

**PORTAGE PUBLIC SCHOOLS' BOARD OF EDUCATION  
 ORGANIZATIONAL MEETING/COMMITTEE OF THE WHOLE WORK SESSION  
 CENTRAL HIGH SCHOOL RM #1136, 8135 S. WESTNEDGE, PORTAGE, MI 49002  
 JANUARY 12, 2026, 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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JANUARY 12, 2026, 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).**

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**III. Organizational Items**

**1. Election of Officers (BL 0152)**

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

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

**a. President**

Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_  
Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_  
Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_

**b. Vice President**

Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_  
Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_  
Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_

**c. Secretary**

Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_  
Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_  
Member \_\_\_\_\_ nominates \_\_\_\_\_ Vote: \_\_\_\_\_

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**IV. Reports**

1. Superintendent's Report
  - a. Bond Project Update
  - b. Board Appreciation Video

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**V. Board Education**

1. Presentation of Monitoring Report 1.1 (Elem)

**Portage Public Schools  
Monitoring Report**

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

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

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

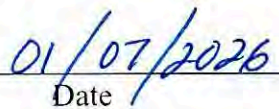
- High / Middle School Measures – December (typically November)
- Elementary School Measures – January (typically December)

After the two reports have been presented, the Board will be asked to accept Monitoring Report 1.1.

**Certification**

I hereby present my Monitoring Report on Ends Policy 1.1 (Elementary School) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of January 7, 2026.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

**Table of Contents in Monitoring Report 1.1**

1.1 Policy Language

Interpretation

Report Overview

High School / Middle School

The SAT and PSAT Assessment Suite

Narrative on High School Measures

Narrative on Middle School Measures

Elementary School

The M-STEP Assessment

Narrative on Elementary Measures

### **1.1 POLICY LANGUAGE**

Students demonstrate progress toward mastery of core curriculum standards evidenced by annual academic growth within grade level cohorts, growth of low achieving students, and by achieving academic proficiency.

Ends statement 1.1 was last revised by the Board on 6/30/2025. It's also noted that on 9/19/2023 the board added language to the introductory statement to capture the fact that Ends Statements are intended to be "long-range outcomes".

#### **Interpretation**

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

***Similar Schools*** in the state is interpreted to mean a group of 10 Michigan schools (including the baseline PPS school) with similar demographics based on last school year's (2023-2024 school year) MISchoolData Fall Count datafile. Schools with matching grade levels were considered (ES: grades PK/K-5 only; MS:grades 6-8 only; HS:grades 9-12 only) and selected based on a calculated Index using the following criteria and weights:

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

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

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

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

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

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

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

**Low-achieving students** are interpreted by PPS as those whose performance on prior MSTEP assessments indicates they are below the proficiency level. While proficiency serves as one data point, it does not always directly reflect students' day-to-day classroom performance, which is measured through multiple indicators, including, but not limited to, student grades.

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

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

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

**Report Overview**

Monitoring Report 1.1 is divided up into High/Middle School and Elementary School sections beginning in the 2024-2025 school year. The report has been changed so that each individual PPS school can be compared to its own Similar Schools, making the comparison more relevant for driving instructional practices.

Our curriculum alignment with State Standards is an on-going process. Curriculum Committees, whether grade-level based or subject area-based, meet throughout the year to address a wide variety of curricular issues, including alignment.

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

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

## **Elementary School**

### **The M-STEP Assessment**

The Michigan Department of Education (MDE) launched the Michigan Student Test of Educational Progress (M-STEP) in the spring of 2015. The M-STEP meets all of the requirements put into law by the legislature.

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

We include M-STEP growth scores in MR 1.1 to show improvement over previous years. To identify our growth on the M-STEP assessment, we continue using the Student Growth Percentile (SGP) for our student groups and subgroups. Student Growth Percentiles are determined by first calculating growth between current and previous assessment scores, then comparing that to the growth of a statewide academic peer group.<sup>1</sup> The 50<sup>th</sup> percentile is defined as median growth for a year of instruction. We use the percentage of our students scoring 30<sup>th</sup> percentile or higher as determining adequate growth as referenced by the MDE in the MISchoolData Student Growth Report.

### **Narrative on Elementary School Measures**

#### **Percent Proficient**

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

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

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

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<sup>1</sup> [https://www.michigan.gov/documents/mde/Student\\_Growth\\_Percentiles\\_475671\\_7.pdf](https://www.michigan.gov/documents/mde/Student_Growth_Percentiles_475671_7.pdf)

### **Percent Proficient Improvement**

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

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

An overview of PPS Schools’ rankings and proficiencies is shown in Figure 22. A complete list of Similar Schools’ ELA rankings and proficiencies is shown in Figure 23. A complete list of Similar Schools’ Math rankings and proficiencies is shown in Figure 24. (Note: Hold Harmless schools are highlighted in orange.)

### **Student Growth Percentile**

ELA: AMB, CEL, HAV, and LCE are “At Expectations”, related to the percentage of students with Average or Above Average Growth. ANG (67%) and MBE (68%) are “Below Expectations”, but within 3% of meeting the goal of 70%. TWL (65%) and WOD (57%) are also “Below Expectations”.

Math: CEL, LCE, MBE and TWL are “At Expectations”, related to the percentage of students with Average or Above Average Growth. AMB (63%), ANG (62%), HAV (65%) and WOD (59%) are “Below Expectations”.

Figure 25 shows the 2025 percentage of students with Average or Above Average Growth in ELA for each school.

Figure 26 shows the percentage of students with Average or Above Average Growth in Math for each school in 2025.

### **Student Growth Average for “Low Achieving students” or Non-proficient students**

We extracted data from students whose performance was considered non-proficient to examine their student growth from 4th to 5th grade. Evidence of annual Academic Growth is interpreted by the percent of PPS students who have a Student Growth Percentile (SGP) in the “Average Growth” range (30th to 69th percentile) or the “Above Average Growth” range (70th to 99th percentile), as defined by MISchoolData Student Growth report.

**ELA:** In all eight elementary schools, students whose performance is considered non-proficient demonstrate average growth ranging from the 36th to 50th percentile.

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Policy Type: Ends

Policy Title: Ends Policy 1.1

**Math:** In all eight elementary schools, students whose performance is considered non-proficient demonstrate average growth ranging from the 36th to 49th percentile.

Figure 27 shows the Student Growth Averages for non-proficient or “low achieving” students.

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

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Policy Type: Ends

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2025 M-STEP

Percent Proficient / Rank among 10 Similar Schools

5th Grade - All Students

Rank color coding: Above Expectations (1-3) At Expectations (4-6) Below Expectations (7-10)

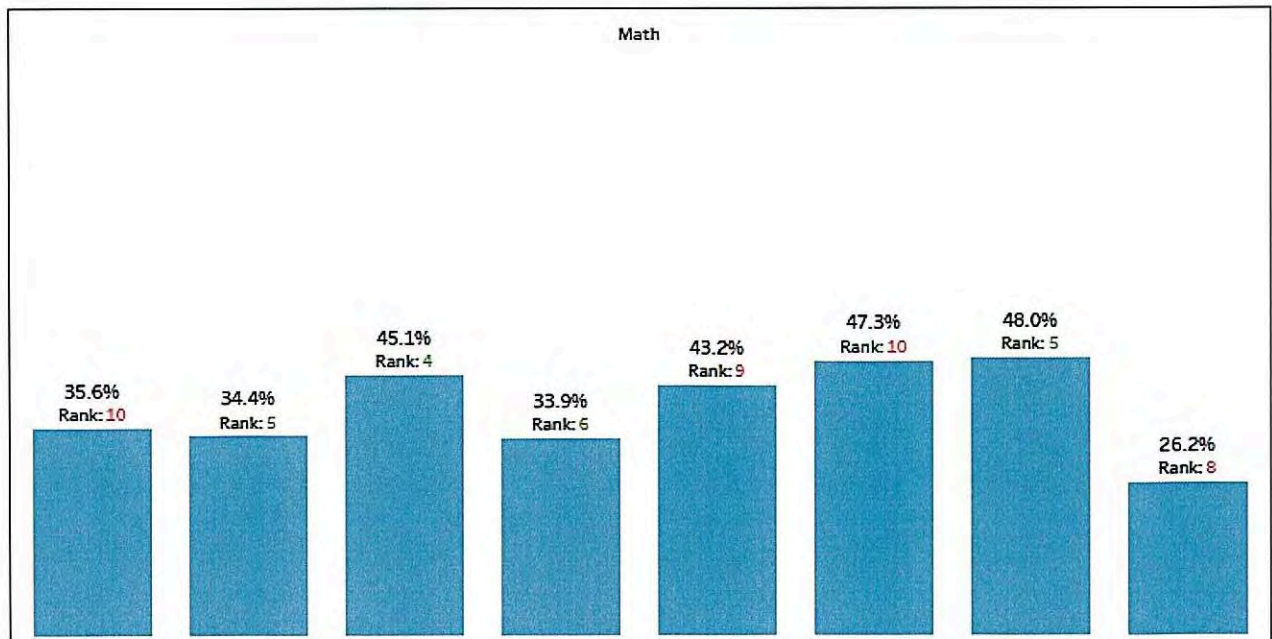
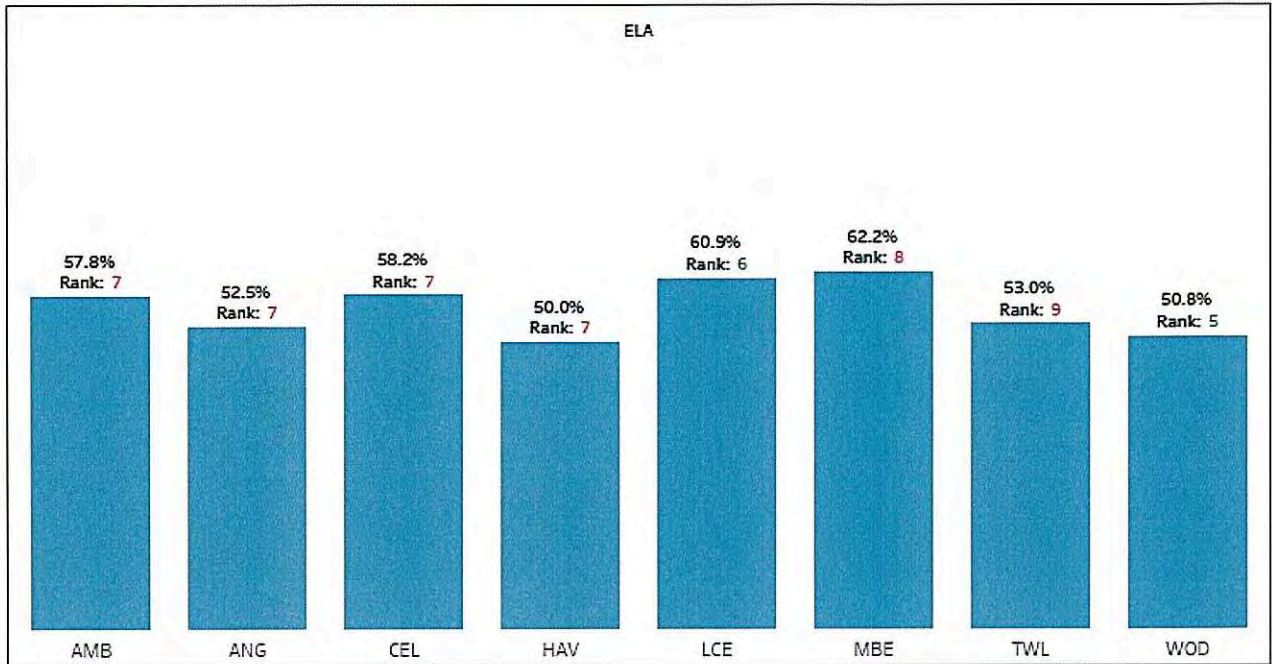


