

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
DECEMBER 9, 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.

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PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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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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III. Reports

1. Superintendent's Report
 - a. Bond Project Update – Furniture Design for New CEL/HAV

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PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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IV. Board Education

1. Presentation of Monitoring Report 1.1 (Elem) (GP 4.4)

**Portage Public Schools
Monitoring Report**

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

As requested by the Board during the 2016/2017 school year with additional revisions in Fall of 2024, the Monitoring Report on Ends Policy 1.1 continues to be divided into smaller segments so that adequate time can be spent presenting and discussing this key Ends Statement.

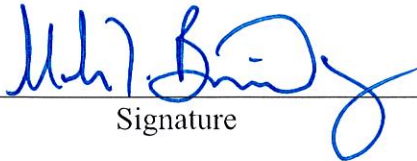
The report is divided into two segments and reported on as follows:

- High / Middle School Measures – November
- Elementary School Measures – December

After the two reports have been presented the Board will be provided, and asked to accept, an overall Monitoring Report 1.1 in January.

Certification

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



Signature

12.4.2024

Date

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

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Policy Type: Ends

Policy Title: Ends Policy 1.1

1.1 POLICY LANGUAGE

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

Ends statement 1.1 has been revised several times over the years. The most recent revisions caused us to change our interpretation to what is shown below. Also, the concepts of “long-range outcomes” and “comparator schools” were placed in introductory statements so that they applied to all ends.

Interpretation

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

Similar Schools in the state is interpreted to mean a group of 10 Michigan schools (including the baseline PPS school) with similar demographics based on last school year’s (2023-24 school year) MISchoolData Fall Count datafile. Schools with matching grade levels were considered (ES: grades PK/K - 5 only; MS: grades 6-8 only; HS: grades 9-12 only) and selected based on a calculated Index using the following criteria and weights:

Total Enrollment: 35%	% Economically Disadvantaged: 40%
% Special Education: 5%	% Black/African American: 5%
% Hispanic: 5%	% Asian: 5%
% White: 5%	

Total School Per Pupil Expenditures were capped at 125% of our highest school’s PPE at each level. Total School Per Pupil Expenditures includes Federal, State, and Local revenues.

Schools within Kalamazoo County are defined as schools within the districts of Schoolcraft, Gull Lake, Vicksburg, Kalamazoo, Parchment, Comstock, Galesburg Augusta, and Climax-Scotts.

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

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

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

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

Favorable comparisons for proficiency and improvement of results over time will be categorized as follows:

Above Expectations” means that the PPS school is ranked first, second, or third relative to its Similar Schools. *At Expectations*” means that the PPS school is ranked fourth, fifth, or sixth. *Below Expectations*” means that the PPS school is ranked below sixth relative to its Similar Schools.

For academic growth, the statistical norm for the percent of students with “Average Growth” or “Above Average Growth” is 70%. Therefore, any PPS school with at least 70% of students in these ranges is considered to be *At Expectations*”. Any PPS school with less than 70% of students in these ranges is considered to be *Below Expectations*”.

Report Overview

Monitoring Report 1.1 is divided up into High/Middle School and Elementary School sections beginning in the 2024-25 school year. The report has been changed so that each individual PPS school can be compared to its own Similar Schools, making the comparison more relevant for driving instructional practices.

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

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

Impacts of COVID on Data

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The biggest impact is on our data authenticity. The State of Michigan suspended statewide assessments in the 2019-2020 school year. Thus, for the 2019-2020 school year, there is no M-STEP, PSAT, or SAT data available. In the 2020-2021 school year, there was no State-level accountability for the testing data. So while we were expected to assess our students, school districts were not required to meet the “95% of students tested” target. In the spring of 2021 PPS tested 86.6% of our 11th grade students on the SAT and 66% of our 9th and 10th graders on the PSAT. There is no accurate comparable district data available on the percentage of students tested within those districts. This is due to no accountability on any state measures, thus students were not required to complete the assessments. We don’t know what students our comparable districts tested, and we don’t know if those schools made these tests mandatory. Therefore, data from 2020-21 should not be used for any comparisons.

High School / Middle School

The SAT and PSAT Assessment Suite

Michigan shifted its high school benchmark assessment to the SAT in 2016. The SAT tests students’ knowledge of reading, writing and math — subjects that are taught every day in high school classrooms in Michigan.¹

The SAT and the PSAT were redesigned in the 2015-2016 school year. This includes a vertically aligned longitudinal assessment system similar in nature to the ACT Aspire series. The College Board has partnered with the Khan Academy to connect PSAT results to individualized learning plans for all students.

In 2016, the SAT replaced the 11th grade Mathematics and English Language Arts components of the M-STEP. This reduced testing time for high school juniors. The 2016 testing year established our baseline data on the SAT.

The PSAT 8/9 (9th grade) and PSAT10 (10th grade) were first given in 2016. However, MDE does not report these results in MISchoolData which means Similar Schools data is unavailable. PPS does use these results internally at the high school level.

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

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

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

¹ College Board website and MDE website and publications.

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ACT continues to provide its WorkKeys assessment for all 11th grade students, and this assessment is still a part of the Michigan Merit Exam², as a part of a legislative requirement.

As is customary, Alternative High Schools data are not included for PPS nor for our Similar Schools. However, data is used by Community High School staff to improve student learning and their academic community.

Narrative on High School Measures

Percent Proficient

Both CHS and NHS were “Above Expectations” in RW compared to their individual Similar Schools. CHS ranked 1st with 80.2% proficiency. NHS ranked 2nd with 70.2% proficiency. In Math, both schools ranked 4th which is “At Expectations”. CHS had 50.3% proficiency, and NHS had 36.4% proficiency (Figure 1). A complete list of Similar Schools’ rankings and proficiencies is shown in Figure 2. (Note: Hold Harmless³ schools are highlighted in orange.)

Amongst 11 KRESA schools, CHS is ranked 1st in both RW and Math. NHS is ranked 3rd in RW and 5th in Math (Figure 3).

Percent Proficient Improvement

CHS ranked 2nd in both RW and Math, which is “Above Expectations”. NHS ranked 8th in both subjects, which is “Below Expectations”. CHS showed an increase of 4.5% for their 2024 RW proficiency over their previous 3-year average, and a decrease of 1.7% in Math. NHS had a decrease of 3.8 % in RW and a decrease of 11.1% in Math (Figure 4). A complete list of Similar Schools’ rankings and proficiency improvements is shown in Figure 5. (Note: Hold Harmless schools are highlighted in orange.)

Amongst 11 KRESA schools, CHS is ranked 3rd in both RW and Math. NHS is ranked 7th in RW and 9th in Math (Figure 6).

Student Growth Percentile

Both CHS and NHS are “At Expectations” in both EBRW/RW and Math, as shown in Figure 7. CHS has 75% of students in EBRW/RW and 76% of students in Math with Average or Above Average

² MDE website and publications.

³ Hold Harmless districts are those that are allowed to levy additional mills to make up for the difference between the state’s maximum foundation allowance and the district’s combined state and local revenue per pupil.

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growth. NHS has 77% of students in EBRW/RW and 79% of students in Math with Average or Above Average growth.

A complete list of Similar Schools and their demographics is shown in Figure 8. Total Per Pupil Expenditures for Similar Schools is shown in Figure 9.

Narrative on Middle School Measures

Percent Proficient

In RW, WMS was “At Expectations” and both CMS and NMS were “Below Expectations” compared to their individual Similar Schools. CMS ranked 7th with 82.1% proficiency. NMS ranked 9th with 63.9% proficiency. WMS ranked 5th with 85.0% proficiency. In Math, WMS was “Above Expectations”, CMS was “At Expectations”, and NMS was “Below Expectations”. CMS ranked 5th with 54.2% proficiency. NMS ranked 8th with 34.2% proficiency. WMS ranked 3rd with 61.0% proficiency. (Figure 10). A complete list of Similar Schools’ rankings and proficiencies is shown in Figure 11. (Note: Hold Harmless schools are highlighted in orange.)

Amongst 14 KRESA schools, WMS is ranked 1st in both RW and Math, and CMS is ranked 2nd in both subjects. NMS is ranked 7th in RW and 5th in Math (Figure 12).

Percent Proficient Improvement

In RW, all three PPS schools were “Below Expectations” compared to their individual Similar Schools. CMS ranked 7th with an increase of 0.7% over their previous 3-year average proficiency. NMS ranked 10th with a decrease of 8.2%. WMS ranked 9th with a decrease of 0.3%. In Math, CMS and WMS were “At Expectations” and NMS was “Below Expectations”. CMS ranked 4th with a decrease of 3.7% over their previous 3-year average proficiency. NMS ranked 10th with a decrease of 14.4%. WMS ranked 5th with a decrease of 5.4% (Figure 13). A complete list of Similar Schools’ rankings and proficiency improvements is shown in Figure 14. (Note: Hold Harmless schools are highlighted in orange.)

In RW amongst 14 KRESA schools, CMS is ranked 8th, NMS is ranked 13th, and WMS is ranked 9th. In Math, CMS is ranked 2nd, NMS is ranked 11th, and WMS is ranked 4th (Figure 15).

Student Growth Percentile

All middle schools are “At Expectations” in EBRW/RW. In Math, CMS and WMS are “At Expectations” and NMS is “Below Expectations (Figure 16). In EBRW/RW: CMS has 74%, NMS has 71%, and WMS has 76% of students with Average or Above Average growth. In Math: CMS has 71%, NMS has 64%, and WMS has 76% of students with Average or Above Average growth.

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Policy Type: Ends

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A complete list of Similar Schools and their demographics is shown in Figure 17. Total Per Pupil Expenditures for Similar Schools is shown in Figure 18.

2024 SAT

Percent Proficient / Rank among 10 Similar Schools

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

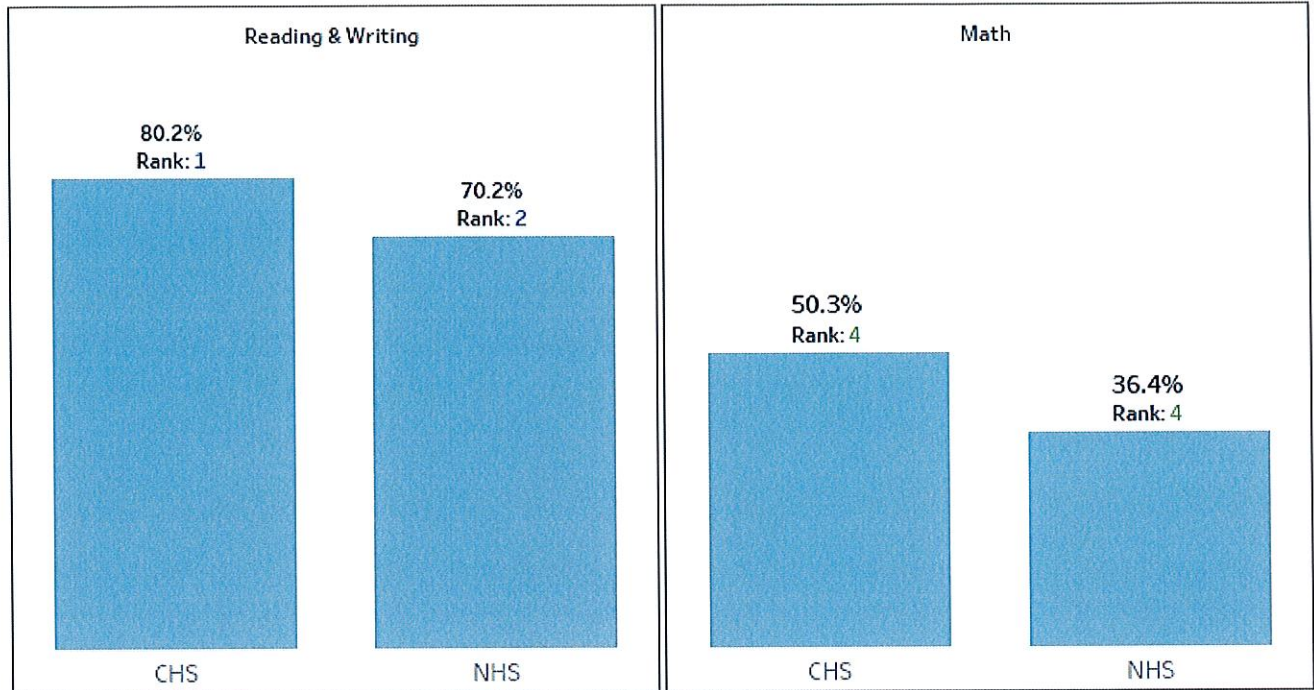


Figure 1

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2024 SAT Reading & Writing

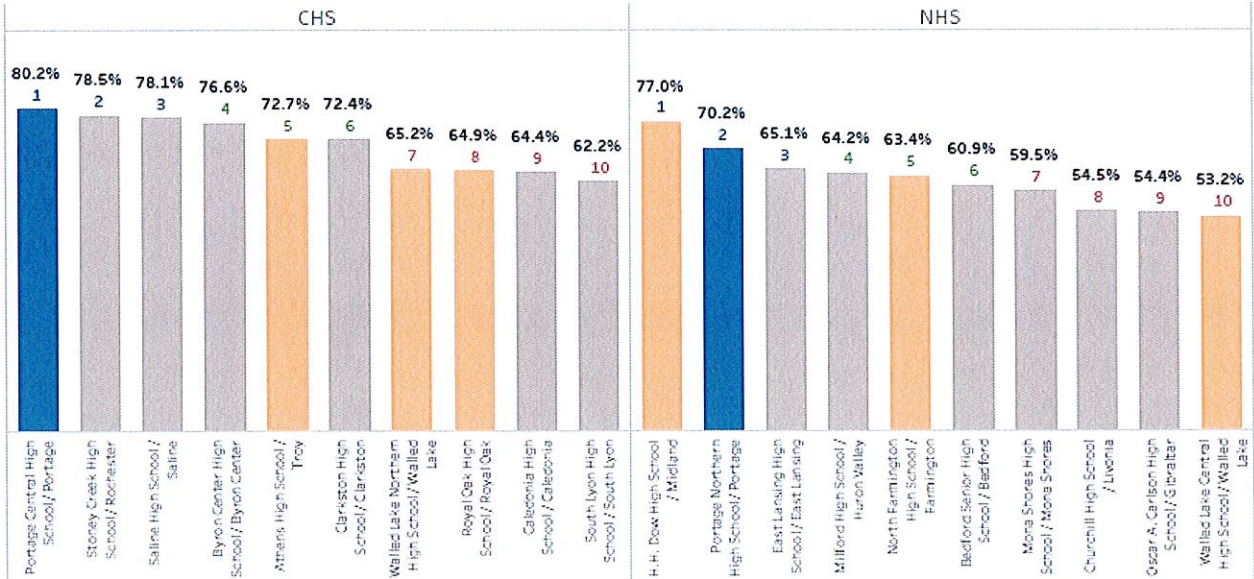
Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless



2024 SAT Math

Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless

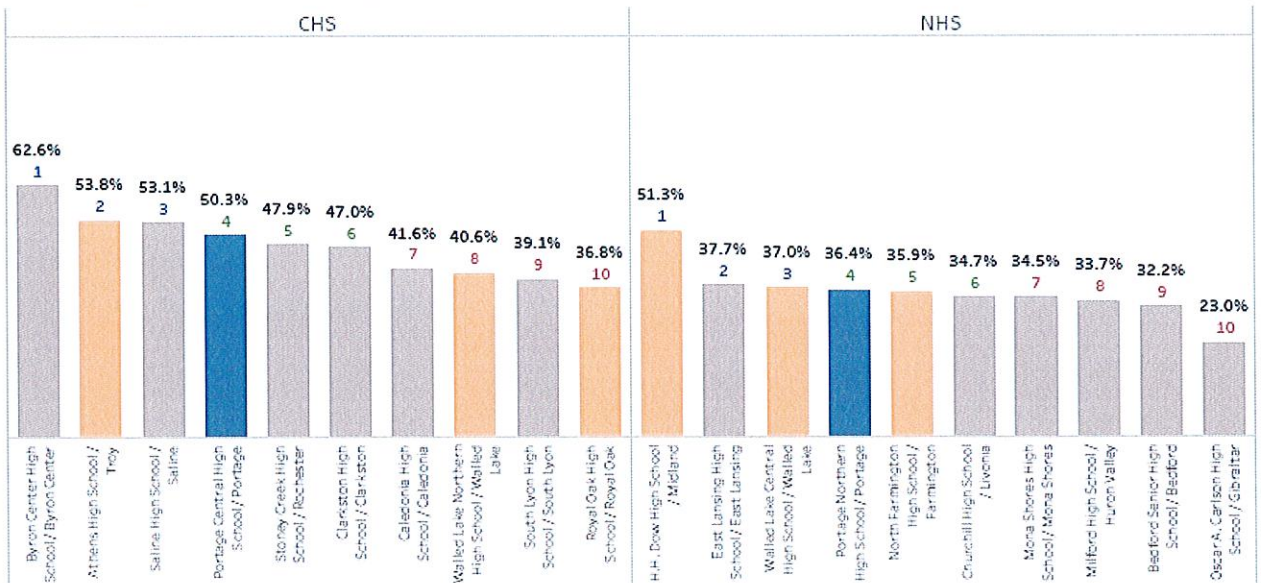


Figure 2

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Policy Type: Ends

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2024 SAT

Percent Proficient / Rank among KRESA Schools

11th Grade - All Students

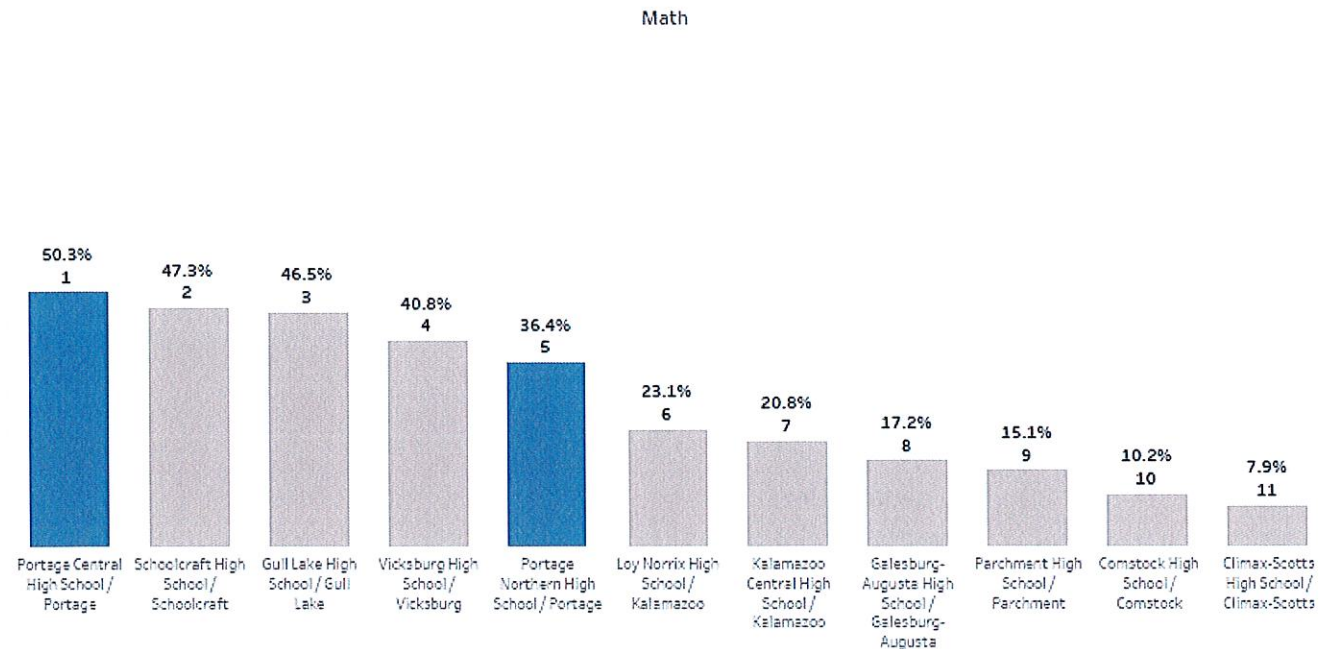
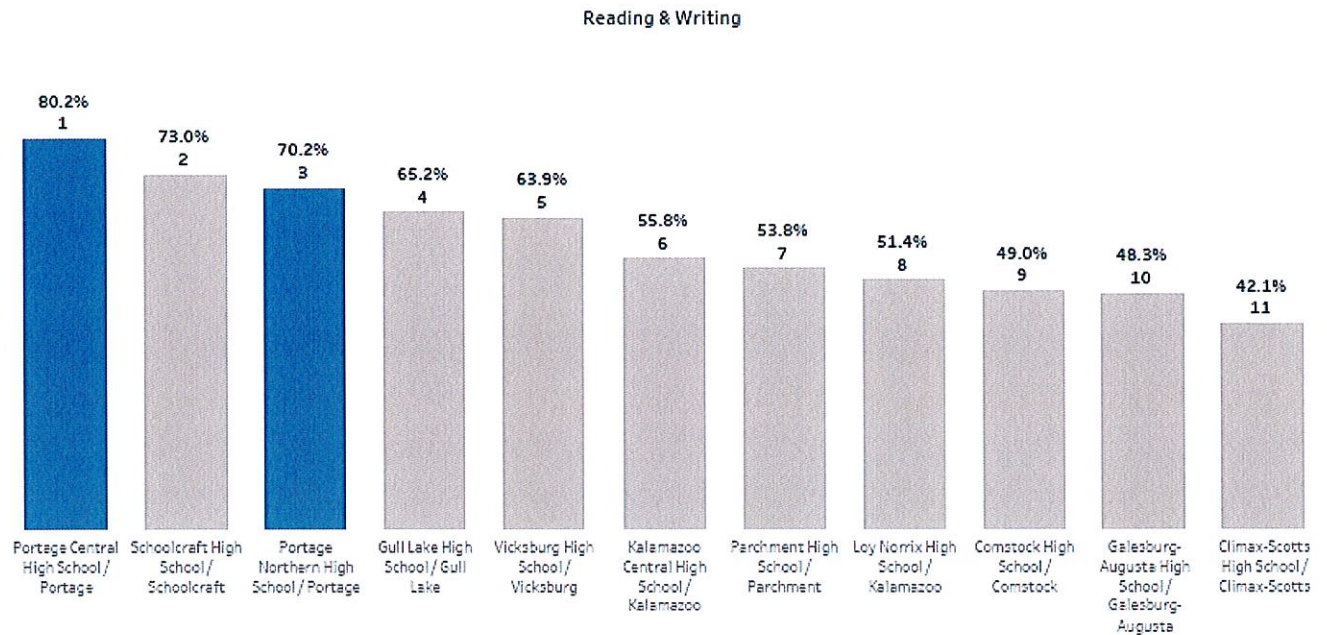


Figure 3

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 SAT

Percent Proficient Improvement/ Rank among 10 Similar Schools

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

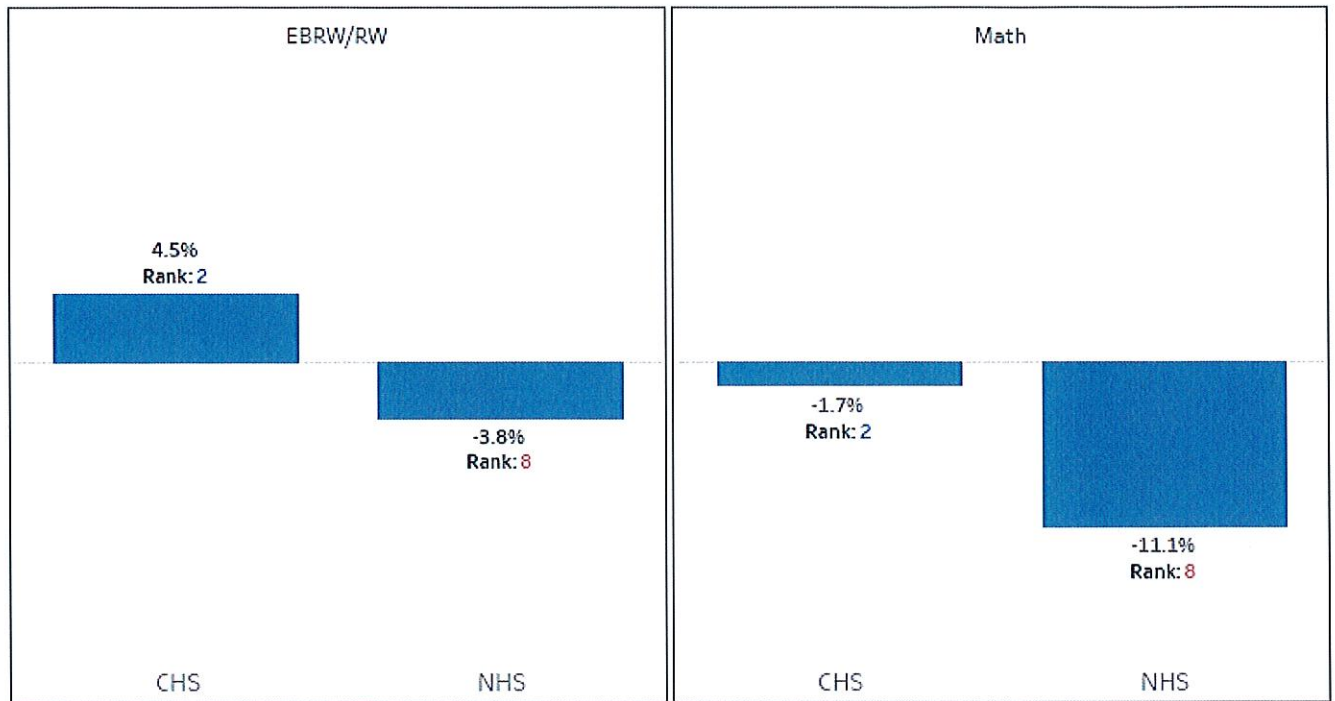


Figure 4

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2024 SAT EBRW/RW

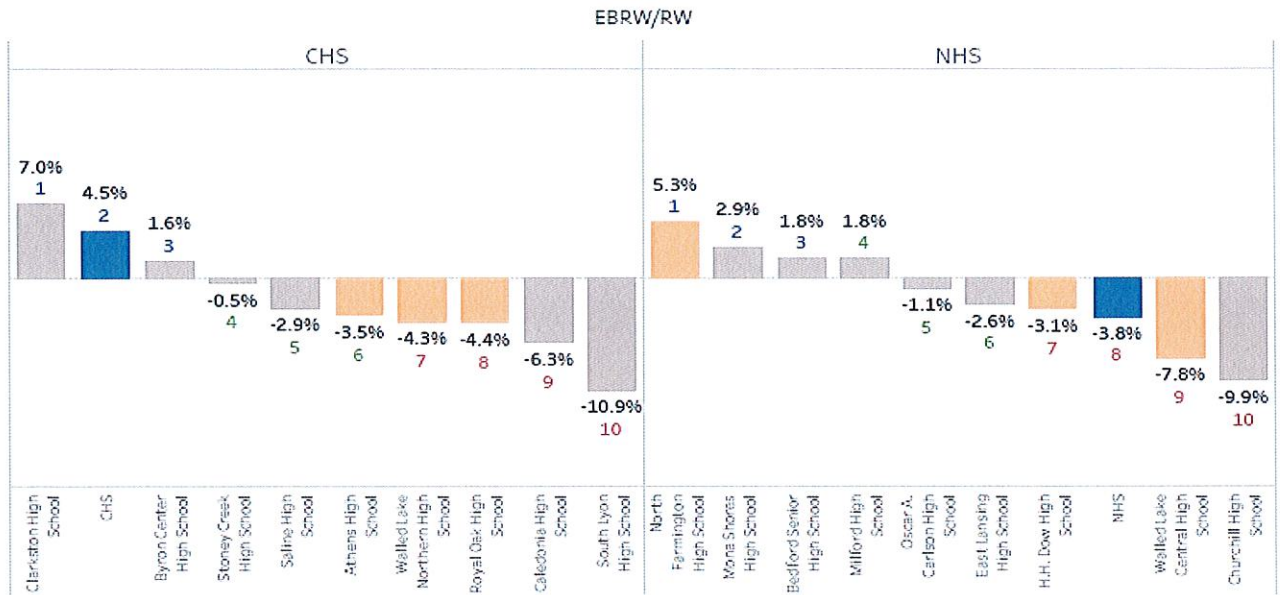
Percent Proficient Improvement / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless



2024 SAT Math

Percent Proficient Improvement / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless

