulated the District for their efforts to secure the MiBLSi grant. President Snyder shared background information on possible changes to the work study session meetings.

President Snyder opened the floor to Board Committee reports.

Mr. Eddy discussed the accumulation of information on Superintendent search firms and will continue to report on this as the process continues.

Mr. Hartridge discussed the Executive Committee's work to prioritize goals, noted the Finance Committee will meet soon and clarified the overlap of some committees.

President Snyder noted he will serve as a proxy for Mr. Howe on the Curriculum and Assessment Committee should conflicts arise once meetings are scheduled.

For Board Learning Time, Mr. Eddy shared information pertaining to Board Norms and Code of Conduct. He noted he would like the Board to consider adopting these and posting them on the District

web site and in the Community Room to promote community awareness. Mr. Eddy asked Trustees to share their input on this prior to an adoption.

President Snyder reported that quarterly Board retreats have been scheduled in order to provide feedback to Dr. Perry, discuss the District performance, and the Board's performance.

DISCUSSION ITEMS

Recommended Approval of the Maintenance Storage Facility. Dr. Craig Ross, Community High School Administrator and Supervisor of Custodial and Maintenance Services, provided background information on the proposal from T.J. Construction Company for the purchase of a new storage facility at 2501 Zylman Avenue for the sum of \$29,988.00. This expenditure would be from the 2011/12 Building and Site Sinking Fund. Dr. Ross; Mrs. Karla Colestock, Business Manager; and Mr. Rob Olsen, Assistant Superintendent of Operations; responded to Trustee questions regarding the building roof, budget amendments, building size, where it will be located and neighborhood concerns. Mr. Eddy requested the recommendation be amended to include a metal roof prior to Board approval at the September 26 meeting.

Revision to Policy 3.9, Policy Committee Structure. President Snyder shared details regarding consolidation and responsibilities of the Board Committees. Trustee discussion that followed pertained to formal reports by the Committee chairs, oversight versus micro-managing, the Board's role, use of a modified Carver Governance model and the use of Bond funds. President Snyder acknowledged the Executive Committee will incorporate changes discussed in order to revise Policy 3.9 for approval at the September 26 Board meeting.

Michigan Association of School Boards Delegate Representation. Mr. Van Antwerp discussed the Michigan Association of School Boards Delegate Assembly scheduled to take place on Thursday, October 27, 2011 at 7:30 p.m. He informed the audience the District is allowed to send four delegates and shared information on the three resolutions the delegates will vote on: Equal Rights, Discrimination, Harassment and Bullying; School Year; and State Financial Support. Mr. Van Antwerp and Mrs. Willson confirmed both are willing to represent the District at this meeting. Mrs. Willson asked Trustees to contact either her or Mr. Van Antwerp with any concerns about the resolutions they will be voting on.

Building and District Administrative Contract Amendments for 2011/12. Dr. Perry provided background information on the amendment to the 2011/12 contract for the individual administrators, at the stated salary and adjusted benefits representing a total compensation concession of 4.2%, as presented. He noted this amendment had been postponed at the June 20, 2011, meeting and further explained the original compensation for this group of employees was set at 6% with the option to revise that percentage based on collective bargaining results. Dr. Perry and the Human Resources Director, Mr. Tom Zahrt responded to Trustee questions pertaining to ongoing negotiations with the Portage Education Association, contract adjustments, new appointments, the structural deficit and fund balance.

CLOSED SESSION

Motion offered by Mr. Eddy, seconded by Mr. Rathburn, that the Board of Education move into closed session for the purpose of discussing periodic personnel evaluations and student discipline [Sections 8 (a) and 8 (b) of the Open Meetings Act].

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 7:59 p.m.

The Board returned to open session and recessed at 8:40 p.m.

Motion offered by Mrs. Willson, seconded by Mr. Rathburn, that the Board of Education approve the recommendation to reinstate a student to Portage Public Schools, and specifically to Portage Community High School.

Motion carried unanimously.

Trustees discussed the implementation of changes to the Curriculum and Professional Development department. These changes would include the appointment of Ms. Lynn Cowart, a retired Assistant Superintendent from KRESA (Kalamazoo Regional Educational Service Agency), and additional duties to be handled by Ms. Nancy Haas, Moorsbridge Principal.

There being no further business to come before the Board, the meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**BOARD OF EDUCATION
SPECIAL AND REGULAR BUSINESS MEETING MINUTES**

September 26, 2011

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, September 26, 2011, was called to order at 6:30 p.m. by President Snyder in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 15 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Ted Hartridge, Geoff Howe, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Tom Eddy

DISTRICT RECOGNITIONS AND ACKNOWLEDGEMENTS

The Community Relations Manager, Mr. Tom Vance, introduced Northern High School Teacher, Ms. Daniell Poulsen, who was recognized for being named the 2011 Outstanding Earth Science Educator by the Michigan Earth Science Teachers Association. Ms. Poulsen discussed the honor of this recognition and offered thanks to all her mentors and peers. President Snyder congratulated and presented a recognition certificate to Ms. Poulsen on behalf of the Board.

The Board also recognized several schools fundraising efforts to fight blood cancer by accepting a Certificate of Appreciation from the Leukemia and Lymphoma Society's School and Youth Programs.

REPORTS

Superintendent's Report: Interim Superintendent, Dr. Ric Perry, introduced the new North Middle School Assistant Principal, Mr. Craig Medd to the Board. Mr. Medd shared comments and added he looks forward to his new role.

Dr. Perry shared news of a Town Hall meeting regarding the Future of School Funding in Michigan that will take place on October 3, 7:00 p.m., at Linden Grove Middle School in Kalamazoo. He noted this event was being hosted by Senator Bert Johnson (Senate Democratic Caucus) and Mr. Mark Totten.

Dr. Perry informed the audience of a lawsuit recently filed regarding construction issues at Northern High. He confirmed the District was not named in the suit and stressed the priority of concern for the safety and welfare of all staff and students.

Bargaining between the Portage Education Association and the District administration is continuing and Dr. Perry noted the next session will be held on October 13.