Figure 19

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## 2025 M-STEP ELA

Percent Proficient / Rank among 10 Similar Schools

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

5th Grade - All Students

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

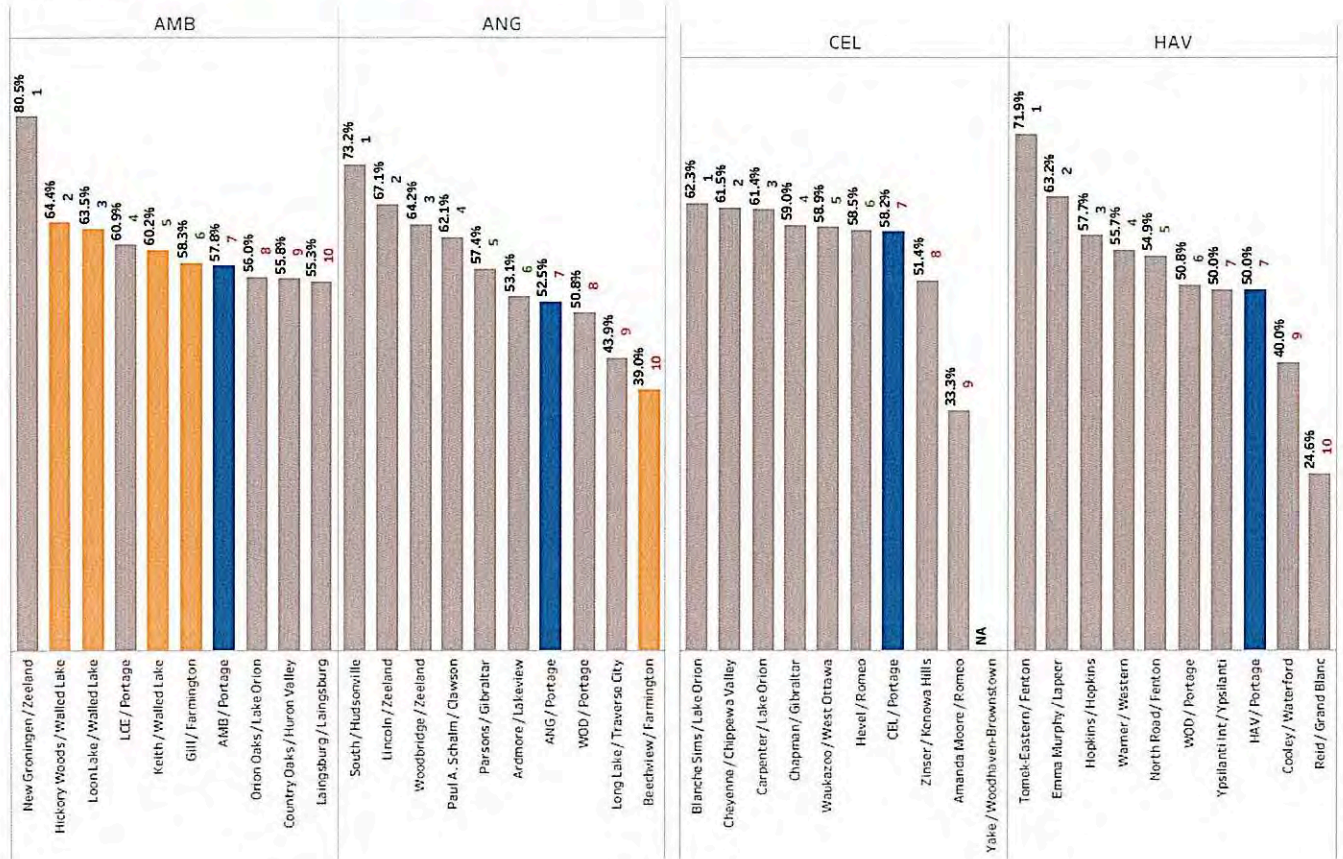


Figure 20

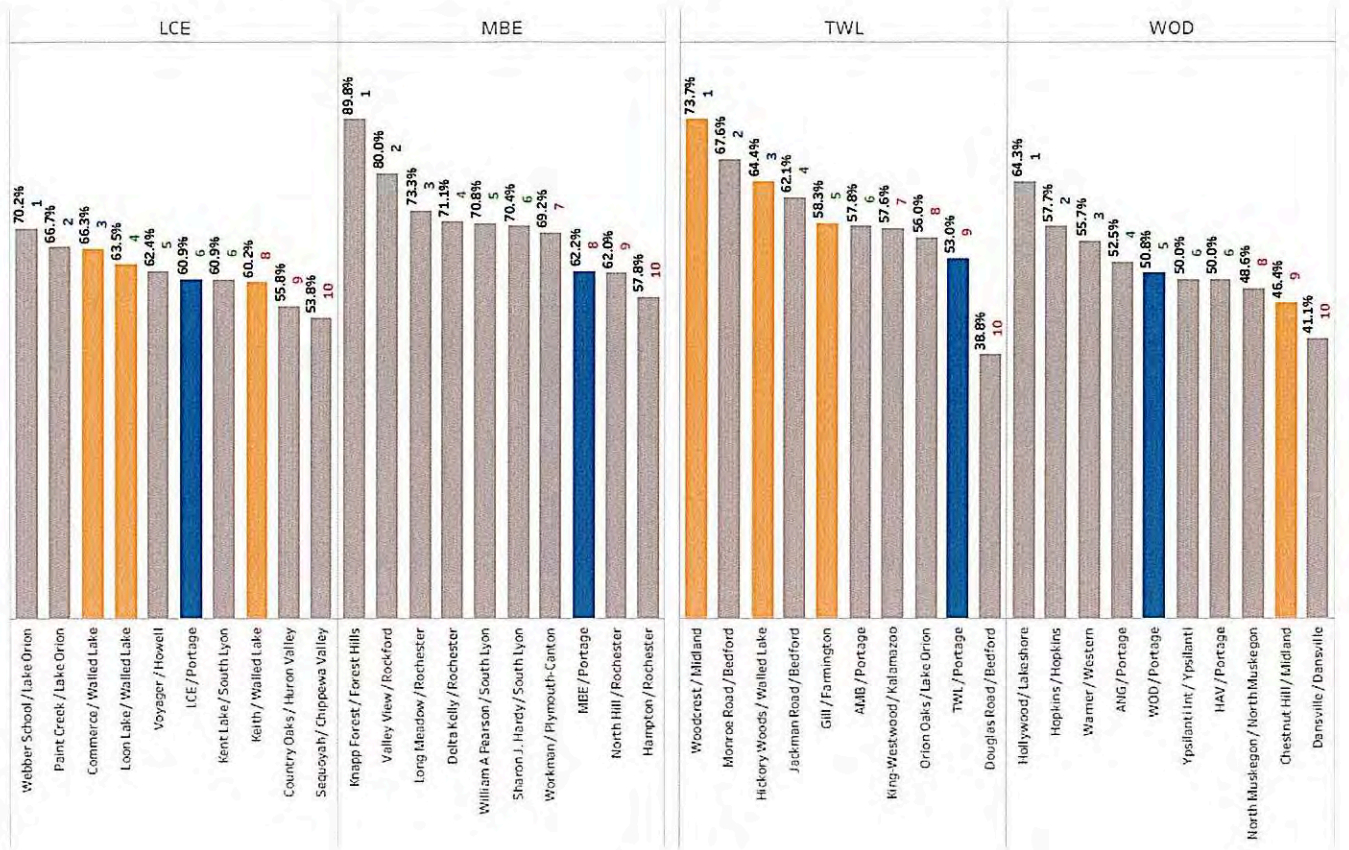


Figure 20(cont)

