

**PORTAGE PUBLIC SCHOOLS' BOARD OF EDUCATION  
 COMMITTEE OF THE WHOLE WORK SESSION  
 CENTRAL HIGH SCHOOL RM #1136, 8135 S. WESTNEDGE, PORTAGE, MI 49002  
 NOVEMBER 3, 2025, 6:30 PM  
 AGENDA**

VISION STATEMENT  
 We are inspired to be an exceptional community grounded in fostering strengths, growth, and lifelong learning. Every student. Every future.  
 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  
NOVEMBER 3, 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).**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
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**III. Reports**

1. Superintendent's Report
  - a. 2024-25 Audit Presentation
  
  - b. State Budget Update
  
  - c. Bond Project Update



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**VI. Consent Agenda**

1. Approval of Minutes
  - a. October 20, 2025 Policy Governance Retreat & Regular Business Meeting

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**POLICY GOVERNANCE RETREAT &  
REGULAR BUSINESS MEETING  
OCTOBER 20, 2025**

**POLICY GOVERNANCE RETREAT**

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, October 15, 2025, was called to order at 4:00 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

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

Board Trustees Absent: None

Executive Leadership Present: Johnny Edwards, Superintendent

Others Present: Gary Goscenski of Perspectives Consulting

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mrs. Rohwer, 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. Topics covered update on superintendent's 90-day plan, follow-up with public comment speakers, review of ends/means/operational policies/administrative guidelines, and Executive Limitations Policy 2.1-Treatment of Consumers.

The Policy Governance Retreat adjourned at 6:18 p.m.

## **REGULAR BUSINESS MEETING**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, October 20, 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 Dr. Stevenson, seconded by Ms. Larson, that the Board of Education approve the agenda as printed.**

**The motion carried unanimously.**

## **REPORTS**

### **Superintendent's Report**

#### **CEL Student Presentation**

Central Elementary Principal Sara Wagenaar provided introductory remarks. A few Central Elementary students shared what they like best about their new school and answered board member questions. The Board also enjoyed viewing a video in which the same students show the inside of their new school as well as the playground.

Board members appreciated the student presentation.

### **Bond Project Update**

Mr. Russ Gerbers, Assistant Superintendent of Operations, provided an update on elementary bond projects.

At Central Elementary, commissioning is finishing up along with punch list items.

At Haverhill, work continues on commissioning and punch list items. Landscaping will wrap up this week.

At the Woodland Elementary site, concrete block and steel are going up. Plumbing and roof drains are being installed.

The District has a couple of projects in the works - lighting controls at 12<sup>th</sup> Street Elementary and adding a generator at West Middle School.

## **Financial Report**

Superintendent Edwards informed the Board that State of Michigan recently passed their budget earlier this month, which was signed into law by the Governor on October 7. We will be able to provide free meals to all students. Districts will receive their October State Aid payment on schedule. Ms. Paula Johnson, Director of Financial will share additional details regarding the new budget at the November 3, 2025 board meeting.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the floor to public comments. Mrs. Novaria read aloud the guidelines for public comment.

Stephanie Alkire requested the Board consider allocating funding to hire a full-time activities director at Portage Northern High School.

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

Ms. Larson is thankful for our high school fine arts program.

Mr. Snyder reminded everyone we have a bond proposal on the ballot on November 4. He thanked he fellow board members for today's Policy Governance Retreat discussion and expressed appreciation for the public comments.

Mr. Van Antwerp acknowledged this is America's Safe Schools Week and thanked our administrators for their focus on safety.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the October 6, 2025 Committee of the Whole Work Session minutes and that the Board of Education approve the July 2027 Portage Northern High School student trip to Switzerland and Italy, as presented.**

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

## **DISCUSSION ITEMS**

### **Owner's Representative Contract Renewal**

Mr. Russ Gerbers detailed the recommendation for a one-year extension of the District's contract with Plante Moran Realpoint LLC for owner representative services related to bond projects. The Board opted to move this discussion item to action.

**Motion offered by Mrs. Novaria, seconded by Mrs. Rohwer, that the Board of Education move the discussion item, Owner's Representative Contract Renewal, to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Novaria, seconded by Mrs. Rohwer, that the Board of Education approve, as presented, the contract renewal with Plante Moran Realpoint, LLC for a total cost of \$283,632.00 for a one-year period, November 1, 2025 through October 31, 2026, the funds for which will come from the 2025 Bond Fund (the third series from the 2021 vote).**

**The motion carried unanimously.**

#### **Purchase of Pianos & Equipment**

Mr. Russ Gerbers reviewed the recommendation to purchase pianos and equipment for the District's band, orchestra and choir programs. The Board opted to move the discussion item to action.

