

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002  
FEBRUARY 26, 2024, 6:30 PM  
AGENDA**

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

<b>I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
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**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**II. Revisions/Approval of Agenda**

**Recommended Motion:**

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


**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**III. Reports**

1. Superintendent's Report
  - a. Presentation of CHS-NHS 2025 Student Trip to Iceland
  
  - b. Bond Project Update
  
  - b. Financial Report

Janet Johnstone  
*Coordinator of Instructional Services*  
Phone: 269.323.5140  
fax: 269.323.5141  
[jjohnstone@portageps.org](mailto:jjohnstone@portageps.org)

**TO:** Mark Bielang  
**DATE:** February 19, 2024  
**FROM:** Janet Johnstone/Dr. Michael Pascoe   
**SUBJECT:** Portage High Schools 2025 field trip to Iceland

**RECOMMENDATION:**

I recommend the approval for Portage Central and Northern High School students to travel to Iceland as described in the attached material. The trip dates are set for July 13-31, 2025. There are no travel advisories at this time.

**BACKGROUND:**

Daniall Poulsen is proposing a student trip to Iceland, in partnership with Chris Lane, for July 13-31, 2025. They will spend 8 days out-of-state. The purpose is for students to experience and better understand the culture and environment/ecosystems of another country at a higher latitude compared to our own. The families involved will be responsible for the cost. The students will not miss any instructional time. Chaperones will be a ratio of approximately 1 adult to every 6 students (number attending: Approx. 12 Portage students, 2 adults).

I have reviewed this proposal and support it.

JJ/MP  
Attachments

Portage Public School District  
Advanced Activity Trips Custom Report

Trip Type Name	Trip ID	Account Name	Description	Start Date	End Date	Requested Adults	Requested Students	Purpose of Trip Event Description Educational Goals	No PPS Transportation Alternate Method	Overnight Trip must include attachments and costperson
<b>StartDate: 7/23/2025, EndDate: 7/30/2025</b>										
Field Trip Only (No PPS Transportation )	AT-00820	NHS Field Trips - GF	CHS/NHS Students - Iceland (Summer 2025)	7/23/2025	7/30/2025	2	12	Experience and better understand the culture and environment/e cosystems of another country at a higher latitude compared to our own. Students will have the opportunity to swim in a natural hot spring that one has only seen in textbooks, experiencing the geological wonder of being so close to the Arctic Circle and the astronomical phenomena of 24/7 sunlight. Students will also learn from a small business owner about global trades	Airplane	Yes

Portage Public School District  
Advanced Activity Trips Custom Report

and meet with a local Oceanographer and learn more about Iceland's ocean, biodiversity, and climate changes.

Students will also gain all the benefits of traveling abroad.

This is a student trip (not associated with the school) through EF Tours. I have taken these trips (to Costa Rica) twice before and have been very happy with my experience. This is an incredible opportunity for our students. I will be partnering with Chris Lane at Portage Central and student travelers from

## **Earth's Systems**

- HS-ESS2-2 Analyze geoscience data to make the claim that one change to Earth's surface can create feedbacks that cause changes to other Earth systems.
- HS-ESS2-3 Develop a model based on evidence of Earth's interior to describe the cycling of matter by thermal convection.
- HS-ESS2-5 Plan and conduct an investigation of the properties of water and its effects on Earth materials and surface processes. \*\*
- HS-ESS2-6 Develop a quantitative model to describe the cycling of carbon among the hydrosphere, atmosphere, geosphere, and biosphere.

## **Weather and Climate**

- HS-ESS2-4 Use a model to describe how variations in the flow of energy into and out of Earth's systems result in changes in climate.
- HS-ESS3-5 Analyze geoscience data and the results from global climate models to make an evidence-based forecast of the current rate of global or regional climate change and associated future impacts to Earth systems. \*\*

## **Human Sustainability**

- HS-ESS3-1 Construct an explanation based on evidence for how the availability of natural resources, occurrence of natural hazards, and changes in climate have influenced human activity.
- HS-ESS3-2 Evaluate competing design solutions for developing, managing, and utilizing energy and mineral resources based on cost-benefit ratios. \* \*\*
- HS-ESS3-3 Create a computational simulation to illustrate the relationships among management of natural resources, the sustainability of human populations, and biodiversity. \*\*
- HS-ESS3-4 Evaluate or refine a technological solution that reduces impacts of human activities on natural systems. \*
- HS-ESS3-6 Use a computational representation to illustrate the relationships among Earth systems and how those relationships are being modified due to human activity.

## **Engineering Design**

- HS-ETS1-1 Analyze a major global challenge to specify qualitative and quantitative criteria and constraints for solutions that account for societal needs and wants.
- HS-ETS1-2 Design a solution to a complex real-world problem by breaking it down into smaller, more manageable problems that can be solved through engineering.
- HS-ETS1-3 Evaluate a solution to a complex real-world problem based on prioritized criteria and trade-offs that account for a range of constraints, including cost, safety, reliability, and aesthetics, as well as possible social, cultural, and environmental impacts.
- HS-ETS1-4 Use a computer simulation to model the impact of proposed solutions to a complex real-world problem with numerous criteria and constraints on interactions within and between systems relevant to the problem.

# Explore Iceland: North

*Book your tour with confidence knowing we offer the lowest prices possible.*

**Tour Number:** 2684072NB  
**Group Leader:** Daniall Poulsen

**Requested Departure Date:** 7/23/2025  
**Requested Return Date:** 7/30/2025

**Requested Departure Gateway:** Detroit  
(MI)

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## WHAT'S COVERED

- Itinerary
- For parents
- Safety
- Reviews
- Video
- What's included
- Price

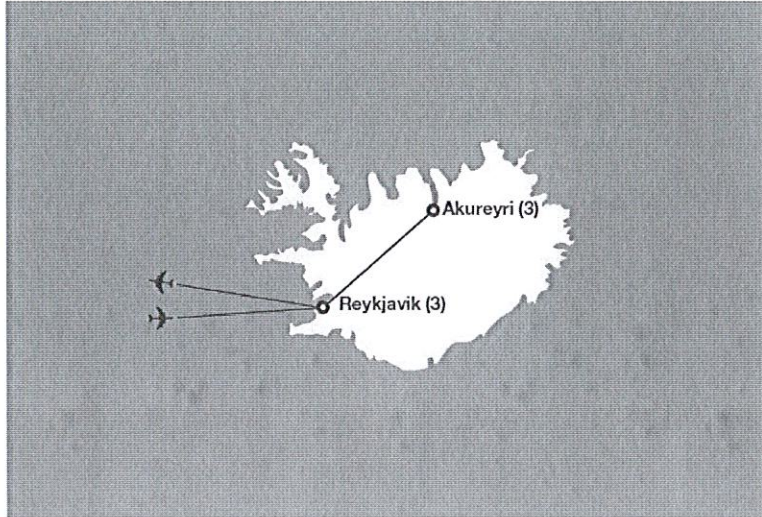
## ABOUT EF

For over 55 years, we've dedicated ourselves to one global mission: *Opening the World Through Education*. Our programs help students expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

# 8 days

Reykjavik, Akureyri

Welcome to a country that's so singular and environmentally diverse, you might as well be on a different planet. Experience stunning fjords and breathtaking waterfalls, then travel to a red mountain where mud boils and steam flows out of the earth. Journey through the Dimmuborgir lava formations, which some believe are trolls exposed to the sun, then walk along the gap separating two tectonic plates. This adventurous trip is not for the faint-of-heart or weak-of-limb; it will keep you moving, climbing, and hiking—and constantly questioning how your surroundings can possibly be real.



## Day 1: Fly overnight to Iceland

### Day 2: Reykjavik

Meet your Tour Director at the airport  
Visit the Whales of Iceland Museum  
Take a walking tour of Reykjavik with your Tour Director

### Day 3: Reykjavik • Akureyri

Travel to via Grábrók Crater to Akureyri, a quaint seaside town in northern Iceland  
Enjoy a hike to the top of Grábrók Crater  
Take a walking tour of Akureyri with your Tour Director

### Day 4: Akureyri

Take a full day excursion to the Lake Mývatn region  
• Visit Goðafoss, one of Iceland's most spectacular waterfalls

[View full itinerary](#)

## Feel confident helping your child see the world

Visit our parents' page for everything from payment plans, scholarship opportunities, safety protocols, and more.

Are you the "print it, scribble notes on it, stick it to the fridge" type? You can download a printable version of our Parent Guide, too.

¿Quiere leer la Guía para Padres en español?

[Visit our parents' page](#)

[Pagina de padres en español](#)



[Visit our video gallery to hear more from fellow parents](#)

## What's important to you is important to us



### *Safety*

We've been a leader on safety in the student travel industry for over 55 years.

[Learn more](#)



### *Flexibility & coverage*

Policies like Peace of Mind help make sure you feel covered and supported.

[Learn more](#)



### *Health standards*

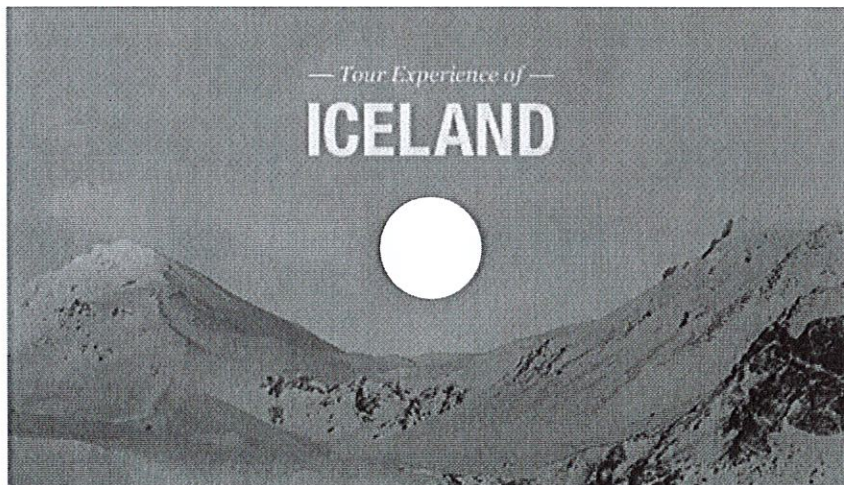
We're actively helping to innovate on new global standards for cleanliness & safety.