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2025 M-STEP Math

Percent Proficient / Rank among 10 Similar Schools

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

5th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless

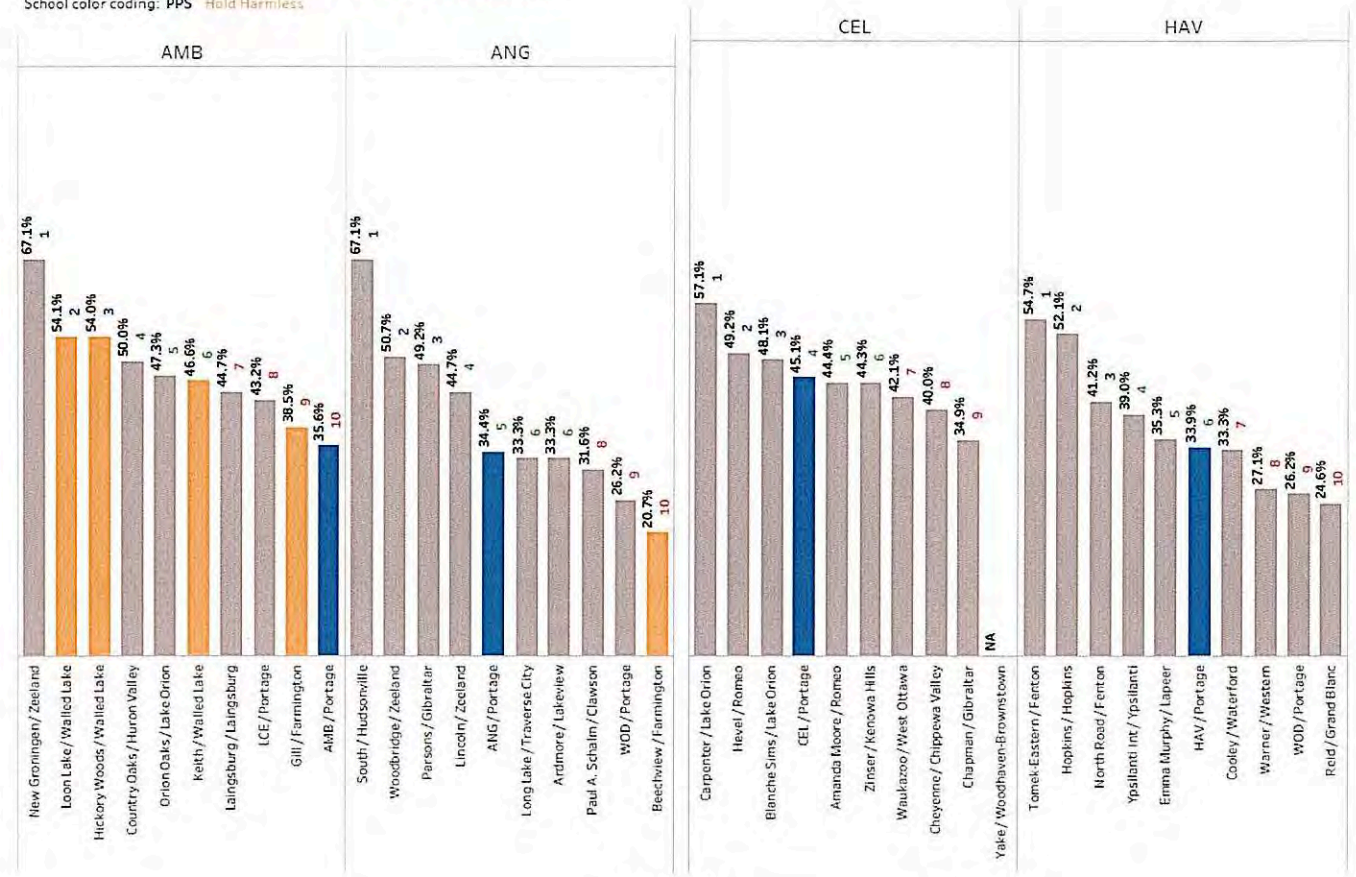


Figure 21

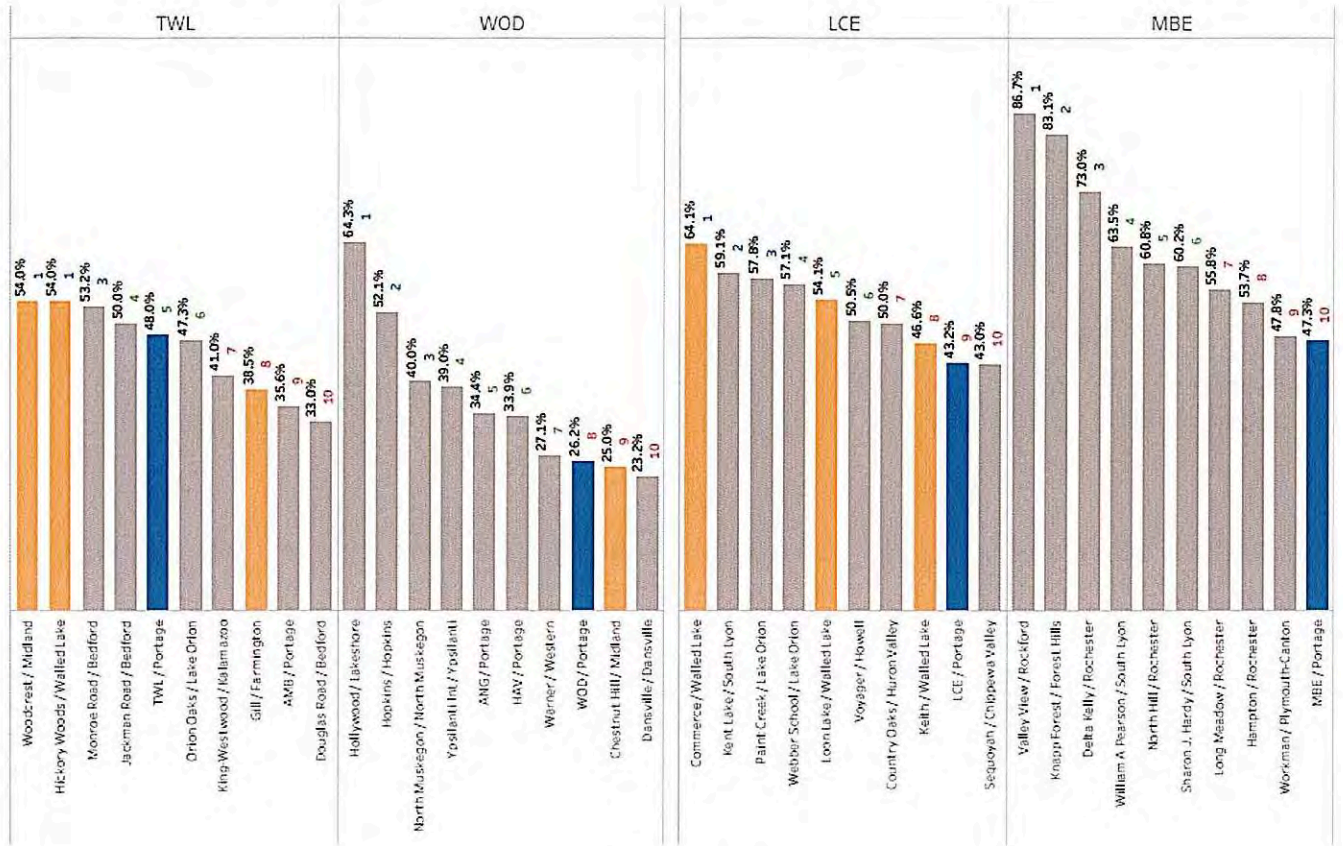


Figure 21(cont)

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2025 M-STEP

Percent Proficient Improvement/ Rank among 10 Similar Schools

5th Grade - All Students

Rank color coding: Above Expectations (1-3) At Expectations (4-6) Below Expectations (7-10)

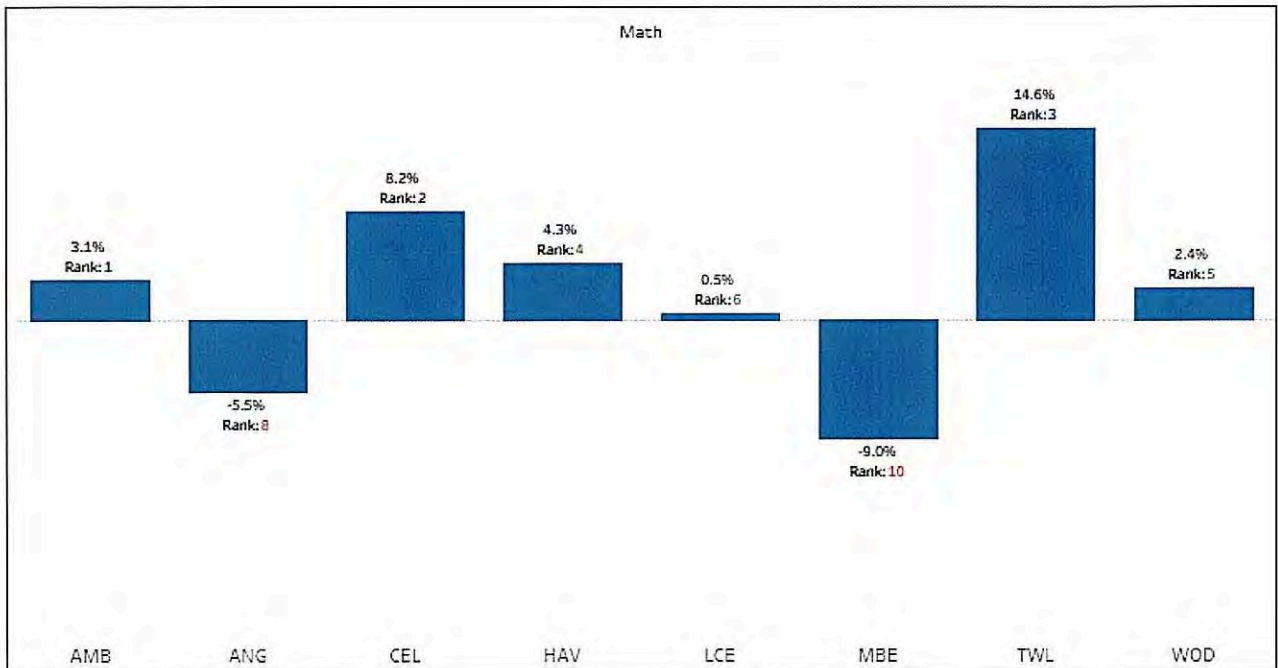
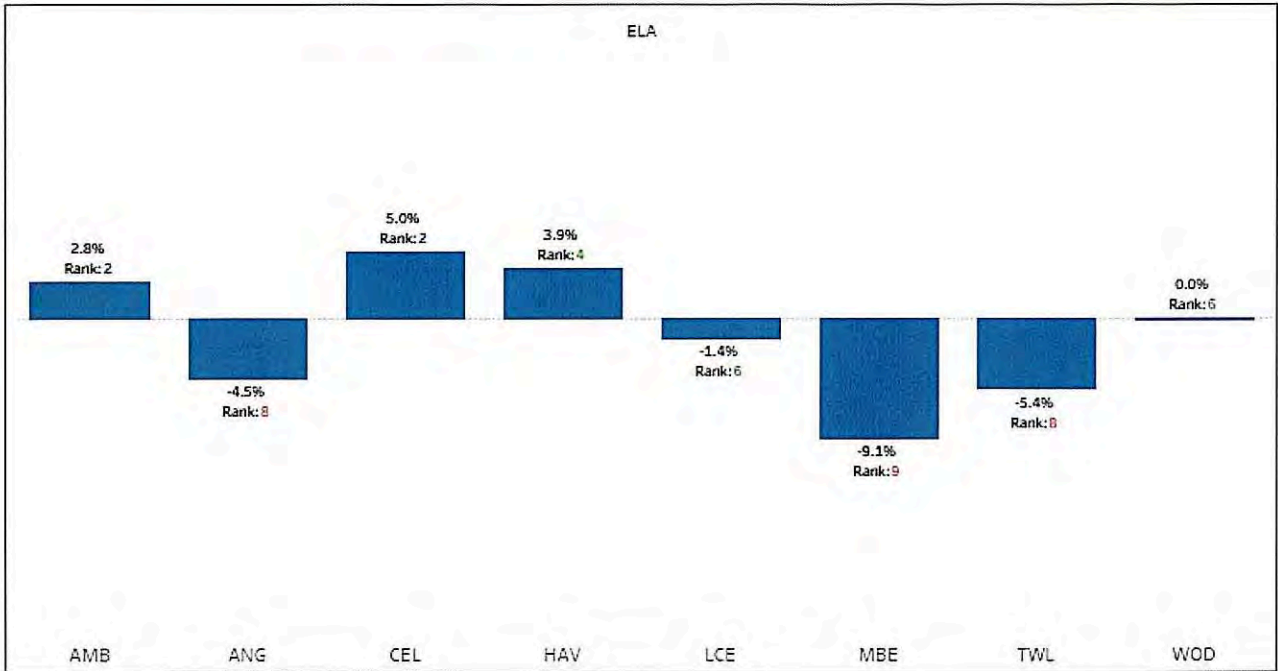


