

**BOARD OF EDUCATION  
REGULAR BUSINESS MEETING**

**DECEMBER 12, 2011**

**COMMUNITY ROOM**

**ADMINISTRATION BUILDING**

**8111 S. WESTNEDGE, PORTAGE, MI**

**6:30 P.M.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
DECEMBER 12, 2011, 6:30 P.M.  
AGENDA**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**DISTRICT RECOGNITIONS AND ACKNOWLEDGEMENTS – KATHY MIRAKOVITS**

**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 NOVEMBER 21, 2011, SPECIAL AND REGULAR BUSINESS MEETINGS AND NOVEMBER 29, 2011, SPECIAL MEETING
2. POLICY 3.12, SUPERINTENDENT EVALUATION PROCESS

**REQUIRED APPROVAL ITEM**

1. EMPLOYEE CONTRACT RATIFICATION PORTAGE EDUCATION ASSOCIATION

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

<p><b>PORTAGE PUBLIC SCHOOLS MISSION STATEMENT</b> 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  
DECEMBER 12, 2011, 6:30 P.M.**

**Note Page**

**Reports**

1. Superintendent's Report

a. Science Review

2. Financial Report

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

	<u>Budget</u>	<u>Actual</u>	<u>%</u>	
Revenues	\$ 73,292,933	\$ 24,509,441	33.44%	(1)
Expenditures	73,896,294	22,740,412	30.77%	(2)
Transfers from Site Based Fund Balance	67,319	0	0	(3)
Excess of Revenues over Expenditures	\$ (536,042)	\$ 1,769,029		

Comparison	2009-10	2010-11
Revenues	31.27%	33.09%
Expenditures	29.01%	30.54%

Note 1 - Actual revenues for 2011-12 are greater than 2010-11 due to the receipt of 100% of the budgeted bus financing proceeds in the current year. In addition, revenues are greater due to the receipt of state aid categoricals being consistent with the budgeted amounts, compared to the 2010-11 year in which the receipt of budgeted state aid stabilization funds was not received until February of 2011. Property tax revenue is still lower as a percentage of the budget compared to the 2010-11 year.

Note 2 - Actual expenditures for 2011-12 are greater than previous years due 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  
DECEMBER 12, 2011, 6:30 P.M.**

**Note Page**

**Comments or Communications**

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
DECEMBER 12, 2011, 6:30 P.M.**

**Note Page**

**Consent Agenda**

1. Minutes of the November 21, 2011, Special and Regular Business Meetings and November 29, 2011, Special Meeting (Enclosure #1a & b)

2. Policy 3.12, Superintendent Evaluation Process (Enclosure #2)

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

**November 21, 2011**

The special meeting of the Board of Education of the Portage Public Schools held on Monday, November 21, 2011, was called to order by President Snyder at 5:32 p.m. in the Instructional Services Conference Room of the Administration Building.

Board Members Present: Tom Eddy, Ted Hartridge (arrived 5:40 p.m.), Geoff Howe (arrived 6:15 p.m.), Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Members Absent: None

Administration Members Present: Larry Killips, Rob Olsen, Ric Perry and Craig Ross

**CLOSED SESSION**

**Motion offered by President Snyder, seconded by Mr. Eddy, that the Board of Education move into closed session for the purpose of discussing student discipline and pending litigation [Sections 8 (b) and 8 (e) 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 5:32 p.m.

The Board returned to open session and recessed at 6:25 p.m.

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, November 21, 2011, was called to order at 6:33 p.m. by President Snyder in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 70 people and all in attendance recited the Pledge of Allegiance.

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

Board Trustees Absent: None

**DISTRICT RECOGNITIONS AND ACKNOWLEDGEMENTS**

The Community Relations Manager, Mr. Tom Vance, introduced Moorsbridge teachers, Ms. Sheryl Zook and Ms. Nancy Repp. Ms. Zook and Ms. Repp shared highlights of the "Play 60" program and the Board received a presentation by Moorsbridge students. On behalf of the Board, President Snyder thanked the students, Ms. Zook and Ms. Repp for their presentation.

**REPORTS**

**Superintendent's Report:** Interim Superintendent, Dr. Ric Perry, informed the Board that Administration has followed-up with a parent who recently wrote a letter to the editor regarding a bus accident.

Dr. Perry recognized a Northern High School graduate, Mr. Jacob Vogds, for having three works of art on display by International Baccalaureate (IB) Organization. He informed the audience that the art featured in the IB display is selected from the best pieces of student work worldwide and noted that a student may have two pieces selected but three is a rare accomplishment.

Dr. Perry informed the Board that West Middle School was recently recognized as one of the top schools in Michigan for having an outstanding professional learning community (PLC). This award is from the organization Solution Tree and is both a process and a culture for improving student achievement.

Dr. Perry shared news that The Center for Michigan and *Bridge Magazine* has named the District "Academic State Champions" recognizing academic achievement in 4<sup>th</sup> grade reading, math and writing as well as 8<sup>th</sup> grade reading, math and science. These certificates were based on rankings for the 2010/11 school year noting Portage was judged against peer districts.

