

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORK SESSION  
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002  
FEBRUARY 10, 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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**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**II. Revisions/Approval of Agenda**

**Recommended Motion:**

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



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

**TO:** Mark Bielang  
**DATE:** January 28, 2025  
**FROM:** Janet Johnstone/Dr. Michael Pascoe  
**SUBJECT:** Northern High School 2026 field trip to Ireland

**RECOMMENDATION:**

I recommend the approval for Portage Northern High School Music Department students to travel to Ireland as described in the attached material. The trip dates are set for June 15-21, 2026. **The current travel advisory is to exercise normal precaution.**

**BACKGROUND:**

Chelsea Whiteoak is proposing a student trip to Ireland for June 15-21, 2026. They will spend 6 days out-of-state. The purpose is to provide students with cultural exploration, musical growth, broadened perspectives. The families involved will be responsible for the cost. The students will not miss any instructional time. Chaperones will be a ratio of approximately 1 adult to every 10 students (number attending: Approx. 100 students, 10 adults).

I have reviewed this proposal and support it.

JJ/MP  
Attachments

Portage Public School District

Advanced Activity Trips Custom Report

Trip Type Name	Trip ID	Account Name	Description	Start Date	End Date	Requested Adults	Requested Students	Purpose of Trip Event Description Educational Goals	No PPS Transportation Alternate Method	Overnight Trip must include attachments and costperson
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StartDate: 6/15/2026, EndDate: 6/21/2026

Field Trip Only (No PPS Transportation)	AT-02747	NHS Field Trips - IF	NHS Music Dept. - Ireland 2026	6/15/2026	6/21/2026	10	100	The educational goals and purpose of the trip to Ireland for Northern's high school music department are multifaceted. See below.	Airplane	Yes
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01

**Cultural Exploration:** Students will learn about cultural differences by immersing themselves in Irish traditions, history, and society.

**Musical Growth:** They will perform in historic venues and participate in a clinic led by native Irish conductors, enhancing their musical skills and understanding of global music traditions.

**Community Representation:** Through their performances, students will proudly represent the PPS and Northern community, showcasing their talent and dedication.

**Broadened Perspectives:** By touring popular museums and sites, students will gain a new world outlook, fostering greater appreciation and understanding of the broader global community. This trip provides a unique blend of cultural, cultural differences. Students will represent PPS & Northern community through music. Students will receive a new world outlook while visiting Ireland.

# PORTAGE NORTHERN HIGH SCHOOL BAND, CHOIR & ORCHESTRA

Chelsea Whiteoak, Director

June 15-21, 2026



## Ireland

### Trip Highlights

Galic GAA Games Demo, light Lunch and Irish Dancing

Bunratty Castle and Folk Park

Galway & Cliffs of Moher

Public Performances

And much More!

**PORTAGE NORTHERN HS BAND, CHOIR & ORCHESTRA  
CHELSEA WHITEOAK, DIRECTOR  
DESTINATION: IRELAND  
DATES: 15-21 JUNE 2026**

**SUGGESTED ITINERARY AS OF  
December 19, 2024**

**MON, 15 JUNE**                      **CHICAGO – DUBLIN**                      *(Meals included: in-flight)*

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Morning                      Two (2) **Motor coaches** arrive at **Portage Northern High School** for loading. Coaches depart for Chicago O’Hare International Airport.

Arrive at **Chicago O’Hare International Airport**, where your Bob Rogers Representative will greet you and assist you with check in of you, your luggage and your instruments.

**Note:**                      **All Passports Must Be Valid Until 6 Month After Your Return**  
*Non-US Passport Holders, may require additional travel visas, please check with your BRT rep.*

*The 1<sup>st</sup> piece of luggage up to 40 lbs is included in the cost; additional luggage will be at the traveler’s expense. Overage fees are not included in pricing.*

Evening                      **Your overseas flight**, will include dinner, movies and breakfast in-flight, departs as you look forward to the next exciting days in Europe.

**TUE, 16 JUNE**                      **DUBLIN – LIMERICK**                      (Meals included: Dinner)

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**8:30 AM**                      **Welcome to Dublin, Ireland!**  
 Your **Professional Tour Director** will meet you outside the large glass arrival doors (after passport control, luggage claim & customs). Meet your **Drivers** and **local Coaches**

Once all your gear is stored, depart for Limerick 2 hr drive.

**PM**                      **GAA Games Demo, light Lunch, and Irish Dancing**  
*Local insight into the cultural phenomenon that is Gaelic Games. Little celebrates the difference of Irish culture more profoundly than the existence of 2,200 local community-based/Irish Gaelic clubs. These games date back over 3,000 years (all the way back to 1272 BC). The clubs are the custodians of Irish ancient Gaelic culture – promoting our language, music, dance, and most famously – our ancient warrior tribal sports.*

**PM**                      Load coaches, and transfer to your hotel for check-in and freshen-up

**Evening**                      **Dinner** at your hotel Restaurant

**HOTEL: Clayton Hotel Limerick** (or similar)

**WED, 17 JUNE**                      **LIMERICK**                      (Meals included: Breakfast, Dinner)

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**8:30 AM**                      Enjoy **Irish Breakfast** at the hotel  
*Eggs, rashers, sausage, black pudding, white pudding, beans and brown bread and wash it all down with a cup of Irish Tea. Of course you can have a breakfast of cereal, yogurt, toast and coffee if you wish.*

**10:00 AM**                      Board the coaches and set out to explore Limerick and surroundings.  
**First visit of the day - Bunratty Castle & Folk Park**  
*Built in the 13th century, but the story goes back to prehistoric times and when the Vikings first established a settlement here in 950AD. In 1954 Lord Gort bought the castle and with the help of Bord Failte restored it to its present condition. He also installed the finest collection of medieval furniture in the country. The crafts and skills of the self-sufficient Shannon community have been revived on the same grounds, the Folk Park*

**Afternoon**                      Enjoy lunch on your own at Limerick City Center

<b>Portage Northern HS Band &amp; Choir performs in Limerick</b>
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**Evening**                      Group **Dinner** at your local or hotel restaurant

**THU, 18 JUNE****LIMERICK -GALWAY & CLIFFS OF MOHER – DUBLIN**Meals included: Breakfast, Dinner

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7:00 AM After **Breakfast**, check out of your hotel and depart for the Capital City of **Dublin**.

8:00 AM Coaches depart for the first stop of the day to **the Cliffs of Moher** One of Ireland's favorite visitor experiences, the Cliffs of Moher tower over the rugged west Clare coast. Walk the safe, paved pathways and view the incredible Cliffs that sit on Europe's most westerly tip and enjoy the spectacular vistas over the Atlantic Ocean and the Aran Islands. Their natural beauty has inspired artists, musicians, and poets for generations, as well as absorbing scientists and geologists, drawn by the unique landscape in which they sit.

Afternoon After lunch, on your own, continue to Galway. Enroute stop at the **Rathbaun Farm** for a visit. Learn more about Ireland's Sheep industry, Sheep shearing and Sheep dog Herding.

Welcome to **Galway**.

The city is wild and bohemian, and at the same time full of culture, artistry, exceptional food, and music. As well as being a popular seaside destination with long sandy beaches, Galway is also a thriving and cosmopolitan city center. It is always a joy to explore with its wonderful cobbled streets, colorful shop facades, and its offbeat café culture.

Upon arrival set out to explore the Galway Sites, including **Galway Cathedral**.

5:00 PM Continue on to Dublin.

Upon arrival at your hotel, check in and freshen up.

8:30 PM Group **Dinner** at your hotel restaurant

HOTEL: Clayton Hotel Leopardstown (or similar)

<b>FRI, 19 JUNE</b>	<b>DUBLIN</b>	<i>(Meals included: Breakfast, Dinner)</i>
9:30 AM	After <b>Breakfast</b> ,	
8-9:30 AM	Enjoy your <b>Irish Breakfast</b> at the hotel	
10:00 AM	Meet your <b>local guides</b> for your morning <b>Tour of Dublin</b>	
Afternoon	After lunch along Grafton Street (pedestrian area) enjoy a visit to one of the <b>National Museum of Ireland Museums: Decorative Arts &amp; History; Natural History OR Archaeology</b>	
5:00 PM	Load your coaches and depart <b>Dinner &amp; Traditional Evening at Merry Ploughboy Pub</b> , <i>reflects all that is great about Irish Pubs including the best Irish music and dancing show</i>	
9:30 PM	Transfer back to your hotel for overnight.	
<b>SAT, 20 JUNE</b>	<b>DUBLIN</b>	<i>(Meals included: Breakfast, Dinner)</i>
8-9:30 AM	Enjoy your <b>Irish Breakfast</b> at the hotel	
10:00 AM	Visit to the <b>EPIC. The Irish Emigration Museum</b> .	
1:00 PM	Finish your tour on Nassau and walk to the pedestrian zone on Grafton Street for an afternoon at your leisure.	
3:00 PM	Gather back together and transfer to your hotel to prepare for tonight's performance.	
5:00 PM	Enjoy an early <b>Buffet Dinner</b> at your hotel Restaurant.	
<b>Evening</b>	<b>Portage Northern HS Band &amp; Choir performs in Dublin area</b>	
PM	Return to your hotel for overnight.	

**SUN, 21 JUNE**

**DUBLIN – CHICAGO**

*(Meals incl.: Breakfast, in-flight)*

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6:30 AM

**Breakfast** at your hotel, and check out of your hotel

Morning

Bring your luggage and load coaches, board and transfer to the airport for your return flight.

Upon arrival at the **Dublin Airport** check into your flights. Pass through immigration, before boarding your Chicago-bound flight.

**Chartered motor coaches** take you home to **Portage Northern High School**.

**Welcome Home!**



2026 Portage Northern HSBCO Ireland  
5 Nights Tour

Bob Rogers Travel

Touring from 6/15/2026  
through 6/21/2026

**TOUR PROPOSAL**

**Every Bob Rogers Travel tour comes with these essentials:**

- Motor coach operators that adhere to the strict USDOT standards for safety
- Payment options tailored to fit your group's needs and schedule (*including the option to have BRT automatically collect payments from travelers through our BRT Payments System*)
- Professional liability insurance and a consumer protection plan as recommended by the Student & Youth Travel Association
- The same high level of service and attention to detail which the company was founded on in 1981

**YOU WANT TO GIVE YOUR STUDENTS THE WORLD. WE HELP YOU TAKE THEM THERE.**



Founded by a former music educator, Bob Rogers Travel has been making student travel simple since 1981. Our team's singular focus is to allow you to keep yours – because when you can focus on inspiring students while we handle your trip, we all do our best work. Our team is comprised of educators, musicians and travel professionals. Together, we've planned over 6,000 memorable student travel experiences.

Founded by a music educator in **1981**

Over **150** combined years of international travel experience

Over **500** successful international trips

every trip is **custom** no two trips are alike

Contact **Caro Uhlemann-Short** at (800)-373-1423 ext. 224 or [caro@bobrogerstravel.com](mailto:caro@bobrogerstravel.com)





## TOUR PROPOSAL

### TOUR FEATURES

#### AIRFARE

- Round-Trip Airfare (subject to change until time of booking) Estimated Airfare of \$1600 per person. Available 300 days prior to departure
- Complimentary First Checked Bag (up to 50 lbs)

- Registration in the US Department of State Smart Traveler Program (STEP)
- BRT Video Souvenir & Tracking/Messaging App
- Onsite Professional Tour Director(s)
- Company representative for airport check-in

#### MOTOR COACH

- Local Motor Coach Transportation as needed per the Itinerary
- Round Trip Transportation to Airport From School
- Gratuities for your motor coach driver(s)

#### HOTEL

- 5 Nights' accommodations at Local Area 3 Star Hotels
- Breakfast at hotel

#### MEALS

- 5 Dinners at local or Hotel Restaurants. Water included.

#### ATTRACTIONS

- Sightseeing and Attractions Per the Itinerary

#### PERFORMANCES

- Organization and Promotion of Performance(s) Per the Itinerary

#### RENTAL

- Rental fees for Percussion and Tuba Rental budget of \$3500.

#### ADDITIONAL INCLUSIONS

- BRT Payments - Online Payment System
- \$4000 for Instrument shipping Budget
- 3 Complimentary Director Package(s) (based on single occupancy)
- International Power Adaptor for every participant
- Luggage Tags
- All Gratuities throughout the Tour

Contact **Caro Uhlemann-Short** at (800)-373-1423 ext. 224 or [caro@bobrogerstravel.com](mailto:caro@bobrogerstravel.com)



## TOUR PROPOSAL

### TOUR PRICING

Occupancy	Paying Participants	
	80-89	90-99
Double	<b>\$3,895</b>	\$3,749
Single	<b>\$4,595</b>	\$4,435

### Non-inclusions/Options

- Meals stated at student cost or not listed
- TripMate offers a specially priced Enhanced Trip Protection which includes a CFAR\* (Cancel For Any Reason) feature for BRT travelers. \*CFAR coverage covers 75% of the nonrefundable trip cost. Trip cancellation must be made with BRT 2 days or more prior to scheduled departure. Traveler must "opt in" to this plan within 14 days of initial deposit to be eligible for CFAR coverage. This benefit is not available for residents in New York.
- Rental costs for chairs, stands, instruments or keyboards for performances/clinics (BRT can assist in arranging the rental of these items)
- European Union Travel Information and Authorization Systems (ETIAS) requires each traveler to complete one individual application to enter the countries on your tour. The application is for short-term stays of up to 90 days (additional cost to travelers). To complete the application visit <https://www.etias.info/>
- Checked baggage fees beyond the airline luggage allowance of 1 checked bag up to 50 lbs per passenger
- Application and fees for valid passport must be completed by traveler - <https://travel.state.gov/content/travel/en/passports/how-apply.html>

Contact **Caro Uhlemann-Short** at (800)-373-1423 ext. 224 or [caro@bobrogerstravel.com](mailto:caro@bobrogerstravel.com)

## Associations

- Student Youth Travel Association (SYTA)
  - National Tour Association (NTA)
  - American Bus Association (ABA)
- International Air Transport Association (IATA)
- American Choral Directors Association (ACDA)
  - Members of 25 State Music Associations
  - Official Sponsor of Make-A-Wish
- Producer of the Thanksgiving Parade of Bands



## Financial Protection, Safety and Insurance

When you travel with BRT your investment is protected

- Professional liability insurance
- Optional Trip Cancellation Insurance
  - Consumer Protection Plan
  - Post-Departure Trip Insurance
- Enrollment of Your Travelers in the State Department's STEP Program

# Trip Payment Made Simple

We've streamlined the registration and payment process to make leading your trip simple and seamless. **It's as easy as 1-2-3:**

## Here's What Directors Love:

Our system **saves you dozens of hours** in the trip planning process.

Online management means **you never have to collect** payments or keep separate records.

It's a breeze to apply **fundraising, booster money and crowdfunding!**

**Automated reminders and alerts** do the follow-up for you.

Records can be **easily exported**, should your administration or bookkeepers need them.

They're **confident** in our platform powered by Stripe, which has earned the highest grade of payment processing security.

Our **online dashboard centralizes everything** in an easy-to-use hub.

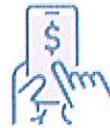
1



## Online Registration

You'll start by sending out a link to your trip page. There, in just a few minutes, adults can complete registration for their student travelers. With a few short clicks, they'll submit all the required information – without you collecting a thing.

2



## Online Payments

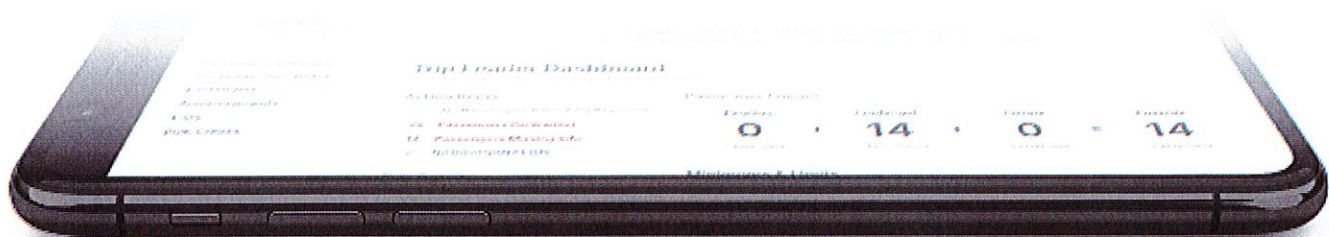
Next up, families can easily pay online and customize their payment preferences. They can set up an easy-to-manage payment schedule, create multiple parent accounts if they need them, and more. Fundraising, booster money and even crowdfunding can be applied here, too!

3

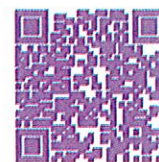


## Online Management

This is the best part! You can access your trip dashboard to see who's registered, who's paid and who hasn't – then sort, filter and message any family you need to, completely online.



To learn more, visit us online:



**NEW!**  
from

**BRT**  
Payments

# Trip Donations

**FAST. EASY. ONLINE.**



## Donate to Lucas McClure For Their Trip!

Lucas McClure is looking to travel on the trip Chicago 2025 and would appreciate your help with a donation.

Destination  
**Chicago, IL**

Travel Dates  
**Apr 05-06, 2025**

Remaining amount  
**\$850**

Donate now



Friends, relatives and other supporters can now contribute money that will be immediately applied to the trip balance of a student traveler.

*Donations can be made with a just a few clicks, and it's now part of every trip you book with Bob Rogers Travel!*

## With Trip Donations by BRT Payments...

- **More students can travel.** At BRT, we're committed to helping as many students as possible to enjoy the life-changing benefits of travel, and this is one more way to do that.
- **Your trip is more likely to happen.** When more students are able to travel, that means your trip is less likely to have to cancel.
- **You'll have less fundraising to do.** We're already seeing great results as we roll out this new feature, with some students receiving hundreds of dollars in donations. This reduces the overall fundraising burden.

## It's Easy as 1-2-3!

**1**

After your trip deposit is paid, students and parents will receive a link they can share via email, social media, or however they like.

**2**

Then, anyone can safely donate to that student's trip by following a few simple steps. Donors can choose the amount they'd like to contribute, and, if they prefer, they can do so anonymously.

**3**

Donations will immediately appear on the traveler's payment timeline. *It's that easy!*

Today  
FAET

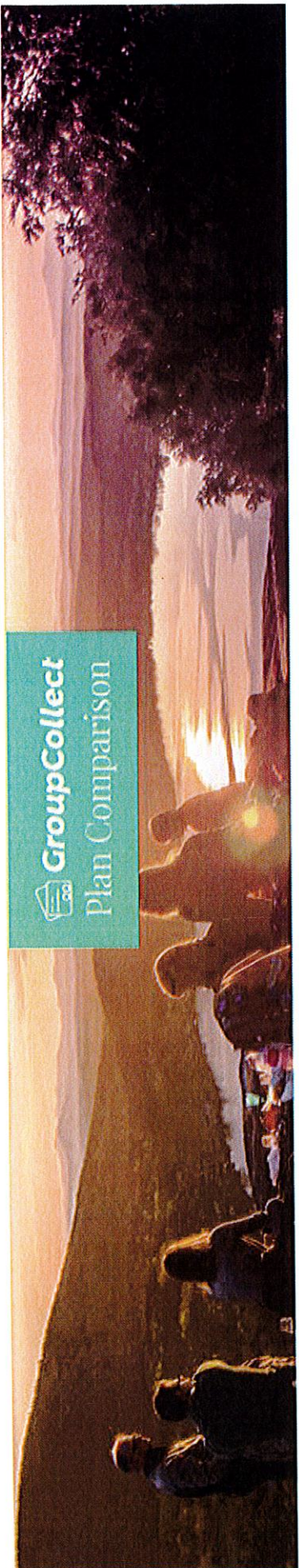
\$50.00

Created by Jackie Mason



**Bob Rogers Travel**

To learn more, **contact your BRT Travel Consultant.**



**GroupCollect**  
Plan Comparison

**CANCEL FOR ANY REASON BENEFIT\*** - If you cancel Your Trip for any reason not otherwise covered by this Plan, benefits will be paid for 75% of the unused, forfeited, prepaid non-refundable Payments or Deposits You paid for Your Trip provided: a) Your payment for this Plan is received within 14 days of the date Your initial Payment or Deposit for Your Trip is received; and b) You cancel Your Trip no later than 2 days prior to the Scheduled Departure Date of Your Trip. This Cancel for Any Reason Benefit does not cover the failure of the Retail Travel Supplier to provide the bargained-for Travel Arrangements due to cessation of operations for any reason. These benefit(s) will not duplicate any other benefits payable under the plan or any coverage(s) attached to the plan.