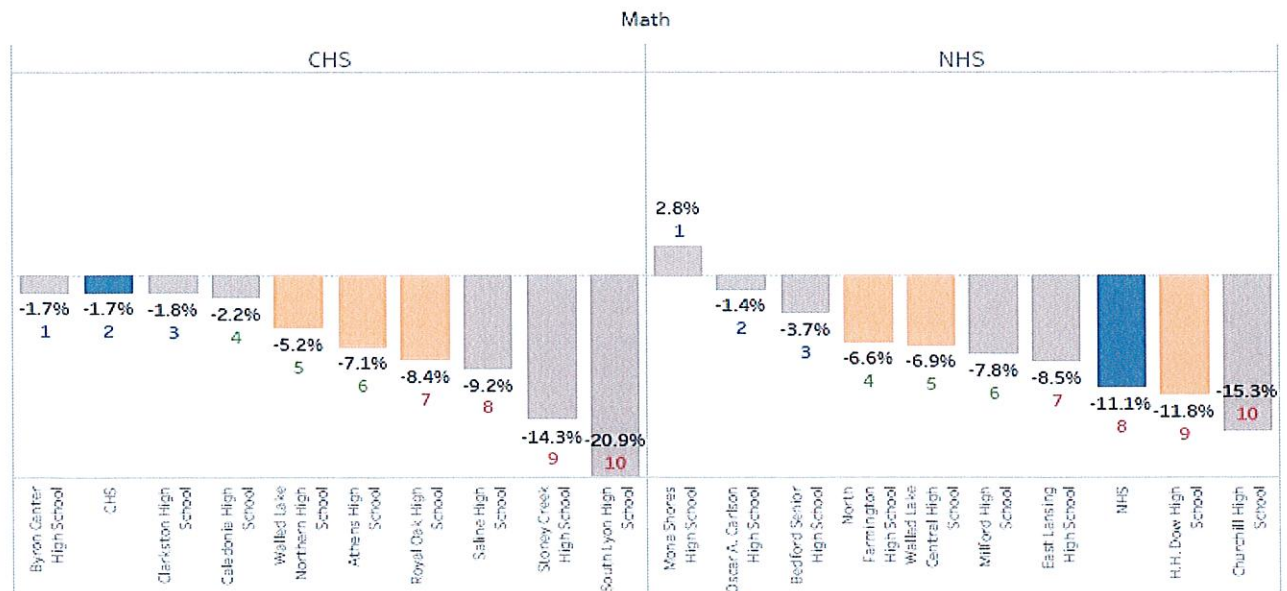


Figure 5

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2024 SAT

Percent Proficient Improvement / Rank among KRESA Schools
11th Grade All Students

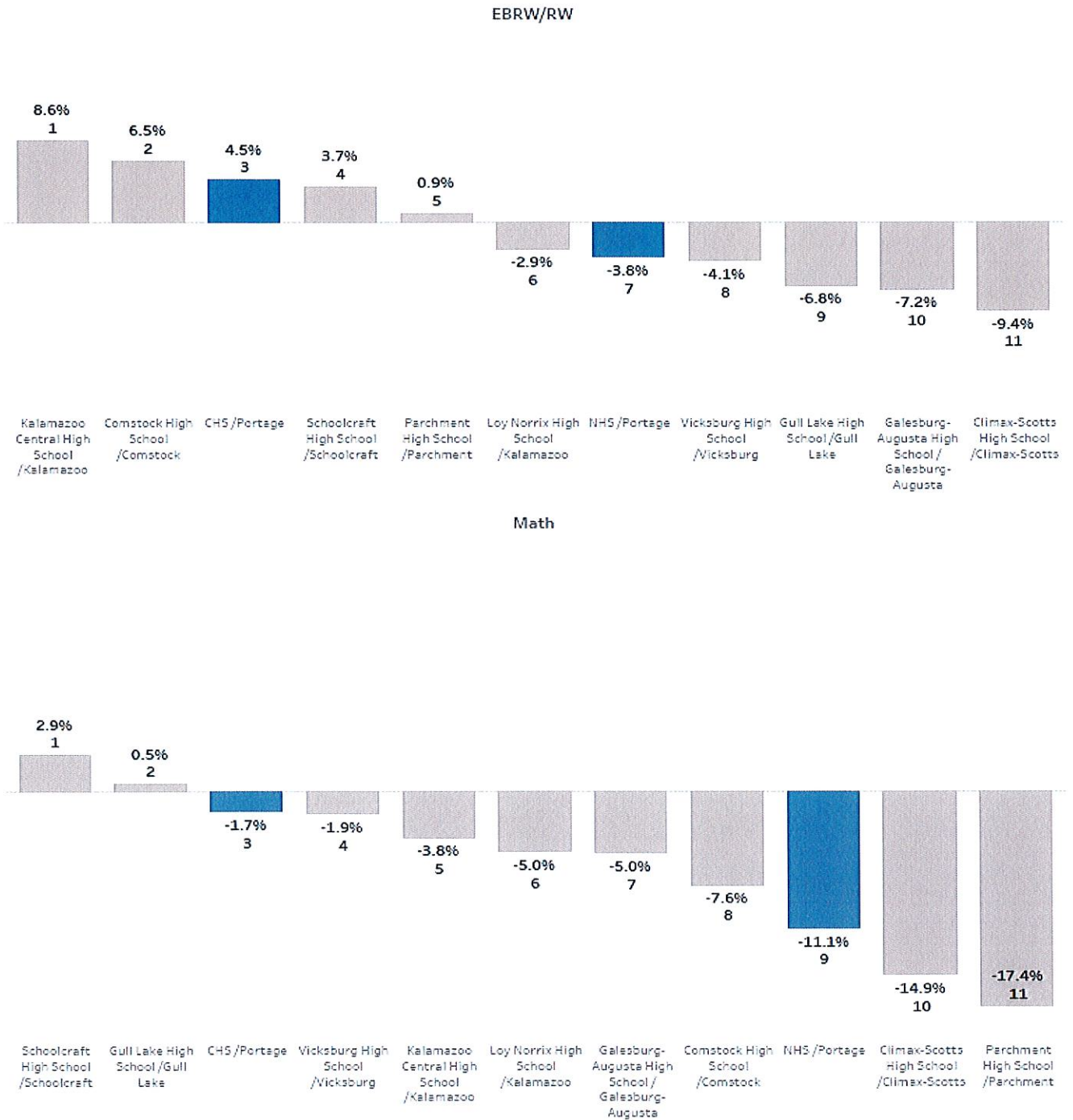


Figure 6

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2024 SAT

Percent Students with Average or Above Average Growth (Student Growth Percentile >= 30)

11th Grade - All Students

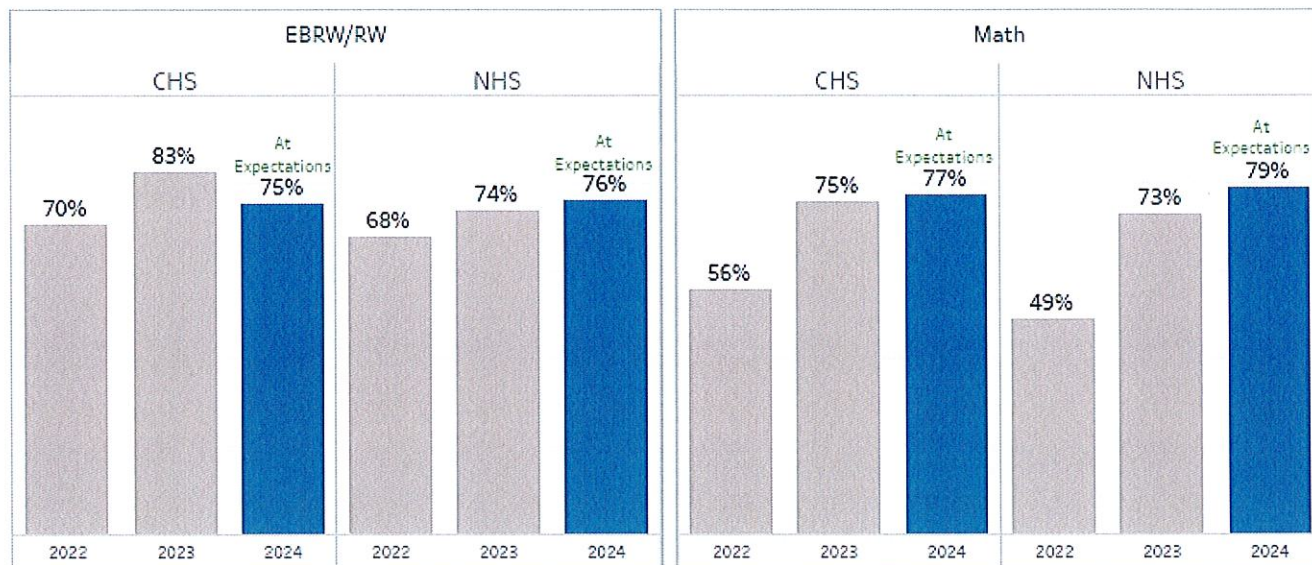


Figure 7

High School Similar Schools based on 2024 Demographics

Weighting: Total Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

Total PPE capped at \$19K

Hold Harmless schools in light orange

Building Name	District Name	Index	% ED	% Blk	% Hisp	% Asian	% White	% SE	# Students	Total PPE
CHS	Portage Public Schools	0.0000	15%	3%	6%	8%	75%	6%	1385	13347
Caledonia High School	Caledonia Community Schools	0.0332	18%	2%	7%	3%	82%	10%	1427	14282
Stoney Creek High School	Rochester Community School District	0.0424	12%	2%	7%	8%	79%	7%	1495	13821
Byron Center High School	Byron Center Public Schools	0.0443	23%	1%	9%	4%	80%	6%	1363	14568
Walled Lake Northern High School	Walled Lake Consolidated Schools	0.0498	19%	3%	5%	1%	87%	14%	1457	13964
Saline High School	Saline Area Schools	0.0546	14%	2%	4%	5%	84%	13%	1562	15897
Athens High School	Troy School District	0.0556	18%	6%	5%	22%	64%	8%	1488	15116
Royal Oak High School	Royal Oak Schools	0.0566	23%	10%	6%	2%	75%	12%	1338	16698
Clarkston High School	Clarkston Community School District	0.0610	17%	2%	6%	2%	87%	11%	1560	14462
South Lyon High School	South Lyon Community Schools	0.0620	18%	2%	5%	3%	89%	14%	1257	14159
NHS	Portage Public Schools	0.0000	30%	9%	9%	6%	65%	11%	1218	13693
Churchill High School	Livonia Public Schools School District	0.0258	33%	15%	6%	6%	69%	11%	1247	16765
North Farmington High School	Farmington Public School District	0.0319	29%	31%	4%	11%	48%	13%	1229	16892
Bedford Senior High School	Bedford Public Schools	0.0356	29%	1%	7%	1%	88%	11%	1256	14103
East Lansing High School	East Lansing School District	0.0390	35%	19%	10%	5%	56%	9%	1241	13251
Milford High School	Huron Valley Schools	0.0450	28%	1%	5%	1%	89%	17%	1260	14840
Oscar A. Carlson High School	Gibraltar School District	0.0527	32%	8%	7%	2%	79%	12%	1104	11870
Mona Shores High School	Mona Shores Public School District	0.0543	41%	13%	9%	2%	70%	9%	1232	14874
Walled Lake Central High School	Walled Lake Consolidated Schools	0.0556	36%	11%	6%	5%	74%	15%	1138	15910
H.H. Dow High School	Midland Public Schools	0.0560	23%	2%	5%	7%	82%	10%	1265	13563

Figure 8

Monitoring Report

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Total Per Pupil Expenditures

color coding: PPS Hold Harmless

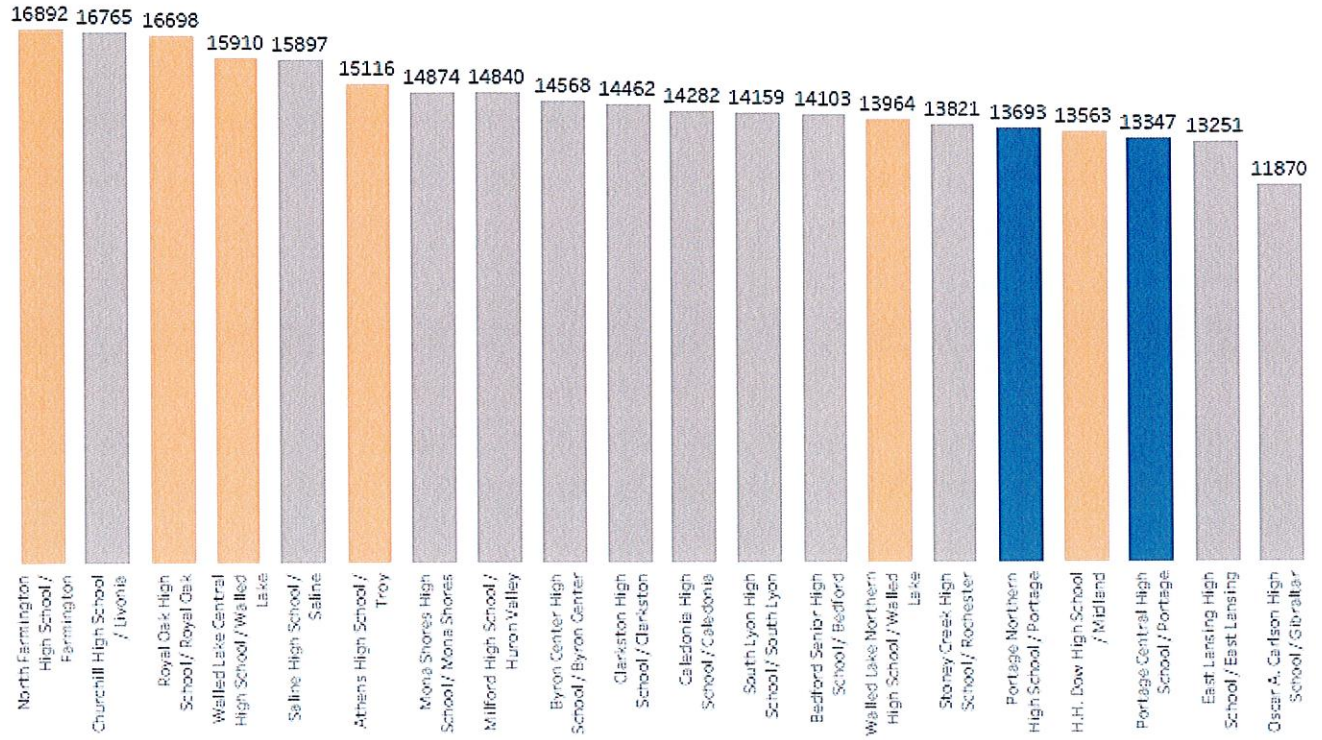


Figure 9

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Policy Type: Ends

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2024 PSAT8

Percent Proficient / Rank among 10 Similar Schools

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

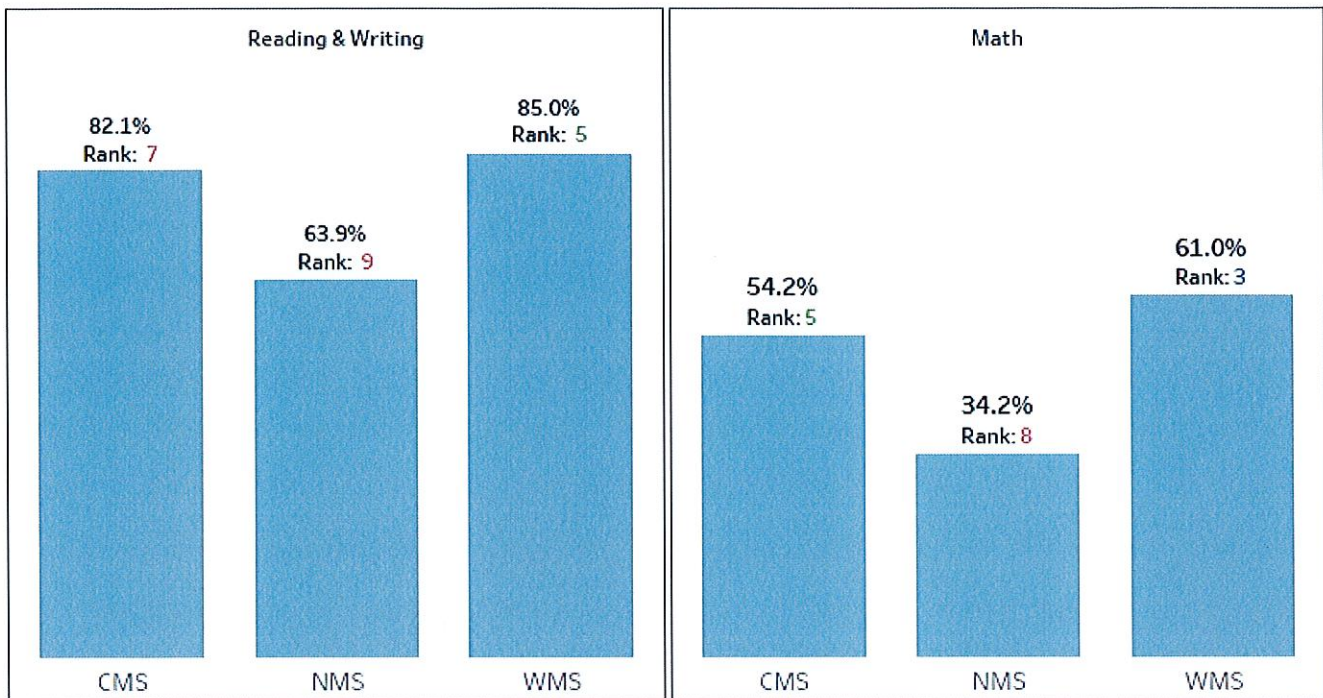


Figure 10

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Policy Title: Ends Policy 1.1

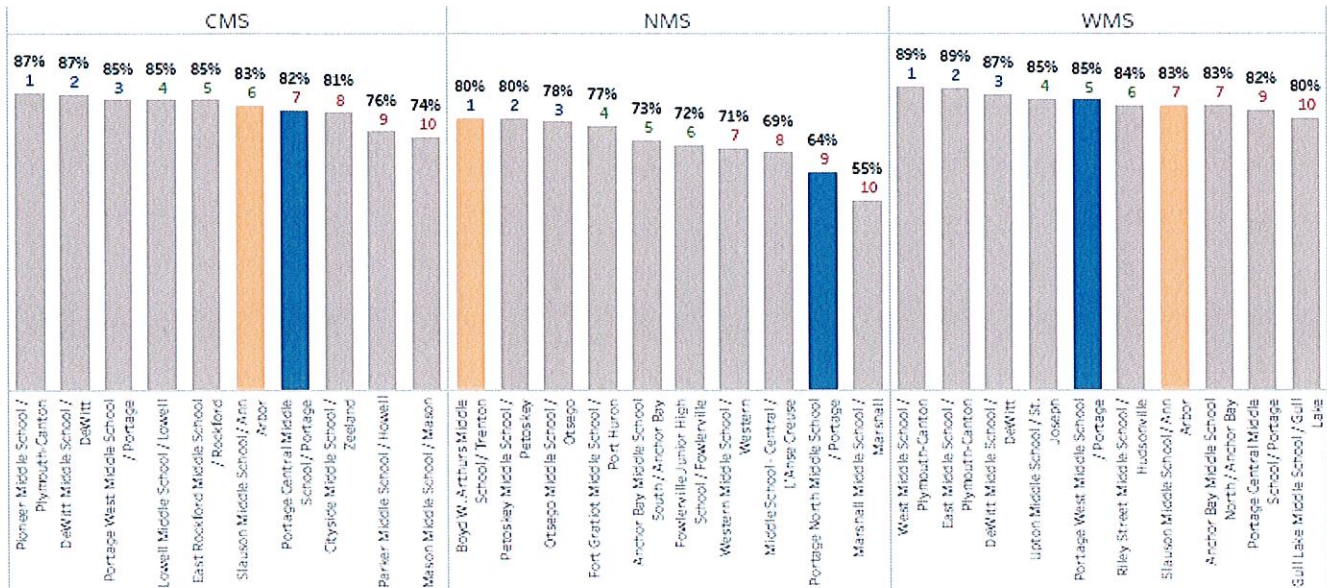
2024 PSAT8 Reading & Writing

Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless



2024 PSAT8 Math

Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless

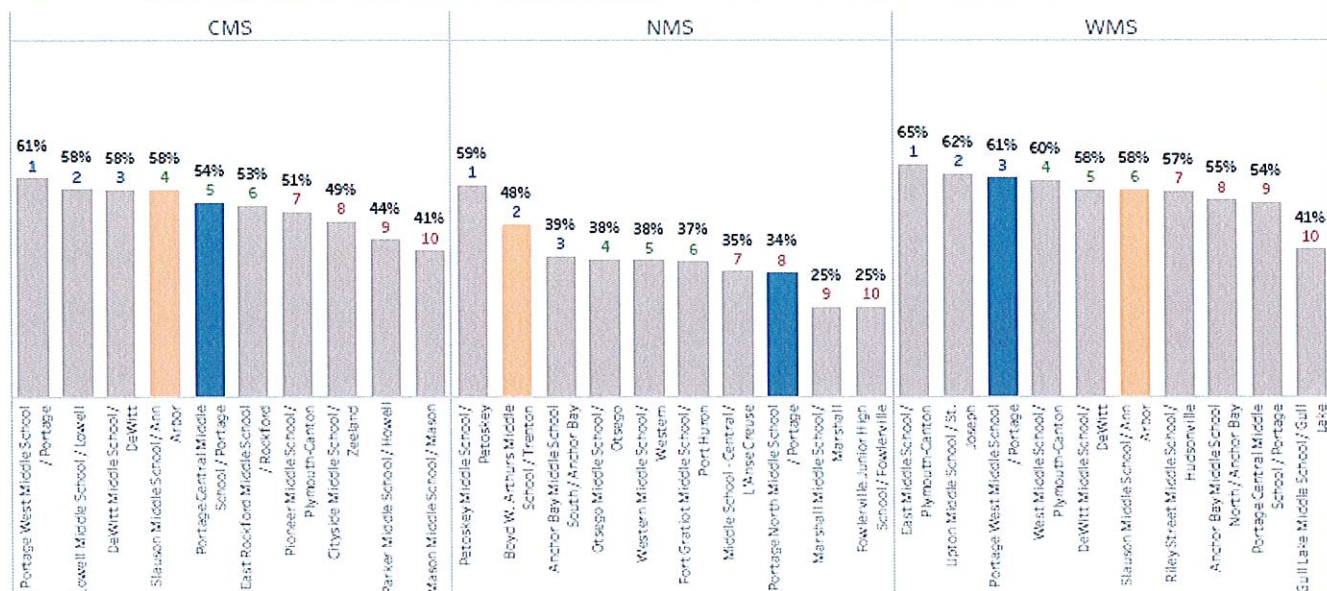


Figure 11

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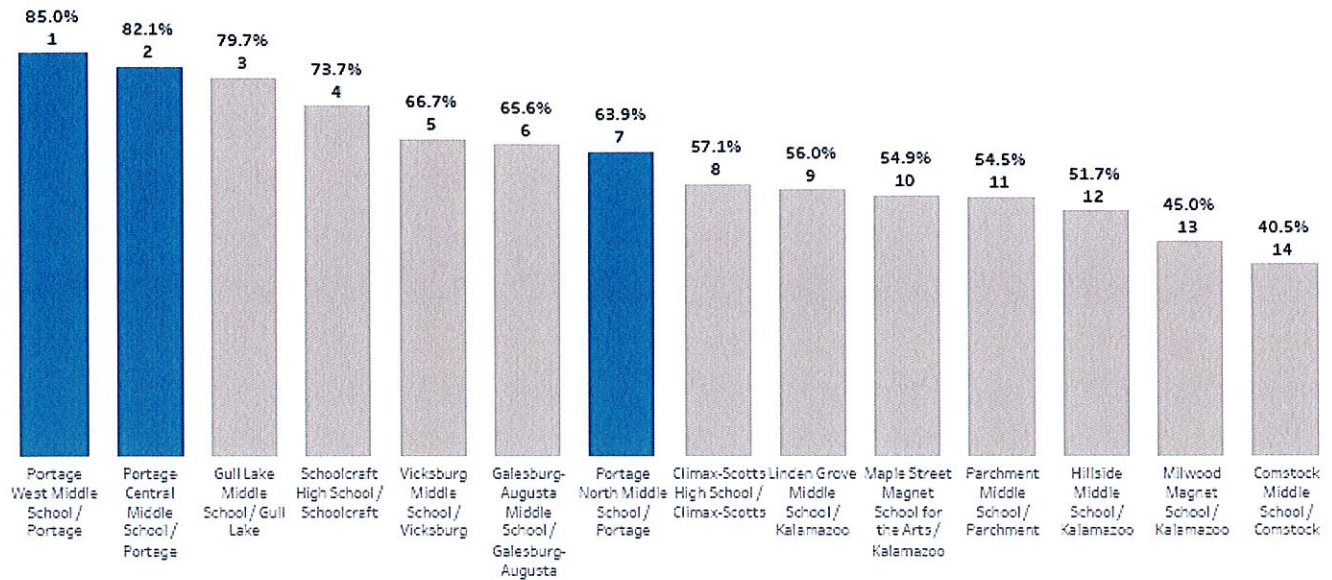
Policy Title: Ends Policy 1.1