Dr. Perry shared news that a 2006 Northern High graduate, Mr. Taylor Mazer, has a display entered in Grand Rapids 2001 ArtPrize competition and informed the audience how to vote for Mr. Mazer.

Dr. Perry noted most changes made to the Administration Building and traffic flow at the building have been completed or will be completed when weather permits.

Dr. Perry informed the audience of the 2011 Summit on Racism Annual Community Conference taking place on September 30 at the Fetzer Center at Western Michigan University. The keynote speaker at the conference will be Dr. Boyce Watkins, a leading financial scholar and social commentator in America.

Dr. Perry shared news of the Central High School homecoming events taking place this week.

Financial Report: The Business Manager, Mrs. Karla Colestock, noted the Board would receive its first financial report for the 2011/2012 school year in October, 2011. She provided background on two financial legislative items she is tracking: Senate Bill 34 that would amend personal property tax; and the American Jobs Act that would reduce the Social Security rate for both employees and employers.

COMMENTS OR COMMUNICATIONS

President Snyder opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mr. Hartridge explained guidelines the Board uses for this portion of the meeting.

Seeing no citizens come forward, President Snyder opened the floor to comments from fellow Board members.

Mr. Howe congratulated Ms. Poulsen on her recognition.

Mr. Rathburn reported on an EFE (Education For Employment) meeting he attended in which Dr. Kevin Hollenbeck presented data confirming approximately 30% of Portage students participate in this successful program. He shared concerns about the program in relationship to Michigan Merit Curriculum testing. Mr. Rathburn also discussed the Champions for Healthy Kids initiative to encourage healthy lifestyles and healthy meal options. He recognized Ms. Susan Livingston, Food Group Manager, for her efforts within the District on this initiative.

Mr. Hartridge applauded and commended Ms. Poulson and Mr. Medd and recognized the District schools for their support of the Leukemia and Lymphoma Society's School and Youth Programs.

President Snyder echoed Mr. Rathburn's comments on the EFE meeting noting the benefits and conflicts it presents for certain students. He also thanked the District Administration for notifying all Northern High families about the lawsuit that was filed.

President Snyder opened the floor to Board Committee reports.

Mrs. Willson reported on plans to meet with the PTO (Parent Teacher Organization) Presidents in October regarding increased volunteer outreach and partnerships.

Mr. Howe stated the first Curriculum Committee meeting was scheduled for October 12.

Mr. Rathburn reported the Portage Athletic Foundation (PAF) is hosting a "Spirit Dinner" on Friday, October 14, in the Central High Commons prior to the Central versus Northern High football game. He welcomed the community to this event, noted the cost was \$5.00 per person, with proceeds to benefit the District athletic programs.

CONSENT AGENDA

President Snyder presented the following Consent Agenda items for approval by the Board of Education: The minutes of the August 22, 2011, Special and Regular Business Meetings, August 23, 2011, Policy Governance Retreat, August 31, 2011, Special Meeting, and September 12, 2011, Special and Committee Of The Whole Work Session; National School Lunch Week Proclamation; and School Bus Safety Week Proclamation.

Mrs. Willson requested the September 12, 2011, Special and Committee of the Whole Work Session Minutes be removed from the Consent Agenda.

Mrs. Willson read the National School Lunch Week Proclamation and Mr. Van Antwerp read the School Bus Safety Week Proclamation. Trustees offered thanks to the District food service workers and bus drivers.

There being no objections to remaining items, motion carried unanimously.

REQUIRED APPROVAL ITEMS

Motion offered by Mr. Rathburn, seconded by Mr. Hartridge, that the Board of Education approve the appointment of the following new teachers: Ms. Catherine McDaniel and Ms. Amanda Warmington, as presented.

Mr. Tom Zahrt, Director of Human Resources, provided background information on this recommendation.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Howe, that the Board of Education approve the appointment of Ms. Lynne Cowart to the position of Director of Curriculum and Professional Development, as presented.

Dr. Perry shared background information on Ms. Cowart and responded to a Trustee question about her contract.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mr. Howe, that the Board of Education approve the stipend for Mrs. Nancy Haas to assume additional duties in curriculum functions, as presented.

Dr. Perry shared background information on Ms. Haas.

Motion carried unanimously.

APPROVAL ITEM

Motion offered by Mr. Van Antwerp, seconded by Mr. Hartridge, that the Board of Education accepts the proposal from T.J. Construction Company for the purchase of a new 40' by 80'

storage facility at 2501 Zylman Ave. for the sum of \$30,780.00 (bid w/steel roof). This expenditure would be from the 2011-2012 Building and Site Sinking Fund (\$30,780.00), as presented.

Dr. Perry noted the recommendation was amended, per the request of the Board at their September 12 meeting, to reflect a metal roof on the building.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mr. Van Antwerp, that the Board of Education approve the revisions to Policy 3.9, Policy Committee Structure, as presented.

President Snyder provided background information on the wording changes to this Policy.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mr. Howe, that the Board of Education certify the following delegates: Mr. Ted Hartridge, Mr. Randy Van Antwerp and Mrs. Joanne Willson for the 2011 Michigan Association of School Boards Delegate Assembly, as presented.

Motion carried unanimously.

Motion offered by Mr. Van Antwerp, seconded by Mr. Rathburn, that the Board of Education approve the amendment to the 2011/12 contract for the individual administrators, at the stated salary and adjusted benefits representing a total compensation concession of 4.2%, as presented.

A friendly amendment was offered by Mr. Hartridge making this amendment effective July 1, 2011.

Mr. Tom Zahrt responded to a Trustee question regarding a retroactive rollback on the reimbursement and several Trustees voiced concern over the lack of a contract with the Portage Education Association. Other comments pertained to thanking the administrators for stepping up and making this concession in the spring as well as resolving most of the District layoffs.

Motion carried by a vote of 5 to 1 with Mrs. Willson voting against the motion.

CLOSED SESSION

Motion offered by Mr. Rathburn, seconded by Mrs. Willson, that the Board of Education move into closed session for the purpose of discussing periodic personnel evaluations and collective bargaining strategy [Sections 8 (a) and 8 (c) of the Open Meetings Act].