**Motion offered by Ms. Larson, seconded by Mrs. Crawford, that the Board of Education move the discussion item, Purchase of Pianos & Equipment, to action.**

**The motion carried unanimously.**

**Motion offered by Ms. Larson, seconded by Dr. Stevenson, that the Board of Education approve, as presented, the purchase of pianos and equipment totaling \$70,673.00, the funds for which will come from the 2019 Unallocated Contingency Bond Fund.**

**The motion carried unanimously.**

#### **Purchase of Interactive Flat Panels for WOD**

Mr. Steve Van Dyke, Data Center Systems Specialist, went over the recommendation to purchase interactive flat panels for Woodland Elementary. The Board opted to move the discussion item to action.

**Motion offered by Mrs. Rohwer, seconded by Ms. Larson, that the Board of Education move the discussion item, Purchase of Interactive Flat-Panels, to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Rohwer, seconded by Mr. Snyder, that the Board of Education approve the purchase of six (6) Smart RX Interactive Flat Panels from Forte, Inc. in the amount of \$31,320.90, the funds for which will come from the 2025 bond fund (the third series from the 2021 vote), as presented.**

**The motion carried unanimously.**

With no further business to come before the Board, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Barb Atkinson,  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
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**VII Assurance of District Performance**

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

**Recommended Motion:**

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

**Portage Public Schools  
Monitoring Report**

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

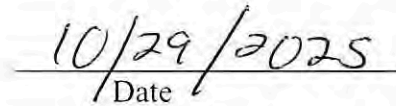
**Global Board Policy**

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

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.2, "Treatment of Staff" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 29, 2025.

  
Signature

  
Date

**Interpretation**

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

### **2.2.1 POLICY LANGUAGE**

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

#### **Interpretation**

I interpret this to mean that:

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

#### **Report**

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

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

Since the 2023-2024 school year the District offers a PPS Staff Academy for teachers new to PPS. New teachers meet monthly throughout the year to for support and to gain a better understanding of services available, operations, and expectations. They also receive timely and important background information about District practices and procedures. The Academy is an outgrowth and continuation of our on-boarding process.

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

While difficult to measure who comes to work with a positive attitude, we often get anecdotal feedback from students, parents, other employees and supervisors about the positive, “can-do” attitude demonstrated by our professional and support staff. As administrators throughout the District conduct Rounding Conversations and 30-/90-day interviews of new staff, many individuals are identified as being helpful to them and always exhibiting a positive attitude toward the work they do. Many of these individuals are recognized through “Shout-outs” in our bi-weekly District Memo.

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

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

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

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

The District continues to annually administer Studer Education’s **Employee Experience Survey**. During the latest (spring 2025) administration, 580 surveys were completed by employees. Additionally, several hundred comments were provided to give us additional information and context to the survey questions. The survey results along with the comments for each school/department are provided to the respective leaders to review, roll out results, and develop action plans to address performance gaps. The Employee Engagement Survey contains 20 questions and three open-ended opportunities to respond. Eleven questions specifically target their immediate work environment; eight questions ask about the organization; and one question serves to identify the “net promoters.”

Because of restructuring of the survey, the 2022-2023 school year results provided baseline data for Portage Public Schools. The “Top Box Percentage” is the percentage of respondents who strongly agree to the first 11 prompts of the **Employee Experience Survey**. The “Top 2 Box Percentage” is the percentage of respondents who strongly agree or agree to the first 11 questions of the **Employee Experience Survey**. The “Net Promoter Percentage” is the percentage of respondents who strongly agree or agree with the prompt: “I would recommend that parents select my organization to serve their child.”

<b>Employee Experience Survey</b>			
	<b>Spring 2023</b>	<b>Spring 2024</b>	<b>Spring 2025</b>
Participants	475	578	580
Mean	3.82	3.80	3.87
Top Box Percentage	32%	31%	34%
Top 2 Box Percentage	69.13%	68.04%	70.25%
Net Promoter Score	75.8%	72.95%	75.52%

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

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

This District tracks the number of professional staff who have completed degrees beyond their Bachelor’s Degree. Of this years’ staff - teachers and administrators – 73% have a Master’s Degree or higher.