**TRIP CANCELLATION** - Protects the unused, forfeited, prepaid non-refundable Payments or Deposits for the Travel Arrangements You purchased for Your Trip in the event You have to cancel due to a covered reason.

**TRIP INTERRUPTION** - Provides You with a reimbursement for the unused, forfeited, prepaid non-refundable Payments or Deposits for land or water Travel Arrangements for Your Trip, plus the Additional Transportation Cost paid, if Your Trip is interrupted for a covered reason.

**MISSED CONNECTION** - Provides You with a reimbursement for the unused, forfeited, prepaid non-refundable Payments or Deposits paid to the Travel Supplier for the land or water Travel Arrangements You purchased for Your Trip, plus the additional transportation cost to join Your trip, if You miss Your Trip departure because Your arrival at the Trip destination is delayed for 3 consecutive hours or more for a covered reason.

**TRIP DELAY** - Assists with Reasonable Expenses incurred when You are delayed 8 consecutive hours or more while en route to or from or during the course of Your Trip for a covered reason.

**ACCIDENT & SICKNESS MEDICAL EXPENSE** - Provides Medical Expense benefits for a covered Sickness or covered Injury incurred while on Your Trip.

**MEDICAL EVACUATION & REPATRIATION OF REMAINS** - Among other things, this reimburses transportation expenses incurred to transport you to the nearest medical facility where treatment is available if you incur a sickness or injury that is acute, severe or life threatening during Your Trip.

**POLITICAL OR SECURITY EVACUATION & NATURAL DISASTER EVACUATION** - Can cover reasonable Political or Security Evacuation or reasonable Natural Disaster Evacuation expenses and Related Costs incurred for Your transportation, if You must interrupt Your Trip for a covered Political or Security Event or Natural Disaster Event and while traveling outside Your Home Country.

**BAGGAGE & PERSONAL EFFECTS** - Provides reimbursement when your Baggage or personal belongings are damaged, destroyed, lost or stolen during Your Trip.

**BAGGAGE DELAY** - Provides reimbursement for the purchase of reasonable additional clothing and personal articles purchased by You if Your Baggage is delayed or misdirected by a Common Carrier for at least 12 consecutive hours or more.

**Waiver of the Pre-Existing Medical Condition Exclusion:** exclusion for Pre-Existing Condition will be waived provided: (a) Your payment for this Plan is received within 14 days of the date Your initial Payment or Deposit for Your Trip is received; and (b) You are medically able and not disabled from travel at the time Your plan cost is paid based on assessment of a Physician.

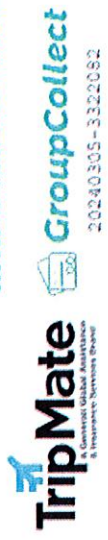
\*See back for exclusions & limitations.

Schedule of Insurance Benefits	Maximum Benefit Amount	Standard Plan F561S	Enhanced Plan F561E
Cancel For Any Reason Benefit*	75% of Non-Refundable Trip Cost	✓	✓
Trip Cancellation** Single Supplement	up to 100% of the non-refundable insured Trip Cost included	✓	✓
Trip Interruption** Single Supplement	up to 100% of the non-refundable insured Trip Cost included	✓	✓
Additional Trip Interruption Travel Companion Hospitalization	Included under Trip Interruption benefit Maximum up to \$150 Per Day, Limited to 5 Days	✓	✓
Missed Connection	\$500	✓	✓
Trip Delay	up to \$150 Per Day, to a Maximum of \$750	✓	✓
Accident & Sickness Medical Expense Dental Expense Sublimit	\$25,000 \$750	✓	✓
Medical Evacuation & Repatriation of Remains Additional Medical Evacuation; Transportation Of Children/Child Beside Visit Transportation to Join You	\$100,000 included included included	✓	✓
Political or Security Evacuation & Natural Disaster Evacuation	\$25,000	✓	✓
Baggage and Personal Effects Passport, Visa or Other Travel Documents Replacement Credit Card Charges and Interest Per Article Limit Items Subject to Special Limitations	\$1,500 \$100 \$50 \$300 \$600 Maximum Combined	✓	✓
Baggage Delay	Up to \$50 to expedite the Return	✓	✓

\*Not available to NY Residents. Additional terms apply.  
\*\*Benefits are only payable if trip is cancelled/interrupted due to a covered peril.

Plan	Rate
Standard (F561S) For Trips Under \$299	4.55% of Trip Cost \$24
Enhanced (F561E) For Trips Under \$299	7.60% of Trip Cost \$23

Contains Insurance and Non-Insurance Assistance Services.



20240305-3322082

## BRT PAYMENTS

**We are excited your group is traveling with us!**

**Below is some information regarding registering and paying for your trip.**

<b>Group Name</b>	Portage Northern H.S. Music Department	<b>Destination</b>	Ireland
<b>Group Leader</b>	Chelsea Whiteoak	<b>Trip Dates</b>	June 15-21, 2026

*All package costs are based on projected participation and occupancy, and are subject to change.*

Participant Type	Trip Price & Occupancy	
<b>Student</b>	\$3,895.00 (all students in double occupancy)	
	<b>Double</b>	<b>Single</b>
<b>Chaperone</b>	\$3,895.00	\$4,595.00
<b>Registration Link</b>	<a href="https://bobrogerstravel.grcoll.co/v2/go/portagen26" style="color: #0072bc;">https://bobrogerstravel.grcoll.co/v2/go/portagen26</a>	

Payment Details	Due Date	Amount Due
<b>Registration Deadline</b>	February 7, 2025	---
<b>Deposit + Insurance Premium (if selected)</b>	February 14, 2025	\$250.00 + insurance premium (if selected) per traveler
<b>Payment #2</b>	April 15, 2025	\$400.00 per traveler
<b>Payment #3</b>	June 16, 2025	\$400.00 per traveler
<b>Payment #4</b>	August 15, 2025	\$400.00 per traveler
<b>Payment #5</b>	October 15, 2025	\$400.00 per traveler
<b>Payment #6</b>	November 20, 2025	\$400.00 per traveler
<b>Payment #7</b>	February 20, 2026	\$500.00 per traveler
<b>Payment #8</b>	March 20, 2026	\$500.00 per traveler
<b>Payment #9</b>	April 24, 2026	Remaining Balance

**Travelers are expected to be up-to-date with payments according to the schedule above in order to maintain a spot on the trip.**



### CANCELLATION POLICY

All money and fees paid to Bob Rogers Travel prior to cancellation are non-refundable. No refunds or credits will be issued for a canceled traveler without the additional purchase of travel protection. All cancellations must be confirmed via email by Bob Rogers Travel. **No refunds or credits will be issued for a cancelled participant without the purchase of travel protection.**

**BRT PAYMENTS**

**INSTRUCTIONS**

**STEP 1**

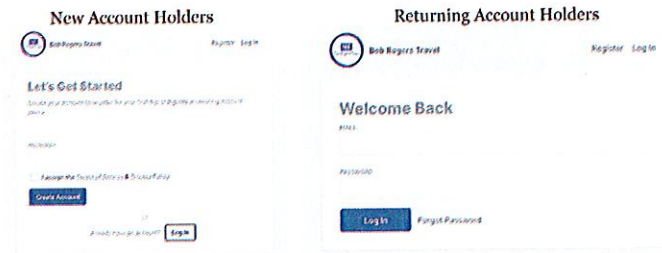
**Option 1 (Registration Link)**

- Follow the registration link on page 1 and click “Register for this Trip”



**Option 2 (Trip Code)**

- [www.brtpayments.com](http://www.brtpayments.com) to begin the registration process.
- Click ‘Register’ and create an account by entering your email address and desired password, accept the Terms of Service and Privacy Policy by clicking the checkbox and click ‘Create Account’
- If you are a returning user, select ‘Log In’ in the right-hand corner and enter your email and password to access your existing account. You’ll be prompted to select an existing trip or enter a new trip code (found in the top right corner of these instructions).



**STEP 2:** To reserve your spot you must:

- Complete all of the required information by clicking “Add Missing Info” (including personal info, medical info, package type, insurance selection, BRT Terms and Conditions and emergency contact
- Save a form of payment  
(either a credit/debit card or bank information).

**A partial registration, or a registration without saving a form of payment does not reserve your spot.**

**STEP 3:** Return to pay your deposit on or before the deposit due date (you can also pay at the same time as registration).

- All future notifications will come via email. *(Check junk/spam folder if emails are not received.)*
- If you need to register additional travelers, please login using your email and password, then click on the trip that you’d like to register additional passengers for and select “Add More Passengers”.

**BRT PAYMENTS**

**Information About Trip Protection Options**

All payments made to Bob Rogers Travel are non-refundable without the purchase of additional trip protection, which is available during the registration process.

**Bob Rogers Travel highly recommends you purchase the “Enhanced” plan, as it includes a Cancel For Any Reason provision.** This allows you to cancel for any reason and receive a 75% refund.

Covered Cancellation Reasons

Standard Protection	Enhanced Protection
<p>Only covered reasons as outlined in the plan document available at: <a href="https://bit.ly/TripMateStandard">https://bit.ly/TripMateStandard</a></p>	<p>Any reason up until 48 hours prior to departure, including:</p> <ul style="list-style-type: none"> <li>• Poor Grades</li> <li>• Disciplinary Issues</li> <li>• Moving to a new school</li> <li>• Scared to travel</li> <li>• COVID-19 Concerns</li> <li>• Illness of a non-traveling friend or family member</li> <li>• <a href="https://bit.ly/TripMateEnhanced">https://bit.ly/TripMateEnhanced</a></li> </ul>

Please note that all insurance policies are sold by TripMate, Inc. not Bob Rogers Travel. All claims decisions are at the sole discretion of TripMate, and Bob Rogers Travel has no influence over the outcome. For further question regarding travel protection options, please contact TripMate at 844-777-6856.

**Thank you for choosing Bob Rogers Travel!**  
**Questions? Email: [travelersupport@bobrogerstravel.com](mailto:travelersupport@bobrogerstravel.com)**  
 We look forward to helping you create lasting memories!



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. January 27, 2025 Policy Governance Retreat & Regular Meeting &  
February 4, 2025 Special Meeting
  
2. HGD Curricular Changes

**That the Board of Education approve the changes to the Human Growth and Development curriculum at Portage Public Schools, as presented.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**POLICY GOVERNANCE RETREAT & REGULAR BUSINESS MEETING  
JANUARY 27, 2025**

**POLICY GOVERNANCE RETREAT**

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, January 27, 2025, was called to order at 4:02 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 4:09 p.m.), Kimberly Larson, Terri Novaria, Mary Lou Rohwer, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction & Assessment; Kelly Jensenius, Director of Elementary Education

Others Present: Gary Goscenski, Perspectives Consulting

**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.

**DISCUSSION ITEMS**

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the agenda on the following topics: overview of Policy Governance, review of Policy Governance policies, and Ends Policy 1.1.

The 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, January 27, 2025, 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, Kimberly Larson, Terri Novaria, Mary Lou Rohwer, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: None

## **REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Ms. Larson, seconded by Mrs. Novaria, that the Board of Education approve the agenda as amended to remove from the agenda the Assurance of District Performance item.**

**The motion carried unanimously.**

## **REPORTS**

### **Superintendent's Report**

#### **Board Recognition**

January is Board Recognition Month. Superintendent Bielang recognized and thanked board members for their board service.

#### **District Rebranding Update**

Ms. Michelle Karpinski, Community Relations Manager, provided introductory remarks. Mr. Rick Chambers, of Rick Chambers & Associates, provided an update on the District's rebranding efforts.

Earlier this school year, the Board heard an update about the process involved in the District rebranding effort and the proposed tag line. Since then, the rebranding work has focused on visual branding. This update centered on that work – the steps involved, showing and explaining the visual elements involved (logo, colors, typography, etc.). (It was noted, that the proposed visual branding represents the District and will not replace the individual school mascot, colors, etc.) Next steps include looking at merging our aspirational statement and vision statement. Later this school year the Board can expect to take action on the rebranding.

Trustees appreciated the level of detail, research, and work that has gone into this endeavor.

#### **Bond Project Update**

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

For the new Central Elementary, carpet installation started in the learning studios, painters are working on the ceiling and bulkhead, and electrical work continues throughout the building.

For the new Haverhill Elementary, the staff tour will be February 3, 2025 at 4:30 p.m. Board members were invited. On site, electrical work continues throughout the building, light fixtures in the heart of the school are installed, ceiling grids and lights in the first floor learning studios are going in, and flooring is being installed in the restrooms.

### **Change Order Summary**

Mr. Edwards provided introductory remarks. Ms. Anastasia Wojcik, Assistant Project Manager with Owen-Ames-Kimball, reviewed consolidated the construction cost and change orders through January 17, 2025 on elementary bond work. Mr. Edwards and Ms. Wojcik responded to Trustee questions.

### **Financial Report**

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

In addition, Ms. Johnson informed the Board the state held their Consensus Revenue Estimating Conference earlier this month relative to the state's budget. In February, the Governor is expected to release her proposed budget and then the House and Senate will release their budgets. Another conference is expected in May at which we hope to learn more about the state's proposed budget and the impact to school funding.

### **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the floor to public comment.

Kat Frink, on behalf of the PEA, thanked former Trustees Keith Crowell and Ean Hamilton for their service, welcomed new board members Mary Lou Rohwer and Mark Stevenson and congratulated Superintendent Bielang on his upcoming retirement. In addition, she shared "good news" from around the District on staff/student events/activities.

President Van Antwerp thanked Ms. Frink for her remarks and opened the floor to Trustee comments.

Mrs. Novaria shared positive remarks regarding the Northern High/North Middle School student production of *Descendants*, and looks forward to the upcoming production of *Harry Potter* at Central High.

Mr. Snyder thanked Ms. Frink for her remarks, his fellow board members for good conversation at today's Policy Governance Retreat, and thanked Michelle Karpinski for her work with *Board Briefs*.

## CONSENT AGENDA

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: (1) the January 13, 2025 Organizational Meeting/Committee of the Whole Work Session; (2) 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 \$24,744,404.00, the funds for which will come from the 2021 Bond; and (3) approve changes to the Administrator Handbook, as presented.**

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

## REQUIRED ACTION ITEMS

### **CEL Public Easements & Bill of Sale**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education grant a water main easement and bill of sale at the Portage Central Elementary site to the City of Portage, as presented.**

Per Mr. Johnny Edwards, the purpose for this action and the documents associated with it are very similar to the easement/bill of sale presented to the Board at the last meeting relative to Haverhill Elementary.

**The motion carried unanimously.**

## DISCUSSION ITEMS

### **Projector Purchase for New CEL & HAV**

Dr. Ryan Miller, Director of Information and Technology, went over the recommendation to purchase laser projectors for the new Central Elementary and Haverhill Elementary.

The Board opted to move this discussion item to action.

**Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, to move the Projector Purchase for New CEL & HAV discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, to approve the purchase of the Epson PowerLite laser projectors for the new Central and Haverhill Elementary Schools in the amount of \$43,663.00 from Data Image LLC, the funds for which will come from the 2021 Bond Fund.**

**The motion carried unanimously.**

**HGD Curricular Changes**

Dr. Tracy Speaker-Gerstheimer, Director of Curriculum & Professional Development 9-12, reviewed proposed changes to the curriculum.

Trustees shared positive remarks.

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

Respectfully submitted,

Barb Atkinson  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**SPECIAL MEETING  
FEBRUARY 4, 2025**

The special meeting of the Board of Education of Portage Public Schools held on Tuesday, February 4 2025, was called to order at 5:01 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Kimberly Larson, Terri Novaria, Mary Lou Rohwer, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: Emily Crawford

Administration Present: Mark Bielang, Superintendent; Barb Atkinson, Recording Secretary

Others Present: Andy Ingall of Michigan Leadership Institute

**REVISIONS/APPROVAL OF AGENDA**

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

**The motion carried unanimously.**

**COMMENTS OR COMMUNICATIONS**

There were no comments or communications.

**DISCUSSION**

President Van Antwerp provided introductory remarks. Mr. Andy Ingall of Michigan Leadership Institute (MLI) reviewed MLI's superintendent search process and a sample timeline. Mr. Ingall addressed Trustee questions and Board discussion followed. The Board opted to move the discussion item to action as captured below.

**Motion offered by Mr. Snyder, seconded by Ms. Larson, that the Board of Education move the Michigan Leadership Institute Presentation discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, that the Board of Education contract with the Michigan Leadership Institute to conduct a superintendent search, as presented.**

**The motion carried unanimously.**

The special meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Barb Atkinson  
Recording Secretary

**TO:** Mark Bielang, Superintendent  
**FROM:** Dr. Tracy Speaker-Gerstheimer and Dr. Mackenzie Sheahan  
**CC:** Dr. Michael Pascoe, Assistant Superintendent of Instruction  
**DATE:** January 22, 2025

### **RECOMMENDATION**

It is recommended that the Board of Education approve the following changes to the Human Growth and Development (HGD) curriculum at Portage Public Schools. These changes reflect our district's commitment to providing students with a comprehensive, relevant, and research-based Human Growth and Development curriculum. We seek your approval to ensure these updates are implemented for the benefit of our students. There is no cost to implement these changes.

### **BACKGROUND**

Per district procedures and Michigan law, the following process was employed to vet the proposed changes:

- All proposed changes to the curriculum are first vetted by our HGD teacher leaders. High School (Emily Anthony - PNHS), Middle School (Anne Schnurstein - WMS), and Elementary School (Andena Tanner - AMB).
- HGD teacher leaders then proposed the changes to the HGD Curriculum and Instruction Council (CIC) Subcommittee (which is the PPS equivalent of the sex education advisory board required by law). This subcommittee is composed of parents, students, educators, clergy, and health professionals. Members were recruited through district communications. Proposed changes were approved by the subcommittee last school year.
- Proposed changes were presented to the district Curriculum and Instruction Council (CIC) on September 25, 2024 (Face to Face).
- Under the law, the district must hold a minimum of two public hearings, which must be advertised in the same way that board meetings are advertised. In addition, a communication was sent to all parents of students in grades 6-12 through Skyward on November 7, 2024, announcing the public hearings and inviting parent feedback. We held three public hearings on October 15, 2024 (Face to Face), November 19, 2024 (Virtual), and December 2, 2024 (Virtual).
- The last procedure required by Michigan law is for the proposed changes to go to the school board for approval. If approved, proposed changes can be made to the curriculum.

## **PROPOSED CHANGES**

### **Updates to HIV/Aids Instruction in Grade 6**

- To ensure students receive accurate and up-to-date information, we recommend updating the HIV/AIDS PowerPoint with two additional slides on transmission and replacing the outdated classroom video with a more current resource.  
<https://www.youtube.com/watch?v=BADDj82oces>

### **Changes to the Impacts of Pornography Lesson**

- Due to the increasing accessibility of technology among younger students, we propose moving this lesson from ninth grade to 6th grade. The lesson has been revised to be age-appropriate for 6th-grade students. The focus is on promoting healthy relationships, distinguishing social media content from reality, and equipping students with strategies to handle exposure to inappropriate materials.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

1. Monitoring Report 1.5, Ends (GP 4.4)

**Recommended Motion:**

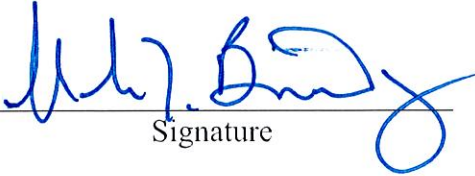
**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept Monitoring Report 1.5, Ends, as a reasonable interpretation and evidence of compliance with policy.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Ends  
Policy Title: Ends Policy 1.5

**Certification**

I hereby present my monitoring report on Ends Policy 1.5 in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of February 3, 2025.

  
\_\_\_\_\_  
Signature

February 3, 2025  
Date

Note: Prior to 2021, when some Ends Policies were re-ordered, this Ends Policy (1.5) was Ends Policy 1.4.

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.5

### **1.5 POLICY LANGUAGE**

Students demonstrate good citizenship through ethical behavior and respect for individual differences and cultures other than their own.