Dr. Perry acknowledged that the Central High School choir will be singing back-up for Mr. Kenny Rodgers when he performs at Western Michigan University.

Dr. Perry noted there will be no school on Wednesday, November 23. With the buildings being closed, temperatures will be dialed back as well as other cost savings initiatives will be instituted in the District.

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 facilities review including data analysis and community meetings to formulate a master plan for the District. Mr. Mathison and Dr. Perry responded to Trustee questions regarding available land in the District, population trends and the benefits of a campus idea to leverage shared facilities and courses. Trustees thanked the Tower Pinkster team for their efforts to help the District create the best environment for student achievement. Trustees stressed this plan will help the District maintain buildings and prioritize the use of funds for improvements over the next decade.

**Financial Report:** The Business Manager, Mrs. Karla Colestock, shared highlights of the 2010/11 Audit and introduced Ms. Krystal Benson and Mr. Stephen Blann, Auditors from Rehmann Robson. Mr. Blann provided details on the 2010/11 Comprehensive Annual Financial Report, Single Audit Report, and Management Letter and congratulated the District on a clean report.

Mrs. Colestock presented a financial report for the four month period ending October 31, 2011.

## 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.



Ms. Sarah Beuker, 6838 Isabelle Street, a parent and member of the FAFF (Food Allergic Families and Friends), thanked the Board and Administration for steps already taken regarding the need for a standardized food allergy policy. Ms. Beuker thanked Mrs. Sarah Baker, Instructional Services Coordinator, for coordinating the Food Allergy Task Force, and looks forward to working with her on this important safety issue.

Ms. Julie Pryor, 5885 Baywood Drive, a parent, echoed Ms. Beuker's comments urging the need for a District standardized food allergy policy. Ms. Pryor thanked the Ms. Susan Livingston, Food Group Manager, for her assistance on this issue.

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

Mr. Eddy thanked Ms. Beuker and Ms. Pryor for their comments and noted he is also a member of the Food Allergy Task Force. Mr. Eddy confirmed the need for consistency on this issue in the District.

Mr. Rathburn recognized the Northern High School drama students and Directors: Mrs. Laurel Scheidt and Mrs. Mike Scheidt, for the wonderful performance of Thoroughly Modern Millie. He also thanked Ms. Zook, Ms. Repp and the Moorsbridge students for their Play 60 presentation. Mr. Rathburn noted he is also on the Champions for Healthy Kids county-wide task force that is looking at ways to get students moving.

Mr. Howe congratulated the West Middle School staff and administrators for the professional learning community (PLC) national recognition by Solution Tree.

Mrs. Willson shared high school news from Central regarding the cabaret, Northern's drama production and Central and Northern High School Choirs that attended a competition at St. Mary's.

Mr. Hartridge echoed Mr. Rathburn's comments on the production of Thoroughly Modern Millie, acknowledged the wonderful presentation by Moorsbridge students and stressed the need to protect District youth.

President Snyder opened the floor to Board Committee reports.

Mrs. Willson reported on the Curriculum Committee meeting that pertained to tests administered, the science program, MEAP (Michigan Educational Assessment Program) testing and common core. President Snyder added the Curriculum Committee plans to discuss student achievement based issues at a future Board work study session.

Mr. Eddy reported on Facilities Committee's continued work with Tower Pinkster and noted the items listed on the master plan are needs and are related to student achievement. Mr. Eddy informed the Board that the Superintendent Search Committee would release the names of the firms to be interviewed later this week.

Mr. Van Antwerp shared a draft of Policy 3.12 Superintendent Evaluation Process replacing the current Policy 3.9. This revision encompasses MASB (Michigan Association of School Boards) evaluation tools regarding goals, and a rating scale as part of the new school code. He urged Trustees to contact him with feedback on the Policy. President Snyder thanked Mr. Van Antwerp for his work on this

Policy and reminded Trustees, with only one Board meeting in December, this would be brought forward as an action item.

Mr. Rathburn informed the Board of a legislative meeting he and President Snyder have with Senator Tonya Schuitmaker.

## **CONSENT AGENDA**

**President Snyder presented the following Consent Agenda items for approval by the Board of Education: The minutes of the October 24, 2011, Special and Regular Business Meetings, October 26, 2011, Policy Governance Retreat, and November 7, 2011, Special Meeting and Committee of the Whole Work Session.**

**There being no objections, motion carried unanimously.**

## **REQUIRED APPROVAL ITEMS**

**Motion offered by Mrs. Willson, seconded by Mr. Van Antwerp, that the Board of Education approve the appointment of the following new teachers: Ms. Tara Heywood and Mr. Tom Laskarides, as presented.**

Dr. Perry noted these new teacher hires are adjustments made since the school year began and provided background information on both teachers.