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 7:36 p.m.

The Board returned to open session and recessed at 8:23 p.m.

There being no further business to come before the Board, the meeting was adjourned at 8:23 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**PROCLAMATION
NATIONAL SCHOOL LUNCH WEEK
October 10-14, 2011**

WHEREAS, It is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers and driver personnel and substitutes that we commemorate October 10-14, 2011 as National School Lunch Week. During this special observance, we encourage all citizens to recognize the dedication and skill of our school food service employees; and

WHEREAS, Each day, a total of 70 food service employees prepare and serve over 6,200 lunches a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

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

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate October 10-14, 2011 as National School Lunch Week, and we commend everyone who has contributed to the successful operation of our lunch program. By working together, we can make a difference in every student's life.

Proclaimed this 26th day of September, 2011
Portage Public Schools Board Of Education

**PROCLAMATION
SCHOOL BUS SAFETY WEEK
October 17-21, 2011**

WHEREAS, It is with great respect for the accomplishments of Portage's professional school bus drivers, mechanics, office staff, and manager that we commemorate October 17-21, 2011 as School Bus Safety Week. During this special observance, we encourage all citizens to recognize the dedication and skill of school transportation employees; and

WHEREAS, Each day, over 5,200 Portage students ride on 62 school buses, traveling over 780,000 miles annually. Driving so many miles, coordinating the countless routes, and supervising the dozens of students on each vehicle requires an outstanding effort. Fortunately we have exemplary professionals who have devoted their careers to transporting our children safely; and

WHEREAS, Our fleet and staff have a proud tradition of excellence during annual safety inspections by the Michigan State Police Motor Carrier Inspectors; and

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

WHEREAS, This special week serves as a fitting time to urge all drivers to become more aware of school bus safety regulations. Serious injuries and deaths occur when motorists fail to stop for school buses. Now that the school year has begun, we remind drivers to be cautious and attentive around school buses. It is also an appropriate time to ask students to listen to their bus drivers and pay close attention to bus safety rules; now, therefore be it

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate October 17-21, 2011 as School Bus Safety Week, and we commend everyone who has contributed to the successful operation of our school buses. We also encourage all citizens to drive carefully and to be alert around school buses. By working together, we can make this the safest school year ever.

Proclaimed this 26th day of September, 2011
Portage Public Schools Board of Education

**BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION**

October 10, 2011

The work study session of the Board of Education of the Portage Public Schools held on Monday, October 10, 2011, was called to order at 6:31 p.m. by President Snyder in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 6 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Tom Eddy, Ted Hartridge, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Geoff Howe

REPORTS

Superintendent's Report: Interim Superintendent Perry urged all to attend the Central versus Northern High football game on Friday, October 14. He noted the Portage Athletic Foundation (PAF) is hosting a "Spirit Dinner" prior to the game in the Central High Commons, at a cost of \$5.00 per person, with proceeds to benefit the District athletic programs. Dr. Perry also shared half-time plans to honor the City of Portage for their cooperation on District building projects as well as receive a donation from the PAF.

Dr. Perry introduced Mr. Tom Mathison, Principal In Charge; Mr. Mike Galovan, Project Coordinator; and Mr. Jim Ross, Project Coordinator; from Tower Pinkster. Mr. Mathison shared an update on the continuing facilities review including data analysis and community meetings to formulate a master plan for the District. Mr. Mathison, Dr. Perry, and Mr. Tom Vance, Community Relations Manager, responded to Trustee questions regarding collecting names of the community forum attendees, getting more citizens to attend the community forums, linking the Tower Pinkster Survey Monkey to the District web site and how this plan will help the District prioritize the use of funds for facility improvements over the next decade.

COMMENTS OR COMMUNICATIONS

President Snyder opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board.

Dr. Millie Taraszka, 410 Marylynn Court, a citizen, shared concern for skylights in the pool buildings and requested the District maintain a "rainy day" fund balance.

President Snyder opened the floor to comments from fellow Board members.

Mrs. Willson shared a legislative update noting the Senate passed a bill that would limit Board elections to even years beginning in November of 2012. Trustee discussion that followed pertained to term extensions for Board members with terms that expire, costs and other Districts in the state that already utilize this system.

President Snyder opened the floor to Board Committee reports.

Mr. Eddy thanked Mr. Mathison for his presentation which has been given to the Facilities Committee. He noted the overall goal of this facilities review is to provide tools and details to make good decisions on upgrades in future years. He reminded the audience of the two remaining focus group meetings on October 12 and November 9 at 6:30 p.m. at West Middle School and urged citizens to attend.

Mr. Eddy shared news that the Superintendent Search Committee will launch a Survey Monkey to collect community input on several scenarios for the position. He noted Dr. Perry fully supports this survey and all responders and comments will be kept confidential. The results of this survey will be shared with the Board at their Retreat on October 26.

Mr. Hartridge reported on the Finance Committee meeting. He informed the audience that future Committee meetings will be open to the public, times and locations as well as minutes will be posted on the Board web page as well as in Board packets. Trustees discussed Committee charges, accounting for Bond Funds, forwarding questions in advance so Administration has an opportunity to investigate and clarify to support the Committee and Policy 3.8 pertaining to Board Committee Principles.

Mrs. Willson noted the Curriculum Committee plans to meet on October 12. She will also be attending the Parent Teacher Organization (PTO) Presidents Luncheon on October 14 to discuss volunteerism in the District.

Mr. Rathburn informed the audience he had tickets for the "Spirit Dinner" that will be take place prior to the Central versus Northern football game on Friday.

For Board Learning Time, Mr. Eddy shared an executive summary of an article entitled "Preschool Education and Its Lasting Effects: Research and Policy Implications" by W. Steven Barnett, National Institute for Early Education Research.

DISCUSSION ITEMS

Kalamazoo County Consortium Education for Employment Contract. Dr. Ric Perry provided background information on the EFE Contract and responded to Trustee questions regarding the EFA (Education For the Arts) contract, intergovernmental cooperation aiding in the programs success and transportation for the students. Dr. Perry noted the Board would vote on this contract at the October 24 meeting.