[Learn more](#)

## Reviews

We're proud to work with Trustpilot to provide reviews that are live, unedited, and independent—real stories from travelers like you.

## See your tour come to life



## Your experience includes

Airfare & transportation

Hotels

Regional-style meals

Guided sightseeing

Entrances

Full-time Tour Director

Expert Local Guides

Personalized Learning  
Support

Continuous Support

Worldwide Presence

[View details](#)

Have questions about this tour? Give us a call at 800-665-5364

## Total price

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**\$5,189**  $\frac{\$300^*}{\text{month}}$

[View price details](#)

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[Enroll now](#)

[Stay in the loop](#)

*\*Restrictions apply.*



# Educational Tours

Watch videos, read reviews, and enroll on your teacher's Tour Website

[eftours.com/](http://eftours.com/)








This is also your tour number

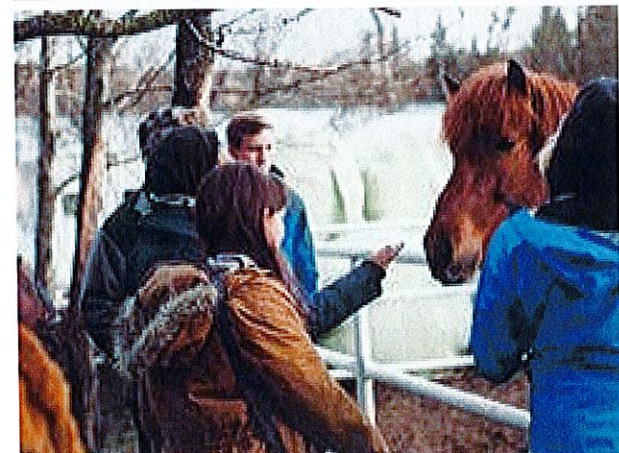
## EXPLORE ICELAND: NORTH AND SOUTH

8 days | Iceland

Welcome to a country that's so singular and environmentally diverse, you might as well be on a different planet. Experience stunning fjords and breathtaking waterfalls, then travel to a red mountain where mud boils and steam flows out of the earth. Journey through the Dimmuborgir lava formations, which some believe are trolls exposed to the sun, then walk along the gap separating two tectonic plates. This adventurous trip is not for the faint-of-heart or weak-of-limb; it will keep you moving, climbing, and hiking—and constantly questioning how your surroundings can possibly be real.

### EVERYTHING YOU GET:

-  **Full-time Tour Director**
-  **Sightseeing:** 7 sightseeing tours led by your Tour Director; 2 full days with local guides
-  **Entrances:** Viking World; Whales of Iceland; Whale watching excursion, Herring Museum; Ektafiskur Ehf; Blue Lagoon
-  **Experiential learning:** Ektafiskur Ehf local experience; university lecture; Pingvellir National Park geology walk; greenhouse visit; Fridheimar Farm; Gauksmyri Horse Stables
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; 6 overnight stays in hotels with private bathrooms; European breakfast and dinner daily; 2 included lunches



Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@Eftours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

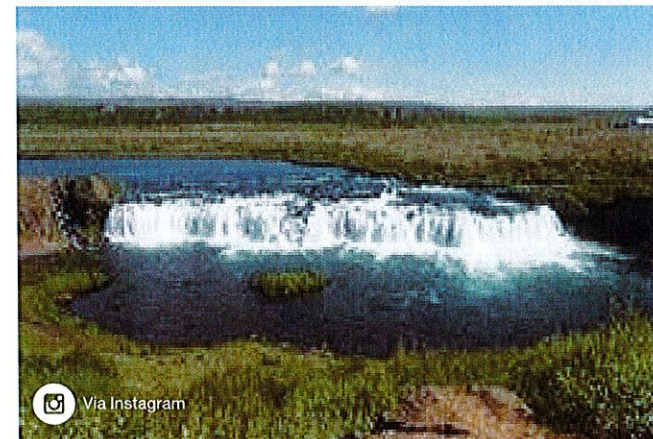
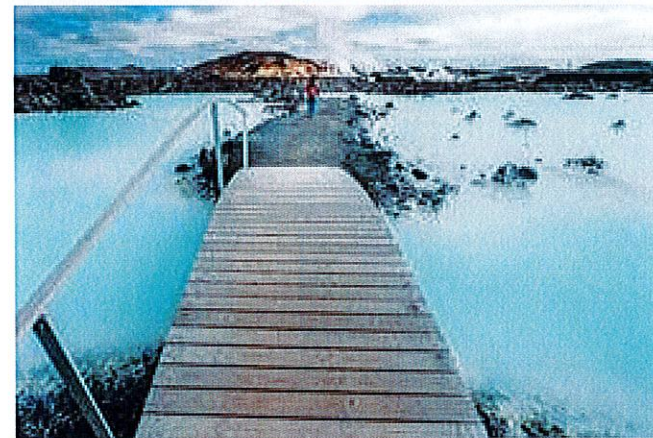
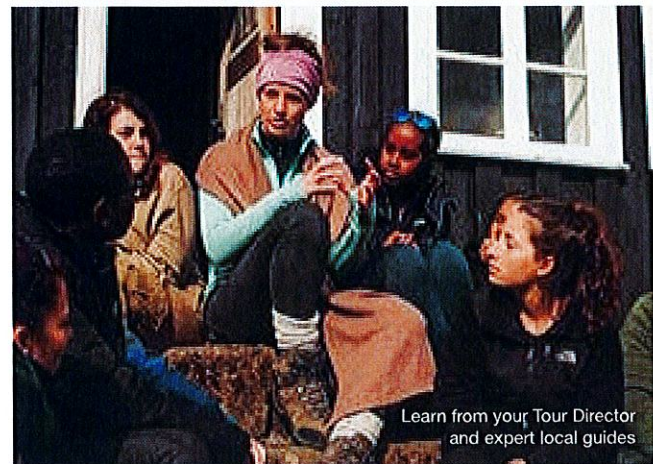
— MELISSA, TRAVELER



## CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at [eftours.com/](http://eftours.com/)

Your teacher's Tour Website



## What you'll experience on your tour

### Day 1: Overnight flight to Reykjavík

- Board your overnight flight to Iceland.

### Day 2: Reykjavík

- Meet your tour director at Keflavík International Airport.
- Enjoy breakfast, then explore a replica viking ship at Viking World.
- Discover a blend of culture, history, and natural beauty during your walking tour of Reykjavík.
- Learn about various species of whales and see life-sized models during your visit to Whales of Iceland.

### Day 3: Akureyri

- Journey away from Reykjavík towards Akureyri, a quaint seaside town in northern Iceland.
- Along the way, enjoy a hike to the top of Grábrók Crater for a bird's-eye view of mossy lava fields.
- Tour the charming yet surprisingly cosmopolitan Akureyri during a short sightseeing walk.

### Day 4: Akureyri

- Stand in awe below Goðafoss, one of Iceland's most spectacular waterfalls.
- Walk along the shore of Lake Mývatn where you can spot volcanic rock formations or native Icelandic waterbirds.
- During lunch, enjoy a short hike. Or, choose to take a dip in the milky blue, mineral-rich Mývatn Nature Baths.
- Be transported to another planet as you walk among the boiling mud pots and steamy natural hot springs of Nammalfjall.
- Explore millennia-old lava formations that some believe to be ancient trolls exposed to the sun at Dimmuborgir.

### Day 5: Akureyri

- Spend half a day searching for the tell-tale plume of mist from breaching whales during your whale watching excursion.
- At the mouth of Iceland's largest fjord, meet the fishermen of Ektafiskur Ehf and learn how this small business trades globally.
- Be transported to a 1930s Icelandic fishery and relive the Herring Era at the Herring Museum.

### Day 6: Reykjavík

- Meet with a University of Akureyri Oceanographer for a personal take on Iceland's ocean, biodiversity, and climate changes.
- On your way back to Reykjavík, stop for lunch at the Gauksmyri Horse Stables. Then, enjoy a close up look at Iceland's unique horses.
- Stop for a short hike to Barnafoss, a waterfall that flows through the mossy riverbank into the Hvítá river.

### Day 7: Reykjavík

- Stand where two tectonic plates meet at Þingvellir, a national park that played a pivotal role in Iceland's history.
- In a land of waterfalls, Gullfoss stands alone: walk to its edge and try to spy a rainbow in the mist.
- Visit Geysir, the namesake of every geyser in the world. Watch as Strokkur, another geyser, erupts every few minutes.
- Learn how one greenhouse produces 20% of Iceland's tomatoes so close to the Arctic Circle during your visit to the Fridheimar Farm.

### Day 8: Reykjavík | Depart for home

- See Bessastadir, the official home of Iceland's President.
- Wander among steam vents, boiling mud pots, and flowing hot springs at Krýsuvík.
- After a few days of hiking, you deserve some spa time. Relax in the warm, geothermal waters of the Blue Lagoon.
- Board your flight home.

