

**PORTAGE PUBLIC SCHOOLS
 BOARD OF EDUCATION
 COMMITTEE OF THE WHOLE / WORK SESSION
 PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
 PORTAGE, MI 49002
 NOVEMBER 11, 2019, 6:30 PM
 AGENDA**

VISION STATEMENT
 An exceptional, continuously improving learning culture with high expectations, committed to all!
 MISSION STATEMENT
 Portage Public Schools will educate all students to achieve their potential.

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II. Revisions/Approval of Agenda

Recommended Motion:

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

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VI. Consent Agenda

1. Approval of Minutes
 - a. October 28, 2019 Regular Business Meeting Minutes

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

October 28, 2019

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, October 28, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, Joanne Willson (Mrs. Willson participated via speakerphone.)

Board Trustees Absent: Celeste Shelton-Harris

REVISIONS/APPROVAL OF AGENDA

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

Upon a roll call vote, the motion carried unanimously.

REPORTS

Superintendent's Report

Feasibility Study Update

As a next step in the Elementary Facility Planning process, a feasibility study is being conducted by C2AE and Stantec. Representatives from C2AE, Mr. Robert McGraw and Mr. Tom McKercher, reviewed a PowerPoint presentation that provided an overview of the feasibility study process/timelines and their progress to date.

Mr. McGraw reviewed the scope of work for each month through the process, October 2019 through January 2020. Work performed this month consisted of a review of the guiding principles, a field visit of each elementary school as well as a review of other information pertinent to each school (visual maps, topographical maps, where utilities exist, GIS, etc.), meeting with the City of Portage to review the properties and potential future development, review of the educational specifications developed by DeJong, and they reviewed information with a committee for input. This presentation marks the first update to the Board on the progress of their work.

In November, the property site analysis will be completed, building and site concepts will be developed, information will be reviewed with a committee for input. An update to the Board is planned for December. Also that month, building and site concepts will be refined as needed, and sequencing options and preliminary cost estimates will be developed. Information will be reviewed with a committee for input.

January work includes an update to the Board, finalize building and site concepts, sequencing options, cost estimates, review with the District and submit/present a final feasibility study report.

Mr. Tom McKercher covered development impact considerations pertinent to each site - all development must retain its stormwater runoff on-site with pre-treatment measures, all sites must be zoned to allow for educational development, changes to a site will require a site plan review/approval by the City of Portage, and utility upgrades will be necessary for some of the sites. In addition, some sites contain City well fields, which cannot be encroached.

The online agenda packet includes a copy of the presentation. To view, go to the Board of Education meetings page of the District website (www.portageps.org/boe/meetings/notices). Click on the Monday, October 28, 2019 meeting link, then Agenda Packet. The presentation is under agenda item III.1.a.

Mr. McGraw and Mr. McKercher addressed questions from Trustees.

Bond Project Update

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on the status of bond work. At North Middle School the Black Box Theatre flooring was installed and work continues on punch list items. At West Middle School, work continues on phases 2 and 3. Masonry work is in progress, paint blasting continues on the old structure, and additional support beams will be added. At Central Middle School, the building will soon be completely enclosed; exterior masonry work is in progress. At the Northern AEF, work on the foundation is close to completion and the hole for the pool will be dug soon. At the Central AEF, work continues on the baseball area and punch list items. Mr. Herron addressed questions from the Board.

Financial Report

Ms. Paula Johnson, Director of Finance, detailed the General Fund Budget Progress Report by Function and Object for the three-month period ended September 30, 2019 compared to the same three-month period in 2018. This is a new format for the financial report to provide more detail to the Board. Ms. Johnson addressed questions from Trustees.

Other

Mr. Bielang shared a number of items of interest.

- Trustees were reminded of the Board's tour of West Middle School at 1:00 p.m. tomorrow.
- Fall athletics are winding down. Congratulations to all the teams and to those moving on in competition.
- Tomorrow MiCareerQuest Southwest will be held at the Kalamazoo County Expo Center over a two-day period. Eighth graders from Kalamazoo and Calhoun Counties are invited to explore career options directly from the professionals who perform these jobs.
- Our United Way Campaign is in full swing. Mr. Bielang handed out information to Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There being no public comment, he opened the floor to Trustee comments.

Mr. Van Antwerp shared a number of items of interest.

- Mr. Van Antwerp attended the recent Haverhill Elementary STEAM Night and shared highlights of this positive experience.

- Trustees were asked to inform Mr. Van Antwerp if they wish to attend upcoming events - April 2020 NSBA Annual Conference and April 23-24, 2020 Policy Boot Camp.
- The next Policy Governance Retreat will be held on November 11, 2019; potential agenda topics were shared.

Mr. Snyder provided a brief Owner Linkage Committee report. He thanked Trustees and the Portage District Library Board for meeting on October 21, 2019. It was the first of such an outreach to give input on our owner related matters. Good feedback was received. The next linkage meeting has yet to be scheduled. The next group linkage meeting is being planned with realtors to seek feedback and link to owners.

Mr. Droppers reminded the Audit Committee of their meeting with Ms. Paula Johnson on November 11, 2019 at 3:00 p.m.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve the minutes of the October 14, 2019 Committee of the Whole Work Session as revised, and the October 21, 2019 Special Meeting, as presented.

Upon a roll call vote, the motion carried unanimously.

ACTION ITEMS

Approve Policy Changes

Mr. Van Antwerp briefly reviewed the bylaw changes and asked if there were any suggested revisions. Hearing none, Mr. Van Antwerp asked for a motion.

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve as presented, the revisions to Bylaws 0142.7 – Orientation and 0166 – Agenda, and to adopt new Bylaw 0167.7 – Remote Participation at Board Meetings.

Upon a roll call vote, the motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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VII. Assurance of District Performance

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

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept the 2018/19 Financial Report, Single Audit Act Compliance Report, and Management Letter, as presented.

To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : November 5, 2019
Subj : Acceptance of 2018/19 Audit Reports

Recommendation

We are recommending that the Board of Education take action to accept the 2018/19 Financial Report, Single Audit Act Compliance Report, and Management Letter as presented.

Background Information

The Board of Education will find enclosed, under separate cover, information related to this action item. Financial Report, Single Audit Act Compliance Report, and Management letter are included for the 2018/19 school year.

The Board Audit Committee will meet with Kim Lindsay from Rehmann Robson on November 11th prior to the Board Retreat meeting to discuss the results of the audit for the year ended June 30, 2019. He will also be present at the Board meeting to answer any questions that Board members may have on these documents.

Transparency reporting requirements from the State require publication of our annual financial statement on our website. The Business Office will be adding our Financial Report to our web page (www.portageps.org). This report can be accessed continually by our community.

Some financial highlights of the 2018/19 school year are as follows:

Comprehensive Annual Financial Report

- The District received an unmodified opinion on its financial statements. An unmodified opinion is the desired outcome on all audited financial statements. The Independent Auditor's report can be found on page 9.
- To review a synopsis of the financial results and activities for the year, you can read the section entitled Management's Discussion and Analysis, which begins on page 14.

- The audit report this year is a basic Financial Statement. As discussed in the Audit Committee and Board Meeting, the District will not be applying for the Certificate of Excellence in Financial Reporting from American School Business Officials (ASBO) or the Certificate of Achievement from the Government Finance Officers Association (GFOA) because these awards require a Comprehensive Annual Financial Report (CAFR).
- The 2018/19 year ended with excess revenues over expenditures in the General Fund of \$289,052 compared to our projected excess expenditures of \$699,161. This variance of \$988,213 is approximately 1% on a budget of \$97.3 million of expenditures for 2018/19. See the Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual on pages 32.
- The District’s total fund balance of \$9,338,824 stands at 9.77% of our 2018/19 actual expenditures. Unassigned fund balance is \$8,223,105 at June 30, 2019, or 8.60% of total general fund expenditures. This is within the Board’s Financial Condition and Activities Policy 2.5 of maintaining at least 7.0% unassigned fund balance. For the year ended June 30, 2019, the Administration continued its category of assigned fund balance of \$400,643 for anticipated future instructional and operational costs. This assignment is for a variety of items that the District faces implementing in the coming years, i.e. capital outlay not covered by the bond issue or Building and Site Sinking Fund, and in anticipation of additional operating costs of new/additional facilities. See the Balance Sheet on page 28.
- As in the prior year, the District continued recording in the government-wide financial statements the impact of the District’s proportionate share of the net pension liability related to the Michigan Public School Employee’s Retirement System. As you may recall from previous years, the implementation of this standard caused our Net Position to become negative, and this continues in the current year. This accounting standard has no impact on the fund level financial statements. See the Statements of Net Position and Activities on pages 26 and 27.
- The Executive Team is studying significant variations from actual to budget. Particular attention will be given to those variations that may result in revisions to projections for the current school year’s budget.

Single Audit Act Compliance Report-Federal Program Expenditures

- This report contains the Schedule of Expenditures of Federal Awards, which is on page 2-3 in the report. The auditors evaluated both the internal controls and the program requirements on one of our federal grants. The program that was tested this year was the Title 1 Part A. There were no findings that required reporting. See a summary of the work performed beginning on page 9 in the report.

Management Letter

This document contains required communications to the Board of Education regarding the audit.

- **Auditor’s responsibility under Generally Accepted Auditing Standards:**
 - A. Management and the Board of Education are responsible for the fair presentation of the financial statements.
 - B. Consideration was given to the District’s internal control over both the financial reporting and compliance with requirements on the federal programs that were tested.
- **Significant Results of the Audit**
 - A. Qualitative Aspects of Accounting Practices:
 - 1. Management uses appropriate accounting policies. There were no transactions entered into by the district during the year for which there is a lack of authoritative guidance or consensus.
 - 2. Management uses estimates when preparing its financial statements. The estimates were considered reasonable based on the facts that were used to compute them.
 - B. Difficulties Encountered in Performing the Audit-The auditors did not encounter any difficulties in dealing with management in performing the audit.
 - C. Disagreements with Management-No disagreements arose during the course of our audit.
 - D. Management Consultations with Other Independent Accountants-There were no consultations with other audit firms.
 - E. Other Audit Findings or Issues-A variety of matters are discussed with management each year before being retained as the District’s auditors. There were no responses that affected the retention of Rehmann Robson as our auditors.
- **Attachment A - Upcoming Changes in Accounting Standards/Regulations -** There are some new accounting pronouncements and regulations that will be implemented over the next couple of years. These are discussed along with any potential impact to the District’s financial statements.
- **Attachment B - Management Representations –** The management letter contains the representations that District management has made to the auditors.

We will be happy to answer any questions that you may have on these documents.

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VII. Assurance of District Performance

2. Monitoring Report 1.1, Global Ends (State) (GP 4.4)

**Portage Public Schools
Monitoring Report**

Enclosure VII.2.
November 11, 2019

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

As requested by the Board during the 2016/2017 school year, the Monitoring Report on Ends Policy 1.1 will be divided into smaller segments so that adequate time can be spent presenting and discussing this key Ends Statement.

