

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL/COMMITTEE OF THE WHOLE MEETING
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
JANUARY 13, 2025, 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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XII. **ADJOURN**

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

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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. Organizational Items

1. Affirm the Oath of Office

Bo Snyder, Terri Novaria, Mary Lou Rohwer and Mark Stevenson were elected to the Board at the November 5, 2024 election. All four have officially completed their Acceptance and Oath of Office.

As a ceremonial procedure, the recently elected members will affirm the Oath of Office. The oath (below) will be read aloud by Superintendent Bielang. Each member named will be asked for his/her response.

Do you Bo Snyder, Terri Novaria, Mary Lou Rohwer and Mark Stevenson solemnly swear that you will support the Constitution of the United States and the Constitution of this State, and that you will faithfully discharge the duties of the office of Member of the Board of Education of Portage Public Schools, Kalamazoo County, Michigan according to the best of your ability?

**PORTAGE PUBLIC SCHOOLS
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III. Organizational Items

2. Election of Officers (BL 0152)

The Board’s Past President will officiate during the election of the President. Following election of the Board President, that person will conduct the election of the Vice President and Secretary.

The person conducting the election of each position will ask three times for nominations for each position. The nominations will then be closed. The person conducting the election or his/her designee will compile the votes and announce those candidates receiving two (2) or more votes and how each Board member voted. Election of officers shall be by a majority of the full Board. If only one (1) person is nominated for an office, the person conducting the election may declare that person elected by acclamation. A nominee is elected to each position by a majority of support from the Board.

a. President

Member _____ nominates _____ Vote: _____
Member _____ nominates _____ Vote: _____
Member _____ nominates _____ Vote: _____

b. Vice President

Member _____ nominates _____ Vote: _____
Member _____ nominates _____ Vote: _____
Member _____ nominates _____ Vote: _____

c. Secretary

Member _____ nominates _____ Vote: _____
Member _____ nominates _____ Vote: _____
Member _____ nominates _____ Vote: _____

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
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PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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IV. Reports

1. Superintendent's Report
 - a. Bond Project Update

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V. Board Education

1. Presentation of Monitoring Report 1.1 (Overall)

**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, 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.

1.1 Policy Language

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


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

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

This is the final, overall summary report for 1.1. The Board will be asked to accept Monitoring Report 1.1 after we've had a chance to have further discussion at our upcoming PG Retreat.

Certification

I hereby present my Monitoring Report on Ends Policy 1.1 (overall) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of 1/8/2025.



Signature

1.9.2025

Date

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Summary Dashboards

Percent Proficient Summary:

Each PPS school was ranked among its 10 Similar Schools in percent of students proficient on the Spring 2024 State Assessments. The following grades and assessments were used for rankings:

- Elementary Schools: 5th grade M-STEP
- Middle Schools: 8th grade PSAT 8
- High Schools: 11th grade SAT

KRESA schools are included for reference, but do not have defined expectations. The number of KRESA schools will vary in this report due to CEPI's data suppression rules that protect the privacy of individual students; which means data is not always publicly available.

Rank	Status
1 - 3	Above Expectations
4 - 6	At Expectations
7 - 10	Below Expectations

	Rank among 10 Similar Schools		Rank among KRESA Schools	
	ELA Rank	Math Rank	ELA Rank	Math Rank
AMB	7	8	6 / 28	6 / 26
ANG	5	5	11	7
CEL	8	9	14	11
HAV	8	9	17	13
LCE	3	6	2	3
MBE	5	9	1	4
TWL	5	10	4	16
WOD	2	7	7	12
CMS	7	5	2 / 14	2 / 14
NMS	9	8	7	5
WMS	5	3	1	1
CHS	1	4	1 / 11	1 / 11
NHS	2	4	3	5

Number of Schools At or Above Expectations

	ELA	Math
5th grade (8 schools)	5	2
8th grade (3 schools)	1	2
11th grade (2 schools)	2	2
Overall (13 schools)	8	6

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Percent Proficient Improvement Summary:

Each PPS school was ranked among its 10 Similar Schools on the difference between its 2024 Percent Proficient and its 3 year average of 2019, 2022, 2023 Percent Proficient. The following grades and assessments were used for rankings:

- Elementary Schools: 5th grade M-STEP
- Middle Schools: 8th grade PSAT 8
- High Schools: 11th grade SAT

KRESA schools are included for reference, but do not have defined expectations. The number of KRESA schools will vary in this report due to CEPI’s data suppression rules that protect the privacy of individual students; which means data is not always publicly available.

Rank	Status
1 - 3	Above Expectations
4 - 6	At Expectations
7 - 10	Below Expectations

	Rank among 10 Similar Schools		Rank among KRESA Schools	
	ELA Rank	Math Rank	ELA Rank	Math Rank
AMB	2	1	6 / 27	6 / 25
ANG	4	7	11	11
CEL	5	6	12	15
HAV	5	6	18	8
LCE	2	2	9	13
MBE	9	10	21	25
TWL	8	10	17	23
WOD	2	2	3	5
CMS	8	4	8 / 14	2 / 14
NMS	10	10	13	11
WMS	9	5	9	4
CHS	2	2	3 / 11	3 / 11
NHS	8	8	7	9

Number of Schools At or Above Expectations

	ELA	Math
5th grade (8 schools)	6	5
8th grade (3 schools)	0	2
11th grade (2 schools)	1	1
Overall (13 schools)	7	8

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Growth Summary:

The percent of students with Student Growth Percentiles (SGPs) of 30 or above on the Spring 2024 State Assessments was calculated for each school. The following grades and assessments were used for rankings:

- Elementary Schools: 5th grade M-STEP
- Middle Schools: 8th grade PSAT 8
- High Schools: 11th grade SAT

MISchoolData defines Average Growth as SGPs from 30-69 and Above Average Growth as SGPs from 70-99.

% of students with SGPs >30	Status
70 - 100%	At Expectations
0 - 70%	Below Expectations

	% Student with Average or Above Average Growth	
	ELA	Math
AMB	69%	69%
ANG	84%	68%
CEL	81%	82%
HAV	68%	85%
LCE	77%	72%
MBE	83%	90%
TWL	80%	62%
WOD	79%	45%
CMS	74%	71%
NMS	71%	64%
WMS	76%	76%
CHS	75%	77%
NHS	76%	79%

Number of Schools At or Above Expectations

	ELA	Math
5th grade (8 schools)	6	4
8th grade (3 schools)	3	2
11th grade (2 schools)	2	2
Overall (13 schools)	11	8

Further Analysis

In reviewing the data, the Curriculum, Instruction, and Assessment Office, along with the Educational Supports and Intervention Office, take seriously both positive and negative moves relative to our Proficiency comparisons with Similar Schools and to our Student Growth. These key measures of our overall performance are critical to our mission and vision. We analyze these measures carefully over time, even though the data is a snapshot.

COVID has impacted our data, just like every other industry and institution worldwide. Specifically to this report and the data herein, COVID presents some confounding metrics that have potentially impacted our data in both positive and negative ways. Shifting modalities impacted students throughout the start of the pandemic and the 2020-2021 school year.

Evidence of annual Academic Proficiency is interpreted by a PPS school's ranking of the percentage of students proficient relative to its Similar Schools. Evidence of improvement in 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. The three-year average has gaps due to no data being available in the spring of 2020 and incomplete data in the spring of 2021 (due to low participation). "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.

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. 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."

Reviewing our performance on the "Percent Proficient Summary," we have 8 of our 13 schools "At or Above Expectations" in ELA and 6 of our 13 schools "At or Above Expectations" in Math. Our high school results are our most positive, with both high schools having "At or Above Expectations" in both subjects. Fifth grade Math (2 of 8 schools "At or Above Expectations") and 8th grade ELA (1 of 3 schools "At or Above Expectations") are our largest concerns.

Reviewing our performance on the "Percent Proficient Improvement Summary," we have 7 of our 13 schools "At or Above Expectations" in ELA and 8 of our 13 schools "At or Above Expectations" in Math. Our 5th grade ELA results are the most positive, with 6 of 8 schools "At or Above Expectations." Eighth grade ELA (0 of 3 schools "At or Above Expectations") is our largest concern.

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

Reviewing our performance on the “Growth Summary,” we have 11 of our 13 schools “At or Above Expectations” in ELA and 8 of our 13 schools “At or Above Expectations” in Math. Our most positive results are our 11th grade ELA and Math (2 of 2 schools “At or Above Expectations”) and 8th grade ELA (3 of 3 schools “At or Above Expectations”). Fifth grade Math (4 of 8 schools “At or Above Expectations”) is our largest concern.

Response

We recognize the urgency of addressing the overall decline in math proficiency while maintaining and building on gains in ELA. Our multifaceted approach, rooted in curriculum alignment, professional development, and targeted instructional strategies, will be critical in achieving these gains district-wide. We remain committed to empowering our educators and administrators to help all students reach their full potential.

Our goal is to increase the trajectory of student performance in both ELA and Math, ensuring all students have the opportunity to achieve proficiency and beyond by:

1. Focusing on sustaining and accelerating gains in ELA while intensifying efforts to address declining performance in math.
2. Leveraging ongoing initiatives such as coaching, training, and professional development to empower teachers and drive improved student outcomes.

Our strategic actions in the 24-25 school year and into the 25-26 school year are as follows:

English Language Arts (ELA):

- **Curriculum Implementation:**
 - The ELA curriculum is being implemented district-wide for grades K-9.
 - Grades 10-12 are in phase 3 and preparing for initial implementation.
 - Significant improvements in student outcomes are anticipated within the next 3–5 years.
- **Consistency in Instruction:**
 - All K-8 students are now engaged in daily, integrated reading and writing lessons, ensuring uniform and robust instruction district-wide.
- **Instructional Coaching:**
 - Coaching strategies help students tackle complex texts, guiding their thinking and skill development.
- **LETRS Training:**
 - Every K-5 teacher and administrator is engaging in LETRS training, equipping them with foundational expertise in teaching reading and writing.

Mathematics:

- **Instructional Framework Development:**
 - We refine instructional practices through the Curriculum Review Cycle, focusing on accessibility, actionable resources, and alignment with standards.
- **Learning Walks:**
 - Learning Walks enhance professional development by providing real-time data on instructional practices. These walks help administrators and teachers identify areas for growth, focusing on student engagement, questioning, and formative assessments.
- **Engagement and Discourse:**
 - K-5 Math Learning Labs are emphasizing student discussions and collaborative problem-solving.
 - Teachers in grades 6-8 participate in cooperative learning professional development, which integrates discourse-driven approaches and fosters deeper conceptual understanding.
- **Administrator Support:**
 - Targeted efforts are underway to build administrators' confidence and capacity in evaluating and supporting rigorous math instruction.

As Monitoring Report 1.1 has deep ties to the other global ends 1.0 elements, we understand the importance of our academic progress. This report and the other Ends 1.0 reports serve as guideposts for us to improve and build our students for success and as a touchstone on our performance as a district. We continue to believe and invest in our research and evidence-based systems and processes. We believe in our staff as world-class instructors. Finally, as we submit this Monitoring Report, we continue to believe in our students and the potential they offer to the Portage community and beyond.

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 – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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VII. Consent Agenda

1. Organizational Items
 - a. Designate Depositories for School Funds (BL 0154, MCL 380.1221)
Designate the following depositories for school funds: Comp One, Flagstar Bank, Horizon Bank, Huntington Bank, JP Morgan Chase, Macatawa Bank, Mercantile Bank, PFM Investment Management, and Southern Michigan Bank & Trust.
 - b. Approve Board of Education Meeting Schedules (BL 0154)
Approve the 2024-25 and 2025-26 board meeting schedules as presented.
 - c. Designate Users of Safety Deposit Box (BL 0154, OP 6144)
Designate persons authorized to use the safety deposit box as the Superintendent, Assistant Superintendent of Operations, Director of Finance, and Board Secretary.
 - d. Designate the Electronic Transfer Officer (BL 0154, OP 6144)
Designate the Electronic Transfer Officer as Paula Johnson, Director of Finance.
 - e. Appointment of Board Recording Secretary (BL 0154)
Appoint the Board Recording Secretary as Barb Atkinson.
 - f. Approve Board & District Legal Counsel
Approve Thrun Law Firm, P.C. as the Board's and District's primary legal counsel.
 - g. Pre-Approve Attendance/Reimbursement per Bylaw 0175.1
Pre-approve 2025 board member attendance at board-related classes, conferences, workshops, etc. and approve reimbursement for actual and necessary expenses incurred to attend said events, as per Bylaw 0175.1.
2. Monthly Consent Agenda Items
 - a. Approval of Minutes
 - 1) December 9, 2024 Special Meeting, Closed Session, & Regular Meeting
 - b. NEOLA Policy Revisions
Approve Policies 1130, 3110, 4110, 6110, 6111, 6112, 6114, 6325, 7310, 7450, 3120.08, 5330.02, 5340, and 8321, as presented.



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

To: Board of Education
From: Mark Bielang 
Date: January 8, 2025
Re: Designate Depositories for School Funds

RECOMMENDED ACTION:

I recommend the Board of Education designate the following depositories for school funds:

- Comp One
- Flagstar Bank
- First National Bank
- Horizon Bank
- Huntington Bank
- JP Morgan Chase
- Macatawa Bank
- Mercantile Bank
- PFM Investment Management
- Southern Michigan Bank & Trust

BACKGROUND INFORMATION

The Board’s Bylaw 0154 – Motions, Item A., calls for the Board to designate depositories for school funds as required by Michigan law (MCL 380.1221).