#### **Interpretation**

“Good citizenship” is defined by the Board to mean that students exhibit:

1. Ethical behavior
2. Respect for individual differences
3. Respect for cultures other than their own

The interpretations follow.

**Ethical behavior.** I interpret “**ethical behavior**” to mean that students develop the ability to discern right from wrong as outlined in the Student Code of Conduct.

The following information is used to help us better understand and address student behavior. (Please note that some of these terms and definitions differ from those in reports presented prior to the 2023-24 school year to better align with state and national terms and definitions. that change also provides us with data that can be used to provide perspective. The accompanying charts on pages 5-7 reflect these changes.)

- **Chronically Absent** - A student is considered chronically absent when he or she has missed 10% or more possible days during the scheduled school year. (Source: MISchoolData)
- **Victims of Violent Crimes** - This data tracks the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored event. (Official written complaints must be submitted to law enforcement and to school officials) (Source: MISchoolData)
- **Illegal Possession** - Illegal possession is the distribution, possession, or use of illegal drugs; or the inappropriate distribution, possession, or use of prescription drugs on school property or at a school-sponsored event. (Source: National Center for Education Statistics (NCES); Skyward)
- **Theft** - An incident of theft is one that occurs on school property or at a school-sponsored event and involves the taking of things worth over \$10 without personal confrontation (the unlawful taking of another person’s property without personal confrontation, threat, violence, or bodily harm). (Source: National Center for Education Statistics (NCES); Skyward)
- **Student Attendance** – The average daily attendance rate for all students K-12. (Source: MISchoolData)

## Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.5

- **Bullying** - Written, verbal, or physical acts, or any electronic communication, including but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly. (Source: MISchoolData)
- **Expulsions** - The number of students who have been expelled from school (180 days or more). (Source: MISchoolData)

Note about NCES data:

NCES data is taken from the *Crime, Violence, Discipline, and Safety in U.S. Public Schools Findings From the School Survey on Crime and Safety* reports. These reports are based on collected data from public school principals about violent and nonviolent crimes in their schools. The national sample for 2022 was made up of 4,800 U.S. public schools. Data collection was conducted primarily through the use of an online questionnaire, with a paper questionnaire provided in mailings sent later in the data collection period. The tables in the report contain counts and percentages produced from data that have been weighted to represent U.S. public schools. These reports were published every two years from 2016 to 2022. We recently learned that 2022 was the final planned collection.

**Respect for individual differences.** I interpret “**respect for individual differences**” to mean that students recognize differences between individuals, understand their significance, and respond to others with interest, politeness, and care.

The District does not have a quantitative way of measuring student acquisition of these skills/behaviors.

**Respect for cultures other than their own.** I interpret “**respect for cultures other than their own**” to mean that students recognize different cultures, understand their significance, and respond with interest, politeness, and care.

The District does not have a quantitative way of measuring student acquisition of these skills/behaviors.

## Report

### **Ethical Behavior**

The District provides and incorporates a number of activities, events and practices to help students develop the ability to discern right from wrong.

Behavioral expectations are clearly outlined in the Student Code of Conduct which is published in student handbooks at all levels. Expectations are regularly discussed and clarified in the classroom, at assemblies, and through one-on-one and small-group meetings.

## Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.5

A District-wide positive behavior support system is in place which focuses on and teaches kindness, respect, responsibility and safety. Conversations around expectations and disciplinary measures spring from this foundation identified by various names (SAIL, CREW, PBIS, BE-NICE, etc.).

Administrators strive to provide swift, immediate and personalized interventions for students who struggle to follow school rules and otherwise disrupt the learning environment. The focus is less on consequences and more on prevention, re-teaching, behavior modification, and restorative practices. We also have a partnership with Gryphon Place to help facilitate restorative circles and provide other mediation services.

The District employs two School Resource Officers who work to build relationships with students and serve as a visible presence that ethical behavior is an expectation by our District and the greater Portage community.

Students who reach certain benchmark absences are referred into our MTSS/PBIS process to receive appropriate assistance. When necessary, referrals are made to the truancy office at KRESA (Kalamazoo Regional Educational Service Agency). Unexcused absences are reported to parents/guardians via a phone call on a daily basis. Also, parents/guardians have 24/7 access to their child's attendance record through Skyward.

Essential life skills that promote ethical behavior are embedded in various parts of our K-12 curriculum. Sixth graders participate in Family and Consumer Science (FACS), an exploratory course that introduces a wide variety of essential life skills, which helps students with ethical awareness as well as cultural sensitivity.

Students and families at the elementary level are supported by building-level Engagement Specialists. Engagement Specialists help link students and families to district and community resources to provide appropriate services. In the fall of 2022 the District created a new position (Coordinator of School Mental Health Initiatives) to assist students, staff and families with mental health needs.

Some of the events and activities held around the District that are available to students to achieve this end include:

- Participation in the Michigan Cyber Safety Initiative Program
- Voter registration drives
- Blood Drives
- Breadlift
- Canned food drives
- Service through the International Baccalaureate Program
- Service through National Honor Society and other student organizations
- Day of Kindness activities

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.5

- Study Tables
- Volunteering opportunities
- Anti-bullying assemblies and activities
- PC Ambassadors
- Day of Facts: International Human Rights Day Activities
- Dangers of social media educational events
- School-sponsored events promoting empathy & foster a desire to actively assist others in the community
- On-line Digital Citizenship Classes
- S.A.V.E. – Students Against Violence Everywhere.

Monitoring Report

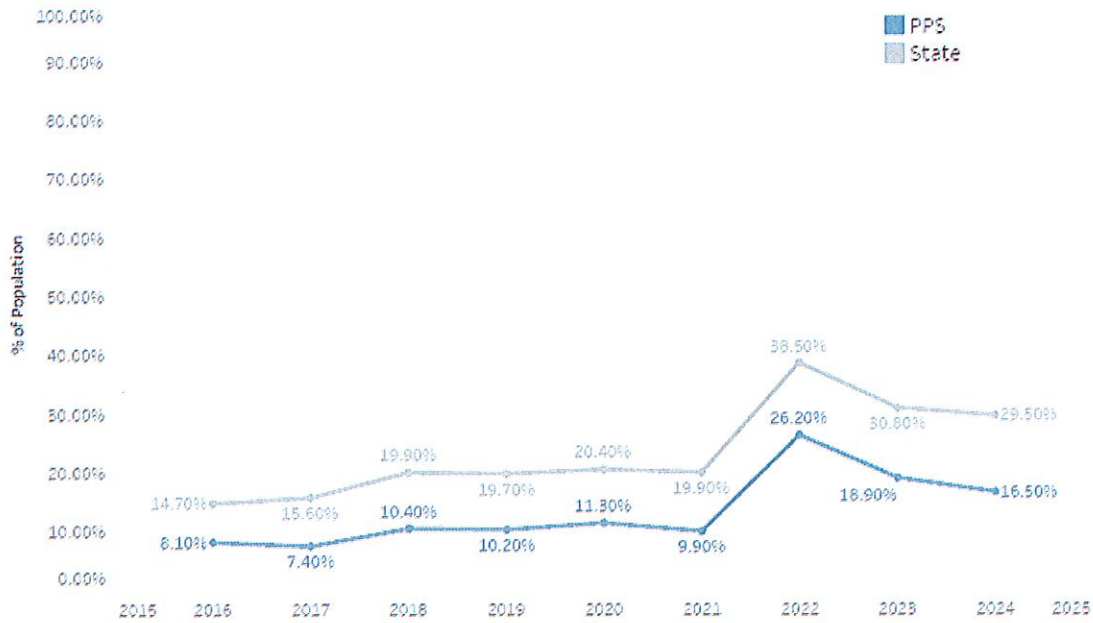
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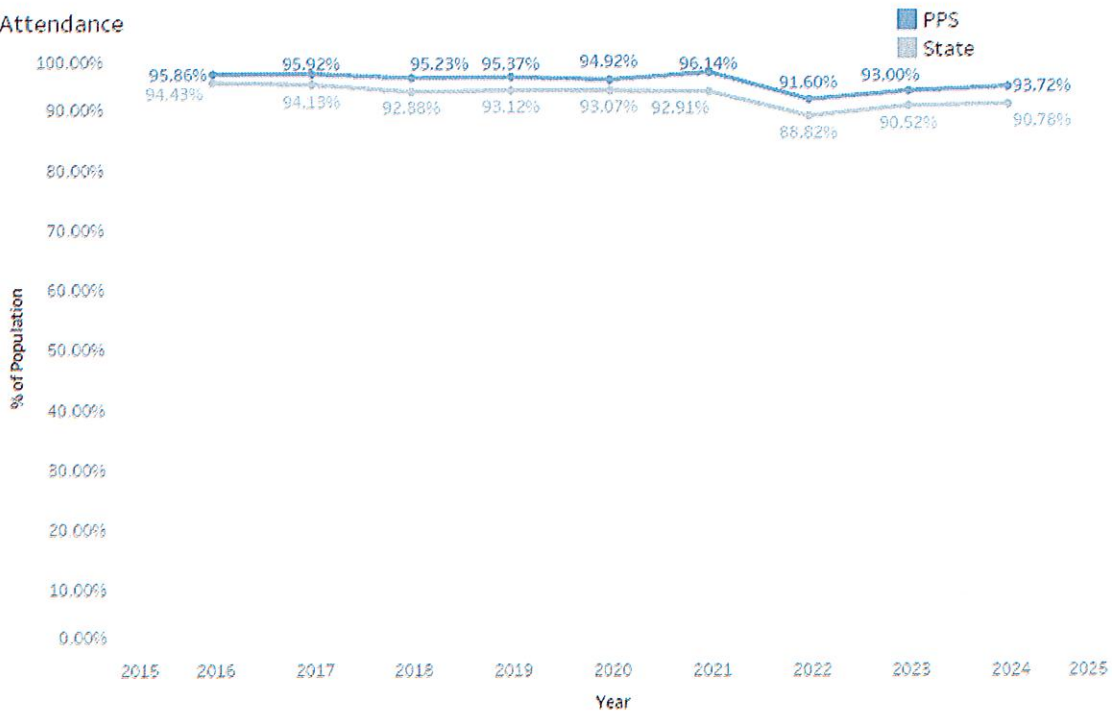
Policy Title: Ends Policy 1.5

Below is the data relative to ethical behavior. *(Please note, during the 2020-21 school year numbers and percentages were impacted due to many students being in a virtual environment. Caution is given about drawing conclusions.)*

Chronically Absent



Attendance



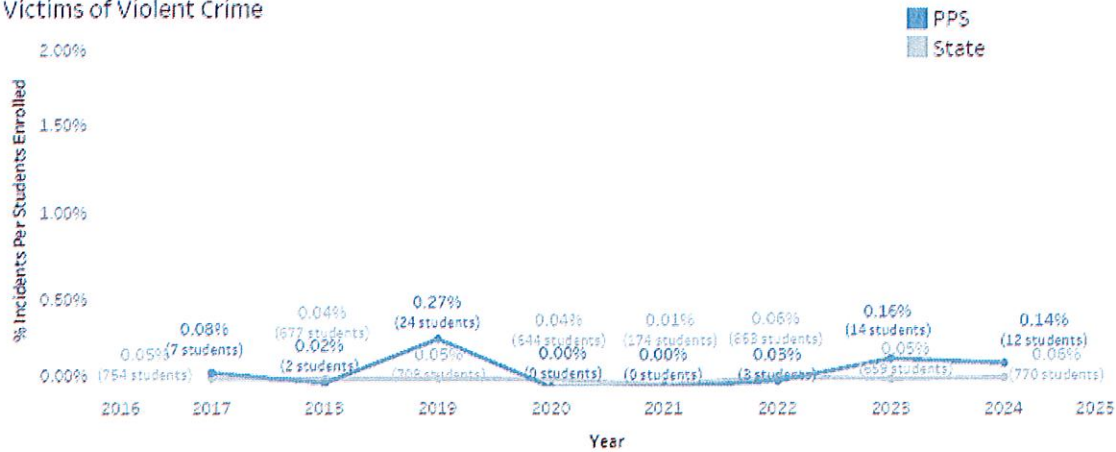
Monitoring Report

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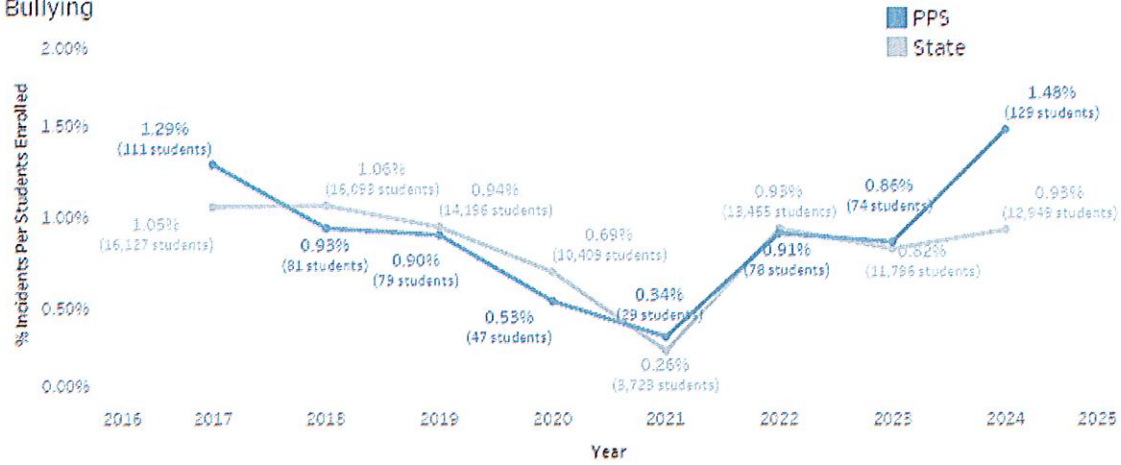
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Policy Title: Ends Policy 1.5

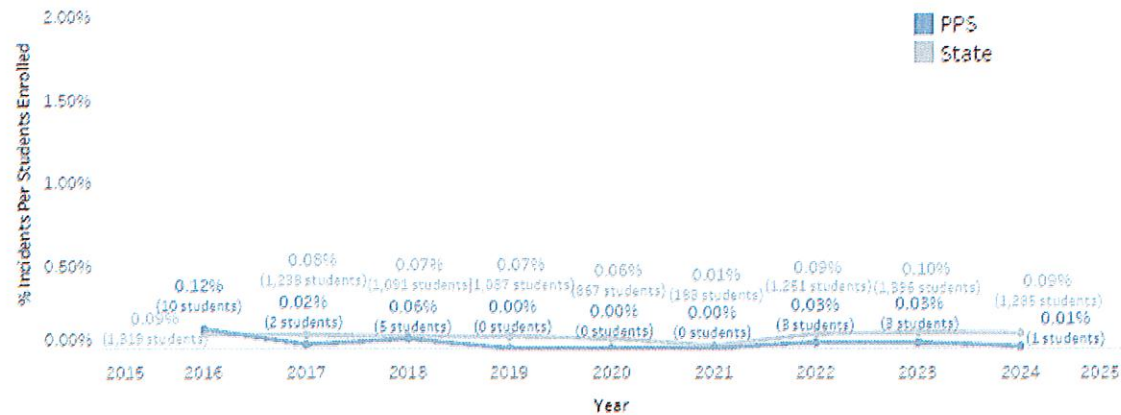
Victims of Violent Crime



Bullying



Expulsions - Total



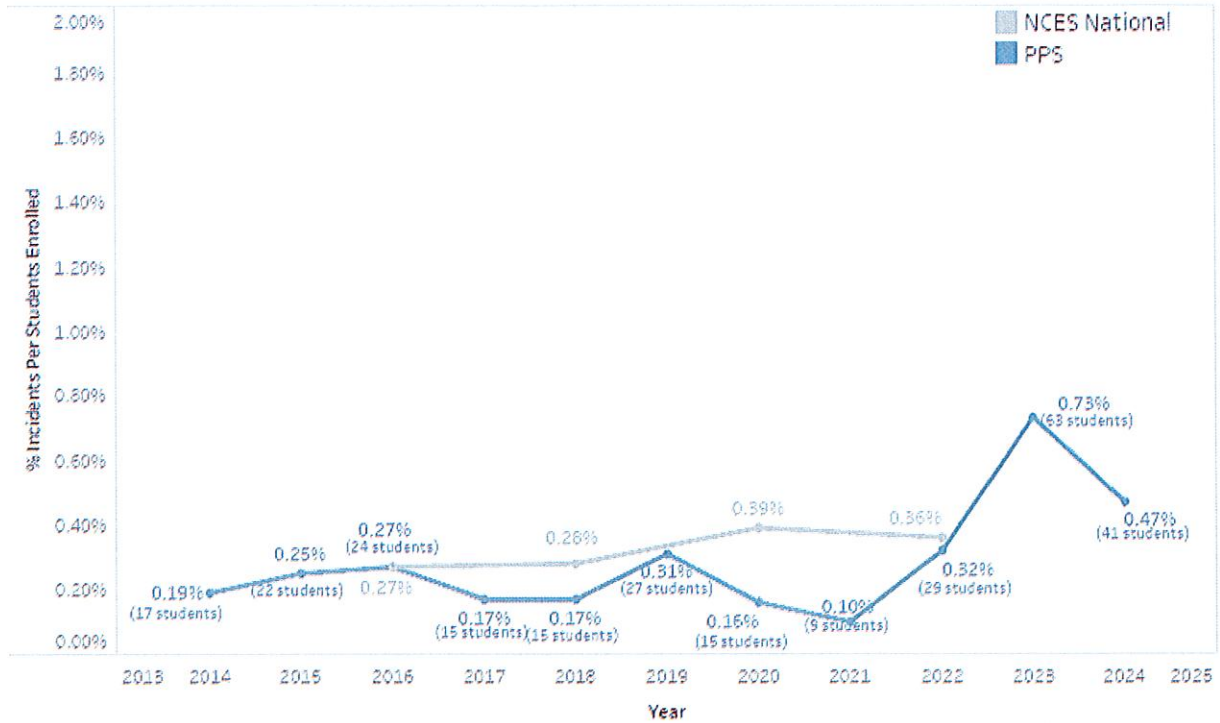
Monitoring Report

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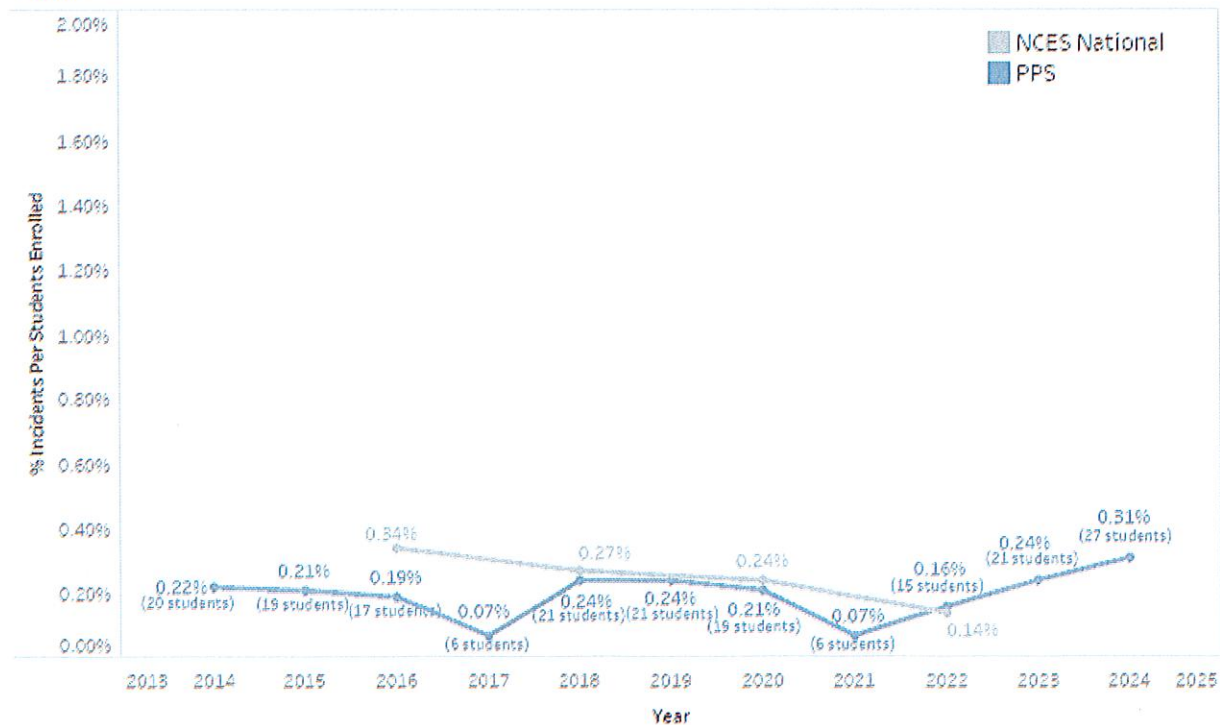
Policy Type: Ends

Policy Title: Ends Policy 1.5

Illegal Possession



Theft



Monitoring Report

Page -9-

Policy Type: Ends

Policy Title: Ends Policy 1.5

### **Respect for Individual Differences**

The District supports a number of activities, clubs, and programs that help students become more aware of the various differences that exist among their peers and in society. Many of these activities, clubs, and programs are the same ones that contribute to students respecting cultures other than their own. Through them, students are able to interact with others who are different from themselves. Additionally, the new English Language Arts curriculum being implemented in the district contains instructional materials that support this goal.