We will divide the report into three segments and report on them as follows:

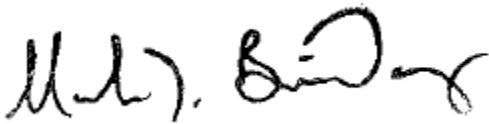
- National Measures – October
- State Measures – November
- Local Measures – December

Monitoring information will be presented during the “Reports” portion of the Board meeting. There will be time to discuss and ask questions during and after the presentation.

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

Certification

I hereby present my Monitoring Report on Ends Policy 1.1 (State Measures) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 6, 2019.



Signature

November 6, 2019

Date

Monitoring Report

Page -2-

Policy Type: Ends

Policy Title: Ends Policy 1.1

Elements in Monitoring Report 1.1- National and State

1.1 Policy Language

Interpretation

Report

State Measures: M-STEP and PSAT 8/9

Trends on State Measures

Monitoring Report

Page -3-

Policy Type: Ends

Policy Title: Ends Policy 1.1

1.1 POLICY LANGUAGE

Students demonstrate a mastery level of core curriculum standards greater than in prior years and in comparable communities.

Interpretation

I provide definitions below to interpret the following terms in the ends policy:

Core Curriculum is interpreted to mean the K-12 curriculum utilized by Portage Public Schools. ***Core Curriculum Standards*** is interpreted to mean the standards and learning targets in the publicly available results from student assessments; Michigan Test of Educational Progress (M-STEP grades 3-8, 11), and the SAT (grade 11). I also include two essential, but private interim progress assessments; DIBELS (K-5), and PSAT 8/9 (8) and PSAT 10 (9, 10).

Comparable Communities is interpreted to mean a select group of seven school communities throughout the state that have similar demographic and resource characteristics. The comparable communities were determined in 2016. To identify the seven districts, four data sources were used. MiSchoolData was utilized to filter for similar districts using the criteria of enrollment, socioeconomic indicators, special education services, and race distribution. Bulletin 1014 was used to identify district revenue and expenditure data. The Michigan Senate Fiscal Agency provided the foundation allowance data. Finally, US Census information was referenced to provide a measure of median household income and community population. From this list of approximately 20 districts that were identified, selected districts were removed when a single factor or multiple factors set them apart from Portage Public Schools in an essential fashion. For example, a district that received \$12000 per student on the foundation allowance was removed from the list. This group of seven remains unchanged from the previous year.

Greater than in Prior years is interpreted to mean that Portage Public Schools students are advancing in proficiency at a rate greater than in prior years. “***Met Expectations***” means that our current year results are equal to or above the prior three year average for non-cohort data. Where available, cohort data is used to provide the clearest picture of student growth. “***Partially Met Expectations***” means that we are within the range of the prior three year schools values.

Greater than in Comparable Communities is interpreted to mean: “***Met Expectations***” means that we are in the top three schools (or the top two schools due to a small subgroup population limiting comparable data) when ranked with comparable communities for available information. “***Partially Met Expectations***” means that we have at least one or more markers within that category, but not all.

Please note that we continue to review the criteria used to determine whether or not expectations have been met and the method used to depict compliance.

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Report

Monitoring Report 1.1 continues to be divided up into three separate reports, National, State, and Local. Each report section will focus on the assessments being administered at that level.

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

We use local, state and national level assessments to track student mastery for reporting purposes. During the 2018-2019 school year, the State of Michigan continued to make adjustments to the delivery and testing expectations regarding the M-STEP. These changes were minimal and allow us to continue use the 2016 year as our baseline year. M-STEP science assessments at grades 5, 8, and 11 continues to be developed into a full assessment in 2020.

State Measures: M-STEP and PSAT 8/9

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

We are continuing to use our spring 2016 M-STEP results as our baseline. We use grades 5, 8, and 11 as our key measures of student progress; and we use the data within our MTSS teams, department teams, and grade teams to adjust curriculum and instruction.

In 2018-19, the 8th grade M-STEP Math and ELA assessments were replaced by the PSAT 8/9 assessments. The SAT serves as the state assessment for Math and ELA at 11th grade.

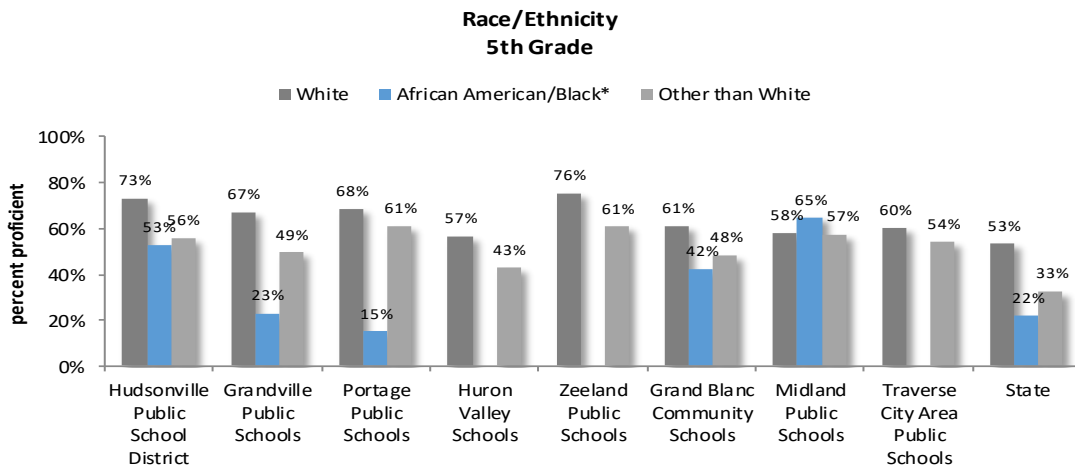
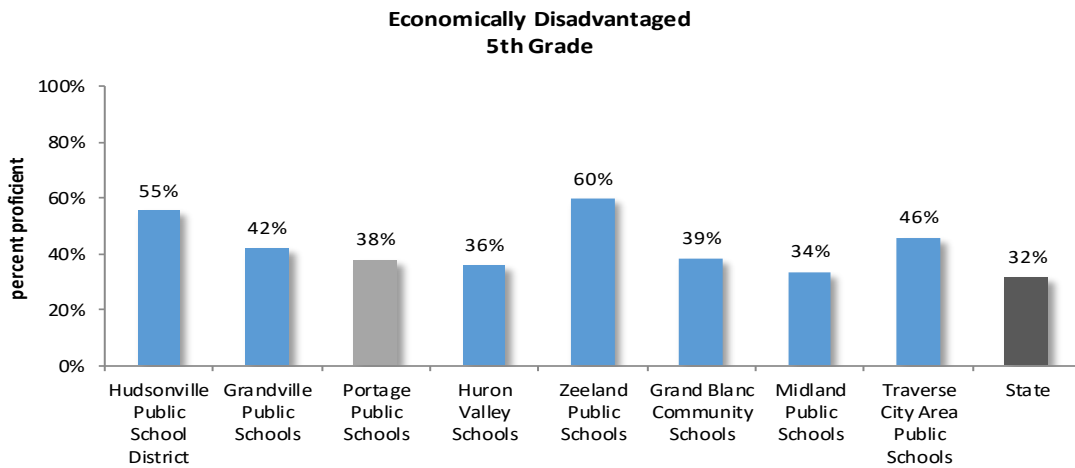
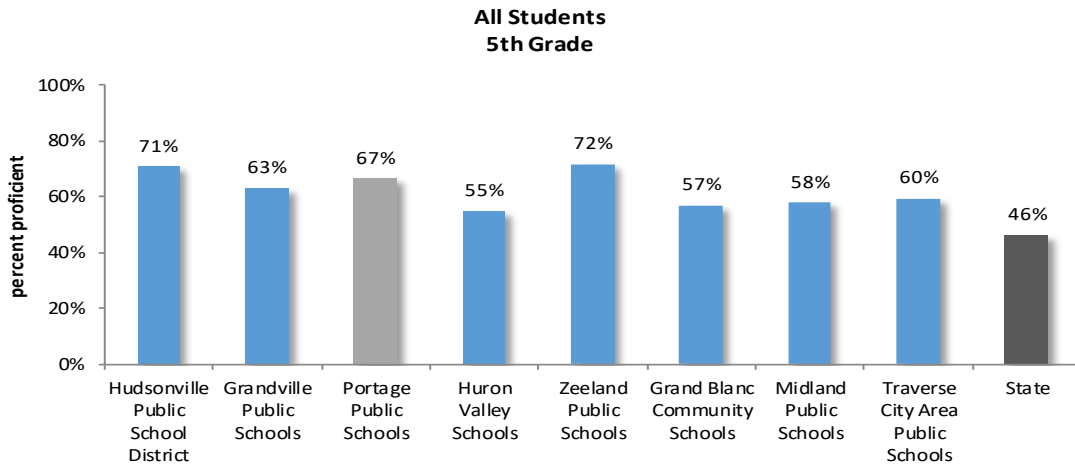
Our 5th, 8th, and 11th grade students have been piloting the M-STEP science assessment in preparation for full implementation and school accountability in 2020. The new science assessments are fully aligned to Michigan's current science content standards.

To identify our growth, we continue using the Student Growth Percentile (SGP) for our student groups and subgroups. Student Growth Percentiles look at the change in student achievement over two different assessments. Student Growth Percentiles are defined by the growth that comparable scoring students achieved after the first assessment was completed.³ We consider 50th percentile as median growth for a year of instruction. We use the percentage of students scoring 40th percentile or higher as demonstrating adequate growth as referenced by the MDE in the Michigan School Scorecard Guide.⁴

³https://www.michigan.gov/documents/mde/Student_Growth_Percentiles_475671_7.pdf

⁴https://www.michigan.gov/documents/mde/2016_Michigan_School_Scorecard_Guide_538413_7.pdf