*Experiencing Iceland has definitely been the greatest time of my life! Looking at the beauty, the nature was something that my eyes have never encountered before. Climbing up mountains, walking up glaciers, getting wet by waterfalls, and sinking my feet in the black sand beaches were moments that I cannot relive anywhere else but Iceland. EF Tours did an amazing job preparing this trip and anybody...everybody should be given the chance to travel the world!*

– GENESIS, STUDENT

“ Tour review

*I loved my tour of Iceland. The scenery is like nothing I have ever seen. I learned so much about geothermal energy, volcanoes, geysers, earthquakes, and more. Our tour guide was so informative about traditional Icelandic ways of life, so we learned so much more than we expected. We fell in love with this country, its people, its customs, and its way of life. Truly a trip of a lifetime!*

– EMILY, STUDENT

“ Tour review

### TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

— The easiest ways to —  
**ENROLL TODAY**



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eftours.com/enroll



**Enroll by phone**  
800-665-5364



**Enroll by mail**  
EF Educational Tours  
Two Education Street  
Cambridge, MA 02141

*Our child came home a citizen of a global community with a greater understanding of her part in the world. Now, she understands that there is so much more out there than our everyday*

—CHARLOTTE, DAUGHTER TRAVELED JUNE 2015

“ Tour review

## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- We always offer the lowest prices, guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



**Portage Public Schools  
General Fund Budget Progress Report by Function  
2023-2024 Fiscal Year**

	Seven months ended January 31, 2024				Seven months ended January 31, 2023			
	Preliminary Budget 2023- 2024	% of total	Year-to-date activity	% of budget	Preliminary Budget 2022- 2023	% of total	Year-to-date activity	% of budget
<b>Revenue:</b>								
Local	17,629,417	15%	17,424,178	99%	16,267,803	15%	16,679,809	103%
State	85,082,448	74%	34,629,636	41%	78,925,124	73%	30,202,257	38%
Federal	1,968,618	2%	1,111,223	56%	3,498,377	3%	392,263	11%
Local payments-other districts	9,999,792	9%	4,020,857	40%	9,931,803	9%	5,008,995	50%
Other/Transfers in	130,000	0%	-	0%	140,000	0%	-	0%
<b>Total Revenue</b>	<b>114,810,275</b>	<b>100%</b>	<b>57,185,894</b>	<b>50%</b>	<b>108,763,107</b>	<b>100%</b>	<b>52,283,324</b>	<b>48%</b>
<b>Expenditures:</b>								
<b>Instruction</b>								
Basic Programs	60,560,475	52%	27,004,607	45%	56,202,074	51%	25,186,054	45%
Added Needs	9,978,319	9%	4,638,180	46%	10,481,008	10%	4,110,052	39%
<b>Total Instruction</b>	<b>70,538,794</b>	<b>61%</b>	<b>31,642,787</b>	<b>45%</b>	<b>66,683,082</b>	<b>61%</b>	<b>29,296,106</b>	<b>44%</b>
<b>Supporting Services</b>								
Pupil Support	10,103,518	9%	4,677,884	46%	8,590,406	8%	4,121,455	48%
Instructional Staff	7,137,993	6%	3,871,187	54%	6,763,437	6%	3,733,785	55%
General Administration	826,428	1%	563,036	68%	779,752	1%	529,119	68%
School Administration	6,112,508	5%	3,149,343	52%	6,130,280	6%	3,003,354	49%
Business	1,227,579	1%	706,775	58%	1,119,559	1%	630,752	56%
Operations and Maintenance	10,767,531	9%	5,508,365	51%	10,049,646	9%	5,018,146	50%
Transportation	3,964,937	3%	1,985,952	50%	3,451,130	3%	1,853,629	54%
Central Support Services	2,913,489	3%	1,893,111	65%	3,303,331	3%	2,422,847	73%
Other Support Services	1,871,843	2%	1,296,813	69%	1,817,191	2%	1,066,242	59%
Community Services	127,718	0%	68,834	54%	134,106	0%	61,836	46%
Childcare Services	859,633	1%	681,522	79%	596,376	1%	1,014,953	170%
<b>Total Supporting Services</b>	<b>45,913,177</b>	<b>39%</b>	<b>24,402,822</b>	<b>53%</b>	<b>42,735,214</b>	<b>39%</b>	<b>23,456,118</b>	<b>55%</b>
<b>Other Financing Uses/Capital Outlay</b>	<b>20,961</b>	<b>0%</b>	<b>80,781</b>	<b>385%</b>	<b>143,425</b>	<b>0%</b>	<b>122,680</b>	<b>86%</b>
<b>Total Expenditures</b>	<b>116,472,932</b>	<b>100%</b>	<b>56,126,390</b>	<b>48%</b>	<b>109,561,721</b>	<b>100%</b>	<b>52,874,903</b>	<b>48%</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(1,662,657)</b>		<b>1,059,504</b>		<b>(798,614)</b>		<b>(591,579)</b>	

**Portage Public Schools  
General Fund Budget Progress Report by Object  
2023-2024 Fiscal Year**

	Seven months ended January 31, 2024				Seven months ended January 31, 2023			
	Preliminary Budget 2023- 2024	% of total	Year-to-date activity	% of budget	Preliminary Budget 2022- 2023	% of total	Year-to-date activity	% of budget
Salaries	54,522,515	47%	24,858,933	46%	52,602,903	48%	23,806,250	45%
Benefits	<u>41,857,225</u>	36%	<u>19,759,749</u>	47%	<u>37,830,314</u>	35%	<u>18,157,822</u>	48%
Total Salaries and Benefits	96,379,740	83%	44,618,683	46%	90,433,217	83%	41,964,072	46%
Purchased Services	11,351,382	10%	6,502,702	57%	10,517,284	10%	6,316,761	60%
Supplies	6,494,145	6%	4,206,924	65%	6,348,737	6%	4,101,707	65%
Capital outlay/Other	<u>2,247,665</u>	2%	<u>798,081</u>	36%	<u>2,262,483</u>	2%	<u>492,363</u>	22%
Total Expenditures	116,472,932	100%	56,126,390	48%	109,561,721	100%	52,874,903	48%

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**V. Comments or Communications**

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. February 12, 2024 Policy Governance Retreat, Committee of the Whole Work Session & Closed Session

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**POLICY GOVERNANCE RETREAT &  
COMMITTEE OF THE WHOLE WORK SESSION  
FEBRUARY 12, 2024**

**POLICY GOVERNANCE RETREAT**

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, February 12, 2024, was called to order at 4:00 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Emily Crawford, Keith Crowell, Ean Hamilton, Kimberly Larson, Bo Snyder, Terri Novaria, Randy Van Antwerp

Board Trustees Absent: None

Executive Leadership Present: Mark Bielang, Superintendent; Johnny Edwards, Assistant Superintendent of Operations; Michael Pascoe, Assistant Superintendent of Instruction and Assessment

Others Present: Gary Goscenski of Perspectives Consulting

**REVISIONS/APPROVAL OF AGENDA**

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

**The motion carried unanimously.**

**COMMENTS OR COMMUNICATIONS**

There were no comments or communications.

**DISCUSSION ITEMS**

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the agenda on the topics of proposed revisions to bylaws 0144.2 and 0167.3 and operational policy 9130 and 2521, and a review of Ends 1.1, and Executive Limitations 2.6.

The Policy Governance Retreat adjourned at 6:15 p.m.

## **COMMITTEE OF THE WHOLE WORK SESSION**

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, February 12, 2024 was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

Board Trustees Present: Emily Crawford, Keith Crowell, Ean Hamilton, Kimberly Larson, Bo Snyder, Terri Novaria, Randy Van Antwerp

Board Trustees Absent: None

## **REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education approve the agenda as amended to add a closed session as allowed under the Open Meetings Act Section 8(e) and a post-closed action item following the closed session.**

**The motion carried unanimously.**

## **REPORTS**

### **Superintendent's Report**

#### **CommuniTeen Read Update**

High school Librarians, Sara Brown and Lisa Miller, shared plans for this year's CommuniTeen Read. The event will be held on March 19, 2024 at 6:30 p.m. in the Portage Zhang Senior Center. This year's featured book is *Salt to the Sea* by Ruta Sepetys. Ms. Sepetys will be at the event to present on and discuss the book. On March 18 and 19 she will visit with students at Northern High and Central High. The March 19 event is free, open to the public. This school year, approximately 40 Portage classes are reading and discussing the book. In addition, on April 16, 2024 at 6:30 p.m., there will be a bonus author visit at the senior center. Author of *Firekeeper's Daughter*, Angeline Boulley will be at the event.

#### **Project Update**

Mr. Johnny Edwards, Assistant Superintendent of Operations provided an update on elementary bond construction work.

At the new Central Elementary site, work is happening on the second floor - precast concrete and block work. Brick veneer is being constructed on the exterior of the main office and masonry work continues.

At the new Haverhill Elementary site, precast bearing continues. Precast concrete installation is expected to begin in late February with steel to follow in about a month.

For the new Woodland Elementary project, an engagement with staff was held in late January to make sure our initial design direction was consistent with what the staff reported to us. We discussed

some of the barriers and their emerging themes. The staff overall endorsed the direction we are headed. In addition, a schematic design meeting was held to discuss the site concept plan, look at some 3D views, and discuss program parity with the first two schools.

### **Change Order Summary**

Mr. Dan Rathburn, Senior Project Manager with Owen-Ames-Kimball, reviewed consolidated construction cost information and detailed change orders to date on the elementary bond work.

### **COMMENTS OR COMMUNICATIONS**

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

Mrs. Novaria gave a great review of the recent Northern High and Central High performances she attended, and she was impressed with the Super Bowl hometown connection. Portage Northern graduate, Darek Cobbs, played with Usher during the Super Bowl half time show.

Mr. Snyder thanked his fellow board members for their work at today's Policy Governance Retreat.

Mr. Van Antwerp provided an update on the scheduled school tours for board members. Four have been completed to date – excellent and eye opening of the good things happening in our schools. He encouraged board members to attend the remaining upcoming tours.

### **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the January 29, 2024 special meeting, closed session, and regular business meeting minutes; approve the revisions to policies 0122-Board Powers, 1420-School Administrator Evaluation, 3120-Employment of Professional Staff, 3130-Assignment and Transfer, 3131-Staff Reductions/Recalls, 3132-Vacancies, 3139-Staff Discipline, 3140-Termination and Resignation, 3142-Probationary Teachers, and 3220-Professional Staff Evaluation, as presented.**

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

### **ASSURANCE OF DISTRICT PERFORMANCE**

#### **Monitoring Report 1.5, Ends**

**Motion offered by Mrs. Larson, seconded by Ms. Hamilton, that the Board of Education accept Monitoring Report 1.5, Ends, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang reviewed what has changed since his last report on 1.5. Terms and definitions differ from previous reports to better align with state and national terms and definitions. Mr. Bielang also reviewed the many charts included in the report.

Superintendent responded to questions from Trustees.