Policyholder of Health Care Services Benefits Resolution. The Director of Human Resources, Mr. Tom Zahrt, shared details on the recommendation that the Board adopt the resolution to declare themselves the policyholder and provider of health care services benefits as defined in the State Aid Act Section 22f(1)(b). The health care services benefits include any and all MESSA (Michigan Education Special Services Association) group welfare benefits programs. Mr. Zahrt responded to a Trustee question about the provider for the Administrators.

Michigan Department of Education Financial Best Practices Incentive Resolution. Mrs. Karla Colestock, Business Manager, provided background information on the resolution which certifies the District's compliance with the requirements to obtain the Financial Best Practices funding under State Aid Act Section 22f. Mrs. Colestock and Dr. Perry responded to Trustee questions regarding Michigan Dashboard reports, bullying, state compliance and student surveys on harassment.

Michigan Association of School Boards (MASB) Fall Conference Resolutions. Mr. Van Antwerp led a discussion on three Resolutions that will be considered at the MASB Fall Conference: Equal Rights, Discrimination, Harassment and Bullying; School Year; and State Financial support. He noted that MASB and the Administration support all three Resolutions and reached consensus from Trustees to support all as well. President Snyder thanked Mr. Hartridge, Mr. Van Antwerp and Mrs. Willson for attending the Conference as Delegates on behalf of the District.

There being no further business to come before the Board, the meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**PROCLAMATION
RED RIBBON WEEK
October 23-31, 2011**

WHEREAS, tobacco, alcohol and other drug usage among young people is a serious concern; and

WHEREAS, it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and

WHEREAS, the National Federation of Parents for Drug-Free Youth, the Michigan Communities In Action for Drug-Free Youth, and the Portage Public Schools are sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and

WHEREAS, the National Red Ribbon Campaign will be celebrated in communities throughout America during "**Red Ribbon Week**", October 23-31, 2011; and

WHEREAS, business, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams, and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Portage Public Schools does hereby proclaim October 23-31, 2011 as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community.

BE IT FURTHER RESOLVED, that the Board of Education of the Portage Public Schools encourages all citizens to pledge: **My Choice . . . Drug-Free.**

Proclaimed this 24th day of October, 2011
Portage Public Schools Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.**

Note Page

Required Approval Items

1. New Hires

a. New Teacher Appointments

(Enclosure #3)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the appointment of the following new teachers: Ms. Meaghan Lum, Ms. Christy Rath and Andrea Smith-Hoeksema, as presented.

Tom Zahrt
Director of Human Resources
Phone: 269.323.5152
Fax: 269.323.5158
tzahrt@portageps.org

To: Ric Perry, Superintendent
From: Tom Zahrt, Director of Human Resources
Date: October 24, 2011
Re: New Teacher Appointments

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following new teachers:

Meaghan Lum – Moorsbridge Elementary/Kindergarten Teacher – Meaghan comes to Portage Public Schools from Northside Elementary in Ann Arbor, Michigan, where she served as a Kindergarten Teaching Intern. Meaghan earned her Master's in Elementary Education from The University of Michigan.

Christy Rath – North Middle School/Spanish Teacher – Christy comes to Portage Public Schools from Lakeshore Middle School in Grand Haven, Michigan, where she served as a Student Teacher. Christy earned her Bachelor of Science Degree in Spanish and Latin from Hope College.

Andrea Smith-Hoeksema – Central Middle School/Language Arts Teacher – Andrea comes to Portage Public Schools from Franklin Elementary School in Battle Creek, Michigan, where she served as a Long-Term Substitute Teacher. Andrea earned her Bachelor of Science Degree from Western Michigan University.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.**

Note Page

Required Approval Items

2. Kalamazoo County Consortium Education for Employment Contract (Enclosure #4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the agreement between Climax-Scotts Community Schools, Comstock Public Schools, Galesburg-Augusta Community Schools, Gull Lake Community Schools, Kalamazoo Public Schools, Parchment School District, Portage Public Schools, Schoolcraft Community Schools, and Vicksburg Community Schools that has established the Kalamazoo County Consortium / Education for Employment as outlined by Section 690(3) of the School Code of 1976 be extended to cover the time period beginning July 1, 2012, and extending to June 30, 2027, as presented.

**CONTRACT EXTENSION FOR
KALAMAZOO COUNTY CONSORTIUM
EDUCATION FOR EMPLOYMENT**

School District of Portage, Michigan.

A regular meeting of the Board of Education of the district was held in the Community Room of the Administration Building, 8111 S. Westnedge, Portage, in the district, on the 24th day of October, 2011 at 6:30 o'clock PM.

The meeting was called to order by Mr. Snyder, President.

MEMBERS PRESENT: _____

MEMBERS ABSENT: _____

It was moved by _____ and seconded by _____ that the agreement between Climax-Scotts Community Schools, Comstock Public Schools, Galesburg-Augusta Community Schools, Gull Lake Community Schools, Kalamazoo Public Schools, Parchment School District, Portage Public Schools, Schoolcraft Community Schools, and Vicksburg Community Schools that has established the Kalamazoo County Consortium /Education for Employment as outlined by Section 690(3) of the School Code of 1976 be extended to cover the time period beginning July 1, 2012 and extending to June 30, 2027.

**KALAMAZOO COUNTY CONSORTIUM
EDUCATION FOR EMPLOYMENT
CONTRACT**

In accordance with section 690(3) of the school code of 1976, the constituent districts of Kalamazoo County formed the Eastern and Southern Kalamazoo Valley Vocational-Technical Education Consortium. The agreement (filed with the state) was entered into on the 10th day of November 1986 by Climax-Scotts Community School, Comstock Public Schools, Galesburg-Augusta Community Schools, Gull Lake Community Schools, Kalamazoo Public Schools, Parchment School District, Portage Public Schools, Schoolcraft Community Schools and Vicksburg Community Schools. The agreement was in full force and effect until June 1997. A renewal agreement was entered into on the 25th day of May 1995 between the constituent districts as an extension of the contract entered into on November 1986. The renewal agreement, filed with the state, is in full force and effect until June 30, 2012.