2019 M-STEP English Language Arts: 5th Grade

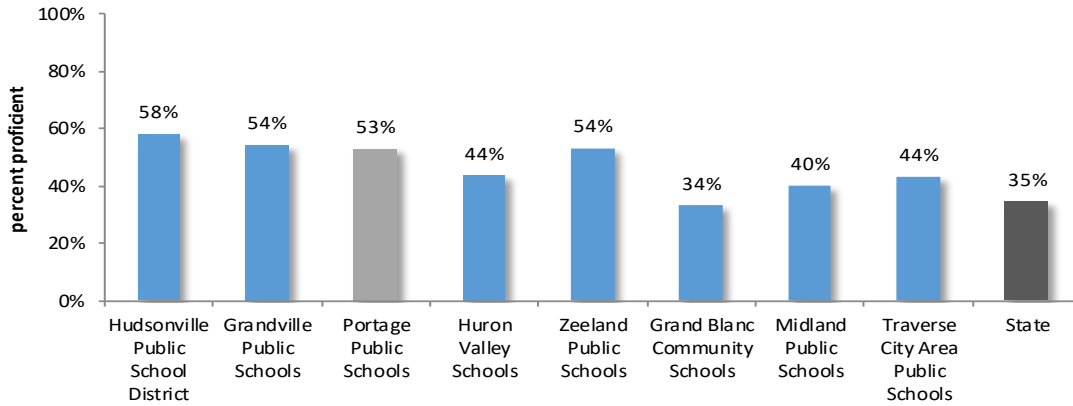


Note: Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

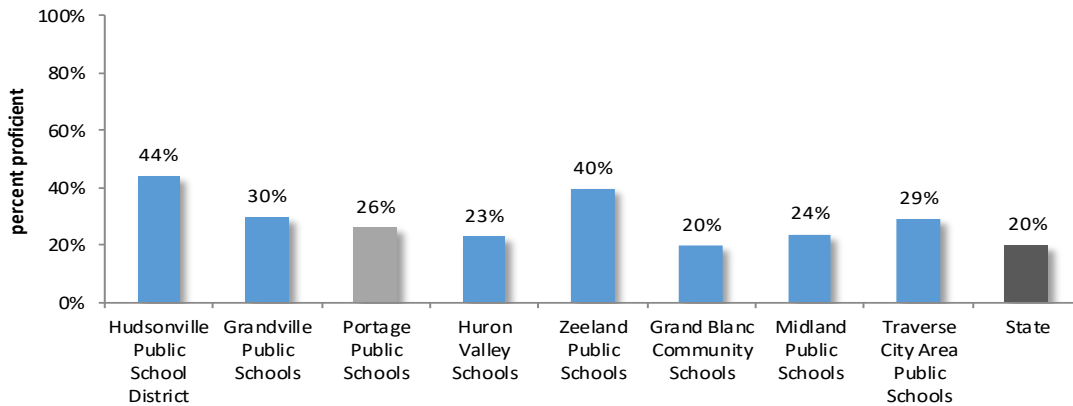
*Portage had fewer than 30 African American/Black students test, which makes this a non-accountable subgroup. Huron Valley, Zeeland, and Traverse City did not have data available for African American/Black students due to small subgroup size.

2019 M-STEP Mathematics: 5th Grade

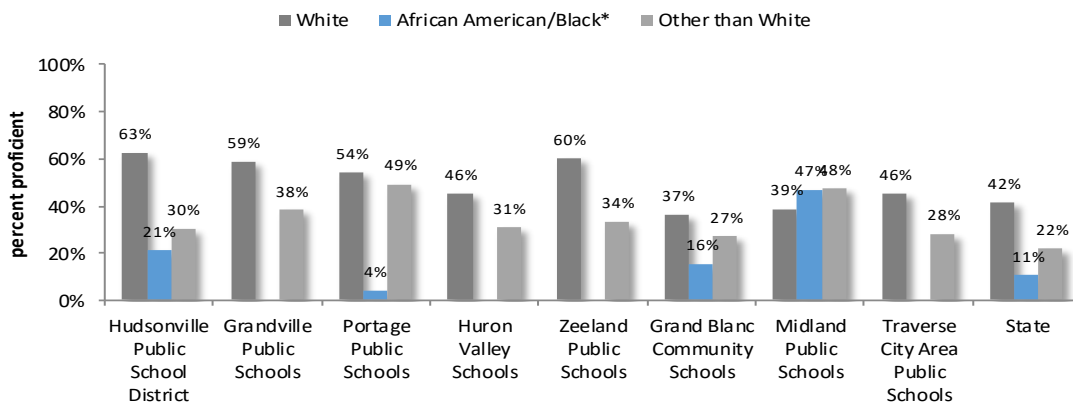
**All Students
5th Grade**



**Economically Disadvantaged
5th Grade**



**Race/Ethnicity
5th Grade**



Note: Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

*Portage had fewer than 30 African American/Black students test, which makes this a non-accountable subgroup. Huron Valley, Zeeland, Grandville, and Traverse City did not have data available for African American/Black students due to small subgroup size.

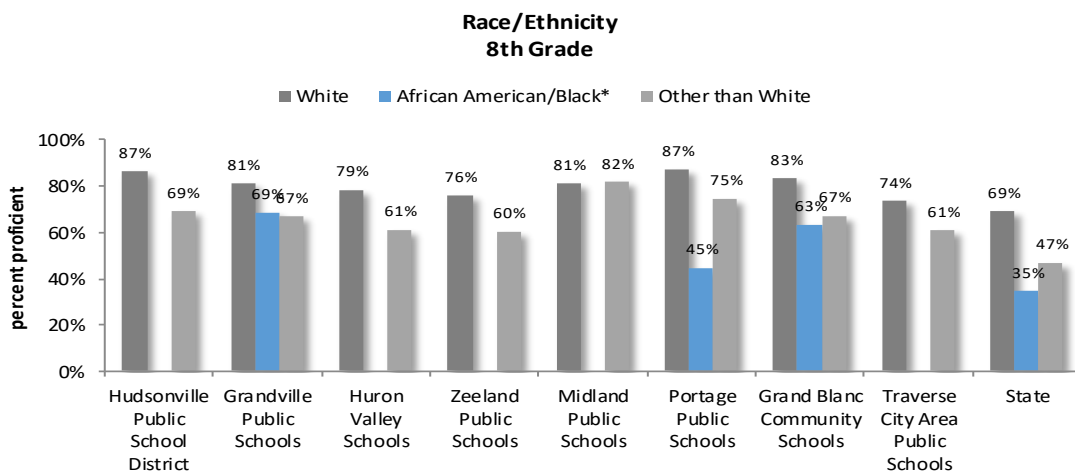
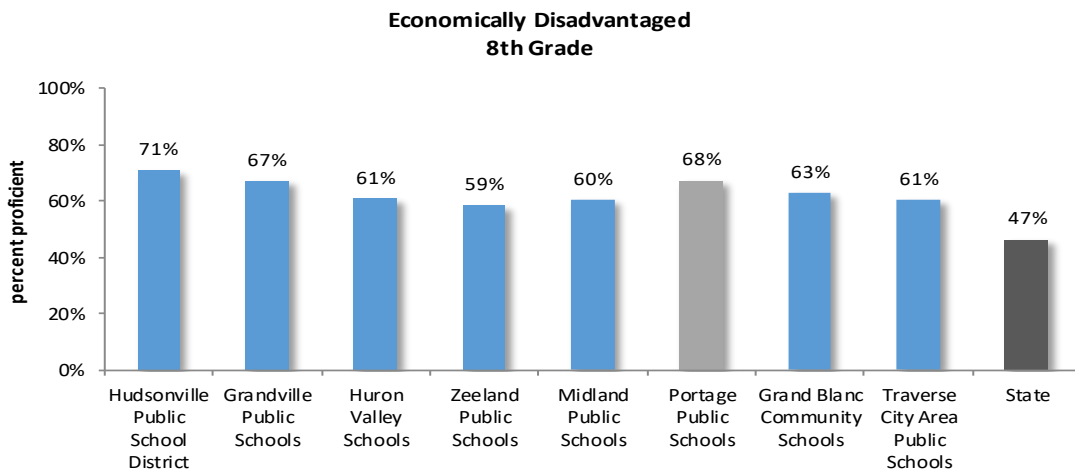
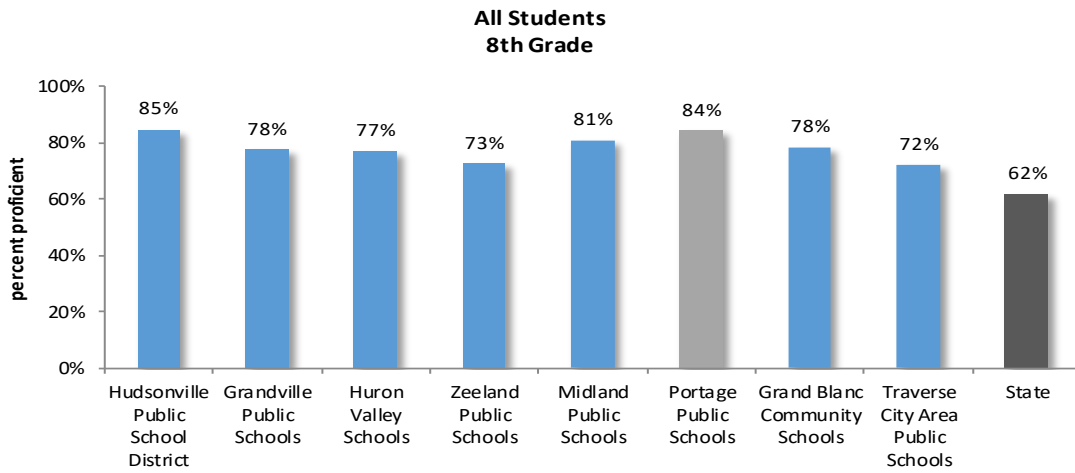
Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2019 PSAT 8/9 Evidence Based Reading and Writing: 8th Grade



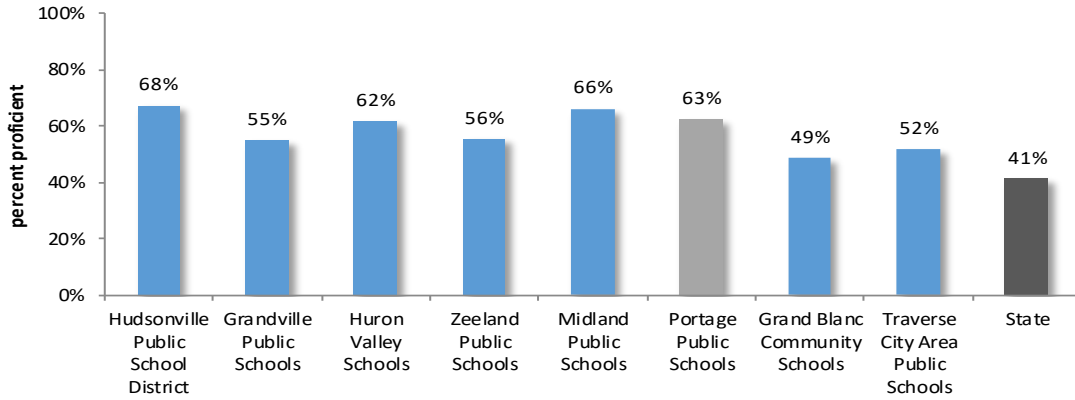
Note: Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

*Portage had fewer than 30 African American/Black students test, which makes this a non-accountable subgroup.