2024 PSAT8

Percent Proficient / Rank among KRESA Schools

8th Grade - All Students

Reading & Writing



Math

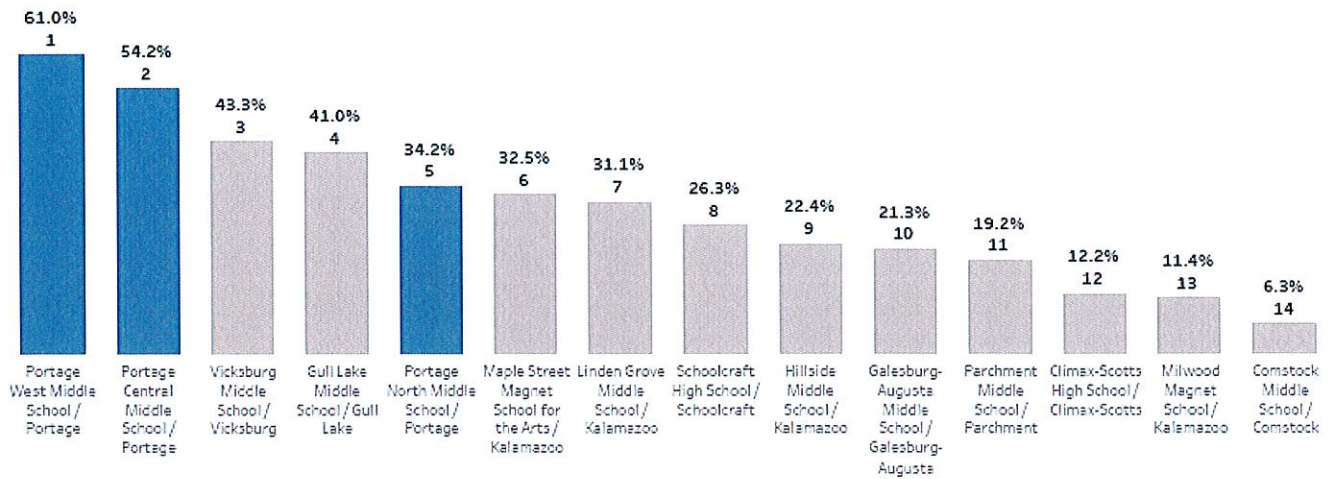


Figure 12

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 PSAT8

Percent Proficient Improvement/ Rank among 10 Similar Schools

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

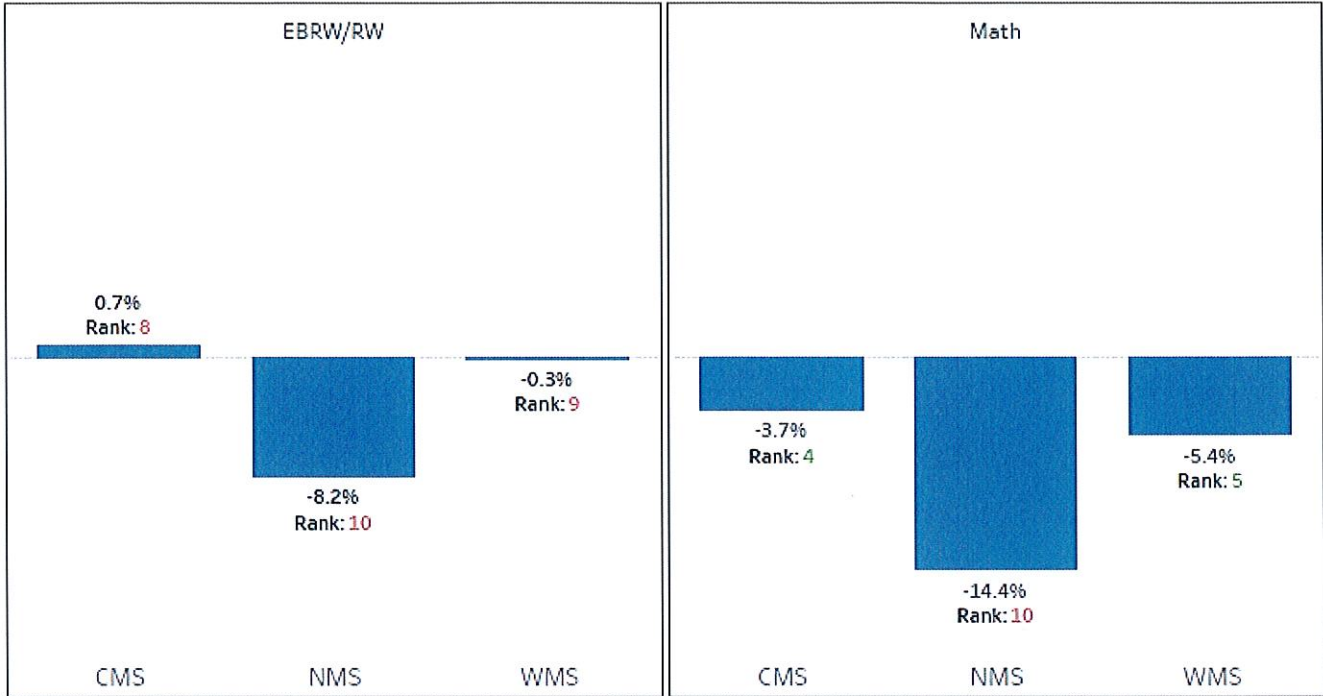


Figure 13

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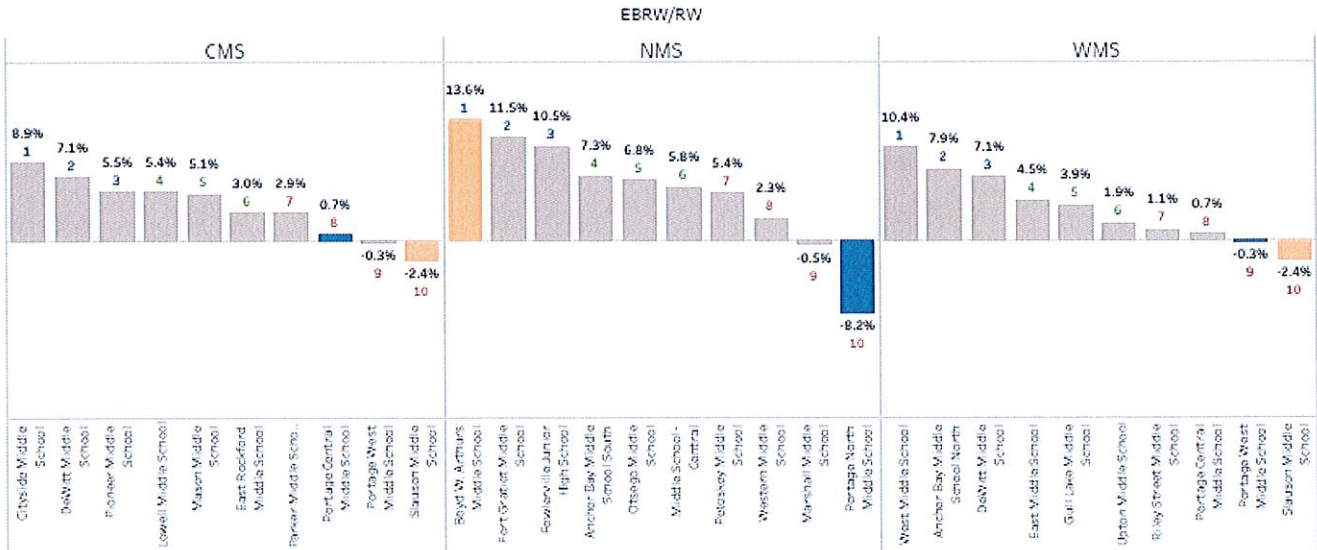
2024 PSAT8 EBRW/RW

Percent Proficient Improvement/ Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless



2024 PSAT8 Math

Percent Proficient Improvement/ Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless

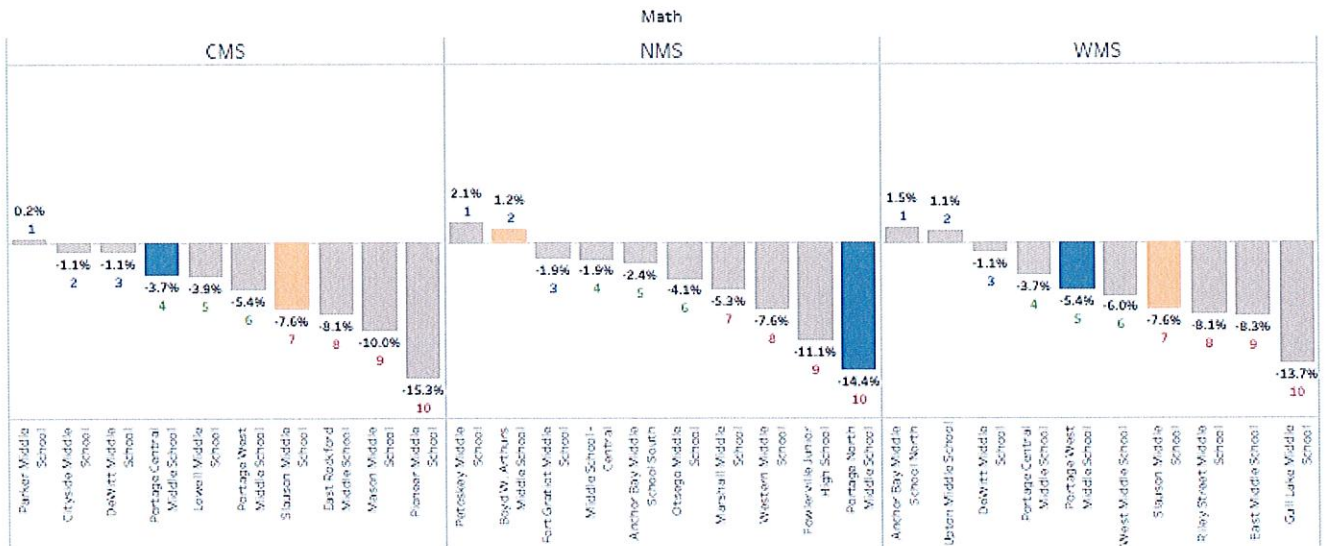


Figure 14

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 PSAT8

Percent Proficient Improvement / Rank among KRESA Schools
8th Grade All Students

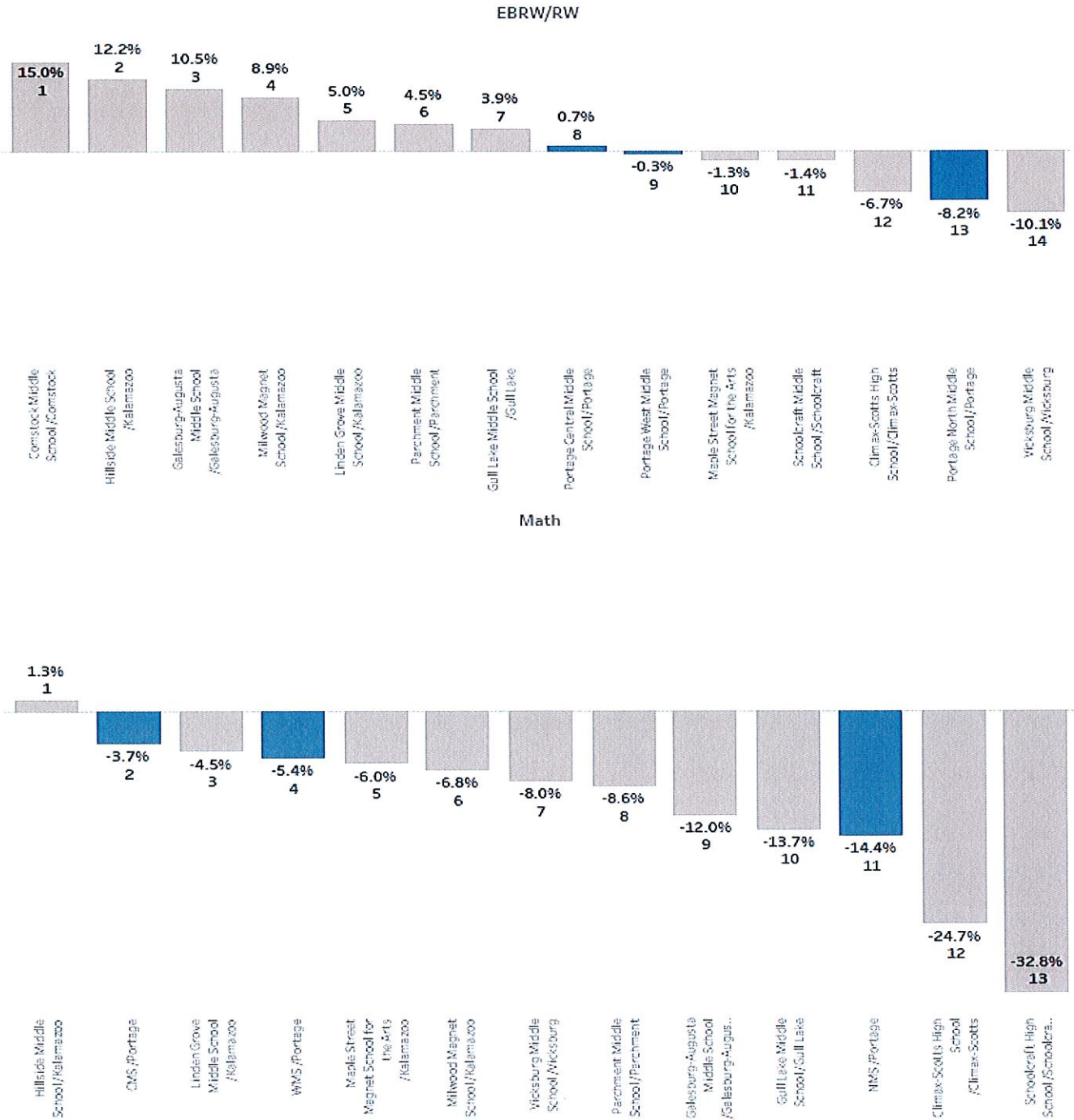


Figure 15

2024 PSAT8

Percent Students with Average or Above Average Growth (Student Growth Percentile \geq 30)

8th Grade - All Students

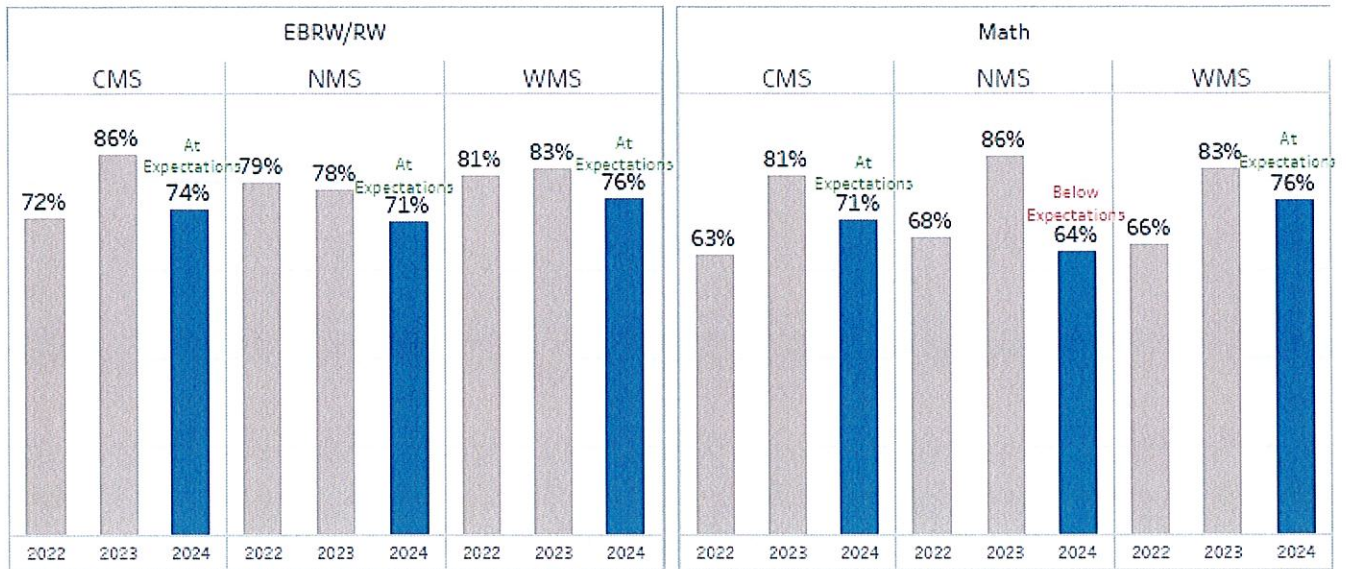


Figure 16

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Middle School Similar Schools based on 2024 Demographics

Weighting: Total Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

Total PPE capped at \$19K

Hold Harmless schools in light orange

Building Name	District Name	Index	% ED	% Blk	% Hisp	% Asian	% White	% SE	# Students	Total PPE
CMS	Portage Public Schools	0.0000	23%	3%	6%	5%	77%	9%	750	12465
Cityside Middle School	Zeeland Public Schools	0.0186	23%	2%	17%	2%	74%	8%	767	14619
Slauson Middle School	Ann Arbor Public Schools	0.0301	22%	9%	12%	13%	56%	11%	743	15318
Mason Middle School	Mason Public Schools (Ingham)	0.0310	29%	1%	9%	2%	83%	11%	752	13535
DeWitt Middle School	DeWitt Public Schools	0.0328	18%	2%	8%	1%	84%	9%	736	12258
Lowell Middle School	Lowell Area Schools	0.0401	28%	1%	5%	1%	91%	9%	775	14095
Parker Middle School	Howell Public Schools	0.0432	30%	1%	6%	1%	88%	18%	751	13699
Pioneer Middle School	Plymouth-Canton Community Schools	0.0457	18%	9%	6%	13%	67%	9%	778	14019
Portage West Middle School	Portage Public Schools	0.0477	21%	7%	7%	10%	65%	6%	694	12779
East Rockford Middle School	Rockford Public Schools	0.0503	16%	1%	6%	1%	85%	8%	785	14041
NMS	Portage Public Schools	0.0000	40%	11%	8%	5%	63%	12%	547	14377
Fort Gratiot Middle School	Port Huron Area School District	0.0370	43%	1%	4%	1%	89%	8%	550	12862
Otsego Middle School	Otsego Public Schools	0.0381	41%	1%	6%	1%	87%	13%	524	15717
Boyd W. Arthurs Middle School	Trenton Public Schools	0.0393	36%	2%	10%	1%	84%	15%	553	16492
Middle School - Central	L'Anse Creuse Public Schools	0.0415	46%	14%	5%	1%	71%	21%	552	14715
Fowlerville Junior High School	Fowlerville Community Schools	0.0441	42%	1%	4%	0%	93%	16%	564	14614
Petoskey Middle School	Public Schools of Petoskey	0.0448	42%	0%	3%	0%	86%	11%	571	13773
Marshall Middle School	Marshall Public Schools	0.0460	48%	10%	9%	1%	71%	19%	542	14863
Anchor Bay Middle School South	Anchor Bay School District	0.0488	43%	4%	4%	1%	83%	18%	518	15109
Western Middle School	Western School District	0.0505	40%	2%	5%	0%	86%	13%	595	13725
WMS	Portage Public Schools	0.0000	21%	7%	7%	10%	65%	6%	694	12779
West Middle School	Plymouth-Canton Community Schools	0.0376	16%	5%	6%	4%	80%	9%	689	14852
Anchor Bay Middle School North	Anchor Bay School District	0.0377	19%	2%	1%	0%	93%	8%	684	13786
East Middle School	Plymouth-Canton Community Schools	0.0392	19%	8%	3%	34%	51%	5%	678	14355
Slauson Middle School	Ann Arbor Public Schools	0.0398	22%	9%	12%	13%	56%	11%	743	15318
Upton Middle School	St. Joseph Public Schools	0.0451	26%	9%	6%	5%	73%	8%	663	13432
Portage Central Middle School	Portage Public Schools	0.0477	23%	3%	6%	5%	77%	9%	750	12465
DeWitt Middle School	DeWitt Public Schools	0.0504	18%	2%	8%	1%	84%	9%	736	12258
Riley Street Middle School	Hudsonville Public School District	0.0541	29%	2%	8%	3%	84%	13%	687	12627
Gull Lake Middle School	Gull Lake Community Schools	0.0567	29%	3%	5%	1%	84%	11%	682	11864

Figure 17

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Total Per Pupil Expenditures

color coding: PPS Hold Harmless

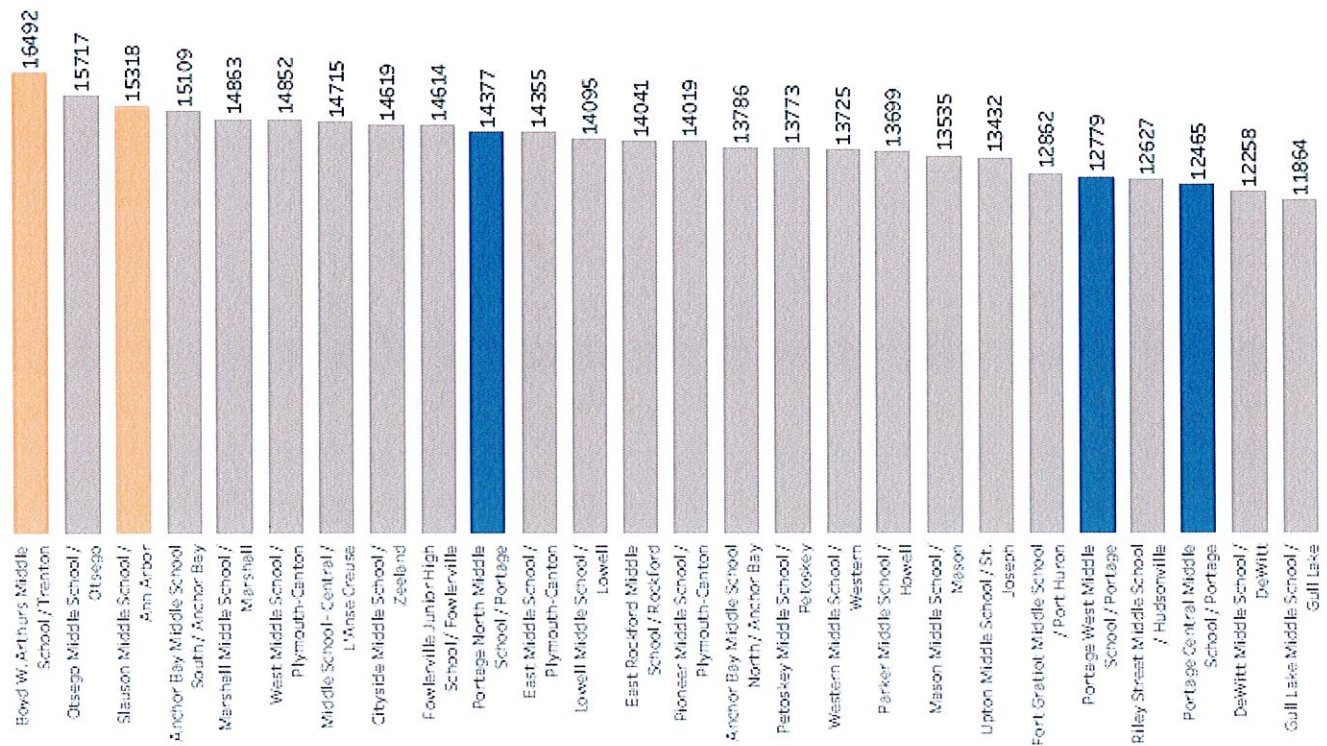


Figure 18

Elementary School

The M-STEP Assessment

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, although the pandemic has caused a statewide disruption to this data. We currently use grades 5, 8, and 11 as our key measures of student progress; and our data is utilized by our MTSS teams, department teams, and grade teams to adjust curriculum and instruction. Internally, the M-STEP results are used for grades 3 through 7 for Math and ELA and grades 5 & 8 for Science and Social Studies.

We include M-STEP growth scores in MR 1.1 to show improvement over previous years. To identify our growth on the M-STEP assessment, we continue using the Student Growth Percentile (SGP) for our student groups and subgroups. Student Growth Percentiles are determined by first calculating growth between current and previous assessment scores, then comparing that to the growth of a statewide academic peer group.³ The 50th percentile is defined as median growth for a year of instruction. We use the percentage of our students scoring 30th percentile or higher as determining adequate growth as referenced by the MDE in the MISchoolData Student Growth Report.

Narrative on Elementary School Measures

Percent Proficient

ELA: LCE and WOD are “Above Expectations” compared to their individual Similar Schools. ANG, MBE, and TWL are “At Expectations”; while AMB, CEL, and HAV are “Below Expectations”.

Math: ANG and LCE are “At Expectations” compared to their individual Similar Schools. AMB, CEL, HAV, MBE, TWL, and WOD are “Below Expectations”.

An overview of PPS Schools’ rankings and proficiencies is shown in Figure 19. A complete list of Similar Schools’ ELA rankings and proficiencies is shown in Figure 20. A complete list of Similar Schools’ Math rankings and proficiencies is shown in Figure 21. (Note: Hold Harmless schools are highlighted in orange.)

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

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Amongst 28 KRESA schools with ELA data available, MBE, LCE, TWL, AMB, and WOD rank in the top ten at 1st, 2nd, 4th, 6th, and 7th, respectively. ANG (11th) and CEL (14th) rank in the top half; and HAV is 17th.

Amongst 26 KRESA schools with Math data available, LCE, MBE, AMB, and ANG rank in the top ten at 3rd, 4th, 6th, and 7th, respectively. CEL (11th), WOD (12th), and HAV (13th) rank in the top half; and TWL is 16th.

KRESA schools rankings and proficiencies are shown in Figure 22.

Percent Proficient Improvement

ELA: AMB, LCE and WOD are “Above Expectations” compared to their individual Similar Schools. ANG, CEL, and HAV are “At Expectations”; while MBE and TWL are “Below Expectations”.

Math: AMB, LCE and WOD are “Above Expectations” compared to their individual Similar Schools. CEL and HAV are “At Expectations” compared to their individual Similar Schools. ANG, MBE, and TWL are “Below Expectations”.

An overview of PPS Schools’ rankings and proficiencies is shown in Figure 23. A complete list of Similar Schools’ ELA rankings and proficiencies is shown in Figure 24. A complete list of Similar Schools’ Math rankings and proficiencies is shown in Figure 25. (Note: Hold Harmless schools are highlighted in orange.)

Amongst 27 KRESA schools with ELA data available, WOD, AMB, and LCE rank in the top ten at 3rd, 6th, and 9th, respectively. ANG (11th) and CEL (12th) rank in the top half; followed by TWL (17th), HAV (18th), and MBE (21st).

Amongst 25 KRESA schools with Math data available, WOD, AMB, and HAV rank in the top ten at 5th, 6th, and 8th, respectively. ANG (11th) ranks in the top half; followed by LCE (13th), CEL (15th), TWL (23rd), and MBE (25th).

KRESA schools rankings and proficiencies are shown in Figure 26.

Student Growth Percentile

ELA: ANG, CEL, LCE, MBE, TWL, and WOD are “At Expectations”, with four schools (ANG, CEL, MBE, and TWL) having over 80% of students with Average or Above Average Growth. AMB (69%) and HAV (68%) are “Below Expectations”, but within 2% of meeting the goal of 70%.

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Math: CEL, HAV, LCE, and MBE are “At Expectations”, with three schools (CEL, HAV, and MBE) having over 80% of students with Average or Above Average Growth. AMB (69%) and ANG (68%) are “Below Expectations”, but within 2% of meeting the goal of 70%. TWL (62%) and WOD (45%) are also “Below Expectations”.

Figure 27 shows the 2024 percent of students with Average or Above Average Growth for each school, along with the 2023 data for comparison purposes. 2022 Growth data is not available for elementary schools due to the disruption in testing caused by the pandemic.

A complete list of Similar Schools and their demographics is shown in Figure 28. Total Per Pupil Expenditures for Similar Schools is shown in Figure 29.