**Motion carried unanimously.**

**Motion offered by Mr. Howe, seconded by Mr. Hartridge, that the Board of Education adopt the Resolution which encourages the Governor and Legislature to fully replace the revenues lost through the proposed cuts to the personal property tax, as presented.**

Dr. Perry noted legislators appear to be putting this on hold to explore replacing revenues. He also discussed how this revenue loss impacts the school, city and library. Mrs. Colestock summarized the severity of the impact to the District budget. President Snyder noted the Board could be forced to move this revenue loss to the citizens by increasing the millage rate.

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

**Motion offered by Mr. Rathburn, seconded by Mr. Van Antwerp, that the Board of Education adopt the resolution that authorizes the Portage Public Schools to continue summer tax collections in 2012, as presented.**

Mrs. Colestock provided historical information on this reoccurring resolution.

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

**Motion offered by Mr. Eddy, seconded by Mr. Hartridge, that the Board of Education approve the purchase of 764 desktop computers from Sehi Computer Products, Inc., for an amount not to**

**exceed \$336,924.00, proceeds coming from the 2008 Bond Fund 1 and the Food Service Fund, as presented.**

Mr. Dan Vomastek, Director of Information and Technology Systems, shared detailed information on this recommendation and responded to Trustee questions regarding the use of food service funding, timing of the purchase, and highlighting the fact that this almost \$200,000 under the purchase allocation.

**Motion carried unanimously.**

**Motion offered by Mr. Eddy, seconded by Mr. Rathburn, that the Board of Education approve the purchase of 1,350 Microsoft Office 2010 Software Licenses from CDW-G via the State of Michigan Purchase Agreement for an amount not to exceed \$56,983.50, proceeds coming from the 2008 Bond Fund 1, as presented.**

Mr. Vomastek provided background on this recommendation.

**Motion carried unanimously.**

#### **APPROVAL ITEMS**

**Motion offered by Mr. Hartridge, seconded by Mrs. Willson, that the Board of Education accept the 2010/11 Comprehensive Annual Financial Report, Single Audit Report, and Management Letter, as presented.**

Mrs. Colestock discussed the State Transparency Reporting criteria and information contained on the District web site as well as submitting the 2010/11 audit.

**Motion carried unanimously.**

**Motion offered by Mr. Rathburn, seconded by Mr. Van Antwerp, that the Board of Education approve the request for Central High Band students to travel to the Island of Oahu, Hawaii. The trip date will be tentatively set for June of 2013, as presented.**

Dr. Perry noted this request is coming to the Board in the early planning stages in order to solicit student interest and begin collecting deposits.

**Motion carried unanimously.**

**Motion offered by Mrs. Willson, seconded by Mr. Howe, that the Board of Education approve the Northern High School Band students to travel to Disney World in Orlando, Florida. The trip date will be set for March 28 through April 3, 2012, as presented.**

Dr. Perry noted this trip does not interfere with student instructional time.

**Motion carried unanimously.**

**Motion offered by Mr. Eddy, seconded by Mr. Hartridge, that the Board of Education approve the Board Norms and Code of Ethics, as presented.**

President Snyder discussed replacing the current Board Norms noting the Trustees began discussing and processing this revision at their Governance Retreat. Mr. Eddy noted the document would be signed by all Trustees and appear both on the District web site as well as in the Community Room.

**Motion carried unanimously.**

**CLOSED SESSION**

The Board reconvened in Closed Session at 8:20 p.m.

The Board returned to open session at 8:50 p.m.

**Motion offered by Mrs. Willson, seconded by Mr. Van Antwerp, that the Board of Education approve the recommendation to reinstate an expelled student for the sole purpose of enrolling in Kalamazoo Public Schools, as presented.**

**Motion carried by a vote of 6-0 with Mr. Howe abstaining.**

There being no further business to come before the Board, the meeting was adjourned at 8:51 p.m.

Respectfully submitted,

Edna Kent  
Recording Secretary

PORTAGE PUBLIC SCHOOLS  
COUNTY OF KALAMAZOO, STATE OF MICHIGAN

RESOLUTION TO PROTECT SCHOOL AID FUND REVENUE

Minutes of a regular meeting of the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, held on the 21st day of November, 2011, at 6:30 o'clock p.m., Eastern Daylight Time.