4. The national teacher turnover rate for the 2023-2024 school year was approximately 7%, a decrease from the pandemic-era peak but still slightly above the pre-pandemic level of 6%. This rate reflects a downward trend, but the high turnover among new and less experienced teachers remains a significant concern (Source, Rand Corp). The District’s teacher turnover rate in the 2023-2024 school year was 4.62% including retirements and 2.22% without retirements. In 2024-2025, the District’s turnover increased to 6.56 percent including retirements and 3.64% when excluding retirements. Both data points remain below 2022-2023 district rate of 7.21 percent.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

	2022-2023	2023-2024	2024-2025
Overall	7.21%	4.62%	6.56%
Excluding retirements	N/A	2.22%	3.64%

5. New for the 2025-2026, the superintendent has introduced the Superintendent-Educator circle. This voluntary group of educators meet monthly with the superintendent as a vehicle for direct two-way communication. The group is made up of 28 individuals with two representatives from each school selected by the staff. This Superintendent-Educator Circle is not a negotiation or bargaining committee.

**Conclusion Statement**

This organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **2.2.2 POLICY LANGUAGE**

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

### **Interpretation**

I interpret this to mean that:

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

### **Report**

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

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

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

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

### **Conclusion Statement**

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **2.2.3 POLICY LANGUAGE**

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

#### **Interpretation**

I interpret this to mean:

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

#### **Report**

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

#### **Conclusion Statement**

The organization met expectations.

### **2.2.4 POLICY LANGUAGE**

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

#### **Interpretation**

I interpret this to mean:

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **Report**

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

### **Conclusion Statement**

The organization met expectations.

### **2.2.5 POLICY LANGUAGE**

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

### **Interpretation**

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

### **Report**

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

### **Conclusion Statement**

The organization met expectations.

### **2.2.6 POLICY LANGUAGE**

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

### **Interpretation**

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

## Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **Report**

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

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

1) at Central High School the principal's spouse is a teacher on staff and is being supervised by an assistant principal; and 2) the spouse of the principal at WMS is a librarian in the district and a portion of her assignment is at WMS. Her evaluation is conducted by another district Principal.

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

### **Conclusion Statement**

The organization met expectations.

### **2.2.6 POLICY LANGUAGE**

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

### **Interpretation**

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

**Report**

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

**Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

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

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

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  
NOVEMBER 3, 2025, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

2. Monitoring Report 2.3, Compensation and Benefits (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept Monitoring Report 2.3, Compensation and Benefits, as a reasonable interpretation and evidence of compliance with policy.**

**Portage Public Schools  
Monitoring Report**

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

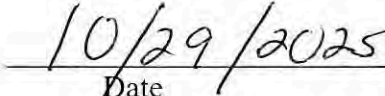
**Global Board Policy**

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

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.3, "Compensation and Benefits" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 29, 2025.

  
Signature

  
Date

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding five sections. My interpretations of those sections, the report, and conclusion statements are presented below. There are no changes in interpretation. Reports have been updated. This Executive Limitation was last revised in September 2008.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

### **2.3.1 POLICY LANGUAGE**

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

#### **Interpretation**

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

#### **Report**

The initial superintendent contract was entered into on July 1, 2025.

At its meeting on June 30, 2025, the Board approved a three-year contract - through June 30, 2028 - with the specified salary and benefits. The salary and benefits were incorporated into the signed contract with copies provided to Human Resources and Payroll.

#### **Conclusion Statement**

The organization met expectations.

### **2.3.2 POLICY LANGUAGE**

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

#### **Interpretation**

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

#### **Report**

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

The **Collective Bargaining Agreements** entered into by the District contain management right language that allows the District to determine the size of the work force and to lay off employees. Relative to teachers; State statute outlines that all new teachers, regardless of their previous experience, are subject to non-renewal during their first five years of employment with the District.

## Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

Upon completion of this five-year probationary period, teachers are subject to the Teacher Tenure Act and therefore, subject to dismissal only on statutory grounds. Individual contracts issued to teachers allow for termination attributable to job performance, misconduct, or reduction in personnel.

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

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

### **Conclusion Statement**

The organization met expectations.

### **2.3.3 POLICY LANGUAGE**

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

### **Interpretation**

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

### **Report**

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

### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

### **2.3.4 POLICY LANGUAGE**

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

#### **Interpretation**

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

#### **Report**

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

As stated above (2.3.2), in the event of loss of revenue the District has the ability to reduce its workforce and/or to request the reopening of collective bargaining agreements to reduce expenditures.

The organization was in compliance with Governance Policy 2.5 – Financial Condition and Activities as approved by the Board on October 14, 2024 for the 2023-2024 school year. For the 2024-2025 school year, the auditor will address Governance Policy 2.5 at the November 3, 2025 Board meeting and the final 2.5 Monitoring Report will be provided at the December 8, 2025 Board meeting.