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 M-STEP

Percent Proficient/ Rank among 10 Similar Schools

5th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

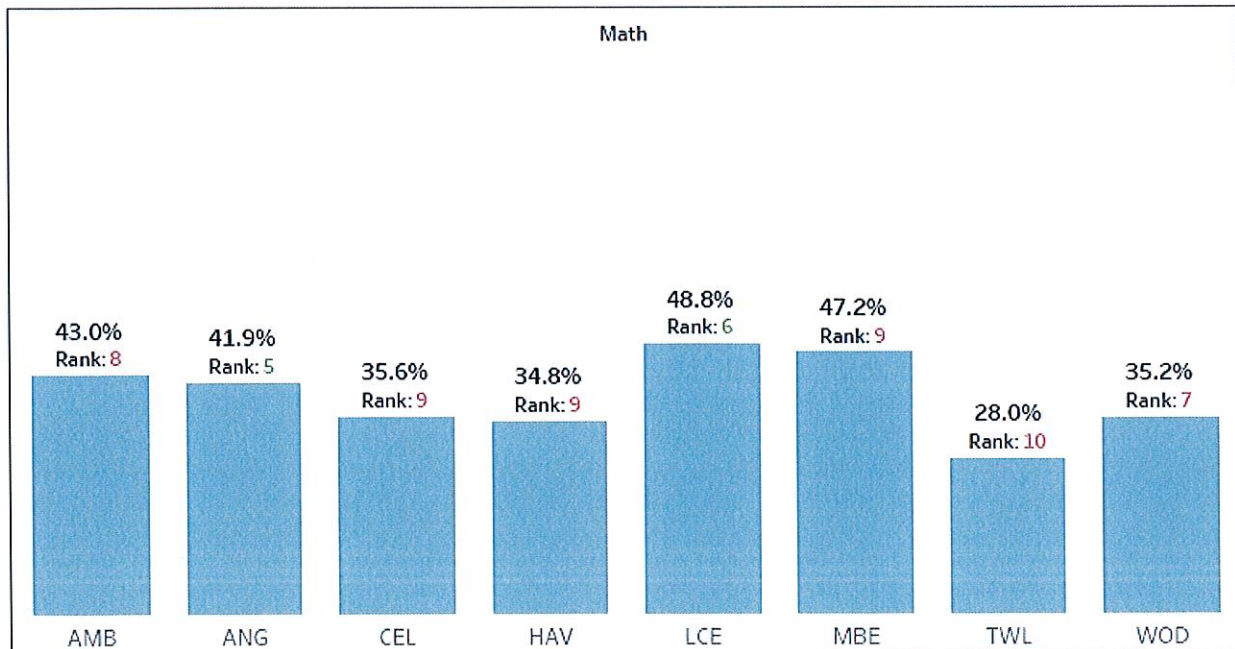
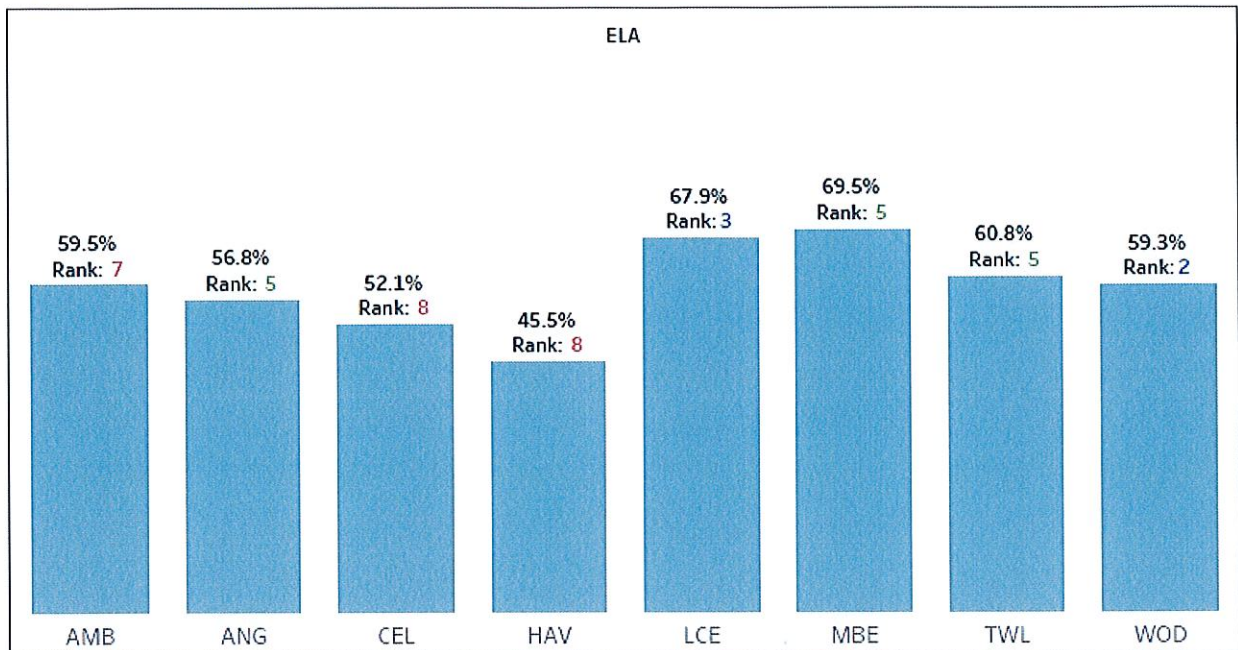


Figure 19

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

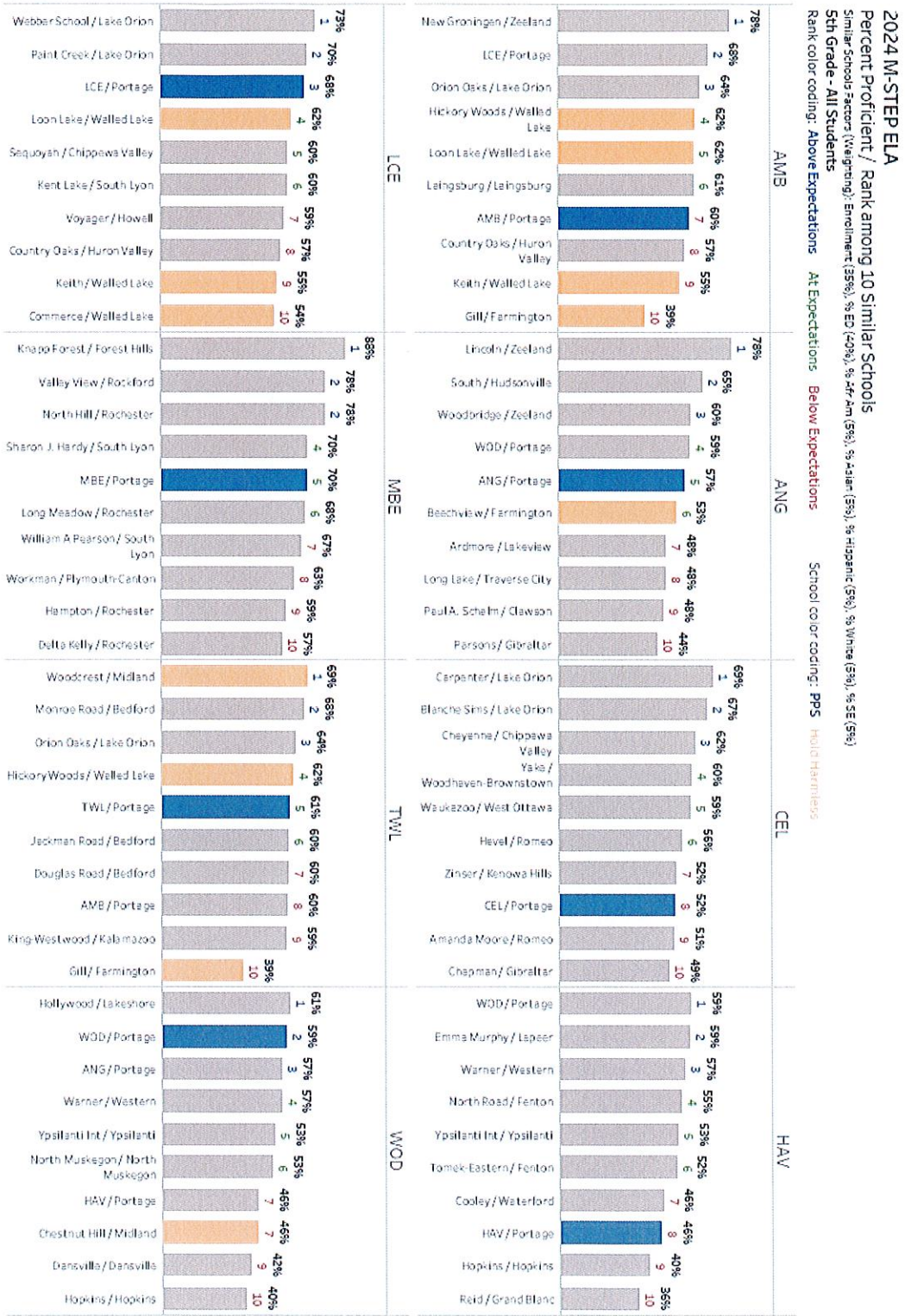


Figure 20

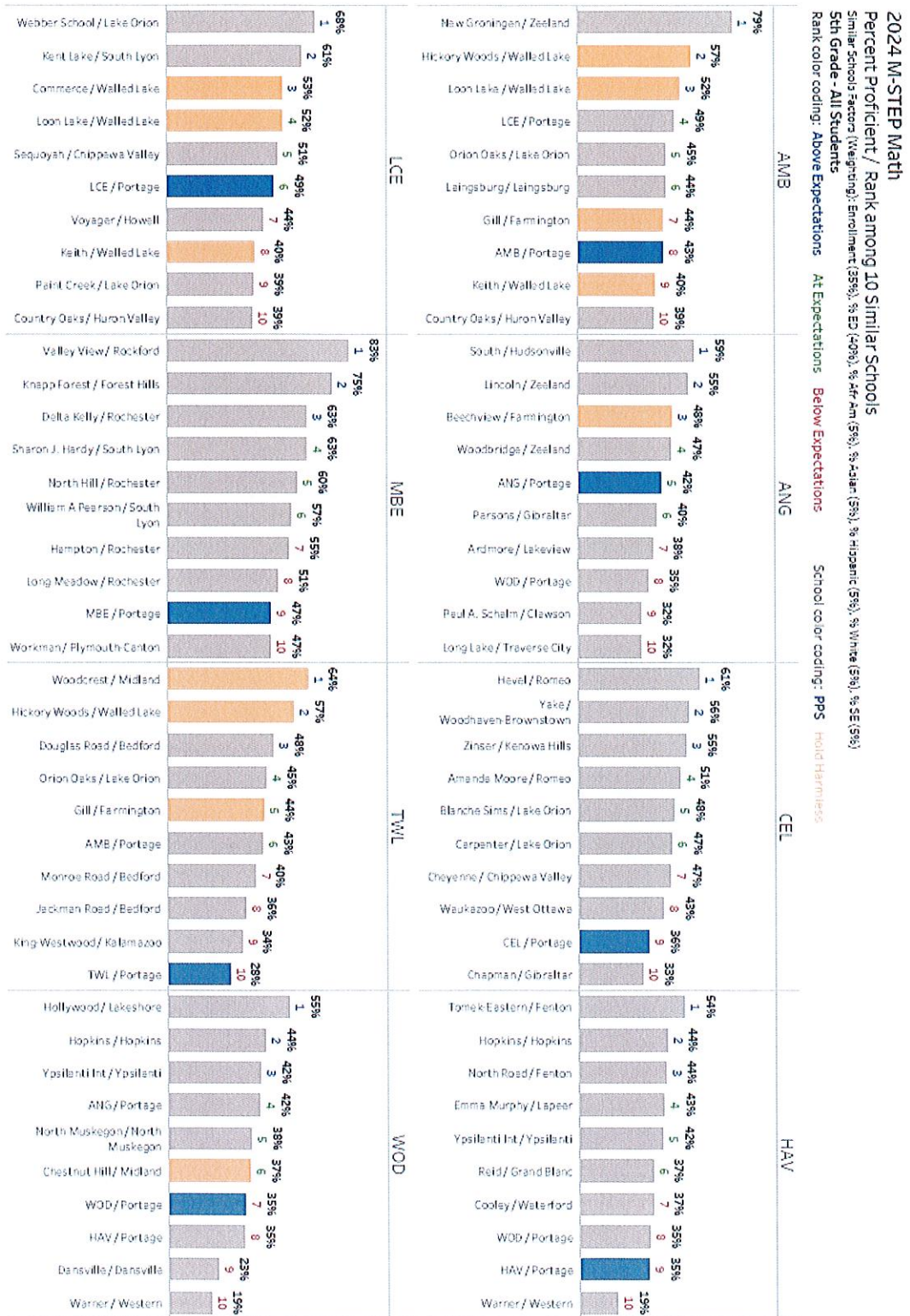


Figure 21

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 M-STEP

Percent Proficient / Rank among KRESA Schools

5th Grade - All Students

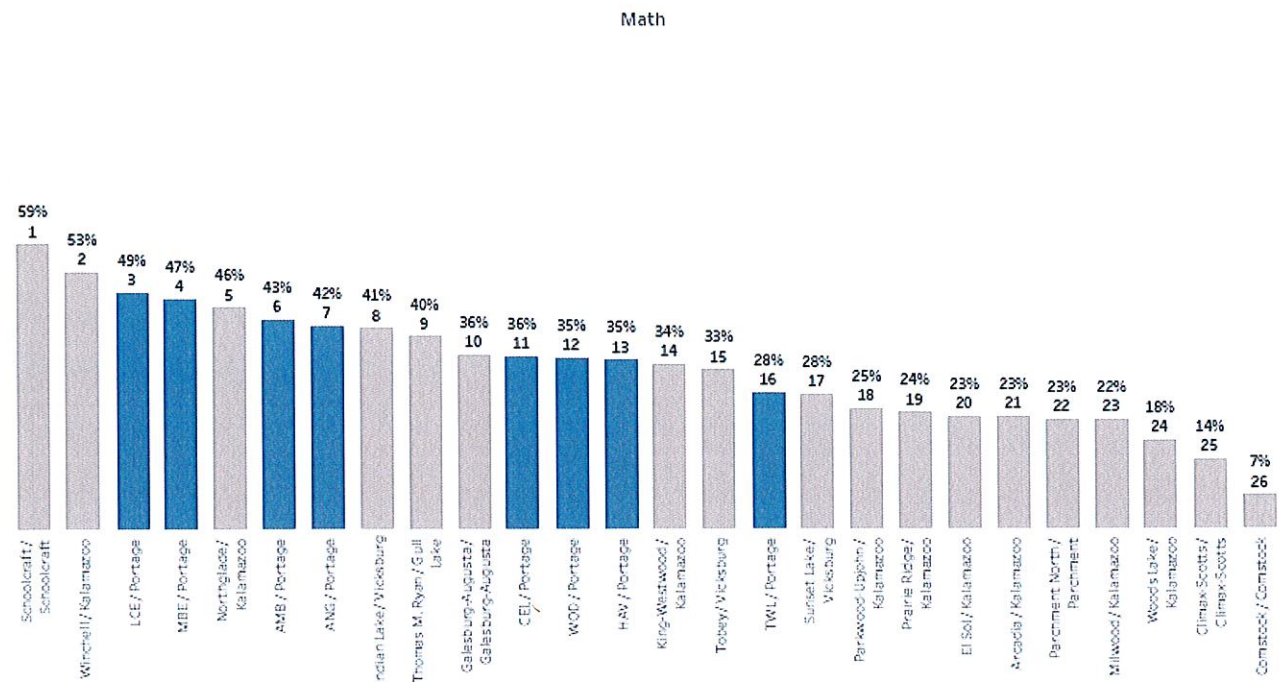
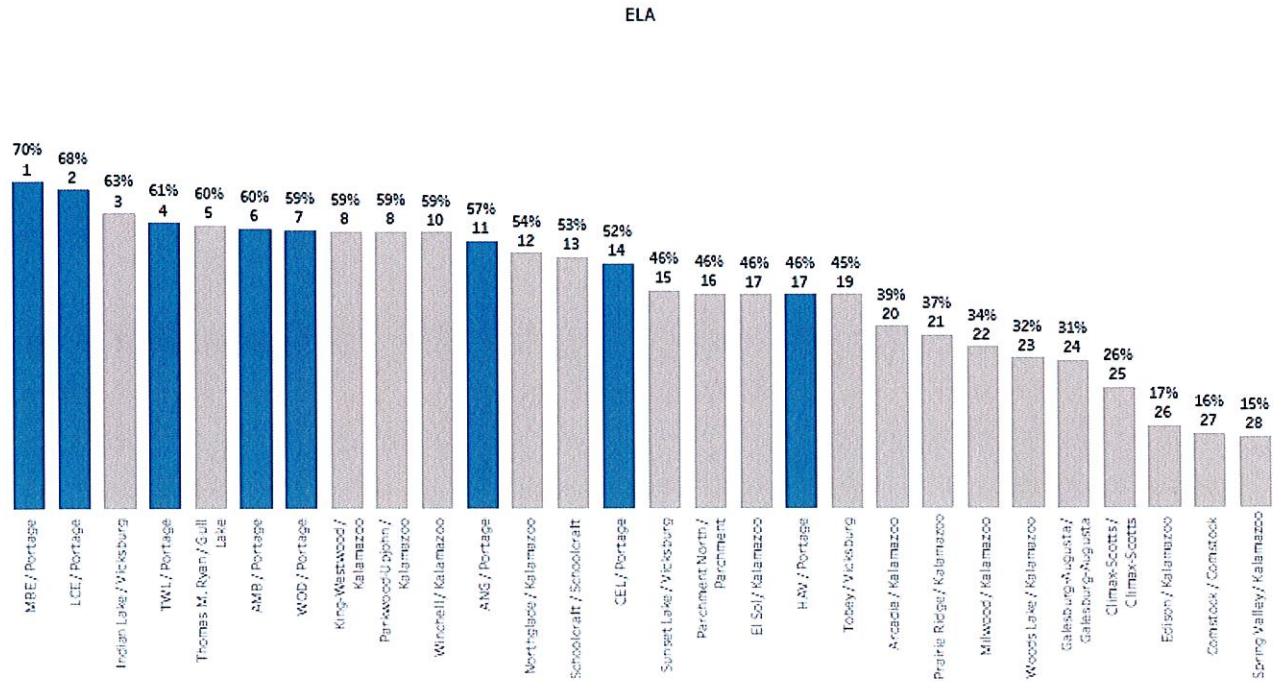


Figure 22

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 M-STEP

Percent Proficient Improvement / Rank among 10 Similar Schools

5th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

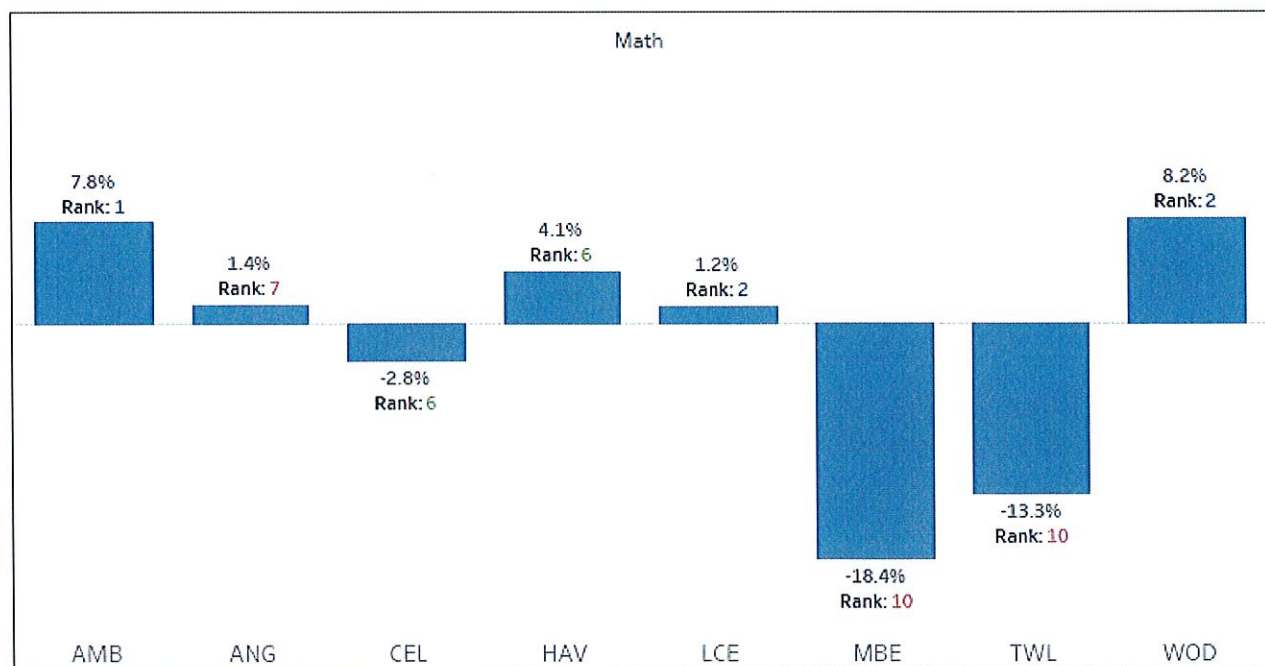
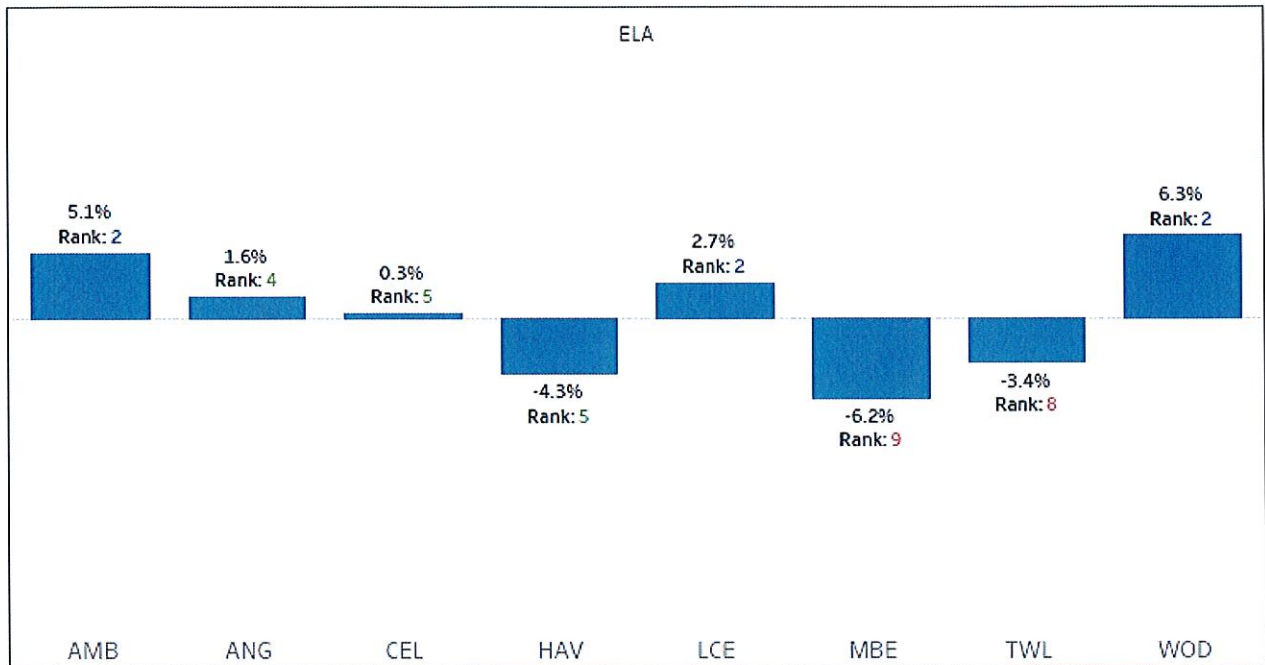


Figure 23

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

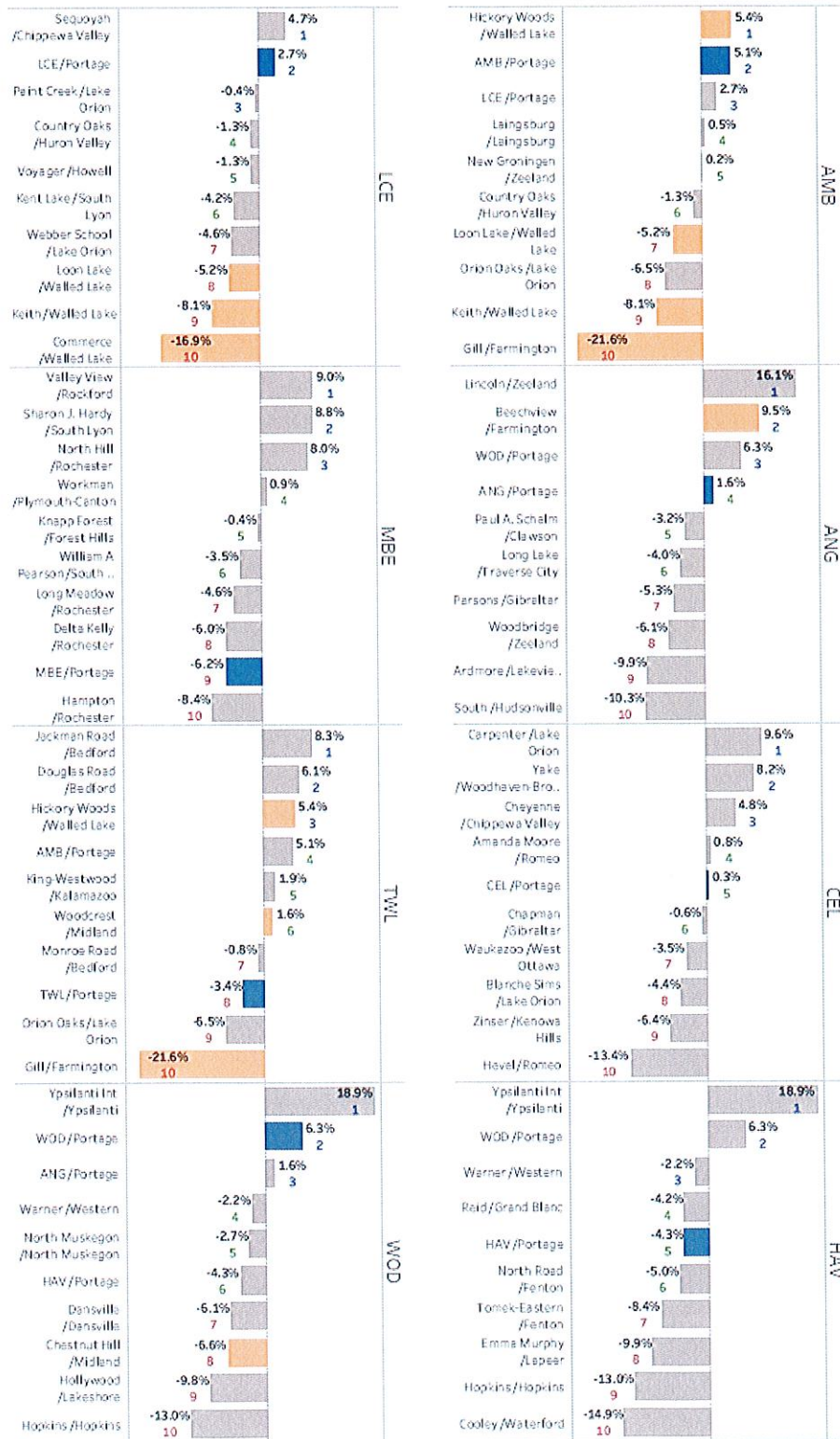


Figure 24

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

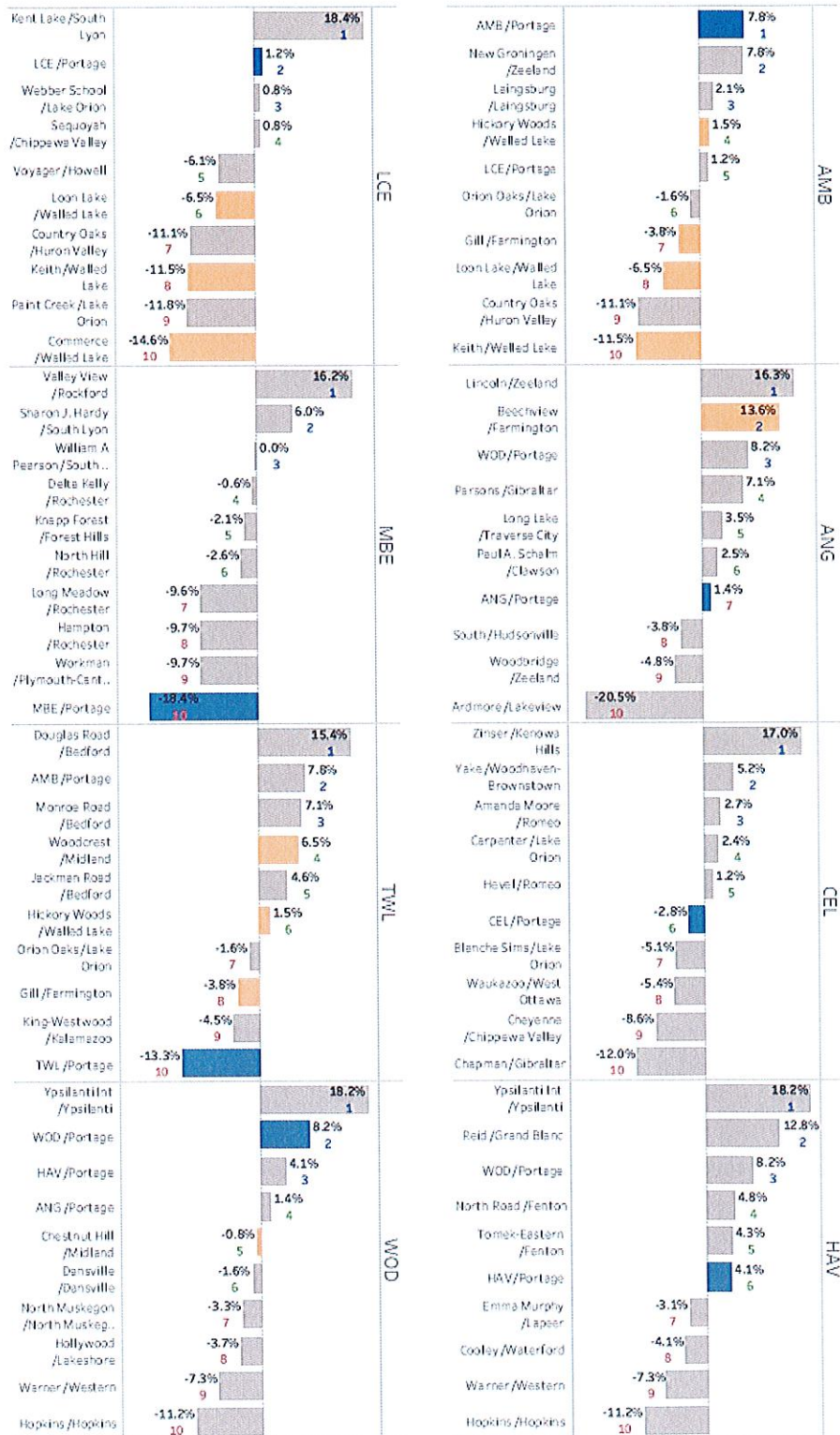


Figure 25

2024 M-STEP
 Percent Proficient Improvement / Rank among KRESA Schools
 5th Grade All Students

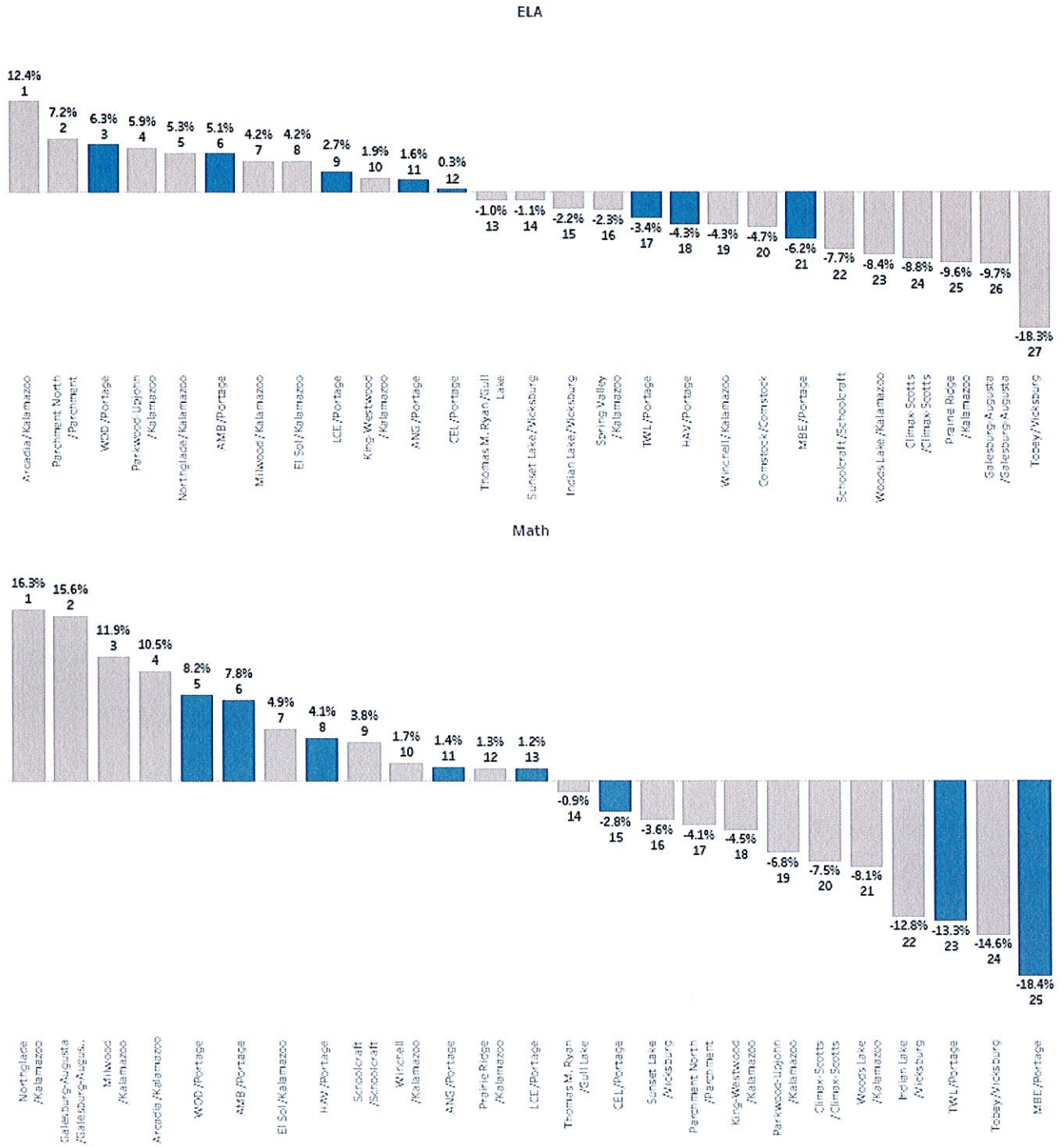


Figure 26

2024 M-STEP

Percent Students with Average or Above Average Growth (Student Growth Percentile \geq 30)