PRESENT: Members Tom Eddy, Ted Hartridge, Geoff Howe, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

ABSENT: Members None

The following preamble and resolution were offered by Member Mr. Howe and supported by Member Mr. Hartridge:

WHEREAS, education is the cornerstone of a successful economic turnaround and investment in education is the key to a new Michigan; and

WHEREAS, the children of Michigan deserve educational opportunities that allow them to compete on a national and international basis; and

WHEREAS, the long-term economic health of our state, and opportunity for our citizens is conditioned on meaningful structural reform to provide stable and fair funding for education; and

WHEREAS, **the personal property tax repeal called for by Senate Bill (SB) 34** would amend the General Property Tax Act to exempt all personal property from the collection of taxes levied after December 31, 2011, and

WHEREAS, SB 34 would reduce by over \$550 million the available funding to schools statewide, and

WHEREAS, SB 34 would increase the tax burden on homeowners because of the loss of personal property tax debt millage,

NOW THEREFORE BE IT RESOLVED, that the Board of Education of Portage Public Schools encourages the Governor and Legislature to fully replace the revenues lost through proposed cuts to the personal property tax, and

BE IT FURTHER RESOLVED, that the Board of Education of Portage Public Schools encourages the Governor and Legislature to meet their Constitutional responsibility to the children of this state and focus on the perennial and structural deficit that plagues school finance in Michigan, and

BE IT FURTHER RESOLVED, the Board of Education directs its secretary to send copies of this Resolution to the Governor and the State Legislative delegation representing this School District.

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the Board of Education of Portage Public Schools at a meeting thereof held on the 21<sup>st</sup> day of November, 2011, by the following vote of the Trustees thereof:

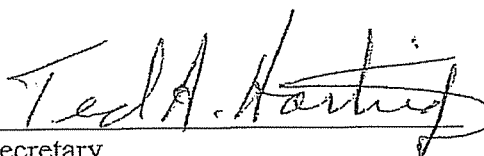
Resolved this 21st day of November, 2011.

AYES: Members Tom Eddy, Ted Hartridge, Geoff Howe, Rusty  
Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

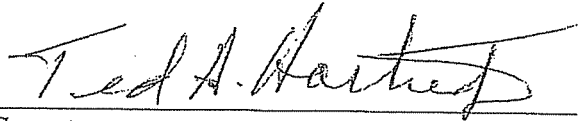
NAYS: Members None

Roll Call Vote: Passed: X 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 November 21, 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.

A handwritten signature in cursive script, reading "Ted A. Hartney". The signature is written in dark ink and is positioned above a horizontal line.

Secretary

State of Michigan Senate Bill 34  
 Amendment to General Property Tax Act  
 Estimated Impact of the Repeal of Personal Property Tax  
 Taxes Levied After December 31, 2011

	<u>Current Mills Levied</u>	2011 Personal Property Taxable Value <u>Impacted</u>	Estimated Decrease in <u>Tax Levy</u>
Building and Site Sinking Fund	0.5000	\$ 334,740,400	\$ 167,370
Debt Retirement Fund	4.5400	\$ 334,740,400	\$ 1,519,721
<b>General Fund:</b>			<u>Revenue Loss</u>
State Education Tax	6.00	Estimated Loss of \$200 per fte in Foundation Grant Revenue	\$ 1,708,400
Regional Enhancement Millage	1.500	County-Wide \$1.1 million	287,000
County Special Education Millage	2.897	County-Wide \$2.1 million	<u>509,000</u>
		Total General Fund Impact	<u>\$ 2,504,400</u>



# PORTAGE PUBLIC SCHOOLS

## RESOLUTION ON SUMMER TAX COLLECTIONS

WHEREAS, this Board of Education by resolution on **December 11, 1995**, determined to impose a summer tax levy to collect all of school property taxes, including debt service, upon property located within the district, beginning with 1996 and continuing from year to year until specifically revoked by this Board of Education.

### NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education pursuant to 1976 PA 451, as amended (the "School Code"), hereby invokes its previously adopted ongoing resolution imposing a summer tax levy of all school property taxes, including debt service, upon property located within the district and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this districts located to collect those summer taxes.

2. The Superintendent, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this district is located 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 each such city and/or township agree to collect the summer tax levy for 2012 in the amount as specified in this resolution. Such forwarding of the resolution and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 2012.

3. Pursuant to and in accordance with Section 1613(1) of the School Code, the Superintendent or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer tax levy that the city and/or township may bill under MCLA 280.1611 or MCLA 280.1612. 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 are hereby rescinded.

Resolved this 21<sup>st</sup> day of November, 2011.

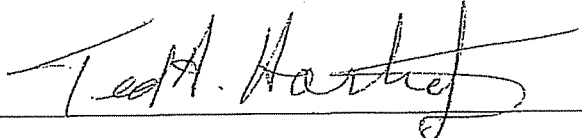
AYES: Members Tom Eddy, Ted Hartridge, Geoff Howe, Rusty RATHburn,  
Bo Snyder, Randy Van Antwerp and Joanne Willson

NAYS: Members None

ABSENT: Members None

Roll Call Vote: Passed: X Failed: \_\_\_\_\_

Resolution declared adopted

  
\_\_\_\_\_

Secretary

**BOARD OF EDUCATION  
SPECIAL MEETING MINUTES**

**November 29, 2011**

The special meeting of the Board of Education of the Portage Public Schools held on Tuesday, November 29, 2011, was called to order by President Snyder at 6:32 p.m. in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 1 person.