The following list is a sampling of what's available to students to further this end:

- Moose Club
- Link Crew
- Clothing drives
- Mix it up days
- Middle School WEB...Where Everyone Belongs
- Anti-bullying programs
- Be the Change activities
- Superintendent's Student Advisory Board
- JEDI Club
- Empowerment Club

### **Respect for Cultures Other Than Their Own**

The District supports a number of activities and events and incorporates several practices to help students become culturally sensitive.

Among these are:

- Embedded in the English Language Arts, Social Studies, Music and Art Curricula are many lessons and activities that help students recognize cultural diversity and to practice acceptance of all people. Of particular note is the nine-week middle school elective called Cultural Studies. Students study the cultures of five ethnic groups to develop a deeper understanding of Native Americans, African Americans, Hispanic Americans, Asian Americans and Middle-Eastern Americans.
- Textbooks, novels and other instructional materials are selected with cultural sensitivity in mind.
- International Human Rights Day: Day of Facts sponsored by the DREAMS Club WMS.
- Various World Languages are offered to students along with clubs to support deeper understanding of the culture these languages represent. Travel to other countries is commonplace in the District.

## Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.5

- The Great Start Readiness Program sponsors a “Family Diversity Night,” where families share traditions from their culture.
- Many of our classroom teachers offer time to parents/volunteers to teach family traditions to students.
- The District annually hosts several foreign exchange students representing a number of different countries. Additionally, we annually host students from our IB Sister School in Denmark.
- Many of our buildings/teachers create activities to support diversity awareness during designated holidays/months such as Hispanic Heritage Month, Dr. Martin Luther King Jr. Day, The Holocaust Remembrance Day, Black History Month, Women’s History Month, etc.
- Several of our buildings host KRESA off-site programs from which students learn more about with students in programs such as ASD and Deaf Education.
- CommuniTEEN provides an excellent vehicle to explore a variety of topics that relate to cultural and individual diversity. The selected works and authors bring a wide variety of perspectives to PPS, which prompts dialogue between students, staff and community.
- At West Middle School, world religion presentations on Judaism, Hinduism, Buddhism, Christianity and Islam are given. Social Studies staff have practitioners of these religious traditions speak to the seventh grade students about the tenants of each practice, common assumptions, misconceptions and myths about them.
- Our Art Club and Comic Book clubs are working with students to better communicate stories and social/cultural issues through the medium of the arts.

The District continues to hold various events and activities on Martin Luther King Jr. Day and during Black History Month.

At the elementary level, teachers incorporate textbooks and other reading materials to promote thinking and discussion; video clips of Dr. King’s speeches are used to facilitate discussion; hallway and classroom displays depict projects growing out of the work of Dr. King; music teachers utilize vocal selections written to honor Dr. King. Many of these activities occur over an extended period of time.

At the secondary level speakers come in to talk about Dr. King, civil rights, current movements, etc. and students display projects about noteworthy African-Americans (brochures, posters, compositions, Hall of Fame posters).

Students do reflective writing about Dr. King’s contributions to society; books and other related resources are on display in our media centers; videos and other media resources are used to spark classroom discussion; many of our classes have embedded in them research, units, discussion, etc., throughout the year that focus on issues related to diversity, civil rights, and social justice;

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.5

and of course Portage Northern High School holds a Black History Month celebration which is run by students incorporating an all-school assembly. Other events and activities include A Million Steps for Martin and the showing of “Selma”.

WMS has several interactive activities: Reflection Points (Mirrors & Windows) throughout the school which allows students to interact with the social/cultural aspects of being a person of color, a field trip to the Underground Railroad House in Schoolcraft, after school culture activities – Step Dancing, The Green Book, sale of BHM t-shirts with historical and relevant facts, and a kick-off speakers addressing the themes of GRIT, Resilience and Perseverance.

The District recently concluded a 16 month process of creating a definition of what equity means at PPS: **PPS is an inclusive environment providing each individual access to resources and opportunities for success.** This process also had us identifying the common values we want to operate under: **Respect, Honesty, Accountability, Growth, Integrity, and Compassion.**

#### **Conclusion Statement**

The organization met expectations.

Also included in this report, as information only, is a graphic representation of diversity in our schools and workforce (Pages 12-13). As a District, we continue to look more closely at this information and how it impacts teaching and learning. To advance this goal we have created and filled the position of Recruitment and Retention Specialist in our Human Resources Department.

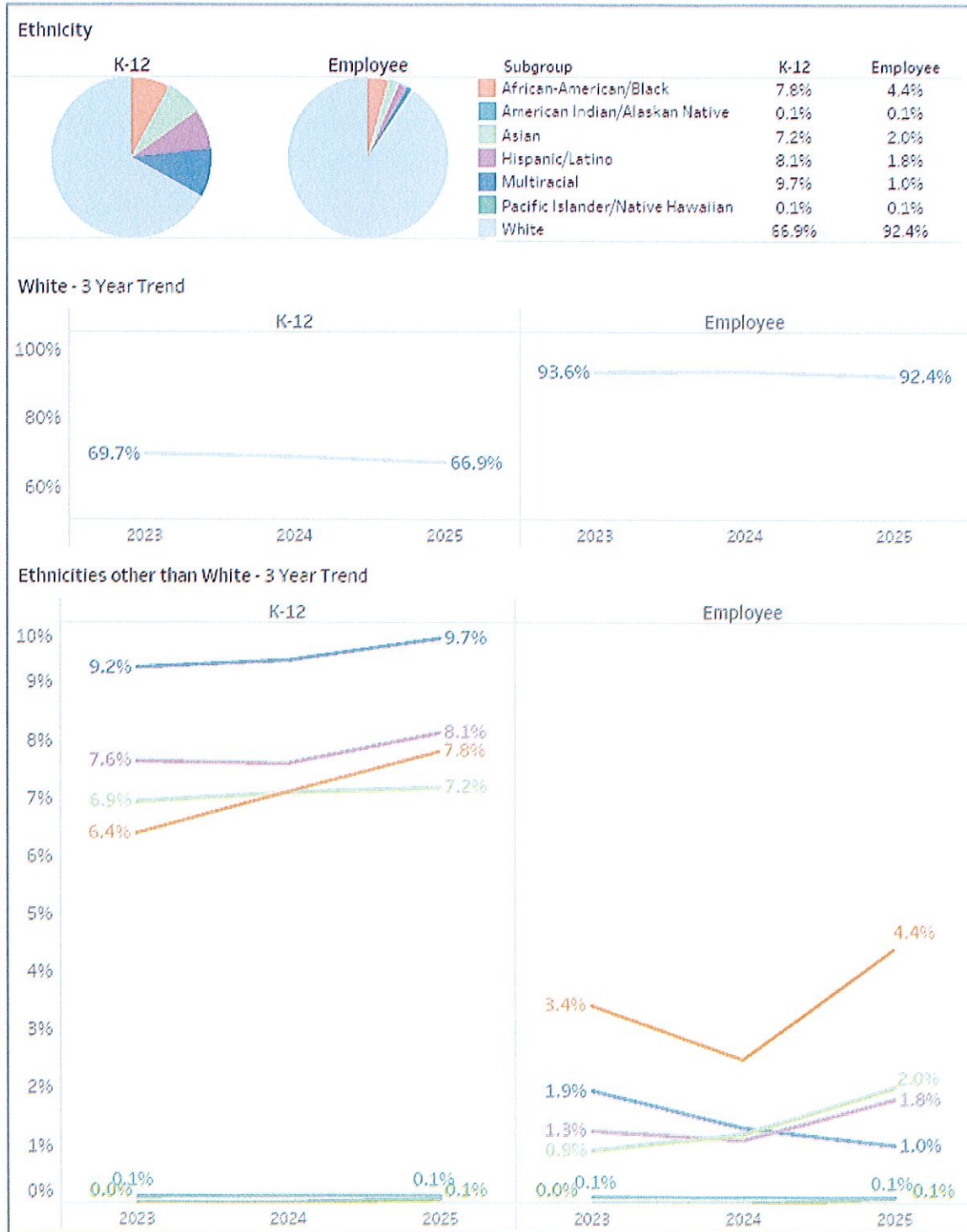
Monitoring Report

Page -12-

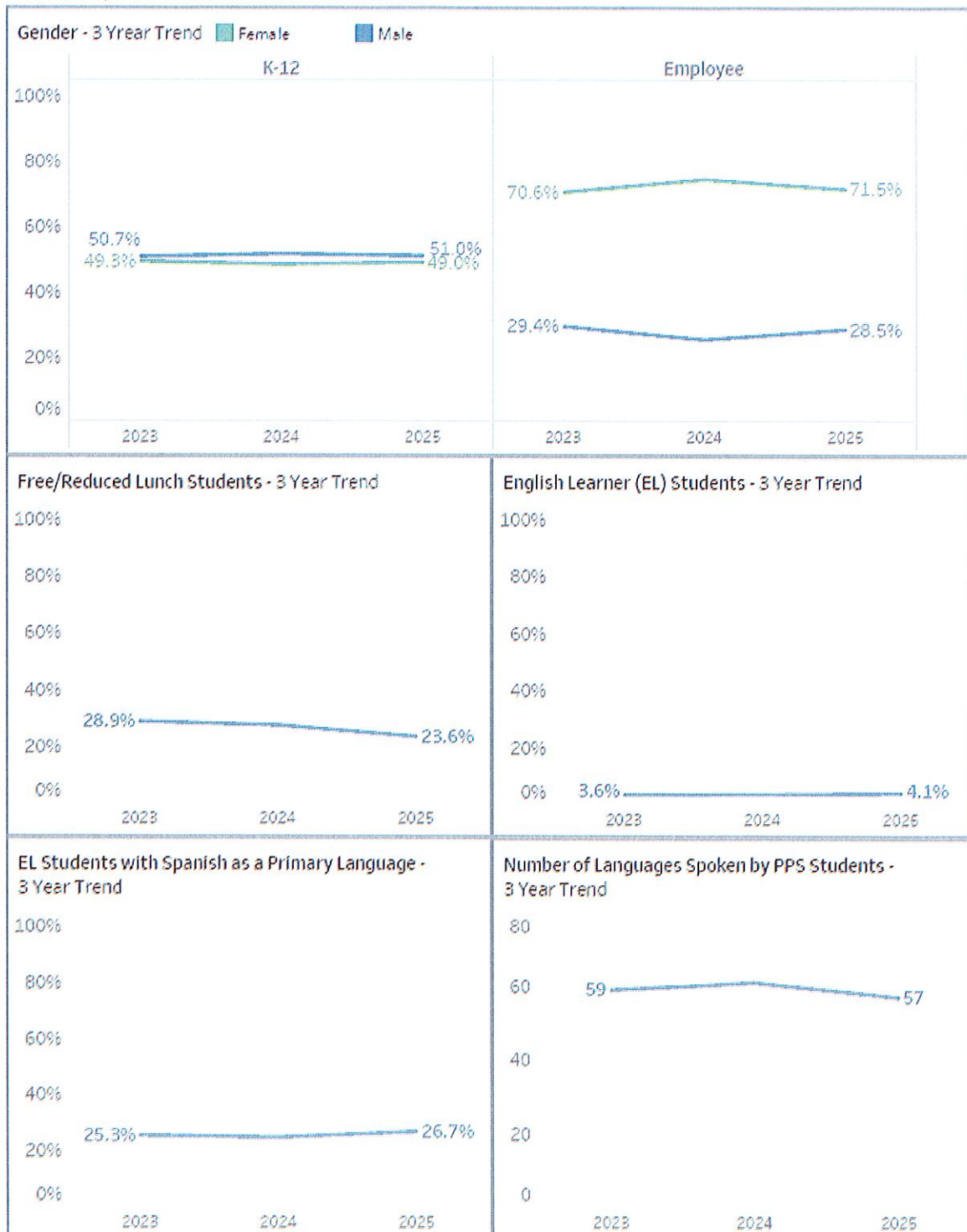
Policy Type: Ends

Policy Title: Ends Policy 1.5

Diversity in our Schools and Workforce



Diversity in our Schools and Workforce



## 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

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### 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 – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

2. Monitoring Report 2.4, Financial Planning/Budgeting (GP 4.4)

**Recommended Motion:**

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

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.4) Financial Planning/Budgeting

**Global Board Policy**

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. It is the policy of the Board of Education to comply with all applicable laws, regulations, and the provisions of federal and state grant agreements in the conduct of its financial operations. The Board of Education instructs the Superintendent to develop appropriate operating procedures to ensure such compliance.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.4, "Financial Planning/Budgeting" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of February 3, 2025.



Signature

February 3, 2024  
Date

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding five sections. My interpretations of those sections, the report, and conclusion statements are presented below. My interpretations have not changed since the last report.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

### **2.4.1 POLICY LANGUAGE**

The Superintendent shall not risk the organization incurring those situations or conditions described as unacceptable in the Board's policy Financial Condition and Activities.

#### **Interpretation**

I interpret this to mean that our financial planning must adhere to the following:

- The proposed budget for the fiscal year (July 1 – June 30) does not anticipate an excess of expenditures over revenue that would result in an end of year fund balance level below 7% of expenditures, based on identified assumptions, unless approved by the Board.
- There is no planned borrowing from outside sources to provide revenue to create a balanced budget.
- Monthly cash flow plans are in place to meet payroll and vendor account obligations.

#### **Report**

The 2024/25 Board-approved budget incorporated the planning assumptions shared by administration and resulted in a balanced budget, which relied on using a portion of the unassigned fund balance. There is no planned borrowing for the current fiscal year nor was there in the preceding year (ending June 30, 2024). All payroll obligations have been met as scheduled. (Vendor payments are typically made within a 30-day time period.)

The Monitoring Report for Executive Limitation Policy (2.5) Financial Condition and Activities, which contains the conditions described above, was presented and approved by the Board in November 2024.

#### **Conclusion Statement**

The organization met expectations.

### **2.4.2 POLICY LANGUAGE**

The Superintendent shall not develop a budget without conducting a formal process for planning for the future of the organization.

#### **Interpretation**

I interpret this to mean that protocols are in place to collect and analyze viable data in the development of the Board-adopted annual budget as required by law.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

### **Report**

Administration conducts a planning process, which includes but is not limited to a review of existing and anticipated instructional and operational programs needed to meet the Board's Ends in a cost effective manner. Enrollment projections are forecasted, as are anticipated financial revenues.

The planning process coincides with the State's financial planning process for school districts, and includes a minimum of two amendments to the initial budget which is adopted in June of each year. Significant adjustments to the budget plan are documented during the amendment process. During the 2023/24 school year, amendments occurred in February and June.

### **Conclusion Statement**

The organization met expectations.

### **2.4.3 POLICY LANGUAGE**

The Superintendent shall not plan the expenditure in any fiscal year that causes annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures, which may be necessary for its implementation.)

### **Interpretation**

I interpret this to mean that in planning the annual budget, the anticipated end-of-year unassigned fund balance is 7% or greater.

### **Report**

The 2024/25 budget approved by the Board in June 2024 anticipates an end-of-year unassigned fund balance of 12.44%... well above the 7% minimum limit.

### **Conclusion Statement**

The organization met expectations.

### **2.4.4 POLICY LANGUAGE**

The Superintendent shall not develop a budget without employing credible projections of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

- A. Develop a budget which does not include "full costing" to include all sources of revenue and expense whether or not they are revenues, gifts, or grants.

## Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

### **Interpretation**

I interpret this as follows:

- The credible projections of revenues will come from substantiated resources such as - House and Senate Fiscal Agency; Citizen Research Council; Michigan School Business Officials; MASA/MAISA and the Governor's Office.
- That credible projections of expenditures are defensible based on prior years' experience, and/or which reflect analysis of effective practices, services and programs.
- That full costing takes into consideration all financial aspects of District programs and operations.
- That planning assumptions – the key determining factors used in establishing estimates of revenues and expenditures – are disclosed.
- That there are separate operating and capital budgets.

### **Report**

During the budget development process and through the adoption of the preliminary budget, projected revenues are based on credible sources that are documented. [Examples include: Governor's Office; Stanfred enrollment projections; House and Senate Fiscal Agency Reports; Citizens Research Council; MSBO; MASA; MPSERS; Health Insurance Carriers.] This detail is documented in the budget plan adopted by the Board in June 2023. Additional information was also shared with the Board at work sessions and regular meetings leading up to preliminary budget adoption, including the impact of one-time federal funds.

Staffing projections are determined conservatively according to formulas and standards that have been developed by the District. District programs and services are reviewed on a regular basis and costs associated with those programs and services are analyzed during the budget planning process. Various negotiated agreements are also reviewed with contractual obligations factored into budget projections. Beginning in January of each year, central office administrators meet frequently with the Business Office to provide input into budget planning.

The budget clearly separates capital revenues and expenses from operating revenues and expenses. The District budget consists of five different and separate funds: General Operating Fund, Debt Retirement Fund, Food Service Fund, Building and Site Sinking Fund, and the combined Debt Services Fund. Of these, the Building and Site Sinking Fund is dedicated to capital revenues and expenditures as allowed by law. A portion of the General Operating Fund is dedicated to capital outlay expenditures, which are specifically delineated in the budget.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

Appropriate documentation exists and effective procedures are in place to assure that payroll and vendor obligations are met.

**Conclusion Statement**

The organization met expectations.

**2.4.5 POLICY LANGUAGE**

The Superintendent shall not provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

**Interpretation**

I interpret this to mean that the annual budget will consider costs associated with:

- Board Member Stipends
- Annual Financial Audit
- Board Member Professional Development
- Board Member Conference/Workshop Attendance and Travel
- Ownership Linkage Activities
- Board Meeting Costs
- Board Legal Expenses
- Other activities as referenced in Policy 3.10

**Report**

The annual budget allows for Board expenditures as outlined in Policy 3.10, Cost of Governance and in the Board's bylaws.

Among Board prerogatives this past year were:

- Financial Audit
- MASB Conference Attendance
- MASB CBA Classes
- Participation in KCSOA Events
- Legal Costs
- Facilitation of Review of and Revisions to the Board's Governance Policies and By-Laws
- Development and Administration of a Community Survey

**Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

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 – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Approve Changes to District Graphics, Tagline & Vision Statement (EL 2.6)


**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve changes to the District graphics, tagline and vision statement, as presented.**

Enclosure IX.1.  
February 10, 2025



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

To: Board of Education  
From: Mark Bielang   
Date: February 5, 2025  
Re: Changes to District Graphics, Tagline & Vision Statement

**RECOMMENDED MOTION:**

It is my recommendation that the Board approve changes to the District graphics, tagline, and vision statement, as presented.

**BACKGROUND INFORMATION:**

In January of 2023, the Board was presented with the results of the Communication Audit conducted by the National School Public Relations Association. The report provided us with a comprehensive assessment of communication efforts, a snapshot of perceptions about our schools and the District, and a framework for developing our communications plan. Since the report was presented, we have been implementing many of the recommendations provided in the report. We're well on our way in addressing the eight recommendations that were shared with us.

One of the recommendations, more specifically, pertains to the District's visual brand and identity. Towards that end, we engaged the services of Rick Chambers and Associates to partner with us in a process to assess our current condition as well as to identify and develop identity and visual brand options. This work was conducted during the fall of the 2024-25 school year. Findings, ideas, and recommendations were brought to the Board for feedback as the process unfolded.