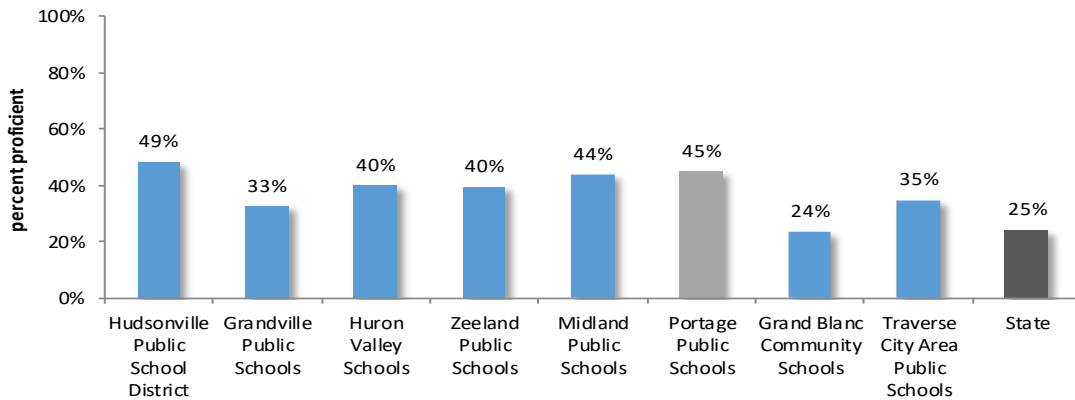
Hudsonville, Huron Valley, Zeeland, Midland, and Traverse City did not have data available for African American/Black students due to small subgroup size.

2019 PSAT 8/9 Mathematics: 8th Grade

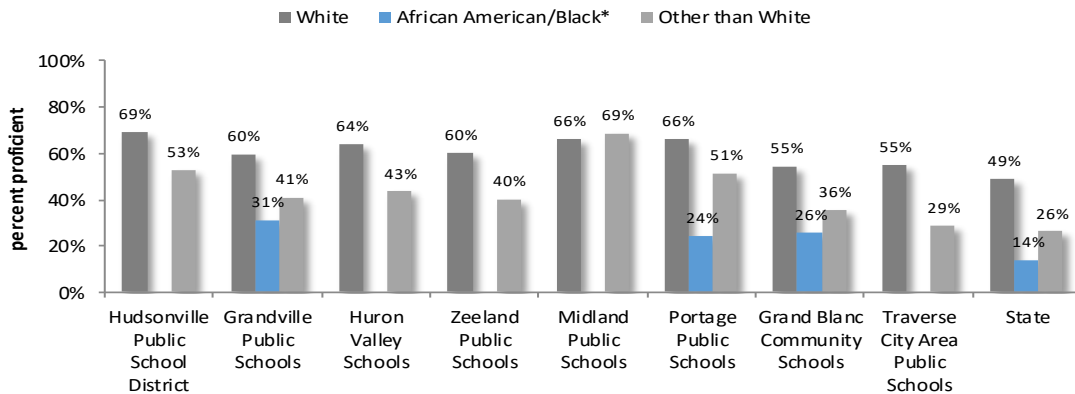
**All Students
8th Grade**



**Economically Disadvantaged
8th Grade**



**Race/Ethnicity
8th Grade**



Note: Schools are listed in order of lowest to highest Percent Economically Disadvantaged.

*Portage had fewer than 30 African American/Black students test, which makes this a non-accountable subgroup.

Hudsonville, Huron Valley, Zeeland, Midland, and Traverse City did not have data available for African American/Black students due to small subgroup size.

Trends on State Measures

M-STEP: 5th Grade English Language Arts

All Students:

- Our Percent Proficient increased from 62% in 2018 to 67% in 2019.
- The 5% increase was the largest among our comparable communities, with only one other community showing an increase. (State declined 1%.)
- We rank 3rd out of 8 comparable communities. In 2018 we ranked 5th.

Economically Disadvantaged:

- Our Percent Proficient remained unchanged at 38%.
- Only one comparable community increased. (State remained unchanged.)
- We rank 6th out of 8 comparable communities. In 2018 we ranked 7th.

Black/African American:

- For state accountability purposes, a subgroup must have at least 30 students. Our Black/African American subgroup has 23 students, and is not an accountable subgroup. Only one of the seven other comparable communities (Grand Blanc) has enough Black/African American students to be considered an accountable subgroup. Therefore, it is not appropriate to make comparisons between communities as they can be misleading.

M-STEP: 5th Grade Mathematics

All Students:

- Our Percent Proficient increased from 48% in 2018 to 53% in 2019.
- The 5% increase was the largest among our comparable communities, with three other communities also showing an increase. (State increased 1%.)
- We rank 4th out of 8 comparable communities, but we are within 1% of 2nd. In 2018 we ranked 4th.

Economically Disadvantaged:

- Our Percent Proficient increased from 24% in 2018 to 26% in 2019.
- We were one of only three comparable communities who showed an increase. (State remained unchanged.)
- We rank 5th out of 8 comparable communities. In 2018 we ranked 7th.

Black/African American:

- For state accountability purposes, a subgroup must have at least 30 students. Our Black/African American subgroup has 23 students, and is not an accountable subgroup. Only one of the seven other comparable communities (Grand Blanc) has enough Black/African American students to be considered an accountable subgroup. Therefore, it is not appropriate to make comparisons between communities as they can be misleading.

PSAT 8/9: 8th Grade Evidence Based Reading and Writing

Because the assessment changed from M-STEP English Language Arts (ELA) to PSAT 8/9 Evidence Based Reading and Writing (EBRW), caution should be used in interpreting any changes in percent proficient from 2018 to 2019. However, we can still make relative comparisons across comparable communities and the state.

All Students:

- Our Percent Proficient increased from 56% in 2018 (M-STEP) to 84% in 2019 (PSAT 8/9).
- The 28% increase was the 2nd largest among our comparable communities, with all other communities also showing an increase. (State increased 19%.) Again, the increase across the board is likely due to the change in assessments.
- We rank 2nd out of 8 comparable communities, but we are within 1% of 1st. In 2018 we ranked 5th.

Economically Disadvantaged:

- Our Percent Proficient increased from 30% in 2018 (M-STEP) to 68% in 2019 (PSAT 8/9).
- The 38% increase was the largest among our comparable communities, with all other communities also showing an increase. (State increased 19%.)
- We rank 2nd out of 8 comparable communities. In 2018 we ranked 7th.

Black/African American:

- For state accountability purposes, a subgroup must have at least 30 students. Our Black/African American subgroup has 29 students, and is not an accountable subgroup. Only one of the seven other comparable communities (Grand Blanc) has enough Black/African American students to be considered an accountable subgroup. Therefore, it is not appropriate to make comparisons between communities as they can be misleading.

PSAT 8/9: 8th Grade Mathematics

Because the assessment changed from M-STEP Mathematics to PSAT 8/9 Mathematics, caution should be used in interpreting any changes in percent proficient from 2018 to 2019. However, we can still make relative comparisons across comparable communities and the state.

All Students:

- Our Percent Proficient increased from 49% in 2018 (M-STEP) to 63% in 2019 (PSAT 8/9).
- The 14% increase was the 2nd largest among our comparable communities, with all other communities also showing an increase. (State increased 8%.)
- We rank 3rd out of 8 comparable communities. In 2018 we ranked 4th.

Economically Disadvantaged:

- Our Percent Proficient increased from 24% in 2018 (M-STEP) to 45% in 2019 (PSAT 8/9).
- The 21% increase was the largest among our comparable communities, with five other communities also showing an increase. (State increased 8%.)
- We rank 2nd out of 8 comparable communities. In 2018 we ranked 6th.

Black/African American:

- For state accountability purposes, a subgroup must have at least 30 students. Our Black/African American subgroup has 29 students, and is not an accountable subgroup. Only one of the seven other comparable communities (Grand Blanc) has enough Black/African American students to be considered an accountable subgroup. Therefore, it is not appropriate to make comparisons between communities as they can be misleading.

**Two Year M-STEP- PSAT 8/9 Percent of Students with Average or Higher Student Growth
Comparisons: 2018 & 2019
Student Growth Percentile ≥ 40**

		ELA/EBRW			Mathematics		
		2018	2019	Diff	2018	2019	Diff
5th grade	All Students	65%	65%	0%	60%	58%	-2%
	Economically Disadvantaged	53%	59%	6%	51%	51%	0%
	Black/Afr Am*	58%	39%	-19%	39%	43%	4%
8th grade	All Students	63%	75%	12%	71%	71%	0%
	Economically Disadvantaged	59%	70%	11%	64%	63%	0%
	Black/Afr Am*	67%	63%	-4%	54%	59%	5%

**Black Afr/Am subgroup has <30 students for both 5th and 8th grade in 2018 and 2019, which makes this a non-accountable subgroup.*

Comparator School SGP data is not available.

The difference in values is calculated using exact numbers, and then rounded off.

Student Growth Comparisons

English Language Arts:

- 5th grade overall growth remains unchanged at 65%; while 8th grade overall growth increased 12% to 75%.
- Economically Disadvantaged growth increased for both 5th grade (up 6% to 59%) and 8th grade (up 11% to 70%).
- For state accountability purposes, a subgroup must have at least 30 students. Our Black/African American subgroups have less than that, and are therefore not accountable subgroups.

Mathematics:

- 5th grade overall growth decreased 2% to 58%; while 8th grade overall growth remained unchanged at 71%
- Economically Disadvantaged growth basically remained unchanged for both 5th grade (51%) and 8th grade (63%).
- For state accountability purposes, a subgroup must have at least 30 students. Our Black/African American subgroups have less than that, and are therefore not accountable subgroups.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

Revised: 5/25/09, 3/22/10, 2/26/18

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 11, 2019, 6:30 P.M.**

Note Page

VII. Assurance of District Performance

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

Recommended Motion:

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

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.2, "Treatment of Staff" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 6, 2019.



Signature

11.1.19

Date

Interpretation

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

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

2.2.1 POLICY LANGUAGE

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

Interpretation

I interpret this to mean that:

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

Report

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

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

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

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

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

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

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

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

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

The District continues to administer Studer Education’s **Employee Engagement Survey** in the fall and again in the spring. Over 600 employees typically participate during each survey administration. Over 60 pages of comments are provided to give us additional information and context to the survey questions. The survey results along with the comments for each school/department are provided to the respective leaders to review, rollout results and develop action plans to address performance gaps. The Employee Engagement Survey contains 17 questions and three open ended opportunities to respond. The first 10 questions specifically target principals/supervisors; three questions ask about the superintendent; three other questions ask about District communications; and one question serves to identify the “net promoters.”

The 2017-18 school year results provide baseline data for Portage Public Schools. The “Top 2 Percentage” is the percentage of respondents who strongly agree or agree to the first 10 questions of the **Employee Engagement Survey**. The “Net Promoter Percentage” is the percentage of respondents who strongly agree or agree with the question: “If given a choice, I would recommend that a parent select this district for his/her child.”

Employee Engagement Survey				
	Fall 2017	Spring 2018	Fall 2018	Spring 2019
Top 2 Percentage	73.9%	74.1%	78.6%	74.9%
Net Promoter Percentage	89.3%	90.1%	87.6%	90.1%

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

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

This District tracks the number of professional staff who have completed degrees beyond their Bachelor's Degree. Of this years' staff - teachers and administrators – 77.7% have a Master's Degree or higher.

Conclusion Statement

This organization met expectations.