For your information, the enclosed list shows which funds are located in which institution.

PORTAGE PUBLIC SCHOOLS

Summary of Accounts

Account Name	Fund	Financial Institution
PPS General Fund – Public Funds Checking	General	Huntington Bank
PPS General Fund - Money Market	General	Horizon Bank
PPS Gen. Fund – Certificate of Deposit.	General	JP Morgan Chase
PPS General Fund - Savings	General	Flagstar Bank
PPS General Fund - Money Market	General	Macatawa Bank
PPS General Fund - Money Market	General	Mercantile Bank
PPS Payroll - Checking	General	Huntington Bank
PPS CHS Athletics - Checking	General	Huntington Bank
PPS CHS Debate - Checking	General	Huntington Bank
PPS NHS Athletics - Checking	General	Huntington Bank
PPS NHS Debate - Checking	General	Huntington Bank
PPS Edu Staff - Checking	General	Huntington Bank
PPS Workers Comp	General	Comp One
PPS Certificate of Deposit	General	Southern Bank & Trust
PPS BSSF - MM Savings	BSSF	Huntington Bank
PPS Common Debt – MM Savings	Common Debt	Huntington Bank
PPS Lunch – Public Funds Checking	Lunch Fund	Huntington Bank
PPS Lunch - Savings	Lunch Fund	Flagstar Bank
PPS Internal – Public Funds Checking	Internal Fund	Huntington Bank
PPS General Fund – CD	General	First National Bank of Michigan
PPS 2019 Construction Fund #1	CF #1	PFM Investment Mgmt.
PPS 2021 Construction Fund	CF	PFM Investment Mgmt.
PPS 2023 Construction Fund	CF	PFM Investment Mgmt.



1.13.2025

**2024/2025
BOARD OF EDUCATION MEETING SCHEDULE
PORTAGE PUBLIC SCHOOLS
PORTAGE, MICHIGAN**

All Board of Education meetings (Committee of the Whole Work Sessions, Regular Business Meetings, Organizational Meeting) will be held in Room #1136 of Portage Central High School, 8135 S. Westnedge. In months with two meetings, the first is a Committee of the Whole Work Session (WS) and the second is a Regular Business Meeting (RM).

July 22, 2024 (RM)	February 10, 2025 (Retreat*/WS)
	February 24, 2025 (RM)
August 19, 2024 (RM)	
	March 10, 2025 (RM)
September 9, 2024 (WS)	
September 23, 2024 (RM)	April 14, 2025 (RM)
October 14, 2024 (Retreat*/RM)	May 5, 2025 (WS)
	May 19, 2025 (Retreat*/RM)
November 4, 2024 (WS)	
November 18, 2024 (RM)	June 16, 2025 (WS)
	June 30, 2025 (RM)
December 9, 2024 (RM)	
January 13, 2025 (Organizational/WS)	
January 27, 2025 (Retreat*/RM)	

*Policy Governance Retreats held 4:00 p.m. in Conference Room #1 of the Administration Building.

Except as noted above for Policy Governance Retreats or as otherwise posted/announced, all meetings will commence at 6:30 p.m. Notice of meeting changes and special meetings, agendas, agenda packets, and approved meeting minutes are available via the District’s website (www.portageps.org) under the Board of Education link. Notice of meeting changes and special meetings are also posted at the main entry of the Administration Building, 8107 Mustang Drive (269-323-5000). Agendas and agenda packets are posted on the Friday prior to the meeting. Board meeting minutes are approved at the next board meeting and then posted to the website.

Upon request to the Administration Office, the District shall make reasonable accommodation for a person with disabilities to be able to participate in a meeting.

**2025/2026
BOARD OF EDUCATION MEETING SCHEDULE
PORTAGE PUBLIC SCHOOLS
PORTAGE, MICHIGAN**

All Board of Education meetings (Committee of the Whole Work Sessions, Regular Business Meetings, Organizational Meeting) will be held in Room #1136 of Portage Central High School, 8135 S. Westnedge. In months with two meetings, the first is a Committee of the Whole Work Session (WS) and the second is a Regular Business Meeting (RM).

July 21, 2025 (RM)	February 9, 2026 (WS)
	February 23, 2026 (RM)
August 18, 2025 (RM)	March 9, 2026 (Retreat*/RM)
September 8, 2025 (WS)	
September 22, 2025 (RM)	April 13, 2026 (RM)
October 6, 2025 (WS)	May 4, 2026 (WS)
October 20, 2025 (Retreat*/RM)	May 18, 2026 (Retreat*/RM)
November 3, 2025 (WS)	June 15, 2026 (WS)
November 17, 2025 (RM)	June 29, 2026 (RM)
December 8, 2025 (RM)	
January 12, 2026 (Organizational/WS)	
January 26, 2026 (Retreat*/RM)	


*Policy Governance Retreats held 4:00 p.m. in Conference Room #1 of the Administration Building.

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Upon request to the Administration Office, the District shall make reasonable accommodation for a person with disabilities to be able to participate in a meeting.



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

To: Board of Education
From:  Mark Bielang
Date: January 8, 2025
Re: Designate Person(s) Authorized to Use the Safety Deposit Box

RECOMMENDED ACTION:

I recommend the Board of Education designate Mark Bielang, Johnny Edwards, Paula Johnson and the Board Secretary, _____, as the persons authorized to use the safety deposit box, as presented.

BACKGROUND INFORMATION

The Board's Bylaw 0154 – Motions, Item C., call for the Board to designate those persons authorized to use the safety deposit box.

Through Operational Policy 6120 – Safety Deposit Box, the Board has authorized access to the following District positions:

- Superintendent
- Assistant Superintendent of Operations
- Director of Finance
- Board Secretary

The District maintains two safety deposit boxes at the South Westnedge and Centre Street branches of Comerica Bank. Stored in these boxes are such items as deeds to various parcels of real estate and title insurance. Access to the safety deposit boxes can be accomplished only with the signatures of any two of the above named individuals.



To: Board of Education
From: Mark Bielang
Date: January 8, 2025
Re: Designate the Electronic Transfer Officer

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

RECOMMENDED ACTION:

I recommend the Board of Education designate Paula Johnson, Director of Finance, as the Electronic Transfer Officer, as presented.

BACKGROUND INFORMATION

The Board's Bylaw 0154 calls for the Board to designate the Electronic Transfer Officer (ETO) in accordance with Operational Policy 6144 – Investments.

The Electronic Transfer Officer is the authorized agent who completes electronic fund transfers on behalf of the Board. The Director of Finance oversees electronic fund transfers and is recommended to continue in this role.



Enclosure VII.1.e.
January 13, 2025

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

To: Board of Education
From: Mark Bielang 
Date: January 8, 2025
Re: Recommended Appointment of Board Recording Secretary (BL 0154.E.)

RECOMMENDED ACTION:

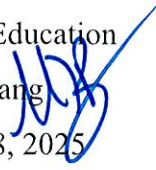
The Board's Bylaw 0154 calls for the Board to designate a recording secretary. I recommend the appointment of Barbara Atkinson, Administrative Assistant, as Recording Secretary to the Board of Education.

BACKGROUND INFORMATION

The role of the Recording Secretary has been to assist the Board in maintaining its records and documents, recording actions of the Board, and otherwise assist the Board with its business functions. The Superintendent's Administrative Assistant has normally held this position.



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

To: Board of Education
From: Mark Bielang 
Date: January 18, 2025
Re: Recommended for Legal Services

RECOMMENDED ACTION:

I recommend that the Board of Education retain Thrun Law Firm, P.C. as the Board's and District's primary legal counsel.

BACKGROUND INFORMATION

Thrun Law has been providing effective and efficient legal services to the District in the areas of student discipline, labor relations, school finance, school elections, board counsel, and other various school-related matters, for many years. The annual retainer fee for these services is \$2,500.00. The retainer fee is unchanged from last year. The retainer is for one year and runs from January through December. In addition to discounted hourly rates the District has access to periodic E-Blasts, Webinars on various legal topics, annual "spring seminars", timely analysis of State Tenure Commission decisions, special education due process decisions, pupil accounting decisions, and the monthly *School Law Notes* newsletter.

While Thrun Law, PC is the District's official retained legal counsel, we also use the services of Miller, Canfield, Paddock and Stone, P.L.C. for the majority of bond issuance matters. Special education legal services in Kalamazoo County, including PPS, are provided by Clark Hill, PLC.



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

To: Board of Education
From: Mark 
Date: January 8, 2025
Re: Organizational Item - Pre-Approve Board Member Attendance/Reimbursement

Recommended Motion

That the Board of Education approve 2025 board member attendance at board-related classes, conferences, workshops, etc. and approve reimbursement for actual and necessary expenses incurred to attend said events, as per Bylaw 0175.1.

Background

As a reminder, in June 2023, the Board approved revisions to Bylaws 0154 - Motions and 0175.1 - School Board Conferences, Conventions, and Workshops.

BL 0154 refers to the motions to be made at the organizational meeting, which included the addition of Item g that states, “pre-approve board member attendance at board-related classes, conferences, and workshops and the reimbursement of related expenses in accordance with Bylaw 0175.1.”

BL 0175.1 was revised to include the statement, “Board members may be reimbursed for actual and necessary expenses for attendance at classes, conferences, workshops, and meetings so long as the Board, by a majority vote at an open meeting, approves attendance and reimbursement before expenses are incurred.”

The recommended motion above satisfies both BL 0154 and 0175.1.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**SPECIAL MEETING & REGULAR BUSINESS MEETING
DECEMBER 9, 2024**

SPECIAL MEETING

The special meeting of the Board of Education of Portage Public Schools held on Monday, December 9, 2024, was called to order at 5:00 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Emily Crawford (arrived at 5:20 p.m.), Keith Crowell, Ean Hamilton, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments or communications.

CLOSED SESSION

Motion offered by Mrs. Novaria, seconded by Mr. Crowell, that the Board of Education move into closed session to discuss periodic personnel evaluation (superintendent), as allowed under the Open Meetings Act 15.268, Sections 8(a).

Upon a roll call vote, the motion carried unanimously.

The Board entered into closed session at 5:19 p.m. and returned to open session at 6:14 p.m. (Mrs. Crawford arrived to the meeting during closed session at 5:20 p.m.)

The special meeting adjourned at 6:15 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, June 24, 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, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

President Van Antwerp noted an add to the agenda – Resolutions of Appreciation under Action Items. There were no objections from Trustees to the noted revisions.

REPORTS

Superintendent's Report

Bond Project Update

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

Staff walk-throughs are scheduled for the new Central Elementary (December 10) and Haverhill Elementary (December 12).

For the new Woodland Elementary, RFPs have been issued. Bids will be opened on December 16.

A presentation was provided on the furniture design proposed for the new Central Elementary and Haverhill Elementary. Mr. Edwards introduced representatives from TowerPinkster – Ms. Shelbi Iseminger, Senior Interior Designer and Mr. Paul Henry, Senior Furniture Designer. The presentation included furniture design goals and considerations, the furniture pilot process/timelines, review of terminology, how furnishing may be configured and purchasing/product strategies.

The presenters addressed questions from Trustees. Trustees appreciated the report and their work.

Item of Interest

Superintendent Bielang thanked students from Central High and Northern High for their efforts in raising funds for Breadlift. The funds will go toward pediatric heart transplants at C.S. Mott Children's Hospital. Our high school students in partnership with students from Gull Lake raised approximately \$45,000. Impressive!

BOARD EDUCATION

Presentation of Monitoring Report 1.1 - Elementary

Superintendent Bielang provided introductory comments. Dr. Kelly Jensenius, Director of Elementary Education, presented the report with a focus on elementary assessment data. The report covered our data compared to similar schools and other schools with the boundaries of KRESA along with a review of next steps and areas of focus.

Trustees appreciated the report.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment.

Lindsay Zerber, Bethany Metzger and Stephen Zerber addressed the Board regarding review of curriculum material, *The Breadwinner*.

President Van Antwerp thanked the public commenters and opened the floor to Trustee comments.

Ms. Hamilton announced this is her last board meeting, as her term expires at the end of this month. She expressed her appreciation to the Board, Administration and staff for their work in support of our kids.

Trustees thanked Ms. Hamilton for her service.

Mr. Snyder informed the Board that the Owners Linkage Committee would meet this week.

Ms. Larson has enjoyed the holiday concerts she attended and looks forward to attending more upcoming performances.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the November 18, 2024 Special Meeting & Regular Business Meeting minutes; and 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.

There being no objections, the motion carried unanimously.

ACTION ITEMS

Approve PAC Committee Member

Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, 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.

Superintendent Bielang provided introductory remarks. Dr. Anne Gordon, Supervisor of Educational Supports and Intervention, reviewed the nomination of Kendall Newhouse to the Special Education Parent Advisory Committee at Kalamazoo RESA. This role serves a three-year term expiring in 2027. This will be Ms. Newhouse's second term.

The motion carried unanimously.

Classroom Technology for new CEL & HAV

Motion offered by Mr. Snyder, seconded by Mr. Crowell, 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 \$207,102.00, the funds for which will be drawn from the 2021 Bond Fund.

Dr. Ryan Miller, Director of Information and Technology, reviewed the recommendation to purchase classroom technology for use at the new Central Elementary and Haverhill Elementary schools.

The motion carried unanimously.

Resolutions of Appreciation

On behalf of the Board, President Van Antwerp thanked Trustees Ean Hamilton and Keith Crowell for their board service. Their terms expire at the end of this month.

Mr. Snyder read aloud the honorary resolution for Trustee Keith Crowell.