While obtaining stakeholder input, we also learned that our Vision Statement and Aspirational Statement were somewhat confusing to our customers and the suggestion was to consolidate the two statements into one as they appeared to communicate a similar vision about our desired state. Therefore, that change is included in this recommendation.

We are now at a point where we need Board approval, as required by the Board's Executive Limitation Policy 2.6-Asset Protection, in order to move forward.

The proposed visual branding represents Portage Public Schools and does not replace the identity, mascots, colors, etc. of any of the District's schools. Once approved, branding guidelines will be developed and a rollout process will be created so that we can make the conversion in time for the 2025-26 school year.

The proposed graphics and color scheme can be found enclosed with this memo. It includes the new tagline...**"Every Student. Every Future."** which will replace "The Future Learns Here." Both of these concepts have previously been presented to the Board and have been well received.

We are also recommending the current vision statement..."An exceptional, continuously improving learning culture with high expectations, committed to all!"...and the current aspirational statement..."We are inspired to be a community grounded in fostering strengths, growth, and life-long learning. Every student. Every Future."...be consolidated into a single vision statement that reads:

**"Portage Public Schools' vision is to be an exceptional community grounded in fostering strengths, growth, and lifelong learning. Every student. Every future."**

This statement, for the most part, was developed by the District Values Team at the same time and using the same process in identifying the common district values and our definition of equity. Staff, parents, and students all contributed to this work.

The financial implications are minimal. The only cost that could be incurred would be if the District decided to change the signage located on the Administration Building. We are not proposing that it be done at this time. Other than that, most of the work we do is electronic. When we added the "100 year" piece to our graphics a few years ago we did that rather seamlessly and with minimal cost. Our letterheads are created electronically and printed on demand. Any changes on our website can be done in-house with no additional cost.

We are excited about these changes and look forward to launching the new graphics in the months ahead. I'm happy to answer any questions that you might have.

Enclosure

Vertical orientation

**PORTAGE**  
PUBLIC SCHOOLS

Every student. Every future.

Horizontal orientation

**PORTAGE** PUBLIC  
SCHOOLS

Every student. Every future.

Social media icon & layout



Example of graphic use in



Color palette

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. 2024-25 Budget Amendments (OP 6231)

To : Mark Bielang, Superintendent  
From : Paula Johnson, Director of Finance  
Date : February 5, 2025  
Subj : General Fund Budget Amendment #1 Resolution for 2024/25

**Recommendation**

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2024/25 year at the February 24, 2025 Board meeting.

**Background Information**

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

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

1. This amendment shows where the district financials landed on June 30, 2024. Audited financials show an increase in total fund balance of \$4,848,010. This addition of \$4.8 million brings the districts fund balance to just over \$22.3 million dollars. Of that \$22.3 million dollars, approximately \$5.08 million is committed funding; leaving \$17.2 million in unassigned fund balance, approximately 17.39% of total expenditures for the 2023/24 fiscal year.
2. Other revisions come from a detailed account analysis of the budget to actual during the last school year along with individual meetings with department heads.
3. Budget changes were made based on actual enrollment, staffing, and program adjustments. The preliminary budget was based on a blended enrollment of 8,502 students, but after the October count, the District's blended enrollment increased to 8,590. However, enrollment remains lower than pre-COVID-19 levels.
4. Information received after the budget was adopted in June, 2024 are reflected in this amendment.

Typically, the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our Fall membership count combined with the previous Spring count using the 90/10 blend as in previous years. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 24th is provided at the functional level.

Attached is the Comparison by Major Categories and Fund Balance Schedule, similar to the format used during budget adoption. It shows both projected total and unassigned fund balances. After the amendment, the unassigned fund balance is projected to be 15.53%, down from 17.39% as of 6/30/2024. This ensures compliance with Board Policy Executive Limitations 2.4 and 2.5, keeping the unassigned fund balance above 7%.

<b>Revisions</b>	<b>Amount</b>
<b>Revenues:</b>	<b>(rounded)</b>
<b>Local:</b> Property tax collections increased due to a rise in taxable value. The K/RESA Enhancement millage also went up slightly because of higher enrollment. Additionally, investment interest has risen.	<b>\$1,513,613</b>
<b>State:</b> The reduction is a reflection of a net decrease in MPSERS UAAL Rate Stabilization (147c) and MPSERS Rebate (147a2) and an increase in MPSERS Reduced UAAL (147a4), introduced this fiscal year as a rebate for retirement contributions.	<b>\$(3,848,881)</b>
<b>Federal:</b> All federal grants were adjusted to the awarded amount. All COVID-19 funding received from the federal government ended on 9/30/2024.	<b>\$1,389</b>
<b>Incoming Transfers &amp; Other Transactions</b> Adjustments were made to reflect the actual sale of school property items.	<b>\$12,202</b>
<b>Revenue Subtotal -</b>	<b>\$(2,321,677)</b>
<b>Expenditures:</b>	
Salaries for all groups have been adjusted since the preliminary adoption to reflect any changes in staffing and settled contracts. Contractual changes affecting eligibility criteria have influenced staffing patterns, resulting in fluctuations in salary numbers.	<b>\$(701,241)</b>
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections at known rates after applying any hard caps. Corresponding FICA and retirement benefit costs have also been updated due to salary changes. The preliminary budget included a higher projected increase for both health and retirement (UAAL) rates, both of which were adjusted to actual during this amendment.	<b>\$(2,028,318)</b>
Increases in purchased services include subbing costs, local telephone costs, subscription services, snow removal costs, and KAMSC tuition costs. There was also an increase in 31n6 costs for mental health resources.	<b>\$713,422</b>
Changes are reflective of the buildings using carry-over funds from last year and adjustments based on Fall enrollment. 35j and 35a5 funding focus is on supplies at the building levels. Access control project, funded by Section 97 & 31aa, budgets were amended. Purchase of 3 vans is also included in this amendment.	<b>\$376,434</b>
<b>Expense Subtotal -</b>	<b>\$(1,639,703)</b>
<b>Total revisions accounted for in these items</b>	<b>\$(681,974)</b>

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of \$(2,994,328) for the year, as compared to \$(2,312,354) which was adopted in June and reflects a negative difference of \$(681,974).

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

The Governor released her Executive budget recommendation on February 5<sup>th</sup>, 2025 for the State's 2025/26 fiscal year. Her recommendation is a 4.1% increase in the foundation allowance bringing funding to \$10,000 per pupil. Th still needs to be worked through both the House and the Senate before a final recommendation comes out of committee. All of this information will help to assist as we begin preparation of the 2025/26 school year budget.

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2024/25 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2023/24</u>	<u>Adopted Budget 2024/25</u>	<u>Amended Budget #1 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	22,303,113	23,383,048	27,151,123
<b>REVENUES:</b>			
Local Sources	30,295,814	30,430,144	31,943,757
State Sources	91,152,396	91,538,661	87,689,780
Federal Sources	4,357,211	1,901,369	1,902,758
Incoming Transfers and Other Transactions	<u>97,609</u>	<u>130,000</u>	<u>142,202</u>
Total Revenues and Other Transactions	<u>125,903,030</u>	<u>124,000,174</u>	<u>121,678,497</u>
Total Available to Appropriate	<u>148,206,143</u>	<u>147,383,222</u>	<u>148,829,620</u>

Be it further resolved that \$124,672,825 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
<b>Instruction:</b>			
Basic Programs	61,739,012	62,503,084	61,415,355
Added Needs	<u>11,370,219</u>	<u>12,103,724</u>	<u>11,611,102</u>
Total Instruction	<u>73,109,231</u>	<u>74,606,808</u>	<u>73,026,457</u>
<b>Supporting Services:</b>			
Pupil	10,540,191	11,215,306	11,250,648
Instructional Staff	7,607,205	8,546,577	8,616,533
General Administration	857,093	846,509	863,210
School Administration	6,317,731	6,387,410	6,449,290
Business Services	1,183,759	1,268,317	1,279,393
Operations and Maintenance	10,236,692	10,640,795	10,774,358
Transportation	3,987,122	5,102,480	4,981,447
Central Services	3,351,742	4,558,130	3,991,590
Athletics	<u>2,301,707</u>	<u>1,827,507</u>	<u>2,156,746</u>
Total Supporting Services	<u>46,383,242</u>	<u>50,393,031</u>	<u>50,363,215</u>
Community Services	<u>1,481,766</u>	<u>1,312,689</u>	<u>1,283,153</u>
Other Financing Use - Debt Service	<u>80,781</u>	<u>0</u>	<u>0</u>
Total Expenditure Appropriation	<u>121,055,020</u>	<u>126,312,528</u>	<u>124,672,825</u>
Excess (Deficit) of Revenues over Expenditures	<u>4,848,010</u>	<u>(2,312,354)</u>	<u>(2,994,328)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 27,151,123</u>	<u>\$ 21,070,694</u>	<u>\$ 24,156,795</u>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2024/25 AMENDED BUDGET #1**

Be it further resolved that \$124,672,825 of the total available to appropriate is hereby appropriated in the amounts and for  
Be it further resolved that no board of Education member or employee of the School District shall expend any funds or  
obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping  
with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval  
by the Board of Education.

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

**PORTAGE PUBLIC SCHOOLS**  
**2024/25 AMENDED GENERAL FUND BUDGET**  
**COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION**

	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>Budget</u> <u>2024/25</u>	<u>Amended</u> <u>Budget #1</u> <u>2024/25</u>	<u>Increase</u> <u>(Decrease)</u>
<b>Revenues</b>				
Not Program Related	101,424,752	100,580,000	98,496,976	(2,083,024)
Program Related	24,478,278	23,420,174	23,181,521	(238,653)
 Total Revenues	<u>125,903,030</u>	<u>124,000,174</u>	<u>121,678,497</u>	<u>(2,321,677)</u>
<b>Expenditures</b>				
Salaries	56,143,410	59,014,191	58,312,950	(701,241)
Fringe Benefits:				
FICA **	4,046,900	4,543,486	4,483,216	(60,270)
Retirement **	27,304,411	28,455,474	26,802,754	(1,652,720)
Health Insurance	9,675,100	10,548,393	10,240,277	(308,116)
Dental Insurance	699,109	737,238	749,603	12,365
Vision Insurance	133,133	141,656	135,524	(6,132)
Long-Term Disability	181,115	193,906	186,580	(7,326)
Life Insurance	45,384	47,756	47,270	(486)
Other Fringe Benefits	<u>753,270</u>	<u>683,971</u>	<u>678,338</u>	<u>(5,633)</u>
 Total Fringe Benefits	<u>42,838,422</u>	<u>45,351,880</u>	<u>43,323,562</u>	<u>(2,028,318)</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	13,961,953	14,001,178	14,714,600	713,422
Supplies, Materials, Other	6,909,329	6,443,777	7,229,440	785,663
Capital Outlay	1,121,125	1,500,002	1,090,773	(409,229)
Debt Service	<u>80,781</u>	<u>1,500.00</u>	<u>1,500</u>	<u>0</u>
 Total Expenditures	<u>121,055,020</u>	<u>126,312,528</u>	<u>124,672,825</u>	<u>(1,639,703)</u>
 Excess (Deficit) of Revenues over Expenditures	<u>\$ 4,848,010</u>	<u>\$ (2,312,354)</u>	<u>\$ (2,994,328)</u>	<u>\$ (681,974)</u>
<b>Total Fund Balance Information</b>				
Fund Balance Beginning	22,303,113	23,383,048	27,151,123	
Income (Deficit) - Allocated to Unreserved	4,848,010	(2,312,354)	(2,994,328)	
 Estimated Ending Fund Balance	27,151,123	21,070,694	24,156,795	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,462,557	750,000	750,000	
Curriculum Committed Funds	3,426,197	2,985,657	2,846,296	
Extended Learning Committed Funds	1,214,873	1,627,000	1,203,121	
 Estimated Ending Unassigned Fund Balance	<u>\$ 21,047,496</u>	<u>\$ 15,708,037</u>	<u>\$ 19,357,378</u>	
 As a Percentage of Expenditures	17.39%	12.44%	15.53%	

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

	<u>Adopted Budget 2024/25</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2024/25</u>
<b>REVENUES:</b>			
From Local Sources:			
Property Tax Levy (17.5695 mills)	16,929,821	1,455,712	18,385,533
Regional Enhancement Millage (1.5 mills)	3,942,794	77,206	4,020,000
Earnings from Investments and Deposits	49,000	280,100	329,100
Interest on Delinquent Taxes	12,000	0	12,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	120,000	0	120,000
Other Local Sources	190,803	12,202	203,005
From State Sources:			
Foundation Grant Allowance	66,187,085	(2,494,631)	63,692,454
Other State Categoricals/Foundation Adjustments	14,640,785	(3,068,800)	11,571,985
From Federal Sources:			
Medicaid Administrative Outreach Program	55,000	0	55,000
Program Related Revenues:			
147c2 MPSERS One Time Deposit	0	1,327,757	1,327,757
31N6 Funding - Mental Health Support Svcs	306,232	270,568	576,800
American Rescue Plan Act Funds (ESSER III)	452,426	7,542	459,968
ARP - ESSER III Equalization Funds (11T)	218,735	(4,160)	214,575
At Risk Grant	3,138,984	(177,143)	2,961,841
Athletic Gate Receipts and Contributions	150,900	179,029	329,929
Childcare and Preschool Fees	1,246,599	(50,151)	1,196,448
Contributions for Instructional Programs	0	5,092	5,092
County Special Education and State Categoricals	12,071,215	55,278	12,126,493
Enrichment Class and Advertising Fees	5,000	(2,001)	2,999
Maintenance and Operations Facility Rental Fees	50,000	(20,000)	30,000
Online Class and IB/AP Test Fees	94,312	44,086	138,398
Other Grants	152,196	19,586	171,782
Section 31AA Funding - Mental Health Svcs & Prgms	1,480,659	(545,179)	935,480
Section 97 Funding - Safety & Security	539,687	7,439	547,126
Section 35j Funding - PD, Curriculum & Supports Grant	489,696	249,198	738,894
Technology Services	240,000	2,000	242,000
Title 1 Grant	755,574	22,149	777,723
Title 2 Grant	221,272	15,053	236,325
Title 3 Grant (English Learner & Immigrant Students)	75,372	(8,801)	66,571
Title 4	104,027	(26,672)	77,355
Transportation Special Education Categoricals and Billings	80,000	45,864	125,864
<b>TOTAL REVENUES</b>	<u>\$ 124,000,174</u>	<u>\$ (2,321,677)</u>	<u>\$ 121,678,497</u>

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

	<u>Adopted Budget 2024/25</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2024/25</u>
<b>EXPENDITURES:</b>			
<b>Instructional Services</b>			
Amberly Elementary	4,565,409	(366,205)	4,199,204
Angling Road Elementary	3,543,417	(133,215)	3,410,202
Central Elementary	4,073,739	(172,852)	3,900,887
Haverhill Elementary	4,015,848	(107,514)	3,908,334
Lake Center Elementary	4,945,175	(361,288)	4,583,887
Moorsbridge Elementary	4,755,099	(62,804)	4,692,295
12th Street Elementary	4,645,463	804	4,646,267
Woodland Elementary	3,988,921	(205,714)	3,783,207
Central Middle	5,915,183	(280,956)	5,634,227
North Middle	5,723,676	104,038	5,827,714
West Middle	6,231,568	(310,318)	5,921,250
Central High	11,742,344	75,653	11,817,997
Northern High	10,541,952	(29,017)	10,512,935
American Rescue Plan Act (ESSER III)	452,426	7,542	459,968
ARP - ESSER III Equalization Funds (11T)	218,735	(4,160)	214,575
Auditorium Management	201,243	13,623	214,866
Childcare and Preschool Program	1,246,599	(28,487)	1,218,112
Community High School Program	2,163,893	(4,914)	2,158,979
Career Tech Education	1,326,816	(263,773)	1,063,043
Education for the Arts	85,532	3,718	89,250
High School Athletics	1,634,797	125,563	1,760,360
Homebound Services	15,638	(10,913)	4,725
Instructional Services Administration	1,570,585	(69,202)	1,501,383
Middle School Athletics	310,210	153,929	464,139
Non-Public Schools- Shared Time Program	965,118	(184,636)	780,482
<b>Technology and Student Information Systems</b>			
Media Services	268,321	(3,642)	264,679
Technology Services	3,318,259	9,992	3,328,251
<b>Educational Supports &amp; Intervention</b>			
Special Education Program	13,633,792	(313,098)	13,320,694
At Risk Grant	3,138,984	(177,143)	2,961,841
Title 1 Grant	755,574	21,699	777,273
Section 31n6 - Mental Health & Support Services	306,232	270,568	576,800
Section 31AA Funding - Mental Health Svcs & Prgms	1,480,659	(545,179)	935,480
<b>Curriculum and Professional Development</b>			
Curriculum Development	1,558,468	1,013	1,559,481
Curriculum Committed Funding	600,458	(20,557)	579,901
Extended Learning Committed Funding	0	11,752	11,752
Section 35j Funding - PD, Curriculum & Supports Grant	489,696	249,198	738,894
Professional Development	276,136	(59,925)	216,211
Title 2 Grant	221,272	15,053	236,325
Title 3 Grant (English Learner & Immigrant Students)	75,372	(8,801)	66,571
Title 4 Grant	104,027	(26,672)	77,355
Other Grants	403,052	(95,197)	307,855
<b>Operations</b>			
Budget and Finance	1,688,381	(2,591)	1,685,790
Central Services	120,321	(4,951)	115,370
Maintenance and Operations	5,427,808	(39,059)	5,388,749
Transportation	4,869,508	(142,587)	4,726,921
Section 97 Funding - Safety & Security	539,687	7,439	547,126
147c2 MPSERS One Time Deposit	0	1,327,757	1,327,757
<b>Community Relations</b>			
Communications	397,315	(11,189)	386,126
Community Enrichment Program	139,958	(3,380)	136,578
<b>Human Resources</b>	814,353	3,246	817,599
<b>Administration</b>	805,509	7,649	813,158
<b>TOTAL EXPENDITURES</b>	<u>\$ 126,312,528</u>	<u>\$ (1,639,703)</u>	<u>\$ 124,672,825</u>
<b>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</b>	<u>\$ (2,312,354)</u>	<u>\$ (681,974)</u>	<u>\$ (2,994,328)</u>

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

2. Van Purchase (OP 6320)



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: February 10, 2025

Re: 2024-2025 Passenger Vans

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**RECOMMENDATION**

I am recommending that the Board of Education approve the purchase of three 10-passenger vans from Tapper Ford, LLC in Paw Paw, MI for a total of \$203,916 to come from the 2024-2025 General Fund.

**BACKGROUND INFORMATION**

Our district currently utilizes vans in our fleet to support transportation needs for students and staff for athletic teams, choir, clubs, and other district activities. The acquisition of three new vans will expand our fleet to nine fully functional, reliable vehicles, significantly enhancing our transportation capabilities for longer trips. These new vans will increase passenger capacity from eight to ten per vehicle while also providing additional cargo space. They will be equipped with advanced safety features, including extended running boards for safer entry and exit, a reinforced frame for improved stability, all-wheel drive to navigate Michigan's road conditions, and high-mount rear cameras for enhanced visibility.

Furthermore, we will be retiring three existing vans that are in disrepair and no longer meet the State of Michigan's safety standards. The district last purchased passenger vans for in 2018 and this investment will ensure that we continue to provide safe, efficient, and reliable transportation for our students and staff.

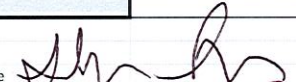
**BIDDING PROCESS**

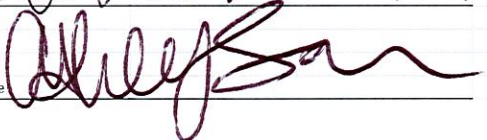
The passenger vans were competitively bid with Tapper Ford, LLC. being the bidder who best fits the needs and requirements of the transportation department. A bid tab has been attached to this recommendation for your review.

I would be happy to answer any questions.