Board Members Present: Tom Eddy, Ted Hartridge, Geoff Howe, Rusty Rathburn, Bo Snyder and Randy Van Antwerp, and Joanne Willson (via conference call)

Board Members Absent: None

Administration Present: Tom Vance

Guests Present: Kevin Hoffer, parent; Thomas Jacobson, McPherson & Jacobson, L.L.C.; and James Morse, Hazzard, Young, Attea & Associates, Ltd.

**SUPERINTENDENT SEARCH FIRM INTERVIEW**

The Board conducted an interview with Dr. James Morse of Hazzard, Young, Attea & Associates, Ltd.

**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.

Ms. Kevin Hoffer, 7059 Provence, a parent, inquired about the Superintendent contract, auto-renewal and Hazzard, Young & Attea's knowledge of District needs.

The Board called recess at 7:36 p.m.

The Board returned to open session at 7:45 p.m.

**SUPERINTENDENT SEARCH FIRM INTERVIEW**

The Board conducted an interview with Dr. Thomas Jacobson of McPherson & Jacobson, L.L.C.

**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.

Ms. Kevin Hoffer, 7059 Provence, a parent, inquired about the Superintendent contract, auto-renewal and McPherson & Jacobson's knowledge of District needs.

The Board called recess at 8:35 p.m.

The Board returned to open session at 8:43 p.m.

**ACTION ITEM**

The Trustees evaluated and discussed both interviews.

**Motion offered by Mr. Van Antwerp, seconded by Mr. Eddy, that the Board of Education select Hazzard, Young, Attea & Associates, Ltd. to provide superintendent search services and to authorize the Search Committee to finalize the cost and terms of service for approval by the Board of Education at a later date. Mr. Van Antwerp offered a friendly amendment to change the word finalize to negotiate.**

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

There being no further business to come before the Board, the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Edna Kent  
Recording Secretary

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Adopted: 9/22/08

Revised: 5/18/09, 8/24/09, 12/12/11

**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION**

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**SUPERINTENDENT EVALUATION PROCESS**

**PURPOSE**

To arrive at conclusions regarding the performance and effectiveness of the Superintendent including achievement of District and Superintendent goals. ~~in achieving the goals and objectives of the District~~

To communicate conclusions to the Superintendent by providing counsel and direction

To enhance the working relationship between the Board of Education and the Superintendent

To promote the professional development and growth of the Superintendent

To guide decisions relative to the Superintendent length of employment and compensation

To guide decisions relative to future district goals and objectives

**PROCESS**

The Portage Board of Education will set goals and indicators of success no later than April 30. Each year, the Superintendent will receive three ~~at least one~~ informal evaluations (January, July, October), preferably ~~in the fall~~, prior to the formal evaluation that will be held no later than March 15.

The formal evaluation will consist of the Superintendent sharing accomplishments of the formal goals and indicators of success adopted by the Board. Board members will then discuss each goal and present feedback to the Superintendent on accomplishments. The attached evaluation format will be used unless changes are made at the time of goal setting.

The final evaluation will be in writing and formally approved by the Board of Education. The document will be placed in the Superintendent's Personnel File. ~~It will also be included as an attachment with the minutes of the Board meeting when the formal action was taken.~~

Following the formal evaluation of the Superintendent, the Board shall discuss and approve goals and indicators of success for the Superintendent for the next year.

Adopted: 09/14/09

Revised: 3/22/10, 1/24/11, 12/12/11

**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**1. Achievement of District and Superintendent Goals**

\_\_\_\_\_ 1.1 Demonstrated progress toward accomplishing District Goals

\_\_\_\_\_ 1.2 Demonstrated progress toward accomplishing Superintendent Goals

DRAFT

Page 1

Adopted: 12/12/11

Revised:

- \_\_\_\_\_ Highly Effective
- \_\_\_\_\_ Effective
- \_\_\_\_\_ Minimally Effective
- \_\_\_\_\_ Ineffective
- \_\_\_\_\_ N/A

Comments (more of or less of):