2.2.2 POLICY LANGUAGE

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

Interpretation

I interpret this to mean that:

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

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

Report

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

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

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

2. Training on District Operational Policies and Administrative Guidelines is conducted at Administrative Team meetings and other meetings of District, Department and Building Administrators.
3. Master Agreements contain grievance procedures with clearly defined processes.
4. Operational Policies (3120 and 4120) that relate to employment of professional and support staff address nepotism and preferential treatment concerns and are available on-line. Print copies are available at the Administration Building.

Conclusion Statement

The organization met expectations.

2.2.3 POLICY LANGUAGE

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

Interpretation

I interpret this to mean:

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

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

Report

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

Conclusion Statement

The organization met expectations.

2.2.4 POLICY LANGUAGE

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

Interpretation

I interpret this to mean:

1. If complaints are not resolved through the grievance process, as outlined in the respective collective bargaining agreements, the staff member will be given guidance on how to address the Board of Education during Public Comment.
2. All written complaints by staff alleging that Board Policy has been violated will be forwarded to the Secretary of the Board within 48 hours of receipt in the Superintendent's Office.

Report

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

Conclusion Statement

The organization met expectations.

2.2.5 POLICY LANGUAGE

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

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

2.2.6 POLICY LANGUAGE

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

Interpretation

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

Report

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

The following situations currently exist where alternate supervisory arrangements have been made:

1) at Central High School the Principal's spouse is a teacher on staff and is being supervised by an Assistant Principal; 2) also at Central High School one of the Assistant Principals is married to a teacher in that building and that teacher is being supervised by the Principal; 3) at Northern High School an Assistant Principal has a brother who is teaching in that building and that teacher is supervised by another Administrator in that building; 4) at Transportation a bus driver has a spouse who is a Transportation Supervisor but that individual does not supervise the drivers.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

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

Conclusion Statement

The organization met expectations.

2.2.6 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 11, 2019, 6:30 P.M.**

Note Page

VII. Assurance of District Performance

4. Monitoring Report 2.3, Compensation & Benefits (GP 4.4)

Recommended Motion:

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

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.3, "Compensation and Benefits" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 6, 2019.



Signature

11.1.19

Date

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding five sections. My interpretations of those sections, the report, and conclusion statements are presented below. There are changes in interpretation in 2.3.2 and 2.3.4. Reports have been updated.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

2.3.1 POLICY LANGUAGE

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

Interpretation

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

Report

The initial contract was entered into on July 2, 2013.

At its meeting on December 10, 2018, The Board approved a one year extension – through June 30, 2021 - with specified changes to benefits. These changes were incorporated into the signed contract with copies provided to Human Resources and Payroll offices.

Conclusion Statement

The organization met expectations.

2.3.2 POLICY LANGUAGE

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

Interpretation

I interpret this to mean that our **Administrator Guidelines of Benefits and Working Conditions, Collective Bargaining Agreements, Employee Handbook** and **Operational Policies** do not contain language that implies permanent or guaranteed employment.

Report

Employees with Administrative contracts (Full-year, 11-month, or 41 weeks) receive contracts that are not longer than two years in duration - terms of which are outlined in the **Administrator Guidelines of Benefits and Working Conditions**. The individual contracts issued to administrators also contain language relative to termination; including termination due to a reduction in force. These contracts require Board approval and are signed by the Board's President and Secretary.

The **Collective Bargaining Agreements** entered into by the District contain management right language that allows the District to determine the size of the work force and to lay off employees. Relative to teachers; State statute outlines that all new teachers, regardless of their previous experience, are subject to non-renewal during their first five years of employment with the District. Upon completion of this five-year probationary period, teachers are subject to the Teacher Tenure Act and therefore, subject to dismissal only on statutory ground. Individual contracts issued to teachers allow for termination attributable to job performance, misconduct, or reduction in personnel.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

Our **Employee Handbook** specifies, “Unless expressly proscribed by statute or contract, employment with Portage Public Schools is “at-will” and may be terminated with or without cause or notice.”

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

Conclusion Statement

The organization met expectations.

2.3.3 POLICY LANGUAGE

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

Interpretation

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

Report

Prior to the negotiations and the budget development process, the District’s Human Resources team reviews appropriate data to ensure that the compensation and benefit programs are in-line with both the geographic area and similarly situated school districts. This is done through local salary survey review (when applicable) and by inspecting contracts of like groups in other districts. When potential discrepancies are found, the District works to make modifications either through individual adjustments or through gradual increases and changes to salary scales. This ensures both fiscal responsibility and continued commitment by the District to achieve as much equity as possible for skilled groups.

Conclusion Statement

The organization met expectations.

2.3.4 POLICY LANGUAGE

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

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

Interpretation

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

Report

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

As stated above (2.3.2), in the event of loss of revenue the District has the ability to reduce its work force.

The organization was in compliance with Governance Policy 2.5 as approved by the Board on October 14, 2019.

Conclusion Statement

The organization met expectations.

2.3.5 POLICY LANGUAGE

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

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

Interpretation

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

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

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

Report

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

The District maintains a Performance Pay Plan which meets the requirements of Section 457 of the Internal Revenue Code of 1986. This Plan applies to District Administrators, except the Superintendent, and was established to encourage administrative employees to achieve a high level of performance and to encourage longevity with Portage Public Schools. Contributions made by the District to this Plan are located in a trust account expressly for this purpose. There have been no contributions to this plan since 2010. In other words, Administrators hired since 2010 are essentially not part of the plan and all other Administrators have not had contributions made on their behalf to the plan since 2010.

On June 26, 2017, the Board approved a Resolution amending this plan. The amendment will automatically terminate the plan when all of the Administrators still vested (9 as of this date), terminate their employment with the District. In the meantime, there will be no loss of benefits already accrued from this plan.

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

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

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 11, 2019, 6:30 P.M.**

Note Page

X. Discussion Items

1. Approve Summer Tax Collection Resolution (EL 2.4)

Portage Public Schools

THE FUTURE LEARNS HERE

TO: Mark Bielang, Superintendent

FROM: Paula Johnson, Director of Finance

DATE: November 1, 2019

SUBJECT: Summer Tax Collection Resolution

Recommendation

That the Board of Education approve the attached resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2020.

Background Information

Attached is a resolution regarding the authorization of summer tax collections, which was prepared by Thrun Law Firm. This resolution is similar to the resolution that has historically been approved by the Board each year. By referencing the resolution passed by the Board of Education in 1995, it facilitates the approval of a summer property tax levy without having to place a notice in a newspaper of general distribution and eliminates the need to hold a public hearing. This will eliminate a great deal of confusion on the part of the public and also saves the District approximately \$500 in publication fees.

The Board is still required to notify all taxing jurisdictions before January 1, 2020 of our intent to levy summer taxes. In previous years we have limited our summer collection to the City of Portage due to the collection costs that the other tax units have proposed. In conjunction with the other Districts in Kalamazoo County who levy taxes in the City of Kalamazoo, we continue to analyze the possibility of collecting summer taxes with them as they have updated their charter with regard to tax collections.

As almost 96% of our tax collections come from the City of Portage, the summer tax collection allows the District to continue operating without state aid collections in the month of September. Without the summer tax collection, the District would need to borrow operating funds for cash flow purposes.

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

Attachment

SUMMER TAX RESOLUTION

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

A regular meeting of the Board of Education of the District (the "Board") was held in the Administration Building, 8107 Mustang Drive, in the District, on the 25th day of November, 2019, at 6:30 o'clock in the p.m.

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

Present: Members: _____

Absent: Members: _____

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), invokes for 2020 its previously adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District, with respect to the City of Portage (the "City"), and continuing from year-to-year until specifically revoked by the Board and requests that the City, in which the District is located, collect those summer taxes.

2. The Superintendent, Director of Finance, or a designee thereof, is authorized and directed to forward to the governing body of each city in which the 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 the City agree to collect the summer tax levy for 2020 in the amount specified in this resolution. Such forwarding of the resolution and the request to collect the summer tax levy shall be performed so that they are received by the governing body of the City before January 1, 2020.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent, Director of Finance, or a designee thereof, is authorized and directed to negotiate on behalf of the District with the governing body of the City for the reasonable expenses for collection of the District's summer tax levy that the City may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.

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

Ayes: Members: _____

Nays: Members: _____

Motion declared adopted.



SUMMER TAX RESOLUTION

Page 2

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, County of Kalamazoo, State of Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 25, 2019, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, PA 1976, as amended).

Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 11, 2019, 6:30 P.M.**

Note Page


X. Discussion Items

2. Approve Operational Policy Revisions (BL 0131.1)

Portage Public Schools

THE FUTURE LEARNS HERE

TO: Board of Education

FROM: Mark T. Bielang, Superintendent 

DATE: November 6, 2019

RE: Bylaw/Operational Policy Revisions/Updates

COPY: Executive Team; Principals and Assistant Principals

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

The proposed new, revised, and/or reissued Operational Policies included in this update have been prepared and reviewed by NEOLA's legal counsel for statutory compliance and further reviewed by appropriate District Administrators, and in the case of bylaws, the Board President.

The following Operational Policies are being recommended as new, for revision, update, inclusion, or replacement as noted. A brief explanation of the change is included. The entire Policy language is available for review at the Administration Building.

- Operational Policy 1615 – Use of Tobacco by Administration (New)**
- Operational Policy 3215 – Use of Tobacco by Professional Staff (Revised)**
- Operational Policy 4215 – Use of Tobacco by Support Staff (Revised)**
- Operational Policy 5512 – Use of Tobacco by Students (Revised)**
- Operational Policy 7434 – Tobacco Use on School Premises (Revised)**

The new policy and revised policies include language that is more compatible with the Michigan Department of Health and Human Services (MDHHS) Tobacco Section mission, vision, and plan initiative and aligned with the 100 % Tobacco-Free Schools Model policy. They also provide a consistency for all employee groups and students.

These policies are recommended for adoption.

Operational Policy 1420 – School Administrator Evaluation (Revised)

Revisions to this policy (and Policy 3220) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters.

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Operational Policy 2265 - Child Care Center Staff and Volunteers (New)

This new policy is provided to comply with a change to the Child Care Organizations Act requiring more intensive background checks for anyone who works in a qualifying program, including volunteers if they have unsupervised contact with kids. The Act requires districts to have a policy

regarding volunteer supervision. Although a policy is not required on background checks, the district is required to do them.

This new policy reflects current law and should be adopted in order to maintain accurate policies.

Operational Policy 2410 – Prohibition of Referral or Assistance (Revised)
Operational Policy 2414 – Reproductive Health and Family Planning (Revised)

For both OP 2410 and 2414, amended laws require school boards to adopt and implement policies that prohibit school officials, board members, and school employees from referring a student for an abortion or assisting a student in obtaining an abortion.

The revisions to these policies reflect current law and should be adopted in order to maintain accurate policies.