5th Grade - All Students



Figure 27

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Elementary School Similar Schools based on 2024 Demographics

Weighting: Total Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

Total PPE capped at \$19K

Hold Harmless schools in light orange

Building Name	District Name	Index	% ED	% Blk	% Hisp	% Asian	% White	% SE	# Students	Total PPE
AMB	Portage Public Schools	0.0000	30%	14%	8%	3%	66%	11%	520	13105
Orion Oaks Elementary School	Lake Orion Community Schools	0.0174	32%	3%	11%	5%	70%	15%	520	15129
Gill Elementary School	Farmington Public School District	0.0208	30%	19%	6%	16%	51%	10%	516	14348
Laingsburg Elementary School	Laingsburg Community Schools	0.0345	33%	1%	5%	0%	90%	16%	521	12085
Country Oaks Elementary School	Huron Valley Schools	0.0348	27%	1%	4%	2%	89%	13%	521	13667
Hickory Woods Elementary School	Walled Lake Consolidated Schools	0.0370	29%	18%	8%	26%	43%	16%	528	16473
Loon Lake Elementary School	Walled Lake Consolidated Schools	0.0393	25%	4%	5%	5%	79%	16%	518	15205
New Groningen School	Zeeland Public Schools	0.0396	27%	1%	19%	4%	71%	12%	534	13314
Lake Center Elementary School	Portage Public Schools	0.0425	24%	2%	8%	4%	79%	10%	516	13849
Keith Elementary School	Walled Lake Consolidated Schools	0.0428	26%	4%	5%	3%	83%	21%	528	15268
ANG	Portage Public Schools	0.0000	34%	7%	9%	7%	70%	14%	363	13905
Beechview Elementary School	Farmington Public School District	0.0331	33%	30%	5%	5%	51%	9%	368	15296
Parsons Elementary School	Gibraltar School District	0.0351	33%	4%	8%	1%	81%	15%	385	13442
Woodland Elementary School	Portage Public Schools	0.0369	40%	9%	7%	5%	69%	11%	370	14715
Paul A. Schalm School	Clawson Public Schools	0.0371	36%	7%	5%	1%	84%	19%	378	13102
Ardmore Elementary School	Lakeview Public Schools (Macomb)	0.0381	31%	8%	4%	1%	78%	13%	383	15084
Long Lake Elementary School	Traverse City Area Public Schools	0.0430	38%	1%	4%	1%	90%	12%	357	14909
South Elementary School	Hudsonville Public School District	0.0437	35%	2%	10%	4%	82%	12%	394	13148
Lincoln Elementary School	Zeeland Public Schools	0.0446	27%	1%	16%	3%	74%	11%	368	13881
Woodbridge Elementary School	Zeeland Public Schools	0.0460	32%	4%	20%	2%	67%	14%	392	15591
CEL	Portage Public Schools	0.0000	36%	6%	6%	3%	73%	14%	447	16520
Cheyenne Elementary School	Chippewa Valley Schools	0.0105	35%	7%	4%	5%	78%	18%	447	16552
Zinser Elementary School	Kenowa Hills Public Schools	0.0163	36%	3%	12%	1%	79%	15%	440	14134
Blanche Sims Elementary School	Lake Orion Community Schools	0.0165	35%	2%	8%	2%	79%	14%	438	15395
Amanda Moore Elementary School	Romeo Community Schools	0.0189	35%	0%	10%	0%	83%	12%	442	14158
Carpenter Elem. School	Lake Orion Community Schools	0.0299	36%	5%	15%	6%	67%	12%	470	13522
Hevel Elementary	Romeo Community Schools	0.0310	37%	3%	7%	0%	83%	16%	428	13674
Waukazoo Elementary School	West Ottawa Public School District	0.0311	32%	1%	14%	2%	74%	7%	438	13831
Yake Elementary School	Woodhaven-Brownstown School District	0.0312	41%	10%	8%	7%	72%	18%	443	15099
Chapman Elementary School	Gibraltar School District	0.0315	41%	5%	5%	2%	83%	17%	444	13496
HAV	Portage Public Schools	0.0000	46%	11%	7%	5%	64%	11%	375	17936
Cooley Elementary School	Waterford School District	0.0288	50%	8%	12%	4%	74%	16%	371	15594
Woodland Elementary School	Portage Public Schools	0.0348	40%	9%	7%	5%	69%	11%	370	14715
Warner Elementary School	Western School District	0.0349	44%	2%	5%	1%	84%	11%	381	12898
Emma Murphy Elementary School	Lapeer Community Schools	0.0387	44%	1%	5%	2%	89%	18%	383	12570
North Road Elementary School	Fenton Area Public Schools	0.0409	50%	3%	5%	2%	84%	16%	369	14658
Ypsilanti International Elementary S	Ypsilanti Community Schools	0.0426	41%	24%	9%	1%	52%	15%	381	18517
Reid Elementary School	Grand Blanc Community Schools	0.0445	45%	20%	8%	2%	63%	13%	410	11928
Tomek-Eastern Elem. School	Fenton Area Public Schools	0.0500	46%	1%	6%	1%	88%	19%	401	15331
Hopkins Elementary School	Hopkins Public Schools	0.0512	41%	2%	7%	0%	88%	7%	384	13005

Figure 28

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Elementary School Similar Schools based on 2024 Demographics

Weighting: Total Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

Total PPE capped at \$19K

Hold Harmless schools in light orange

Building Name	District Name	Index	% ED	% Blk	% Hisp	% Asian	% White	% SE	# Students	Total PPE
LCE	Portage Public Schools	0.0000	24%	2%	8%	4%	79%	10%	516	13849
Kent Lake Elementary School	South Lyon Community Schools	0.0100	24%	1%	6%	7%	81%	11%	524	13335
Sequoyah Elementary School	Chippewa Valley Schools	0.0107	24%	2%	3%	4%	89%	14%	517	14282
Loon Lake Elementary School	Walled Lake Consolidated Schools	0.0129	25%	4%	5%	5%	79%	16%	518	15205
Paint Creek Elementary School	Lake Orion Community Schools	0.0207	25%	2%	5%	1%	82%	11%	532	14456
Voyager Elementary School	Howell Public Schools	0.0239	25%	0%	2%	0%	95%	10%	521	12149
Country Oaks Elementary School	Huron Valley Schools	0.0272	27%	1%	4%	2%	89%	13%	521	13667
Keith Elementary School	Walled Lake Consolidated Schools	0.0283	26%	4%	5%	3%	83%	21%	528	15268
Commerce Elementary School	Walled Lake Consolidated Schools	0.0307	22%	2%	4%	3%	87%	11%	540	12737
Webber School	Lake Orion Community Schools	0.0331	21%	2%	12%	5%	74%	9%	491	12192
MBE	Portage Public Schools	0.0000	16%	3%	9%	16%	63%	8%	591	11862
Sharon J. Hardy Elementary School	South Lyon Community Schools	0.0397	11%	1%	3%	17%	74%	16%	580	15689
Valley View Elementary School	Rockford Public Schools	0.0398	16%	0%	4%	2%	89%	8%	617	12810
William A Pearson Elementary	South Lyon Community Schools	0.0452	18%	3%	6%	8%	78%	12%	553	12320
Long Meadow Elementary School	Rochester Community School District	0.0514	13%	4%	7%	10%	74%	14%	544	14158
Workman Elementary School	Plymouth-Canton Community Schools	0.0673	14%	9%	4%	19%	63%	9%	689	15659
Delta Kelly Elementary School	Rochester Community School District	0.0683	6%	2%	8%	28%	55%	12%	620	14127
North Hill Elementary School	Rochester Community School District	0.0689	13%	3%	10%	14%	65%	14%	511	17229
Hampton Elementary School	Rochester Community School District	0.0726	17%	7%	8%	53%	31%	10%	543	16771
Knapp Forest Elementary School	Forest Hills Public Schools	0.0757	7%	0%	3%	8%	83%	7%	557	12909
TWL	Portage Public Schools	0.0000	30%	13%	9%	11%	57%	9%	574	12460
Douglas Road Elementary School	Bedford Public Schools	0.0395	33%	1%	9%	1%	86%	9%	571	12660
Amberly Elementary School	Portage Public Schools	0.0451	30%	14%	8%	3%	66%	11%	520	13105
King-Westwood Elementary School	Kalamazoo Public Schools	0.0472	38%	22%	4%	1%	57%	12%	564	15609
Gill Elementary School	Farmington Public School District	0.0478	30%	19%	6%	16%	51%	10%	516	14348
Woodcrest Elementary School	Midland Public Schools	0.0495	29%	1%	6%	4%	83%	18%	601	12692
Hickory Woods Elementary School	Walled Lake Consolidated Schools	0.0540	29%	18%	8%	26%	43%	16%	528	16473
Jackman Road Elementary School	Bedford Public Schools	0.0568	36%	1%	6%	2%	88%	10%	588	12518
Monroe Road Elementary School	Bedford Public Schools	0.0571	29%	1%	6%	0%	89%	13%	610	12617
Orion Oaks Elementary School	Lake Orion Community Schools	0.0579	32%	3%	11%	5%	70%	15%	520	15129
WOD	Portage Public Schools	0.0000	40%	9%	7%	5%	69%	11%	370	14715
Hollywood Elementary School	Lakeshore School District (Berrien)	0.0329	39%	4%	7%	2%	86%	17%	386	14236
North Muskegon Elementary School	North Muskegon Public Schools	0.0331	39%	5%	7%	0%	78%	12%	391	13744
Chestnut Hill Elementary School	Midland Public Schools	0.0339	40%	2%	7%	4%	78%	15%	393	13099
Haverhill Elementary School	Portage Public Schools	0.0348	46%	11%	7%	5%	64%	11%	375	17936
Hopkins Elementary School	Hopkins Public Schools	0.0351	41%	2%	7%	0%	88%	7%	384	13005
Angling Road Elementary School	Portage Public Schools	0.0369	34%	7%	9%	7%	70%	14%	363	13905
Dansville Elementary School	Dansville Schools	0.0372	39%	1%	1%	1%	97%	16%	363	12873
Ypsilanti International Elementary S	Ypsilanti Community Schools	0.0377	41%	24%	9%	1%	52%	15%	381	18517
Warner Elementary School	Western School District	0.0386	44%	2%	5%	1%	84%	11%	381	12898

Figure 28 (cont.)

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

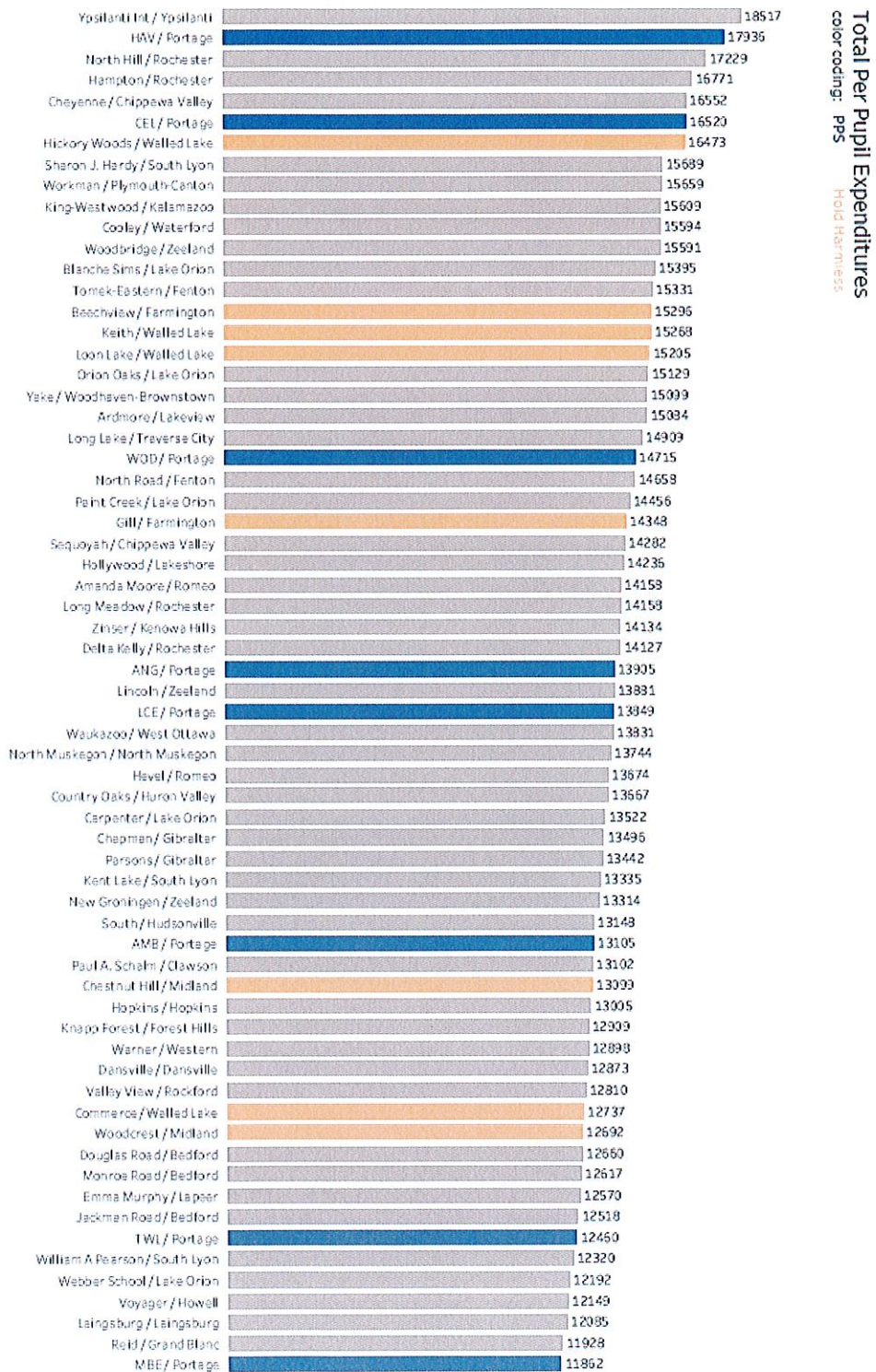


Figure 29

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

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

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
DECEMBER 9, 2024, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Minutes
 - a. November 18, 2024 Special Meeting & Regular Business Meeting

2. Purchase of Buses

That the Board of Education approve the purchase of three 77-passenger buses, one lift bus, and one 77-passenger bus with air conditioning – all from Holland Bus – for a total of \$727,924, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**SPECIAL MEETING & REGULAR BUSINESS MEETING
NOVEMBER 18, 2024**

SPECIAL MEETING

The special meeting of the Board of Education of Portage Public Schools held on Monday, November 18, 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, Randy Van Antwerp

Board Trustees Absent: Terri Novaria

Administration Present: Mark Bielang, Superintendent; Johnny Edwards, Assistant Superintendent of Operations; Kelly Jensenius, Director of Elementary Education; Paula Johnson, Director of Finance; Samantha Stevens, Business Manager; Brad Galin, Director of Human Resources; Michelle Karpinski, Community Relations Manager

Others Present: Representatives from Owen-Ames-Kimball, TowerPinkster, Plante Moran (elementary bond project team).

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Snyder, seconded by Ms. Larson 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

Planning for Completion of Elementary Bond Projects

Discussion focused on planning for completion of the elementary bond projects.

The special meeting adjourned at 5:52 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, November 18, 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, Randy Van Antwerp

Board Trustees Absent: Terri Novaria

President Van Antwerp appointed Trustee Crowell as Acting Board Secretary for this meeting.

REVISIONS/APPROVAL OF AGENDA

Motion offered by Ms. Hamilton, seconded by Mr. Crowell, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Johnny Edwards, Assistant Superintendent of Operations, shared images of construction progress at the new Central Elementary and Haverhill Elementary sites.

For the new Woodland Elementary project, we are in the construction document phase of the project. Owen-Ames-Kimball will put information out for bid in the coming weeks. We expect to have recommendations for this project coming to the Board as early as January 2025.

Financial Report

Ms. Paula Johnson, Director of Finance, highlighted areas of the General Fund Budget Progress Report by Function and by Object for the four-month period ending October 31, 2024 compared to the same period in 2023.

Ms. Johnson shared positive news. Our fall student count file was submitted to the state. The enrollment figure we budgeted for came in higher than expected.

District Identity / Branding Update

Ms. Michelle Karpinski, Community Relations Manager, provided introductory remarks. Mr. Rick Chambers, of Rick Chambers & Associates, provided an update on the District's rebranding progress. After reviewing the process and work completed, Mr. Chambers recommended that the District use *Student Success* as the brand focus, *Every student. Every future.* as the tagline, and then consolidate existing vision statements into a single, clear statement. Trustees shared positive comments in favor of the progress and Mr. Chambers' recommendation. The next step is developing the visual brand.

Superintendent Bielang took this opportunity to announce awards received thanks to our Community Relations team. Two awards were given by the Michigan School Public Relations Association (MSPRA). An Award of Merit for outstanding achievement in two categories. The first for Special Purpose category for *A Guide to Community Relations at PPS for Staff*. The second for the Social Media category for *Superb Subs at PPS* (series of articles centered around the value of substitutes in the District). An Award of Excellence was awarded for outstanding achievement in the Website/Mobile App category for *How the PPS Website Redesign Reimagined Our Online Presence*. Recognition was also given by the National School Public Relations Association (NSPRA). An Award of Honorable Mention was awarded for distinguished achievement in the category of Handbook Guide, *A Guide to Community Relations at PPS for Staff*. Congratulations to Michelle Karpinski and the Community Relations team for their work!

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment.

Kat Frink shared stories that celebrate our staff and students.

Lindsay Zerber remarked on curriculum material, *The Breadwinner*.

Bethany Metzger remarked on the Fishtank curriculum.

President Van Antwerp thanked all of the public commenters for their remarks. He opened the floor to Trustee comments.

Mr. Snyder thanked the public commenters for their remarks and his fellow board members for discussion at the special meeting held earlier today. He also expressed his appreciation for all of the school building tours held this fall.

President Van Antwerp informed the Board of the passing of former Portage teacher, Peg Whitcomb. Ms. Whitcomb taught for over 40 years at North Middle School and coached. "She exhibited the best of Portage teachers." Mr. Van Antwerp also expressed his appreciation for the fall school tours, the bus parade as a retirement send off for Transportation Manager Jody Stoner, and he reminded Trustees of Northern's Breadlift this weekend.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the November 4, 2024 Committee of the Whole Work Session & Closed Session minutes; and approve \$503,481 for the replacement of a boiler at the Portage Community Education Center and approve as a part of this budget, to award a contract in the amount of \$249,400 to DHE Plumbing and Mechanical, LLC. The total requested amount of \$503,481 will come from the Building and Site Sinking Fund.

There being no objections, the motion carried unanimously.

REQUIRED ACTION ITEMS

Summer Tax Resolution

Motion offered by Ms. Larson, seconded by Mrs. Crawford, that the Board of Education approve the Annual Summer Tax Resolution that authorizes Portage Public Schools to continue its summer tax collections in 2025, as presented.

Upon a roll call vote, the motion carried unanimously.

ACTION ITEMS

Resolution Authorizing Sale of Bonds

Motion offered by Mr. Crowell, seconded by Mr. Snyder, that the Board of Education adopt the Resolution Authorizing 2025 School Building and Site Bonds, as presented.

Upon a roll call vote, the motion carried unanimously.

Approve Superintendent Contract

Motion offered by Mr. Snyder, seconded by Ms. Hamilton, that the Board of Education approve, as presented, performance evaluation and compensation amendments, including Addendum A – Superintendent Salary Schedule, to the current Contract of Employment for the Superintendent.

President Van Antwerp detailed the recommendation and noted this is an annual action as per Policy 4.5.

Trustees thanked Superintendent Bielang for his leadership.

The motion carried unanimously.

Set Superintendent Midyear Progress Report

Per President Van Antwerp, changes in the law now require a midyear review of the Superintendent. To satisfy this requirement, the Board will need to set a midyear review, and he suggested the review be part of the Board's December 9, 2024 meeting. There were no objections from the Board. The

midyear review of the superintendent will take place in closed session during the Board's Regular Business Meeting on December 9, 2024.

Revisions to Policy 3.12 – Superintendent Evaluation

Changes in the law pertaining to evaluations prompted changes to the Board's Policy 3.12 – Superintendent Evaluation and the Superintendent Evaluation instrument. The proposed revisions to the policy and evaluation instruments reflect the changes in the law.

Motion offered by Mr. Crowell, seconded by Mrs. Crawford, that the Board of Education approve the proposed revisions to Policy 3.12, including the Superintendent Evaluation instruments, as presented.

The motion carried unanimously.

DISCUSSION ITEMS

Technology Approvals for December

Dr. Ryan Miller, Director of Information and Technology, updated the Board on technology related projects for the new Central Elementary and Haverhill Elementary schools. He will bring recommendations to the Board in December for classroom technology, teacher desks, and video surveillance/security cameras.

Dr. Miller responded to questions from Trustees.

Purchase of Buses

Mr. Johnny Edwards reviewed the recommendation for the purchase of buses as part of our regular replacement schedule and responded to questions from Trustees.

With no further business to come before the Board, the meeting was adjourned at 7:22 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

Annual Summer Tax Resolution

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

A regular meeting of the board of education of the District (the "Board") was held in Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI 49002, within the boundaries of the District, on the 18th day of November, 2024, at 6:30 o'clock in the p.m. (the "Meeting").

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

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

Absent: Members: Terri Novaria

President Van Antwerp appointed Trustee Crowell as Acting Board Secretary for this meeting.

The following preamble and resolution were offered by Member Larson and supported by Member Crawford:

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2025 its previously-adopted ongoing resolution imposing a summer tax levy, with respect to the City of 100% of annual school property taxes, including debt service, upon property located within the District within the City of Portage, and continuing from year-to-year until specifically revoked by the Board, and requests that the City of Portage collect those summer taxes.

2. The Superintendent, the Director of Finance and Treasurer, or a designee thereof, is authorized and directed to forward to the governing body of the City of Portage a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that the City of Portage agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the City of Portage's governing body on or before December 31, 2024.

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

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

Ayes: Members: Crowell, Crawford, Van Antwerp, Snyder, Hamilton, Larson

Nays: Members: None

Resolution declared adopted.



Acting Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting at its regular meeting held on November 18, 2024, 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, Public Acts of Michigan, 1976, as amended).



Acting Secretary, Board of Education

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

**RESOLUTION AUTHORIZING
2025 SCHOOL BUILDING AND SITE BONDS
(UNLIMITED TAX GENERAL OBLIGATION)**

At 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 November 18, 2024, at 6:30 p.m., prevailing Eastern Time.

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

ABSENT: Members: Terri Novaria

Board President Van Antwerp appointed Trustee Crowell as Acting Board Secretary for this meeting.

The following preamble and resolution were offered by Member Crowell and supported by Member Snyder.

WHEREAS, at a special election held in the School District on August 3, 2021, the qualified electors of the School District approved a proposal authorizing the issuance of bonds by the School District, to be issued in one or more series, in an aggregate amount of not to exceed \$175,725,000 (the “2021 Bond Proposal”) for the purpose of erecting and completing new school buildings, including buildings to replace existing elementary schools; acquiring, remodeling, equipping, reequipping, furnishing and refurnishing and constructing additions to buildings in the school district; acquiring school buses; acquiring and installing instructional technology, technology infrastructure and equipment in and connecting new and existing school district facilities; and acquiring, preparing, developing, and improving sites, including playfields, playgrounds, facilities and structures (the “Projects”); and

WHEREAS, under the provisions of Section 6, Article IX of the Michigan Constitution of 1963, the tax levies for said bonds authorized pursuant to the 2021 Bond Proposal shall be without limitation as to rate or amount; and

WHEREAS, pursuant to the 2021 Bond Proposal, the School District previously issued its 2021 School Building and Site Bonds (Unlimited Tax General Obligation), dated November 3, 2021 (the “2021 Bonds”) in the principal amount of \$45,795,000, as the first series of bonds pursuant to the 2021 Bond Proposal; and

WHEREAS, pursuant to the 2021 Bond Proposal, the School District previously issued its 2023 School Building and Site Bonds (Unlimited Tax General Obligation), dated June 22,

2023 (the “2023 Bonds”) in the principal amount of \$9,835,000, as the second series of bonds pursuant to the 2021 Bond Proposal

WHEREAS, due to the prevailing market conditions at the time of the sale of the previous bonds issued pursuant to the 2021 Bond Proposal, the 2021 Bonds were issued with net original issue premium in the total amount of \$4,200,974, and the 2023 Bonds were issued with net original issue premium in the total amount of \$163,592.75, both of which net premiums are counted against the total \$175,725,000 authorization under the 2021 Bond Proposal; and

WHEREAS, the School District desires to authorize the issuance of the third series of bonds authorized pursuant to the 2021 Bond Proposal in the aggregate principal amount of not to exceed \$43,380,000 to pay a portion of the cost of the Projects and the costs of issuance associated with such bonds; and

WHEREAS, the School District desires to sell the bonds pursuant to a negotiated sale in order to preserve maximum flexibility in the timing and structure of the transaction and to minimize the costs of issuance thereof; and

WHEREAS, the School District also deems it advisable to authorize the Superintendent and the Director of Finance, or either one acting alone (each an “Authorized Officer”), to accept an offer to purchase the bonds from an underwriter, negotiate, approve and execute a bond purchase agreement with the underwriter and to approve various other terms and documents in connection with the sale and delivery of the bonds to the underwriter; and

WHEREAS, the School District must either be granted qualified status within the meaning of Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), or receive prior approval of the bonds from the Michigan Department of Treasury (“Treasury”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Issuance of Bonds. Bonds of the School District designated 2025 School Building and Site Bonds (Unlimited Tax General Obligation) (the “Bonds”), are hereby authorized to be issued in one or more series, with such changes to the bond name, designation or suffix as may be appropriate for each series based on the type of bonds issued, in the aggregate principal amount of not to exceed \$43,380,000, or such lesser amount as shall be determined by an Authorized Officer upon sale of the Bonds, for the purpose of financing a portion of the costs of the Projects and paying the costs of issuing the Bonds.