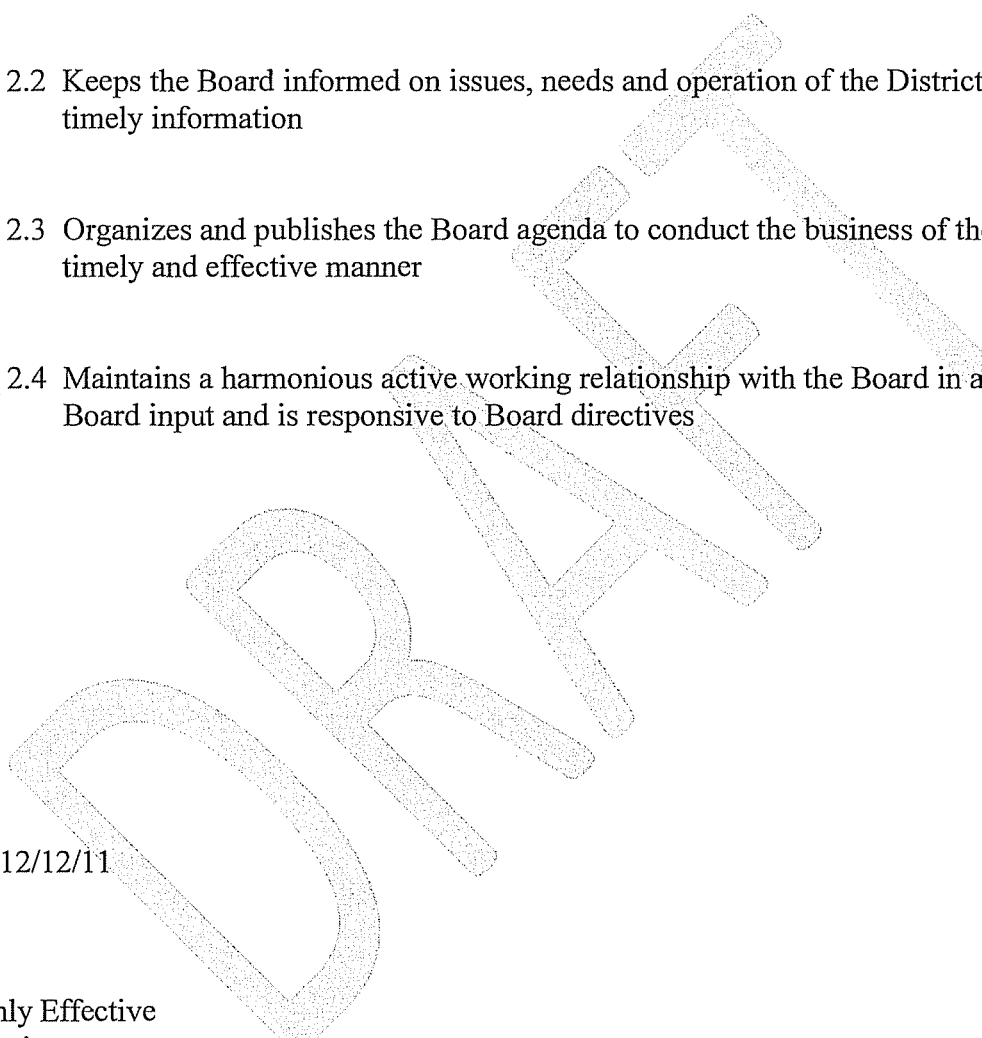
**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**2. Board of Education Working Relationship**

- 2.1 Provides professional counsel to the Board in its deliberations and policy development
- 2.2 Keeps the Board informed on issues, needs and operation of the District with clear and timely information
- 2.3 Organizes and publishes the Board agenda to conduct the business of the District in a timely and effective manner
- 2.4 Maintains a harmonious active working relationship with the Board in a way that accepts Board input and is responsive to Board directives



Page 2  
Adopted: 12/12/11  
Revised:

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- N/A

Comments (more of or less of):



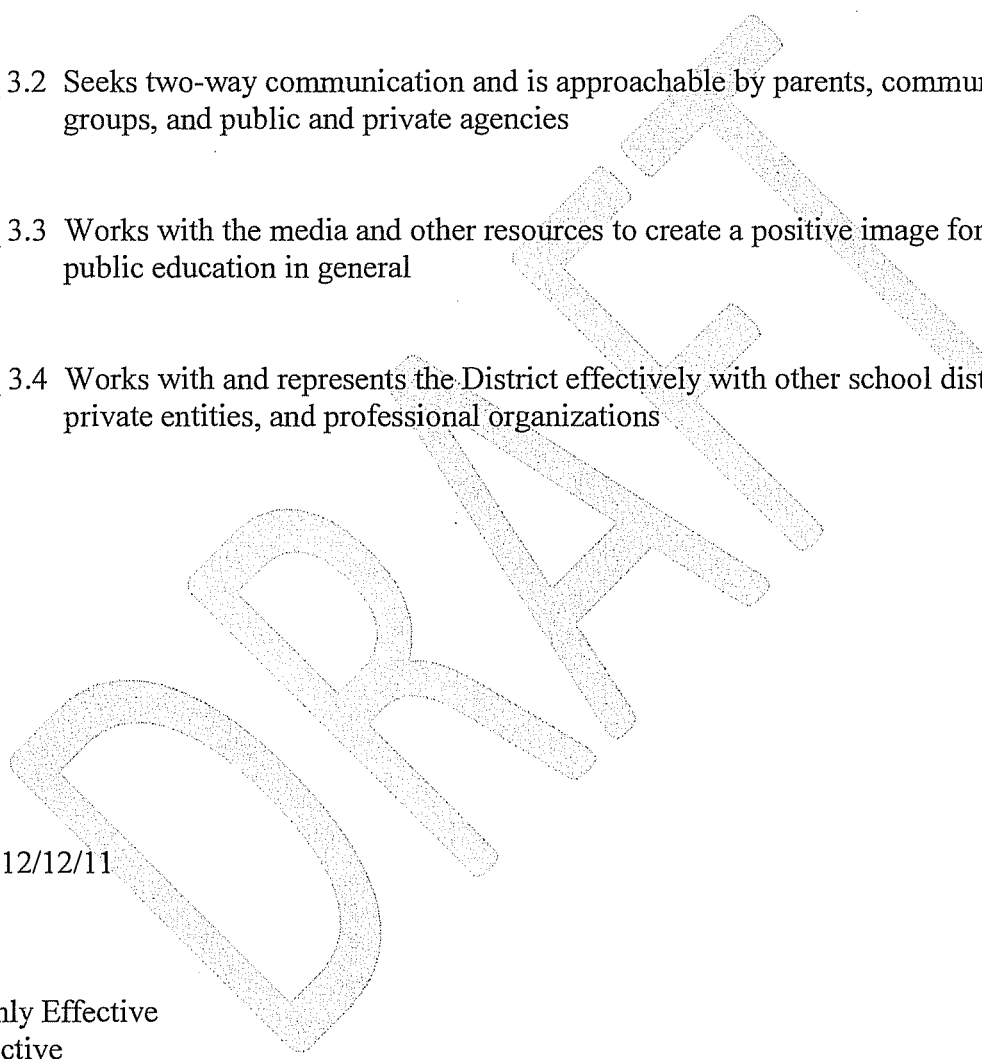
**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**3. Community Relationships**