This Agreement, entered into this _____ day of _____, 201_, by and between Climax-Scotts Community Schools, Comstock Public Schools, Galesburg-Augusta Community Schools, Gull Lake Community Schools, Kalamazoo Public Schools, Parchment School District, Portage Public Schools, Schoolcraft Community Schools, and Vicksburg Community Schools is a renewal of the original 1986 contract entered into on July 1, 2012 through June 30, 2027.

1. It is the purpose of the intent of this Agreement to set forth certain terms and conditions to establish an area career and technical education program for students of Climax-Scotts Community Schools, Comstock Public Schools, Galesburg-Augusta Community Schools, Gull Lake Community Schools, Kalamazoo Public Schools, Parchment School District, Portage Public Schools, Schoolcraft Community Schools, and Vicksburg Community Schools as authorized by Section 690 (3) of the School Code of 1976.
2. This Contract shall be in full force and effect as was approved by resolution of the Kalamazoo Regional Educational Service Agency Board of Education and area designation was granted by the State Board of Education for an area career and technical education program.
3. The original Contract has become a part of that resolution adopted by each constituent school district authorizing execution of same.
4. The parties hereby establish an area career and technical education program Executive Committee composed of the superintendents of each participating district.

The Executive Committee may establish bylaws with reference to operating procedures. The Executive Committee's responsibilities are:

- a) Make recommendations to the fiscal agency and operating agencies with

reference to budget.

- b) Approve the budget for program administration.
 - c) Make recommendations to the fiscal agency and operating agencies with reference to establishing rules and regulations as they apply to the consortium career and technical education programs.
 - d) Approve recommendations for capital improvements and equipment.
 - e) Any other matters set forth herein.
 - f) Additional matters agreed to by the parties.
5. The consortium membership, the constituent districts, may contract with Kalamazoo Regional Educational Service Agency (Kalamazoo RESA) or Kalamazoo Valley Community College (KVCC) to provide programs, facilities or services. Kalamazoo RESA shall be the fiscal agent for all career and technical education programs identified to be operated in the consortium herein established and shall contract with those consortium districts, non-consortium districts, and/or private business and industry that operate consortium secondary area career and technical education programs. As fiscal agent, Kalamazoo RESA shall have the responsibility to collect and disperse monies for the operation of secondary area career and technical education programs.

In managing the area career and technical education programs, the Executive Committee shall appoint an Executive Director, to be hired by Kalamazoo RESA, whose responsibilities are:

- a) Establish budget for program administration.
- b) Make recommendations for capital improvements and equipment.
- c) Implement budget and programs.
- d) Arrange for necessary supplies and equipment.
- e) Establish the duties, responsibilities, and role of the program career and technical advisory committees.
- f) Be available for consultation regarding program personnel selection.
- g) Implement rules and regulations for area career and technical education programs.
- h) Compliance with all state and federal guidelines.

6. The parties also agree that each consortium district, operating Consortium-approved career and technical programs, shall be responsible for:
 - a) Hiring of teaching personnel.
 - b) Providing utilities and custodial services.
 - c) Maintaining and improving facilities.
 - d) Recording daily attendance.
 - e) Keeping records on student achievement.
 - f) Providing student policies and discipline.
 - g) Requesting and dispersing supplies.
7. All students will be subject to the policy and rules and regulations of the operating district during the time they are in attendance at area career and technical education programs. The building principal of an operating district shall have the authority to suspend any student in attendance at the operating district's career and technical education program. The reasons for and the procedure to be followed for the suspension of a student from the program shall be the same as those used for all the students enrolled in the same operating district.
8. Each school district shall be assigned a number of student positions mutually agreed upon by the Executive Committee for each program equal to the proportion that each school's grade 11-12 enrollment has to the total grade 11-12 enrollment of the participating schools. The students of the schools forming this consortium will receive preference for enrollment over any non-consortium students. If there are unassigned student positions, all non-consortium school districts have an opportunity to fill the position on a first come, first serve basis.

Once the minimum number of openings per program has been determined by the Executive Committee, no program will be established below the minimum unless a unanimous decision by the districts choosing to participate in the program agree to be responsible for the cost of providing the program. A minimum number of students per program shall be established by the third week of April in the year prior to offering the program. By the first week of May, the Executive Committee will establish the scope of consortium operations for the subsequent school year, make recommendations to the fiscal agency and operating agencies, and approve the budget. Following this determination, each district will be financially responsible for its share of program cost as outlined in 9L of this agreement. After the scope of consortium operation has been established and a district enrolls fewer students than the total number of assigned positions in consortium programs, the district will not be financially responsible for any unfilled position(s) if another district has enrolled students to fill such vacant position(s).

9. The cost of operating the consortium will include but is not limited to:
- a) Instructional staff salaries and fringes.
 - b) Administrative salaries and fringes.
 - c) Placement and career and technical education guidance salaries and fringes.
 - d) Special needs support staff salaries and fringes.
 - e) Instructional supplies.
 - f) Instructional equipment, amortization, maintenance, and lease.
 - g) Staff in-service.
 - h) Textbooks, supplies, and equipment.
 - i) Staff travel and expenses.
 - j) Class-related transportation.
 - k) Office expenses.
 - l) Other district career and technical education costs:
 - i) The net costs are to be determined by subtracting all categorical funds from state, federal, and/or other special reimbursement for the area programs from the total cost of operating the consortium programs.
 - ii) A cost per student hour shall be the base for determining each district cost.
 - iii) Each district shall be credited for expenditures made for consortium career and technical education programs.
10. The costs incurred for capital improvement and equipment shall be computed as follows:
- a) The LEA Board of Education will be the authority to approve expenditures for capital improvement.
 - b) Equipment purchased from consortium funds shall be the property of the consortium and may be transferred to another consortium program if it is not being utilized or the program ceases to operate at the original site. When equipment is no longer needed a consortium district may purchase the equipment at its depreciated value and each district credited for its

proportional share of ownership.