Figure 22

2025 M-STEP ELA

Percent Proficient Improvement / Rank among 10 Similar Schools

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

5th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless

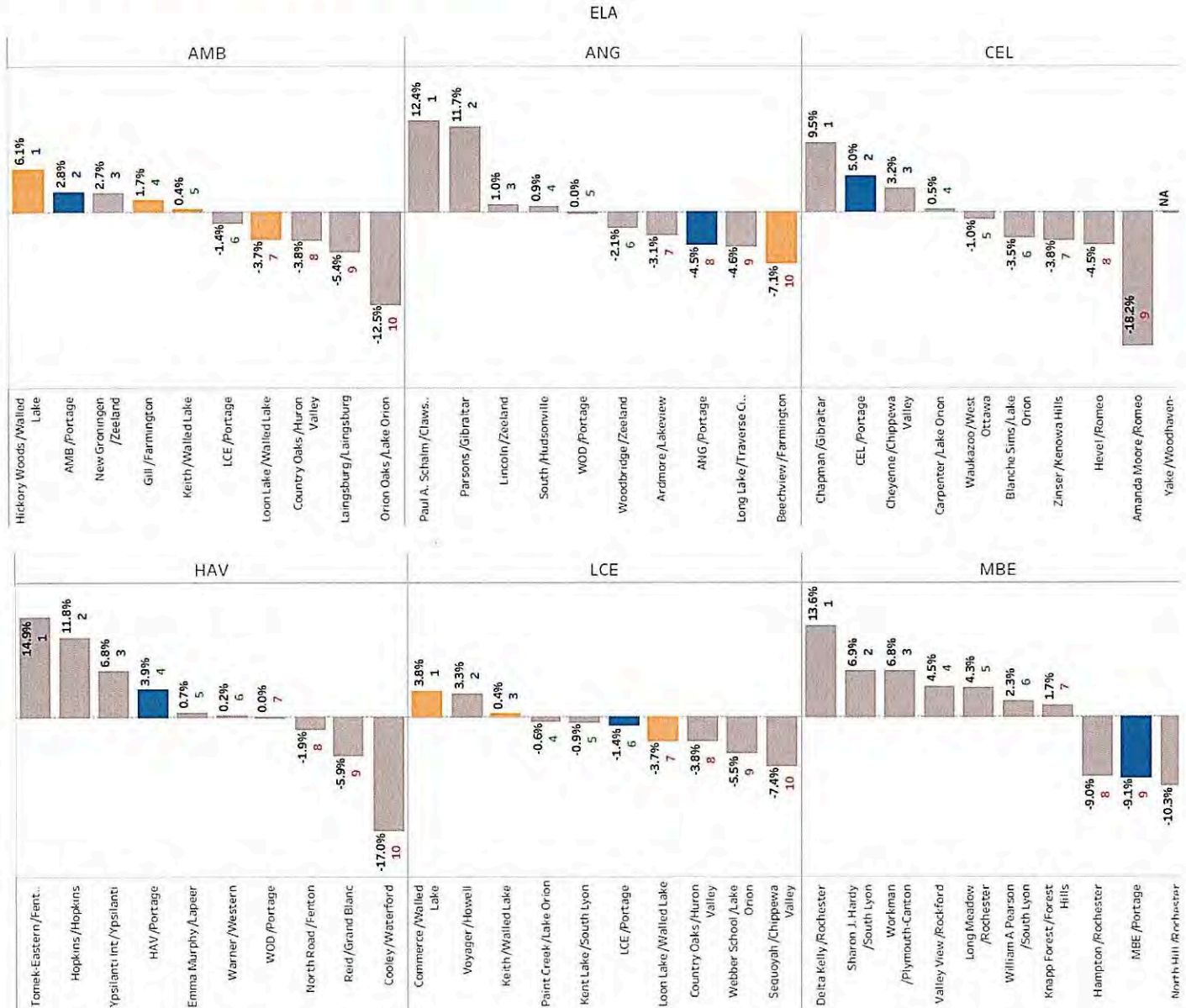


Figure 23

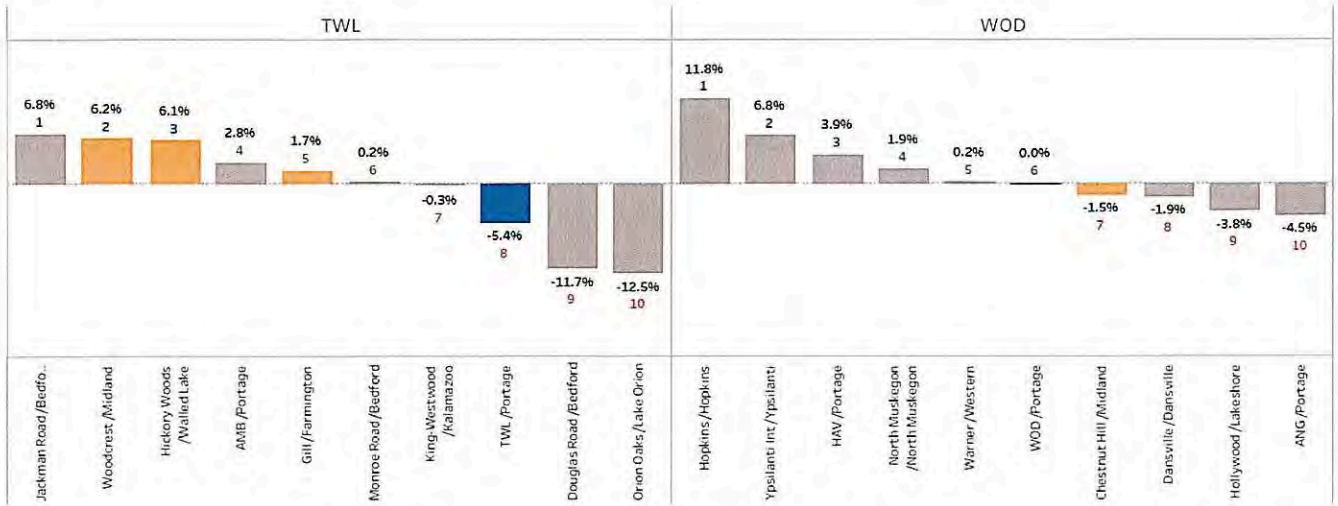


Figure 23(cont)

2025 M-STEP Math

Percent Proficient Improvement / Rank among 10 Similar Schools

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

5th Grade - All Students

Rank color coding: Above Expectations (Blue), At Expectations (Grey), Below Expectations (Orange)

School color coding: PPS (Dark Grey), Hold Harmless (Light Grey)

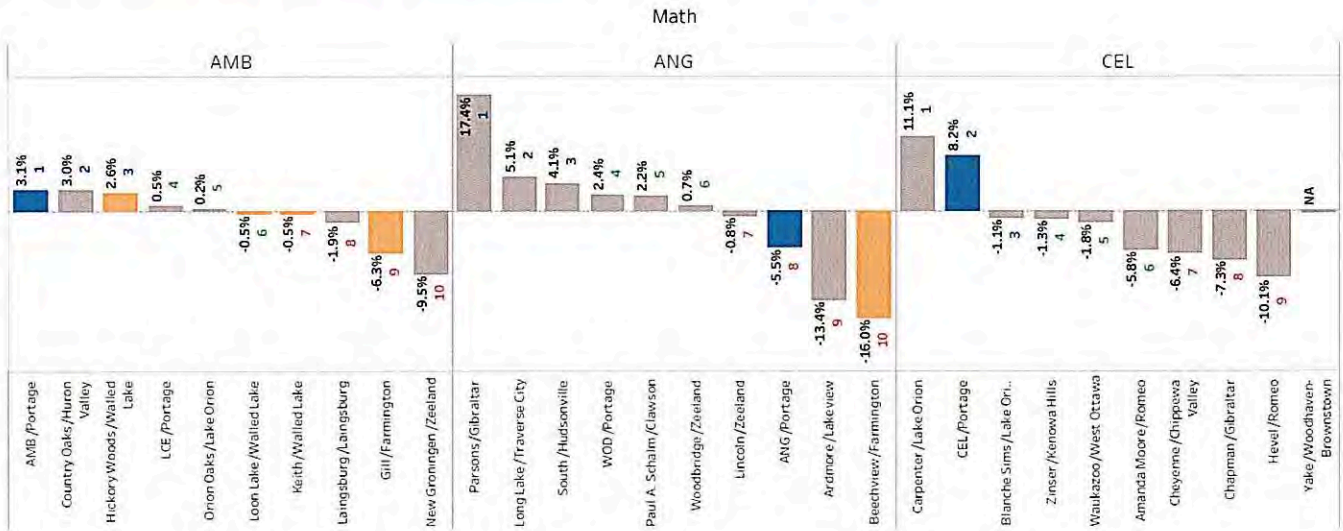


Figure 24

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 Policy Title: Ends Policy 1.1