- 3.1 Gains respect and support from the community on conduct of district operations
  
- 3.2 Seeks two-way communication and is approachable by parents, community members, civic groups, and public and private agencies
  
- 3.3 Works with the media and other resources to create a positive image for the District and public education in general
  
- 3.4 Works with and represents the District effectively with other school districts, public and private entities, and professional organizations



Page 3  
Adopted: 12/12/11  
Revised:

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- N/A

Comments (more of or less of):

**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**4. Superintendent/Staff Relationships**

- 4.1 Establishes and maintains a sound plan of organization and assignment of personnel
- 4.2 Maintains a positive environment for collective bargaining in accordance with current law and policies of the Board
- 4.3 Motivates and fosters a culture of excellence and team spirit through internal communications and visibility to staff
- 4.4 Utilizes good personnel practices including timely evaluation of personnel in accordance with current law and policies of the Board
- 4.5 Recognizes initiative, productivity, creativity and is sensitive to staff needs in relation to District goals
- 4.6 Disseminates and administers all District policies to establish a framework for subordinates to discharge their responsibilities effectively
- 4.7 Supports and develops programs for staff growth and development including development of administrative talent to meet future needs

Page 4

Adopted: 12/12/11

Revised:

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- N/A

Comments (more of or less of):

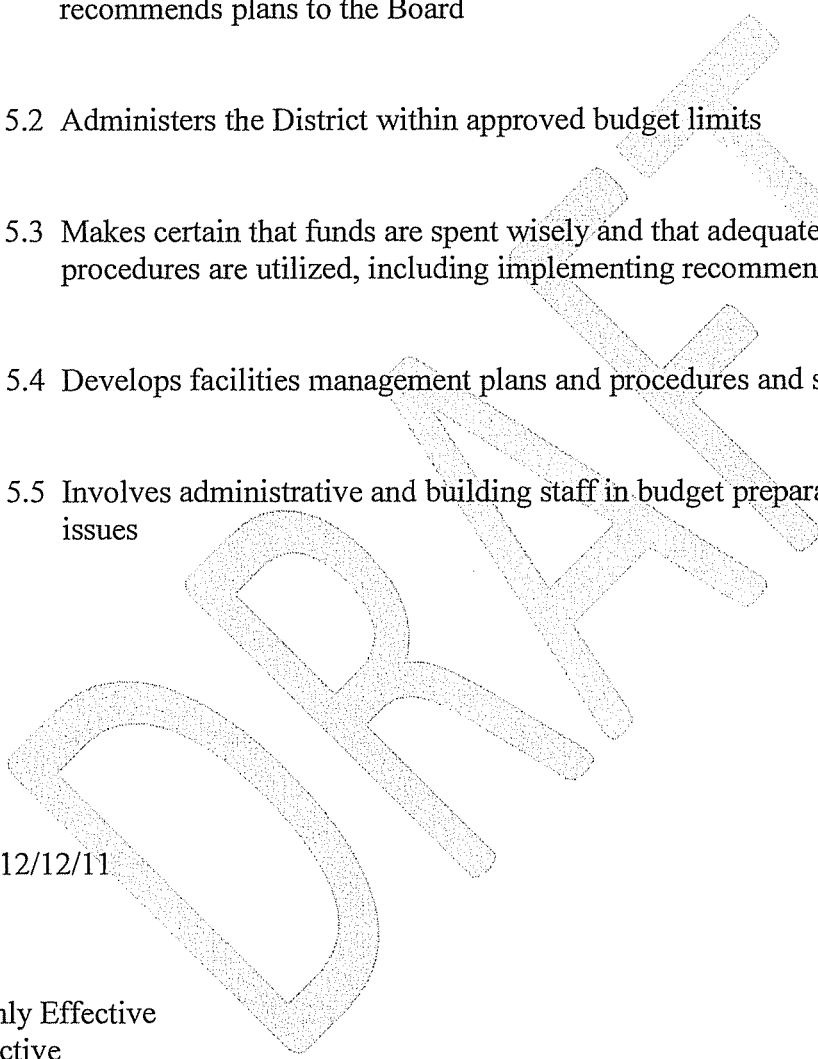
**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**5. Business and Finance**