Bid Tab RFP# 20470 8-10 Passenger Van (3)  
Responses Due 01/22/2025 @ 10:00 AM

<b>Vendor Name</b>	Spirit Ford	Bob Maxey Ford	Bus Service INC	Bus Service INC	Lafonatine CDJR of Lansing	Tapper Ford, LLC
<b>Location</b>	Dundee, MI	Detroit, MI	Columbus, OH	Columbus, OH	Lansing, MI	Paw Paw, MI
<b>Phone Number</b>	248-403-1781	313-420-1092	614-205-9183	614-205-9183	517-325-5103	269-657-3134
<b>Contact Name</b>	Michael White	Frank Kurta	Michael Prestifilippo	Michael Prestifilippo	Michelle Deacon	Josh Wright
<b>Contact Email</b>	michaelw@spiritforddundee.com	frank.kurta20@gmail.com	projects@buyabus.net	projects@buyabus.net	mdeacon@lafontaine.com	josh@tapperford.com
<b>Legal Forms</b>						
<b>Iran</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Familial</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Legal Status</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Vehicle Make/ Model</b>						
<b>Vehicle Year</b>	Ford Transit T350 Medium Roof Passenger XL RWD	Ford Transit T-350	Ford Transit Low Roof	Ford Transit Medium Roof	Ram Pro Master 2500	Ford Transit Medium Roof
<b>Max Passenger Capacity</b>	2024	2025	2025	2025	2025	2025
<b>Cubic Feet of Cargo:</b>	10	10	10	10	10	10
<b>Unit Price Delivered</b>	100 cubic feet	80 cu ft	42'	65'	10'	
<b>Total Price</b>	\$79,380.00	\$63,650.00	\$69,995.00	\$70,599.00	\$65,825.00	\$67,972.00
<b>Estimated Delivery</b>	\$238,140.00	\$190,950.00	\$209,985.00	\$211,797.00	\$197,475.00	\$203,916.00
<b>MISC</b>	14 days ARO/Ready Immediately	150 Days ARO	30 days from recipt of Chassis	30 Days from Recipet of Chassis	2-4 weeks	3-4 Months
			\$3,506 for all wheel drive per van	\$3506 for all wheel drive per van		

Signature  1/21/25

Signature 

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

3. Northern Parcel Offer (OP 7300)

To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

Cc: Paula Johnson, Director of Finance

Date: February 10, 2025

Re: Portage Northern Parcel Offer

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**RECOMMENDATION**

I recommend that the Board of Education approve the sale of a parcel on the campus of Portage Northern to Mark and Beth Koenig/Koenig Real Estate, LLC. in the amount of \$35,000.

**BACKGROUND INFORMATION**

The parcel of interest sits on the northeast corner of the Portage Northern campus. The parcel is located south of I-94 and north of two duplexes owned by Koenig Real Estate, LLC. The prospective buyer(s) have expressed an interest in the property for several years. They plan to improve the property for the usage of their renters. Based on the location of the property, there is no specific interest in future development for the school district.

I consulted our attorney, Thrun Law Firm, P.C. and engaged the services of Realtor Ryan Rider of Berkshire Hathaway HomeServices MI. Ryan provided an estimated value of the parcel and has worked directly with the realtor of the prospective buyer(s). Furthermore, Ryan and I met with a subcommittee of the Board to discuss the offer in greater detail. The official offer is attached to this recommendation.

I would be happy to answer any questions.

12/05/2024

To whom it may concern,

We are interested in purchasing the parcel of land that is adjacent to our property on Connecticut Drive. We currently have 2 duplexes on our property and would like to add a covered parking area as well as a utility building to store a mower and other items used to maintain the property, while still having a grassy area for our residents to enjoy. We believe that this would make our rentals more attractive and be a nice addition to the neighborhood.

Thank you for your consideration,

Sincerely,

Mark and Beth Koenig/Koenig Real Estate LLC





# SELLER'S ESTIMATED PROCEEDS OF SALE

Prepared for: Portage Schools

Date: \_\_\_/\_\_\_/\_\_\_

Property Address: \_\_\_\_\_

**Assumed Sale Price:**

\$ 35,000

**Estimated Closing Expenses of Seller:**

Fee Policy of Title Insurance	\$ <u>500</u>
Closing Fee	\$ <u>-</u>
Deed/Land Contract Preparation	\$ <u>100</u>
Recording Fees	\$ _____
State Transfer Tax (.0075 x sales price)	\$ <u>?</u>
County Transfer Tax (.0011 x sales price)	\$ <u>?</u>
Well & Septic Inspection(s)	\$ _____
Wood Destroying Insect Inspection(s)	\$ _____
Home Warranty	\$ _____
Brokerage Fee	\$ <u>2,000</u>
Listing Broker Share: Base fee of \$ _____ Plus _____ % of sales price	
Selling Broker Share: _____ % of sales price	
Negotiated Buyer Incentives Paid by Seller	\$ _____
Locally required inspections	\$ _____
<u>Survey work</u>	\$ <u>2,310</u>
_____	\$ _____

Total Estimated Closing Costs: \$ \_\_\_\_\_

**Estimated Net before Expenses to Clear Title:**

\$ 30,090

**Expenses to Clear Title:**

The following amounts have been provided by the Seller and will vary depending on the actual date of closing. These are only estimates. The Broker is making no representation as to the accuracy of these estimates.

Payoff of existing 1 <sup>st</sup> Mortgage Loan	\$ _____
Payoff of existing 2 <sup>nd</sup> Mortgage Loan	\$ _____
Payoff of Special Assessments	\$ _____

Total Estimated Expenses to Clear Title: Check in on TAX PRO RATION \$ \_\_\_\_\_

**Estimated Net Proceeds to Seller at Closing:**

\$ \_\_\_\_\_

*NOTE: Based on the terms and conditions of the agreed to sales agreement the property taxes will be pro-rated to or through the day closing. Seller may be charged or credited for a portion of this year's taxes, depending on the date of the actual closing, taxes paid the Seller during the current year and the method used to pro-rate. If Seller has an escrow account for taxes and/or insurance the Seller may receive those funds subsequent to the closing from the lender or the Seller's payoff may be discounted to account for the escrow account.*



AUTHORIZED BUY & SELL AGREEMENT ("Agreement") OF THE GREATER KALAMAZOO ASSOCIATION OF REALTORS®



Date 11/27/2024

Form# #2

MLS No.

1. DEFINITIONS:

- A. EFFECTIVE DATE: This Agreement shall be binding on the date of: (1) delivery to Buyer or Buyer's Broker of Seller's written acceptance of Buyer's offer; or (2) delivery to Seller or Seller's Broker of Buyer's written acceptance of Seller's counteroffer. This date shall be referred to as the "Effective Date".
B. DELIVERY: Delivery shall be effective at the time: (1) of personal service; (2) sent by email; (3) sent by facsimile with a successful confirmation page; (4) sent by any other electronic means then commonly in use; or (5) of any other means permitted by applicable state or federal statute.
C. DAYS: Any reference to "days" in this Agreement refers to calendar days. The first calendar day begins at 12:01 a.m. on the day after the Effective Date.
D. TIME: Any reference to "time" refers to Kalamazoo, Michigan time.
E. BROKERS: The terms "Broker" and "Brokers" refer collectively to the listing and selling real estate brokers, the brokers' officers, directors, agents, employees and assigns.
F. PARTIES: Buyer and Seller are collectively referred to as the "Parties"; singularly, "Party"

- 2. PRIOR OFFERS: This offer terminates any prior offers or counteroffers between The Parties for The Property.
3. CONFIDENTIALITY DISCLAIMER: Buyer acknowledges Buyer has been advised that Seller and Seller's Broker are not required to keep the terms of Buyer's offer confidential. The Parties further acknowledge that the sale price and terms will be disclosed to the Greater Kalamazoo Association of REALTORS® MLS, who may use it in the ordinary course of business.

4. SALE PRICE: thirty-five thousand (\$ 35,000 ) Dollars

5. PROPERTY DESCRIPTION: Buyer agrees to buy and Seller agrees to sell The Property, commonly known as, land directly to the north of 526 Connecticut Drive, MI 49024. (Property Street Address—Full Mailing Address) (Zip)

The Property is: located in the [X]CITY [ ]VILLAGE [ ]TWP. of portage, kalamazoo County, Michigan; subject to existing zoning ordinances; and legally described as: (City/Village/Township Name) (County Name)

Michigan; subject to existing zoning ordinances; and legally described as: ("The Property")

To be determined.

TAX ID# To be determined

6. THE PROPERTY SHALL INCLUDE (if present at The Property on the above date):

- A. All buildings, improvements, appurtenances, including all landscaping and plantings; and
B. All fixtures, including, but not limited to: plumbing; electrical; indoor & outdoor lighting fixtures and their bulbs and shades; heating and air conditioning equipment (excluding window units & portable units); garage door openers; antennas & satellite dishes; ceiling fans; wall-mounted hardware for TV's (excluding TV's); wood burners, fireplace inserts & gas logs; drapery & curtain hardware; window shades & blinds; wall-to-wall carpeting; stationary laundry tubs; water conditioning/filtration equipment (unless rented); water heaters (unless rented); sump pumps; LP tanks (unless rented); water pumps & pressure tanks; underground sprinkling systems; built-in kitchen appliances; awnings; mail boxes; stationary outdoor grills; above-ground & underground pet fencing; and
C. The following items, if affixed: security systems; outdoor play equipment; work benches; cabinetry; shelving; mirrors; smoke/fire detectors; carbon monoxide detectors; thermostats & timers; under-cabinet appliances; sound system wiring & speakers; and
D. The following items, whether affixed or not: storage sheds; pools & pool equipment; hot tubs & spas & all related equipment; screens, storm windows & doors; fireplace doors, screens & grates; and
E. Other (list all appliances, controls, and other items that Buyer intends to be included in sale):
F. Fuel: Seller agrees that the existing supply of heating and cooking fuel (such as propane, fuel oil, firewood, pellets, etc.) shall be depleted only in the course of normal usage. Buyer shall be entitled to all such fuel owned by Seller and located or stored upon The Property at the time of possession. Buyer is advised that the fuel may be owned by Seller, a supplier, or another party.
G. Rented items shall be excluded: Seller shall supply Buyer a list of all rented or leased items within three (3) days after the Effective Date.
ALSO EXCLUDED FROM THE SALE:

7. ATTACHED DOCUMENTS AND/OR OTHER PROVISIONS:#33

- 1. Buyer is purchasing a lot north of 526 Connecticut Drive commonly understood as outlined in orange in document #33
- 2. Seller to provide a survey drawing.
- 3. Seller to take responsibility for all fees associated with splitting parcel.

8. CLOSING: Sale shall be closed on a day and time mutually agreeable to The Parties, not earlier than 02/17/2025 and not later than 03/17/2025. Buyer and Seller shall each pay their title company closing fee, if any, except Seller shall pay Buyer's closing fee if required by a VA lender. Seller shall pay real estate transfer taxes at the time the deed is delivered.

9. POSSESSION: Buyer shall be entitled to possession of The Property as follows: (Check one box)

At the completion of closing. OR

Seller shall pay to Buyer at closing, a non-refundable delayed possession fee of \$ \_\_\_\_\_, and shall have the right to possession of The Property until 11:59 pm on the \_\_\_\_\_ day after the day of closing.

Seller shall not be entitled to possession after the time agreed above. Unless otherwise provided in writing and signed by The Parties, Seller shall provide possession of The Property free from the rights of any other person or entity, including, but not limited to, tenants. At the time of transfer of possession of The Property, Seller shall have removed all personal property (unless otherwise stated in this or an additional written agreement), made arrangements for final payment on all utilities, and shall deliver all keys to Buyer.

The Property shall be free and clear of trash and debris; buildings and improvements shall be left in broom-clean condition. Seller shall maintain The Property in its present condition until time of possession in this transaction, normal and reasonable wear excepted. Seller shall pay for utilities and for any repairs due to damage caused by the Seller to The Property after closing and before transfer of possession. Seller is responsible for obtaining any insurance Seller deems necessary.

If Seller fails to give possession to Buyer as provided, Seller shall pay Buyer \$ \_\_\_\_\_ for each day that Seller retains The Property beyond the agreed time and shall be liable for all court costs and reasonable actual attorney fees incurred by Buyer in obtaining possession and collecting the amount due.

10. SELLER'S REPRESENTATIONS: The following representations shall survive the closing and, except as otherwise disclosed in writing, Seller represents that:

- A. There is no pending or threatened litigation, administrative action or claim relating to The Property.
- B. Seller has not been notified of any assessments to be placed on The Property.
- C. The Seller is the owner of title to The Property in the condition required for performance hereunder.
- D. The Property is not a new land division under the Land Division Act and Seller owns no other contiguous, unplatted land unless otherwise disclosed in writing. Seller is transferring to Buyer all available divisions, if any, under Section 108 of the Land Division Act but makes no representations as to the number. Buyer has not relied on any information or opinions of the Brokers on this matter.
- E. To the best of the Seller's knowledge, there are no existing violations of any laws, statutes, ordinances, regulations, orders or requirements of any governmental authority affecting The Property.

11. LEASE OR RENTAL REPRESENTATIONS: If The Property is rented to tenants;

- A. Seller shall notify Buyer in writing of the possession rights of any person or entity, including, but not limited to, tenants. Seller shall provide copies of all leases and security deposit information to Buyer within three (3) days after the Effective Date. This Agreement is contingent upon Buyer's written acceptance of those possession rights, leases and security deposit information within five (5) days after receipt of the notice and copies. If Seller does not provide notice and copies within three (3) days, Seller warrants that no other person or entity has possession rights. If Buyer receives notice and copies and neither accepts nor rejects these items within the five (5) days, Buyer shall be deemed to have accepted them and this contingency shall be deemed satisfied.
- B. None of the tenants occupying The Property shall be entitled to any concessions, rebates, allowances or free rent for any period after the Closing Date.
- C. After the date hereof, the Seller will not enter into any agreement pertaining to The Property or any modification of, or release from, an existing lease or rental agreement, without the prior written consent of Buyer.

12. SELLER'S DISCLOSURE STATEMENT: Buyer  has  HAS NOT received a completed and signed copy of Seller's Disclosure Statement dated or revised \_\_\_\_\_. Seller hereby certifies that to the best of the Seller's knowledge, the information contained in such Seller's Disclosure Statement is current as of the date of this Agreement. Further, Seller agrees to inform Buyer in writing of any changes in the condition of The Property relating to the information contained in such disclosure statement.

13. LEAD BASED PAINT DISCLOSURE STATEMENT: Buyer  has  HAS NOT received BOTH an EPA PAMPHLET "Protect Your Family From Lead in Your Home" and a completed and signed copy of the Seller's Lead Based Paint Disclosure Statement # \_\_\_\_\_ dated \_\_\_\_\_. If The Property was constructed prior to January 1, 1978, Buyer will not be obligated to the terms of this Agreement until ten (10) days after the above documents are received by Buyer. Seller is advised to complete a Lead Based Paint Disclosure regardless of the year the dwelling was built.

14. **METHOD OF PAYMENT:** All moneys must be paid in US funds by wire transfer, certified check, cashier's check, or money order. The sale will be completed upon Seller's delivery of a warranty deed conveying marketable title in accord with Buyer's delivery of the sale price by the following method:

A. **NEW MORTGAGE.** This Agreement is contingent upon Buyer's ability to obtain a(n) \_\_\_\_\_ (type) mortgage loan in the amount of \$ \_\_\_\_\_ or \_\_\_\_\_ % of the sale price. Buyer shall apply for the loan from \_\_\_\_\_ (name of financial institution-Lender) within \_\_\_\_\_ days after the Effective Date. Loan application shall include the payment of any appraisal fee, application fee, and all other costs customarily charged by Lender for loan approval. Buyer acknowledges that failure to complete the loan application as agreed shall constitute a default by Buyer. Buyer shall take no action that would impair Buyer's credit or ability to obtain the loan and shall accept such loan if offered. Buyer may waive this mortgage loan contingency by written notice to Seller and pay cash as provided in subparagraph B below.

Seller may terminate this Agreement by written notice to Buyer if Buyer fails to provide Seller with evidence of loan approval by 11:59 pm \_\_\_\_\_ ("Loan Approval Deadline Date"). If Buyer is unable to obtain written verification of Lender's approval, Buyer may provide oral verification from Lender to Seller. If said loan approval is acceptable to Seller, no response shall be necessary.

If Seller reasonably determines that the evidence of loan approval is inadequate or unacceptable and if Seller therefore wishes to terminate, Seller must deliver written notice of termination of this Agreement by 11:59 pm on the third (3) day after the Loan Approval Deadline Date. If Seller so terminates, Buyer may waive this mortgage contingency and void the termination by delivering written notice of such waiver to Seller by 11:59 pm on the third (3) day after Seller's delivery of termination. If Buyer waives this mortgage contingency and subsequently fails to close due to Buyer's failure to secure financing, Buyer shall be considered in default in this Agreement.

**BUYER HEREBY INSTRUCTS LENDER TO RELEASE TO SELLING BROKER AND SELLER OR LISTING BROKER INFORMATION CONCERNING COMPLETION OF LOAN APPLICATION AND STATUS OF LOAN APPROVAL.**

B. **CASH.** Buyer will pay the sale price by certified check, cashier's check, or wire transfer.

C. **LAND CONTRACT.** See attached GKAR Land Contract Addendum # \_\_\_\_\_.

15. **FINANCIAL CONTINGENCIES:** *If none of the boxes below are checked,* Buyer represents that no sale, release of liability nor event of any kind, other than as specified herein, is required for Buyer to complete this Agreement. Further, Buyer represents that all of the funds necessary to complete this Agreement, on the terms specified, are currently available to Buyer in cash or an equally liquid equivalent. *If any of the boxes below are checked,* Buyer shall notify Seller in writing within **forty-eight (48) hours** of any changes that may delay or materially affect the consummation of this Agreement, such as, but not limited to, changes in the terms or progress of a pending sale upon which this Agreement is contingent or changes in the progress or likelihood of any of the items detailed in D below. In such an event, Seller may terminate this Agreement by written notice to Buyer within forty-eight (48) hours of receipt of said notice from Buyer. Failure of Buyer to notify Seller of such changes, or a default by Buyer in consummating the items checked below, shall be considered a default in this Agreement.

A. **CLOSE OF PENDING REAL ESTATE SALE.** This Agreement is contingent on the close of the pending sale of the property located at \_\_\_\_\_ . A copy of the agreement to sell or exchange Buyer's property is being delivered to Seller along with this offer, along with copies of any further pending sales upon which Buyer's property sale is contingent.

B. **SALE AND CLOSING OF REAL ESTATE.** This Agreement is contingent upon Buyer entering into and delivering to Seller on or before 11:59 pm \_\_\_\_\_ (date) proof of a binding agreement for the sale of Buyer's property located at \_\_\_\_\_ .

This Agreement is further contingent upon Seller's review and acceptance of said agreement and any agreements upon which that agreement is contingent. Buyer is, therefore, advised to consider making acceptance of any such agreement contingent upon this Seller's acceptance. If unacceptable to Seller, in Seller's sole discretion, Seller shall notify Buyer in writing within twenty-four (24) hours of receipt of said binding agreement(s). If acceptable to Seller, Seller and Buyer acknowledge that this Agreement shall then be contingent upon the closing of the sale of Buyer's property and any sales upon which Buyer's property sale is contingent. Seller and Buyer are advised to detail in writing any changes in the terms of this Agreement necessitated by the pending sale of Buyer's property.

C. **APPRAISED VALUE.** Buyer may terminate this Agreement in writing within three (3) days of Buyer being notified that The Property appraised below the sales price. The appraisal shall be conducted by a licensed appraiser and paid by Buyer. If Buyer indicates The Property appraised below sales price, Buyer shall provide a copy of the appraisal to Seller upon request.

D. **OTHER:** (check all that apply): Buyer's ability to consummate this Agreement is contingent upon the following:  Divorce settlement  Legal settlement  Withdrawal of retirement funds  Receipt of gift  Sale of personal property  Receipt of inheritance  Home equity line of credit  Other: \_\_\_\_\_  
Further Explanation: \_\_\_\_\_

16. **DISCLAIMER:** Buyer understands and agrees that the Brokers do not warrant: The Property's boundaries, the size of the land, the size of the buildings and improvements; the condition of The Property or; that appropriate permits were obtained for repairs or other work performed on buildings or improvements. Buyer understands and agrees that the Brokers do not assume any responsibility for the representations made by Seller. It is further understood that no representations or promises have been made

to Buyer by the Brokers, or by Seller other than those contained in this Agreement or as otherwise made or given by Seller to Buyer in the written disclosure statement(s). The Parties understand that Brokers are not environmental experts. Unless expressly contained in a written instrument signed by the Brokers, Brokers have no knowledge of and make no representations regarding the environmental condition of The Property, the existence of underground storage tanks at The Property now or in the past, whether The Property is, has been or may be listed as a site of environmental contamination, or whether any such sites are located in the proximity of The Property. If Buyer or Seller requests the Brokers to recommend inspectors, repairmen or other professionals, The Parties agree that the Brokers shall not be liable for errors or omissions made by said inspectors, repairmen or other professionals.