2. Bond Details. The issue shall consist of bonds registered as to principal and interest of the denomination of \$5,000 or integral multiples thereof, be dated as of such date as shall be determined by an Authorized Officer at the time of sale of the Bonds and numbered as determined by the Transfer Agent (as defined below). The Bonds shall mature on May 1 or November 1 in the years and in the principal amounts as determined by an Authorized Officer at the time of sale provided *that* the final maturity of the Bonds shall not be later than twenty-five (25) years from the date of issue. The principal of the Bonds shall be payable at a bank or trust company selected by an Authorized Officer, as registrar and transfer agent for the Bonds (the “Transfer Agent”) upon presentation and surrender of the appropriate Bond.

The Bonds shall bear interest at a rate or rates to be determined upon negotiated sale thereof, but in any event not exceeding a true interest cost of 6.00% per annum, payable semi-annually on May 1 and November 1 in the years as determined by an Authorized Officer at the time of sale and the underwriter's discount shall not exceed 1.00% of the principal amount of the Bonds.

Interest on the Bonds shall be paid by check drawn on the Transfer Agent mailed to the registered owner of the Bonds at the registered address, as shown on the registration books of the School District maintained by the Transfer Agent. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the School District to conform to market practice in the future.

The Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York.

The Bonds of any series may be issued as serial or term bonds or both and shall be subject to optional or mandatory redemption prior to maturity at the times, in the manner, in the amounts and at the prices determined by an Authorized Officer at the time of sale of the Bonds.

Unless waived by any registered owner of any Bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the School District. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the redemption date; the redemption price; the place where Bonds called for redemption are to be surrendered for payment; and that interest on Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

3. Bond Form and Execution of Bonds. The Bonds shall be in substantially the form attached hereto as Exhibit A with such changes as are authorized by the terms of this Resolution or necessary to complete the provisions hereof. The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board. No Bonds shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by it to the purchaser in accordance with instructions from the Treasurer of the Board upon payment of the purchase price for the Bonds in accordance with the bond purchase agreement therefor when accepted. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

4. Debt Retirement Fund. Unless the School District establishes a Common Debt Retirement Fund as provided by law for all issues of bonds of like character of the School District, the Treasurer shall open a special depository account for the Bonds with a bank to be designated as 2025 School Building and Site Bonds Debt Retirement Fund (the “Debt Retirement Fund”). All proceeds from taxes levied for the payment of the principal of, interest on and redemption premium, if any, for the Bonds shall be deposited into the Debt Retirement Fund or the Common Debt Retirement Fund, if one is established. Once the Debt Retirement Fund is established, the moneys deposited in such fund shall be used solely for the purpose of paying the principal of, interest on and redemption premium, if any, for the Bonds. If the School District establishes a Common Debt Retirement Fund, the moneys deposited in that fund shall be used solely for the payment of the principal of and interest on the Bonds and other bonds of like character of the School District payable from the Common Debt Retirement Fund. The accrued interest, if any, received upon delivery of the Bonds shall also be deposited in the appropriate debt retirement fund. Taxes required to be levied to meet the principal and interest obligations and redemption premiums, if any, may be without limitation as to rate or amount, as provided by Article IX, Section 6 of the Michigan Constitution of 1963.

5. Capital Projects Fund. There shall be established by the Treasurer a special depository account, designated the 2025 School Building and Site Bonds Capital Projects Fund (the “Capital Projects Fund”). The amounts specified by an Authorized Officer at the time of sale of the Bonds from the net proceeds of sale of the Bonds and from any net original issue premium shall be deposited to the Capital Projects Fund to be used solely and only to pay for the costs of the Projects, capitalized interest, if any, and the costs of issuance of the Bonds. Except for investment pending disbursement and as herein provided, the moneys in the Capital Projects Fund shall be used solely to pay the costs of the Projects and the costs of issuance of the Bonds as such costs become due and payable and, as may be necessary, to rebate arbitrage earnings, if any, to the United States Department of Treasury as required by the Internal Revenue Code of 1986, as amended (the “Code”). Any net original issue premium received on sale and delivery of the Bonds shall be deposited in the appropriate fund consistent with State and federal law, and, consistent with federal tax law, may be used to pay capitalized interest on the Bonds or may be used to reduce the principal amount of the Bonds issued. Such net original issue premium received, if any, shall be counted against the 2021 Bond Proposal authorization. Moneys remaining in the Capital Projects Fund after completion of the Projects and payment of the costs of issuance of the Bonds and payment of capitalized interest, if any, may be used first for any purpose permitted by the 2021 Bond Proposal, and second for any other purpose permitted by law, than shall be transferred to the Debt Retirement Fund.

6. Unlimited Tax. Commencing with the fiscal year beginning July 1, 2025, it shall be the duty of the School District to levy a tax annually in an amount sufficient so that the estimated collections therefrom will be sufficient to pay promptly when due the principal of and interest becoming due on the Bonds, which tax levies shall not be subject to limitation as to rate or amount.

7. Negotiated Sale. The School District has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of Act 34, and based on the advice of the Municipal Advisor (as defined below) has determined that a negotiated sale of the Bonds provides the School District with greater flexibility in structuring

bond maturities and the timing of the sale of the Bonds, and will enable the School District to better market the Bonds to the advantage of the School District and its taxpayers.

8. Retention of Underwriter and Execution of Bond Purchase Agreement. The School District hereby appoints Stifel, Nicolaus & Company, Incorporated as senior managing underwriter for the Bonds (the “Underwriter”). Each Authorized Officer is hereby authorized to appoint one or more co-managing underwriters, if recommended by the Municipal Advisor. Each Authorized Officer is further authorized to negotiate and award the sale of the Bonds to the Underwriter pursuant to a bond purchase agreement, subject to the parameters set forth in this Resolution. Each Authorized Officer is authorized to execute and deliver the bond purchase agreement on behalf of the School District without further approval of the Board, *provided that* the true interest cost on the Bonds shall not exceed 6.00% per annum and the underwriter’s discount shall not exceed 1.00% of the principal amount of the Bonds.

An Authorized Officer may, without further approval or direction from the Board, execute a sale order evidencing the final terms of the Bonds, and make any of the determinations, covenants and elections authorized by this Resolution, provided that the final terms of the Bonds shall be within the parameters set forth in this Resolution.

9. Ratings and Bond Insurance. Each Authorized Officer is authorized to apply for bond ratings from municipal bond rating agencies if deemed appropriate and apply for and purchase a policy of municipal bond insurance, if deemed appropriate by the Municipal Advisor and Bond Counsel (as defined below).

10. Official Statements. The President of the Board and an Authorized Officer are each hereby authorized to approve preliminary and final official statements relating to the Bonds as is deemed appropriate by the Municipal Advisor and Bond Counsel. The President of the Board or an Authorized Officer are further authorized to execute and deliver the final Official Statement relating to the Bonds on behalf of the School District and to approve, execute and deliver any amendments and supplements to the Official Statement necessary to assure that the statements therein are, and as of the time the Bonds are delivered to the Underwriter will be true, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements therein, in light of the circumstances under which they were made, not misleading.

11. Continuing Disclosure Undertaking. The School District hereby covenants, in accordance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission, as may be amended (the “Rule”), if required pursuant to the Rule, to provide or cause to be provided the information set forth in the attached Exhibit B, as such Exhibit may be revised by an Authorized Officer as required by Rule prior to delivery of the Bonds.

12. Tax Matters. The School District hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for federal income tax purposes under the Code, including, but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of Bond proceeds and moneys deemed to be Bond proceeds. An Authorized Officer, if deemed appropriate by the Municipal Advisor and

Bond Counsel, is hereby authorized to designate the Bonds as a “qualified tax-exempt obligation” for purposes of deduction of interest expense by financial institutions pursuant to Section 265(b)(3) of the Code.

13. Expenditures and Reimbursements. The School District may incur project expenditures prior to receipt of proceeds of the Bonds issued to finance the Project and may advance moneys from the general fund for that purpose to be reimbursed from proceeds of the Bonds when available. An Authorized Officer shall keep a specific record of all such expenditures.

The School District makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

(a) As of the date hereof, the School District reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of debt to be incurred by the School District.

(b) The expenditures described in this paragraph (b) are for the Project authorized by this Resolution and which were or will be paid subsequent to sixty (60) days prior to the date hereof.

(c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$43,380,000.

(d) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the School District’s use of the proceeds of the debt to be issued for the Project to reimburse the School District for a capital expenditure made pursuant to this Resolution.

(e) The expenditures described in (b) above are “capital expenditures” as defined in Treas. Reg. § 1.150-1(b), which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election or with the application of the definition of placed in service under Treas. Reg. § 1.150-2(c)) under general Federal income tax principles (as determined at the time the expenditure is paid).

(f) No proceeds of the borrowing paid to the School District in reimbursement pursuant to this Resolution will be used in a manner described in Treas. Reg. § 1.150-2(h) with respect to abusive uses of such proceeds, including, but not limited to, using funds corresponding to the proceeds of the borrowing in a manner that results in the creation of replacement proceeds (within Treas. Reg. § 1.148-1) within one year of the reimbursement allocation described in (d) above.

14. Further Bond Details. Each Authorized Officer is hereby individually authorized to adjust the final Bond details to the extent necessary or convenient to complete the transaction authorized in this Resolution, and in pursuance of the foregoing is authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, and other matters, all subject to the parameters established in this Resolution.

15. Retention of Bond Counsel and Municipal Advisor. The law firm of Miller, Canfield, Paddock and Stone, P.L.C. is hereby appointed as bond counsel for the School District with reference to the issuance of the Bonds authorized by this Resolution (“Bond Counsel”). The representation of the School District by Miller, Canfield, Paddock and Stone, P.L.C. as Bond Counsel is hereby confirmed and approved, notwithstanding Miller, Canfield’s periodic representation in unrelated matters of the Underwriter, Stifel, Nicolaus & Company, Incorporated, and other potential parties to the transactions contemplated by this Resolution. The School District also hereby appoints Baker Tilly Municipal Advisors, LLC to act as financial advisor with reference to the issuance of the Bonds authorized by this Resolution (the “Municipal Advisor”).

16. Department of Treasury. Each Authorized Officer is hereby authorized to make application to Treasury for prior approval to issue the Bonds or file a qualifying statement. Each Authorized Officer or Bond Counsel, on behalf of the School District, is further authorized to request any and all waivers, including without limitation, rating waivers, or exemptions from Treasury necessary to the issuance of the Bonds as recommended by the Municipal Advisor and Bond Counsel. Each Authorized Officer is authorized to have prepared and filed a Security Report with Treasury pursuant to Act 34.

17. Further Actions. The officers, administrators, agents and attorneys of the School District are authorized and directed to execute and deliver all other agreements, documents and certificates and to take all other actions necessary to complete the issuance and delivery of the Bonds in accordance with this Resolution. The officers, administrators, agents and attorneys of the School District are authorized and directed to pay costs of issuance including Bond Counsel fees, Municipal Advisor fees, rating agency fees, Transfer Agent fees, costs of printing the preliminary and final official statements, and any other costs necessary to accomplish sale and delivery of the Bonds.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

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Acting Secretary, Board of Education

I hereby certify that the foregoing constitutes 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, at a regular meeting held on November 18, 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 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Acting Secretary, Board of Education

42819317

EXHIBIT A

BOND FORM

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF KALAMAZOO

PORTAGE PUBLIC SCHOOLS
2025 SCHOOL BUILDING AND SITE BOND
(UNLIMITED TAX GENERAL OBLIGATION)

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
	_____ 1, 20__	_____, 2025	

Registered Owner: Cede & Co.

Principal Amount: _____ Dollars

Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District") promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America on the Maturity Date specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above, or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on _____, 20__ and semiannually thereafter. Principal of this bond is payable at the corporate trust office of _____, or such other transfer agent as the School District may hereafter designate by notice mailed to the registered owner hereof not less than 60 days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who or which is as of the 15th day of the month preceding each interest payment date, the registered owner, at the registered address. For the prompt payment of this bond, both principal and interest, the full faith and credit of the School District is hereby irrevocably pledged.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of \$_____, (the "Bonds"). The Bonds are issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, and pursuant to a resolution duly adopted by the Board of Education of the School District on November 18, 2024 for school building and site purposes as

the third series of bonds authorized by the qualified electors of the School District at a special election held on August 3, 2021.

This Bond and the interest hereon are payable from the Debt Retirement Fund of the School District for this issue, and the School District is obligated to levy annually sufficient taxes without limitation as to rate or amount to provide for the payment of the principal of and interest on these bonds as they mature.

Bonds of this issue maturing in the years 20__ to 20__, inclusive, shall not be subject to redemption prior to maturity. Bonds of this issue or \$5,000 portions thereof maturing in the years 20__ and thereafter, shall be subject to redemption prior to maturity, at the option of the School District, in any order of maturity and by lot within a single maturity, on any date on or after May 1, 20__ at the redemption price of par plus accrued interest to the date fixed for redemption.

[Insert mandatory term bond redemption provisions, if needed]

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called in part for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption of any bond shall be given at least thirty (30) days and no more than sixty (60) days prior to the date fixed for redemption by mail to the registered owner or owners at the registered addresses shown on the registration books kept by the Transfer Agent. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bond by \$5,000, and such bonds may be redeemed in part. The notice of redemption for bonds redeemed in part shall state that upon surrender of the bond to be redeemed a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bond surrendered shall be issued to the registered holder thereof. No further interest shall accrue on the bonds or portions of bonds called for redemption after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem the same.

Any bond may be transferred by a registered owner, in person or by the registered owner's authorized attorney or legal representative, upon surrender of the bond to the Transfer Agent for cancellation, together with a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer Agent shall authenticate and deliver a new bond or bonds, in like aggregate principal amount, interest rate and maturity. The Transfer Agent shall require the owner requesting the transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent will not be required to (i) issue, register the transfer of or exchange any bond during a period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of bonds selected for redemption and ending at the close of business on the day of that mailing, or (ii) register the transfer of or exchange any bond selected for redemption in whole or in part, except the unredeemed portion of bonds being redeemed in part.

EXHIBIT B

FORM OF CONTINUING DISCLOSURE UNDERTAKING

This Continuing Disclosure Undertaking (the “Undertaking”) is executed and delivered by the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), in connection with the issuance of its 2025 School Building and Site Bonds (Unlimited Tax General Obligation) (the “Bonds”). The School District covenants and agrees for the benefit of the Bondholders, as hereinafter defined, as follows:

(a) *Definitions.* The following terms used herein shall have the following meanings:

“Audited Financial Statements” means the annual audited financial statement pertaining to the School District prepared by an individual or firm of independent certified public accountants as required by Act 2, Public Acts of Michigan, 1968, as amended, which presently requires preparation in accordance with generally accepted accounting principles.

“Bondholders” shall mean the registered owner of any Bond or any person (a) with the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bond (including any person holding a Bond through a nominee, depository or other intermediary) or (b) treated as the owner of any Bond for federal income tax purposes.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access District, or such other District, Internet Web site, or repository hereafter prescribed by the MSRB for the submission of electronic filings pursuant to the Rule.

“Financial Obligation” means “financial obligation” as such term is defined in the Rule.

“MSRB” means the Municipal Securities Rulemaking Board.

“Rule” means Rule 15c2-12 promulgated by the SEC pursuant to the Securities Exchange Act of 1934, as amended, as in effect on the date of this Undertaking, including any official interpretations thereof issued either before or after the date of this Undertaking which are applicable to this Undertaking.

“SEC” means the United States Securities and Exchange Commission.

(b) *Continuing Disclosure.* The School District hereby agrees, in accordance with the provisions of the Rule, to provide or cause to be provided to the MSRB through EMMA, on or before the last day of the 6th month after the end of the fiscal year of the School District, the following annual financial information and operating data,

commencing with the fiscal year ended June 30, 2025, in an electronic format as prescribed by the MSRB:

(1) Updates of the numerical financial information and operating data included in the official statement of the School District relating to the Bonds (the "Official Statement") appearing in the Tables in the Official Statement as described below: [Headings to be conformed to Official Statement when available.]

- a. Enrollment History – Enrollment History;
- b. Retirement Plan – Contributions to MPSERS;
- c. History of Valuations – State Equalized Valuation and Taxable Value;
- d. Tax Levies and Collections;
- e. State Aid Payments;
- f. School District Tax Rates (Per \$1,000 of Valuation);
- g. Largest Taxpayers;
- h. Direct Debt;
- i. Legal Debt Margin; and
- j. General Fund Budget Summary in Appendix B.

(2) The Audited Financial Statements. Provided, however, that if the Audited Financial Statements are not available by the date specified above, they shall be provided when available and unaudited financial statements will be filed by such date and the Audited Financial Statements will be filed as soon as available.

Such annual financial information and operating data described above are expected to be provided directly by the School District or by specific reference to documents available to the public through EMMA or filed with the SEC.

If the fiscal year of the School District is changed, the School District shall send a notice of such change to the MSRB through EMMA, prior to the earlier of the ending date of the fiscal year prior to such change or the ending date of the fiscal year as changed.

(c) *Notice of Failure to Disclose.* The School District agrees to provide or cause to be provided, in a timely manner, to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, notice of a failure by the School District to provide the annual financial information with respect to the School District described in subsection (b) above on or prior to the dates set forth in subsection (b) above.

(d) *Occurrence of Events.* The School District agrees to provide or cause to be provided to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events listed in (b)(5)(i)(C) of the Rule with respect to the Bonds:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (7) modifications to rights of holders of the Bonds, if material;
- (8) bond calls, if material, and tender offers;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the Bonds, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the School District, which is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the School District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the School District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the School District;
- (13) the consummation of a merger, consolidation, or acquisition involving the School District or the sale of all or substantially all of the assets of the School District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (15) incurrence of a Financial Obligation of the School District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the School District, any of which affect security holders, if material; or

(16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the School District, any of which reflect financial difficulties.

(e) *Materiality Determined Under Federal Securities Laws.* The School District agrees that its determination of whether any event listed in subsection (d) is material shall be made in accordance with federal securities laws.

(f) *Identifying Information.* All documents provided to the MSRB through EMMA shall be accompanied by the identifying information prescribed by the MSRB.

(g) *Termination of Reporting Obligation.* The obligation of the School District to provide annual financial information and notices of material events, as set forth above, shall be terminated if and when the School District no longer remains an “obligated person” with respect to the Bonds within the meaning of the Rule, including upon legal defeasance of all Bonds.

(h) *Benefit of Bondholders.* The School District agrees that its undertaking pursuant to the Rule set forth in this Undertaking is intended to be for the benefit of the Bondholders and shall be enforceable by any Bondholder; provided that, the right to enforce the provisions of this Undertaking shall be limited to a right to obtain specific enforcement of the School District’s obligations hereunder and any failure by the School District to comply with the provisions of this Undertaking shall not constitute a default or an event of default with respect to the Bonds.

(i) *Amendments to the Undertaking.* Amendments may be made in the specific types of information provided or the format of the presentation of such information to the extent deemed necessary or appropriate in the judgment of the School District, provided that the School District agrees that any such amendment will be adopted procedurally and substantively in a manner consistent with the Rule, including any interpretations thereof by the SEC, which, to the extent applicable, are incorporated herein by reference. Such interpretations currently include the requirements that (a) the amendment may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the School District or the type of activities conducted thereby, (b) the undertaking, as amended, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances, and (c) the amendment does not materially impair the interests of Bondholders, as determined by parties unaffiliated with the School District (such as independent legal counsel), but such interpretations may be changed in the future. If the accounting principles to be followed by the School District in the preparing of the Audited Financial Statements are modified, the annual financial information for the year in which the change is made shall present a comparison between the financial statements as prepared on the prior basis and the statements as prepared on the new basis, and otherwise shall comply with the requirements of the Rule, in order to provide information to investors to enable them to

evaluate the ability of the School District to meet its obligations. A notice of the change in accounting principles shall be sent to the MSRB through EMMA.

IN WITNESS WHEREOF, the School District has caused this Undertaking to be executed by its authorized officer.

PORTAGE PUBLIC SCHOOLS

County of Kalamazoo

State of Michigan

By: _____

Its: _____

Dated: _____, 2025



To: Mark Bielang, Superintendent
From: Johnny Edwards, Assistant Superintendent of Operations
CC: Paula Johnson, Director of Finance
Date: November 18, 2024
Re: 2024-2025 Bus Purchase

RECOMMENDATION

I recommend that the Board of Education approve the purchase of three 77-passenger buses, one lift bus, and one 77-passenger bus with air conditioning from Holland Bus for a total of \$727,924 to come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

BACKGROUND INFORMATION

Our regular replacement schedule calls for up to six buses to be replaced annually. This helps us reduce costly repairs for aging buses. This rotation/replacement would be done in our normal process of evaluating our oldest and/or highest mileage buses, which are beyond their life expectancy. Therefore, I am recommending the purchase of five buses.

The new buses will have front and rear cameras, stability control air disc brakes, and additional back stop signs to improve the experience for our drivers and students. The one 77-passenger bus equipped with air conditioning will help with summer transportation.

BIDDING PROCESS

The buses were bid using the Michigan School Business Officials (MSBO) bus purchasing program. Further documentation is attached for your reference. We have purchased buses from Holland Bus previously and have been satisfied with prompt support of any issues that we have had. We continue to take the diesel buses out of commission and replace them with gasoline buses.

I would be happy to answer any questions.

Michigan Bus Purchasing
Price Comparison Report - Spec #23120
 Nov 04, 2024 2:49 PM

Buying Organization **Holland**
 670 E 16th St
 Holland MI 49423-3738

Notes Portage 77 Air Gas AC Phase Ia 2024-5

Product Category Conventional (2024-25 Phase 1)

Product 77 Passenger

Quantity 1

Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price			\$131,695.00	\$132,190.00	\$143,685.00
Chassis Options					
<i>Air Dryer</i>					
Bendix AD-IP dryer w/spin-on filter	C101	N/C		(\$231.00)	N/A
<i>Alternator</i>					
240-amp, Leece-Neville	C123		\$140.00	S/E	\$149.00
<i>Axle, Front: minimum load</i>					
12,000 lbs.	C142		\$159.00	S/E	N/A
<i>Axle, Rear: minimum load</i>					
23,000 lbs.	C153		\$623.00	S/E	\$181.00
<i>Batteries</i>					
3 12-volt, 950-CCA each	C163	S/E		S/E	\$240.00
<i>Brake Dust Shield</i>					
Brake dust shield on all wheels	C170	S/E		S/E	S/E
<i>Brakes, ESC</i>					
Electronic Stability Control for Air Brakes	C172	S/E		S/E	S/E
<i>Engine</i>					
Cummins ISB 240 hp w/PTS2500 trans	C202	---		---	S/E
Cummins ISB 240 hp w/PTS2500 trans	C202		\$938.00	---	---
Gasoline Engine, 7.3 L w/Ford Trans	C218	N/A		(\$3,350.00)	N/A
<i>Exhaust System</i>					
Exhaust Exit, Left Side	C241	N/A		(\$120.00)	\$37.00
<i>Fuel Tank</i>					
Increase to 100-gallon gasoline tank	C252	N/A		\$375.00	N/A

Headlights

LED Headlamps	C266	S/E	S/E	\$616.00
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Paint, Wheels

Wheels finish coated black inside and out	C300	S/E	N/C	(\$46.00)
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Pedals, Adjustable

Adjustable brake and accelerator pedals	C310	\$917.00	\$912.00	\$500.00
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Rust Proofing

Rust proofing fuel tank anticorrosion spray coating	C315	\$478.00	\$192.00	\$203.00
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Steering

Telescoping steering wheel	C320	S/E	S/E	N/C
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Switches, Ignition

Keyed alike	C350	N/C	\$5.00	\$22.00
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Tires

11R Steer, Mud and Snow, Kuhmo	C400	N/A	(\$500.00)	N/A
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Turn Signals

Fender-mounted, LED	C422	\$171.00	S/E	\$124.00
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Warranty, Extended

2 year/unlimited miles	C450	S/E	\$720.00	\$1,915.00
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Body Options**Air Conditioning**

Thermo King Michigan TM-552-MS, center-plenum, dual discharge system w/TM-21 compressor, 103,000 BTU (includes 5-yr warranty)	B129	\$16,900.00	\$16,900.00	\$16,900.00
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Antenna

Flexible rubber radio antenna	B170	S/E	S/E	N/A
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Battery Cut Off Switch

Add battery cut off switch	B190	S/E	S/E	\$80.00
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Color, Interior

Walls white	B234	N/A	S/E	S/E
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Crossing Gate Arm

Electric w/stow bracket	B241	\$270.00	\$445.00	N/C
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Defogger Fans

Increase from 2 to 3	B250	N/A	\$65.00	\$66.00
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Door, Entrance

Electric, double out, split type	B260	(\$187.00)	\$325.00	(\$246.00)
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Electrical Equipment and Wiring

Camera System, Front/Rear Back-up View, exterior	B275	\$2,722.00	S/E	\$2,449.00
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Exit, Evacuation Step

Step & handle at rear door	72 B310	\$225.00	S/E	\$108.00
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Exit, Roof Hatch

2 Specialty ProLo 9240 series	B324	(\$62.00)	(\$360.00)	N/A
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Floor Covering				
1 piece, gray	B373	N/A	\$780.00	(\$212.00)
Mirror, Timer				
Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				
Rosco, Eye-Max LP, heated	B537	N/C	S/E	N/A
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$50.00
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$178.00	\$265.00	\$123.00
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$50.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$350.00
Power Source				
12-volt power source in driver's area	B615	S/E	S/E	S/E
Radio & Public Address System				
AM/FM radio, PA System inside & outside	B623	\$599.00	\$597.00	\$292.00
Seat, Driver's				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$9.00
Seat, Driver's Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	S/E
Step Tread				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
Stepwell				
Stainless steel	B755	N/A	\$545.00	\$791.00
Stop Arm Signals				
Safe Fleet, Electric, HI-Viz Illuminated stop sign, front and rear	B767	N/A	\$261.00	N/A
Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$159.00
Storage Pouch				
Mounted on barrier behind driver	B782	\$21.00	\$16.00	\$47.00

Dealer Options

Protect camera system install		\$2,000.00	
1 piece gray flooring	\$598.00		
Stainless Steel Stepwell - not available	\$698.00		
black reflective lettering	\$200.00		
black reflective lettering			\$200.00
black reflective lettering		\$200.00	
Protect camera system install			\$2,000.00
Protect camera system install	\$2,000.00		
Glove Box		\$0.00	
relocate park brake to lower dash		\$0.00	
cup holder		\$0.00	
delete light monitor		(\$50.00)	
delete pre-trip activation		\$0.00	
Stainless Steel Exhaust		\$0.00	
	Hoekstra	Holland	Midwest Transit
	Unit Price \$159,797.00	\$153,436.00	\$170,842.00
	Total Price \$159,797.00	\$153,436.00	\$170,842.00
	Grand Total \$159,797.00	\$153,436.00	\$170,842.00

Michigan Bus Purchasing
Price Comparison Report - Spec #22810
 Nov 04, 2024 2:47 PM

Buying Organization **Holland**
 670 E 16th St
 Holland MI 49423-3738

Notes Portage 77 SN Air Gas Phase Ia 2024-5

Product Category Conventional (2024-25 Phase 1)

Product 77 Passenger

Quantity 1

	Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price				\$131,695.00	\$132,190.00	\$143,685.00

Chassis Options

Air Dryer

Bendix AD-IP dryer w/spin-on filter

C101

N/C

(\$231.00)

N/A

Alternator

240-amp, Leece-Neville

C123

\$140.00

S/E

\$149.00

Axle, Front: minimum load

12,000 lbs.

C142

\$159.00

S/E

N/A

Axle, Rear: minimum load

23,000 lbs.