- 5.1 Develops and implements long/short range plans for achieving District goals and recommends plans to the Board
- 5.2 Administers the District within approved budget limits
- 5.3 Makes certain that funds are spent wisely and that adequate controls and accounting procedures are utilized, including implementing recommendations from the District audit
- 5.4 Develops facilities management plans and procedures and supervises improvement
- 5.5 Involves administrative and building staff in budget preparation and ongoing financial issues



Page 5  
Adopted: 12/12/11  
Revised:

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- N/A

Comments (more of or less of):

**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**6. Educational Leadership**

- 6.1 Fosters a culture that all students can learn at high levels and that it is the responsibility of the District to make this a reality
- 6.2 Fosters a culture where frequent collaborative time is embedded into the professional day
- 6.3 Clearly defined and viable student learning outcomes in the next/course/grade are taught by all teachers
- 6.4 Continuous measurements are in place using common assessments to assess student outcomes to identify teaching strategies and to guide interventions
- 6.5 Systematic responses are in place when students do not demonstrate mastery
- 6.6 Develops, maintains, and evaluates a dynamic and responsive curriculum
- 6.7 Provides an atmosphere that encourages educational research and creativity among employees

Page 6  
Adopted: 12/12/11  
Revised:

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- N/A

Comments (more of or less of):

**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**7. Personal Qualities and Attributes**

- 7.1 Maintains high ethical standards, honesty, and integrity in all personal and professional matters eliciting respect from the community
- 7.2 Leads by example, exhibiting strong character, good judgment, decisiveness, and high expectations for (her) himself and others
- 7.3 Maintains course of action, commitment to principle, and composure under pressure
- 7.4 Demonstrates the ability to communicate effectively, both orally and in writing
- 7.5 Plans own time so that matters of greatest importance are dealt with in a timely manner
- 7.6 Possesses and maintains the health, energy, and emotional stability to meet challenging and crisis situations

Page 7

Adopted: 12/12/11

Revised:

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- N/A

Comments (more of or less of):

**POLICY TYPE: GOVERNANCE PROCESS**

**3.12 POLICY TITLE: SUPERINTENDENT EVALUATION (Continued)**

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**Board Assessment and Rating of Superintendent**

- Highly Effective
- Effective
- Minimally Effective
- Ineffective
- N/A

Comments:

DRAFT

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Superintendent

Date

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President, Board of Education

Date

Page 8  
Adopted: 12/12/11  
Revised:

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
DECEMBER 12, 2011, 6:30 P.M.**

**Note Page**

**Required Approval Items**

1. Employee Contract Ratification Portage Education Association (Enclosure #3)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education ratify the 2011/12 Contract with the Portage Education Association, as presented.

**MEMORANDUM**

TO: The Board of Education  
FROM: Ric Perry  
RE: 2011/12 PEA Tentative Agreement  
DATE: December 7, 2011

**Recommendation**

It is recommended that the Board of Education ratify the 2011/12 Contractual Agreement with the Portage Education Association, as presented.

**Background**

With great pleasure I am presenting this tentative agreement (TA) that we reached with the PEA on Monday, November 21. There is every indication that the TA will be approved by the membership. Eric VerHey, PEA President, will contact me tonight to confirm their approval. This contract achieved several of the goals that we identified as priorities: progress toward eliminating the structural deficit in five years, a reduction in the salary schedule, amending from the contract prohibited subjects of bargaining as required by recent legislation, an increase in instructional time, and amending language that allow for innovation such as Extended Time and Support (EXT).

**Summary of Key Points**

- A 4% reduction on the salary schedule with index adjustments of .6% at Step 15, 20, and 25.
- An increase in health insurance contribution to 30% (previously 20% in 10/11, 10% in 09/10, and 5% in 08/09).
- Adjustments in Schedule B and C reflective of the lower base salary.
- A reduction of the per month stipend in lieu of health insurance to \$175 (decrease from \$250).
- Removal of all prohibited subjects of bargaining.
- An increase of one instructional day from 170 to 171.
- An adjustment in the elementary day that will slightly increase instructional time and decrease the length of the day (provision will not be implemented until 2012-13).
- An adjustment in contract language that clarifies the ability for individual school buildings to amend their schedules to provide additional support for all students.
- Additional conferencing time for fall and, as determined by the building principal, for spring conferences.

I would be happy to respond to any further questions you may have.