**The motion carried unanimously.**

**Monitoring Report 2.4, Financial Planning/Budgeting**

**Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education accept Monitoring Report 2.4, Financial Planning/Budgeting, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang provided a brief overview of the report.

**The motion carried unanimously.**

**REQUIRED ACTION ITEMS**

**Building Site & Sinking Fund Resolution**

**Motion offered by Mrs. Novaria, seconded by Mr. Crowell, that the Board of Education approve the Resolution Certifying Proposal to Renew Building and Site Sinking Fund, as presented.**

Per Superintendent Bielang, once we learned that the BSSF would be the only item on the ballot for the May 7, 2024 election and the election costs could exceed \$100,000, all of which the District would have to cover, we decided to put the BSSF on the August 6, 2024 ballot. This is the Michigan primary election. The election costs to the District would be minimal.

**The motion carried unanimously.**

**DISCUSSION ITEMS**

**WMS Servery Equipment Purchase**

Ms. Samantha Stevens, Business Manager, reviewed the background information and recommendation to approve the purchase of food service equipment for West Middle School to replace the existing equipment at that school.

The Board opted to move this discussion item to action.

**Motion offered by Mr. Crowell, seconded by Mrs. Crawford, to move the WMS Servery Equipment Purchase discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mr. Crowell, seconded by Ms. Larson, to approve the WMS server equipment purchase.**

**The motion carried unanimously.**

## **MASB Board of Directors Election**

Per President Van Antwerp briefly reviewed the MASB Board of Directors election information and candidate bios. The Board will take action to select the candidate it wishes to support at their February 26, 2024 meeting.

## **2023-24 Budget Amendments**

Ms. Paula Johnson, Director of Finances, and Ms. Samantha Stevens, Business Manager, provided a presentation on the first amendment to the 2023-24 budget. They reviewed the 2023-24 budget adopted in June 2023, state aid funding, historical blended FTE data, revenues and expenses, one-time federal funding, and fund balance assumptions.

The presenters addressed questions from Trustees.

## **CLOSED SESSION**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education go into closed session to consider legal counsel's opinion pursuant to Section 8(e) of the Open Meetings Act to discuss litigation and settlement strategy regarding the Koffron v PPS, et al. lawsuit, with counsel participating via cell phone.**

**Upon a roll call vote, the motion carried unanimously.**

The Board entered into closed session at 7:44 p.m. and returned to open session at 8:26 p.m.

## **POST-CLOSED ACTION**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board hereby accepts legal counsel's recommendation that, with discussed adjustment, the offer of judgment discussed in closed session be submitted to plaintiff's counsel in the Koffron v PPS, et al. litigation.**

**The motion carried unanimously.**

With no further business to come before the Board, the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary

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

**RESOLUTION CERTIFYING PROPOSAL TO RENEW  
BUILDING AND SITE SINKING FUND**

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Minutes of a regular meeting of the Board of Education (the “Board”) of the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), held in the School District, on February 12, 2024, at 6:30 p.m., prevailing Eastern time.

PRESENT: Members Emily Crawford, Keith Crowell, Ean Hamilton, Kimberly Larson, Bo Snyder, Terri Novaria, Randy Van Antwerp

ABSENT: Members None

The following preamble and resolution were offered by Member Novaria and supported by Member Crowell:

WHEREAS, the electors previously approved a sinking fund tax levy in the amount of 0.500 mills which has been permanently rolled back to 0.4988 mills and which expires with the 2024 levy; and

WHEREAS, the School District has determined that in order to continue to improve and repair its facilities, it is necessary to ask the electors to approve a renewal of the sinking fund millage as described in the Proposal to Renew Building and Site Sinking Fund attached hereto as Exhibit A (the “Sinking Fund Proposal”); and

WHEREAS, it is necessary and desirable to submit the Sinking Fund Proposal to the School District’s electors at an election to be held on August 6, 2024 (the “August Election Date”); and

WHEREAS, in order for the Sinking Fund Proposal to be submitted to the School District’s electors on the August Election Date, it is necessary for the Board to certify the Sinking Fund Proposal to the Kalamazoo County Clerk (the “School District Election Coordinator”), as required by Michigan election law, not later than 4:00 p.m. on May 14, 2024; and

WHEREAS, the School District desires to approve and certify the Sinking Fund Proposal and to authorize the Superintendent or his designee to submit the ballot language for the Sinking Fund Proposal to the School District Election Coordinator for the August Election Date.

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

1. The Sinking Fund Proposal attached hereto as Exhibit A is hereby certified to the School District Election Coordinator for submission to the School District's electors on the August Election Date. The Secretary of the Board is hereby authorized and directed to file this Resolution and/or complete any such forms, certificates or documents as may be required by the School District Election Coordinator to evidence the foregoing certification and/or submission by no later than 4:00 p.m. on May 14, 2024.

2. The Secretary of the Board or the Superintendent are further authorized prior to the submission of the Sinking Fund Proposal to the School District Election Coordinator to update the Sinking Fund Proposal to reflect any Headlee rollbacks applicable to the current operating millage for the 2024 year.

3. The School District Election Coordinator is hereby authorized and directed to: (a) post and publish notice of last day of registration and notice of election for the August Election Date; and (b) have prepared and printed ballots for submitting the Sinking Fund Proposal at the August Election Date, which ballots shall be in the form appearing in Exhibit A, or the Sinking Fund Proposal shall be stated as a proposal on the voting machines, which ballots may include other matters presented to the electorate on the same date.

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

AYES: Members Crawford, Crowell, Hamilton, Larson, Novaria, Snyder, Van Antwerp

NAYS: Members None

**RESOLUTION DECLARED ADOPTED.**

*Terri Novaria*

Terri Novaria  
Secretary, Board of Education

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan a regular meeting held on February 12, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

*Terri Novaria*

Terri Novaria  
Secretary, Board of Education

41367264

RESOLUTION CERTIFYING PROPOSAL TO RENEW BUILDING AND SITE SINKING FUND  
Portage Public Schools

**EXHIBIT A**

**OFFICIAL BALLOT**

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

**PROPOSAL TO RENEW BUILDING AND SITE SINKING FUND**

*This proposal will renew the authority last approved by the electors in 2019 and which expires with the 2024 levy for the School District to levy a building and site sinking fund millage, the proceeds of which will be used to make improvements and repairs to the School District's facilities. Pursuant to State law, the expenditure of the building and site sinking fund millage proceeds must be audited, and the proceeds cannot be used for teacher, administrator or employee salaries, maintenance or other operating expenses.*

Shall the Portage Public Schools, County of Kalamazoo, Michigan, be authorized to continue to levy 0.4988 mills (\$0.4988 per \$1,000 of taxable valuation) for a period of five (5) years, being the years 2025 to 2029, inclusive, to maintain a sinking fund to be used for the construction or repair of school buildings, school security improvements, the acquisition or upgrading of technology, the acquisition of student transportation vehicles, trucks and vans and parts, supplies and equipment used for the maintenance of these vehicles and for any other purposes permitted by law? This millage if approved and levied would provide estimated revenues to the School District of approximately \$1,596,118 in the first year that it is levied.

YES

NO

41367264.2/071466.00001

RESOLUTION CERTIFYING PROPOSAL TO RENEW BUILDING AND SITE SINKING FUND  
Portage Public Schools

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. 2023-24 Budget Amendments (OP 6231)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the General Fund Budget Appropriations Resolution 2023/24 Amended Budget #1, as presented.**

To : Mark Bielang, Superintendent  
From : Paula Johnson, Director of Finance  
Date : February 8, 2024  
Subj : General Fund Budget Amendment #1 Resolution for 2023/24

**Recommendation**

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2023/24 year at the February 26, 2024 Board meeting.

**Background Information**

This amendment to the District’s operating fund represents the first of two planned revisions during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board and community as new and improved information becomes available.

The modifications incorporated in this document are the result of a number of factors that we have previously discussed:

1. Estimates from the 2022/23 final budget amendment were updated due to information available from our 2022/23 audit. The projected addition of \$2,897,675 to fund balance at the second amendment for 2022/23 included committing 11T funds in the amount of \$3,586,115. Once removing the committed funds it was projected to have expenses over revenues in the amount of \$688,440. Final audited expenditures reflected an increase of unassigned fund balance of \$2,445,183 . Expenses from the 2022/23 year came in lower than expected due to additional one time federal funding, some special projects not completed by June 30<sup>th</sup>, and lower than expected expenditures.
2. Other revisions come from a detailed account analysis of the budget to actual during the last school year along with individual meetings with department heads.
3. Changes in budgets necessitated by actual enrollments, actual staffing, and program adjustments. The preliminary budget was built on a blended enrollment of 8,592 students. After the October count, the District’s blended enrollment is 8,599. Enrollment is still down since COVID-19.
4. Information received after the budget was adopted in June, 2023 are reflected in this amendment.