- c) An amortization schedule for equipment will be used for developing capital improvement line item expenditures.
- d) Equipment owned by the district prior to this agreement will remain the property of the district.

11. Each district's financial obligation for operations shall be handled in the following manner:

- a) Cost per student as determined in number 8 (adjusted in Fall and Spring) multiplied by the number of student hours for each district (adjusted in Fall and Spring) will be the commitment for that district.
- b) Billings and payments to each district will be made at 90 percent of budget in the Spring of the current fiscal year. The final 10 percent will be billed and distributed after final expenditures are reconciled at Kalamazoo RESA in November of the following fiscal year.

12. The provisions of this Contract may be added to, amended or modified upon the express written approval of all parties to this Contract. Any modification to this Contract shall be filed with the State Superintendent of Public Instruction.

13. Contract Duration and Termination Clause - This Contract, subject to the rights of amendment, modification or termination, shall be in full force and effect until June 30, 2027. Should a majority of the parties to this agreement wish to terminate participation in this agreement, notice shall be rendered to the other parties. After notification, a one (1) year period of participation in and operation of the programs shall be continued to allow for an orderly transition both in the area programs and the home school. Should expiration of a one (1) year time period fall during the course of the academic year, the agreement shall be extended to the end of the current academic year.

14. Application of Law, Rules, Regulations:

- a) This Contract and all policies, rules, and regulations adopted by the operating agent(s) to govern the operation of the program shall comply with the laws of the State of Michigan and with the rules and regulations of the State Board of Education.
- b) Any provisions of this Contract in conflict therewith shall be null and void and the remainder of this Contract shall be binding upon the parties.

The KCC/EFE contract was approved by the Boards of Education as follows:

Climax-Scotts Community Schools
Comstock Public Schools
Galesburg-Augusta Community Schools
Gull Lake Community Schools
Parchment Community Schools
Schoolcraft Community Schools
Vicksburg Community Schools
Kalamazoo Public Schools
Portage Public Schools
Kalamazoo Valley Community College
Kalamazoo Regional Educational Service Agency

SIGNATURE PAGE

Climax-Scotts Community Schools

Date: _____

Board President

Board Secretary

Comstock Public Schools

Date: _____

Board President

Board Secretary

Galesburg-Augusta Community Schools

Date: _____

Board President

Board Secretary

Gull Lake Community Schools

Date: _____

Board President

Board Secretary

Kalamazoo Public Schools

Date: _____

Board President

Board Secretary

Parchment School District

Date: _____

Board President

Board Secretary

Portage Public Schools

Date: _____

Board President

Board Secretary

Schoolcraft Community Schools

Date: _____

Board President

Board Secretary

Vicksburg Community Schools

Date: _____

Board President

Board Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.**

Note Page

Required Approval Items

3. Policyholder of Health Care Services Benefits Resolution (Enclosure #5)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education adopt the resolution to declare themselves the policyholder and provider of health care services benefits as defined in the State Aid Act Section 22f(1)(b). The health care services benefits include any and all MESSA (Michigan Education Special Services Association) group welfare benefits programs, as presented. [Roll Call Vote]



TO: The Board of Education

FROM: Tom Zahrt, Director of Human Resources

RE: Policyholder of Health Care Services Benefits Resolution

DATE: October 5, 2011

Recommendation: It is recommended that the Board of Education adopt the resolution to declare themselves the policyholder and provider of health care services benefits as defined in the State Aid Act Section 22f(1)(b), as presented. The health care services benefits include any and all MESSA (Michigan Education Special Services Association) group welfare benefits programs.

Background: Under Section 15(3)(a) of the Public Employment Relations Act ("PERA"), a "public school employer" is given the exclusive authority to determine "who is or will be the *policyholder* of an employee group insurance benefit." Section 15(4) of PERA likewise indicates that all matters, including the designation of "policyholder" status, which are regarded as prohibited subjects under Section 15 of PERA are "within the sole authority of the public school employer to decide." This law provides additional authority for the board of education's designation of itself as the "policyholder".

PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO, STATE OF MICHIGAN

POLICYHOLDER OF HEALTH CARE SERVICES BENEFITS
SCHOOL BOARD RESOLUTION

Minutes of a regular meeting of the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, held on the 24th day of October, 2011, at 6:30 o'clock p.m., Eastern Daylight Time.

PRESENT: Members _____

ABSENT:
Members _____

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

WHEREAS, Section 15(3)(a) of the Public Employment Relations Act ("PERA"), states a "public school employer" is given the exclusive authority to determine who is or will be the policyholder of an employee group insurance benefit.

WHEREAS, Section 15(4) of PERA likewise indicates that all matters, including the designation of "policyholder" status, which are regarded as prohibited subjects under Section 15 of PERA are "with the sole authority of the public school employer to decide."

Now, therefore, be it resolved as follows:

1. The Board of Education of Portage Public Schools declares and designates itself as the policyholder and provider of health care services benefits as defined in Section 22f(1)(b) of the State School Aid Act, MCL 388.1622f(1)(b).
2. The Board of Education of Portage Public Schools authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education as needed.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this _____ day of _____, 20__.

AYES: Members _____

NAYS: Members _____

Resolution declared _____.

Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on October 24, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Education

EMPLOYER PARTICIPATION AGREEMENT FOR MESSA GROUP WELFARE BENEFIT PROGRAMS

The undersigned employer ("Employer") enters into this Agreement in order to purchase group welfare benefits for its employees from Michigan Education Special Services Association ("MESSA"). MESSA administers such group welfare benefits programs for policies underwritten by certain underwriters.

In consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the parties agree as follows:

A. MESSA AS ADMINISTRATOR – MESSA is authorized to perform administrative services on behalf of the underwriters, including, but not limited to the following:

1. Approval of an employer's request to purchase group welfare benefits;
2. Billing and collection of premiums for the cost of MESSA Programs from participating employers;
3. Maintenance of eligibility records and other records pertinent to MESSA Programs.