C153

\$623.00

S/E

\$181.00

Batteries

3 12-volt, 950-CCA each

C163

S/E

S/E

\$240.00

Brake Dust Shield

Brake dust shield on all wheels

C170

S/E

S/E

S/E

Brakes, ESC

Electronic Stability Control for Air Brakes

C172

S/E

S/E

S/E

Engine

Cummins ISB 240 hp w/PTS2500 trans

C202

S/E

Cummins ISB 240 hp w/PTS2500 trans

C202

\$938.00

Gasoline Engine, 7.3 L w/Ford Trans

C218

N/A

(\$3,350.00)

N/A

Exhaust System

Exhaust Exit, Left Side

C241

N/A

(\$120.00)

\$37.00

Fuel Tank

Increase to 100-gallon gasoline tank

75

C252

N/A

\$375.00

N/A

Headlights

LED Headlamps	C266	S/E	S/E	\$616.00
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Paint, Wheels

Wheels finish coated black inside and out	C300	S/E	N/C	(\$46.00)
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Pedals, Adjustable

Adjustable brake and accelerator pedals	C310	\$917.00	\$912.00	\$500.00
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Rust Proofing

Rust proofing fuel tank anticorrosion spray coating	C315	\$478.00	\$192.00	\$203.00
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Steering

Telescoping steering wheel	C320	S/E	S/E	N/C
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Switches, Ignition

Keyed alike	C350	N/C	\$5.00	\$22.00
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Tires

11R Steer, Mud and Snow, Kuhmo	C400	N/A	(\$500.00)	N/A
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Turn Signals

Fender-mounted, LED	C422	\$171.00	S/E	\$124.00
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Warranty, Extended

2 year/unlimited miles	C450	S/E	\$720.00	\$1,915.00
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Body Options**Air Conditioning**

Thermo King Michigan TM-552-MS, center-plenum, dual discharge system w/TM-21 compressor, 103,000 BTU (includes 5-yr warranty)	B129	\$16,900.00	\$16,900.00	\$16,900.00
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Antenna

Flexible rubber radio antenna	B170	S/E	S/E	N/A
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Battery Cut Off Switch

Add battery cut off switch	B190	S/E	S/E	\$80.00
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Color, Interior

Walls white	B234	N/A	S/E	S/E
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Defogger Fans

Increase from 2 to 3	B250	N/A	\$65.00	\$66.00
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Door, Entrance

Electric, double out, split type	B260	(\$187.00)	\$325.00	(\$246.00)
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Electrical Equipment and Wiring

Camera System, Front/Rear Back-up View, exterior	B275	\$2,722.00	S/E	\$2,449.00
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Exit, Evacuation Step

Step & handle at rear door	B310	\$225.00	S/E	\$108.00
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Exit, Roof Hatch

2 Specialty ProLo 9240 series	76 B324	(\$62.00)	(\$360.00)	N/A
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Floor Covering

1 piece, gray	B373	N/A	\$780.00	(\$212.00)
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Floor Tracking System				
4 floor rows/1 row over windows/L-track/1 WC (each) (Qty: 5)	B380	(\$1,855.00)	\$3,700.00	\$2,070.00
Mirror, Timer				
Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				
Rosco, Eye-Max LP, heated	B537	N/C	S/E	N/A
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$50.00
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$178.00	\$265.00	\$123.00
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$50.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$350.00
Power Source				
12-volt power source in driver's area	B615	S/E	S/E	S/E
Radio & Public Address System				
AM/FM radio, PA System inside & outside	B623	\$599.00	\$597.00	\$292.00
Seat, Driver's				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$9.00
Seat, Driver's Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Child Restraint				
<i>IMMI SafeGuard, track mount (per seat) (Qty: 6)</i>	B677.1	---	---	\$3,210.00
<i>Sabre, 36" track mount (per seat) (Qty: 6)</i>	B698	\$2,400.00	---	---
IMMI 36"-3-pt (Qty: 6)	B677.8	N/A	N/C	N/A
Seats, Passenger				
Deduct for delete seat (per seat) (Qty: 11)	B705	(\$2,662.00)	(\$4,906.00)	(\$1,386.00)
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	S/E
Step Tread				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
Stepwell				
Stainless steel	B755	N/A	\$545.00	\$791.00
Stop Arm Signals				
Safe Fleet, Electric, HI-Viz Illuminated stop sign, front and rear	B767	N/A	\$261.00	N/A

Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$159.00
Storage Pouch				
Mounted on barrier behind driver	B782		\$21.00	\$16.00
Wheelchair Entry				
Midship lift door w/Braun NL919IB, 34" wide	B828		\$6,704.00	\$5,937.00
Wheelchair Securements (L-Track)				
Q-Straint Q-8300-A1QRT (each) (Qty: 5)	B854		\$4,630.00	\$2,470.00
Configured Price			\$165,248.00	\$158,042.00
				\$175,661.00

Dealer Options

Protect camera system install			\$2,000.00	
1 piece gray flooring			\$598.00	
Stainless Steel Stepwell - not available				\$698.00
black reflective lettering			\$200.00	
black reflective lettering				\$200.00
black reflective lettering				\$200.00
Protect camera system install				\$2,000.00
Protect camera system install				\$2,000.00
Glove Bos				\$0.00
relocate park brake to lower dash				\$0.00
cup holder				\$0.00
delete light monitor				(\$50.00)
delete pre-trip activation				\$0.00
Stainless Steel Exhaust				\$0.00
			Hoekstra	Holland
Unit Price			\$168,046.00	\$160,890.00
				Midwest Transit
Total Price			\$168,046.00	\$177,861.00
Grand Total			\$168,046.00	\$177,861.00

Michigan Bus Purchasing
Price Comparison Report - Spec #22948
 Nov 04, 2024 2:48 PM

Buying Organization **Holland**
670 E 16th St
Holland MI 49423-3738

Notes Portage 77 Air Gas lugg Phase Ia 2024-5
 Product Category Conventional (2024-25 Phase 1)
 Product 77 Passenger
 Quantity 3

Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price			\$131,695.00	\$132,190.00	\$143,685.00

Chassis Options

Air Dryer

Bendix AD-IP dryer w/spin-on filter	C101	N/C	(\$231.00)	N/A
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Alternator

240-amp, Leece-Neville	C123	\$140.00	S/E	\$149.00
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Axle, Front: minimum load

12,000 lbs.	C142	\$159.00	S/E	N/A
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Axle, Rear: minimum load

23,000 lbs.	C153	\$623.00	S/E	\$181.00
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Batteries

3 12-volt, 950-CCA each	C163	S/E	S/E	\$240.00
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Brake Dust Shield

Brake dust shield on all wheels	C170	S/E	S/E	S/E
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Brakes, ESC

Electronic Stability Control for Air Brakes	C172	S/E	S/E	S/E
---	------	-----	-----	-----

Engine

Cummins ISB 240 hp w/PPTS2500 trans	C202	---	---	S/E
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Cummins ISB 240 hp w/PPTS2500 trans	C202	\$938.00	---	---
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Gasoline Engine, 7.3 L w/Ford Trans	C218	N/A	(\$3,350.00)	N/A
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Exhaust System

Exhaust Exit, Left Side	C241	N/A	(\$120.00)	\$37.00
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Fuel Tank

Increase to 100-gallon gasoline tank	C252	79	N/A	\$375.00	N/A
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Headlights

LED Headlamps	C266		S/E	S/E	\$616.00
Paint, Wheels					
Wheels finish coated black inside and out	C300		S/E	N/C	(\$46.00)
Pedals, Adjustable					
Adjustable brake and accelerator pedals	C310		\$917.00	\$912.00	\$500.00
Rust Proofing					
Rust proofing fuel tank anticorrosion spray coating	C315		\$478.00	\$192.00	\$203.00
Steering					
Telescoping steering wheel	C320		S/E	S/E	N/C
Switches, Ignition					
Keyed alike	C350		N/C	\$5.00	\$22.00
Tires					
11R Steer, Mud and Snow, Kuhmo	C400		N/A	(\$500.00)	N/A
Turn Signals					
Fender-mounted, LED	C422		\$171.00	S/E	\$124.00
Warranty, Extended					
2 year/unlimited miles	C450		S/E	\$720.00	\$1,915.00

Body Options

Antenna					
Flexible rubber radio antenna	B170		S/E	S/E	N/A
Battery Cut Off Switch					
Add battery cut off switch	B190		S/E	S/E	\$80.00
Color, Interior					
Walls white	B234		N/A	S/E	S/E
Crossing Gate Arm					
Electric w/stow bracket	B241		\$270.00	\$445.00	N/C
Defogger Fans					
Increase from 2 to 3	B250		N/A	\$65.00	\$66.00
Door, Entrance					
Electric, double out, split type	B260		(\$187.00)	\$325.00	(\$246.00)
Electrical Equipment and Wiring					
Camera System, Front/Rear Back-up View, exterior	B275		\$2,722.00	S/E	\$2,449.00
Exit, Evacuation Step					
Step & handle at rear door	B310		\$225.00	S/E	\$108.00
Exit, Roof Hatch					
2 Specialty ProLo 9240 series	B324		(\$62.00)	(\$360.00)	N/A
Floor Covering					
1 piece, gray	B373	80	N/A	\$780.00	(\$212.00)
Mirror, Timer					

Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				
Rosco, Eye-Max LP, heated	B537	N/C	S/E	N/A
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$50.00
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$178.00	\$265.00	\$123.00
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$50.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$350.00
Power Source				
12-volt power source in driver's area	B615	S/E	S/E	S/E
Radio & Public Address System				
AM/FM radio, PA System inside & outside	B623	\$599.00	\$597.00	\$292.00
Seat, Driver's				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$9.00
Seat, Driver's Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	S/E
Step Tread				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
Stepwell				
Stainless steel	B755	N/A	\$545.00	\$791.00
Stop Arm Signals				
Safe Fleet, Electric, HI-Viz Illuminated stop sign, front and rear	B767	N/A	\$261.00	N/A
Storage Compartment, Large (90-105")				
With light, gas spring & lock (each)	B775	\$788.00	\$1,330.00	\$1,334.00
Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$159.00
Storage Pouch				
Mounted on barrier behind driver	B782	\$21.00	\$16.00	\$47.00

Configured Price \$140,189.00 \$135,716.00 \$153,076.00

Protect camera system install			\$2,000.00
1 piece gray flooring	\$598.00		
Stainless Steel Stepwell - not available	\$698.00		
black reflective lettering	\$200.00		
black reflective lettering			\$200.00
black reflective lettering		\$200.00	
Protect camera system install	\$2,000.00		
Protect camera system install		\$2,000.00	
Glove Box		\$0.00	
relocate park brake to lower dash		\$0.00	
cup holder		\$0.00	
delete light monitor		(\$50.00)	
delete pre-trip activation		\$0.00	
Stainless Steel Exhaust		\$0.00	
	<u>Hoekstra</u>	<u>Holland</u>	<u>Midwest Transit</u>
	Unit Price \$143,685.00	\$137,866.00	\$155,276.00
	Total Price \$431,055.00	\$413,598.00	\$465,828.00
	Grand Total \$431,055.00	\$413,598.00	\$465,828.00

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
DECEMBER 9, 2024, 6:30 P.M.**

Note Page

IX. Action Items

1. Approve PAC Committee Member (KRESA)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the nomination of Kendall Newhouse to the Special Education Parent Advisory Committee at KRESA, for a three-year term, which expires in 2027.



To: Mr. Mark Bielang, Superintendent

From: Jeanine Mattson-Gearhart, Director of Special Education

Date: December 4, 2024

Re: Kalamazoo Regional Educational Service Area (KRESA)
Parent Advisory Committee (PAC)

RECOMMENDATION:

It is recommended that the Board of Education approve the nomination of the following parent to the Special Education Parent Advisory Committee at KRESA. The appointment is for a three-year term, which will expire in 2027.

1. Kendall Newhouse

BACKGROUND:

The Parent Advisory Committee (PAC) was established by the Michigan Mandatory Education Act to ensure parents have input into the development of the countywide plan for special education programs and services. The Parent Advisory Committee works cooperatively with the local and intermediate school districts to help assure the continued high-quality special education programs and services in our county. The PAC is composed exclusively of parents of students with disabilities.

Parents are nominated by their local boards of education and appointed by the Kalamazoo RESA Board of Education to serve a three-year term. All PAC meetings are held at Kalamazoo RESA, 1819 E. Milham Ave. Portage, MI 49002. Meetings are open to the public and parents are encouraged to attend. The schedule of the 2024-2025 meetings are available at www.kresa.org.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
DECEMBER 9, 2024, 6:30 P.M.**

Note Page

IX. Action Items

2. Classroom Technology for New CEL & HAV (OP 6320)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the purchase of Lightspeed Tek microphones with media links and LG 75” Flat Panel Televisions in the amount of \$207,102, the funds for which will be drawn from the 2021 Bond Fund.

To: Mark Bielang, Superintendent

From: Ryan Miller, Director of Information and Technology

CC: Paula Johnson, Director of Finance

Date: December 4, 2024

Re: Classroom Technology for CEL and HAV

RECOMMENDATION

I recommend that the Board of Education approve the purchase of Lightspeed Tek microphones with media links and LG 75” Flat Panel Televisions in the amount of \$207,102. The funds for these classroom technology items will come from the 2021 bond fund.

Vendor	Item	Cost
Lightspeed Technologies	Lightspeed Tek microphones with media links	\$132,852
CDWG	75” LG Flat Panel TVs	\$74,250
	Overall Total	\$207,102

BACKGROUND INFORMATION

The classroom technology for the new elementary classrooms will include teacher microphones with capabilities of emergency alerting and internal calling features, and wall mounted 75” Flat Panel Televisions.

Teacher Microphones: The attached quotes for the Lightspeed Tek Microphones and media link equipment are separated by building: the CEL quote is \$73, 654 and the HAV quote is \$59,198, for a total of \$132,852. These quotes reflect credits for the harvesting and return of our current Lightspeed Microphones in use at these buildings.

Classroom / Learning Studio TVs: The attached quote for \$74,250 is for 54 TVs total, with 31 TVs designated for CEL and 23 TVs for HAV.

BIDDING PROCESS

These items were selected through the REMC Bid Save process, therefore did not require the formal bidding process. I would be happy to answer any questions that the Board may have on this purchase.

QUOTATION



Lightspeed Technologies, Inc.

11509 SW Herman Road
 Tualatin OR 97062
 1-800-732-8999
www.lightspeed-tek.com
 Fax: 503-684-3197

Quote # Q-67687
 Date: 11/22/2024
 Expires: 1/21/2025
 Payment Terms: Net 30
 Shipping Method: Best Way
 Account Executive: David Buist

BILL TO:

ACCOUNTS PAYABLE
 PORTAGE PUBLIC SCHOOL DISTRICT
 8107 MUSTANG DR
 PORTAGE, MI 49002-5433
 UNITED STATES

SHIP TO:

PORTAGE PUBLIC SCHOOL DISTRICT
 8107 MUSTANG DR
 PORTAGE, MI 49002-5577
 UNITED STATES

ITEM	CATALOG #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
C25-C	242207	Networked Instructional Audio system with web console software, life safety interface, 1 Clearmike microphone with battery pack, and NO speakers.	34	\$1,907.00	\$64,838.00
C25-C-M	242207	Networked Instructional Audio system with web console software, power supply, 1 Clearmike microphone with battery pack, Media Connector, and NO speakers.	6	\$2,136.00	\$12,816.00
TRADE-IN CREDIT	242207	QUALIFIED TRADE-IN CREDIT	40	\$-100.00	\$-4,000.00
SUBTOTAL:					\$73,654.00
SALES TAX:					\$0.00
SHIPPING & HANDLING:					\$0.00
TOTAL DUE:					\$73,654.00

The qualified trade-in system(s) are to be sent to Lightspeed Technologies or given to a Lightspeed Territory Manager. Credit will be applied once the trade-in(s) are received by Lightspeed or its representative and have been verified for eligibility.

Bid REMC #2024 pricing was quoted. Please note: shipping and handling charges are included with bid pricing. Warranty on Lightspeed instructional audio systems have a 5-year limited warranty on primary components including amplifier, charging station, speakers and microphones. Warranty on microphones and components that support discontinued systems including SMA, FMA, FMCA is 1-year. Warranty on Lightspeed NiMH and Li-Ion rechargeable batteries is 1 year.

QUOTATION



Lightspeed Technologies, Inc.

11509 SW Herman Road
 Tualatin OR 97062
 1-800-732-8999
www.lightspeed-tek.com
 Fax: 503-684-3197

Quote # Q-67686
 Date: 11/22/2024
 Expires: 1/21/2025
 Payment Terms: Net 30
 Shipping Method: Best Way
 Account Executive: David Buist

BILL TO:

ACCOUNTS PAYABLE
 PORTAGE PUBLIC SCHOOL DISTRICT
 8107 MUSTANG DR
 PORTAGE, MI 49002-5433
 UNITED STATES

SHIP TO:

PORTAGE PUBLIC SCHOOL DISTRICT
 8107 MUSTANG DR
 PORTAGE, MI 49002-5577
 UNITED STATES

ITEM	CATALOG #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
C25-C	242207	Networked Instructional Audio system with web console software, life safety interface, 1 Clearmike microphone with battery pack, and NO speakers.	26	\$1,907.00	\$49,582.00
C25-C-M	242207	Networked Instructional Audio system with web console software, power supply, 1 Clearmike microphone with battery pack, Media Connector, and NO speakers.	6	\$2,136.00	\$12,816.00
TRADE-IN CREDIT	242207	QUALIFIED TRADE-IN CREDIT	32	\$-100.00	\$-3,200.00
SUBTOTAL:					\$59,198.00
SALES TAX:					\$0.00
SHIPPING & HANDLING:					\$0.00
TOTAL DUE:					\$59,198.00

The qualified trade-in system(s) are to be sent to Lightspeed Technologies or given to a Lightspeed Territory Manager. Credit will be applied once the trade-in(s) are received by Lightspeed or its representative and have been verified for eligibility.

Bid REMC #2024 pricing was quoted. Please note: shipping and handling charges are included with bid pricing. Warranty on Lightspeed instructional audio systems have a 5-year limited warranty on primary components including amplifier, charging station, speakers and microphones. Warranty on microphones and components that support discontinued systems including SMA, FMA, FMCA is 1-year. Warranty on Lightspeed NiMH and Li-Ion rechargeable batteries is 1 year.

Thank you for choosing Lightspeed Technologies!



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

STEVE VAN DYKE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1CG4WQN	11/22/2024	NEW CEL & HAV LEARNING STUDIOS	196615	\$74,250.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
LG 75UR640S9UD UR640S Series - 75" LED-backlit LCD TV - 4K - for digital si	54	6688377	\$1,375.00	\$74,250.00
Mfg. Part#: 75UR640S9UD				
Contract: REMC Technology & Furniture 2024 (REMC TECH 2024)				

SUBTOTAL	\$74,250.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$74,250.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: PORTAGE PUBLIC SCHOOLS ACCOUNTING OFFI 8107 MUSTANG DR PORTAGE, MI 49002-5577 Phone: (269) 323-5000 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: PORTAGE PUBLIC SCHOOLS ATTN:STEVE VAN DYKE 8107 MUSTANG DRIVE PORTAGE, MI 49002 Phone: (269) 323-5000 Shipping Method:
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Joe Stickelmaier | (866) 224-6439 | josesti@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Resolution in Recognition and Appreciation of Distinguished Service by Keith Crowell

WHEREAS, Keith Crowell was most recently appointed to the Portage Public School's Board of Education on February 13, 2023 to fill the vacancy created by the resignation of Trustee Kurt Droppers and served on the Board through December 2024. Prior to that, on January 4, 2021, Keith was appointed to the Board to fill the vacancy created by the passing of Trustee Joanne Willson and served through December 2022. Keith has served on the Board for nearly four years.

WHEREAS, during his board service, Keith served on the Board's Owners Linkage Committee, Policy Committee and Audit Committee, and he continues to serve as a member of the Portage Educational Foundation.

WHEREAS, as a board member, Keith has served graciously, tirelessly, with the utmost care and compassion, even through the most trying of times, including the COVID-19 pandemic. He also served during times of celebration for our District and community, including the passage of the \$175,725,000 Elementary Schools and District-wide Improvements Bond Proposal in August 2021 as well as the Building and Site Sinking Fund renewal in August 2024. Keith has provided invaluable insight, perspective and guidance to the Board of Education.

NOW, THEREFORE, BE IT RESOLVED, that the Portage Public Schools' Board of Education acknowledges and extends its gratitude to Keith Crowell for his dedication and service to the District, staff, students, community and to the Board of Education.

BE IT FURTHER RESOLVED, that this Resolution is saved in the permanent minutes of the Portage Public Schools' Board of Education, and a copy is given to Keith Crowell.

Adopted on this 9th day of December, 2024
Portage Public Schools' Board of Education:

Randy Van Antwerp, President

Emily Crawford, Trustee

Bo Snyder, Vice President

Keith Crowell, Trustee

Terri Novaria, Secretary

Ean Hamilton, Trustee

Mark Bielang, Superintendent

Kimberly Larson, Trustee

**Resolution in Recognition and Appreciation of
Distinguished Service by Ean Hamilton**

WHEREAS, Ean Hamilton was appointed to the Portage Public School’s Board of Education on December 12, 2022 to fill the vacancy created by the resignation of Trustee Rusty Rathburn and served on the Board through December 2024.

WHEREAS, as a board member, Ean has served graciously, tirelessly, with the utmost care and compassion. She served during times of celebration for our District including the Building and Site Sinking Fund renewal in August 2024. Ean has provided invaluable insight, perspective and guidance to the Board of Education.

NOW, THEREFORE, BE IT RESOLVED, that the Portage Public Schools’ Board of Education acknowledges and extends its gratitude to Ean Hamilton for her dedication and service to the District, staff, students, community and to the Board of Education.

BE IT FURTHER RESOLVED, that this Resolution is saved in the permanent minutes of the Portage Public Schools’ Board of Education, and a copy is given to Ean Hamilton.

Adopted on this 9th day of December, 2024
Portage Public Schools’ Board of Education:

Randy Van Antwerp, President

Emily Crawford, Trustee

Bo Snyder, Vice President

Keith Crowell, Trustee

Terri Novaria, Secretary

Ean Hamilton , Trustee

Mark Bielang, Superintendent

Kimberly Larson, Trustee

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
DECEMBER 9, 2024, 6:30 P.M.**

Note Page

IX. Action Items

3. Appeal re Curriculum Materials (OP 9130)

Suggested Motions:

Motion offered by _____, seconded by _____, that the Board of Education move to grant the appeal and remove *The Breadwinner* from the curriculum.

OR

Motion offered by _____, seconded by _____, that the Board of Education move to deny the appeal and maintain *The Breadwinner* in the curriculum.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
DECEMBER 9, 2024, 6:30 P.M.**


Note Page

X. Discussion Items

1. NEOLA Policy Revisions (BL 0131.1)



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

To: Board of Education
From: Mark 
Date: December 4, 2024
Re: Policy Updates
COPY: Executive Team; Principals and Assistant Principals

The proposed 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-level administration.

Policy changes from NEOLA that are brought to the Board may include proposed new, revised, and/or replacement policies. Policy changes that reflect only "technical changes" such as grammar or punctuation updates are not typically brought to the Board.

NEOLA Fall 2024 Updates

The draft policies are part of NEOLA's fall update – in two parts. Each of the policies listed below are enclosed.

The first section of updates pertains to changes the Office of Management and Budget (OMB) made to their Guidance for Grants and Agreements with the intent of improving Federal financial assistance management, transparency, and oversight through more accessible and easily understandable guidance.

Policies 1130/3110/4110 – Conflict of Interest

The three policies are essentially the same – 1130 covers administration, 3110 professional staff, and 4110 support staff.

Policy 6110 – Grant Funds (Uniform Grant Guidance)

Policy 6111 – Internal Controls

Policy 6112 – Cash Management of Grants

Policy 6114 – Cost Principles – Spending Federal Funds

Policy 6325 – Procurement - Federal Grants/Funds

Policy 6550 – Travel Payment & Reimbursement

Policy 7310 – Disposition of Surplus Property

Policy 7450 – Property Inventory

Memo to Board of Education re NEOLA Recommended Policy Revisions
December 4, 2024
Page 2

The second part of the fall update covers various policies.

Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra Curricular Activities

Public Act 37 makes it necessary to require any individual serving as a high school athletic coach to hold a valid certification in CPR and the use of an AED beginning with the 2025-26 school year. This policy has been revised to reflect this upcoming requirement.

Policy 5330.02 – Opioid Antagonists

This policy has been revised to reflect miscellaneous grammar/punctuation changes and to reference Narcan, to make it easier to find in searches of active policies (online).

Policy 5340 – Student Accidents

Public Act 36 makes it necessary to develop a cardiac response plan. This policy has been revised to reflect this requirement.

Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency)

This policy has been revised to reflect the updated requirements of the Michigan State Police.

Enclosures

Book	Policy Manual
Title	CONFLICT OF INTEREST
Code	po1130-revised draft 12.9.24
Status	
Adopted	September 14, 2015
Last Revised	August 15, 2016

Revised Policy – Vol. 39, No. 1 – EDGAR/UGG Revisions

1130 - CONFLICT OF INTEREST

Staff members, officers, and agents shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by the ~~School~~-District's Board members, employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the ~~School~~-District.

To accomplish this, the Board of Education has adopted the following guidelines which apply to all District employees, officers, ~~and agents~~, ~~and Board members~~ including members of the Board to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all employees, officers, ~~agents~~, ~~and Board members~~ ~~and agents~~.

1. No employee, officer, ~~or agent~~, ~~or Board member~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~the employee's, officer's, agent's, or Board member's~~ his/her duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, ~~the staff member/s/he~~ should, prior to the matter being considered by the Board or administration, disclose ~~the staff member's~~ his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, officer, ~~or agent~~, ~~or Board member~~ shall use ~~their~~ his/her position to benefit either ~~themselves~~ himself/herself or any other individual or agency apart from the total interest of the ~~School~~ District.
3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, officer, ~~or agent~~, ~~or Board member~~ shall disclose the direct financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If ~~the~~ his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member, officer, ~~or agent~~, ~~or Board member~~ shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board President at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165)
 - b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member, officer, ~~or agent~~, ~~or Board member~~ must use this method of disclosure if ~~the~~ his/her financial interest amounts to \$5,000 or more.
4. Employees, officers, ~~and agents~~, ~~and Board members~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship ~~the employee, officer, agent, or Board member~~ they may have with any student,

client, or parents of such students or clients in the course of ~~the employee's, officer's, agent's, or Board member's~~ their employment or professional relationship with the ~~School~~-District.

Included, by way of illustration rather than limitation, are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, ~~or agent's,~~ or Board member's employment or professional relationship with the District through ~~his/her~~ access to ~~School~~-District records
- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
- d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, ~~or agent,~~ or Board member, or any business or professional practitioner with whom any employee, officer, ~~or agent,~~ or Board member has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

5. Employees, officers, ~~and agents,~~ and Board members shall not make use of materials, equipment, or facilities of the ~~School~~-District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Should exceptions to this policy be necessary in order to provide services to students or clients of the ~~School~~ District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

C. ~~No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. Employees, officers, and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.~~

~~{SELECT OPTION #1 OR OPTION #2}~~

~~{ } {OPTION #1}~~

~~An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. Employees, officers, and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.~~

~~{OR}OR~~

~~{ } {OPTION #2}~~

~~Pursuant to Federal rules, the District has set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$250.00 or less. Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ or less.~~

~~{END OF OPTIONS}~~

Book	Policy Manual
Title	CONFLICT OF INTEREST
Code	po3110-revised draft 12.9.24
Status	
Adopted	September 14, 2015
Last Revised	August 15, 2016

Revised Policy – Vol. 39, No. 1 – EDGAR/UGG Revisions

3110 - CONFLICT OF INTEREST

Staff members, officers, and agents shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by the ~~School~~-District's Board members, employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the ~~School~~-District.

To accomplish this, the Board of Education has adopted the following guidelines which apply to all District employees, officers, ~~and agents~~, ~~and Board members~~ including members of the Board to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all employees, officers, ~~agents~~, and Board members ~~and agents~~.

1. No employee, officer, ~~or agent~~, ~~or Board member~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~the employee's, officer's, agent's, or Board member's~~ his/her duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, ~~the staff member/s/he~~ should, prior to the matter being considered by the Board or administration, disclose ~~the staff member's~~ his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, officer, ~~or agent~~, ~~or Board member~~ shall use ~~their~~ his/her position to benefit either ~~themselves~~ himself/herself or any other individual or agency apart from the total interest of the ~~School~~ District.
3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, officer, ~~or agent~~, ~~or Board member~~ shall disclose the direct financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If ~~the~~ his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member, officer, ~~or agent~~, ~~or Board member~~ shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board President at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165)
 - b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member, officer, ~~or agent~~, ~~or Board member~~ must use this method of disclosure if ~~the~~ his/her financial interest amounts to \$5,000 or more.
4. Employees, officers, ~~and agents~~, ~~and Board members~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship ~~the employee, officer, agent, or Board member~~ they may have with any student,

client, or parents of such students or clients in the course of ~~the employee's, officer's, agent's, or Board member's~~ their employment or professional relationship with the ~~School~~-District.