Motion offered by Mrs. Crawford, seconded by Ms. Larson, that the Board of Education approve the Honorary Resolution for Keith Crowell, as presented.

The motion carried unanimously.

Mr. Crowell thanked the Administration, Staff and the Board for their work and leadership. Trustees expressed their appreciation to Mr. Crowell.

Mrs. Novaria read aloud the honorary resolution for Trustee Ean Hamilton.

Motion offered by Ms. Larson, seconded by Mrs. Novaria, that the Board of Education approve the Honorary Resolution for Ean Hamilton, as presented.

The motion carried unanimously.

Ms. Hamilton expressed her appreciation. Board members shared remarks of appreciation for Ms. Hamilton.

At the conclusion of the meeting, Mr. Crowell and Ms. Hamilton each were presented with a framed copy of the resolution in their honor.

Superintendent Bielang and President Van Antwerp thanked Mr. Crowell and Ms. Hamilton for their service.

Appeal re Curriculum Materials

President Van Antwerp shared background information regarding an appeal that was presented following a Reconsideration Committee's decision to maintain a children's novel *The Breadwinner* as instructional material. Board members received and reviewed materials pertinent to the matter.

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

The Board discussed their perspectives on the matter, which was followed by action.

The motion carried 5 Ayes (Crowell, Novaria, Van Antwerp, Snyder, and Hamilton) to 2 Nays (Crawford and Larson).

DISCUSSION ITEMS

NEOLA Policy Revisions

Per Superintendent Bielang, the proposed policy revisions are recommended by NEOLA to keep us current with changes in the law. Appropriate members of the Executive Leadership team have reviewed the policies.

With no further business to come before the Board, the meeting was adjourned at 8:31 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

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



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

To: Board of Education
From: Mark
Date: January 8, 2025
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.

Update

Policy 6550 has been removed from this grouping of policy changes for additional edits. The revised draft of Policy 6550 appears under Discussion Items on the January 13, 2025 agenda.

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

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.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

VIII. Assurance of District Performance

1. Monitoring Report 2.9, Emergency Superintendent Succession (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept as presented, the Monitoring Report on 2.9, Emergency Superintendent Succession, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.9) Emergency Superintendent Succession

Global Board Policy

In order to protect the board from sudden loss of Superintendent services, the Superintendent may have no fewer than two other executives familiar with Board and Superintendent issues and processes.

Certification

I hereby present my monitoring report on Executive Limitation, 2.9, "Emergency Superintendent Succession" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of January 8, 2025.



Signature

1.8.25

Date

Interpretation

I interpret this Policy to mean that the Board expects me to have at least two central office level administrators prepared and knowledgeable about organizational procedures and District-related issues in the event I am unable to provide District leadership services. This interpretation remains unchanged since last monitored.

Report

There are two individuals who have sufficient knowledge of operations and District issues who could serve the Board in my absence: Michael Pascoe, Assistant Superintendent of Instruction and Assessment, and Johnny Edwards, Assistant Superintendent of Operations. Both Michael and Johnny attend Board of Education meetings on a regular basis and are integral members of the District's Executive Leadership Team. Additionally, Kelly Jensenius, Director of Elementary Education, works closely with me in preparing some of the Ends monitoring reports and is very understanding of the Board's Governance model.

Our Executive Leadership Team meets weekly to discuss operational and instructional issues as well as to review Board agendas. This team operates with a great deal of transparency and trust. Other than sensitive or confidential information, every member of the team is very knowledgeable of District issues.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.9) Emergency Superintendent Succession

In addition to these weekly meetings, Johnny, Michael and I meet on a regular basis to discuss direction, operations and other issues that are important to the District. Furthermore, Administrative Assistant, Barb Atkinson, is knowledgeable of Board Policies and operational issues and stands ready to assist either Johnny or Michael should the need arise.

Both Johnny and Michael are familiar with the District's Policy Governance Model and are involved in assisting me with Policy interpretation and in providing monitoring information. While Mr. Edwards has not yet been through any formal training on the PG Model, they both have been in attendance during Policy Governance Work Sessions and other presentations.

The District also has in place Administrative Guideline 1100, which addresses decision-making whenever the Superintendent is away from the District and unavailable to make a decision. In these cases, the two aforementioned Assistant Superintendents are responsible for acting jointly on any such decisions.

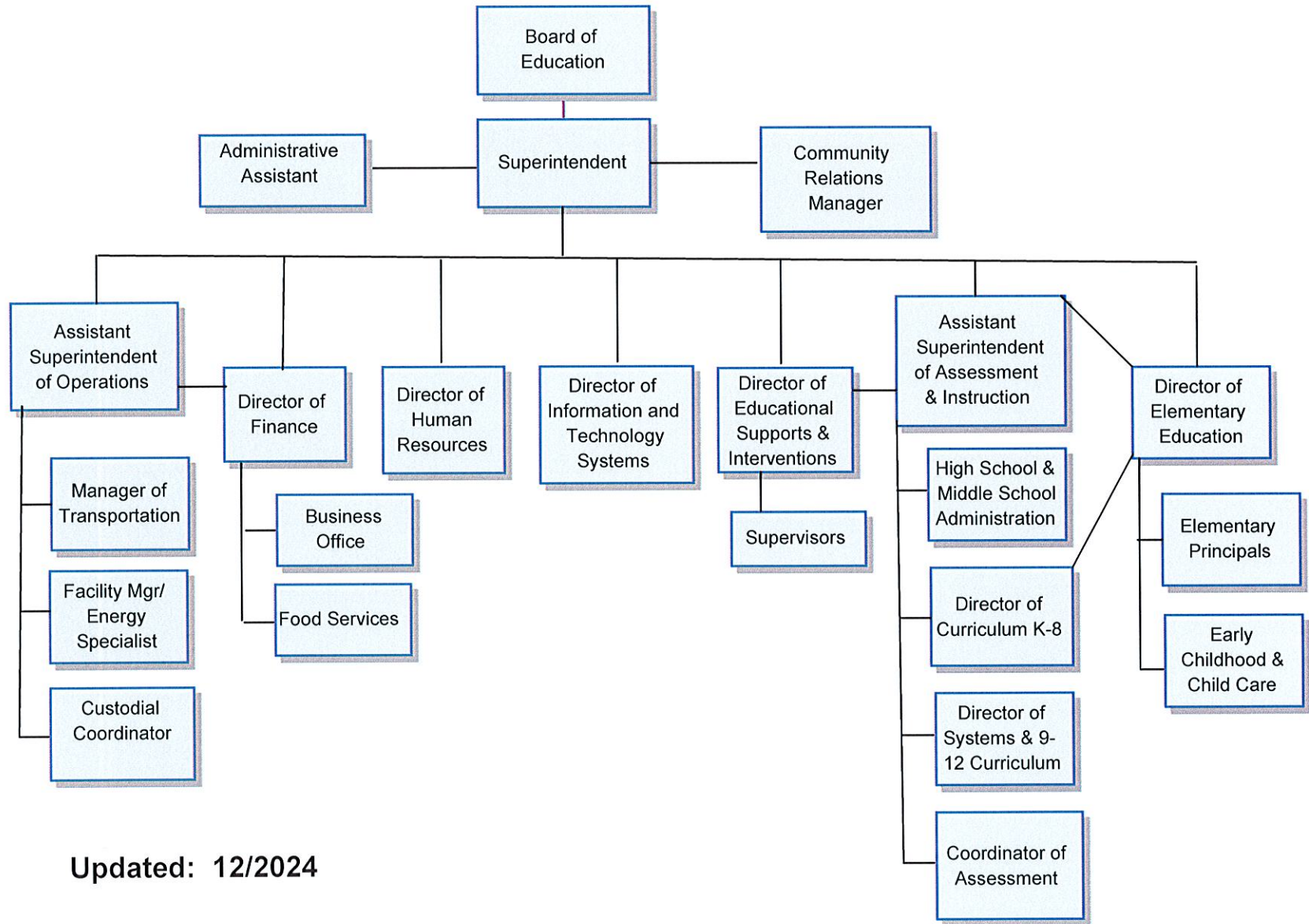
Enclosed is the current organizational structure of the District. In this organization, eight (8) administrators report to the Superintendent. Four of them also report to one of the Assistant Superintendents as their job functions are closely related. These eight administrators and the Superintendent comprise the Executive Leadership Team.

Conclusion Statement

The organization met expectations.

Enclosure

PORTAGE PUBLIC SCHOOLS ADMINISTRATIVE STRUCTURE



Updated: 12/2024

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 – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

IX. Required Action Items

1. HAV Public Easements & Bill of Sale

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education grant a water main easement, combined water main and sanitary sewer easement, and bill of sale at the Haverhill site to the City of Portage, as presented.



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

Cc: Paula Johnson, Director of Finance

Date: January 13, 2025

Re: Haverhill Easements and Bill of Sale

RECOMMENDATION

I recommend that the Board of Education grant a water main easement, combined water main and sanitary sewer easement, and bill of sale at the Haverhill site to the City of Portage.

BACKGROUND INFORMATION

The school district has worked collaboratively with Plante Moran RealPoint, Owner's representative; Hurley & Stewart, Civil Engineering firm; Thrun Law Firm, P.C.; and the City of Portage to plan, design, and construct the water main and utilities for the Haverhill site.

1. The district has constructed and installed public water main, sanitary sewer, and roadway improvements.
2. The water main and sanitary sewer were constructed on district property and will need easements dedicated, which allow the City of Portage to maintain the utilities in perpetuity.
3. The roadway improvements were constructed in the existing Manhattan Street public right-of-way, and thus no easement is required.
4. The bill of sale document is required to officially transfer ownership of the materials (water main and sanitary sewer materials) from the district to the City of Portage.

The process described is a formality and it will be replicated in the near future for the new Central Elementary. Attached please find the three accompanying documents for the water main easement, combined water main and sanitary sewer, and bill of sale for the Haverhill site.

WATER MAIN EASEMENT AND RIGHT-OF-WAY GRANT

For and in consideration of the amount of less than One Hundred Dollars (\$100.00), receipt hereof is hereby acknowledged, the undersigned Portage Public Schools, a Michigan General Powers School District, whose address is 8107 Mustang Drive, Portage, Michigan 49002 (Grantor) hereby granting and conveying to the City of Portage, a Municipal Corporation organized under the laws of the State of Michigan, with offices at City Hall, 7900 S. Westnedge Avenue, Portage, Michigan 49002 (Grantee), a permanent easement and right-of-way in which to construct, operate, maintain, repair, and/or replace water main facilities over, across, under and through the following parcel of land situated in the City of Portage, County of Kalamazoo, State of Michigan, depicted in the attached "Water Main Easement Exhibit" and described as:

PART OF THE SOUTHWEST QUARTER OF SECTION 9, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A 20.00 FOOT WIDE STRIP OF LAND LYING 10.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE. COMMENCING AT THE NORTHEAST CORNER OF THE PLAT OF "PORTAGE PRAIRIE" AS RECORDED IN LIBER 25 OF PLATS, ON PAGE 26, IN THE OFFICE OF THE REGISTER OF DEEDS FOR KALAMAZOO COUNTY, MICHIGAN; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 8, SOUTH 89 DEGREES 01 MINUTES 00 SECONDS EAST 347.00 FEET TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION 9, SOUTH 89 DEGREES 44 MINUTES 10 SECONDS EAST 479.61 FEET; THENCE SOUTH 02 DEGREES 28 MINUTES 07 SECONDS EAST 31.02 FEET TO THE POINT OF BEGINNING; THENCE NORTH 87 DEGREES 57 MINUTES 55 SECONDS WEST 172.23 FEET; THENCE SOUTH 47 DEGREES 02 MINUTES 05 SECONDS WEST 20.00 FEET; THENCE SOUTH 24 DEGREES 32 MINUTES 05 SECONDS WEST 20.00 FEET; THENCE SOUTH 02 DEGREES 02 MINUTES 05 SECONDS WEST 14.61 FEET TO REFERENCE POINT A; THENCE CONTINUING SOUTH 02 DEGREES 02 MINUTES 05 SECONDS WEST 282.10 FEET; THENCE SOUTH 42 DEGREES 57 MINUTES 55 SECONDS EAST 29.24 FEET TO REFERENCE POINT B; THENCE CONTINUING SOUTH 42 DEGREES 57 MINUTES 55 SECONDS EAST 41.84 FEET; THENCE SOUTH 79 DEGREES

42 MINUTES 37 SECONDS EAST 185.22 FEET TO POINT OF ENDING; THENCE RECOMMENCING AT REFERENCE POINT A, SOUTH 87 DEGREES 57 MINUTES 55 SECONDS EAST 29.78 FEET TO POINT OF ENDING; THENCE RECOMMENCING AT REFERENCE POINT B, NORTH 47 DEGREES 02 MINUTES 05 SECONDS EAST 22.00 FEET TO THE POINT OF ENDING. SUBJECT TO EASEMENTS AND RESTRICTIONS APPARENT AND OF RECORD. EASEMENT CONTAINS 0.37± ACRES (15,941± SQUARE FEET).

Including the right to enter upon said easement and right-of-way through the parent parcel, if necessary, for the purpose of construction, operation, maintenance, repair, and/or replacement thereof and the right to remove trees, bushes, undergrowth and other obstructions interfering with the location, construction, or maintenance of said water main facilities, and that Grantee may use property adjacent to Grantees easement temporarily in connection with the construction, operation, maintenance, repair, or replacement of said facilities. Grantee shall restore the easement area to as near original condition as possible, trees and shrubs excepted.