#### **Conclusion Statement**

The organization met expectations.

### **2.3.5 POLICY LANGUAGE**

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

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

## Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

### **Interpretation**

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

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

### **Report**

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

The District maintains a Performance Pay Plan which meets the requirements of Section 403b of the Internal Revenue Code of 1986. This Plan applies to District Administrators, except the Superintendent, and was established to encourage administrative employees to achieve a high level of performance and to encourage longevity with Portage Public Schools. Contributions made by the District to this Plan are located in a trust account expressly for this purpose. There have been no contributions to this plan since 2010. In other words, Administrators hired since 2010 are essentially not part of the plan and all other Administrators have not had contributions made on their behalf to the plan since 2010.

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

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

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

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

**Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

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

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

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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  
NOVEMBER 3, 2025, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

3. Monitoring Report 2.5, Financial Condition/Activities (EL 2.5, OP 6830)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept the 2024/25 Financial Report and Management Letter, as presented.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 3, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. Summer Tax Resolution (EL 2.4)



**TO:** Johnny Edwards, Superintendent  
**FROM:** Paula Johnson, Director of Finance  
**DATE:** October 29, 2025  
**SUBJECT:** Summer Tax Collection Resolution

**Recommendation**

That the Board of Education approve the attached Annual Summer Tax Resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2026.

**Background Information**

Attached is a resolution regarding the authorization of summer tax collections, which was prepared by Thrun Law Firm. This resolution is similar to the resolution that has historically been approved by the Board each year. It facilitates the approval of a summer property tax levy.

The Board is still required to notify all taxing jurisdictions by December 31, 2025 of our intent to levy summer taxes. In previous years, we have limited our summer collection to the City of Portage due to the collection costs that the other tax units have proposed. In conjunction with the other Districts in Kalamazoo County who levy taxes in the City of Kalamazoo, we continue to analyze the possibility of collecting summer taxes with them as they have updated their charter with regard to tax collections.

As almost 95% of our operating tax collections come from the City of Portage, the summer tax collection allows the District to continue operating without state aid collections in the month of September. Without the summer tax collection, the District would need to borrow operating funds for cash flow purposes.

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

Attachment

**Annual Summer Tax Resolution**

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

A regular meeting of the board of education of the District (the "Board") was held in Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI 49002, within the boundaries of the District, on the 17th day of November, 2025, at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

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

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

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

2. The Superintendent, the Director of Finance and Treasurer, or a designee thereof, is authorized and directed to forward to the governing body of the City of Portage a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that the City of Portage agree to collect the summer tax levy for 2026 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the City of Portage's governing body on or before December 31, 2025.

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

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

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

Resolution declared \_\_\_\_\_.



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 3, 2025, 6:30 P.M.**

**Note Page**

- X. Discussion Items**
  - 2. Purchase of School Buses (OP 6320)

To: Johnny Edwards, Superintendent  
From: Russ Gerbers, Assistant Superintendent of Operations  
CC: Paula Johnson, Director of Finance  
Date: November 3, 2025  
Re: 2025-2026 Bus Purchase

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**RECOMMENDATION**

I recommend that the Board of Education approve the purchase of four (4) 77-passenger buses and one (1) lift bus from Holland Bus for a total of \$765,622 to come from the 2025 bond fund (the third series from the 2021 vote).

**BACKGROUND INFORMATION**

Our regular bus replacement schedule provides for the replacement of up to six buses each year. This ongoing rotation helps minimize costly repairs and maintenance associated with aging vehicles while ensuring the safety and reliability of our transportation fleet.

As part of this year's cycle, the Transportation Department has evaluated the district's oldest and highest-mileage buses—those that have exceeded their expected service life—and is recommending the purchase of five (5) new buses to replace them.

The new buses will include enhanced safety and performance features such as front and rear cameras, stability control, air disc brakes, and additional rear stop signs to further support a safe and efficient transportation experience for our students and drivers.

**BIDDING PROCESS**

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

I would be happy to answer any questions.