B. EMPLOYER AS POLICYHOLDER – The Employer shall be policyholder of the MESSA group welfare benefit programs that it provides to its employees. MESSA and the Employer understand that as policyholder:

1. Employer may request, in writing, that MESSA implement coverage changes from among any and all MESSA group welfare benefit programs and that MESSA as carrier and a licensed Third Party Administrator (TPA) of the benefit programs will effectuate the requested changes consistent with its current procedures for enrollment and benefit implementation;
2. Employer is aware that MESSA and its underwriters will adjudicate all claims and eligibility disputes and appeals as the health carrier and TPA for the Employer, consistent with the requirements of the Patient's Right To Independent Review Act and the Patient Protection and Affordable Care Act; and
3. Employer shall receive annual and, upon request, at more frequent and reasonable intervals, claims data used in premium rate development for the MESSA group welfare benefit programs that it provides to its employees. Groups of less than 100 members will receive claims data for the MESSA statewide pool of all groups of less than 100 members. Claims data will not include protected health information as defined in the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations. The claims data will include all information

required to be provided to a policyholder as set forth in the Public Employees Health Benefit Act and the Revised School Code, where applicable.

C. ACCESS TO EMPLOYER RECORDS – The Employer grants to MESSA, for MESSA and on behalf of its underwriters, the right to inspect, with reasonable advance written notice, such payroll lists and the Employer's employee records having a bearing on the premium rates, individual employee benefit levels and compliance with participation levels of the Employer participating in MESSA Programs covered by this Participation Agreement. Any disclosure shall not include protected health information, unless disclosure is in compliance with applicable rules and regulations of the Health Insurance Portability and Accountability Act.

D. NOTICE OF COVERAGE CHANGES – For the duration of this Agreement, the Employer will inform MESSA, in writing, of:

1. The MESSA Programs in which it seeks to participate;
2. The employee groups ("Employee Classes Covered") to which such MESSA Programs are to apply;
3. Any and all changes in MESSA Programs in which it seeks to participate, the Employee Classes Covered, or both.

Such written notices shall be incorporated as though fully contained in this Agreement.

MESSA has adopted and provides in connection with any request for enrollment and benefit implementation, procedures for enrollment and benefit implementation. The Employer understands that adherence to such procedures is required to effectuate coverage changes described in this Paragraph C.

E. UNDERWRITING AND ADMINISTRATIVE REQUIREMENTS – The Employer understands and agrees that the MESSA Programs are subject to the following underwriting and administrative requirements:

1. MESSA Programs are subject to minimum participation levels established by the applicable plan underwriter. Participation levels are determined based on the Employee Class Covered and are expressed as the percentage derived when the number of plan participants is divided by the total number of employees within an applicable Employee Class Covered. Participation levels (percentage) must be maintained at all times for coverage to be effective. If MESSA determines that coverage cannot be continued due to inadequate participation, it may terminate this Agreement under the procedures set forth in Paragraph G of this Agreement.

2. The Employer is obligated to pay to MESSA premium amounts pursuant to invoices issued by MESSA. Invoices are issued monthly and are based on annual plan rates provided to the Employer and employee enrollment. If the Employer informs MESSA of a perceived error or omission in an invoice, MESSA will promptly investigate and if appropriate will make the necessary adjustments on the next invoice following the completion of the investigation.
3. Before coverage commences, the Employer will submit the required enrollment form, provided by MESSA, for each eligible employee enrolling in MESSA Programs.
4. MESSA will administer the coverage requested in accordance with the employee data furnished by the Employer and on file at the MESSA office. Coverage providing employee salary related benefits will be administered on the basis of the most recent salary data on file at the MESSA office. Changes in employee data having a bearing on any coverage will be furnished to MESSA by the Employer within 30 days following the date that the change becomes known to the Employer.
5. In the event the Employer requests a change to any MESSA Program or if there is a re-designation of the Employee Classes Covered, premium rates may be changed, upon written notice to the Employer, as of any premium due date.

F. LATE FEES – If Employer fails to make a premium payment within thirty (30) days following the day it is due, Employer agrees to pay a late fee equal to one-half of one percent (1/2 %) per month on the unpaid amount of the premium, starting on the initial premium due date and continuing until the premium is paid in full. Any payment received will be applied first to payment of the late fee, and then to the payment of the premium amount for the oldest invoice amount due.

G. TERMINATION OF GROUP COVERAGE BY EMPLOYER – The Employer reserves the right to terminate any or all MESSA Programs for any or all Employee Classes Covered. Employer agrees that it shall pay any premiums due and owing, subject to any claimed set-offs or adjustments, before this Agreement is terminated. Employer agrees further that any termination of MESSA Programs will be effective:

1. By the end of the current month where the Employer provides written notice on or before the 15th of the current month. For example, and without altering the terms of this Agreement: If the appropriate form is received by MESSA on June 10th requesting the cancellation of all benefits for an entire group, the effective date of the cancellation would be June 30th; or
2. By the end of the next month where the Employer provides written notice after the 15th of the current month. For example, and without altering the

terms of this Agreement: If the appropriate form is received by MESSA on June 21st, requesting the cancellation of all benefits for an entire group, the effective date of the cancellation would be July 31st.

H. TERMINATION OF AGREEMENT – MESSA reserves the right to terminate this Agreement on any date following thirty (30) days written notice to the Employer. The Employer may terminate this Agreement on any date following thirty (30) days written notice to MESSA subject to any and all other provisions of this Agreement.

I. EFFECTIVE DATE OF COVERAGE – The MESSA Program requested will commence as of the requested effective date and then only if this Agreement has been signed by the Employer and MESSA, and when MESSA has received all information necessary for enrollment of the Employee Classes Covered as more fully described in MESSA policies and procedures for enrollment and benefit implementation provided to the Employer in connection with any request for enrollment and benefit implementation.

J. PRIOR AGREEMENTS – This Agreement supersedes and replaces any previous agreement between the parties with respect to MESSA Programs for any and all of the Employee Classes Covered.