Typically, the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our Fall membership count combined with the previous Spring count using the 90/10 blend as in previous years. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 26th is provided at the functional level.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar from the budget adoption process in that it compares major categories and gives you both

projected total fund balance and unassigned fund balance information. After the amendment, unassigned fund balance is projected to be 13.45% down from 14.63% at 6/30/2023. This allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

<b>Revisions</b>	<b>Amount</b>
<b>Revenues:</b>	<b>(rounded)</b>
<b>Local:</b>	<b>\$1,959,272</b>
Change in property tax collections based on an increase in taxable value. K/RESA Special Education payment increased. The K/RESA Enhancement millage decreased slightly. Investment interest has increased.	
<b>State:</b>	<b>\$3,206,040</b>
Adjustments for the change in enrollment. Special Education Categorical 51A increased due to change in the funding formula. New state categoricals for transportation and declining enrollment were added. At-Risk program funding increased. UAAL revenue was also adjusted to reflect the yearly increase.	
<b>Federal:</b>	<b>\$368,383</b>
All federal grants were adjusted to the awarded amount. The majority of this increase represents the current approved amount for ESSER III funding, which is one time funding. This also includes one-time funding for 98c that ended September 30, 2023.	
<b>Revenue Subtotal -</b>	<b>\$5,533,695</b>
<b>Expenditures:</b>	
Salaries for all groups have been adjusted since the preliminary adoption to reflect any changes in staffing and settled contracts.	<b>\$1,406,364</b>
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections at known rates after applying any hard caps. Corresponding FICA and retirement benefit costs have also been updated due to salary changes. The largest part of this increase is due to the UAAL percentage increase since the preliminary budget and an increase in the UAAL state aid payment.	<b>\$2,306,703</b>
An increase in services funded by 31n6 for mental health and support. Dual enrollment and KAMSE costs are up. Childcare staffing costs also contribute to this increase.	<b>\$422,080</b>
Supply costs were revised. Changes are reflective of the buildings using carry-over funds from last year and adjustments based on Fall enrollment. CIA Committed expenses have been added in this category. Section 97 safety and security items have also been added along with one time 98c expenses. GASB96 software subscription expenses are also categorized here.	<b>\$1,804,088</b>
<b>Expense Subtotal -</b>	<b>\$5,939,435</b>
<b>Total revisions accounted for in these items</b>	<b>\$(405,740)</b>

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of \$(2,068,397) for the year, as compared to \$(1,662,657) which was adopted in June and reflects a negative difference of \$(405,740). Included in the total expenditures of this amendment are CIA 11t committed funding expenses of \$445,785 and costs to complete the weight room projects at both high schools in the amount of \$385,299. Both of these items were unknown at the time the preliminary budget was adopted.

For the County Wide Special Education Millage funds, although K/RESA submitted a revised budget to the District where all costs would be reimbursed, the district only receives 90% of the estimated allocation in the current year, with the estimated 10% balance remitted to districts in the subsequent year after all actual costs are determined.

The Governor released her Executive budget recommendation on February 7<sup>th</sup>, 2024 for the State's 2024/25 fiscal year. Her recommendation is a 2.5% increase in the foundation allowance, but this still needs to be worked through both the House and the Senate before a final recommendation comes out of committee. All of this information will help to assist as we begin preparation of the 2024/25 school year budget.

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

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

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

	<u>Actual 2022/23</u>	<u>Adopted Budget 2023/24</u>	<u>Amended Budget #1 2023/24</u>
Total Fund Balance, Beginning of Year, July 1	15,747,640	18,645,315	22,303,113
<b>REVENUES:</b>			
Local Sources	28,425,371	27,619,209	29,578,481
State Sources	88,022,691	85,082,448	88,288,488
Federal Sources	7,806,468	1,968,618	2,337,001
Incoming Transfers and Other Transactions	<u>136,246</u>	<u>140,000</u>	<u>140,000</u>
Total Revenues and Other Transactions	<u>124,390,776</u>	<u>114,810,275</u>	<u>120,343,970</u>
Total Available to Appropriate	<u>140,138,416</u>	<u>133,455,590</u>	<u>142,647,083</u>

Be it further resolved that \$122,412,367 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
<b>Instruction:</b>			
Basic Programs	61,276,760	60,546,441	62,429,614
Added Needs	<u>9,725,713</u>	<u>9,982,319</u>	<u>11,111,961</u>
Total Instruction	<u>71,002,473</u>	<u>70,528,760</u>	<u>73,541,575</u>
<b>Supporting Services:</b>			
Pupil	9,615,748	10,124,479	10,753,005
Instructional Staff	7,235,321	7,148,027	7,649,329
General Administration	918,717	826,428	890,918
School Administration	6,478,467	6,086,008	6,367,839
Business Services	1,144,520	1,254,079	1,227,337
Operations and Maintenance	9,938,134	10,609,425	10,647,544
Transportation	3,865,896	3,964,937	4,251,287
Central Services	3,641,424	3,071,595	3,403,368
Athletics	<u>2,068,571</u>	<u>1,871,843</u>	<u>2,322,866</u>
Total Supporting Services	<u>44,906,798</u>	<u>44,956,821</u>	<u>47,513,493</u>
Community Services	<u>1,724,665</u>	<u>987,351</u>	<u>1,276,519</u>
Other Financing Use - Debt Service	<u>201,367</u>	<u>0</u>	<u>80,780</u>
Total Expenditure Appropriation	<u>117,835,303</u>	<u>116,472,932</u>	<u>122,412,367</u>
Excess (Deficit) of Revenues over Expenditures	<u>6,555,473</u>	<u>(1,662,657)</u>	<u>(2,068,397)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 22,303,113</u>	<u>\$ 16,982,658</u>	<u>\$ 20,234,716</u>

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

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

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

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

	<u>Actual 2022/23</u>	<u>Adopted Budget 2023/24</u>	<u>Amended Budget #1 2023/24</u>	<u>Increase (Decrease)</u>
<b>Revenues</b>				
Not Program Related	100,703,305	97,798,509	99,583,543	1,785,034
Program Related	23,687,471	17,011,766	20,760,427	3,748,661
<b>Total Revenues</b>	<u>124,390,776</u>	<u>114,810,275</u>	<u>120,343,970</u>	<u>5,533,695</u>
<b>Expenditures</b>				
Salaries	53,070,829	54,522,515	55,928,879	1,406,364
Fringe Benefits:				
FICA **	3,798,644	4,210,815	4,285,969	75,154
Retirement **	29,616,680	26,085,633	28,442,414	2,356,781
Health Insurance	8,985,791	9,842,467	9,724,760	(117,707)
Dental Insurance	691,004	712,361	706,202	(6,159)
Vision Insurance	139,491	140,440	138,082	(2,358)
Long-Term Disability	168,617	179,166	187,094	7,928
Life Insurance	43,864	46,814	47,784	970
Other Fringe Benefits	689,360	644,529	636,623	(7,906)
<b>Total Fringe Benefits</b>	<u>44,133,451</u>	<u>41,862,225</u>	<u>44,168,928</u>	<u>2,306,703</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	13,491,545	13,186,876	13,609,156	422,280
Supplies, Materials, Other	6,396,038	6,492,145	7,514,234	1,022,089
Capital Outlay	541,610	409,171	1,107,390	698,219
Debt Service	201,830	-	83,780	83,780
<b>Total Expenditures</b>	<u>117,835,303</u>	<u>116,472,932</u>	<u>122,412,367</u>	<u>5,939,435</u>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>\$ 6,555,473</u>	<u>\$ (1,662,657)</u>	<u>\$ (2,068,397)</u>	<u>\$ (405,740)</u>
<b>Total Fund Balance Information</b>				
Fund Balance Beginning	15,747,640	18,645,315	22,303,113	
Income (Deficit) - Allocated to Unreserved	6,555,473	(1,662,657)	(2,068,397)	
<b>Estimated Ending Fund Balance</b>	22,303,113	16,982,658	20,234,716	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,482,542	850,000	625,000	
Section 11T Committed Funds	3,586,115	3,586,115	3,140,330	
<b>Estimated Ending Unassigned Fund Balance</b>	<u>\$ 17,234,456</u>	<u>\$ 12,546,543</u>	<u>\$ 16,469,386</u>	
<b>As a Percentage of Expenditures</b>	14.63%	10.77%	13.45%	

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND AMENDMENT #1  
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2023/24</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2023/24</u>
<b>REVENUES:</b>			
From Local Sources:			
Property Tax Levy (17.5695 mills)	15,813,635	1,274,626	17,088,261
Regional Enhancement Millage (1.5 mills)	3,750,000	(58,000)	3,692,000
Earnings from Investments and Deposits	21,900	27,100	49,000
Interest on Delinquent Taxes	12,000	0	12,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	130,000	0	130,000
Other Local Sources	172,749	7,081	179,830
From State Sources:			
Foundation Grant Allowance	65,842,448	(748,612)	65,093,836
Other State Categoricals/Foundation Adjustments	12,200,897	1,525,137	13,726,034
From Federal Sources:			
Medicaid Administrative Outreach Program	30,000	12,000	42,000
Program Related Revenues:			
31N6 Funding - Mental Health Support Svcs	382,531	70,426	452,957
American Rescue Plan Act Funds (ESSER III)	775,286	108,570	883,856
ARP - ESSER III Equalization Funds (11T)	180,996	23,442	204,438
At Risk Grant	2,032,550	676,480	2,709,030
Athletic Gate Receipts and Contributions	149,600	256,229	405,829
Childcare and Preschool Fees	1,025,348	205,465	1,230,813
Childcare Stabilization Grant	0	1,516	1,516
Contributions for Instructional Programs	0	345	345
County Special Education and State Categoricals	9,977,072	1,281,077	11,258,149
Elementary & Secondary School Emergency Relief Funds (ESSER II)	27,891	23,918	51,809
Enrichment Class and Advertising Fees	7,000	(1,000)	6,000
Maintenance and Operations Facility Rental Fees	50,000	10,000	60,000
Online Class and IB/AP Test Fees	94,312	16,688	111,000
Other Grants	136,953	118,245	255,198
Section 31AA Funding - Mental Health Svcs & Prgms	504,662	132,151	636,813
Section 97 Funding - Safety & Security	233,000	372,219	605,219
Section 98C Funding - Addressing Learning Loss	79,809	149,508	229,317
Technology Services	294,106	16,334	310,440
Title 1 Grant	594,312	0	594,312
Title 2 Grant	140,683	13,027	153,710
Title 3 Grant (English Learner & Immigrant Students)	39,589	1,772	41,361
Title 4	45,946	0	45,946
Transportation Special Education Categoricals and Billings	65,000	17,951	82,951
<b>TOTAL REVENUES</b>	<u>\$ 114,810,275</u>	<u>\$ 5,533,695</u>	<u>\$ 120,343,970</u>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND AMENDMENT #1  
PROGRAM LEVEL SUPPORTING DETAIL**