**Michigan Bus Purchasing**  
**Price Comparison Report - Spec #24669**  
 Oct 14, 2025 1:12 PM

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

Notes                              Portage 3310 Air Gas Phase I 25-26

Product Category              Conventional (2025-26 Phase 1)

Product                            77 Passenger

Quantity                          4

Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
<b>Product Base Price</b>			<b>\$144,427.00</b>	<b>\$141,388.00</b>	<b>\$153,463.00</b>

**Chassis Options**

**Air Dryer**

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

240-amp, Leece-Neville	C123		\$140.00	S/E	\$159.00
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**Axle, Front: minimum load**

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

23,000 lbs.	C153		\$623.00	S/E	\$226.00
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**Batteries**

3 12-volt, 1,000-CCA each	C164		\$62.00	\$121.00	\$906.00
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**Brakes, ESC**

Electronic Stability Control for Air Brakes	C172		S/E	S/E	S/E
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**Brakes, Traction Control**

For air brakes	C184		S/E	S/E	S/E
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**Engine**

Cummins ISB 220hp, 600 torque, PTS2500 trans	C204		S/E	---	---
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Cummins ISB 240 hp wPTS2500 trans	C202		---	---	S/E
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Gasoline Engine, 7.3 L w/Ford Trans	C218		N/A	(\$3,350.00)	N/A
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**Fuel Tank**

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

LED Headlamps	C266	37	S/E	S/E	\$657.00
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**Pedals, Adjustable**

Adjustable brake and accelerator pedals	C310	\$917.00	\$912.00	\$550.00
<b>Rust Proofing</b>				
Rust proofing fuel tank anticorrosion spray coating	C315	\$478.00	\$192.00	\$316.00
<b>Steering</b>				
Telescoping steering wheel	C320	S/E	N/C	N/C
<b>Switches, Ignition</b>				
Keyed alike	C350	N/C	\$5.00	\$23.00
<b>Tires</b>				
11R22.5 steer fr; mud/snow rear, Goodyear	C373	N/A	(\$32.00)	(\$410.00)
<b>Turn Signals</b>				
Fender-mounted, LED	C422	\$171.00	S/E	\$132.00
<b>Warranty, Extended</b>				
2 year/unlimited miles	C450	S/E	\$720.00	\$590.00

## Body Options

<b>Antenna</b>				
Flexible rubber radio antenna	B170	S/E	S/E	N/A
<b>Battery Cut Off Switch</b>				
Add battery cut off switch	B190	S/E	S/E	S/E
<b>Bus Lock Up System</b>				
Front only	B221	N/A	\$64.00	S/E
<b>Color, Interior</b>				
Walls white	B234	N/A	S/E	S/E
<b>Crossing Gate Arm</b>				
Electric w/stow bracket	B241	\$280.00	\$445.00	N/C
<b>Defogger Fans</b>				
Increase from 2 to 3	B250	N/A	\$65.00	\$70.00
<b>Door, Entrance</b>				
Electric, double out, split type	B260	(\$187.00)	\$325.00	(\$263.00)
<b>Electrical Equipment and Wiring</b>				
Camera System, Front/Rear Back-up View, exterior	B275	N/A	S/E	N/A
<b>Exit, Evacuation Step</b>				
Step & handle at rear door	B310	\$245.00	S/E	\$105.00
<b>Exit, Roof Hatch</b>				
2 Specialty ProLo 9240 series	B324	(\$62.00)	(\$360.00)	N/A
<b>Floor Covering</b>				
1 piece, gray	B373	N/A	\$780.00	(\$212.00)
<b>Mirror, Timer</b>				
Timer for heated mirror	B525	S/E	S/E	S/E
<b>Mirrors, Crossview</b>				

Rosco, Eye-Max LP, heated	B537	\$41.00	S/E	N/A
<b>Mirrors, Rearview</b>				
Rosco Open View ES, remote, heated, split view	B575	\$309.00	\$265.00	\$132.00
<b>Noise Reduction System</b>				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
<b>Paint, Roof</b>				
White, polyurethane	B605	\$355.00	\$220.00	\$373.00
<b>Power Source</b>				
12-volt power source in driver's area	B615	S/E	S/E	S/E
<b>Radio &amp; Public Address System</b>				
AM/FM radio, PA System inside & outside	B623	\$647.00	\$597.00	\$503.00
<b>Seat, Driver's</b>				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$42.00
<b>Seat, Driver's Belt</b>				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
<b>Seats, Passenger: Color</b>				
Gray	B713	S/E	S/E	S/E
<b>Severe Service Package</b>				
Must meet Colorado Racking Test	B740	S/E	S/E	S/E
<b>Step Tread</b>				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
<b>Stepwell</b>				
Stainless steel	B755	N/A	\$545.00	\$843.00
<b>Stop Arm Signals</b>				
Safe Fleet, Electric, HI-Viz Illuminated stop sign, front and rear	B767	N/A	\$261.00	N/A
<b>Storage Compartment, Large (90-105")</b>				
With light, gas spring & lock (each)	B775	\$788.00	\$1,530.00	\$1,423.00
<b>Storage Compartment Driver's Area</b>				
Over drivers sash window	B781	S/E	\$125.00	\$269.00
<b>Storage Pouch</b>				
Mounted on barrier behind driver	B782	\$21.00	\$16.00	\$50.00
<b>Tail Pipe</b>				
Exhaust Exit, Left Side	B803	N/A	(\$120.00)	\$39.00
		<b>Configured Price \$149,573.00</b>	<b>\$145,691.00</b>	<b>\$159,986.00</b>