The Grantor does hereby covenant with Grantee that it is lawfully seized and possessed of the real estate above described, and that it has a good and lawful right to convey it or any part of it, that it is free from all encumbrances, and that it will forever warrant and defend the title thereto, and the easement granted hereby against the lawful claims of all persons whatsoever.

Grantor agrees that no building or construction of any kind or nature will be placed upon the above-described easement and right-of-way without the prior written consent of the Grantee, its successors or assigns.

Grantor further agrees to save and hold the Grantee harmless from any and all claims, debts, causes of action, or judgments for any damage to property and/or injury to any person which may arise out of any construction or the use of the easement area or right-of-way by the Grantor, its agents, employees, representatives or contractors.

This conveyance includes a release of any and all claims to damage from whatsoever cause arising from or incidental to Grantees use of the easement or right-of-way, or exercise of any of the rights and powers of the Grantee herein.

This instrument shall be binding and inure to the benefit of the party hereto their heirs, successors and assigns.

This easement is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

[Signatures on Following Page]

GRANTOR:

PORTAGE PUBLIC SCHOOLS

By: _____

Its: _____

STATE OF MICHIGAN)
)SS.
COUNTY OF KALAMAZOO)

On this _____ day of _____, 2024, before me personally came the above named _____, to me personally known, who being duly sworn did and each for himself say that he is the _____ for Portage Public Schools and that said instrument was signed on behalf of said Michigan general powers school district by authority of its Board of Education and acknowledges said instrument to be his free act and deed.

_____, Notary Public

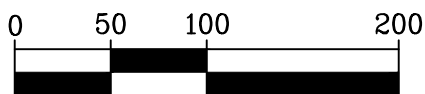
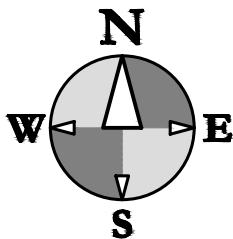
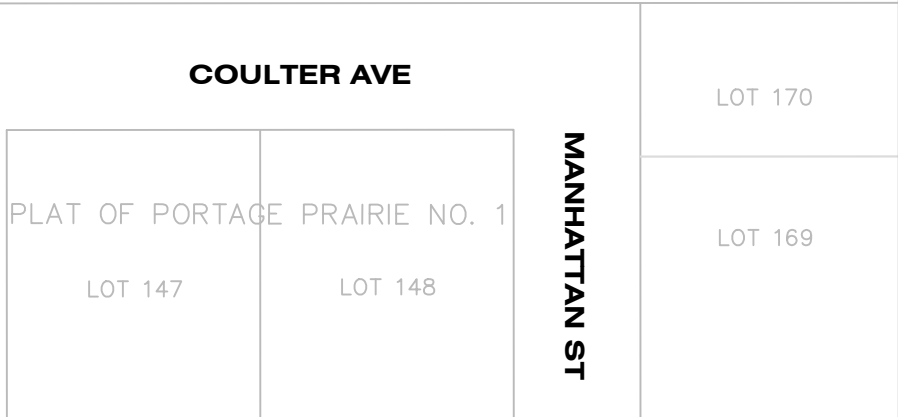
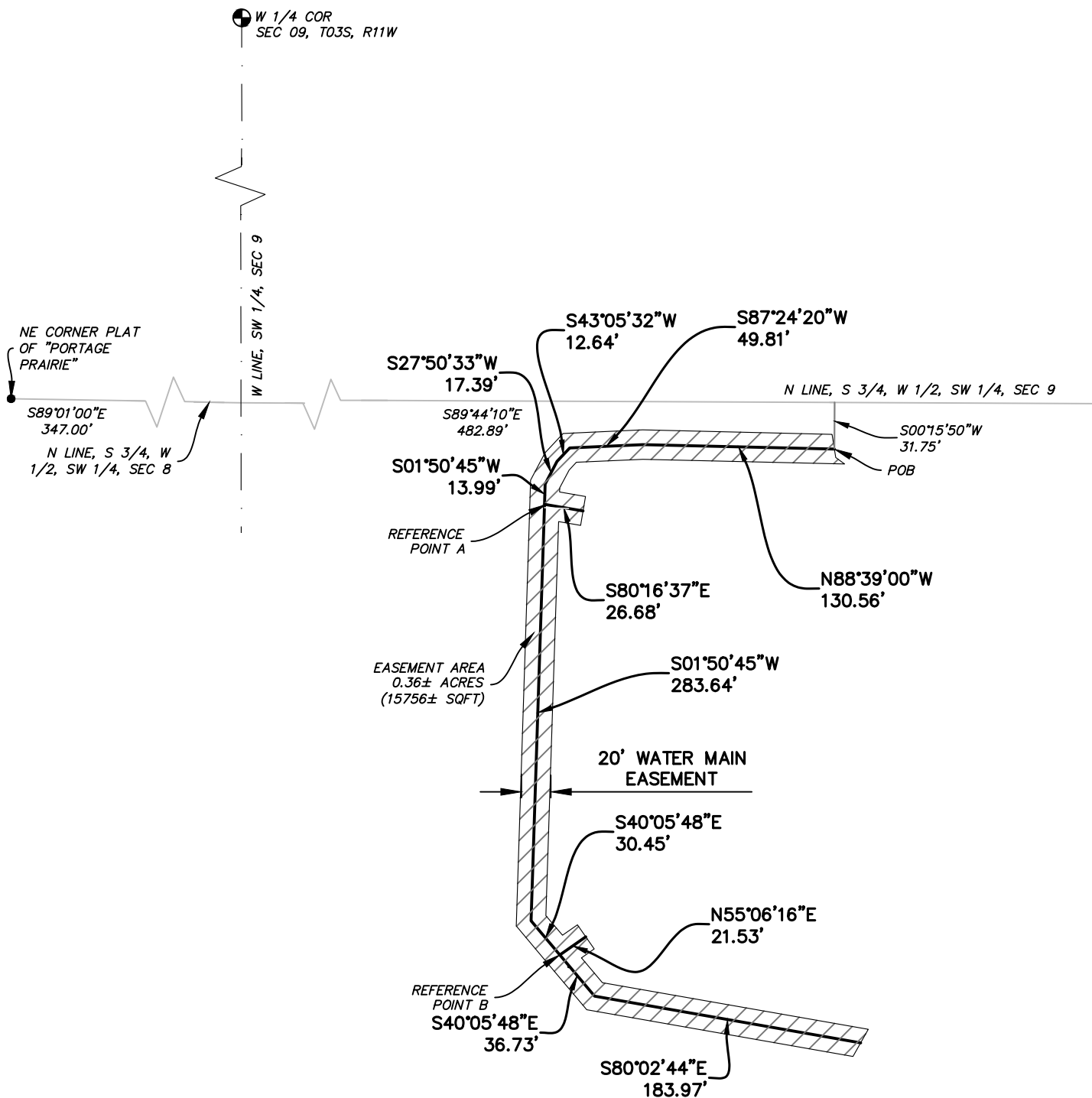
_____ County, Michigan

My commission expires: _____

When Recorded Return To:
City of Portage Department of Community Development
7900 S. Westnedge Avenue
Portage, MI 49002

THIS INSTRUMENT PREPARED BY:
Philip G. Clark, Esq.
Thrun Law Firm, P.C.
P.O. Box 2575
East Lansing, MI 48826

WATER MAIN EASEMENT EXHIBIT



1 inch = 100 ft.



hurley & stewart, llc
2800 s. 11th street
kalamazoo, michigan 49009
269.552.4960 fax 269.552.4961
www.hurleystewart.com

Job No.: 22-112D
Date: 10/25/23
Scale: AS NOTED
P.M.: JWP
Dft: JWM
QA/QC: 10/25/23

Title: **WATER MAIN EASEMENT**
47
Project: **HAVERHILL ELEMENTARY**
Client: **PORTAGE PUBLIC SCHOOLS**

Drawing No.

1

1 OF 2

WATERMAIN EASEMENT EXHIBIT

WATER MAIN EASEMENT DESCRIPTION

PART OF THE SOUTHWEST QUARTER OF SECTION 9, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A 20.00 FOOT WIDE STRIP OF LAND LYING 10.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE. COMMENCING AT THE NORTHEAST CORNER OF THE PLAT OF "PORTAGE PRAIRIE" AS RECORDED IN LIBER 25 OF PLATS, ON PAGE 26, IN THE OFFICE OF THE REGISTER OF DEEDS FOR KALAMAZOO COUNTY, MICHIGAN; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 8, SOUTH 89 DEGREES 01 MINUTES 00 SECONDS EAST 347.00 FEET TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION 9, SOUTH 89 DEGREES 44 MINUTES 10 SECONDS EAST 482.89 FEET; THENCE SOUTH 00 DEGREES 15 MINUTES 50 SECONDS WEST 31.75 FEET TO THE POINT OF BEGINNING; THENCE NORTH 88 DEGREES 39 MINUTES 00 SECONDS WEST 130.56 FEET; THENCE SOUTH 87 DEGREES 24 MINUTES 20 SECONDS WEST 49.81 FEET; THENCE SOUTH 43 DEGREES 05 MINUTES 32 SECONDS WEST 12.64 FEET; THENCE SOUTH 27 DEGREES 50 MINUTES 33 SECONDS WEST 17.39 FEET; THENCE SOUTH 01 DEGREES 50 MINUTES 45 SECONDS WEST 13.99 FEET TO REFERENCE POINT A; THENCE CONTINUING SOUTH 01 DEGREES 50 MINUTES 45 SECONDS WEST 283.64 FEET; THENCE SOUTH 40 DEGREES 05 MINUTES 48 SECONDS EAST 30.45 FEET TO REFERENCE POINT B; THENCE CONTINUING SOUTH 40 DEGREES 05 MINUTES 48 SECONDS EAST 36.73 FEET; THENCE SOUTH 80 DEGREES 02 MINUTES 44 SECONDS EAST 183.97 FEET TO POINT OF ENDING; THENCE RECOMMENCING AT REFERENCE POINT A, SOUTH 80 DEGREES 16 MINUTES 37 SECONDS EAST 26.68 FEET TO POINT OF ENDING; THENCE RECOMMENCING AT REFERENCE POINT B, NORTH 55 DEGREES 06 MINUTES 16 SECONDS EAST 21.53 FEET TO THE POINT OF ENDING. SIDELINES OF EASEMENT ARE TO BE EXTENDED OR SHORTENED TO ELIMINATE GAPS OR OVERLAPS. SUBJECT TO EASEMENTS AND RESTRICTIONS APPARENT AND OF RECORD. EASEMENT CONTAINS 0.36± ACRES (15,756± SQUARE FEET).



hurley & stewart, llc
 2800 s. 11th street
 kalamazoo, michigan 49009
 269.552.4960 fax 269.552.4961
 www.hurleystewart.com

Job No.: 22-112D
 Date: 10/25/23
 Scale: AS NOTED
 P.M.: JWP
 Dft: JWM
 QA/QC: 10/25/23

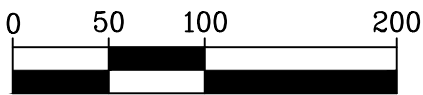
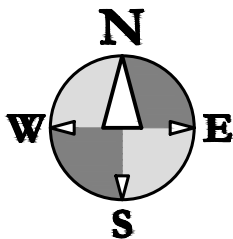
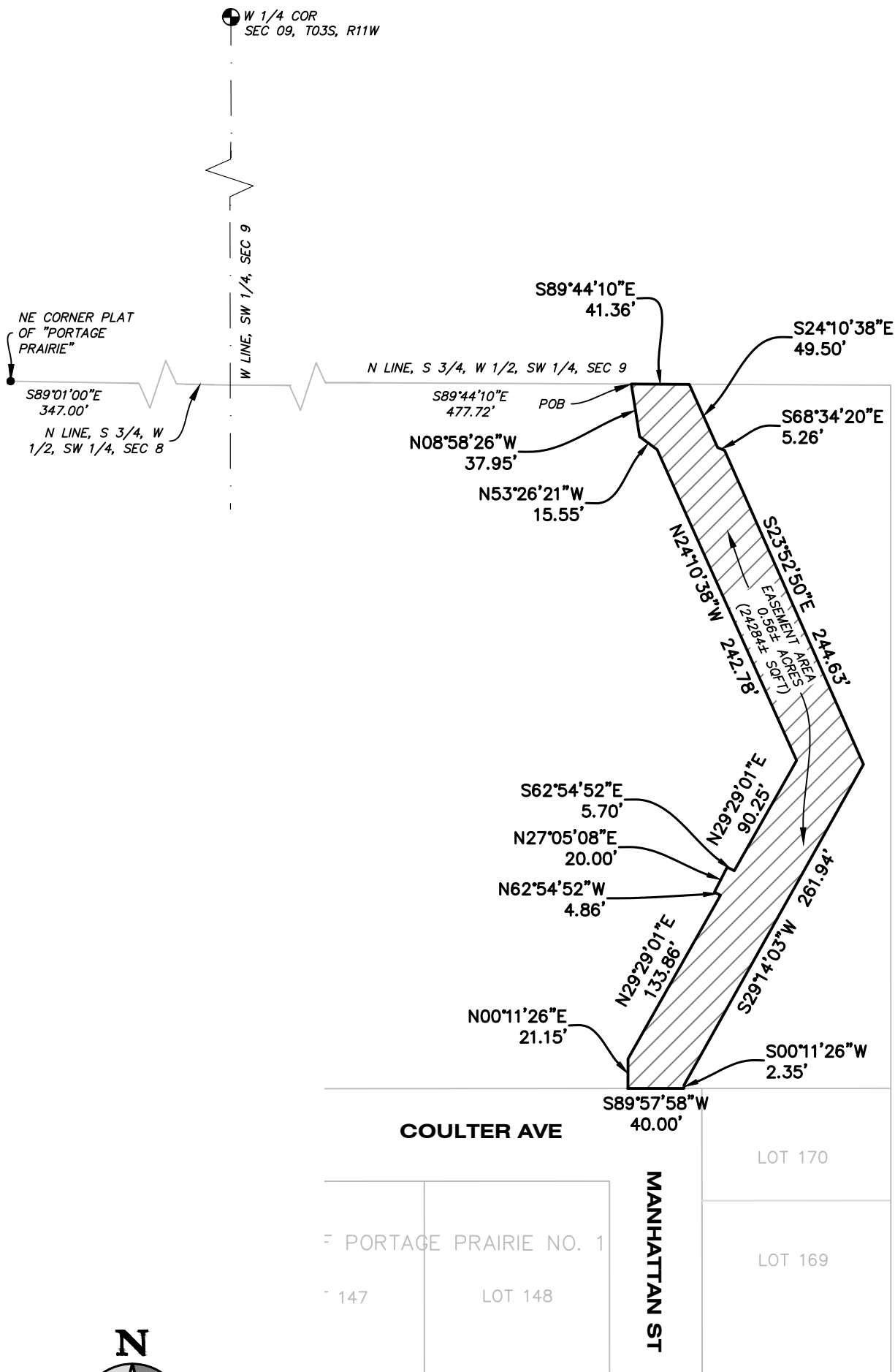
Title: **WATER MAIN EASEMENT**
 Project: **HAVERHILL ELEMENTARY**
 Client: **PORTAGE PUBLIC SCHOOLS**

Drawing No.