<b>EXPENDITURES:</b>	<b>Adopted Budget 2023/24</b>	<b>Amendments/ Transfers</b>	<b>Amended Budget #1 2023/24</b>
<b>Instructional Services</b>			
Amberly Elementary	4,363,544	95,226	4,458,770
Angling Road Elementary	3,595,214	(70,529)	3,524,685
Central Elementary	3,923,659	16,289	3,939,948
Haverhill Elementary	3,938,162	66,892	4,005,054
Lake Center Elementary	4,763,179	147,735	4,910,914
Moorsbridge Elementary	4,551,553	108,046	4,659,599
12th Street Elementary	4,453,522	199,386	4,652,908
Woodland Elementary	3,824,214	189,914	4,014,128
Central Middle	5,964,869	110,004	6,074,873
North Middle	5,216,137	358,808	5,574,945
West Middle	5,899,005	10,534	5,909,539
Central High	11,529,301	258,788	11,788,089
Northern High	10,164,958	403,916	10,568,874
American Rescue Plan Act (ESSER III)	775,286	108,570	883,856
ARP - ESSER III Equalization Funds (11T)	180,996	23,442	204,438
Auditorium Management	206,989	2,625	209,614
Childcare and Preschool Program	1,018,286	214,067	1,232,353
Childcare Stabilization Grant	0	1,516	1,516
Community High School Program	2,043,111	87,796	2,130,907
Career Tech Education	1,197,593	(137,138)	1,060,455
Education for the Arts	108,516	(51,016)	57,500
Elementary & Secondary School Emergency Relief Funds (ESSER II)	27,891	23,918	51,809
High School Athletics	1,664,589	378,191	2,042,780
Homebound Services	14,034	2,656	16,690
Instructional Services Administration	1,228,591	167,805	1,396,396
Middle School Athletics	300,654	81,339	381,993
Non-Public Schools- Shared Time Program	807,254	(5,379)	801,875
Section 98C Funding - Addressing Learning Loss	79,809	149,508	229,317
<b>Technology and Student Information Systems</b>			
Media Services	271,413	4,521	275,934
Technology Services	3,212,165	(23,513)	3,188,652
<b>Educational Supports &amp; Intervention</b>			
Special Education Program	12,206,040	861,585	13,067,625
At Risk Grant	2,032,550	676,480	2,709,030
Title 1 Grant	594,312	0	594,312
Section 31n6 - Mental Health & Support Services	382,531	70,426	452,957
Section 31AA Funding - Mental Health Svcs & Prgms	504,662	132,151	636,813
<b>Curriculum and Professional Development</b>			
Curriculum Development	1,381,677	6,871	1,388,548
Section 11T Committed Funding	0	445,785	445,785
Professional Development	241,383	(30,696)	210,687
Title 2 Grant	140,683	13,027	153,710
Title 3 Grant (English Learner & Immigrant Students)	39,589	1,772	41,361
Title 4 Grant	45,946	0	45,946
Other Grants	331,531	142,835	474,366
<b>Operations</b>			
Budget and Finance	1,551,899	33,712	1,585,611
Central Services	131,700	(5,968)	125,732
Maintenance and Operations	5,505,976	(69,273)	5,436,703
Transportation	3,750,910	289,311	4,040,221
Section 97 Funding - Safety & Security	233,000	372,219	605,219
<b>Community Relations</b>			
Communications	365,177	(6,158)	359,019
Community Enrichment Program	136,612	(1,434)	135,178
<b>Human Resources</b>			
Administration	780,832	21,383	802,215
Administration	791,428	61,490	852,918
<b>TOTAL EXPENDITURES</b>	<b>\$ 116,472,932</b>	<b>\$ 5,939,435</b>	<b>\$ 122,412,367</b>

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**IX.2. Action Items**


2. MASB Board of Directors Election (MASB)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education cast its vote for candidate (*state name of candidate*) to represent MASB Region 6 in the 2024 MASB Board of Directors Election.



Mark T. Bielang  
*Superintendent*  
Phone: 269.323.5147  
Fax: 269.323.5149  
[mbielang@portageps.org](mailto:mbielang@portageps.org)

To: Board of Education  
From: Mark Bielang   
Date: February 7, 2024  
Re: 2024 MASB Board of Directors Election

**RECOMMENDED MOTION:**

That the Board of Education cast its vote for candidate (state candidate name) to represent MASB Region 6.

**BACKGROUND INFORMATION:**

Active members of the Michigan Association of School Boards (MASB) are divided into regions designated according to their ISD (RESA) boundaries and then into groups based on pupil membership. Portage Public Schools is in MASB Region 6 and Group V. More detailed information is enclosed.

This year for Region 6, four candidates are running for one seat for a three-year term:

- Pamela Dickinson, Comstock Public Schools (*Incumbent*)
- Robert Becker, Barry ISD
- Elizabeth O'Dell St. Joseph ISD
- Andrew Robinson, Berrien RESA

Candidate bios are enclosed to help you make an informed decision.

Once the Board has determined which candidate it wishes to vote for, Barb Atkinson will cast the vote for that selected candidate on behalf of the Board. Ballots are submitted online and due by 1 p.m. on Wednesday, March 6, 2024.

Enclosures

## MASB Bylaws – Article IV – Membership

**Section 2.** Active Members. The board of education of any public school district in Michigan may become an active member of the Association. Active members of the Association shall be divided into eight regions. The regions shall be designated according to intermediate school district boundaries. The regions shall be as follows:

**Region 1.** Copper Country ISD, Delta-Schoolcraft ISD, Dickinson-Iron ISD, Eastern Upper Peninsula ISD, Gogebic-Ontonagon ISD, Marquette-Alger RESA and Menominee County ISD.

**Region 2.** Alpena-Montmorency-Alcona ESD, Charlevoix- Emmet ISD, Cheboygan-Otsego-Presque Isle ESD, COOR ISD, Iosco RESA, Manistee ISD, Northwest Education Services and Wexford-Missaukee ISD.

**Region 3.** Ionia County ISD, Kent ISD, Mecosta-Osceola ISD, Montcalm Area ISD, Muskegon Area ISD, Newaygo County RESA, Ottawa Area ISD and West Shore ESD.

**Region 4.** Bay-Arenac ISD, Clare-Gladwin RESD, Clinton County RESA, Gratiot-Isabella RESD, Midland County ESA, Saginaw ISD and Shiawassee RESD.

**Region 5.** Genesee ISD, Huron ISD, Lapeer County ISD, Sanilac ISD, St. Clair County RESA and Tuscola ISD.

**Region 6.** Allegan Area ESA, Barry ISD, Berrien RESA, Branch ISD, Calhoun ISD, Heritage Southwest ISD, Kalamazoo RESA, St. Joseph County ISD and Van Buren ISD.

**Region 7.** Eaton RESA, Hillsdale County ISD, Ingham ISD, Jackson County ISD, Lenawee ISD, Livingston ESA, Monroe County ISD and Washtenaw ISD.

**Region 8.** Macomb ISD, Oakland Schools and Wayne RESA.

**Active members shall also be divided into the following seven groups based on pupil membership.**

**Group I** All intermediate districts;

**Group II** School districts with a pupil membership of 0 - 1,400;

**Group III** School districts with a pupil membership of 1,401 - 2,500;

**Group IV** School districts with a pupil membership of 2,501 - 5,000;

**Group V** School districts with a pupil membership of 5,001 - 11,000;

**Group VI** School districts with a pupil membership of 11,001 - 40,000; and

**Group VII** School districts with a pupil membership more than 40,000.

# Board of Directors' Elections—Candidate Information and Email Voting Procedures

This year, nine seats on the MASB Board of Directors are up for election.

The MASB Board of Directors is comprised of 24 members, including three at-large directors. Sixteen directors shall be elected from the eight regions, with two elected from each region; and one director per group shall be elected from Groups V, VI and VII. Directors are elected by active member school boards and, each year, several seats are up for election. The MASB President will nominate a member to serve as an at-large director, subject to Board approval.

## Board Limitations:

Article VIII, Section 6 of the MASB Bylaws permits only one director to be elected or appointed from any one local or intermediate school district board.

According to MASB Bylaws Article VIII, Section 8, if any nomination for the Board of Directors is unopposed, the Board of Directors shall declare the unopposed candidate elected without conducting an election for the uncontested group or region.

**This year, the following seats on the MASB Board are up for election (one seat each, three-year terms unless otherwise noted): Regions 1 (open seat), 2, 3 (one-year term), 4 (one-year term), 5, 6 (open seat), 7, 8 and Group V (one-year term). If you're unsure of your district's region or group, please see the list on page 2.**

- **Region 1 has a vacant seat as no nominations were received**
- **Region 2 will continue to be represented by Dawn Kaiser, Iosco RESA, (unopposed, no ballots will be sent)**
- **Region 3 will continue to be represented by Rick Dernberger, Zeeland Public Schools and Ottawa Area Intermediate School District, (unopposed, no ballots will be sent)**
- **Region 4 will continue to be represented by John Tramontana, DeWitt Public Schools, (unopposed, no ballots will be sent)**
- **Group V will continue to be represented by Stephen Hyer, Clarkston Community Schools, (unopposed, no ballots will be sent)**

**Voting in Regions 5, 6, 7 and 8** will take place via an online ballot. No local district/ISD funds can be used to campaign for anyone running for a seat. To help your board make an informed decision, the following pages contain background information and statements from each of the candidates.

Each district received ONE ballot, which was emailed to the superintendent secretary on record with MASB on Jan. 26, 2024. These ballots **CANNOT** be forwarded to anyone else. Once your board makes a decision on which candidate it wishes to vote for, please convey this information to your superintendent secretary.

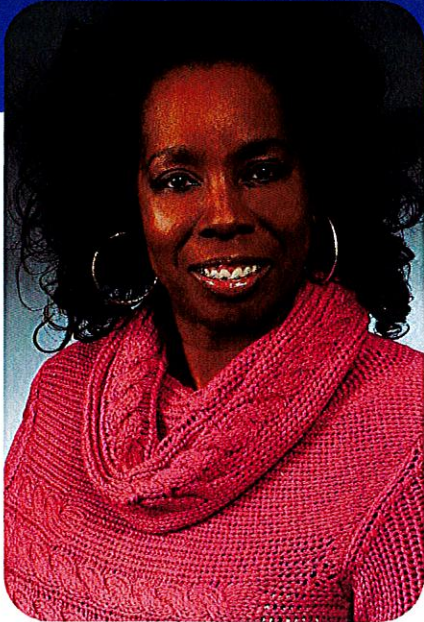
Completed ballots must be cast and confirmed by the superintendent secretary by **1 p.m. on Wednesday, March 6, 2024.**

Unofficial election results will be available on the voicemail recording at 517.327.5915 as soon as possible, but generally after 2 p.m. on the deadline date. They will also be sent out via email that afternoon. Official results will be approved at the March 22, 2024 Board of Directors' meeting, which newly elected directors should plan to attend.