**17. BUYER INVESTIGATIONS:**

- A. **Buyer Acknowledgment:** Buyer acknowledges that Buyer has been advised to carefully evaluate The Property to determine its condition and suitability for Buyer's intended use. Buyer is aware that inspectors and inspection services are available to aid Buyer in these evaluations. Items Buyer should evaluate include, but are not limited to: structural integrity; condition of mechanical systems; infestation by termites or other wood-destroying insects; environmental concerns such as underground storage tanks or abandoned uncapped wells; health or safety issues, including radon and mold; zoning; assessed valuation, including the Principal Residence Exemption status and any possible changes to that status; the size of the land; the size of the buildings and improvements; the availability of utilities, including the cost to extend or hook-up; soil erosion or settling; the existence of wetlands; location within a flood zone; the availability of homeowner's insurance or flood insurance at a cost acceptable to Buyer; items on The Property that may be rented, including their rental terms & conditions, such as water conditioning equipment, water heaters & propane tanks.
- B. **Buyer Investigation Period:** Buyer shall have until 11:59 pm, ten (10) days after the Effective Date to investigate The Property ("Investigation Period"). During the Investigation Period, Buyer and Buyer's investigators shall have reasonable access to The Property to conduct investigations as Buyer deems necessary. Buyer agrees to defend, indemnify and hold Seller harmless from any physical damage to persons or property resulting from such investigations. To the extent The Property is damaged due to any of Buyer's investigations, Buyer agrees to restore The Property to its previous condition. Buyer is solely responsible for ordering and paying for any inspections and evaluations.
- C. **Seller Responsibility Concerning Utilities:** Seller shall have the following utilities, if attached, turned on for Buyer's investigations, appraisals and final inspection: electric, natural gas, propane, heating oil, sewer and water. Seller shall be solely responsible for de-winterization, re-winterization and any and all costs and procedures associated with this subparagraph.
- D. **Results of Investigations:** If any investigation reveals a condition unacceptable to Buyer, then, **prior to the expiration of the Investigation Period**, Buyer may pursue one of the following resolutions (D1 or D2):
1. **Buyer may Deliver to Seller a written request for corrective action(s)** on the GKAR Investigations Addendum, or a similar notice, and may include any documentation, reports, and/or cost estimates that Buyer deems appropriate.
    - a. Seller shall have until 11:59 pm, five (5) days after receipt of the Investigations Addendum, or a similar notice, to respond to Buyer in writing as to whether Seller will agree to pay for and/or perform said requested corrective action(s).
    - b. If Seller rejects any part of Buyer's request in writing, Buyer shall have until 11:59 pm, three (3) days after receipt of Seller's written rejection to terminate this Agreement in writing.
    - c. If Seller does not respond in writing, Buyer shall have until 11:59 pm, three (3) days after the expiration of Seller's allowed five (5) day period to terminate this Agreement in writing.
  - OR
  2. **Buyer may terminate this Agreement** by providing written notice of the termination to Seller within the Investigations Period. At Seller's sole option and request, Buyer shall provide Seller with a copy of any inspection report or portion thereof or such other documentation obtained per this paragraph that Seller deems useful to Seller.
- E. **Waiver of Contingencies:** BUYER AGREES THAT THE CONTINGENCIES IN THIS PARAGRAPH SHALL BE DEEMED TO HAVE BEEN WAIVED IF (1) BUYER FAILS TO DELIVER WRITTEN NOTICE OF BUYER'S PROPOSED RESOLUTION TO SELLER WITHIN THE INVESTIGATION PERIOD OR (2) BUYER FAILS TO TERMINATE THIS AGREEMENT IN WRITING AS PROVIDED ABOVE. IF THESE CONTINGENCIES ARE WAIVED, OR IF BUYER ELECTS TO CLOSE THIS TRANSACTION, BUYER SHALL BE DEEMED TO HAVE ACCEPTED THE PROPERTY IN ITS "AS-IS" CONDITION AS IT RELATES TO THIS PARAGRAPH AS OF THE DATE OF CLOSING, SUBJECT TO THE PROVISIONS OF PARAGRAPH 9.

**18. WELL/WATER/SEPTIC SYSTEM INVESTIGATIONS:**

- A. **Buyer Acknowledgment:** Buyer acknowledges that Buyer has been advised to carefully evaluate The Property for satisfactory well, water and septic systems. Buyer is aware that inspectors and inspection services are available through private companies and/or County Health Departments to aid Buyer in these evaluations. Items Buyer should evaluate include, but are not limited to: location of systems on The Property, availability and cost of municipal water and/or sewer services current or proposed, current code requirements, well construction and function, water quality and volume, distance from contaminants, septic system construction and function, septic system sizing and life expectancy, and availability of space for relief systems.
- B. **Evaluations:** If The Property is serviced by a water well and/or septic system, Seller agrees to order by 11:59 pm five (5) days after the Effective Date and promptly provide to Buyer, at Seller's expense, evaluation report (s) from: \_\_\_\_\_ (Insert County or private inspection companies. If left blank Seller shall choose.) regarding the condition of the septic system and well and tests for nitrates and bacteria in the water. Any water evaluation beyond tests for nitrates and bacteria shall be Buyer's responsibility and expense.

- C. **Results of Investigations:** If the evaluation report(s) in any of the above circumstances disclose(s) a condition which Buyer reasonably deems unacceptable, Buyer shall notify Seller of such condition and requested corrective action in writing by 11:59 pm five (5) days after Buyer has received the applicable report(s). If Seller does not agree or fails to respond in writing by 11:59 pm fifteen (15) days after receipt of Buyer's requested corrective action, Buyer shall have the right to terminate this Agreement by providing written notice to Seller within three (3) days after receipt of Seller's written refusal (if any) or from the expiration of Seller's allowed time, whichever first occurs.
- D. **Waiver of Contingencies:** BUYER AGREES THAT THE CONTINGENCY PROVIDED BY THIS PARAGRAPH SHALL BE DEEMED TO HAVE BEEN WAIVED IF (1) BUYER FAILS TO PROVIDE WRITTEN NOTICE OF A CONDITION DEEMED UNACCEPTABLE BY 11:59 PM FIVE (5) DAYS AFTER BUYER HAS RECEIVED THE APPLICABLE REPORT(S) OR (2) BUYER FAILS TO TERMINATE THIS AGREEMENT IN WRITING AS PROVIDED ABOVE.
- IF THESE CONTINGENCIES ARE WAIVED, OR IF BUYER ELECTS TO CLOSE THIS TRANSACTION, BUYER SHALL BE DEEMED TO HAVE ACCEPTED THE PROPERTY IN ITS "AS IS" CONDITION AS OF THE DATE OF CLOSING, SUBJECT TO THE PROVISIONS OF PARAGRAPH 9.
19. **TITLE EVIDENCE:** Seller agrees to convey marketable title to The Property subject to conditions, limitations, building and use restrictions and easements of record ("Exceptions"). As evidence of marketable title, Seller shall furnish Buyer, at Seller's expense, an *expanded coverage ALTA Homeowner's Policy of Title Insurance ("Expanded Policy")*, if available, in the amount of the sale price. Seller shall order the commitment for such policy, along with copies of the Exceptions and supporting documents, and shall deliver same to Buyer within ten (10) days after the Effective Date of this Agreement. If a survey or mortgage report is required by the commitment, it shall be completed at Buyer's expense. If an *Expanded Policy* is not available or if Buyer declines any required survey or mortgage report cost, Seller agrees to provide and Buyer agrees to accept a *standard coverage ALTA Owner's Policy of Title Insurance including all standard exceptions*.
- If the commitment discloses any title defect(s) or anything in the Exceptions which would interfere with Buyer's intended use of The Property, Buyer must notify Seller in writing of Buyer's objections within five (5) days after Seller's delivery of the commitment and Exceptions. Further, if, prior to closing, Buyer shall become aware of new title defect(s), Buyer must notify Seller, in writing, within five (5) days after Buyer becoming aware of such defect(s).
- If Seller receives any such notification, Seller shall have either thirty (30) days after Buyer's delivery of written objection(s) or until the latest closing date set forth in Paragraph 8 of this Agreement, whichever first occurs, to resolve Buyer's objection(s). If Seller is unable to cure the title defects(s), or unable or unwilling to resolve Buyer's objection(s) to Exceptions within this time period, Buyer may terminate this Agreement in writing or proceed to closing, accepting the status of the title "AS IS".
20. **LOCATION OF BOUNDARIES AND IMPROVEMENTS:** Buyer may, at Buyer's expense, obtain a survey or mortgage report of The Property. If the survey or mortgage report reveals material differences in The Property's boundaries or land area from that which was represented by Seller in writing, or encroachments, setback violations, or matters which would interfere with Buyer's intended use of The Property ("Survey Defects"), Buyer shall furnish Seller with a copy of the survey or mortgage report, along with a written request that Seller correct the Survey Defect(s). These must be received by Seller no later than fifteen (15) days after delivery of the title commitment referenced in Paragraph 19 to Buyer. Seller shall respond in writing to Buyer within five (5) days as to whether or not Seller will correct the Survey Defect(s). If Seller does not agree to do so or fails to respond, Buyer shall have three (3) days from receipt of Seller's written refusal (if any) or from the expiration of Seller's allowed time, whichever first occurs, to terminate this Agreement in writing.
- BUYER AGREES THAT THIS CONTINGENCY SHALL BE DEEMED WAIVED IF BUYER FAILS TO PROVIDE SELLER WITH A SURVEY OR MORTGAGE REPORT OR BUYER FAILS TO TERMINATE THIS AGREEMENT IN WRITING AS PROVIDED ABOVE. IF THIS CONTINGENCY IS WAIVED AND BUYER ELECTS TO CLOSE THIS TRANSACTION, BUYER SHALL BE DEEMED TO HAVE ACCEPTED THE LOCATION OF THE PROPERTY BOUNDARIES AND IMPROVEMENTS, "AS IS".
21. **PRORATIONS:** Items normally prorated in real estate transactions, including association fees and assessments, rental income, taxes as discussed below, interest on any existing land contract, mortgage, or lien assumed by Buyer shall be adjusted to the date of closing in accordance with the calendar year. All rental security deposits shall be paid to Buyer at closing.
22. **REAL ESTATE TAXES:** The calendar year proration shall include all taxes billed or to be billed in the year of the closing. Calendar year tax bills will be estimated, if necessary, using the taxable value and the millage rate(s) in effect on the day of closing. Proration shall be calculated on a per diem increment and prorated to the date of closing. Seller shall pay for January 1 through the day before closing. If The Property's Principal Residence Exemption ("PRE") status for the calendar year in which the closing occurs will change as a result of the closing, the new PRE status shall be used.
- If the current PRE percentage claimed by Seller is greater than zero, Seller represents that such claim by Seller is accurate and lawful. Such representations shall survive the closing. Seller shall defend, indemnify and hold Buyer harmless from any loss, claim or damage resulting from any inaccuracy in such representations. Such loss, claim or damage shall include, but shall not be limited to, any loss, claim or damage resulting subsequently to Buyer from the tax proration calculation made at the time of closing or from the change in PRE status by the municipality for any prior years. Seller shall also be responsible for reasonable actual attorney fees incurred by Buyer in enforcing the provisions of this paragraph, regardless of whether suit is actually filed. The representations and obligations under this paragraph may only be terminated by a separate written document signed by The Parties specifically referring to this paragraph by number.
23. **SPECIAL ASSESSMENTS:** Special assessments levied on The Property shall be handled as follows:
- A. Existing special assessments, whether there is a lien or not, which can be paid in full and permanently discharged shall be paid by Seller at close of sale.

- B. Existing special assessments which have ongoing installments and cannot be paid in full and permanently discharged shall be prorated as referenced in the paragraph entitled Prorations. This type of assessment is generally for services or maintenance, including, but not limited to: street lighting, lake weed control, emergency services, etc.
- C. Special assessments which are levied on The Property after the Effective Date shall be the responsibility of Buyer.
24. **WATER/SEWER CHARGES:** Seller shall be responsible for water and sewer charges until date of possession. The cost of water and sewer hookups after closing shall be paid by Buyer. If The Property is not presently served by these utilities, Buyer is advised to consult with the local units of government for information regarding when and if such hookup is or may be required, feasibility and cost of such hookup, and whether any assessment will be imposed at that time.
25. **CASUALTY:** In the event that, on or before the closing date, The Property becomes damaged by fire, storm or other casualty, and the cost to repair same is in excess of 10% of the sale price, either Party shall have the right to rescind this Agreement by written notice to the other Party within seven (7) days after receiving notice of such casualty, and Buyer shall be entitled to a refund of any earnest money.
26. **HOME PROTECTION PLAN:** The Parties have been informed that home protection plans are available. Such plans may provide additional protection and benefit to the Parties.
27. **EARNEST MONEY:** Buyer  has delivered to Broker or  shall deliver to Broker within forty-eight (48) hours of the Effective Date \$ 1,000 \_\_\_\_\_ (dollars) as earnest money evidencing good faith. Broker is required by law to deposit the earnest money in separate custodial or trust account within two (2) banking days after this Agreement is signed by The Parties. If the offer made is not accepted or if the sale is not closed due to a failure to satisfy a contingency specified herein for a reason other than default of Buyer, the earnest money shall be refunded to Buyer. The earnest money will be applied to the sale price at closing.
28. **EARNEST MONEY DISPOSITION:** If this Agreement is not closed in the time and manner provided, or if either Party terminates as provided in this Agreement, the disposition of earnest money may be resolved in any of the following ways:
- A. The Parties may agree in writing to the disposition of the earnest money;
- B. Either Party may file a lawsuit regarding the disposition of the earnest money;
- C. Broker may deposit the funds by interpleader with a court of proper jurisdiction. The Parties agree to reimburse Broker for all costs incurred by Broker in filing the interpleader action, including actual attorney's fees, regardless of the outcome; Broker shall continue to hold earnest money until it receives a written agreement signed by The Parties, a final Court Order, or the Broker has deposited the funds with the Court in accordance with an interpleader action. In the event of litigation involving the earnest money, the non-prevailing Party, as determined by the court, shall reimburse the other Party and the Brokers for reasonable actual attorneys' fees and expenses incurred in connection with the litigation.
29. **DEFAULT:** If Buyer defaults, Seller may enforce this Agreement, or may declare Buyer's right to purchase terminated, retain the earnest money, and pursue Seller's legal remedies. If Seller defaults, Buyer may enforce this Agreement, or may demand return of the earnest money and pursue Buyer's legal remedies. Broker(s) have no responsibility for the performance of this Agreement by the Parties
30. **ALTERNATIVE DISPUTE RESOLUTION:** The Parties acknowledge that they have been informed that any claim or dispute between them related to this Agreement, may be mediated or arbitrated if Seller and Buyer agree in a separate writing.
31. **LEGAL COUNSEL:** Buyer acknowledges that Broker(s) have recommended that Buyer retain an attorney to review the marketability of title to The Property. The Parties acknowledge that Broker(s) have recommended that they each retain an attorney to ascertain that the requirements of this Agreement have been met.
32. **DUE ON SALE:** Seller understands that consummation of the sale or transfer of the property described in this Agreement shall not relieve the Seller of any liability that Seller may have under the mortgage(s) to which the property is subject, unless otherwise agreed to by the lender or required by law or regulation.
33. **CONSENT TO FEES:** The Parties acknowledge that Brokers may be offered placement fees, finder's fees or other consideration from others who become involved in the sale of The Property. The Parties hereby grant Brokers permission to receive such fees and/or consideration, unless otherwise agreed in writing.
34. **COUNTERPARTS/SIGNATURES:** This Agreement may be signed in one or more counterparts each of which will be deemed to be an original copy of this Agreement and all of which, when taken together will be deemed to constitute one Agreement. The exchange of copies of this Agreement and signature by personal service, email, facsimile, or other electronic means commonly in use, or any other means permitted by applicable state or federal statute shall constitute effective execution and delivery of this Agreement as to The Parties, and may be used in lieu of the original Agreement for all purposes. Copies shall be deemed to mean any duplicate, reproduction or similar or exact imitation of the original executed Agreement. Signatures of The Parties delivered as described above shall be deemed to be their original signatures for all purposes and shall be deemed valid and binding upon The Parties as if their original signatures, initials and modifications were present on the documents in the handwriting of each party. Neither Buyer nor Seller shall assert the statute of frauds or non-enforceability or validity of this Agreement because of facsimile or similar electronic device copies being used, and both of The Parties specifically waive and relinquish any such defense. Each Party agrees to provide an original signed document to the other upon request.
35. **FUTURE NOTICES:** The Parties authorize Brokers to use the contact information set forth below for notices after the Effective Date of this Agreement. During the term of this Agreement, The Parties agree to notify Brokers of any contact information changes. The contact information set forth below shall not constitute a material part of this Agreement and any addition or modification of the same shall not constitute a rejection of an offer, the creation of a counteroffer or an amendment to this Agreement. **Any future notices required or permitted to be given under this Agreement shall be in writing and signed by the Party giving notice.** Notice shall be deemed to have been given: at the time of personal delivery or; at the time sent by facsimile (with a successful facsimile confirmation sheet) or; at the time sent by electronic mail. Future notices shall be given to Buyer's or Seller's Broker and

shall constitute notice given to Buyer or Seller, respectively. If either Party is not represented by a Broker, future notices shall be given to such Party directly.

- 36. **CYBER FRAUD:** Buyer and Seller are advised that numerous types of cyber-crimes exist. If you receive any electronic communication directing you to transfer funds or provide nonpublic personal information (such as social security numbers, drivers's license numbers, wire instructions, bank account numbers, etc.), even if that electronic communication appears to be from the Broker, Title Company, or Lender, DO NOT reply until you have verified the authenticity of the email by direct communication with Broker, Title Company, or Lender. DO NOT use telephone numbers provided in the email. Such requests may be part of a scheme to steal funds or use your identity.
- 37. **FINAL INSPECTION:** Buyer shall have the right to inspect The Property within seventy-two (72) hours prior to closing to confirm that the real estate and personal property are in place and in a condition that is not substantially different from the condition on the Effective Date, or as improved by any agreed-upon corrective action. If substantial differences have occurred, then Buyer shall immediately notify Seller in writing of said differences and Buyer's requested corrective action. The Parties shall be deemed to have settled such differences as of close of sale. Brokers have no responsibility for the condition of The Property.
- 38. **FINAL AGREEMENT: THIS AGREEMENT EXPRESSES THE ENTIRE UNDERSTANDING BETWEEN THE PARTIES CONCERNING THIS TRANSACTION AND SUPERCEDES ALL PREVIOUS UNDERSTANDINGS, WHETHER ORAL, WRITTEN OR ELECTRONIC, INCLUDING ANY PROMOTIONAL MATERIALS OR LISTING DESCRIPTIONS. No modifications of this Agreement shall be binding unless in writing and signed by Buyer and Seller.** In signing below, The Parties acknowledge that they have read the Agreement carefully before signing and have received copies of pages 1, 2, 3, 4, 5, 6, & 7 as well as any attachments.
- 39. **TIME IS OF THE ESSENCE: TIME IS OF THE ESSENCE WITH RESPECT TO THIS AGREEMENT. TIME LIMITS SHALL BE STRICTLY OBSERVED.**

40. **AUTHORIZATION:** Buyer gives Broker until 02/17/2025,  A.M./  P.M. to obtain and deliver Seller's written acceptance of Buyer's offer:

Selling Broker Office (print): Berkshire Hathaway HomeServices  Mark Koenig Buyer  
Broker's License # 6505333016, represents:

- (Check only one)
- Seller Only  Buyer Only
  - Seller & Buyer (Disclosed Dual Agent)
  - Neither Seller nor Buyer (Transaction Coordinator)

Mark Koenig  
Print Legal Name (as you wish it to appear on final papers)

Selling Broker's Agent (print): Chris Flach/Greg Miller  Beth Koenig Buyer  
License # 6501372615, represents: (Check only one)

- (Check only one)
- Seller Only  Buyer Only #
  - Seller & Buyer (Disclosed Dual Agent) #
  - Neither Seller nor Buyer (Transaction Coordinator) #

Beth Koenig  
Print Legal Name (as you wish it to appear on final papers)

Phone: 269-993-7089 Fax: \_\_\_\_\_ Buyer Street Address: \_\_\_\_\_

Email: chris@roymillerteam.com City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SELLER'S RESPONSE:** (Date/Time) \_\_\_\_\_,  A.M./  P.M.