## Dealer Options

Protect camera system install		\$2,200.00
Black reflective lettering		\$200.00
Stainless steel LH exhaust		\$0.00
Delete light monitor		(\$50.00)

Delete Pre-trip activation		\$0.00	
Protect camera system install	\$2,200.00		
Protect camera system install			\$2,200.00
relocation park brake to lower dash		\$0.00	
	<b><u>Hoekstra</u></b>	<b><u>Holland</u></b>	<b><u>Midwest Transit</u></b>
	<b>Unit Price \$151,773.00</b>	<b>\$148,041.00</b>	<b>\$162,186.00</b>
	<b>Total Price \$607,092.00</b>	<b>\$592,164.00</b>	<b>\$648,744.00</b>
	<b>Grand Total \$607,092.00</b>	<b>\$592,164.00</b>	<b>\$648,744.00</b>

**Michigan Bus Purchasing**  
**Price Comparison Report - Spec #24671**  
 Oct 14, 2025 1:14 PM

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

Notes                              Portage 3310 SN Air Gas Phase I 25-26

Product Category              Conventional (2025-26 Phase 1)

Product                            77 Passenger

Quantity                            1

	Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
<b>Product Base Price</b>				<b>\$144,427.00</b>	<b>\$141,388.00</b>	<b>\$153,463.00</b>

**Chassis Options**

**Air Dryer**

Bendix AD-IP dryer w/spin-on filter

C101

N/C

(\$231.00)

N/A

**Alternator**

240-amp, Leece-Neville

C123

\$140.00

S/E

\$159.00

**Axle, Front: minimum load**

12,000 lbs.

C142

\$159.00

S/E

N/A

**Axle, Rear: minimum load**

23,000 lbs.

C153

\$623.00

S/E

\$226.00

**Batteries**

3 12-volt, 1,000-CCA each

C164

\$62.00

\$121.00

\$906.00

**Brakes, ESC**

Electronic Stability Control for Air Brakes

C172

S/E

S/E

S/E

**Brakes, Traction Control**

For air brakes

C184

S/E

S/E

S/E

**Engine**

Cummins ISB 220hp, 600 torque, PTS2500 trans

C204

S/E

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Cummins ISB 240 hp wPTS2500 trans

C202

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S/E

Gasoline Engine, 7.3 L w/Ford Trans

C218

N/A

(\$3,350.00)

N/A

**Fuel Tank**

Increase to 100-gallon gasoline tank

C252

N/A

\$375.00

N/A

**Headlights**

LED Headlamps

41

C266

S/E

S/E

\$657.00

**Pedals, Adjustable**

Adjustable brake and accelerator pedals	C310	\$917.00	\$912.00	\$550.00
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**Rust Proofing**

Rust proofing fuel tank anticorrosion spray coating	C315	\$478.00	\$192.00	\$316.00
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**Steering**

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

Keyed alike	C350	N/C	\$5.00	\$23.00
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**Tires**

11R22.5 steer fr; mud/snow rear, Goodyear	C373	N/A	(\$32.00)	(\$410.00)
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**Turn Signals**

Fender-mounted, LED	C422	\$171.00	S/E	\$132.00
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**Warranty, Extended**

2 year/unlimited miles	C450	S/E	\$720.00	\$590.00
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**Body Options****Air Conditioning**

Thermo King Michigan TM-552-MS, center-plenum, dual discharge system w/TM-21 compressor, 103,000 BTU (includes 5-yr warranty)	B129	\$17,900.00	\$17,400.00	\$18,400.00
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**Antenna**

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

Add battery cut off switch	B190	S/E	S/E	S/E
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**Bus Lock Up System**

Front only	B221	N/A	\$64.00	S/E
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**Color, Interior**

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

Electric w/stow bracket	B241	\$280.00	\$445.00	N/C
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**Defogger Fans**

Increase from 2 to 3	B250	N/A	\$65.00	\$70.00
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**Door, Entrance**