To summarize:

- Ballot deadline is **1 p.m. on Wednesday, March 6, 2024.**
- MASB would like to remind all candidates for the MASB Board of Directors that no school district funds can be used for campaigning during the election. This rule prohibits a candidate from using their school district email account to send messages to other school board members. Therefore, a personal email account must be used for campaigning purposes when running for the MASB Board of Directors. If you have any questions about what may or may not constitute an expenditure of school district funds, please contact MASB's Legal Counsel Brad Banasik, J.D. at [bbanasik@masb.org](mailto:bbanasik@masb.org) or **517.327.5929.**
- An electronic file containing the physical addresses and email addresses for the voting group or region shall be made available to each candidate running for election to the board of directors. The revokable license to use the addresses shall be limited to contacting school board members to share information about the MASB Board of Directors' election.
- Have questions? Contact Cheryl Huffman at **517.327.5915** or [chuffman@masb.org](mailto:chuffman@masb.org).

## Region 6 (Three-Year Term)



**Pamela Dickinson** INCUMBENT

**Comstock Public Schools, Kalamazoo County**

**Time served  
on this board:**

**10** years

**Offices held:**

President, Vice  
President, and  
Treasurer

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

Advocacy Specialty

Data Specialty

### **Election Statement:**

Greetings, my name is Pamela Dickinson. I am a member of the Comstock Public Schools Board of Education where I have served as President for the last five years and a board member for nine years.

My professional and personal experiences as a parent, community leader and advocate for public education have prepared me well for the role to represent Region 6.

I would like to continue to serve on the MASB Board of Directors as the Region 6 representative. I currently serve as a Member At-Large on the MASB Board of Directors. I am acutely aware of the many challenges facing our districts as well as the many issues school boards share. I understand the expectation and demands put upon us as servant leaders by our respective communities. I believe that I can make a difference as an advocate at the state level.

As a school board member, I am committed to building equity and creating excellent education opportunities for all students in our state. I bring my passion, experience and commitment to the MASB Board of Directors. I thank you for considering me as a candidate, and I look forward to earning your vote.

Respectfully Submitted,

Pamela Dickinson

Region 6 Representative Candidate

# Region 6 (Three-Year Term)



## Robert Becker

**Barry Intermediate School District, Barry County**

**Time served  
on this board:**

**6** years

**Offices held:**

President and  
Vice President

**MASB Certification:**

Certified Boardmember Award  
Award of Merit

### Election Statement:

Michigan must provide a safe learning environment where every student receives a stimulating curriculum of opportunities including academics, arts, sciences, trades and extracurricular offerings guided by highly skilled instructors. We must provide each student with a foundation in reading, writing and mathematics to build upon and unleash their creativity to work in positions not yet created, solving problems that do not yet exist.

My experiences as a classroom teacher, central office administrator for operations and as a school superintendent provide me a multifaceted base of understanding to advocate for student needs and innovative solutions to the myriad of challenges faced in education today.

I am concerned about the fracturing relationship between schools and parents; we need to strengthen this partnership and focus on what is best for students. Schools need to be listening to and involving parents, sharing research and jointly developing strong curriculum. Parents are our strongest ally.

I want to serve on the MASB Board of Directors to make a difference for the students of Michigan. I currently serve our community youth by volunteering on the boards of Court Appointed Special Advocates, Barry County Community Mental Health Authority, Barry Intermediate School District and the Family Support Center of Barry County. I also have served on the MASB Government Relations Committee advocating for positive change for Michigan students. Serving on the MASB Board of

Directors would allow me the opportunity to partner with other strong advocates for Michigan education to make a difference for Michigan children.

## Region 6 (Three-Year Term)



### Elizabeth O'Dell

St. Joseph County ISD, St. Joseph County

**Time served  
on this board:**

**26** years

**Offices held:**

President, Vice  
President, and  
Treasurer

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

### Election Statement:

I believe the MASB is our collective voice on education at the state level and it provides board members with the opportunity to be informed on educational issues.

I believe it is the Director for the Region's role to ensure that your voice is heard as MASB discusses issues and concerns.

I want to represent you as the Director for Region 6. I have served as an active member of the St. Joseph County ISD for 26 years. I have taken advantage of the opportunities to learn about best practices in how to serve and support the education process in our communities. I have obtained the level 5, Master Diamond award. In my 26 years on the board, I have served in a variety of positions from member of the board to President of the board. My interest and advocacy began when my children entered kindergarten and continues to this day.

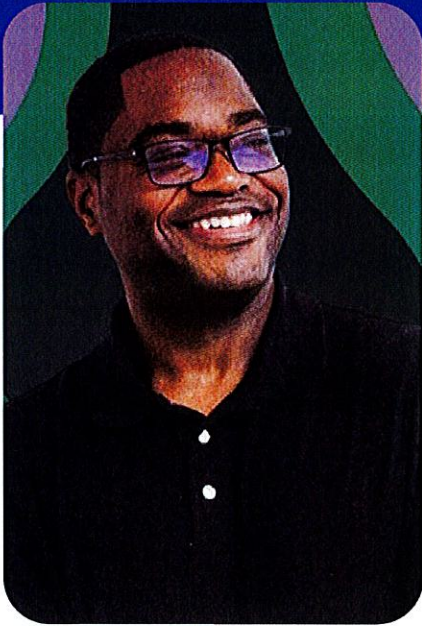
I have worked with the parent teacher association, band and athletic booster clubs. I have served on the special education advisory committee. I am an advocate and ally in local, regional and state education. In my county, I have had the pleasure to serve as a delegate to the board membership for MASB membership meetings. I have learned through this process what various boards are concerned about as they present resolutions and amendments to the Board of Directors, which has deepened my understanding of how our collective needs are connected.

I have and will continue to advocate for a strong public education. I along with my children are products of public education. I obtained my bachelor's degree from Ball State University and my graduate degree from Western Michigan University.

Service, advocacy, listening and striving to assist others to make positive change is not new to me. I am a retired CEO of St. Joseph County Community Mental Health and currently use my time as a volunteer for Red Cross Disaster Relief, local substitute teaching and a variety of social action service through my sorority, Delta Sigma Theta Sorority, Incorporated.

I am seeking this position to voice the needs of our small and large communities. I am a champion for public education and with your vote, I can take my commitment to this service to the next level.

## Region 6 (Three-Year Term)



### Andrew Robinson

Berrien RESA, Berrien County

**Time served  
on this board:**

**3** years

**Offices held:**

Treasurer

### Election Statement:

I believe education is crucial to strengthening and revitalizing communities, especially communities of color. The rise of technology has amplified the need for education in providing all youth with the skills, knowledge and competency to solve complex human problems. This type of education can propel them to become entrepreneurs; illustrious employees of corporations, healthcare systems, or financial institutions; or leaders of industry who can radically move our nation forward in developing cutting-edge and innovative solutions. Additionally, this level of education can aid our youth in becoming teachers or service leaders who can encourage future youth to braze new frontiers.

MASB plays a significant role in driving this type of education through the expansion of educational programming and services to equip and empower our kids to dream and achieve big. MASB bridges learning gaps by advocating for resources to aid school leaders and districts in creating educational environments that foster growth. This is the reason I would be honored to join the MASB Board of Directors.

Both my education and current work have prepared me to do so. I am on the verge of receiving my Doctor of Education in Organizational Leadership and Development. This milestone has prepared me to assist agencies and institutions in shaping their vision and developing best practices to generate organizational sustainability and drive maximum results, outcomes and metrics. This is evident in my work with Mosaic CCDA and Emerge Innovation Hub. Both nonprofit organizations are devoted to training and providing individuals with the resources to achieve their dreams and think big. Mosaic, a workforce and community development agency in Benton Harbor, and Emerge, an entrepreneurial support organization in Southwest Michigan, create environments of hope, learning and growth for hundreds of future employees and entrepreneurs each year and empower them to become successful contributors to society.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**IX. Action Items**

3. National School Breakfast Week Proclamation

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the National School Breakfast Week Proclamation, as presented.**



## **PROCLAMATION NATIONAL SCHOOL BREAKFAST WEEK March 4-8, 2024**

**WHEREAS**, it is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers, driver personnel and substitutes that we commemorate March 4-8, 2024 as National School Breakfast Week. This special observance presents an excellent opportunity to emphasize research outcomes that students who eat breakfast are more alert, have improved memory and problem solving skills, and perform better on standardized tests. We encourage all citizens to recognize the dedication and skill of our school food service employees; and

**WHEREAS**, each day, a total of 27 food service employees prepare and serve over 1,800 breakfasts on average a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

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

**RESOLVED BY THE BOARD OF EDUCATION** that we proudly commemorate March 4-8, 2024 as the National School Breakfast Week, and we commend everyone who has contributed to the successful operation of our breakfast program. By working together, we can make a difference in every student's life.

Proclaimed this 26th day of February, 2024  
Portage Public Schools Board Of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. NMS Outdoor Basketball Court (OP 6320)



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: February 21, 2024

Re: North Middle School Outdoor Basketball Court Remodel

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**RECOMMENDATION**

I recommend that the Board of Education approve the contract for the North Middle School outdoor basketball court remodel from Hall Builders of Paw Paw, MI for a total of \$55,000 which includes a 10% contingency. These funds will come from 2019 Bond Contingency funds.

**BACKGROUND INFORMATION**

This contract will remodel the outdoor basketball court located on North Middle School's campus. This basketball court is used by students on a daily basis. It is also part of the continuous project to remodel and update different areas on the Northern campus.

This project also has additional associated fees from TowerPinkster in the amount of \$6,500 for architectural and construction facilities management costs. This contract was not brought to the Board of Education for approval because it fell under the required contract bid threshold of \$100,000.