Included, by way of illustration rather than limitation, are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, ~~or agent's~~, ~~or Board member's~~ employment or professional relationship with the District through ~~his/her~~ access to ~~School~~-District records
- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
- d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, ~~or agent~~, ~~or Board member~~, or any business or professional practitioner with whom any employee, officer, ~~or agent~~, ~~or Board member~~ has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

5. Employees, officers, ~~and agents~~, ~~and Board members~~ shall not make use of materials, equipment, or facilities of the ~~School~~-District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Should exceptions to this policy be necessary in order to provide services to students or clients of the ~~School~~ District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

C. ~~No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.~~ Employees, officers, and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

~~[SELECT OPTION #1 OR OPTION #2]~~

~~[] [OPTION #1]~~

~~An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors [] Employees, officers, and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.~~

~~[OR]OR~~

~~[] [OPTION #2]~~

~~Pursuant to Federal rules, the District has set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$250.00— or less [] Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ _____ or less.~~

~~[END OF OPTIONS]~~

Book	Policy Manual
Title	CONFLICT OF INTEREST
Code	po4110-revised draft 12.9.24
Status	
Adopted	September 14, 2015
Last Revised	August 15, 2016

Revised Policy – Vol. 39, No. 1 – EDGAR/UGG Revisions

4110 - CONFLICT OF INTEREST

Staff members, officers, and agents shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by the ~~School~~-District's Board members, employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the ~~School~~-District.

To accomplish this, the Board of Education has adopted the following guidelines which apply to all District employees, officers, ~~and agents,~~ **and Board members** ~~including members of the Board~~ to assure that conflicts of interest do not occur. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all employees, officers, **agents, and Board members** ~~and agents~~.

1. No employee, officer, ~~or agent,~~ **or Board member** shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with **the employee's, officer's, agent's, or Board member's** ~~his/her~~ duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, **the staff member's** ~~he~~ should, prior to the matter being considered by the Board or administration, disclose **the staff member's** ~~his/her~~ interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member, officer, ~~or agent,~~ **or Board member** shall use **their** ~~his/her~~ position to benefit either **themselves** ~~himself/herself~~ or any other individual or agency apart from the total interest of the ~~School~~ District.
3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member, officer, ~~or agent,~~ **or Board member** shall disclose the direct financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If **the** ~~his/her~~ direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member, officer, ~~or agent,~~ **or Board member** shall make the disclosure in one (1) of two (2) ways:

- a. In writing, to the Board President at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165)
 - b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member, officer, ~~or agent,~~ **or Board member** must use this method of disclosure if **the** ~~his/her~~ financial interest amounts to \$5,000 or more.
4. Employees, officers, ~~and agents,~~ **and Board members** shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship **the employee, officer, agent, or Board member** ~~they~~ may have with any student,

client, or parents of such students or clients in the course of ~~the employee's, officer's, agent's, or Board member's~~ their employment or professional relationship with the ~~School~~-District.

Included, by way of illustration rather than limitation, are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, ~~or agent's,~~ or Board member's employment or professional relationship with the District through ~~his/her~~ access to ~~School~~-District records
- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
- d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, ~~or agent,~~ or Board member, or any business or professional practitioner with whom any employee, officer, ~~or agent,~~ or Board member has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

5. Employees, officers, ~~and agents,~~ and Board members shall not make use of materials, equipment, or facilities of the ~~School~~-District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Should exceptions to this policy be necessary in order to provide services to students or clients of the ~~School~~ District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

C. ~~No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. Employees, officers, and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.~~

{SELECT OPTION #1 OR OPTION #2}

{ } {OPTION #1}

~~An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. Employees, officers, and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.~~

{OR}OR

{ } {OPTION #2}

~~Pursuant to Federal rules, the District has set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$250.00 or less. Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_____ or less.~~

{END OF OPTIONS}

[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year ~~2023-2024~~~~2021-22~~ cap for gifts was \$~~7364~~.]

- D. ~~If to the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~-District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the ~~School~~-District is unable, or appears to be unable, to be impartial **in conducting a procurement action involving a related organization.**
- E. Employees, officers, ~~and~~-agents, **and Board members** must **promptly** disclose any potential conflict of interest which may lead to a violation of this policy to the ~~School~~-District. Upon discovery of any potential conflict of interest, the ~~School~~-District will disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~-agency or, if applicable, the pass-through entity.

The District will also **promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).** The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. **The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200**~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.~~

- F. Employees, officers, ~~and~~-agents, **and Board members** found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

~~[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]~~

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Legal 2 C.F.R. 200.112, 200.113, 200.318
M.C.L. 380.634, 380.1805(1)

Book	Policy Manual
Title	GRANT FUNDS
Code	po6110-revised draft 12.9.24
Status	
Adopted	September 14, 2015
Last Revised	April 11, 2022

Revised Policy – Vol. 39, No. 1 – EDGAR/UGG Revisions

6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs ~~the Superintendent~~ **the Superintendent** he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. ~~The Board~~ **The Board** forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- B. ~~()~~ The Superintendent shall present the following proposals to the Board for approval:
 - 1. ~~()~~ Government funded proposals, regardless of the amount;
 - 2. ~~()~~ Proposals with budgets exceeding \$____.00; or
 - 3. ~~()~~ Multi school or District wide proposals.

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the civil False Claims Act (2 C.F.R. 175.105) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and the pass-through entity.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1411/3211/4211 - Whistleblower Protection and Policy 8900 - Anti-Fraud.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations, and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

- F. ~~(→)~~ The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- G. ~~(→)~~ Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.
- H. ~~G. (→)~~ Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
- I. ~~H. (→)~~ Program reports including, but not limited to, ~~audits~~ ~~audit~~, site visits, and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, year the Federal award was issued, and name of the Federal agency or pass-through entity, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Effective control over and accountability for all funds, property, and assets. The District must safeguard all assets and ensure they are used solely for authorized purposes. Records that adequately identify the source and application of funds provided for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
 2. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
 3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award; and
 4. take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings;
 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality. Comparison of expenditures with budget amounts for each Federal award.
- F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.
- G. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability including, but not limited to, the following areas:
1. cash management in accordance with 2 C.F.R. 200.305
 2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits

8. travel

- H. **G.** Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.
- I. **H.** Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends \$1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than \$1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

- A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;
- B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;
- C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and
- D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and ~~similar~~ other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. ~~Proceeds~~ Finally, proceeds from the sale of real property, equipment, or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307
2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)
2 C.F.R. 200.501-511
20 U.S.C. 7906
34 C.F.R. 75.707, 76.563, 76.565, 76.707
Compliance Supplement for Single Audits of State and Local Governments

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Legal 2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307
 2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)
 2 C.F.R. 200.501-511
 20 U.S.C. 7906
 34 C.F.R. 75.707, 76.563, 76.565, 76.707
 Compliance Supplement for Single Audits of State and Local Governments

Book	Policy Manual
Title	INTERNAL CONTROLS
Code	po6111-revised draft 12.9.24
Status	
Adopted	June 27, 2016
Last Revised	August 15, 2016

6111 - INTERNAL CONTROLS

The Superintendent shall establish, document, and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with the U.S. Constitution, applicable statutes, regulations and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings;~~ and
- D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality. ~~"personally identifiable information" ("PII") and other information the awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.~~

PII is defined at 2 C.F.R. 200.179 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not attached/anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Book	Policy Manual
Title	CASH MANAGEMENT OF GRANTS
Code	po6112-revised draft 12.9.24
Status	
Adopted	August 15, 2016

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payments methods shall minimize the time elapsing between the transfer of funds from the **Federal agency** ~~United States Treasury~~ or the Michigan Department of Education (MDE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit **payment requests as often as necessary when electronic fund transfers are used or at least quarterly when electronic transfers are not used,** ~~requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used,~~ in accordance with the provisions of **See** the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested **must** ~~will~~ be as close as is administratively feasible to the actual disbursement **by the District** for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payments **to** contractors in accordance with contract provisions.
- C. ~~If to the extent~~ **If to the extent** available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on **Federal** ~~such~~ funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured bank accounts whenever possible.

~~Applicable Laws, Regulations, and Guidance:~~
2 C.F.R. 200.305

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Legal 2 C.F.R. 200.305

Legal 2 C.F.R. 200.305

Book	Policy Manual
Title	COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114-revised draft 12.9.24
Status	
Adopted	January 9, 2017
Last Revised	April 11, 2022

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a ~~type~~ generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable ~~costs~~ goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and
5. the degree to which the cost represents a deviation from the Board of Education's established written policies and procedures for incurring costs, whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;

2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the ~~cost is~~ goods or services involved are chargeable or assignable to ~~that~~ the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; ~~or~~ and is necessary to the overall operation of the District and is assignable ~~in part~~ to the Federal award in accordance with ~~these~~ cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth in the cost principles in ~~2 C.F.R.~~ Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment ~~or as a substantial or essential component of any system or as critical technology as part of any system.~~ Such prohibition also applies to funds generated as program income, indirect cost recoveries, ~~or to satisfy cost share requirements.~~
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those ~~transactions that offset or reduce direct or indirect costs~~ receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; ~~insurance refunds or rebates;~~ and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the ~~District~~ State relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share ~~requirements of any other Federally-financed program in either the current or a prior period,~~ unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. ~~Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.~~

~~All other costs must be~~ Be incurred during the approved budget period. ~~At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.~~

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to ~~incur financial obligations~~ carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to ~~2 C.F.R. 200.308~~ the law. Prior written approval from the Federal ~~awarding agency~~ or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are ~~allowable~~ ~~unallowable~~ as direct charges, ~~but only~~ ~~except~~ with the prior written approval of the Federal ~~awarding~~-agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of ~~\$10,000~~ ~~5,000~~ or more have the prior written approval of the Federal ~~awarding~~-agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment ~~which~~ ~~that~~ materially increase their value or useful life are ~~allowable~~ ~~unallowable~~ as a direct cost ~~but only~~ ~~except~~ with the prior written approval of the Federal ~~awarding~~-agency or pass-through entity.
- D. All Federally-funded contracts in excess of \$2,000 related to construction, alterations, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal ~~awarding~~-agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred or as otherwise determined appropriate and negotiated with the Federal ~~awarding~~-agency.
- G. ~~The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.~~
- H. ~~G.~~ If the District is instructed by the Federal ~~awarding~~-agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- I. ~~H.~~ Equipment and other capital expenditures are unallowable as indirect costs.

~~Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.~~

~~Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.~~

Prior Written Approval

~~To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.~~

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$10,0005,000.

~~If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.~~

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement, not supplant, provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

~~Equipment and other capital expenditures are unallowable as indirect costs.~~

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award. ~~This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.~~

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. **Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period.** ~~Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods.~~ The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. **Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.**

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the ~~awarding~~ agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal ~~awarding~~ agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) **calendar days after the conclusion of the period of performance of the award (or an earlier date as agreed upon by MDE and the District)** ~~end of the funding period unless an extension is authorized.~~ Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the ~~awarding~~ agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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Legal 2 C.F.R. 200.216, 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a),
 200.431(a), 200.439(b)(2), 200.458
 2 C.F.R. 200.474(b)
 34 C.F.R. 76.707-.708(a), 75.703

Book	Policy Manual
Title	PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325-revised draft 12.9.24
Status	
Adopted	August 15, 2016
Last Revised	April 15, 2024

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, and minority businesses and women's business enterprises, veteran-owned businesses, and labor surplus area firms for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. ~~Consideration~~ Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. ~~When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach, and where appropriate, an analysis shall be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.~~ These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions ~~under the~~ for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that ~~provides~~ encourages full and open competition and that is in accordance with ~~2 C.F.R. Part 200,~~ good administrative practice, and sound business judgment. ~~To ensure~~ In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids ~~or requests for proposals~~ from competition for such procurements.

~~Examples of situations that may restrict competition include, but are not limited to~~ Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms ~~in order~~ for them to qualify to do business;

- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

~~Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.~~

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list. _____ **[INSERT FREQUENCY; SEE DRAFTING NOTE].**

[DRAFTING NOTE: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]

The District shall require that all prequalified lists of persons, firms, or products which are used in **procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition.** ~~acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.~~

~~To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on the job training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.~~

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures **(in accordance with 2 C.F.R. 200.319(d))** that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the **property, equipment, or service being procured** ~~material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the property, equipment, material and/or product or service to be procured. When necessary, the description must and, when necessary, shall set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform~~ **it shall conform if it is to satisfy its intended use.** Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to **clearly and accurately describe** ~~make a clear and accurate description of the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.~~

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The informal procurement methods District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 [not to exceed \$10,000]. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and maintains documents to support its conclusion documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

[] Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. An eligible District may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass through entity and auditors in accordance with C.F.R. 200.334A District which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to \$ [SEE DRAFTING NOTE]. An eligible District may self-certify the micro-purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self-certification, in accordance with C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of any of the following: the qualifications listed above:

- a. a qualification as a low-risk auditee, in accordance with the criteria in C.F.R. 200.520;
- b. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
- c. For public institutions, a higher threshold is consistent with State law.

[DRAFTING NOTE: The Federal regulation allows for a \$50,000 threshold, however, the Revised School Code provides for a lower amount (\$29,572 for the 2023-24 fiscal year \$26,046 for the 2021-22 year). While this authority is allowed for an entity qualified as a low-risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.]

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of \$ _____. Small purchase procedures require that price or rate quotations shall be obtained from [CHOOSE AN OPTION] () [ENTER AMOUNT, SEE DRAFTING NOTE] () an adequate number of [END OF OPTION] qualified sources. [DRAFTING NOTE: 1. The competitive threshold for the 2023-24 fiscal year is \$29572, effective October 23, 2023 2021-22 year is \$26,046, effective October 7, 2021. 2. Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the

threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the District non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute. ~~{DRAFTING NOTE: The fiscal year 2023-2024 2021-22 base pertaining to construction, renovation, repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is \$29,572, effective October 23, 2023 \$26,046, effective October 7, 2021.}~~

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders have been identified as are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm, fixed-price contract and the selection of the successful bidder can be made principally based on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from ~~{CHOOSE OPTION} (-) _____ {ENTER AMOUNT} (-)~~ an adequate number of ~~{END OF OPTION}~~ qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm, fixed-price contract is awarded award will be made in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids Where specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must may only be used to determine the low bid when the District determines they are a valid factor based on prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids, but must document and provide a justification for all bids it rejects for sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement type contract is awarded. This method is Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. ~~{DRAFTING NOTE: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive~~

~~proposals. Michigan law stipulates a threshold for which sealed bids are required. The competitive threshold for the 2023-24 fiscal year is \$29,572 effective October 23, 2023 2021-22 year is \$26,046, effective October 7, 2021. (See Policy 6320.)~~

If this method is used, the following requirements apply:

- ~~a. Requests for proposals require public notice, and must~~ shall be publicized and identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- ~~b. a.~~ Proposals shall be solicited from ~~[CHOOSE OPTION] (-) _____ [ENTER AMOUNT] (-)~~ an adequate number of ~~[END OF OPTION]~~ sources.
- ~~c. b.~~ The District ~~must have written procedures~~ shall use its written method for conducting technical evaluations ~~and for making selections of the proposals received and for selecting recipients.~~
- ~~d. c.~~ Contracts ~~must~~ shall be awarded to the responsible ~~offeror~~ firm whose proposal is most advantageous to the ~~District considering price and other factors~~ program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby ~~the~~ competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where ~~the~~ price is not used as a selection factor, can only be used ~~to procure~~ in the procurement of A/E professional services. ~~The method~~ It cannot be used to purchase other types of services ~~provided by,~~ though A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals ~~allows for solicitation of a proposal from only one (1) source and may be used only when one (1) or more of the following circumstances apply:~~

- ~~a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;~~ micro-purchases
- ~~b. the procurement transaction can only be fulfilled by~~ the item is available only from a single source;
- ~~c. the public exigency or emergency for the requirement will not permit a delay resulting from~~ providing public notice of ~~publicizing~~ a competitive solicitation;
- ~~d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District~~
- ~~e. after soliciting several~~ solicitation of a number of sources, competition is determined to be inadequate.

Domestic Preference for Procurement

~~The District should~~ As appropriate and to the extent consistent with law, the District shall, to the extent practicable ~~and consistent with law~~ under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, ~~including all contracts,~~ and purchase orders ~~for work or products~~ under the Federal award.

Procurement of Recovered Materials

~~The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:~~

- ~~A. procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity~~

acquired during the preceding fiscal year exceeded \$10,000;

- B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently \$250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements. The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time-and-materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

~~The District will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 6) financial and technical resources.~~

~~The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.~~

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Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed, in writing, with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively. Records to be retained include, but are not limited to,

financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

2 C.F.R. 200.317-.326; Appendix II to Part 200

2 C.F.R. 200.334 - 200.336

2 C.F.R. 200.520

[Cross Reference: po6350]

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Legal 2 C.F.R. 200.317-.326; Appendix II to Part 200

2 C.F.R. 200.334 - 200.336

2 C.F.R. 200.520

Cross References po6350 - PREVAILING WAGE

Book	Policy Manual
Title	TRAVEL PAYMENT & REIMBURSEMENT
Code	po6550-revised draft 12.9.24
Status	
Adopted	September 14, 2015
Last Revised	August 15, 2016

6550 - TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. **Travel costs may include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status of the District.**

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance through the Michigan Department of Education or other granting authority application process and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Operational Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

Revised ~~6/27/16~~

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Legal 2 C.F.R. 200.474

Book	Policy Manual
Title	DISPOSITION OF SURPLUS PROPERTY
Code	po7310-revised draft 12.9.24
Status	
Adopted	September 14, 2015
Last Revised	August 15, 2016

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$10,000 and does not lose its identity when incorporated into a more complex unit.

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal ~~awarding~~-agency, the District shall request disposition instructions from the Federal ~~awarding~~-agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal ~~awarding~~-agency.

~~Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.~~

Except as provided in §200.31~~32~~ Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current ~~per unit~~ fair market value in excess of \$~~10,000~~~~5,000~~ (per unit) may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale ~~by the Federal awarding agency's percentage of participation in the cost of the original purchase~~. If the equipment is sold, the Federal ~~awarding~~-agency may permit the non-Federal entity to deduct and retain from the Federal share \$~~1,000~~~~500~~ or ten percent of the proceeds, whichever is less, **to cover expenses associated with the selling and handling of the equipment** ~~for its selling and handling expenses~~.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

[Cross Reference: po7450]

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Legal 2 C.F.R. 200.312, 200.313

Cross References po7450 - Property Inventory

Legal

2 C.F.R. 200.312, 200.313

Book Policy Manual

Title PROPERTY INVENTORY

Code po7450-revised draft 12.9.24

Status

Adopted September 14, 2015

Last Revised October 25, 2021

Revised Policy — Vol. 39, No. 1 — EDGAR/UGG Revisions

7450 - PROPERTY INVENTORY

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall

- ~~()~~ conduct a complete inventory
- ~~()~~ maintain a continuous inventory

of all District-owned equipment

- ~~()~~ and supplies
 - ~~()~~ annually.
 - ~~()~~ every _____ years. **[specify number; Federal regulations require at least once every two (2) years]**
 - ~~()~~ at such intervals as established by Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements will coincide with property insurance renewal.
 - ~~()~~ and Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.

For purposes of this policy, "equipment" shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds costs at least \$10,000. **[DRAFTING NOTE: See also Policy 7310 — Disposition of Surplus Property to provide for a consistent threshold for such expenditures.]**

- ~~()~~ to replace
- ~~()~~ as a single unit **[END OF OPTION]**

and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5,000. **DRAFTING NOTE: The Federal threshold (2 C.F.R. 200.439) for a supply designation is \$10,000,5,000 regardless of length of useful life, however, the District may set an early acquisition cost level for designation as supply. Capital expenditures with a unit cost of \$10,000,5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.**

It shall be the duty of the ~~()~~ Superintendent ~~()~~ Business Manager ~~()~~ Director of Finance _____ **END OF OPTIONS** to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

~~[] Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.~~

~~[] Property records of consumable supplies shall be maintained on a continuous inventory basis.~~

~~[]~~ The **Director of Finance** _____ shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. ~~()~~ description and identification **(serial number or other identification number)**;
- B. ~~()~~ manufacturer;
- C. ~~()~~ year of purchase;
- D. ~~()~~ initial cost; **initial cost**;
- E. **location**;
- F. **condition and depreciation**;
- G. **and/or evaluation in conformity with insurance requirements.**
- H. ~~()~~ location;
- I. ~~()~~ condition and depreciation;
- J. ~~()~~ evaluation in conformity with insurance requirements.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment acquired **in whole or in part** under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. **While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity.**~~The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.~~
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal ~~awarding~~ agency or the pass-through entity and Policy 7300 - **Disposition of Real/Personal Property** and Policy 7310 - **Disposition of Surplus Property** ~~()~~, and AG 7310 — **Disposal of District Property.**
- D. **The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.**
- E. **When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:**
 - 1. **Activities under other Federal awards from the Federal agency that funded the original program or project; then**
 - 2. **Activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.**
- F. **During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the**

equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.

- G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.
- H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title holder, acquisition date, cost of the property, entity, acquisition date, cost of the equipment, percentage of Federal agency contribution toward the original purchase, participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the property equipment, and ultimate disposition data, including date of disposal and sale price of the property equipment.
- I. A physical inventory of the property must be conducted taken and results reconciled with property records at least once every two (2) years.
- J. I. A control system shall be in place developed to provide safeguards for preventing adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be shall be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.
- K. J. Regular Adequate maintenance procedures shall be implemented to keep the property in proper working good condition.
- L. K. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
- M. L. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency or pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

[CROSS REFERENCE: po7310]

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Legal 2 C.F.R. 200.313

Cross References po7310 - DISPOSITION OF SURPLUS PROPERTY

Book Policy Manual

Title EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

Code po3120.08-revised draft 12.9.24

Status

Adopted September 14, 2015

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's support staff, or may be individuals from the community or nearby areas.

Appropriate qualifications shall, at a minimum, include any requirements established by the State, and may also include any program specific training or certification as determined by the Superintendent, ~~such as cardio-pulmonary resuscitation and/or first aid.~~ Starting with the 2025-2026 school year, an individual hired to serve at the high school as an athletic coach shall have a valid certification in cardiopulmonary resuscitation and use of an automated external defibrillator issued by the American Red Cross, American Heart Association, or a comparable organization or institution approved by the Michigan Department of Education.

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Book	Policy Manual
Title	Vol. 39, No. 1 - September 2024 Revised OPIOID ANTAGONISTS
Code	po5330.02-revised draft 12.9.24
Status	
Adopted	November 25, 2019

5330.02 - **OPIOID ANTAGONISTS**

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel. Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures, and limitations.

The District shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the District who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride, Narcan, or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

A District employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

Any person who administers an opioid antagonist to a student shall promptly notify the Building Administrator, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

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Legal	Administration of Opioid Antagonists Act
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Book	Policy Manual
Title	STUDENT ACCIDENTS
Code	po5340-revised draft 12.9.24
Status	
Adopted	September 14, 2015

5340 - **STUDENT ACCIDENTS**

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

Beginning with the 2025-2026 school year, the Board shall develop a cardiac response plan. This plan will include utilizing employees to respond to sudden cardiac arrests or other life-threatening emergencies that may occur on school campuses during school hours or at school-sponsored events including, but not limited to, school-sponsored athletic events.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

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Book	Policy Manual
Title	Vol. 39, No. 1 - September 2024 Revised CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
Code	po8321-revised draft 12.9.24
Status	
Adopted	September 14, 2015
Last Revised	May 10, 2021

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

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

A. Sanctions for Non-Compliance

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

B. Local Agency Security Officer (LASO)

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

1. Identifying who is using or accessing CHRI and/or systems with access to CHRI;
2. Identifying and documenting any equipment connected to the State system;
3. Ensuring that personnel security screening procedures are being followed as set forth in this policy;
4. Ensuring that approved and appropriate security measures are in place and working as expected;
5. Supporting policy compliance and instituting the incident response reporting procedures;
6. Ensuring annual awareness and training is being completed by all personnel with authorized access to the CHRI;
7. Ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;

8. reviewing and updating information security policy/procedures annually or after security incidents involving CHRI;
9. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
10. employing one (1) or more of the following techniques to increase the security and privacy awareness of system users: displaying posters, offering supplies inscribed with security and privacy reminders; displaying logon screen messages; generating email advisories or notices from organizational officials; conducting awareness events; and
11. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software, and firmware, and ensuring that no unauthorized individuals have access to these items.

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

C. Privacy Act Statement Disclosure

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

D. Agency User Agreements

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

E. Personnel Security

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

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

have been transferred or re-assigned to another individual, the Director of Human Resources shall be notified promptly in writing. The individual responsible for the termination or transfer/re-assignment shall directly notify the Director of Human Resources.

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

F. Media Protection

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

1. **Media Storage and Access** – All digital and physical media shall be stored in a physically secure location or controlled area, such as a locked office, locked cabinet, or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Access to such media will be secured at all times when not in use or under the supervision of an authorized individual. Digital media shall be stored on a District or School server and unless encrypted, shall be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321 and must be encrypted. Physical media will be stored within individual records when feasible, or by itself when necessary, and will be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc.
2. **Media Transport** – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives, and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual's active employment plus an additional six (6) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested based on the State of Michigan's background information retention schedule and will likely cover most statutes of limitation limitation and can be retained in digital format.]**
 - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media, but optical media (such as CDs and DVDs) will be physically destroyed. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. **Physical Media** – Disposal of documents, images, or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may

not be placed in a wastebasket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

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

5. **CHRI Background Check Consent and Documentation**

All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at **the** time of application, and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

6. **Controlled Area/Physical Protections**

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

- a. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
- b. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
- c. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
- d. Encryption shall be used for digital storage of criminal justice information. ~~(See AG 8321)~~

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

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

- a. at least eight (8) characters long on all systems
- b. not be a proper name or a word found in the dictionary
- c. not be the same as the user identification
- d. not be displayed when entered into the system (must use feature to hide password as typed)
- e. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval

f. must expire and be changed every ninety (90) days

g. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

8. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training as part of initial training for new users prior to accessing CJIS and annually thereafter, and when required by system changes or within thirty (30) days of any security event for individuals involved in the event, within six (6) months of initial assignment/authorization and every two (2) years thereafter. LASOs require enhanced training on the specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems.

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

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

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

9. Secondary Dissemination of Information

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

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

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

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

Incident Handling and Responses

The District shall establish operational incident handling procedures for instances of an information security breach. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. The District will identify responsibilities for information security incidents and include how and who to report such incidents to. The District will ensure appropriate security incident capabilities exist and should incorporate the lessons learned from ongoing incident handling activities. The District will ensure procedures exist and are implemented for a follow-up action of a security breach and for the collection of evidence in cases of legal action. All individuals with direct or indirect access to CHRI shall be trained on how to handle an information security incident, and such training will be included within the provided awareness and training. Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities, for both digital and physical CHRI media. Incident response testing will be conducted annually using the following tests: tabletop or walk-through exercises, simulations, or other agency appropriate tests. At a minimum, the following will be implemented:

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

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

- A. ~~The LASO shall be notified immediately.~~ All personnel are required to report suspected incidents to the LASO immediately, but not to exceed one (1) hour after discovery. As such, personnel who become aware of an incident or believe an incident has occurred should report to the following individuals, in order:

1. LASO
2. _____ [Designated Title]
3. _____ [Designated Title]
4. _____ [Designated Title]

B. The breach shall be assessed (including determination of whether notification to individuals is needed, assessment of the extent of the harm, and identification of applicable privacy requirements) and steps taken to correct the situation:

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

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

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

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

E. Mobile Device - Incident Handling and Response

1. The LASO shall be notified immediately.
2. The breach shall be assessed and steps taken to correct the situations:
 - a. access shall be stopped immediately, and remotely if necessary, for any authorized user;
 - b. media shall be secured and steps taken to identify how the incident occurred and what systems or data were compromised or affected;
 - c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJII;
 - d. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
4. Steps shall be taken to restore the device and media to a safe environment.
5. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

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

- a. for a lost device, report if the owner:
 1. believed the device was locked;

2. believed the device was unlocked;
 3. could not validate the device's locked state;
- b. for a total loss of a device, report if:
1. CHRI was stored on the device;
 2. the device was locked or unlocked;
 3. capable of remote tracking or wiping of device;
- c. report any compromise of a device when the intrusion occurs while still in the owner's possession;
- d. report any compromise outside of the United States;

F. Collection of Evidence

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

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

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Legal

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),

U.S. Dept. of Justice and Federal Bureau of Investigation

Noncriminal Justice Agency Compliance Audit Review, Michigan State Police, Criminal Justice Information Center, Audit and Training Section

Conducting Criminal Background Checks, Michigan State Police, Criminal Justice Information Center