41. **THE ABOVE TERMS OF SALE ARE (Check one)**

**ACCEPTED AS OFFERED**  **SUBJECT TO COUNTEROFFER NO.** \_\_\_\_\_

Listing Broker Office \_\_\_\_\_  \_\_\_\_\_ Seller  
Broker's License # \_\_\_\_\_, represents:

- (Check only one)
- Seller Only  Buyer Only
  - Seller & Buyer (Disclosed Dual Agent)
  - Neither Seller nor Buyer (Transaction Coordinator)

\_\_\_\_\_  
Print Legal Name (as you wish it to appear on final papers)

Listing Broker's Agent (print): Ryan Rider  \_\_\_\_\_ Seller  
License # \_\_\_\_\_, represents:

- (Check only one)
- Seller Only  Buyer Only
  - Neither Seller nor Buyer (Transaction Coordinator)
  - Seller & Buyer (Disclosed Dual Agent)

\_\_\_\_\_  
Print Legal Name (as you wish it to appear on final papers)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Seller Street Address: \_\_\_\_\_

Email: ryanriderrealtor@gmail.com City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

4. Time Clock Purchase (OP 6320)



To: Mark Bielang, Superintendent

From: Ryan Miller, Director of Technology and Systems

CC: Paula Johnson, Director of Finance

Date: February 5, 2025

Re: Time Clocks

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### **RECOMMENDATION**

I recommend that the Board of Education approve the purchase of twenty (20) time clocks from School Technology Associates, Inc in the total amount of \$72,910.80 to come from the 2021 Bond Fund.

### **BACKGROUND INFORMATION**

The Business Office is currently working through the process of converting to the new version of Skyward's Financial & Human Resources system. Our existing time clocks are not compatible with the new version of the software. They were purchased during the 2017-2018 school year and are essentially at the end of their life span. The new time clocks are designed specifically for the new Skyward Qmlativ electronic timekeeping system for our hourly employees. School Technology Associates, Inc are the preferred time clock partner - and sole source provider - for school districts using Skyward's Financial & Human Resources systems.

A new time clock will be installed in each of our school buildings, as well as the Administration and Transportation buildings. The time clocks will provide an improved experience and convenience for our staff compared to the current time clocks. Improvements have been made to the biometric (fingerprint) capability and barcode readers for our staff badges. The new time clocks also feature the convenience of a seven inch touch screen.

### **BIDDING PROCESS**

These time clocks were formally bid out, and School Technology Associates, Inc. was the only bidder. We have worked with School Technology Associates, Inc in the past and maintain a good working relationship. I've attached a copy of the quote as well as the sole source provider letter, and would be happy to answer any questions that the Board members have related to this recommendation. If the Board of Education is comfortable, it would be appreciated if this recommendation could be approved at the February 10, 2025 Board meeting.



**Created Date:** 2/5/2025  
**Expiration Date:** 3/31/2025  
**Quote Number:** Q-04573

**Please send orders to:**  
 Email: orders@k12sta.com  
 Fax: (877) 466-7157

www.k12sta.com (877) 436-4657

Prepared For:	Prepared By:
<b>Company:</b> Portage Public Schools <b>Name:</b> Ryan Miller <b>Email:</b> rlmiller@portageps.org <b>Phone:</b> (269) 323-5115	School Technology Associates, Inc. <b>Name:</b> Pat McInerney <b>Email:</b> patm@k12sta.com <b>Phone:</b> (877) 436-4657

PART NUMBER	DESCRIPTION	COMMENTS	QTY	SALE PRICE	DISC %	TOTAL PRICE
TC-TT7-A1012	Touch Clock 7 Linux w/Biometric & MultiClass Prox Readers	qty discount	20	\$3,231.00	12.000	\$56,865.60
TCA-TT710-3046-301	Touch Clock 7/10 WiFi for Linux		20	\$109.00	0.000	\$2,180.00
6260-TEST	Touch Clock Reader Config - Testing needed for proximity configuration type		1	\$0.00	0.000	\$0.00
TCA-TT7-2068-040	Touch Clock 7" Screen Protector		20	\$0.00	0.000	\$0.00
TCA-TT-2061-019C	Touch Clock Power Pack - Complimentary for First-Time Purchase		1	\$68.00	100.000	\$0.00
TT-Q-1LIC	Annual Licensing - Skyward Qmlativ Clock Integration and Support Fee	3 year term discount	20	\$210.00	10.000	\$3,780.00
TC-1SA-001C	G2/TT7 Service Agreement - Combo Reader	3 year term discount   qty discount	20	\$660.00	28.900	\$9,385.20
TC-SH	Estimated Shipping, Handling, Insurance		20	\$35.00	0.000	\$700.00
<b>Subtotal:</b>						\$84,968.00
<b>Discount:</b>						\$12,057.20
<b>Total Price:</b>						\$72,910.80

*School Technology Associates, Inc. is a sole source for Time and Attendance Terminals, SchoolTRAK, Tardy Kiosk equipment, Positive Attendance devices, ID Image software and hardware, Custom Transcript Labels, and Food Service System equipment. These products have been custom configured and tested with Skyward.*

**Notes on setting up your additional Time Clocks**

- After a purchase order is received, School Technology support will reach out to schedule the set up of your new clocks. There is no additional cost for this.

**Time Clock Qmlativ License Information**

- The annual licensing fee starts the first of the month after device ships for the Time Tracking Time Clock development and product enhancements of the software and hardware.
- One year, two year, and three year options available.

**Time Clock Warranty Information**

- The 1-year depot level warranty starts the first of the month after the device ships and covers any defects with device.
- Any issues with the product after 30 days of receipt, the district is responsible for the cost of shipping the item back to the manufacturer for repair and through School Technology Associates the manufacturer will incur charges for defect repair and return shipping.
- Electrical surges and any physical damage to the clock are NOT covered under any warranty.

- After initial implementation meeting for device, if device is not under the additional School Technology Service Agreement any troubleshooting assistance is \$125/hr.

#### **Time Clock and Keypad Service Agreement Information**

- Service Agreement are available for TT3, TT7, and TT10 Time Clock models and Tardy Kiosk, Food Service, Positive Attendance, and SchoolTRAK Mini Terminal Keypads.
- The Service Agreement starts the first of the month after device ships or on date specified above with one year, two year, and three year lengths available.
- If the product is under the School Technology Service Agreement, the district is responsible for the cost of shipping the item back to the manufacturer and School Technology Associates will incur charges for troubleshooting, repair, and return shipping.
- Power cord replacements are covered for the first three years.
- Electrical surges and any physical damage to the device are NOT covered under any warranty.
- Time Clock reimaging is NOT covered under Service Agreement if due to passwords changed from default and forgotten.
- If a device is not under the School Technology Service Agreement, the district is responsible for all troubleshooting, repair, and shipping charges starting at \$125/hr.

#### **Return Policy**

- School Technology Associates must be notified of return within 30 days of purchase. A restocking fee of 15% may apply, as well as forfeiture of the install, training, and shipping fees.
- Items must be returned in the original packaging and unused. Consumables must be unopened.
- An RMA must be issued by a School Technology Associates employee. The RMA number must be clearly marked on the outside of the package. Contact [support@k12sta.com](mailto:support@k12sta.com) to request an RMA number.
- Please speak to your sales representative if you have questions regarding the product you're ordering.

Any School Technology Associates, Inc. quote and subsequent invoice or purchase order issued by the Customer in relation to this quote shall be subject to the Standard Terms and Conditions located at [k12sta.com/standard-terms-and-conditions/](http://k12sta.com/standard-terms-and-conditions/)

School Technology Associates is committed to offering our Skyward customers innovative, quality products, designed by you - the user, Skyward and School Technology Associates.



**Vendor Sole Source Affidavit**

Before me, the undersigned official, on this day, personally appeared, Andrew Hoerl, a person known to me to be the person whose signature appears below, who after being duly sworn upon his oath deposed and said:

"My name is Andrew Hoerl, I am over the age of 18, have never been convicted of a crime, and am competent to make this affidavit."

"I am an authorized representative of the following company or firm:

School Technology Associates, Inc.

"The above company or firm is the sole source for the following item(s) or product(s):

School Technology Associates Time and Attendance Terminal for Skyward Users

"Competition in providing the above-named item(s) or product(s) is precluded by the existence of a patent, copyright, secret process or monopoly"

"There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above-named item(s) because exclusive distribution or marketing rights"

Company: School Technology Associates, Inc.

Address: P.O. Box 102

City, State, Zip Code: Chaska, MN 55318

Telephone Number: (877) 436-4657

Fax Number: (877) 466-7157

Contact Name/Title: Andrew Hoerl – Vice President

Email Address: andrewh@k12sta.com

Texas Education Code Subchapter B., Sec. 44.031

- (j) Without complying with Subsection (a), a school district may purchase an item that is available from only one source, including:
  - (1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
  - (2) a film, manuscript, or book;
  - (3) a utility service, including electricity, gas, or water; and
  - (4) a captive replacement part or component for equipment.

(k) The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

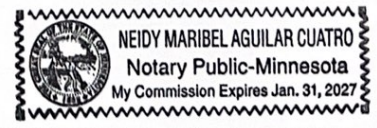
Signature

SUBSCRIBED AND SWORN to before me on this 21 day of April, 2023.

Neidy Aguilar Cuatro  
Print Name

Notary Public

Jan. 31, 2027  
Commission Expires



(877) 436-4657  
 sales@k12sta.com  
 k12sta.com

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

5. Library Book Purchase (OP 6320)



To: Mark Bielang, Superintendent  
From: Dr. Mackenzie Sheahan and Dr. Tracy Speaker-Gerstheimer, Directors of Curriculum  
CC: Paula Johnson, Director of Finance  
Date: February 10, 2025  
Re: Library Revamp Project

---

### **RECOMMENDATION**

It is recommended that the Board of Education approve the purchase of library materials for elementary, middle, and high schools from Follett Content Solutions in the total amount of \$177,252.86 to come from the 2024-2025 General Fund/Curriculum Committed Fund.

### **BACKGROUND INFORMATION**

We must ensure our building libraries maintain a collection of reading and informational materials in print and digital formats that support our learners' diverse developmental, cultural, social, and linguistic needs. During the 2021-2022 school year, we analyzed the average age of building library materials, finding that they averaged 19 years old, with 2-12% circulation rates. For example, over 25% of the current collection (3,401 books) in one elementary school had not been checked out in five years. In a secondary building, the average collection age was 25 years old. With this knowledge, we created a multi-phase project to revamp our collections to serve our students better.

Phase 1 of this Revamp Project was completed in 2022-2023, during which relevant circulation data and the PPS Materials Selection Guide were used to weed 25-60% of each library. In June 2023, Phase 2 was completed, as the Board of Education approved the recommendation for purchasing new and replacement materials not to exceed \$171,000.

We are now ready for Phase 3 of the Library Revamp Project. Librarians used their typical selection process guided by our policies to build the purchase list. They collaborated to make a standard list of materials to be purchased for each library. They also selected some unique new and replacement materials for their particular building library. The recommended purchase will be made with money set aside for Phase 3 in the Curriculum Committed Funding, not to exceed \$221,000. This is the final phase of the Library Revamp Project.

### **BIDDING PROCESS**

The materials will be purchased through the TIPS Cooperative Purchasing Program with whom we partner. We have worked with Follett Content Solutions regularly and have had excellent collaboration, which has led to great results. To ensure the timely processing, receipt, and circulation of these materials before the end of the school year, we ask that the Board of Education move this item to action after a review of this recommendation.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
FEBRUARY 10, 2025, 6:30 P.M.**

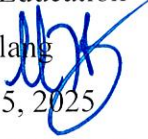
**Note Page**

**X. Discussion Items**

6. MASB Board of Directors Election (MASB)



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

To: Board of Education  
From: Mark Bielang   
Date: February 5, 2025  
Re: 2025 MASB Board of Directors Election

**RECOMMENDED MOTION:**

For the 2025 MASB Board of Directors Election, the Board of Education wishes to vote for candidate *(state candidate name)* to represent MASB Region 6, and authorizes Barb Atkinson to cast the Board's vote via the online ballot provided by MASB.

**BACKGROUND INFORMATION:**

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

This year for Region 6, two (2) candidates are running for one (1) seat for a one-year term:

- TiAnna Harrison, Kalamazoo Public Schools
- Elizabeth O'Dell, St. Joseph County ISD

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

The Board will need to take action at its February 24, 2025 Regular Business Meeting to decide on a candidate. Once the Board has determined which candidate it wishes to vote for, Barb Atkinson will cast the vote on behalf of the Board. Ballots are submitted online and due by 1 p.m. on Wednesday, March 5, 2025.

Enclosures



MASB  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS



## MASB Bylaws – Article IV – Membership

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

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

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

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

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

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

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

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

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

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

**Group I** All intermediate districts;

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

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

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

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

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

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

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#### Region 7 (Three-Year Term)

<b>Guillermo Z. Lopez</b>	<b>Lansing School District, Ingham County</b>	7
Cory McLaughlin	Jefferson Schools, Monroe County	8
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#### Region 8 (Three-Year Term)

Jason Babbage	Allen Park Public Schools, Wayne County	10
Anisha Hannah	Pontiac School District, Oakland County	11
Paul Kolin	Bloomfield Hills Schools, Oakland County	12
Roderick Means	Westwood Community School District, Wayne County	13
Randel Meisner	Fitzgerald Public Schools, Macomb County	14
Scott Wallace	Fraser Public Schools	15
Ursula (Wester) Rogers	Romulus Community Schools, Wayne County	16
Lisa Valerio-Nowc	Clintondale Community Schools, Macomb County	17

Note: Incumbents are **bolded**

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

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

The MASB Board of Directors is comprised of 23 members, including three at-large directors. Sixteen directors shall be elected from the eight regions, with two elected from each region; and one director per group shall be elected from Groups V, VI and VII. Directors are elected by active member school boards and, each year, several seats are up for election. The MASB President will nominate a member to serve as an at-large director, subject to Board approval.

### Board Limitations:

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

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

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

- **Region 1 will continue to be represented by Kristen Cambensy, Marquette Area Public Schools, (unopposed, no ballots will be sent)**
- **Region 3 will continue to be represented by Rick Demberger, Zeeland Public Schools and Ottawa Area Intermediate School District, (unopposed, no ballots will be sent)**
- **Region 4 will continue to be represented by John Tramontana, DeWitt Public Schools, (unopposed, no ballots will be sent)**
- **Group V will continue to be represented by Stephen Hyer, Clarkston Community Schools, (unopposed, no ballots will be sent)**
- **Group VI will continue to be represented by Marc Siegler, Walled Lake Consolidated Schools, (unopposed, no ballots will be sent)**

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

Each district received ONE ballot, which was emailed to the superintendent secretary on record with MASB on Friday, Jan. 24, 2025. These ballots **CANNOT** be forwarded to anyone else. Once your board makes a decision on which candidate it wishes to vote for, please convey this information to your superintendent secretary.

Completed ballots must be cast and confirmed by the superintendent secretary by **1 p.m. on Wednesday, March 5, 2025.**

Unofficial election results will be available on the voicemail recording at 517.327.5915 as soon as possible, but generally after 2 p.m. on the deadline date. They will also be sent out via email that afternoon. Official results will be approved at the March 14, 2025, Board of Directors' meeting, which newly elected directors should plan to attend.

To summarize:

- Ballot deadline is **1 p.m. on Wednesday, March 5, 2025.**
- MASB would like to remind all candidates for the MASB Board of Directors that no school district funds can be used for campaigning during the election. This rule prohibits a candidate from using their school district email account to send messages to other school board members. Therefore, a personal email account must be used for campaigning purposes when running for the MASB Board of Directors. If you have any questions about what may or may not constitute an expenditure of school district funds, please contact MASB's Legal Counsel Brad Banasik, J.D. at [bbanasik@masb.org](mailto:bbanasik@masb.org) or **517.327.5929.**
- **An electronic file containing the physical addresses and email addresses for the voting group or region shall be made available to each candidate running for election to the board of directors. The revokable license to use the addresses shall be limited to contacting school board members to share information about the MASB Board of Directors' election.**
- Have questions? Contact Cheryl Huffman at **517.327.5915** or [chuffman@masb.org](mailto:chuffman@masb.org).

## Region 6 (One-Year Term)



### TiAnna Harrison

Kalamazoo Public Schools, Kalamazoo County

Time served  
on this board:

**10** years

Offices held:

President, Vice  
President, Secretary  
and Treasurer

#### MASB Certification:

Certified Boardmember Award  
Award of Merit  
Award of Distinction  
Master Boardmember  
Master Diamond

#### Election Statement:

My name is TiAnna Harrison, and as the current Board President for Kalamazoo Public Schools Board of Education, I bring over a decade of governance and leadership experience. Appointed in 2014, and reelected in 2020, I have had the honor of serving my community in various capacities, including Vice President, Secretary and Treasurer.

Through these positions, I have had a firsthand view of the challenges and opportunities in education, especially as we work to ensure all students have equitable access to high-quality learning experiences.

My experience serving in a district with diverse needs has given me a comprehensive understanding of the complexities facing school boards across Michigan, and I believe I can bring valuable insights to MASB. I am passionate about the power of public education to transform lives. Our work as school board members is critical in ensuring that every child has access to a high-quality education, no matter where they live.

From advocating for equitable funding to addressing the mental health needs of students, the role of school boards has never been more important. Through my years of service, I have seen firsthand how strategic decision-making, thoughtful governance, and strong community partnerships can improve outcomes for students. I am seeking a seat on the MASB Board of Directors because I believe that the challenges we face in Michigan's education system require a unified and strategic approach.

I am particularly focused on the importance of state-level policies that allow local school boards to address the unique needs of their districts. I want to ensure that Michigan school boards have the tools and support they need to make informed decisions that benefit all students.

From ensuring equitable funding to supporting the mental and emotional well-being of students and staff, I am eager to contribute my experience and insights to support school boards across the state and advocate for policies that will create better outcomes for Michigan's children.

I would be honored to not only serve on the MASB Board of Directors, but also to continue advocating for policies that prioritize the needs of students, support educators, and strengthen our communities. Together, we can ensure that every Michigan student has the opportunity to succeed.

Thank you for your consideration.

Sincerely,

TiAnna L. Harrison

Kalamazoo Public Schools

Trustee - Board of Education

## Region 6 (One-Year Term)



### Elizabeth O'Dell

St. Joseph County ISD, St. Joseph County

Time served  
on this board:

**27** years

Offices held:

President, Vice  
President, Secretary  
and Treasurer

#### MASB Certification:

Certified Boardmember Award  
Award of Merit  
Award of Distinction  
Master Boardmember  
Master Diamond

#### Election Statement:

The MASB is our collective voice on education at the state level, and it allows board members to be informed about educational issues. I think the Director for the Region's role is to ensure that our voice is heard as the MASB discusses issues and concerns. The Past President, Kathleen Moore, was able to model how to accomplish that task positively. I cannot fill her shoes; I am unsure if anyone can.

I have been an active St. Joseph County ISD member for 27 years. I have taken advantage of opportunities to learn about best practices for serving and supporting the education process in our communities. I have held various positions, from member to president.

I have worked with the parent-teacher association, band, and athletic booster clubs. I have served on the special education advisory committee. I have enjoyed serving as a delegate to MASB membership meetings in my county. Through this process, I have learned what various boards are concerned about as they present resolutions and amendments to the Board of Directors, which has deepened my understanding of how our collective needs are connected.

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

I am not new to service, advocacy, listening, and striving to assist others to make positive change. I am a retired CEO of St. Joseph County Community Mental Health and use my time currently as a volunteer in my church, for American Red Cross Disaster Relief, as a substitute teacher, as well as working with a variety of social action services through my sorority, Delta Sigma Theta Sorority, Incorporated.

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