K. AGREEMENT EFFECTIVE DATE – This Agreement shall be effective as of the later of the date of execution by the Employer or MESSA and shall remain in effect until terminated as provided in this Agreement.

Employer:

MICHIGAN EDUCATION SPECIAL
SERVICES ASSOCIATION

MESSA Account Number:

By: _____
Title: General Counsel

By: _____

Title: _____

Date: _____

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.**

Note Page

Required Approval Items

4. Michigan Department of Education Financial Best Practices Incentive Resolution (Enclosure #6)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education adopt the resolution which certifies the District's compliance with the requirements to obtain the Financial Best Practices funding under State Aid Act Section 22f, as presented. [Roll Call Vote]

TO : Dr. Richard Perry, Superintendent
FROM : Karla Colestock, Business Manager
DATE : October 5, 2011
SUBJ : Recommended Approval of Financial Best Practices Resolution

RECOMMENDATION

That the Board of Education adopt the attached resolution which certifies the District's compliance with the requirements to obtain the Financial Best Practices funding under State Aid Act Section 22f.

BACKGROUND INFORMATION

On June 21, 2011, the Governor enacted legislation under Section 22f of the State School Aid Act, 2011 PA 62, that appropriates \$154 million to provide a \$100 per pupil allocation for the FY 2011-2012 school year as an incentive to local school districts and public school academies meeting 4 out of 5 of the following financial best practices:

1. Develop and implement a Service Consolidation Plan
2. Obtain competitive bids on non-instructional services
3. Provide a dashboard or report card with specific indicators
4. Hold policy on medical benefit plans (if directly employed by district)
5. Charge employees at least 10% of the health care premium

The District is in compliance with items 1 -3 currently. The following provides an explanation of our demonstrated compliance with those items.

1. Develop and implement a Service Consolidation Plan

On January 25, 2010, the Board passed a resolution, and the District submitted a Service Consolidation Plan Agreement to the Michigan Department of Education in order to take advantage of utilizing unprotected categorical funding to offset a reduction in the foundation grant during the 2009-10 year. In January, 2011, in compliance with the requirements of the legislation governing Service Consolidation Plans, the District, along with the other Districts in Kalamazoo County participating in the Service Consolidation Plans, submitted an update to its plan to the Department of Education and will do so again by February 1, 2012.

2. Obtain competitive bids on non-instructional services

In the 2008-09 year, the District obtained a competitive bid for custodial services, which it implemented with Grand Rapids Building Services. In 2008 and then again in 2010, the District obtained a competitive bid for management of the District's food service program. The District implemented this competitive bid with Chartwell's Dining Services in both years. Each of these bids has a value of at least \$50,000.

3. Provide a dashboard or report card with specific indicators

In September, 2011, the District added a link on its Transparency Reporting page of its website to the Michigan School Data compiled by the Michigan Department of Education. The Department has indicated that this link is sufficient for purposes of meeting this requirement of the financial best practices.

With the passage of the resolution to name the District policy holder on its MESSA insurance policies, the District will be in compliance with the financial best practices #4. As the District will meet 4 out of the 5 financial best practices, this will enable us to submit the attached resolution to the Michigan Department of Education. Upon the Department's review and determination that the District has met the best practice requirement, the District will begin to receive the funding through the monthly State Aid payment process.

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

PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO, STATE OF MICHIGAN

BEST PRACTICES INCENTIVE
SCHOOL BOARD RESOLUTION

Minutes of a regular meeting of the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, held on the 24th day of October, 2011, at 6:30 o'clock p.m., Eastern Daylight Time.

PRESENT: Members _____

ABSENT:
Members _____

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

WHEREAS, Section 22f of the State School Aid Act provides \$100 per pupil one-time grants to districts that satisfy at least 4 of 5 best practices criteria not later than June 1, 2012 [MCL 388.1622f].

WHEREAS, the Board of Education of Portage Public Schools desires to receive the \$100 per pupil incentive payment.

WHEREAS, the Portage Public Schools has satisfied at least 4 of 5 best practices criteria.

WHEREAS, eligibility for the incentive payment is contingent upon adopting a resolution that states the district has complied with at least 4 of 5 of the best practice criteria.

Now, therefore, be it resolved as follows:

1. The Board of Education of Portage Public Schools certifies that the district has complied with the following requirements:

- The District is the designated policy holder for medical benefit plan(s) pursuant to Section 22f(1)(b).
- The District will develop and/or continue to implement a Service Consolidation Plan pursuant to Section 22f(1)(c). A copy of the school board signed resolution on January 25, 2010 agreeing to develop a service consolidation plan was sent to MDE. We agree to send MDE a status report on the development/implementation of the plan by February 1st each year.
- The District has obtained a competitive bid on non-instructional services pursuant to Section 22f(1)(d).
- The District will provide a link on the district's home page to the url for the MI School Data Portal which will contain the required dashboard indicators pursuant to Section 22f(1)(e). If certain data elements for our district are unavailable from State data collections, we agree to provide those data in the form and manner determined by MDE.

2. The Board of Education of Portage Public Schools authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education.

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

Resolved this 24th day of October, 2011.

AYES: Members _____

NAYS: Members _____

Roll Call Vote: Passed: _____ Failed: _____

Resolution declared adopted.

Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on October 24, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.**

Note Page

Action Item

1. Petition For Fact Finding

(Enclosure #7)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the Petition For Fact Finding, as presented.

Richard Perry, Ed.D.

Phone: 269.323.5147
fax: 269.323.5149
rperry@portageps.org

To: Board of Education
From: Ric Perry, Ed.D.
Date: October 19, 2011

Recommendation

That the Board of Education approve the Petition For Fact Finding.

Background Information

The Portage Education Association has initiated a Fact Finding Petition with the Michigan Employment Relations Commission. Based on the advice of legal counsel, I recommend approval of this Petition For Fact Finding to assure this process is completed.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
OCTOBER 24, 2011, 6:30 P.M.**

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Closed Session

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education move into closed session for the purpose of discussing collective bargaining strategy [Section 8 (c) of the Open Meetings Act]. [Roll Call Vote]