This project is expected to be completed over the summer of 2024.

**BIDDING PROCESS**

This service was competitively bid through the formal bidding process with assistance from TowerPinkster. In total, four responses were received. For your reference, a copy of the bid tab has been included. Hall Builders, LLC. was the lowest qualified bidder.

I would be happy to answer any questions that the Board may have on this contract.

## BID TABULATION

<b>Project Name</b>	Portage Public Schools North Middle School - Outdoor Basketball Court Replacement
<b>Project Number</b>	023-188.00
<b>Client Name</b>	Portage Public Schools
<b>Bid Opening Date and Time:</b>	February 19, 2024 @1:00 PM

Bidders	BASE BID	Comments
<b>Hall Builders</b>	<b>\$49,833.00</b>	<b>TowerPinkster is sending a bid recommendation for Hall Builders 2/20/24</b>
Balkema Construction, Inc.	\$85,000.00	
Cripps Fontaine Excavating	\$90,537.00	
A1 Asphalt	\$99,995.00	



Portage Public Schools  
 Portage North Middle School Outdoor Basketball Court Replacement  
 Motion Recommendation Architect: TowerPinkster

**RECOMMENDED MOTION**

I move that Portage Public Schools be authorized to issue Notice of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by TowerPinkster of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

Bid Category	Contractor	Award Amount
General- Outdoor Basketball Court Replacement	Hall Builders, LLC.	\$49,833.00
Contingency (-10%)		\$5,167
		<hr/> \$55,000

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

2. TWL Shingle Roof Replacement (OP 6320)



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: February 21, 2024

Re: 12th Street Elementary Shingle Roof Replacement

---

**RECOMMENDATION**

I recommend that the Board of Education approve the contract for the 12th Street Elementary shingle roof replacement from Lyster Contracting, Inc. of Kalamazoo, MI for a total of \$243,900 which includes a 10% contingency. These funds will come from the Building Site Sinking fund.

**BACKGROUND INFORMATION**

This contract will replace the original roof at 12th Street Elementary. The building was built in 2009 and part of a bond project passed by Portage voters in November 2007. The roof is approximately 15 years old and has been repaired continuously over time.

This project also has additional associated fees from TowerPinkster in the amount of \$12,500 for architectural and construction facilities management costs. This contract was not brought to the Board of Education for approval because it fell under the required contract bid threshold of \$100,000.

This project is expected to be completed over the summer of 2024.

**BIDDING PROCESS**

This service was competitively bid through the formal bidding process with assistance from Tower Pinkster. In total, seven responses were received. For your reference a copy of the bid tab has been included. Lyster Contracting, Inc. was the lowest qualified bidder after the lowest bid was deemed incomplete.

I would be happy to answer any questions that the Board may have on this contract.

## BID TABULATION

<b>Project Name</b>	Portage Public Schools 12th Street - Elementary Roof Replacement
<b>Project Number</b>	023-187.00
<b>Client Name</b>	Portage Public Schools
<b>Bid Opening Date and Time:</b>	February 19, 2024 @1:00 PM

Bidders	BASE BID	Comments
JC Custom Builders LLC	\$209,000.00	Incomplete Bid
<b>Lyster</b>	<b>\$221,775.00</b>	<b>TowerPinkster is sending a bid recommendation for Lyster 2/20/24</b>
Versatile	\$241,550.00	
Citi Roofing Co	\$312,000.00	
Superior Services RSH Inc	\$393,100.00	
Sherriff Goslin	\$423,169.00	
Hoekstra Roofing	\$590,050.00	



Portage Public Schools  
 12<sup>th</sup> Street Elementary School Roof Replacement  
 Motion Recommendation Architect: TowerPinkster

**RECOMMENDED MOTION**

I move that Portage Public Schools be authorized to issue Notice of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by TowerPinkster of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

Bid Category	Contractor	Award Amount
General- Complete Roof Replacement	Lyster Contracting, Inc.	\$221,775.00
Contingency (-10%)		\$22,125.00
		<hr/>
		\$243,900.00

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

3. WMS Server Room Remodel (OP 6320)

To: Mark Bielang, Superintendent

From: Sammi Stevens, Business Manager

CC: Paula Johnson, Director of Finance; Johnny Edwards, Superintendent of Operations

Date: February 21, 2024

Re: West Middle School Servery Remodel

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**RECOMMENDATION**

Pending the approval from Michigan Department of Education (MDE), I recommend that the Board of Education approve the contract for the West Middle School servery remodel from Hall Builders of Paw Paw, MI for a total of \$272,800 which includes a 10% contingency. These funds will come from the Lunch Fund Excess Fund Balance Spend Down Plan.

Due to the regulations with the usage of MDE funds, contingency dollars have to be pre-approved by the MDE through a change order. In the event that we are unable to use MDE funds for contingency, the project will use 2019 Bond Contingency funds.

**BACKGROUND INFORMATION**

This contract will remodel the West Middle School servery area to create more of an open concept. The new design will align with that of Central Middle School and North Middle School servery areas. Students will be able to spread out to select food options instead of standing in one single-file line.

This is the second bid package of the West Middle School servery remodel. The first package was for the purchase of equipment from Stafford-Smith, LLC, approved by the Board of Education at the February 12, 2024 meeting. Also part of this remodel package is architectural services rendered from TowerPinkster for \$105,000, which was approved at the September 11, 2023 Board of Education meeting.

This project is expected to be completed over the summer of 2024.

**BIDDING PROCESS**

This service was competitively bid through the formal bidding process with assistance from Tower Pinkster. In total, three responses were received. For your reference a copy of the bid tab has been included. Hall Builders, LLC. was the lowest bidder.

I would be happy to answer any questions that the Board may have on this contract.

**BID TABULATION**

Project Name	Portage Public Schools West Middle School Servery Remodel BP #2
Project Number	023-186.00
Client Name	Portage Public Schools
Bid Opening Date and	February 19, 2024 1:00 pm In Person at Portage Public Schools Administration Building

Bidders	Bid Bond	Familial Disclosure	Non-Collusion Form	Iran Sanctions	Bid Certification	Addendum #1	Addendum #2	BASE BID	Comments
Brussee/Brady	X	X	X	X	X	X	X	\$293,900.00	
Hall Builders	X	X	X	X	X	-	-	\$248,000.00	Hall Builders did not acknowledge Addendum #1 and Addendum #2 on their submitted Bid Form. During the post-bid interview, TowerPinkster confirmed Hall Builders received Addendum #1 and Addendum #2 and that their submitted Bid Pricing reflected updates within, which they confirmed it does. TowerPinkster is sending a bid recommendation for Hall Builders 2/21/24
Schweitzer	X	X	X	X	X	X	X	314,850.00	



Portage Public Schools  
 West Middle School Servery Remodel  
 Motion Recommendation Architect: TowerPinkster

**RECOMMENDED MOTION**

I move that Portage Public Schools be authorized to issue Notice of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, upon receipt by TowerPinkster of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

Bid Category	Contractor	Award Amount
General- Servery Remodel	Hall Builders	\$248,000.00
Contingency (-10%)		\$24,800.00
		<hr/>
		\$272,800.00

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 26, 2024, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

4. District-Wide Access Control (OP 6320)



To: Mark Bielang, Superintendent

From: Sammi Stevens, Business Manager

CC: Paula Johnson, Director of Finance; Johnny Edwards, Assistant Superintendent of Operations;

Michael Pascoe, Assistant Superintendent of Instruction

Date: February 21, 2024

Re: District Wide Access Control Upgrades

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**RECOMMENDATION**

I recommend the Board of Education approve the contract for district wide access control upgrades to Buist Electric of Byron Center, MI in the amount of \$104,572 which includes a 10% contingency. These funds will come from carry over Section 97 - Safety & Security funding.

**BACKGROUND INFORMATION**

This contract will allow necessary access control upgrades and repairs at 12<sup>th</sup> Street Elementary, Lake Center Elementary, Moorsbridge Elementary, Central Middle, North Middle, West Middle, Central High, and Northern High Schools. Upgrades will include adding video doorbell intercoms, adding lockdown capabilities, and repairs to access control doors. Slight modifications to Central Middle and North Middle will also be made to help with door automation for before school and after school student foot traffic, per requests from the principals at both buildings. We are also accepting two alternates as part of this recommendation for work at Northern High to help with door automation for events in the Igloo and the auditorium.

This is the first of two recommendations that will be brought to the Board of Education for approval on this project. The second recommendation will be for remodeling spaces at Northern High School, Central High School, and West Middle School. Tower Pinkster fees will be included in this project at a later date.

This project is expected to be completed over the summer of 2024.

**BIDDING PROCESS**

This service was competitively bid through the formal bidding process, with assistance from TowerPinkster. In total, two responses were received. For your reference, a copy of the bid tab has been included. Buist Electric was the lowest bidder.

I would be happy to answer any questions that the Board may have on this contract.

BID TABULATION

Project Name	Portage Public Schools Districtwide Access Control Upgrades Project BP #1
Project Number	023-214.00
Client Name	Portage Public Schools
Bid Opening Date and Time:	February 19, 2024 1:00 pm In Person at Portage Public Schools Administration Building

Bidders	Bid Bond	Familial Disclosure	Non-Collusion Form	Iran Sanctions	Bid Certification	Addendum #1	Addendum #2	BASE BID	Comments
Buist Electric	X	X		X		X	X	\$89,465.00	Alt#1 = \$3,000; Alt#2=\$2,600
D/A Central, Inc.	X	X		X		X	X	\$149,852.23	No numbers for alternates



**Portage Public Schools  
 District Wide Access Control Upgrades – BP1  
 Motion Recommendation Architect: TowerPinkster**

**RECOMMENDED MOTION**

I move that Portage Public Schools be authorized to issue Notice of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by TowerPinkster of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

<b>Bid Category</b>	<b>Contractor</b>	<b>Award Amount</b>
Access Control	Buist	\$89,465.00
Alternate 1		\$3,000.00
Alternate 2		\$2,600.00
10% Contingency		\$9,507.00
<b>Total</b>		<b>\$104,572.00</b>