1

2 OF 2

UTILITY EASEMENT EXHIBIT



1 inch = 100 ft.



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kalamazoo, michigan 49009
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Job No.: 22-112D
Date: 10/25/23
Scale: AS NOTED
P.M.: JWP
Dft: JWM
QA/QC: 10/25/23

Title: **UTILITY EASEMENT**
Project: 49 **HAVERHILL ELEMENTARY**
Client: **PORTAGE PUBLIC SCHOOLS**

Drawing No.

1

1 OF 2

UTILITY EASEMENT EXHIBIT

UTILITY EASEMENT DESCRIPTION

PART OF THE SOUTHWEST QUARTER OF SECTION 9, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE PLAT OF "PORTAGE PRAIRIE" AS RECORDED IN LIBER 25 OF PLATS, ON PAGE 26, IN THE OFFICE OF THE REGISTER OF DEEDS FOR KALAMAZOO COUNTY, MICHIGAN; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 8, SOUTH 89 DEGREES 01 MINUTES 00 SECONDS EAST 347.00 FEET TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION 9, SOUTH 89 DEGREES 44 MINUTES 10 SECONDS EAST 477.72 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89 DEGREES 44 MINUTES 10 SECONDS EAST 41.36 FEET; THENCE SOUTH 24 DEGREES 10 MINUTES 38 SECONDS EAST 49.50 FEET; THENCE SOUTH 68 DEGREES 34 MINUTES 20 SECONDS EAST 5.26 FEET; THENCE SOUTH 23 DEGREES 52 MINUTES 50 SECONDS EAST 244.63 FEET; THENCE SOUTH 29 DEGREES 14 MINUTES 03 SECONDS WEST 261.94 FEET; THENCE SOUTH 00 DEGREES 11 MINUTES 26 SECONDS WEST 2.35 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 58 SECONDS WEST 40.00 FEET; THENCE NORTH 00 DEGREES 11 MINUTES 26 SECONDS EAST 21.15 FEET; THENCE NORTH 29 DEGREES 29 MINUTES 01 SECONDS EAST 133.86 FEET; THENCE NORTH 62 DEGREES 54 MINUTES 52 SECONDS WEST 4.86 FEET; THENCE NORTH 27 DEGREES 05 MINUTES 08 SECONDS EAST 20.00 FEET; THENCE SOUTH 62 DEGREES 54 MINUTES 52 SECONDS EAST 5.70 FEET; THENCE NORTH 29 DEGREES 29 MINUTES 01 SECONDS EAST 90.25 FEET; THENCE NORTH 24 DEGREES 10 MINUTES 38 SECONDS WEST 242.78 FEET; THENCE NORTH 53 DEGREES 26 MINUTES 21 SECONDS WEST 15.55 FEET; THENCE NORTH 08 DEGREES 58 MINUTES 26 SECONDS WEST 37.95 FEET TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS AND RESTRICTIONS APPARENT AND OF RECORD. EASEMENT CONTAINS 0.56± ACRES (24,284± SQUARE FEET).



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2800 s. 11th street
kalamazoo, michigan 49009
269.552.4960 fax 269.552.4961
www.hurleystewart.com

Job No.: 22-112D
Date: 10/25/23
Scale: AS NOTED
P.M.: JWP
Dft: JWM
QA/QC: 10/25/23

Title: 50 **UTILITY EASEMENT**
Project: **HAVERHILL ELEMENTARY**
Client: **PORTAGE PUBLIC SCHOOLS**

Drawing No.

2

2 OF 2

WATER MAIN AND SANITARY SEWER EASEMENT AND RIGHT-OF-WAY GRANT

For and in consideration of the amount of less than One Hundred Dollars (\$100.00), receipt hereof is hereby acknowledged, the undersigned Portage Public Schools (Grantor), of 8107 Mustang Drive, Portage, Michigan 49002, hereby granting and conveying to the City of Portage, a Municipal Corporation organized under the laws of the State of Michigan, with offices at City Hall, 7900 S. Westnedge Avenue, Portage, Michigan 49002 (Grantee), a permanent easement and right-of-way in which to construct, operate, maintain, repair, and/or replace water main facilities and sanitary sewer facilities over, across, under and through the following parcel of land situated in the City of Portage, County of Kalamazoo, State of Michigan, depicted in the attached "Utility Easement Exhibit" and legally described as:

PART OF THE SOUTHWEST QUARTER OF SECTION 9, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE PLAT OF "PORTAGE PRAIRIE" AS RECORDED IN LIBER 25 OF PLATS, ON PAGE 26, IN THE OFFICE OF THE REGISTER OF DEEDS FOR KALAMAZOO COUNTY, MICHIGAN; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 8, SOUTH 89 DEGREES 01 MINUTES 00 SECONDS EAST 347.00 FEET TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE ALONG THE NORTH LINE OF THE SOUTH 3/4 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION 9, SOUTH 89 DEGREES 44 MINUTES 10 SECONDS EAST 479.61 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89 DEGREES 44 MINUTES 10 SECONDS EAST 36.12 FEET; THENCE SOUTH 23 DEGREES 30 MINUTES 42 SECONDS EAST 44.37 FEET; THENCE SOUTH 65 DEGREES 27 MINUTES 55 SECONDS EAST 19.45 FEET; THENCE SOUTH 23 DEGREES 30 MINUTES 42 SECONDS EAST 241.60 FEET; THENCE SOUTH 28 DEGREES 49 MINUTES 34 SECONDS WEST 242.73 FEET; THENCE SOUTH 02 DEGREES 30 MINUTES 44 SECONDS EAST 18.76 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 58 SECONDS WEST 50.25 FEET; THENCE NORTH 00 DEGREES 13 MINUTES 52 SECONDS EAST 18.29 FEET; THENCE NORTH 28 DEGREES 49 MINUTES 34 SECONDS EAST 134.33 FEET; THENCE NORTH 61 DEGREES 10 MINUTES 26 SECONDS WEST 9.53 FEET; THENCE NORTH 28 DEGREES 49 MINUTES 34 SECONDS EAST 20.00 FEET; THENCE SOUTH 61 DEGREES 10 MINUTES 26 SECONDS EAST 10.00 FEET; THENCE NORTH 28 DEGREES 32 MINUTES 03 SECONDS EAST 91.50 FEET; THENCE

NORTH 23 DEGREES 30 MINUTES 42 SECONDS WEST 223.43 FEET; THENCE NORTH 65 DEGREES 27 MINUTES 55 SECONDS WEST 18.09 FEET; THENCE NORTH 42 DEGREES 57 MINUTES 55 SECONDS WEST 18.52 FEET; THENCE NORTH 02 DEGREES 28 MINUTES 07 SECONDS WEST 42.34 FEET TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS AND RESTRICTIONS APPARENT AND OF RECORD. EASEMENT CONTAINS 0.56± ACRES (24,352± SQUARE FEET).

Including the right to enter upon said easement and right-of-way through the parent parcel, if necessary, for the purpose of construction, operation, maintenance, repair, and/or replacement thereof and the right to remove trees, bushes, undergrowth and other obstructions interfering with the location, construction, or maintenance of said water main facilities, and that Grantee may use property adjacent to Grantees easement temporarily in connection with the construction, operation, maintenance, repair, or replacement of said facilities. Grantee shall restore the easement area to as near original condition as possible, trees and shrubs excepted.

The Grantor does hereby covenant with Grantee that it is lawfully seized and possessed of the real estate above described, and that it has a good and lawful right to convey it or any part of it, that it is free from all encumbrances, and that it will forever warrant and defend the title thereto, and the easement granted hereby against the lawful claims of all persons whatsoever.

Grantor agrees that no building or construction of any kind or nature will be placed upon the above-described easement and right-of-way without the prior written consent of the Grantee, its successors or assigns.

Grantor further agrees to save and hold the Grantee harmless from any and all claims, debts, causes of action, or judgments for any damage to property and/or injury to any person which may arise out of any construction or the use of the easement area or right-of-way by the Grantor, its agents, employees, representatives or contractors.

This conveyance includes a release of any and all claims to damage from whatsoever cause arising from or incidental to Grantees use of the easement or right-of-way, or exercise of any of the rights and powers of the Grantee herein.

This instrument shall be binding and inure to the benefit of the party hereto their heirs, successors and assigns.

This easement is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

GRANTOR:

PORTAGE PUBLIC SCHOOLS

By: _____

Its: _____

STATE OF MICHIGAN)
)SS.
COUNTY OF KALAMAZOO)

On this _____ day of _____, 2024, before me personally came the above named _____, to me personally known, who being duly sworn did and each for himself say that he is the _____ for Portage Public Schools and that said instrument was signed on behalf of said Michigan general powers school district by authority of its Board of Education and acknowledges said instrument to be his free act and deed.

_____, Notary Public

_____ County, Michigan

My commission expires: _____

When Recorded Return To:
City of Portage Department of Community Development
7900 S. Westnedge Avenue
Portage, MI 49002

THIS INSTRUMENT PREPARED BY:
Philip G. Clark, Esq.
Thrun Law Firm, P.C.
P.O. Box 2575
East Lansing, MI 48826

BILL OF SALE

PORTAGE PUBLIC SCHOOLS, a Michigan General Powers School District, whose address is 8107 Mustang Drive, Portage, MI 49002 ("Seller"), hereby sells to THE CITY OF PORTAGE, a Michigan Municipal Corporation, whose address is 7900 South Westnedge Avenue, Portage, Michigan 49002 ("Purchaser"), the following goods for the price of One Dollar (\$1.00), the receipt of which is hereby acknowledged, as part of the public dedication of the water main and sewer facilities:

Description of goods:

912 feet of 10 inch sanitary sewer

256 feet of 6 inch sanitary sewer

64 feet of 12" storm sewer

1,366 feet of 8" water main (not including fire hydrant leads)

3 fire hydrants

Seller warrants title to the goods.

Dated: _____, 2024

PORTAGE PUBLIC SCHOOLS

By: _____

Its: _____

STATE OF MICHIGAN)
)SS.
COUNTY OF KALAMAZOO)

On this ____ day of _____, 2024, before me personally came the above named _____, to me personally known, who being duly sworn did and each for himself say that he is the _____ for Portage Public Schools and that said instrument was signed on behalf of said Michigan general powers school district by authority of its Board of Education and acknowledges said instrument to be his free act and deed.

_____, Notary Public

_____ County, Michigan

My commission expires: _____

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

X. Action Items

1. Video Switching Devices for New CEL & HAV (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the purchase of Atlona video switching devices from Live Space for the new Central and Haverhill Elementary Schools in the amount of \$79,223, the funds for which will come from the 2021 Bond Fund.



To: Mark Bielang, Superintendent
From: Ryan Miller, Director of Information and Technology
CC: Paula Johnson, Director of Finance
Date: January 7, 2025
Re: Atlona Video Switching Devices for CEL and HAV

RECOMMENDATION

I recommend that the Board of Education approve the purchase of Atlona video switching devices from Live Space for the new Central and Haverhill Elementary Schools in the amount of \$79,223. The funds for these devices will come from the 2021 bond fund.

School	Sub Total(s)
Central Elementary	\$44,878.70
Haverhill Elementary	\$34,354.30
Grand Total	\$79,233

BACKGROUND INFORMATION

These video switching devices are the necessary components that allow teachers to display content from a teaching computer – or a guest computer – on the wall mounted television in the learning studios and common areas. These devices also provide the ability to use document cameras.


BIDDING PROCESS

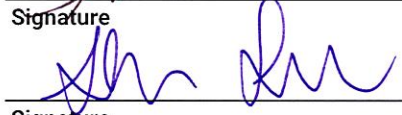
These items were competitively bid through the formal bidding process. In total, four responses were received. For your reference, a copy of the bid tab has been included. Live Space was the lowest bidder and best met our specifications.