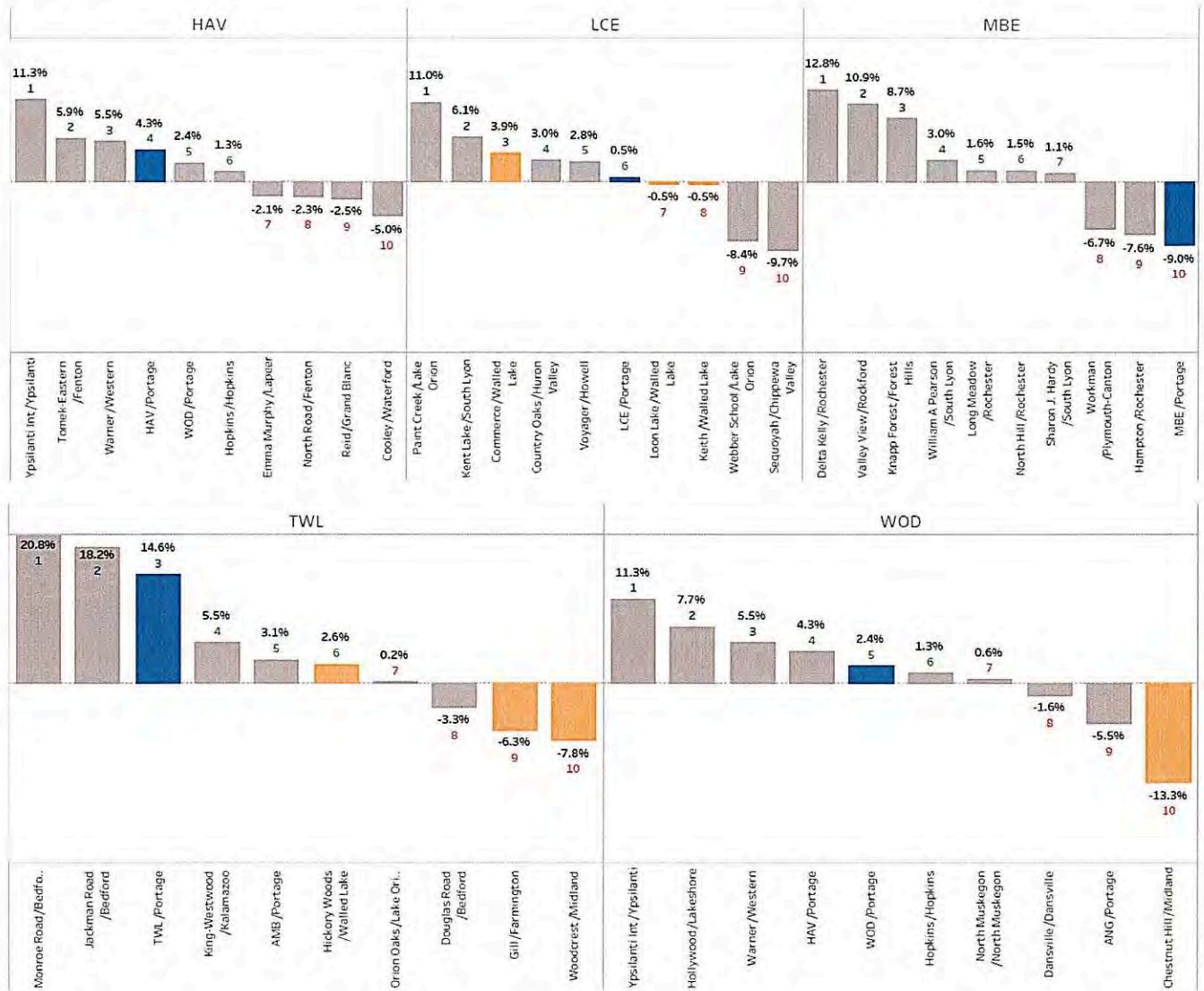


Figure 24(cont)

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Policy Type: Ends

Policy Title: Ends Policy 1.1

2025 M-STEP

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

5th Grade - All Students

Rank Color Coding: At Expectations ( $\geq 70\%$ ) Below Expectations ( $< 70\%$ )

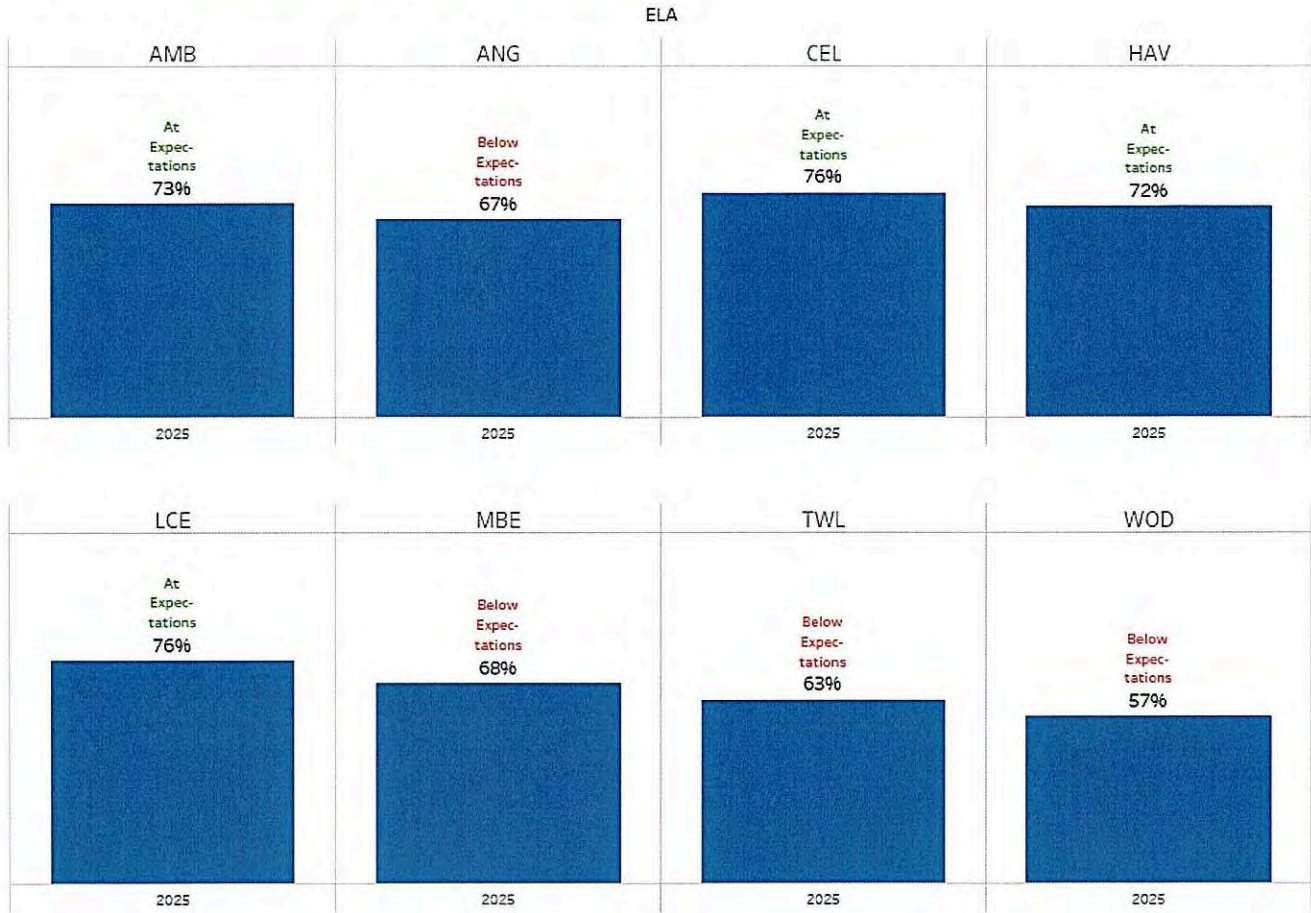


Figure 25

**2025 M-STEP**

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

5th Grade - All Students

Rank Color Coding: At Expectations ( $\geq 70\%$ ) Below Expectations ( $< 70\%$ )

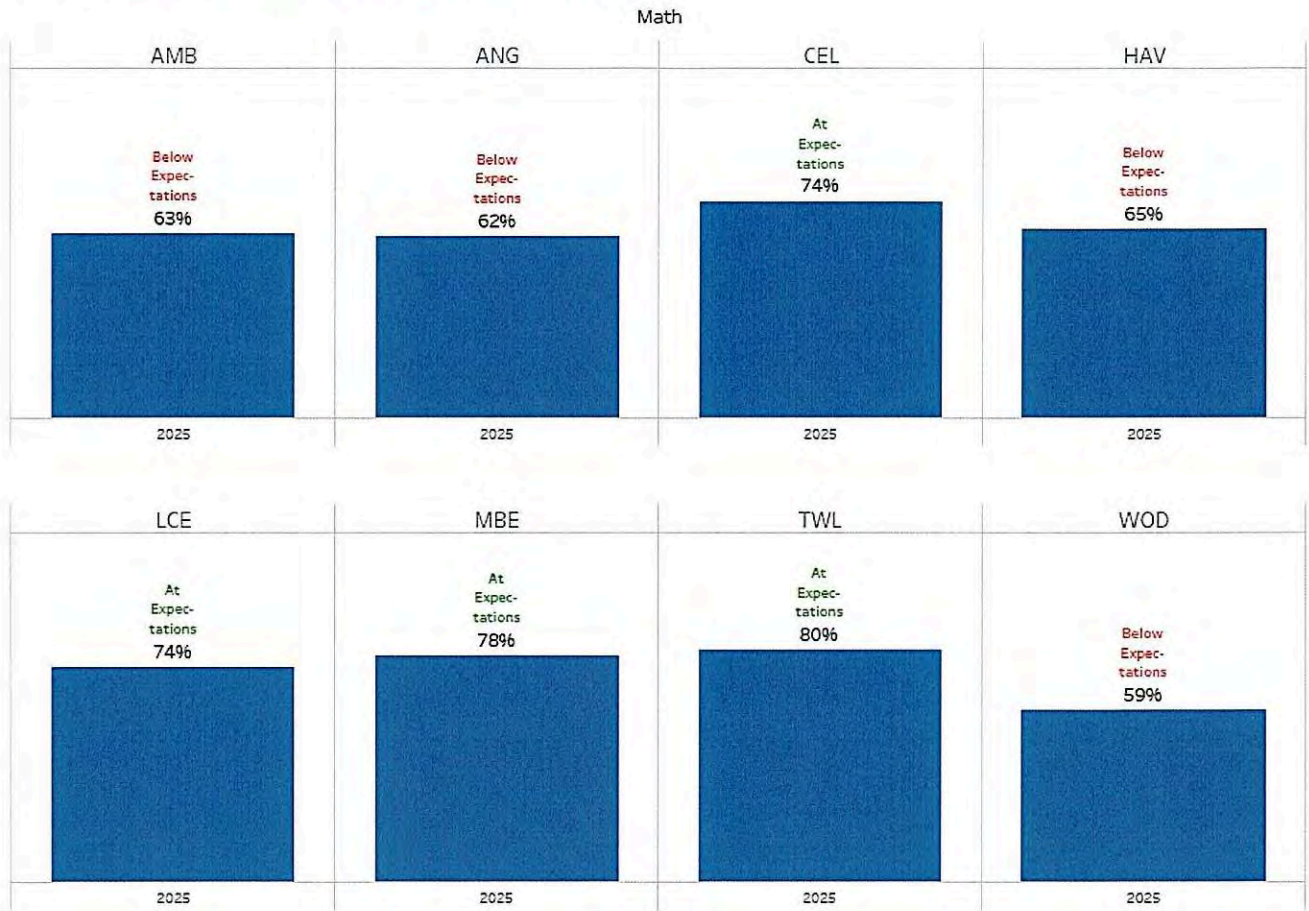


Figure 26

2025 Growth Avg for NonProf Students

Avg Growth 30-69th %tile



Figure 27

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Policy Type: Ends

Policy Title: Ends Policy 1.1

**Elementary School Similar Schools based on 2024 Demographics**

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

Total PPE capped at \$19K

Hold Harmless schools in light orange

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

Figure 28

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

**Elementary School Similar Schools based on 2024 Demographics**

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

Total PPE capped at \$19K

Hold Harmless schools in light orange

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

Figure 28(cont.)

Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.1

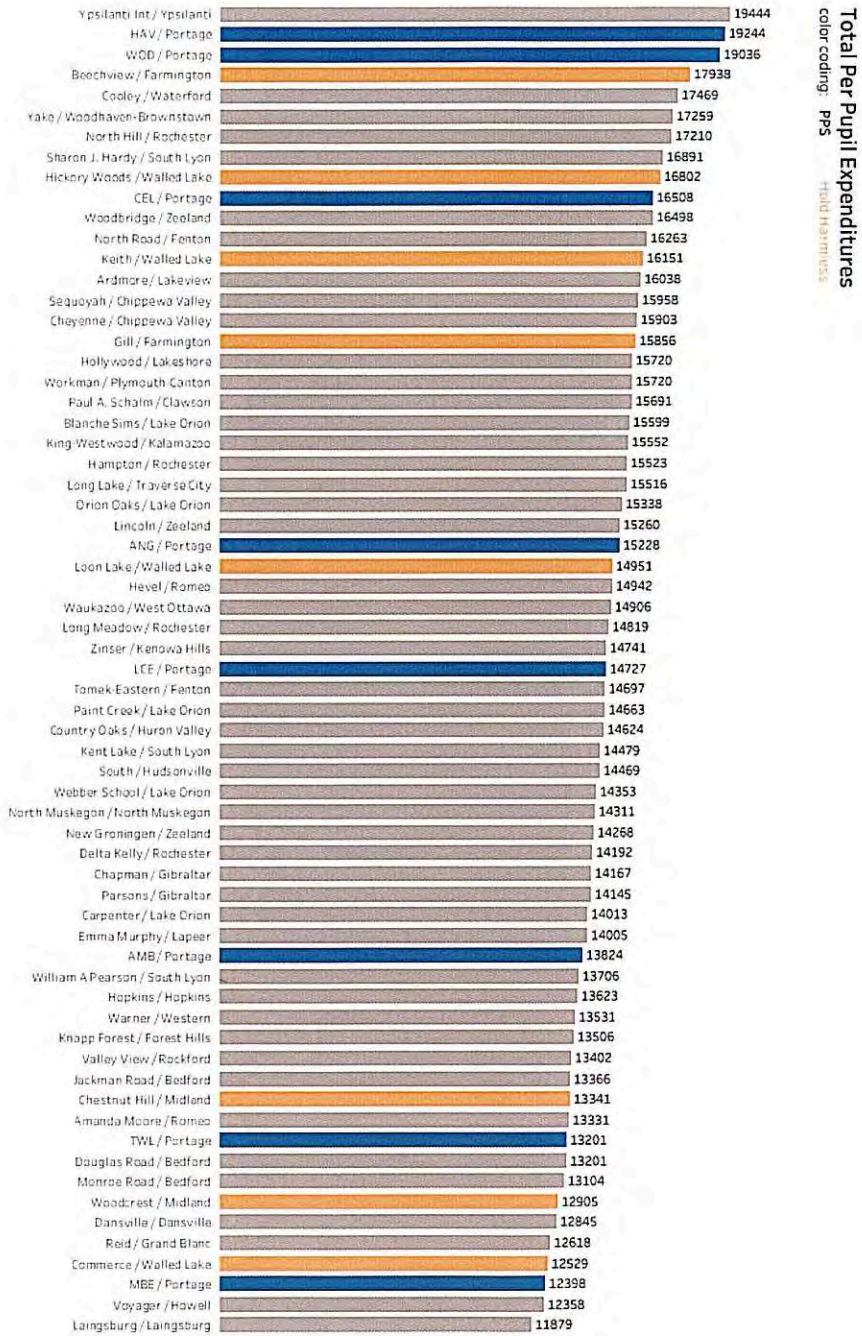


Figure 29

## Monitoring Report Evaluation Form

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

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

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

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /  
COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
JANUARY 12, 2026, 6:30 P.M.**

**Note Page**

**VII. Consent Agenda**

1. Organizational Items
  - a. Designate Depositories for School Funds (BL 0154, MCL 380.1221)  
**Designate the following depositories for school funds: Comp One, Flagstar Bank, First National Bank, Horizon Bank, Huntington Bank, JP Morgan Chase, Macatawa Bank, Mercantile Bank, PFM Investment Management, and Southern Michigan Bank & Trust, as presented.**
  - b. Approve Board of Education Meeting Schedules (BL 0154)  
**Approve the 2025-26 and 2026-27 board meeting schedules, as presented.**
  - c. Designate Users of Safety Deposit Box (BL 0154, OP 6144)  
**Designate persons authorized to use the safety deposit box as presented - Superintendent Johnny Edwards, Assistant Superintendent of Operations Russ Gerbers, Director of Finance Paula Johnson, and the Board Secretary, \_\_\_\_\_.**
  - d. Designate the Electronic Transfer Officer (BL 0154, OP 6144)  
**Designate the Electronic Transfer Officer as Paula Johnson, Director of Finance.**
  - e. Appointment of Board Recording Secretary (BL 0154)  
**Appoint the Board Recording Secretary as Barb Atkinson.**
  - f. Approve Board & District Legal Counsel  
**Approve Thrun Law Firm, P.C. as the Board’s and District’s primary legal counsel.**
  - g. Pre-Approve Attendance/Reimbursement per Bylaw 0175.1  
**Pre-approve 2026 board member attendance at board-related classes, conferences, workshops, etc. and approve reimbursement for actual and necessary expenses incurred to attend said events, as per Bylaw 0175.1.**
2. Monthly Consent Agenda Items
  - a. Approval of Minutes - December 8, 2025 Regular Business Meeting & Closed Session
  - b. NEOLA Policy Revisions  
**Approve Policies 1422, 1422.02, 1662, 2210, 2266, 2412, 3122, 3122.02, 3362, 4122, 4122.02, 4162, 4362, 5120, 5460, 5517.01, 7540.02, 8300, and 8305, as presented.**

Johnny Edwards  
Superintendent  
Phone: 269.323.5182  
jedwards@portageps.org

To: Board of Education

From: Johnny Edwards, Superintendent



Date: January 12, 2026

Re: Organizational Item – Designate Depositories for School Funds

**Recommended Motion**

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

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

**Background**

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

The enclosed list shows which funds are held at each institution.

Enclosure

### Summary of Accounts

Account Name	Fund	Financial Institution
PPS General Fund – Public Funds Checking	General	Huntington Bank
PPS General Fund - Money Market	General	Horizon Bank
PPS Gen. Fund – Certificate of Deposit	General	JP Morgan Chase
PPS General Fund - Savings	General	Flagstar Bank
PPS General Fund - Money Market	General	Macatawa Bank
PPS General Fund - Money Market	General	Mercantile Bank
PPS Payroll - Checking	General	Huntington Bank
PPS CHS Athletics - Checking	General	Huntington Bank
PPS CHS Debate - Checking	General	Huntington Bank
PPS NHS Athletics - Checking	General	Huntington Bank
PPS NHS Debate - Checking	General	Huntington Bank
PPS Edu Staff - Checking	General	Huntington Bank
PPS Workers Comp	General	Comp One
PPS General Fund – Certificate of Deposit	General	Southern Bank & Trust
PPS General Fund – Certificate of Deposit	General	Independent Bank
PPS BSSF 2019 – Money Market	2019 BSSF	Huntington Bank
PPS BSSF 2024 – Money Market	2024 BSSF	Huntington Bank
PPS Common Debt – MM Savings	Common Debt	Huntington Bank
PPS Lunch – Public Funds Checking	Lunch Fund	Huntington Bank
PPS Lunch – Municipal Money Market	Lunch Fund	Flagstar Bank
PPS General Fund – Certificate of Deposit	General Fund	First National Bank
PPS 2019 Construction Fund #1	2019 CF	PFM Investment Mgt.
PPS 2021 Construction Fund	2021 CF	PFM Investment Mgt.
PPS 2025 Construction Fund	2025 CF	PFM Investment Mgt.
PPS General Fund (Local Gov't Invest. Pool)	General	Michigan Class
PPS Debt Fund (Local Gov't Invest. Pool)	Debt	Michigan Class
PPS 2024 BSSF (Local Gov't Invest. Pool)	2024 BSSF	Michigan Class



January 12, 2026

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

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

**Board of Education Meeting Information**

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

\*Policy Governance Retreats are held at 4:00 p.m. in Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage..

Unless otherwise posted, regularly scheduled meetings are held on Mondays at 6:30 p.m. in Room #1136 of Portage Central High School, 8135 S. Westnedge Avenue, Portage.

**Notices and Documentation:**

- Special meetings and any changes to meeting schedules are posted on the District's website under the Board of Education link and at the main entry of the Administration Building.
- Agendas for Monday meetings are posted to the website on the Friday prior to the meeting.
- Meeting minutes are approved at the next board meeting and then posted to the website.

Upon request to the Superintendent's Office, 8107 Mustang Drive, Portage (269-323-5000), the District shall make reasonable accommodations for a person with disabilities to be able to participate in a meeting.

**2026/2027  
PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING SCHEDULE**

2026	2027
July 20, 2026 (RM)	January 11, 2027 (Organizational/WS) January 25, 2027 (Retreat*/RM)
August 17, 2026 (RM)	February 8, 2027 (WS) February 22, 2027 (RM)
September 14, 2026 (WS) September 28, 2026 (RM)	March 15, 2027 (Retreat*/RM)
October 12, 2026 (WS) October 26, 2026 (Retreat*/RM)	April 12, 2027 (RM)
November 9, 2026 (WS) November 23, 2026 (RM)	May 3, 2027 (WS) May 17, 2027 (Retreat*/RM)
December 7, 2026 (RM)	June 14, 2027 (WS) June 28, 2027 (RM)

**Board of Education Meeting Information**

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

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- Meeting minutes are approved at the next board meeting and then posted to the website.