Operational Policy 2628 - State Aid Incentives (Revised)

The revision to this policy reflects the current "At-Risk" characteristics specified in Section 31a(20) of the Michigan School Aid Act.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Operational Policy 3210 - Staff Ethics (Revised)

This policy has been revised to include the provisions of the recently approved (May 2019) Michigan Code of Educational Ethics (Code). The Code is adapted from the Model Code of Ethics for Educators (MCEE), adopted by the National Association of State Directors of Teacher Education and Certification Board of Directors.

Revisions to this policy are recommended for adoption.

Operational Policy 3220 - Professional Staff Evaluation (Revised)

Revisions to this policy (and Policy 1420) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters.

These revisions reflect current law and should be adopted in order to maintain accurate policies.

Operational Policy 5230 - Late Arrival and Early Dismissal (New)

This policy is being put in place to have a District-level policy for late arrivals and early dismissals to provide an over-arching policy for school administration.

This policy is recommended for adoption.

Operational Policy 5330.02 - Opioid Antagonists (New)

This policy reflects changes to Public Act 38 and Public Act 39 resulting in the creation of the new Administration of Opioid Antagonist Act (AOAA). The Act is effective as of September 24, 2019.

This policy reflects the current state of the law and should be adopted.

Operational Policy 6800 - System of Accounting (Revised)

This policy has been revised to reflect the reporting requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84) regarding student and school-related activity funds.

This revision reflects the requirements in the Michigan Public Schools Accounting Manual and should be adopted.

Operational Policy 7230 – Gifts, Grants, and Bequests (New)

This policy provides guidance for the acceptance of gifts, grants, and bequests and should be adopted to provide control over such resources.

Operational Policy 7300 - Disposition of Real Property (Revised)

This policy has been revised to specifically list certain options that are available to districts regarding disposition of real property.

Revisions to this policy are recommended, although not required.

Operational Policy 7440.03 - Small Unmanned Aircraft Systems (New)

Neola first issued guidance on drones in August 2015, providing a sample resolution for districts to prohibit the operation of small unmanned aircraft systems on school property, to be in compliance with MHSAA bylaws. Such aircraft systems are regulated by the Federal Aviation Administration (FAA), with rulemaking by that agency in the early stages at that time. However, rulemaking has become somewhat settled with the issuance of SMALL UNMANNED AIRCRAFT RULE (PART 107). This new policy and administrative guideline reflect the provisions of that rule (Part 107) and the prohibition advanced by the MHSAA.

This policy and guideline are recommended for adoption.

Operational Policy 7510 – Use of School Facilities (Revised)

Revisions to this policy are recommended to align with other district policies/procedures and to address some issues that have arisen in the past.

Operational Policy 8400 - School Safety Information (Reissued)

This policy and corresponding AG are being reissued as a part of this update. When revised in January 2015, the optional language was offered dealing with Threat Assessment procedures and considerations. Very few clients selected the Threat Assessment language at that time. However,

given the current focus on such precautions, the template is being reissued (with no further revision) for consideration.

This policy and guideline are recommended.

Operational Policy 8462 - Student Abuse and Neglect (Revised)

This policy has been revised to include all "mandatory reporters" as specified by Michigan statute. Given recent additions to the list of individuals required to report suspicion of child abuse, the term "professional staff" was not sufficiently inclusive.

The revised policy reflects the current state of law and should be adopted to maintain accurate policies.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 11, 2019, 6:30 P.M.**

Note Page

X. Discussion Items

3. Approve CMS Black Box Lighting (OP 6320)

November 11, 2019

Information and Technology Systems
8107 Mustang Drive, Portage, MI 49002
(269) 323-5100 -- help@portageps.org

MEMO

To: Mark Bielang, Superintendent

Fr: Daniel J. Vomastek, Director

Dt: November 6, 2019

Re: Recommendation to Purchase Central Middle School Theatrical Lighting Package

RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical sound equipment from Pro Audio & Lighting of Warren, MI in an amount not to exceed \$33,511.07, proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

Each of our new middle schools will be equipped with a 'black box' performance theater. This recommendation is for the purchase of the theatrical lighting fixtures for events for the Central Middle's 'black box' space.

AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. Pro Audio & Video was the lowest complete bid. The total cost for this equipment was higher than anticipated due to continued increases in tariffs from LED manufacturing, however still within budget for this space.

I have attached the bid summary, and I would be happy to answer any questions you or the Board may have.

Portage Public Schools
RFP #10677- BID TAB - CMS Blackbox Theater Lighting Fixture Package
10/30/19 @ 1:30 pm

Vendor Name	Pro Audio & Lighting	Vincent Lighting Systems	Sweetwater Sound	TPC Technologies	SLS Production	Parkway Electric	ESCO Communications
Address (City, State)	Warren, MI	Sloan, OH	Ft. Wayne, IN	Niles, MI	Portage, MI	Holland, MI	Indianapolis, IN
Iran Econ Act, Familial & Legal Status Forms	YES	YES	YES	YES	YES	YES	YES

		UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
48	Chauvet Colorado 1-Quad Zoom Tour	\$465.55	\$22,346.40	\$484.25	\$23,244.00	\$565.20	\$27,129.60	\$478.91	\$22,987.68	\$484.25	\$23,244.00	\$505.68	\$24,272.64	\$512.07	\$24,579.36
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$380.30	\$1,521.20	\$354.50	\$1,418.00	\$0.00	\$0.00	\$354.52	\$1,418.08	\$396.75	\$1,587.00	\$399.69	\$1,598.76	\$404.75	\$1,619.00
3	Chauvet Rogue R-2 Wash	\$1,199.14	\$3,597.42	\$1,386.00	\$4,158.00	\$1,475.00	\$4,425.00	\$1,370.63	\$4,111.89	\$1,385.88	\$4,157.64	\$1,447.22	\$4,341.66	\$1,465.52	\$4,396.56
1	ETCnomad Education Package		\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	\$201.56	\$201.56	\$234.08	\$234.08	\$283.77	\$283.77	\$287.36	\$287.36
2	City Theatrical SHoW DMX SHoW Baby 6	\$267.48	\$534.96	\$305.00	\$610.00	\$0.00	\$0.00	\$347.23	\$694.46	\$321.84	\$643.68	\$182.88	\$365.76	\$185.20	\$370.40
55	10' DMX cable	\$6.44	\$354.20	\$10.25	\$563.75	\$12.00	\$660.00	\$29.72	\$1,634.60	\$10.95	\$602.25	\$9.91	\$545.05	\$8.62	\$474.10
12	25' DMX cable	\$9.80	\$117.60	\$14.75	\$177.00	\$20.00	\$240.00	\$37.73	\$452.76	\$17.95	\$215.40	\$11.88	\$142.56	\$13.97	\$167.64
1	50' DMX cable	\$17.92	\$17.92	\$49.50	\$49.50	\$35.00	\$35.00	\$52.62	\$52.62	\$39.95	\$39.95	\$22.64	\$22.64	\$24.71	\$24.71
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$43.68	\$174.72	\$44.00	\$176.00	\$70.00	\$280.00	\$47.57	\$190.28	\$59.50	\$238.00	\$58.81	\$235.24	\$59.55	\$238.20
51	10' Powercon TRUE1 Male to Powercon TRUE1 Female jumper cables	\$28.21	\$1,438.71	\$34.25	\$1,746.75	\$49.00	\$2,499.00	\$36.71	\$1,872.21	\$39.95	\$2,037.45	\$28.59	\$1,458.09	\$37.93	\$1,934.43
24	25' Powercon TRUE1 Male to Powercon TRUE1 Female jumper cables	\$40.42	\$970.08	\$47.75	\$1,146.00	\$29.00	\$696.00	\$51.28	\$1,230.72	\$49.89	\$1,197.36	\$40.96	\$983.04	\$51.72	\$1,241.28
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$40.98	\$163.92	\$41.50	\$166.00	\$63.00	\$252.00	\$35.96	\$143.84	\$39.59	\$158.36	\$18.18	\$72.72	\$38.92	\$155.68
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$58.24	\$58.24	\$68.00	\$68.00	\$89.00	\$89.00	\$80.57	\$80.57	\$59.98	\$59.98	\$33.70	\$33.70	\$59.55	\$59.55
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$113.93	\$113.93	\$120.00	\$120.00	\$0.00	\$0.00	\$124.62	\$124.62	\$123.85	\$123.85	\$142.10	\$142.10	\$132.17	\$132.17
3	Light Source TC Black Clamps	\$22.81	\$68.43	\$23.00	\$69.00	\$0.00	\$0.00	\$22.36	\$67.08	\$27.65	\$82.95	\$23.97	\$71.91	\$24.28	\$72.84
55	Light Source Mega Clamp - Black	\$8.70	\$478.50	\$8.65	\$475.75	\$0.00	\$0.00	\$8.74	\$480.70	\$18.50	\$1,017.50	\$9.15	\$503.25	\$9.26	\$509.30
10	Safety Cables	\$2.97	\$29.70	\$2.60	\$26.00	\$3.00	\$30.00	\$7.10	\$71.00	\$5.95	\$59.50	\$5.22	\$52.20	\$3.10	\$31.00
4	Source 4 ERS Iris	\$109.93	\$439.72	\$70.00	\$280.00	\$0.00	\$0.00	\$93.53	\$374.12	\$119.00	\$476.00	\$115.54	\$462.16	\$83.03	\$332.12
4	Source 4 ERS Color Frame	\$5.44	\$21.76	\$5.75	\$23.00	\$0.00	\$0.00	\$5.26	\$21.04	\$2.80	\$11.20	\$5.72	\$22.88	\$5.79	\$23.16
4	Source 4 ERS Size "A" Gobo Holder	\$7.16	\$28.64	\$8.00	\$32.00	\$0.00	\$0.00	\$5.48	\$21.92	\$7.15	\$28.60	\$7.53	\$30.12	\$12.22	\$48.88
1	ETC Response Mk2 2-Port Portable Gateway (black)	\$815.02	\$815.02	\$825.00	\$825.00	\$0.00	\$0.00	\$806.25	\$806.25	\$939.00	\$939.00	\$996.03	\$996.03	\$1,008.62	\$1,008.62
1	SHIPPING	\$220.00	\$220.00												
	Total Cost		\$33,511.07		\$35,623.75		\$36,335.60		\$37,038.00		\$37,153.75		\$36,636.28		\$37,706.36

Signatures: _____

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 11, 2019, 6:30 P.M.**

Note Page

X. Discussion Items

4. Approve CMS Black Box Sound Equipment (OP 6320)

Information and Technology Systems
8107 Mustang Drive, Portage, MI 49002
(269) 323-5100 -- help@portageps.org

MEMO

To: Mark Bielang, Superintendent
Fr: Daniel J. Vomastek, Director
Dt: November 6, 2019
Re: Recommendation to Purchase Central Middle School Theatrical Sound Package

RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical sound equipment from TPC Technologies Inc of Niles, MI in an amount not to exceed \$29,789.25, proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

Each of our new middle schools will be equipped with a 'black box' performance theater. This recommendation is for the purchase of the flexible sound system required for Central Middle's 'black box' space.

AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. TPC was the overall low for the complete package and thus selected. The total cost for this equipment aligns with our expectations from the North Middle bid.

I have attached the bid summary, and I would be happy to answer any questions you or the Board may have.

Portage Public Schools
RFP #10676 - CMS Blackbox Theater Sound Package
10/30/19 @ 1:30 pm

Vendor Name	Audio Visual Solutions	Audio Visual Innovations, Inc	ESCO Communications	SLS Production Services	Adorama	TPC Technologies	Sweetwater Sound Inc	Pro Audio & Lighting	Parkway Electric	AVES Audio Visual Systems, Inc	Sound Productions	Torxell Communications Inc												
Address (City, State)	Cleveland, OH	Tampa, FL	Indianapolis, IN	Portage, MI	New York, NY	Niles, MI	Fl Wayne, IN	Warren, MI	Holland, MI	Sugar Land, TX	Irving, TX	Lansing, MI												
Iran Econ Act, Familial & Legal Status Forms	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES												
	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST		
1 Allen & Heath SQ5 w/Dante Card	\$2,595.00	\$2,595.00	\$2,500.00	\$2,500.00	\$3,204.39	\$3,204.39	\$3,778.00	\$3,778.00	\$2,369.55	\$2,369.55	\$2,960.10	\$2,960.10	\$3,025.00	\$3,025.00	\$3,101.06	\$3,101.06	\$3,122.09	\$3,122.09	\$0.00	\$2,213.99	\$2,213.99	\$2,425.50	\$2,425.50	
1 Allen & Heath AR84	\$650.00	\$650.00	\$0.00	\$0.00	\$663.68	\$663.68	\$890.22	\$890.22	\$623.00	\$623.00	\$606.27	\$606.27	\$615.00	\$615.00	\$635.14	\$635.14	\$640.84	\$640.84	\$0.00	\$558.98	\$558.98	\$630.20	\$630.20	
6 Electro-Voice Fri-2082	\$695.00	\$4,170.00	\$0.00	\$0.00	\$763.97	\$4,583.82	\$694.99	\$4,169.94	\$609.59	\$3,657.54	\$664.65	\$3,987.90	\$625.00	\$3,750.00	\$661.49	\$3,968.94	\$667.43	\$4,004.58	\$707.00	\$4,242.00	\$569.70	\$3,418.20	\$685.20	\$4,111.20
1 Electro-Voice EVF-1181S	\$1,225.00	\$1,225.00	\$1,100.00	\$1,100.00	\$1,329.52	\$1,329.52	\$1,181.15	\$1,181.15	\$1,060.85	\$1,060.85	\$1,156.68	\$1,156.68	\$1,095.00	\$1,095.00	\$1,151.17	\$1,151.17	\$1,161.51	\$1,161.51	\$1,298.00	\$1,298.00	\$991.44	\$991.44	\$1,225.00	\$1,225.00
1 Electro-Voice EXK-12P	\$575.00	\$575.00	\$499.00	\$499.00	\$694.69	\$694.69	\$1,439.00	\$1,439.00	\$1,108.60	\$1,108.60	\$604.38	\$604.38	\$580.00	\$580.00	\$601.50	\$601.50	\$1,213.80	\$1,213.80	\$683.50	\$683.50	\$518.04	\$518.04	\$645.00	\$645.00
1 QSC CXD8.4Q	\$3,335.00	\$3,335.00	\$3,295.45	\$3,295.45	\$3,333.33	\$3,333.33	\$4,455.50	\$4,455.50	\$0.00	\$0.00	\$3,045.00	\$3,045.00	\$0.00	\$0.00	\$3,161.00	\$3,161.00	\$3,218.65	\$3,218.65	\$0.00	\$0.00	\$0.00	\$3,015.00	\$3,015.00	
1 QSC CXD4.3Q	\$2,300.00	\$2,300.00	\$272.00	\$272.00	\$2,298.85	\$2,298.85	\$2,308.50	\$2,308.50	\$0.00	\$0.00	\$2,100.00	\$2,100.00	\$1,650.00	\$1,650.00	\$2,180.00	\$2,180.00	\$2,219.76	\$2,219.76	\$0.00	\$0.00	\$0.00	\$2,085.00	\$2,085.00	
1 QSC QSys Core 110f	\$2,300.00	\$2,300.00	\$2,222.00	\$2,222.00	\$2,298.85	\$2,298.85	\$3,821.75	\$3,821.75	\$0.00	\$0.00	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$2,180.00	\$2,180.00	\$2,219.76	\$2,219.76	\$0.00	\$0.00	\$0.00	\$2,085.00	\$2,085.00	
1 QSC Qsys UCI License	\$115.00	\$115.00	\$113.64	\$113.64	\$114.94	\$114.94	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00	\$0.00	\$0.00	\$109.00	\$109.00	\$110.99	\$110.99	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00	
1 QSC Qsys Scripting License	\$230.00	\$230.00	\$227.27	\$227.27	\$229.89	\$229.89	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00	\$210.00	\$0.00	\$0.00	\$218.00	\$218.00	\$221.98	\$221.98	\$0.00	\$0.00	\$0.00	\$210.00	\$210.00	
1 AlterroTech Zone Controller (Axon C1)	\$345.00	\$345.00	\$339.77	\$339.77	\$343.68	\$343.68	\$960.87	\$960.87	\$0.00	\$0.00	\$313.95	\$313.95	\$0.00	\$0.00	\$399.00	\$399.00	\$331.85	\$331.85	\$0.00	\$313.00	\$313.00	\$345.00	\$345.00	
4 Shure SM58-LC	\$92.50	\$370.00	\$84.44	\$337.76	\$87.36	\$349.44	\$99.00	\$396.00	\$74.85	\$299.40	\$81.48	\$325.92	\$85.00	\$340.00	\$84.00	\$336.00	\$88.79	\$355.16	\$98.00	\$392.00	\$78.00	\$312.00	\$89.00	\$356.00
4 Shure SM57-LC	\$85.00	\$340.00	\$77.06	\$308.24	\$79.71	\$318.84	\$89.00	\$356.00	\$67.69	\$270.76	\$74.35	\$297.40	\$78.00	\$312.00	\$76.65	\$306.60	\$81.02	\$324.08	\$91.29	\$365.16	\$71.35	\$285.40	\$82.00	\$328.00
4 K&M #210/2	\$57.50	\$230.00	\$0.00	\$0.00	\$60.34	\$241.36	\$65.95	\$263.80	\$47.99	\$191.96	\$52.49	\$209.96	\$53.00	\$212.00	\$57.72	\$230.88	\$52.44	\$209.76	\$82.00	\$328.00	\$70.62	\$282.48	\$83.50	\$334.00
10 Neutrik speakON 4-pole M Panel Connectors	\$3.00	\$30.00	\$0.00	\$0.00	\$2.78	\$27.80	\$5.93	\$59.30	\$0.00	\$0.00	\$3.02	\$30.20	\$3.11	\$31.10	\$2.62	\$26.20	\$2.28	\$22.80	\$0.00	\$0.00	\$1.92	\$19.20	\$2.66	\$26.60
2 Whirlwind IMP2	\$50.00	\$100.00	\$34.15	\$68.30	\$45.71	\$91.42	\$57.95	\$115.90	\$0.00	\$0.00	\$45.18	\$90.36	\$41.50	\$83.00	\$43.75	\$87.50	\$47.76	\$95.52	\$56.50	\$113.00	\$39.04	\$78.08	\$49.00	\$98.00
1 Whirlwind Director 2	\$110.00	\$110.00	\$100.99	\$100.99	\$98.67	\$98.67	\$125.00	\$125.00	\$0.00	\$0.00	\$101.33	\$101.33	\$97.99	\$97.99	\$53.37	\$53.37	\$107.10	\$107.10	\$114.00	\$114.00	\$85.44	\$85.44	\$101.50	\$101.50
1 Whirlwind pod DI	\$70.00	\$70.00	\$66.15	\$66.15	\$64.63	\$64.63	\$79.95	\$79.95	\$59.29	\$59.29	\$64.31	\$64.31	\$61.00	\$61.00	\$61.85	\$61.85	\$67.98	\$67.98	\$76.00	\$76.00	\$54.59	\$54.59	\$72.50	\$72.50
20 ProCo MasterMike 25'	\$25.00	\$500.00	\$0.00	\$0.00	\$10.48	\$209.60	\$25.95	\$519.00	\$32.35	\$647.00	\$21.16	\$423.20	\$30.55	\$611.00	\$24.39	\$487.80	\$20.39	\$407.80	\$35.00	\$700.00	\$21.15	\$423.00	\$29.10	\$582.00
2 ProCo BPMBMB-10	\$11.00	\$22.00	\$0.00	\$0.00	\$8.37	\$16.74	\$18.95	\$37.90	\$0.00	\$0.00	\$9.12	\$18.24	\$10.58	\$21.16	\$19.99	\$39.98	\$9.64	\$19.28	\$25.99	\$51.98	\$9.69	\$19.38	\$28.20	\$56.40
10 ProCo 25-SPK14/2	\$30.00	\$300.00	\$0.00	\$0.00	\$46.43	\$464.30	\$28.88	\$288.80	\$0.00	\$0.00	\$25.43	\$254.30	\$26.01	\$260.10	\$31.76	\$317.60	\$26.16	\$261.60	\$41.00	\$410.00	\$19.50	\$195.00	\$33.50	\$335.00
4 ProCo EG15	\$7.50	\$30.00	\$0.00	\$0.00	\$8.48	\$33.92	\$15.50	\$62.00	\$7.15	\$28.60	\$6.43	\$25.72	\$8.75	\$35.00	\$7.41	\$29.64	\$6.79	\$27.16	\$27.00	\$108.00	\$7.62	\$30.48	\$11.40	\$45.60
4 ProCo C270201-25F	\$38.00	\$152.00	\$0.00	\$0.00	\$77.68	\$310.72	\$44.59	\$178.36	\$0.00	\$0.00	\$34.65	\$138.60	\$32.50	\$130.00	\$38.92	\$155.68	\$35.68	\$142.72	\$51.85	\$207.40	\$34.75	\$139.00	\$29.50	\$118.00
1 Tascam SS-CDR200	\$945.00	\$945.00	\$629.55	\$629.55	\$943.68	\$943.68	\$915.50	\$915.50	\$0.00	\$0.00	\$668.85	\$668.85	\$950.00	\$950.00	\$768.90	\$768.90	\$865.65	\$865.65	\$829.00	\$829.00	\$1,063.78	\$1,063.78	\$915.70	\$915.70
1 Shure ULXD4Q	\$4,575.00	\$4,575.00	\$4,296.59	\$4,296.59	\$4,345.98	\$4,345.98	\$4,336.95	\$4,336.95	\$3,807.50	\$3,807.50	\$4,053.63	\$4,053.63	\$4,060.00	\$4,060.00	\$4,179.00	\$4,179.00	\$4,417.31	\$4,417.31	\$3,931.00	\$3,931.00	\$3,801.00	\$3,801.00	\$4,165.50	\$4,165.50
1 Shure UA8-470-530	\$25.00	\$25.00	\$22.67	\$22.67	\$22.93	\$22.93	\$31.55	\$31.55	\$21.59	\$21.59	\$42.78	\$42.78	\$21.45	\$21.45	\$22.05	\$22.05	\$23.31	\$23.31	\$34.00	\$34.00	\$20.90	\$20.90	\$23.50	\$23.50
4 Shure ULXD1 Bodypack	\$400.00	\$1,600.00	\$377.84	\$1,511.36	\$382.18	\$1,528.72	\$391.50	\$1,566.00	\$345.50	\$1,382.00	\$356.48	\$1,425.92	\$357.50	\$1,430.00	\$367.50	\$1,470.00	\$388.46	\$1,553.84	\$363.00	\$1,452.00	\$336.50	\$1,346.00	\$369.00	\$1,476.00
2 Shure ULXD2/B87A	\$575.00	\$1,150.00	\$539.77	\$1,079.54	\$545.98	\$1,091.96	\$554.50	\$1,109.00	\$571.59	\$1,143.18	\$509.25	\$1,018.50	\$510.00	\$1,020.00	\$525.00	\$1,050.00	\$554.94	\$1,109.88	\$509.00	\$1,018.00	\$479.00	\$958.00	\$538.00	\$1,076.00
2 Shure MX153C/O-TQG	\$185.00	\$370.00	\$171.65	\$343.30	\$173.62	\$347.24	\$178.50	\$357.00	\$164.05	\$328.10	\$161.94	\$323.88	\$162.00	\$324.00	\$166.95	\$333.90	\$176.47	\$352.94	\$189.00	\$378.00	\$155.05	\$310.10	\$171.00	\$342.00
2 Shure MX153T/O-TQG	\$185.00	\$370.00	\$171.65	\$343.30	\$173.62	\$347.24	\$178.50	\$357.00	\$168.55	\$337.10	\$161.94	\$323.88	\$162.00	\$324.00	\$166.95	\$333.90	\$176.47	\$352.94	\$189.00	\$378.00	\$154.05	\$308.10	\$171.00	\$342.00
2 Shure SM81	\$340.00	\$680.00	\$319.55	\$639.10	\$323.22	\$646.44	\$327.50	\$655.00	\$313.75	\$627.50	\$301.48	\$602.96	\$302.00	\$604.00	\$310.80	\$621.60	\$328.52	\$657.04	\$311.00	\$622.00	\$239.80	\$479.60	\$318.00	\$636.00
1 EV PC-18/XLR	\$205.00	\$205.00	\$0.00	\$0.00	\$227.38	\$227.38	\$212.50	\$212.50	\$0.00	\$0.00	\$197.82	\$197.82	\$187.00	\$187.00	\$196.88	\$196.88	\$198.65	\$198.65	\$234.00	\$234.00	\$169.56	\$169.56	\$205.00	\$205.00
2 Shure WL184	\$100.00	\$200.00	\$95.00	\$190.00	\$96.09	\$192.18	\$114.50	\$229.00	\$93.29	\$186.58	\$89.63	\$179.26	\$89.50	\$179.00	\$92.40	\$184.80	\$97.67	\$195.34	\$108.00	\$216.00	\$81.20	\$162.40	\$98.00	\$196.00
2 Shure WA302	\$14.00	\$28.00	\$13.41	\$26.82	\$13.10	\$26.20	\$13.95	\$27.90	\$12.70	\$25.40	\$12.22	\$24.44	\$12.25	\$24.50	\$12.60	\$25.20	\$13.32	\$26.64	\$26.40	\$52.80	\$12.80	\$25.60	\$15.80	\$31.60
4 K&M 25900 - Black	\$65.00	\$260.00	\$0.00	\$0.00	\$74.71	\$298.84	\$76.95	\$307.80	\$52.95	\$211.80	\$62.99	\$251.96	\$62.75	\$251.00	\$60.50	\$242.00	\$64.93	\$259.72	\$77.00	\$308.00	\$60.25	\$241.00	\$82.00	\$328.00
4 On-Stage Stands MS7201B	\$17.50	\$70.00	\$18.35	\$73.40	\$24.95	\$99.80	\$21.95	\$87.80	\$10.95	\$43.80	\$26.20	\$104.80	\$13.27	\$53.08	\$12.75	\$51.00	\$16.02	\$64.08	\$0.00	\$0.00	\$18.99	\$75.96	\$34.00	\$136.00
1 Behringer Eurolive B205D	\$140.00	\$140.00	\$0.00	\$0.00	\$160.92	\$160.92	\$141.95	\$141.95	\$135.95	\$135.95	\$147.00	\$147.00	\$150.00	\$150.00	\$131.99	\$131.99	\$155.37	\$155.37	\$156.85	\$156.85	\$119.99	\$119.99	\$175.00	\$175.00
1 Eartec HUB7SMXS	\$1,450.00	\$1,450.00	\$0.00	\$0.00	\$1,936.78	\$1,936.78	\$1,850.00	\$1,850.00	\$1,272.00	\$1,272.00	\$1,254.75	\$1,254.75	\$0.00	\$0.00	\$1,537.97	\$1,537.97	\$1,551.78	\$1,551.78	\$0.00	\$1,765.00	\$1,765.00	\$1,368.00	\$1,368.00	
1 SHIPPING CHARGES														\$0.00	\$320.00	\$320.00								