I would be happy to answer any questions that the Board may have on this purchase. If the Board of Education is comfortable, it would be appreciated if this recommendation could be approved at the January 13, 2025 Board meeting.

Portage Public Schools
Bid Tab #20468 - Atlona Equipment
12/13/2024 @ 10:00 am

Vendor Name	Live Space	Spectacle Lighting Design	Sound Planning Communication	Washington Professional Systems
Location	Grand Rapids, MI	Northville, MI	Redford, MI	Wheaton, MD
Phone Number	616-929-0191	734-547-5657	313-255-4100	301-942-6800
Contact Name	John Henry	Robert J Wertheimer, III	Carrie Secorski	Vero Tabares
Contact E Mail	hohnh@livespace.com	robert@spectaclelighting.com	csecorski@soundplanning.net	vero.tabares@wpsproav.com
Legal Forms				
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Econ Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Status Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Totals				
Cost for CEL	\$44,878.70	\$47,696.59	\$51,868.44	\$46,750.00
Cost for HAV	\$34,354.30	\$36,473.87	\$39,667.16	\$35,750.00
Total Price w/out Alternatives				
Other				


 Signature _____ Date 12-13-2024


 Signature _____ Date 12/13/24

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

X. Action Items

2. Teaching Desks for New CEL & HAV (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the purchase of technology enabled teaching desks from TEL Systems for the new Central and Haverhill Elementary Schools in the amount of \$195,627, the funds for which will come from the 2021 Bond Fund.



To: Mark Bielang, Superintendent

From: Ryan Miller, Director of Information and Technology

CC: Paula Johnson, Director of Finance

Date: January 7, 2025

Re: Teaching Desks for CEL and HAV

RECOMMENDATION

I recommend that the Board of Education approve the purchase of technology enabled teaching desks from TEL Systems for the new Central and Haverhill Elementary Schools in the amount of \$195,627. The funds for the new teacher desks will come from the 2021 bond fund.

School	Unit Cost Per Desk	Sub Total(s)
Central Elementary	\$3,207 x 34 desks	\$109,038
Haverhill Elementary	\$3,207 x 27 desks	\$86,589
	Grand Total	\$195,627

BACKGROUND INFORMATION

Our collective teams purposefully sought out and considered feedback from our staff to meet the unique instructional needs in the new Elementary learning studios. This included prioritizing a smaller footprint for the teacher desk, reducing the overall width from the previous design of 60 inches to 48 inches on the new design. The resulting desk design still provides a robust build quality and ample ways to mount and use technology on a height-adjustable desk.

BIDDING PROCESS

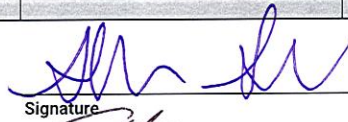
These items were competitively bid through the formal bidding process. In total, nine responses were received. For your reference, a copy of the bid tab has been included. TEL Systems, INC was the bidder whose product best met our specifications and needs.

I would be happy to answer any questions that the Board may have on this purchase. If the Board of Education is comfortable, it would be appreciated if this recommendation could be approved at the January 13, 2025 Board meeting.

Portage Public Schools
 Bid Tab #10720 - Teaching Desks
 11/20/2024 @ 10:00 am

x

Vendor Name	Lakeshore Learning	Nextrinsic Corp	ODP	North American Imports	Dew-EI
Location	Carson, CA	Southfield, MI	Boca Raton, FL	Madeira Beach, FL	Holland, MI
Phone Number	800-421-5354	248-416-1716	248-372-1651	813-550-5693	616-396-6554 x163
Contact Name	Lizbeth Borja	Daniel Terry	Jean-Francis Vellozzo	Thisal Jayasuriya	Amanda Harnish Frankland
Contact E Mail	biddept@lakeshorelearning.com	dan.terry@nextechps.com	jeanfrancis.vellozzo@odpbusiness.com	bids@naimportexport.com	amandah@dew-el.com
Legal Forms					
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Econ Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Status Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Totals					
Unit Cost Per Desk	\$1,139.05	\$899.47	\$1,695.56	\$549.99	\$1,991.67
Totals for 61 Desks	\$69,482.05	\$54,257.67	\$103,429.16	\$33,549.39	\$121,491.91
Shipping and Assembly		\$6,100.00			\$14,860.00
Other			Lead time is subject to the manufacturer production/shipping		*3 Options


 Signature

11/20/24
 Date


 Signature

11/20/24
 Date

Vendor Name	Schools In, LLC	Holland Desk	Hertz Furniture	TEL Systems
Location	Cincinnati, OH	Grand Rapids, MI	Ramsey, NJ	Ann Arbor, MI
Phone Number	513-275-1477	616-481-3281	201-529-2100 x1134	734-761-4506
Contact Name	Cy Zack	Tim Mears	Shani Wolfson	Ron Ruth
Contact E Mail	cy.zack@schoolsinc.com	tim@hollanddesk.com	shani@hertzfurniture.com	rruth@thainer.com
Legal Forms				
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Econ Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Status Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Totals				
Unit Cost Per Desk	\$2,038.50	\$974.42	\$1,471.00	\$3,207.00
Totals for 61 Desks	\$124,348.50	\$67,064.62	\$89,975.00	\$195,627.00
Shipping and Assembly	Included	Included in total price	included	60 included
Other		Freight is free is qty is over 50	Electric Desk is on glides not casters	***DOES NOT INCLUDE SET UP or AC POWER***

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

X. Action Items

3. Video Surveillance Equipment for New CEL & HAV (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve , as presented, the contract with Parkway Electric for video surveillance equipment and installation at the new Central and Haverhill Elementary Schools in the amount of \$67,730.40, which includes a 20% contingency. The funds for these video surveillance projects will come from the 2021 Bond Fund.

To: Mark Bielang, Superintendent

From: Ryan Miller, Director of Information and Technology

CC: Paula Johnson, Director of Finance

Date: January 7, 2025

Re: Video Surveillance for CEL and HAV

RECOMMENDATION

I recommend that the Board of Education approve the contract with Parkway Electric for video surveillance equipment and installation at the new Central and Haverhill Elementary Schools in the amount of \$67,730.40, which includes a 20% contingency. The funds for these video surveillance projects will come from the 2021 bond fund.

School	Sub Total(s)
Central Elementary	\$31,645
Haverhill Elementary	\$24,797
20% Contingency	\$11,288.40
Grand Total	\$67,730.40

BACKGROUND INFORMATION

This video surveillance design is a result of thoughtful collaboration between the technology department and our instructional leadership. We are following our district standard of surveilling all exterior areas of our school buildings, as well as the interior of the secured vestibules. As part of the initial building infrastructure bid, these new buildings will allow us to expand our camera coverage as needed. Our consistent approach allows us to ensure that our infrastructure is more than sufficient to meet the required network demands.


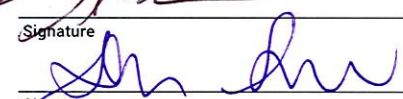
BIDDING PROCESS

This service was competitively bid through the formal bidding process. In total, six responses were received. For your reference, a copy of the bid tab has been included. Parkway Electric was the lowest bidder and best met our specifications.

I would be happy to answer any questions that the Board may have on this contract. If the Board of Education is comfortable, it would be appreciated if this recommendation could be approved at the January 13, 2025 Board meeting.

Portage Public Schools
 Bid Tab #20467 - Video Surveillance
 12/13/2024 @ 9:00 am

Vendor Name	Knight Watch	Moss	Security Designs	Parkway Electric	Hi-Tech	Charter Technologies
Location	Kalamazoo, MI	Grand Rapids, MI	Farmington Hills, MI	Holland, MI	Portage, MI	Schoolcraft, MI
Phone Number	269-254-4557	616-726-7129	734-421-0077	616-392-2788	269-323-1111	888-997-8324
Contact Name	Jeff Menzel	Fred Wilkes	Jeff Jedrusik	Dan Valentine	Jason Bertch	Charles Meredith
Contact E Mail	jmenzel@knightwatch.net	fred.wilkes@mosstele.com	j.jedrusik@securitydesigns.com	dan.valentine@parkway.us	jbartch@hi-techelectric.net	sales@chartertech.net
Legal Forms						
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Econ Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Status Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bid Bonds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Totals						
Cost for CEL	\$42,893.45	\$34,588.56	\$43,446.00	\$31,645.00	\$41,375.42	\$35,383.00
Cost for HAV	\$33,740.67	\$28,213.56	\$33,869.00	\$24,797.00	\$32,799.83	\$27,658.00
						*Access Only


 Signature _____ Date 12-13-2024

 Signature _____ Date 12/13/24

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

X. Action Items

4. CEL & HAV Furniture Purchase (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the purchase of furniture for Central Elementary and Haverhill Elementary Schools, in an amount not to exceed \$2,764,738.32, the funds for which will come from the 2021 Bond Fund.

To: Mark Bielang, Superintendent
 From: Johnny Edwards, Assistant Superintendent of Operations
 Cc: Paula Johnson, Director of Finance
 Date: January 13, 2025
 Re: Central Elementary and Haverhill Furniture

RECOMMENDATION

I recommend that the Board of Education approve the purchase of furniture for Central Elementary and Haverhill Elementary Schools, in an amount not to exceed \$2,764,738.32, the funds for which will come from the 2021 Bond Fund.

BACKGROUND INFORMATION

A formal presentation about the classroom furniture was presented at the December 9, 2024 Board of Education meeting. The district has partnered with TowerPinkster on the design, selection, and procurement of furniture. We have piloted classroom student furniture and gained valuable insight and feedback from both teachers and students. The furniture is dynamic and fluid, engaging, forward thinking, and collaborative. This purchase includes furniture for the learning studios, learning communities, offices, educator workshops, and the cafeterias.

School	Custer	Great Lakes	MI Office Env.	Total
Central EL	\$931,696.02	\$260,654.85	\$279,843.35	\$1,472,194.22
Haverhill	\$827,140.35	\$198,996.09	\$266,407.66	\$1,292,544.10
Total	\$1,758,836.37	\$459,650.94	\$546,251.01	\$2,764,738.32

BIDDING PROCESS

These purchases are being made through Custer, Great Lakes, and Michigan Office Environments who have already competitively bid through various cooperative purchasing agreements. These contracts satisfy the State's competitive bidding requirements.

I would be happy to answer any questions you may have about this recommendation.

Attachment

FURNITURE PURCHASING RECOMMENDATIONS

FURNITURE PRICING BREAKDOWN

	<u>CUSTER</u>	<u>GREAT LAKES</u>	<u>MICHIGAN OFFICE ENV.</u>
CENTRAL	\$931,696.02	\$260,654.85	\$279,843.35
HAVERHILL	\$827,140.35	\$198,996.09	\$266,407.66

LEVERAGING NATIONAL PURCHASING CONTRACTS

OMNIA

- VS
- Leland
- Sit On It
- Fleetwood^

TIPS

- SixInch
- Norva Nivel
- Great Openings
- Fomcore

E&I

- Steelcase
- Smith Systems
- Falcon

MiDeal

- Haworth Seating
- Haworth Systems

Sourcewell

- KI
- SICO

	<u>TOTAL</u>
CENTRAL	\$1,472,194.22
HAVERHILL	\$1,292,544.10
	<u>ORIGINAL ESTIMATE</u>
CENTRAL	\$1,855,000.00
HAVERHILL	\$1,536,500.00
	<u>SAVINGS</u>
CENTRAL	\$382,805.78
HAVERHILL	\$243,955.90

**PORTAGE PUBLIC SCHOOLS
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JANUARY 13, 2025, 6:30 P.M.**

Note Page

XI. Discussion Items

1. Revisions to Policy 6550 – Travel Pay & Reimbursement (BL 0131.1)

Book Policy Manual
Title TRAVEL PAYMENT & REIMBURSEMENT
Code po6550 **UPDATED DRAFT 1.13.2025**
Text highlighted in green is the only change from December draft
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, optional travel insurance, 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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

XI. Discussion Items

2. Construction Contracts for New WOD Project (OP 6320)

To: Mark Bielang, Superintendent
From: Johnny Edwards, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: January 13, 2025
Re: Bond Bid Package - Woodland Elementary School

RECOMMENDATION

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for Woodland Elementary School, to contractors and suppliers listed on the Bid Summary Sheets, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts will be awarded to these contractors and suppliers by Portage Public Schools, in the amount of \$24,744,404. The funds will come from the 2021 Bond.

BACKGROUND INFORMATION

Previously, the Board approved a recommendation for the demolition of Woodland elementary. This recommendation is a continuation to the construction for Woodland Elementary. The bid went out November 22, 2024. O-A-K advertised on their website and via monthly newsletter to contractors, along with the District's website, Building Connected, Builders Exchange for Michigan, Builders Exchange of Kalamazoo, and Builders Exchange of Lansing. We hosted a pre-bid meeting on December 2, 2024 and 34 contractors participated. During the bid phase, O-A-K reached out to several contractors to gauge bid coverage per bid category.

We accepted bids on December 16, 2024. The bids were read aloud that included the proper bid bonds and acknowledged the schedule.