Upon request to the Superintendent's Office, 8107 Mustang Drive, Portage (269-323-5000), the District shall make reasonable accommodations for a person with disabilities to be able to participate in a meeting.

Johnny Edwards  
*Superintendent*  
Phone: 269.323.5182  
jedwards@portageps.org

To: Board of Education

From: Johnny Edwards, Superintendent 

Date: January 12, 2026

Re: Organizational Item – Designate Users of Safety Deposit Box

**Recommended Motion**

I recommend the Board of Education designate Superintendent Johnny Edwards, Assistant Superintendent of Operations Russ Gerbers, Director of Finance Paula Johnson, and the Board Secretary, \_\_\_\_\_, as the as the persons authorized to use the safety deposit box, as presented.

**Background**

The Board’s Bylaw 0154-Motions, Item C, calls for the Board to designate those persons authorized to use the safety deposit box.

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

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

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

Johnny Edwards  
*Superintendent*  
Phone: 269.323.5182  
jedwards@portageps.org

To: Board of Education

From: Johnny Edwards, Superintendent 

Date: January 12, 2026

Re: Organizational Item – Designate the Electronic Transfer Officer

**Recommended Motion**

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

**Background**

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

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

To: Board of Education

From: Johnny Edwards, Superintendent



Date: January 12, 2026

Re: Organizational Item – Appointment of Board Recording Secretary (BL 0154.E)

**Recommended Motion**

The Board’s Bylaw 0154 calls for the Board to designate a recording secretary. I recommend the appointment of Barb Atkinson, Executive Assistant to Superintendent, as Recording Secretary to the Board of Education.

**Background**

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

Johnny Edwards  
Superintendent  
Phone: 269.323.5182  
jedwards@portageps.org

To: Board of Education

From: Johnny Edwards, Superintendent 

Date: January 12, 2026

Re: Organizational Item – Legal Services

**Recommended Motion**

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

**Background**

Thrun Law has been providing effective and efficient legal services to the District in the areas of student discipline, labor relations, school finance, school elections, board counsel, and other various school-related matters, for many years. The annual retainer fee for these services has been \$2,500.00. The retainer fee is unchanged from last year. The retainer is for one year and runs from January through December. In addition to discounted hourly rates the District has access to periodic E-Blasts, Webinars and seminars on various legal topics.

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

Johnny Edwards  
Superintendent  
Phone: 269.323.5182  
jedwards@portageps.org

To: Board of Education

From: Johnny Edwards, Superintendent



Date: January 12, 2026

Re: Organizational Item - Pre-Approve Board Member Attendance/Reimbursement

**Recommended Motion**

That the Board of Education approve 2026 board member attendance at board-related classes, conferences, workshops, etc. and approve reimbursement for actual and necessary expenses incurred to attend said events, as per Bylaw 0175.1.

**Background**

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

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

The recommended motion above satisfies both BL 0154 and 0175.1.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**REGULAR BUSINESS MEETING  
DECEMBER 8, 2025**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, December 8, 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: Kimberly Larson, Terri Novaria, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: Emily Crawford, Mary Lou Rohwer

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, that the Board of Education approve the Agenda as printed.**

**The motion carried unanimously.**

**REPORTS**

**Superintendent's Report**

**West Portage Little League Update**

Superintendent Johnny Edwards provided introductory remarks. Mr. Ben Kirby, President of West Portage Little League (WPLL), provide an update on WPLL's usage of the 12<sup>th</sup> Street Complex. The report covered seasonal use and activities, facility maintenance, improvements, and upcoming projects.

**2027 NHS Student Trip to Spain & Italy**

Superintendent Edwards provided introductory remarks. Mr. Lucas Rewa, Northern High Social Studies Teacher, shared plans for a proposed student trip to Spain and Italy in 2027 and addressed questions from Trustees.

The Board moved this item to action, as recorded later under Action Items in the minutes.

**Bond Project Update**

Mr. Russ Gerbers, Assistant Superintendent of Operations, reviewed photographs documenting the construction progress at the Woodland Elementary construction site.

Ms. Anastasia Wojcik, Assistant Project Manager for Owen-Ames-Kimball, detailed change orders for the elementary bond projects.

## **Other**

Superintendent Edwards congratulated Mr. Jeremy Zonts, Principal of Haverhill Elementary, on being selected as the Michigan Elementary & Middle School Principal Association (MEMSPA) Region 4 Principal of the Year. A tribute video honoring Mr. Zonts was also shared. Mr. Zonts expressed his appreciation for the award and thanked everyone who has supported him in his role.

## **BOARD EDUCATION**

### **Presentation on Monitoring Report 1.1 (HS & MS)**

Dr. Michael Pascoe, Assistant Superintendent of Instruction, presented on Monitoring Report 1.1 with a focus on secondary assessment data compared to similar schools and local schools and responded to Trustee questions.

This is the first in a series of reports on 1.1. The next report will focus on elementary assessment data, and a third report will provide an overall summary. Both reports are expected to be presented in January.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the floor to public comments.

Kat Frink shared highlights from student and staff activities across the District.

President Van Antwerp thanked Ms. Frink for her remarks and opened the floor to Trustee comments. There was none.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: meeting minutes from the November 3, 2025 Committee of the Whole Work Session and Closed Session, minutes from the November 17, 2025 Regular Business Meeting; approve revisions to Bylaw 0167.3-Public Participation at Board Meetings as presented; approve the purchase of four (4) 77-passenger buses and one (1) lift bus from Holland Bus for a total of \$765,622.00, the funds for which will come from the 2025 Bond Fund (the third series from the 2021 vote); and approve the purchase of a 2026 Econoline-450 with box truck and liftgate from Bob Maxey Ford of Detroit, Michigan for a total of \$74,900.00, the funds for which will come from the Lunch Fund Excess Fund Balance.**

**As there were no objections, the consent agenda was adopted as presented.**

## **REQUIRED ACTION ITEMS**

### **Summer Tax Resolution**

This is a routine, annual action that allows the District to continue its summer tax collection in the coming year.

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the Annual Summer Tax Resolution that authorizes Portage Public Schools to continue its summer tax collections in 2026, as presented.**

**The motion carried unanimously.**

## **ACTION ITEMS**

### **Administrative Handbook Changes**

**Motion offered by Dr. Stevenson, seconded by Mr. Snyder, that the Board of Education approve changes to the Administrator Handbook, as presented.**

Mr. Brad Galin, Director of Human Resources reviewed proposed changes to the Administrator Handbook.

**The motion carried unanimously.**

### **2027 NHS Student Trip to Spain & Italy**

Earlier in the meeting, plans for the trip were shared. The Board opted to move the item to action, as captured below.

**Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, to move the 2027 NHS Student Trip item to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Novaria, seconded by Ms. Larson, to approve the 2027 NHS Student Trip to Spain and Italy, as presented.**

**The motion carried unanimously.**

## **DISCUSSION ITEMS**

### **NEOLA Policy Updates**

Superintendent Edwards reviewed the process for addressing policy changes from NEOLA and referred to his memo in the agenda packet that addresses the proposed changes to several operational policies.

There were no inquiries from the Trustees.

### **Purchase of Smart Boards for LCE & TWL**

Dr. Ryan Miller, Director of Information and Technology Systems, went over the recommendation to purchase interactive flat panels for 12<sup>th</sup> Street Elementary and Lake Street Elementary.

The Board opted to move this discussion item to action.

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, to move the Purchase of Smart Boards discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Dr. Stevenson, seconded by Mrs. Novaria, that the Board of Education approve the purchase of sixteen (16) Smart RX Interactive Flat Panels from Forte, Inc. in the amount of \$87,452.00 for 12<sup>th</sup> Street Elementary and Lake Center Elementary schools; the funds will come from the 2025 Bond Fund (the third series from the 2021 vote).**

**The motion carried unanimously.**

### **CLOSED SESSION**

#### **Discuss Periodic Personnel Evaluation (Superintendent)**

**Motion offered by Dr. Stevenson, seconded by Ms. Larson, that the Board of Education move into closed session to discuss periodic personnel evaluation (superintendent), as allowed under the Open Meetings Act 15.268, Section 8(a).**

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

The Board entered into closed session at 7:58 p.m. and return to open session at 8:38 p.m.

With no further business to come before the Board, the meeting was adjourned at 8:39 p.m.

Respectfully Submitted,

Barb Atkinson  
Recording Secretary

## Annual Summer Tax Resolution

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

A regular meeting of the board of education of the District (the “Board”) was held in Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI 49002, within the boundaries of the District, on the 8th day of December, 2025, at 6:30 o’clock in the p.m. (the “Meeting”).

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

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

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

**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 Novaria, Van Antwerp, Snyder, Larson, Stevenson

Nays: Members None

Resolution declared adopted.



Johnny Edwards  
Superintendent  
Phone: 269.323.5182  
jedwards@portageps.org

To: Board of Education  
From: Johnny Edwards  
Date: December 8, 2025   
Re: Policy Updates  
CC: Executive Team; Principals and Assistant Principals

The proposed operational policies included in this update have been reviewed by NEOLA's legal counsel to ensure compliance with applicable statutes and further examined by the appropriate district-level administrators and are recommended for adoption by the Board.

This update is in two segments – nondiscrimination related policies and miscellaneous policies. They are detailed below.

Policies that require only technical updates (e.g., grammar, punctuation, etc.) are not typically brought to the Board. There are a few in this update, addressed below.

#### **POLICY UPDATES RE NONDISCRIMINATION & RELATED ISSUES**

Largely at the request of NEOLA clients and in an attempt to streamline the complex collection of Nondiscrimination, Anti-Harassment, and related issues, NEOLA consolidated several policies in order to provide a comprehensive approach to related employment issues. The definitions included are consistent with related policies (e.g., Title IX - Policy 2266), and the grievance process is designed to be consistent throughout the investigation, decision-making, and appeal stages. Adoption of Policies 1422/3122/4122 allows for the deletion/rescission of six (6) policies - 1422.02/3122.02/4122.02 and 1662/3362/4362.

Note, the policies grouped and shown as 1xxx/3xxx/4xxx are essentially the same policy. The 1xxx policy pertains to administration, 3xxx to professional staff, and 4xxx to support staff.

#### **Technical Corrections**

NEOLA recommended technical corrections to five (5) policies, correcting the address and contact information for the U.S. Department of Education, Office for Civil Rights, formerly referencing the Cleveland Office (now closed) to the Washington, D.C. office. The policies are: 2260-Nondiscrimination and Access to Equal Education Opportunity, 2260.01-Section 504/ADA Prohibition Against Discrimination Based on Disability, 1623/3123/4123-Section 504/ADA Prohibition Against Disability Discrimination in Employment). I have reviewed and approved the technical corrections.