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 11, 2019, 6:30 P.M.**

Note Page

X. Discussion Items

5. Approve CMS Switchgear Purchase (OP 6320)

November 11, 2019

Information and Technology Systems
8107 Mustang Drive, Portage, MI 49002
(269) 323-5100 -- help@portageps.org

MEMO

To: Mark Bielang, Superintendent
Fr: Daniel J. Vomastek, Director
Dt: November 4th, 2019
Re: Recommended Dell Switchgear Purchase

RECOMMENDATION

I recommend the Board of Education approve the purchase of Dell switches from DellEMC in an amount not to exceed \$42,803.90 proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

This switchgear purchase is targeted for Central Middle School and is intended to add capacity and improve overall service. We have found our new middle schools have required additional cameras and access points to operate effectively. This switchgear will provide the additional network connections and capacity.

AWARD INFORMATION

This purchase is being made via an authorized pre-bid contract with DellEMC, as such, no RFP was required. The purchase price includes two years of support and service.

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



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000049127950.1	Sales Rep	Michael Jernigan
Total	\$42,803.90	Phone	(800) 456-3355, 5130428
Customer #	1039513	Email	Michael_Jernigan@Dell.com
Quoted On	Oct. 29, 2019	Billing To	KAREN DENTLER
Expires by	Nov. 28, 2019		PORTAGE PUBLIC SCHOOLS
Solution ID	11733199		8107 MUSTANG DR
Deal ID	15480424		PORTAGE, MI 49002-5577

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Michael Jernigan

Shipping Group

Shipping To	Shipping Method
GREG STUART PORTAGE PUBLIC SCHOOLS 8107 MUSTANG DR PORTAGE PUBLIC SCHOOL DISTRICT PORTAGE, MI 49002 (269) 323-5103	Standard Delivery

Product	Unit Price	Qty	Subtotal
Dell EMC Switch N3048EP-ON	\$4,280.39	10	\$42,803.90

Subtotal:	\$42,803.90
Shipping:	\$0.00
Non-Taxable Amount:	\$42,803.90
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$42,803.90

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

GREG STUART
 PORTAGE PUBLIC SCHOOLS
 8107 MUSTANG DR
 PORTAGE PUBLIC SCHOOL
 DISTRICT
 PORTAGE, MI 49002
 (269) 323-5103

Shipping Method

Standard Delivery

Dell EMC Switch N3048EP-ON	\$4,280.39	Qty 10	Subtotal \$42,803.90
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Estimated delivery if purchased today:
 Nov. 06, 2019
 Contract # 87AHG
 Customer Agreement # 071B6600111

Description	SKU	Unit Price	Qty	Subtotal
Dell EMC N3048EP-ON Switch, POE+, 48x 1GbT,2x SFP+ 10GbE,2 x GbE SFP combo ports,L3,Stacking,IO to PSU air,1x AC PSU	210-AOFN	-	10	-
Power Supply, 1100w, Hot Swap, Required for more than 900 watts of POE+, or for redundancy	450-ABKF	-	10	-
Dell EMC Networking N3000E-ON Series Americas User Guide	343-BBJN	-	10	-
US Order	332-1286	-	10	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	10	-
Dell Hardware Limited Warranty Initial Year	966-3310	-	10	-
Dell Hardware Limited Warranty Extended Year(s)	966-3312	-	10	-
Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your Network Switch	966-3320	-	10	-
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year	966-3505	-	10	-
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended	966-3509	-	10	-
ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 3Year	966-3563	-	10	-
ProDeploy Dell Networking L3 N Series 3XXX Switch - Deployment Verification	805-2394	-	10	-
ProDeploy Dell Networking N Series 3XXX Switch - Deployment	805-2396	-	10	-
Declined Remote Consulting Service	973-2426	-	10	-
Stacking Cable, for Dell Networking N2000/N3000/S3100 series switches (no cross-series stack), 1m	470-AAPT	-	10	-
Dell Networking, Cable, SFP+ to SFP+, 10GbE, Active Optical (Optics included) Cable,3 Meter	470-ABMH	-	20	-
Power Cord, 125V, 13A, 6 Feet, C15 to NEMA 5-15P	450-ADYH	-	20	-

Subtotal:	\$42,803.90
Shipping:	\$0.00
Estimated Tax:	\$0.00

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Total: \$42,803.90

Important Notes

Terms of Sale

If this purchase includes a third party cloud service offering (such as Office 365 or Google G Suite), your use of the cloud service is subject to the Dell Cloud Solutions Agreement located at <http://www.dell.com/cloudterms> and the applicable terms and conditions located at <https://www.dell.com/learn/us/en/uscorp1/service-contracts-saas-cloud-services>.

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: [Dell's Terms of Sale](#), which include a binding consumer arbitration provision and incorporate Dell's U.S. [Return Policy](#) and Warranty (for [Consumer warranties](#); for [Commercial warranties](#)).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - [Type A](#) and use of the Dell-branded system software is subject to the Dell End User License Agreement - [Type S](#).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

If your purchase is for Boomi services or support, your use of the Boomi Services (and related professional service) is subject to the terms and conditions located at <https://boomi.com/msa>.

If your purchase is for Secureworks services or support, your use of the Secureworks services (and related professional service) is subject to the terms and conditions located at <https://www.secureworks.com/eula/eula-us>.

If this purchase is for (a) a storage product identified in the DELL EMC Satisfaction Guarantee Terms and Conditions located at (["Satisfaction Guarantee"](#)) and (ii) three (3) years of a ProSupport Service for such storage product, in addition to the foregoing applicable terms, such storage product is subject to the Satisfaction Guarantee.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.