Since the bid opening, our team of O-A-K, TowerPinkster and Fielding International, Plante Moran Realpoint and PPS staff members have executed post-bid interviews covering all bid categories for this project. This process was designed to select the bidder with the lowest priced qualified bid to complete the scope of work in each category. Each contractor had to validate bid pricing, confirm ability to meet schedules and qualified resources, confirm work scope, and discuss any unique complexities of the projects. We also expressed the high level of expectations the Owner/Owner's Rep/Architect/Construction Management team has for this project and the contractor's performance. We are confident that this process has helped us identify the lowest priced, qualified, responsible contractors for Board consideration and approval. The interview process was performed over a three-day period until the team was confident in bringing this list

of recommendations to the Board. Please note that in all work categories we are awarding contracts to the lowest priced, qualified, responsible bidders.

We are very pleased with this bid process. We had robust interest in the project, as we had 133 bids. Approximately 64% were from contractors within a one-hour drive time radius of Portage. We averaged 3.5 bids submitted per bid category.

This analysis can be found on the attached bid tabulation summary information for each project. We are pleased with these results, as it is largely due to the hard work of the entire team and the entire process leading up to the recommendation.

Approval of this recommendation will allow us to execute contract agreements and proceed with the work in these categories that will begin in June 2025.

Attachments

January 7, 2025

Mr. Johnny Edwards, Assistant Superintendent of Operations
Portage Public Schools
8107 Mustang Drive
Portage, MI 49002

RE: Woodland Elementary School Trade Contractor Awards
2021 Elementary School Bond Program

Mr. Edwards:


As Owner's Representative we have been pleased to assist Portage Public Schools with the planning, design and construction bidding process for Woodland Elementary School. The design team has worked closely with District educational staff to develop a building plan aligned with your Educational Specifications and curriculum planning for the future of learning in the district. The CM team has assisted with budgeting and constructability analysis, in developing the project schedule, and now in bidding the trade contractor work.

We have participated in and observed OAK's process of soliciting and vetting the trade contractor bids and found it to once again be thorough and professional. They have provided detailed metrics on the competitiveness of the bids and participation by local and regional firms. The results of these bids are in line with the cost expectations for the work, and have come in below the budget developed throughout the process for these packages and incorporated into the overall budget projection for the District's Elementary School replacement program. While there has been significant cost escalation in the construction industry, these bid results indicate the market has returned to a more predictable pattern, which is encouraging for the overall execution of the entire program.

RECOMMENDATION

Plante Moran Realpoint supports the award recommendations made by Owen Ames Kimball for the replacement of Woodland Elementary. Our team is available at the District and Board's convenience to answer any questions regarding the bidding and recommendation process. Please feel free to contact me at 269-567-4625 or doug.phillips@plantemoran.com.

Sincerely,
PLANTE MORAN REALPOINT



Doug Phillips
Senior Vice President

Copy: Ron Herron, Chris Mankowski, Plante Moran Realpoint

	Bid Category	Contractor	Base Bid	Voluntary Alternates & Adjustments	Notes	Alternate 1 (Double Wall Duct)	Total
1	Earthwork	USA Earthworks LLC	1,668,644				1,668,644
2	Asphalt Paving	To be bid at a later date	293,763				293,763
3	Landscaping	To be bid at a later date	450,503				450,503
4	Irrigation	Summit Landscape Management	93,478				93,478
5	Concrete	Choice Concrete Construction	1,287,770				1,287,770
6	Polished Concrete	Earley & Associates, Inc	134,000				134,000
7	Pre-Cast Structural Concrete	Fabcon Precast, LLC	251,715				251,715
8	Masonry	Davenport Masonry	2,833,600				2,833,600
9	Metals	FCC Construction	1,093,000				1,093,000
10	General Trades	Hazelhoff Builders	1,412,000				1,412,000
11	Metal Wall Panels	Reliable Sheet Metal	394,850				394,850
12	Roofing	C & I Building Maintenance, Inc	789,840				789,840
13	Joint Sealants	Slager Restoration & Sealants	31,565				31,565
14	Doors, Frames and Hardware	SA Morman & Company	555,960	2,465	A,B		558,425
15	Overhead Doors	Partition Systems	27,725				27,725
16	Aluminum, Glass and Glazing	Forman Glass	1,097,934				1,097,934
17	LPDA	Sobie Company Inc	1,929,870				1,929,870
18	Flooring	Great Lakes Floor Covering	635,000				635,000
19	Resilient Athletic Flooring	Sobie Company Inc	80,490				80,490
20	Painting	Vork Brothers Painting	426,000				426,000
21	Visual Display Units	Cig Jan Products	26,390				26,390
22	Signage	Universal Sign Systems, Inc.	44,867				44,867
23	Food Service Equipment	Great Lakes West	247,886				247,886
24	Gymnasium Equipment	Bareman & Associates	62,900				62,900
25	Playground Equipment	Sinclair Recreation	315,600				315,600
26	Window Shades	Product Resource Company	75,200				75,200
27	Educational Caseloads	Custer	513,938				513,938
28	Elevators	Kone, Inc.	131,200				131,200
29	Fire Protection	Brigade Fire Protection, Inc.	232,440				232,440
30	DDC	ControlNET	742,800				742,800
31	Mechanical/Plumbing	DHE Plumbing and Mechanical	4,294,000			17,500	4,311,500
32	Testing & Balancing	Third Coast Test & Balance	19,400				19,400
34	Electrical	Allied Electrical	2,811,000	7,500	C		2,818,500
35	Audio Visual Systems	BlueWater Technologies Group Inc.	129,709				129,709
36	Clock Systems	Digital Age Technologies	27,903				27,903
37	Public Address	Parkway Electric & Communications	49,970				49,970
38	Structured Cabling	The DataCom Group, Inc.	163,780	16,115	D		179,895
39	Access Controls & Intercom Entry Systems	Parkway Electric & Communications	68,400				68,400
	Monument Sign	Allowance	120,000				120,000
	Interior Signage	Allowance	30,900				30,900
	Door & Hardware Adjustments	Allowance	30,000				30,000
	Patio Screen Fence	Allowance	12,875				12,875
	Utility Fees	Allowance	45,000				45,000
	Phasing, Safety & Access	Allowance	100,000				100,000
	Weather Conditions	Allowance	100,000				100,000
	Temporary Fencing	Allowance	83,000				83,000
	General Conditions	Owen-Ames-Kimball Co.	1,596,337				1,596,337
	CM Reimburses	Owen-Ames-Kimball Co.	46,684				46,684
	CM Liability Insurance	Owen-Ames-Kimball Co.	30,550				30,550
	Preconstruction Fee	Owen-Ames-Kimball Co.	88,429	144		97	88,670
	CM Fee	Owen-Ames-Kimball Co.	795,865	690		463	797,018
		Subtotal	28,524,730	26,914		18,060	28,569,704
	Building Contingency		2,852,473	2,691		1,806	2,856,970
		Billing Subtotal	31,377,203	29,605		19,866	31,426,674
	Building Demolition		532,113				532,113
	ERCES System		200,000				200,000
	Architectural Fees & Costs		2,510,176	2,368		1,589	2,514,134
	Owners Rep		400,000				400,000
	Furnishings, Fixtures and Equipment		2,622,116				2,622,116
	Moving Costs		50,000				50,000
	Commissioning		30,000				30,000
	Total		37,721,609	31,973		21,455	37,775,037

Construction Documents Budget 39,353,872
Over/(Under) (1,578,835)

Note A: Field welding for hollow metal frames type 9 & 10. - \$1,500
Note B: To include one Lund model 1204 -A Key cabinet. - \$950
Note C: Optional 4" spare feeder. - \$7,000
Note D: Paging speaker cabling. - \$16,115

**Portage Public Schools
Woodland Elementary
Motion Recommendation
Construction Manager: Owen-Ames-Kimball Co.**

RECOMMENDED MOTION

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

1	Earthwork	USA Earthworks LLC	\$1,668,644
4	Irrigation	Summit Landscape Management	\$93,478
5	Concrete	Choice Concrete Construction	\$1,287,770
6	Polished Concrete	Earley & Associates, Inc	\$134,000
7	Pre-Cast Structural Concrete	Fabcon Precast, LLC	\$251,715
8	Masonry	Davenport Masonry	\$2,833,600
9	Metals	FCC Construction	\$1,093,000
10	General Trades	Hazelhoff Builders	\$1,412,000
11	Metal Wall Panels	Reliable Sheet Metal	\$394,850
12	Roofing	C & I Building Maintenance, Inc	\$789,840
13	Joint Sealants	Slager Restoration & Sealants	\$31,565
14	Doors, Frames and Hardware	SA Morman & Company	\$558,425
15	Overhead Doors	Partition Systems	\$27,725
16	Aluminum, Glass and Glazing	Forman Glass	\$1,097,934
17	LPDA	Sobie Company Inc	\$1,929,870
18	Flooring	Great Lakes Floor Covering	\$635,000
19	Resilient Athletic Flooring	Sobie Company Inc	\$80,490
20	Painting	Vork Brothers Painting	\$426,000
21	Visual Display Units	Cig Jan Products	\$26,390
22	Signage	Universal Sign Systems, Inc.	\$44,867
23	Food Service Equipment	Great Lakes West	\$247,886
24	Gymnasium Equipment	Bareman & Associates	\$62,900
25	Playground Equipment	Sinclair Recreation	\$315,600
26	Window Shades	Product Resource Company	\$75,200
27	Educational Caseloads	Custer	\$513,938
28	Elevators	Kone, Inc.	\$131,200
29	Fire Protection	Brigade Fire Protection, Inc.	\$232,440
30	DDC	ControlNET	\$742,800
31	Mechanical/Plumbing	DHE Plumbing and Mechanical	\$4,311,500
32	Testing & Balancing	Third Coast Test & Balance	\$19,400
34	Electrical	Allied Electrical	\$2,818,500
35	Audio Visual Systems	BlueWater Technologies Group Inc.	\$129,709
36	Clock Systems	Digital Age Technologies	\$27,903
37	Public Address	Parkway Electric & Communications LLC	\$49,970
38	Structured Cabling	The DataCom Group, Inc.	\$179,895
39	Access Controls & Intercom Entry Systems	Parkway Electric & Communications LLC	\$68,400

Total Awards \$ 24,744,404



Bid Category No. 01 - Earthwork					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
USA Earthworks LLC (Plainwell, MI)	Y	1,2,3,4	\$1,668,644		
H & K Excavating, LLC (Kalamazoo, MI)	Y	1,2,3,4	\$2,025,000		
Lounsbury Excavating, Inc. (Paw Paw, MI)	Y	1,2,3,4	\$2,100,000		
Cripps Fontaine Excavating, Inc. (Kalamazoo, MI)	Y	1,2,3,4	\$2,243,000		

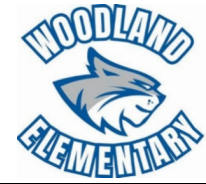


Bid Category No. 04 - Irrigation					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Summit Landscape Management (Grand Rapids, MI)	Y	1,2,3,4	\$93,478		
Grapids Irrigation (Grand Rapids, MI)	Y	1,2,3,4	\$124,887		
Lakeshore Irrigation (Zeeland, MI)	Y	1,2,3,4	\$158,580		
Landscaping Plus (Kalamazoo, MI)	Y	1,2,3,4	\$195,518		



Bid Category No. 05 - Concrete					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Choice Concrete Construction (Clarksville, MI)	Y	1,2,3,4	\$1,287,770		
Burgess Concrete Construction, Inc (Moline, MI)	Y	1,2,3,4	\$1,311,380		
Teunissen Concrete (Dorr, MI)	Y	1,2,3,4	\$1,370,671		
Proline Concrete Constuction (Dorr, MI)	Y	1,2,3,4	\$1,417,130		
Earley & Associates (Kalamazoo, MI)	Y	1,2,3,4	\$1,470,000		
Schepers Concrete Construction (Grand Rapids, MI)	Y	1,2,3,4	\$1,494,000		
Cannon Concrete Construction Inc (Rockford, MI)	Y	1,2,3,4	\$1,590,560		

Portage Public Schools
 Woodland Elementary
 Owen-Ames-Kimball Co. - Construction Manager
 December 16th, 2024 - 3:30pm



Bid Category No. 06 - Polished Concrete

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Earley & Associates, Inc (Kalamazoo, MI)	Y	1,2,3,4	\$134,000		
Burgess Concrete Construction, Inc. (Moline, MI)	Y	1,2,3,4	\$137,730		
Cannon Concrete Construction Inc (Rockford, MI)	Y	1,2,3,4	\$172,125		
Proline Concrete Construction (Dorr, MI)	Y	1,2,3,4	\$191,570		



Bid Category No. 07 - Pre-Cast Structural Concrete

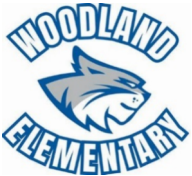
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Fabcon Precast, LLC (Grandville, MI)	Y	1,2,3,4	\$251,715		
StresCore Inc (South Bend, IN)	Y	1,2,3,4	\$283,400		



Bid Category No. 08 - Masonry					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Davenport Masonry (Kalamazoo, MI)	Y	1,2,3,4	\$2,833,600		
Schiffer Mason Contractors, Inc. (Holt, MI)	Y	1,2,3,4	\$2,997,000		
JK Masonry, Inc (Comstock Park, MI)	Y	1,2,3,4	\$3,327,400		
Bracy and Jahr, Inc (Quincy, MI)	Y	1,2,3,4	\$3,352,000		



Bid Category No. 09 - Metals					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
FCC Construction (Caledonia, MI)	Y	1,2,3,4	\$1,093,000		
Division 5 Metalworks (Parchment, MI)	Y	1,2,3,4	\$1,135,009		
VanDellen Steel (Caledonia, MI)	Y	1,2,3,4	\$1,538,000		