Electric, double out, split type	B260	(\$187.00)	\$325.00	(\$263.00)
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**Electrical Equipment and Wiring**

Camera System, Front/Rear Back-up View, exterior	B275	N/A	S/E	N/A
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**Exit, Evacuation Step**

Step & handle at rear door	B310	\$245.00	S/E	\$105.00
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**Exit, Roof Hatch**

2 Specialty ProLo 9240 series	42 B324	(\$62.00)	(\$360.00)	N/A
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**Floor Covering**

1 piece, gray	B373	N/A	\$780.00	(\$212.00)
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**Floor Tracking System**

4 floor rows/1 row over windows/L-track/1 WC (each) (Qty: 5)	B380	(\$1,855.00)	\$3,700.00	\$2,210.00
<b>Mirror, Timer</b>				
Timer for heated mirror	B525	S/E	S/E	S/E
<b>Mirrors, Crossview</b>				
Rosco, Eye-Max LP, heated	B537	\$41.00	S/E	N/A
<b>Mirrors, Rearview</b>				
Rosco Open View ES, remote, heated, split view	B575	\$309.00	\$265.00	\$132.00
<b>Noise Reduction System</b>				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
<b>Paint, Roof</b>				
White, polyurethane	B605	\$355.00	\$220.00	\$373.00
<b>Power Source</b>				
12-volt power source in driver's area	B615	S/E	S/E	S/E
<b>Radio &amp; Public Address System</b>				
AM/FM radio, PA System inside & outside	B623	\$647.00	\$597.00	\$503.00
<b>Seat, Driver's</b>				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$42.00
<b>Seat, Driver's Belt</b>				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
<b>Seats, Child Restraint</b>				
Sabre, 36" track mount (per seat) (Qty: 4)	B698	\$1,600.00	---	---
36" IMMI Sabre ICS - (2) ICS, (2) lap belts, track mount (per seat) (Qty: 4)	B677.4	---	---	\$2,300.00
IMMI 36"-3-pt (Qty: 4)	B677.8	N/A	N/C	N/A
<b>Seats, Passenger</b>				
Deduct for delete seat (per seat) (Qty: 11)	B705	(\$2,662.00)	(\$4,906.00)	(\$1,485.00)
<b>Seats, Passenger: Color</b>				
Gray	B713	S/E	S/E	S/E
<b>Seats, Track-mounted</b>				
36" seat (Qty: 4)	B729	\$1,516.00	N/C	\$296.00
<b>Severe Service Package</b>				
Must meet Colorado Racking Test	B740	S/E	S/E	S/E
<b>Step Tread</b>				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
<b>Stepwell</b>				
Stainless steel	B755	N/A	\$545.00	\$843.00
<b>Stop Arm Signals</b>				
Safe Fleet, Electric, HI-Viz Illuminated stop sign, front and rear	B767	N/A	\$261.00	N/A
<b>Storage Compartment, Large (90-105")</b>				
With light, gas spring & lock (each)	B775	\$788.00	\$1,530.00	\$1,423.00

<b>Storage Compartment Driver's Area</b>				
Over drivers sash window	B781	S/E	\$125.00	\$269.00
<b>Storage Pouch</b>				
Mounted on barrier behind driver	B782		\$21.00	\$16.00
<b>Tail Pipe</b>				
Exhaust Exit, Left Side	B803	N/A	(\$120.00)	\$39.00
<b>Wheelchair Entry</b>				
Midship lift door w/Braun NL919IB, 34" wide	B828		\$6,704.00	\$5,937.00
<b>Wheelchair Securements (L-Track)</b>				
Q-Straint Q-8300-A1QRT (each) (Qty: 5)	B854		\$3,920.00	\$2,470.00
<b>Configured Price</b>			<b>\$176,696.00</b>	<b>\$170,292.00</b>
				<b>\$185,042.00</b>

**Dealer Options**

Protect camera system install			\$2,200.00	
Black reflective lettering			\$200.00	
Stainless steel LH exhaust			\$0.00	
Delete light monitor			(\$50.00)	
Delete Pre-trip activation			\$0.00	
Protect camera system install		\$2,200.00		
Protect camera system install				\$2,200.00
B720 2 lap belts per location			\$816.00	
relocation park brake to lower dash			\$0.00	
			<b>Hoekstra</b>	<b>Holland</b>
			<b>Unit Price</b>	<b>Midwest Transit</b>
			<b>\$178,896.00</b>	<b>\$173,458.00</b>
			<b>\$187,242.00</b>	<b>\$187,242.00</b>
			<b>Total Price</b>	
			<b>\$178,896.00</b>	<b>\$173,458.00</b>
			<b>\$187,242.00</b>	<b>\$187,242.00</b>
			<b>Grand Total</b>	
			<b>\$178,896.00</b>	<b>\$173,458.00</b>
			<b>\$187,242.00</b>	<b>\$187,242.00</b>

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 3, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

3. Purchase of Pianos (OP 6320)

Should the Board opt to move this discussion item to action, the following recommendations are provided.