Bid Category No. 10 - General Trades					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Hazelhoff Builders (Kalamazoo, MI)	Y	1,2,3,4	\$1,412,000		
Hall Builders, LLC (Paw Paw, MI)	Y	1,2,3,4	\$1,546,000		
E&L Construction Group (Flint, MI)	Y	1,2,3,4	\$1,828,000		

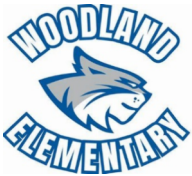


Bid Category No. 11 - Metal Wall Panels

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Reliable Sheet Metal (Byron Center, MI)	Y	1,2,3,4	\$394,850		
Versatile Roofing Systems (Grant, MI)	Y	1,2,3,4	\$405,000		
Wolverine Enclosure, Inc. (Allegan, MI)	Y	1,2,3,4	\$515,100		



Bid Category No. 12 - Roofing					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Trident Roofing Solutions (Grand Rapids, MI)	Y	1,2,3,4	\$700,211		Error in bid and dropped
C & I Building Maintenance, Inc (Sparta, MI)	Y	1,2,3,4	\$789,840		
Versatile Roofing Systems, Inc. (Grant, MI)	Y	1,2,3,4	\$822,125		
Division 7 Building Contractors, Inc (Kalamazoo, MI)	Y	1,2,3,4	\$936,354		
Hoekstra Roofing Company (Kalamazoo, MI)	Y	1,2,3,4	\$945,800		
Modern Roofing, Inc (Dorr, MI)	Y	1,2,3,4	\$1,030,000		
Quality Roofing, Inc (Whitmore Lake, MI)	Y	1,2,3,4	\$1,098,914		
Tichenor, Inc (Battle Creek, MI)	Y	1,2	\$1,149,700		



Bid Category No. 13 - Joint Sealants					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Slager Restoration & Sealants (Vandalia, MI)	Y	1,2,3,4	\$31,565		
Premier Caulking (Grand Rapids, MI)	Y	1,2,3,4	\$33,000		
CJ's Coatings/Sealants Inc. (Hudsonville, MI)	Y	1,2,3,4	\$68,000		



Bid Category No. 14 - Doors, Frames and Hardware

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
SA Mormon & Company (Grand Rapids, MI)	Y	1,2,3,4	\$555,960		Field welding for hollow metal frame type 9 and type 10. \$1,500 One Lund Model 1204-A Key Cabinet \$965



Bid Category No. 15 - Overhead Doors					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Partition Systems (Cedar Springs, MI)	Y	1,2,3,4	\$27,725		
Bareman & Associates, Inc (Jenison, MI)	Y	1,2,3,4	\$28,700		
Overhead Door Co. of Battle Creek (Battle Creek, MI)	CK	1.2.3.4	\$37,856		

Portage Public Schools
 Woodland Elementary
 Owen-Ames-Kimball Co. - Construction Manager
 December 16th, 2024 - 3:30pm



Bid Category No. 16 - Aluminum, Glass and Glazing

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Forman Glass (Galesburg, MI)	Y	1,2,3,4	\$1,097,934		
Reliable Glass Installers, LLC (Kalamazoo, MI)	Y	1,2,3,4	\$1,242,330		
Midwest Glass & Mirror (Stevensville, MI)	Y	1,2,3,4	\$1,280,220		



Bid Category No. 17 - Lath, Plaster, Drywall and Acoustical

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Sobie Company Inc (Dutton, MI)	Y	1,2,3,4	\$1,929,870		
Schepers Brothers (Grand Rapids, MI)	Y	1,2,3,4	\$2,351,514		
Ritsema Associates (Grandville, MI)	Y	1,2,3,4	\$2,419,800		



Bid Category No. 18 - Flooring

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Great Lakes Floor Covering (Wyoming, MI)	Y	1,2,3,4	\$635,000		
Sobie Company Inc (Caledonia, MI)	Y	1,2,3,4	\$668,750		
Ritsema Associates (Grandville, MI)	Y	1,2,3,4	\$687,876		
River City Flooring (Hudsonville, MI)	Y	1,2,3,4	\$718,900		
Central Tile and Terrazzo Co, Inc (Kalamazoo, MI)	Y	1,2,3,4	\$844,716		
Midwest Tile & Interiors, Inc (Mishawaka, MI)	Y	1,2,3,4	\$857,875		

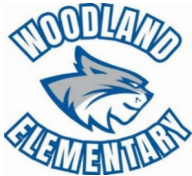


Bid Category No. 19 - Resilient Athletic Flooring

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Sobie Company Inc (Caledonia, MI)	Y	1,2,3,4	\$80,490		
Central Tile & Terrazzo Co., Inc (Kalamazoo, MI)	Y	1,2,3,4	\$80,960		



Bid Category No. 20 - Painting					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Halligan Painting (Walker, MI)	Y	1,2,3,4	\$298,330	\$1,710-	Dropped due to incomplete bid
Vork Brothers Painting (Zeeland, MI)	Y	1,2,3,4	\$426,000		
H&H Painting Co. (Kalamazoo, MI)	Y	1,2,3,4	\$506,537		



Bid Category No. 21- Visual Display Units					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Cig Jan Products (Caledonia, MI)	Y	1,2,3,4	\$26,390		
Product Resource Company (Lansing, MI)	Y	1,2,3,4	\$29,100		
Brainard Enterprise (Rockford, MI)	Y	1,2,3	\$29,200		
Visual Solutions (Bloomfield Hills, MI)	Y	1,2	\$29,875		



Bid Category No. 22 - Signage					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Universal Sign Systems, Inc. (Kentwood, MI)	Y	1,2,3,4	\$44,867		
Midwest Sign Company (Byron Center, MI)	Y	1,2,3,4	\$44,940		



Bid Category No. 23 - Food Service Equipment

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Great Lakes West (Kalamazoo, MI)	Y	1,2,3,4	\$247,886		
Stafford-Smith, Inc (Grand Rapids, MI)	Y	1,2,3,4	\$250,288		



Bid Category No. 24 - Gymnasium Equipment

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Bareman & Associates, Inc. (Jenison, MI)	Y	1,2,3,4	\$62,900		
Parition Systems (Cedar Springs, MI)	Y	1,2,3,4	\$64,775		
C & M Associates, Inc. (Brighton, MI)	Y	1,2,3,4	\$82,500		

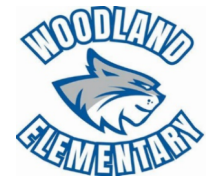


Bid Category No. 25 - Playground Equipment

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Sinclair Recreation (Holland, MI)	Y	1,2,3,4	\$315,600		



Bid Category No. 26 - Window Shades					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Product Resource Company (Lansing, MI)	Y	1,2,3,4	\$75,200		
Triangle Window Fashions (Wyoming, MI)	Y	1,2,3,4	\$78,959		



Bid Category No. 27 - Educational Casegoods

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Custer (Grand Rapids, MI)	Y	1.2.3.4	\$513,938		



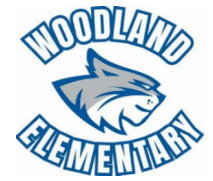
Bid Category No. 28 - Elevators					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Kone Inc. (Grand Rapids, MI)	Y	1,2,3,4	\$131,200		



Bid Category No. 29 Fire Protection					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Brigade Fire Protection, Inc. (Belmont, MI)	Y	1,2,3,4	\$232,440		
Triad Fire Suppression Inc. (Grand Rapids, MI)	Y	1,2,3,4	\$238,960		
Grand Rapids Fire Protection, Inc (Wyoming, MI)	Y	1,2,3,4	\$308,767		
Hunter-Prell Company (Battle Creek, MI)	Y	1,2,3,4	\$358,550		



Bid Category No. 30 - DDC Controls					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
ControlNET (Grand Rapids, MI)	Y	1,2,3,4	\$742,800		



Bid Category No. 31 - Mechanical/Plumbing

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
DHE Plumbing and Mechanical (Grandville, MI)	Y	1,2,3,4	\$4,294,000	\$17,500	
R W Lapine (Kalamazoo, MI)	Y	1,2,3,4	\$4,900,000	\$105,300	
Mall City Mechnaical (Grand Rapuds, MI)	Y	1,2,3,4	\$5,090,500	\$16,900	
Jergens Piping Corporation (Mendon, MI)	Y	1,2,3,4	\$5,165,000	\$7,500	



Bid Category No. 32 - Testing & Balancing					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Third Coast Test & Balance (Grand Rapids, MI)	Y	1,2,3,4	\$19,400		
Control Solutions, Inc (Wyoming, MI)	Y	1,2,3,4	\$23,300		



Bid Category No. 34 - Electrical					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Allied Electric (Grand Rapids, MI)	Y	1,2,3,4	\$2,811,000		Optional 4" spare feeder \$7,500
Hi-Tech Electric Company (Portage, MI)	Y	1,2,3,4	\$3,036,000		
Circuit Electric (Byron Center, MI)	Y	1,2,3,4	\$3,465,000		
Martell Electric (South Bend, IN)	Y	1,2,3,4	\$3,796,285		

Portage Public Schools
 Woodland Elementary
 Owen-Ames-Kimball Co. - Construction Manager
 December 16th, 2024 - 3:30pm



Bid Category No. 35 - Audio Visual Systems

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
BlueWater Technologies Group Inc. (Kentwood, MI)	Y	1,2,3,4	\$129,709		
Parkway Electric & Communications LLC (Holland, MI)	Y	1,2,3,4	\$138,350		
Digital Age Technologies (Davison, MI)	Y	1,2,3,4	\$138,999		
Hilliard Eelctric Inc. (Cedar Springs, MI)	Y	1,2,3,4	\$157,652		
The DataCom Group Inc (Holt, MI)	Y	1,2,3	\$173,250		
Acorn Sound Technology (Hamilton, MI)	Y	1,2,3,4	\$487,711		



Bid Category No. 36 - Clock Systems					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Digital Age Technologies (Jenison, MI)	Y	1,2,3,4	\$27,903		
The DataCom Group, Inc (Holt, MI)	Y	1,2,3	\$30,345		
Parkway Electric & Communications LLC (Holland, MI)	Y	1,2,3,4	\$34,170		
Acorn Sound Technology (Hamilton, MI)	Y	1,2,3,4	\$41,711		
Town & Country Group (Zeeland, MI)	Y	1,2,3,4	\$43,160		
ElectroMedia Inc (Spring Lake, MI)	Y	1,2	\$47,730		
Shareco Communications (Grand Rapids, MI)	Y	1,2,3,4	\$50,065		
Amcomm Telecommunications Inc, (Brighton, MI)	Y	1,2,3,4	\$58,000		

Portage Public Schools
 Woodland Elementary
 Owen-Ames-Kimball Co. - Construction Manager
 December 16th, 2024 - 3:30pm

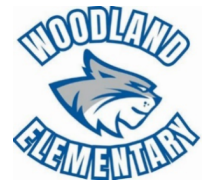


Bid Category No. 37 - Public Address					
Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Parkway Electric & Communications LLC (Holland, MI)	Y	1,2,3,4	\$49,970		
Amcomm Telecommunications Inc. (Brighton, MI)	Y	1,2,3,4	\$85,000		



Bid Category No. 38 - Structured Cabling

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
The DataCom Group, Inc. (Holt, MI)	Y	1,2,3	\$163,780		Paging speaker cabling \$16,115
Town & Country Group (Zeeland,MI)	Y	1,2,3,4	\$169,935		
Shareco Communications (Grand Rapids, MI)	Y	1,2,3,4	\$190,660		
Elctromedia (Spring Lake, MI)	Y	1,2	\$209,218		
Parkway Electric & Communications, LLC (Holland, MI)	Y	1,2,3,4	\$211,315		
Amcomm Telecommunications Inc. (Brighton, MI)	Y	1,2,3,4	\$239,700		
Hillard Electric (Cedar Springs, MI)	Y	1,2,3,4	\$242,585		
Martell Electric (South Bend, IN)	Y	1,2,3,4	\$283,480		
Hi-Tech Electric (Portage, MI)	Y	1,2,3,4	\$295,952		
Acorn Sound Technology (Hamilton, MI)	Y	1,2,3,4	\$301,711		



Bid Category No. 39 - Access Control and Intercom Entry Systems

Contractor	Bid Bond	Addendum	Base Bid	Alt #1	Notes
				Double Wall Duct	
Parkway Electric & Communications LLC (Holland, MI)	Y	1,2,3,4	\$68,400		
Hi-Tech Electric (Portage, MI)	Y	1,2,3,4	\$72,156		

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /
COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JANUARY 13, 2025, 6:30 P.M.**

Note Page

XI. Discussion Items

3. Administrative Updates & Handbook Changes (EL 2.3)

Bradley D. Galin, MBA, SPHR
Director of Human Resources
Phone: 269.323.5152
bgalin@portageps.org

To: Board of Education
From: Bradley Galin, MBA, SPHR
Date: January 13, 2025
Re: Administrator Handbook Recommendations

RECOMMENDATION:

It is recommended that the Board of Education approve changes to the Administrator Handbook as presented.

Background

The administrator handbook has been updated with the following changes:

Inclusion of pay for acting as a mentor to another District administrator. The mentor requirement is now mandatory under the Revised School Code (section 1249).

Language around tuition reimbursement to reflect the District's adoption of IRS section 527 (previously approved by the Board in 2024).

Specific language around retirement incentive payments being made to a 403(b) account. This change was recommended by legal counsel.

Inclusion of the administrator pay scale as part of the handbook to comply with new requirements from the Office of Retirement Services.