**Recommended Motion to Move Item to Action**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education move the Purchase of Pianos discussion item to action.**

**Recommended Motion to Approve**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the purchase of two (2) pianos and piano equipment from Sweetwater Sound for the total of \$34,388.00, the funds for which will come from the 2019 Unallocated Contingency Bond Fund.**

To: Johnny Edwards, Superintendent  
From: Russ Gerber; Assistant Superintendent of Operations  
CC: Paula Johnson, Director of Finance  
Date: November 3, 2025  
Re: Pianos for Choir Program

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### **RECOMMENDATION**

I am recommending that the Board of Education approve the purchase of two (2) pianos and piano equipment from Sweetwater Sound for a total of \$34,388 to come from the 2019 Unallocated Contingency Bond Fund.

### **BACKGROUND INFORMATION**

We are pleased to bring forward the final request in our ongoing instrument and equipment update for the Portage Public Schools music programs, including Band, Orchestra, and Choir. This final purchase includes two (2) pianos, piano dollies, and piano benches for our Choir programs. It represents the last step in ensuring all of our schools have updated, equitable, and high-quality equipment. This purchase is essential to support the continued strength and growth of our Choir programs at both the middle and high school levels. The process began last year, and we anticipate completing delivery of all items no later than February 2026.

This investment marks the conclusion of a multi-phase plan to modernize and align our music resources districtwide. By completing this final purchase, we will ensure that every music program—regardless of building or level—has the tools needed to offer students a consistent, high-quality music education experience. This is the final purchase in the series for the Board's approval, bringing the full project to completion.

### **BIDDING PROCESS**

This equipment will be purchased through the BuyBoard Purchasing Cooperative that we are a part of. We will work specifically with Sweetwater Sound within the cooperative to source the instruments we need to finalize this purchase.

I would be happy to answer any questions.

**PORTAGE PUBLIC SCHOOLS  
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**Note Page**

- X. Discussion Items**
  - 4. Revisions to Bylaw 0167.3 (BL 0131.1)

### 0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

Board of Education meetings are held for the purpose of conducting the business of the school district. The Board recognizes the importance of letting the public express themselves on district matters and welcomes community input at our board meetings.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation. The rules shall be administered and enforced by the presiding officer of the meeting. Respectful, civil conduct is expected of all those attending a board meeting in order to model the behavior expected of Portage students.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the designated public participation portion(s) of a meeting.
- C. Attendees must register their intention to speak during the public participation portion of the meeting by completing the Speaker Registration Form at the beginning of the meeting. **Each speaker must provide their name, state whether they reside within district boundaries, and specify the topic of their remarks.**
- D. Individuals may not register others to speak during public participation.
- E. Participants must first be recognized by the presiding officer and may not be called in the order in which they have signed the Speaker Registration Form.
- F. Each statement made by a participant shall be limited to three (3) minutes duration.
- G. Speakers may not yield any of their speaking time to others.
- H. No participant may speak more than once.
- I. Participants shall direct all comments to the Board and not to staff or other participants.
- J. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest);
  - 2. request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
  - 3. request that speakers provide a written copy of their comments and supporting documents to the Board Secretary if available;
  - 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
  - 6. request that signs be removed if they create an obstruction between the Board and the audience or if they are disruptive in the meeting;
  - 7. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business;
  - 8. acknowledge and thank each speaker.
- J. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- K. Speakers should present comments in a respectful and courteous manner. Names of individuals should not be mentioned when bringing matters to the attention of the Board. Speakers should refrain from mentioning any student by name and should contact the Superintendent directly regarding personnel matters. The District has a legal obligation to provide due process for both students and employees.

The Board may permit individuals to attend meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

Audio or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience, including signs.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
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**Note Page**

**XI. Closed Session**

1. Attorney-Client Privileged Information (OMA)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education move into closed session under Section 8(h) of the Open Meetings Act, to consider attorney-client privileged material.**

**ROLL CALL VOTE**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
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**Note Page**

**XII. Post-Closed Action**

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education**

\_\_\_\_\_.