### **MISCELLANEOUS POLICY UPDATES**

#### **Policy 2210 - Curriculum Development - Approved Courses (Revised)**

Changes to this policy reflect the latest changes to the Pupil Accounting Manual 2024-2025, Michigan Department of Education.

#### **Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities (Revised)**

A revision to this policy is necessary because of June 23, 2025, the National Incident-Based Reporting System ("NIBRS") definition of fondling changed. The term officially is "criminal sexual contact". The terms "sexual orientation and gender identity" have been retained in the parenthetical definition of "sex" in the policy since these protections have been required in Michigan by the Elliott-Larsen Civil Rights Act ("ELCRA") (Act 453 of 1976) (M.C.L. 37.2101 et. seq.) and specifically as amended by the Michigan Legislature in 2023. Additionally, the address of the USDOE Office for Civil Rights has been changed to the Washington, D.C. office.

#### **Policy 2412 - Homebound Instruction Program (Revised)**

This policy has been revised to reflect the latest changes to the Pupil Accounting Manual 2024-2025, Michigan Department of Education.

#### **Policy 4162 - Controlled Substance and Alcohol Policy for Commercial Motor Vehicle ("CMV") Drivers and Other Employees Who Perform Safety-Sensitive Functions (Revised)**

Revisions to this policy reflect the statutory and regulatory changes to the Return-to-Duty ("RTD") process as required by the Federal Motor Carrier Safety Administration ("FMCSA"), including evaluation by a qualified Substance Abuse Professional, education and/or treatment, and follow-up evaluation. This revision should be adopted to maintain compliance with current requirements.

#### **Policy 5120 - Assignment within District (Revised)**

This policy has been revised in response to U. S. Department of Education's specific focus on Title VI and race in response to the United States Supreme Court's decision in Students for Fair Admissions v. Harvard, which prohibits preferential treatment based on race in college admissions. The decision apparently extends to any program or hiring practice that provides preferential treatment to any protected class.

#### **Policy 5460 - Graduation Requirements (Revised)**

Revisions to this policy come at the request of NEOLA clients to provide an option regarding Universal FAFSA provisions that are required of districts participating in the MiLEAP 2024-2025 Universal FAFSA Challenge. This provision is not currently required by law, but is necessary to secure funding offered as a part of the Challenge.

#### **Policy 5517.01 - Bullying and Other Aggressive Behavior toward Students (Revised)**

This policy was revised to include the definitions and additional components included in the latest version of the Michigan State Board of Education's Model Anti-Bullying Policy.

Memo to Board of Education re NEOLA Policy Updates

December 3, 2025

Page 3

**Policy 7540.02 - Digital Content and Accessibility (Revised)**

Revisions to this policy reflect the U.S. Department of Justice (“DOJ”) final rule provisions under Title II of the Americans with Disabilities Act (“ADA”) requiring state and local government entities — including public schools — to make web content and mobile applications accessible to individuals with disabilities.

**Policy 8300 - Continuity of Organizational Operations Plan (Revised)**

This policy has been revised to include additional language and options regarding cybersecurity safeguards.

**Policy 8305 - Information Security (Revised)**

Revisions to this policy include additional language and options regarding cybersecurity safeguards.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /  
COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
JANUARY 12, 2026, 6:30 P.M.**

**Note Page**

**VIII. Assurance of District Performance**

1. Monitoring Report 2.5, Financial Condition and Activities (Internal) (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept Monitoring Report 2.5, Financial Condition and Activities (Internal), as a reasonable interpretation and evidence of compliance with policy.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.5) Financial Condition and Activities

**Global Board Policy**

With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.5, "Financial Condition and Activities" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of January 7, 2026.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Please note that parts of this Policy are monitored by the Board by external reporting through the Districts auditing firm, Rehman Robson in the form of the Annual Audit. The audit 2024-2025 was presented to the Board at the November 3, 2025 Board meeting for the financial audit and the January 12, 2026 meeting for the single audit.

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding 12 sections. My interpretations of those sections, the updated report, and conclusion statements are presented below.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.1 POLICY LANGUAGE**

The Superintendent shall not expend more funds than have been received in the fiscal year to date unless the fund balance limitation in 2.5.3 is met.

#### **Interpretation**

I interpret this to mean that the budget presented to the Board for adoption be a balanced budget and that any unassigned fund reserves used to balance the proposed budget will not allow the remaining unassigned fund balance to fall below 7% of expenditures at the conclusion of that fiscal year.

#### **Report**

Based on results from the audit of the 2024-2025 school year budget, the projected unassigned fund balance is \$24,819,383 or 20.4% of expenditures. (The Board received the official audit report in November 2025 and January of 2026.)

The 2025-2026 budget approved by the Board in June 2025 includes planned expenditures of \$3,147,210 above projected revenues. The 2025-2026 adopted budget estimates the unassigned fund balance to be \$19,044,806 or 15.08% of expenditures at the end of the 2025-2026 school year.

The 2025-2026 state budget for school districts was passed three months late and adopted through a process that had little to no transparency. There have been recent state funding decisions that have increased uncertainty surrounding the School Aid Fund (SAF), which includes using SAF resources to support other state priorities. For example, approximately \$850M from the SAF is being used to financially support community colleges and public universities. Since 2011, approximately \$11B has been redirected from K-12 school districts for these purposes. School districts are also experiencing a shift in retirement costs due to the state eliminating approximately \$100M in retirement cost offsets. Currently on average, local districts will pay \$195 per pupil more in 2025-2026 in retirement costs compared to previous years. Recent changes to the gasoline tax will also reduce the SAF by almost \$750M, which will be shifted to the roads with no guarantee that the SAF will be refunded.

I anticipate that the district's fund balance will be a valuable resource in coming school years. With increased uncertainty surrounding the SAF (driven by the diversion of funds, declining sales tax revenues supporting the SAF, and ongoing shifts in state funding priorities) may create funding shortfalls for school districts. It is reasonable to expect that the school district may need to strategically utilize a portion of its fund balance to offset and/or subsidize these funding gaps. Our priority is maintaining financial stability into the future and remaining competitive in salaries, wages, and benefits.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.2 POLICY LANGUAGE**

The Superintendent shall not in debt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues.

#### **Interpretation**

I interpret this to mean that the District shall not make financial commitments that cannot be paid to its vendors or other entities in a timely manner – normally within 60 days.

#### **Report**

The Business Office operates on a 30-day payment schedule to maintain a positive business reputation and working relationship with vendors. Procedures are in place to investigate and reconcile situations whereby an invoice is received but no verification of approval to pay has been received by the Business Office. The Business Office has the ability to pay all invoices within 60 days.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.3 POLICY LANGUAGE**

The Superintendent shall not allow 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 any conditions that would cause the General Operating Fund unassigned fund balance to fall below 7% at the end of the fiscal year (June 30<sup>th</sup>) would be brought to the Board's attention and reflected through the budget amendment process, which requires Board approval. The General Fund is the only fund in the District that has unassigned fund balance.

#### **Report**

Based on the latest information, the fund balance will remain in compliance with policy. I am not aware of anytime during the past year when the unassigned fund balance was less than 7%.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

#### **2.5.4 POLICY LANGUAGE**

The Superintendent shall not conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances.

#### **Interpretation**

I interpret this to mean that there is no shifting of funds between the various funds to cover expenditures which cannot be paid within a reasonable time (normally 30 days) and keeping in compliance with the fund balance threshold of 7%.

#### **Report**

The year ending June 30, 2025 Audit – the latest completed audit - did not note any deviations.

#### **Conclusion Statement**

The organization met expectations.

#### **2.5.5 POLICY LANGUAGE**

The Superintendent shall not allow payroll obligations to be unsettled or untimely.

#### **Interpretation**

I interpret this to mean that Portage Public School payroll will be executed on schedule as per negotiated agreements and individual contracts. Contracts will specify payroll obligations and time lines and are coordinated with the Portage Public Schools' Business Office.

#### **Report**

There have been no disruptions to the payroll schedule. All District employees have been paid according to approved/agreed to schedules.

The District contracts with EduStaff, HealthBar LLC, GRBS, and Chartwells, for certain contracted employees. Third-party contractors are responsible for the payroll schedules of their employees. The District works closely with these vendors to maintain similar payroll expectations.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.6 POLICY LANGUAGE**

The Superintendent shall not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

#### **Interpretation**

I interpret this wording to mean that all payments are made without incurring late payment fees in excess of \$1,000 aggregate amount for any fiscal year; further, reports and other required documents are submitted in accordance with Michigan Department of Education and Federal timelines. Tax payments related to payroll are settled pursuant to state and federal guidelines. This interpretation represents compliance with external requirements and the aggregate amount listed (\$1,000) has minimal impact on our budget.

#### **Report**

There have been no known violations of this provision and none were noted in the Fiscal Year 2025 District Audit. None are expected in the Fiscal Year 2026 District Audit. Late payment fees are rare and miniscule at best.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.7 POLICY LANGUAGE**

The Superintendent shall not make any contractual commitment for equipment, goods, or services in excess of \$100,000. Splitting orders to avoid these limits is not acceptable.

#### **Interpretation**

I interpret this to mean that all purchases for goods, equipment, or contracts for services that bind the District, for amounts greater than \$100,000 be brought to the Board for approval; further, purchases involving a like product from the same vendor will not be split to avoid approval by the Board.

#### **Report**

There have been no known violations of this provision and none were noted in the Fiscal Year 2025 District Audit. None are expected in the Fiscal Year 2025 District Audit.

Executive Limitation 2.6.5 dovetails with this provision in that purchases in excess of \$100,000 receive substantial administrative review and are tracked by the Business Office to detect any splitting of orders.

## Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Contracts and expenditures exceeding \$100,000 were approved by the Board this past year, coming from both the General Fund and Bond Funds.

Expenditures exceeding \$100,000 were approved by the Board for construction contracts at Woodland Elementary, various technology purchases, curricular purchases, custodial services contract, food service management contract, bus purchases, van purchases, SRO agreement, and for nursing services.

### **Conclusion Statement**

The organization met expectations.

### **2.5.8 POLICY LANGUAGE**

The Superintendent shall not acquire, encumber or dispose of real property.

### **Interpretation**

I interpret this to mean that the Superintendent shall not purchase, agree to purchase, or sell any real property belonging to Portage Public Schools without Board approval. I interpret real property to be any land, building or structure. Any long-term lease or requests for easement will be brought to the Board for approval.

### **Report**

One parcel near Portage Northern High School was sold to Koenig Real Estate, LLC. in the amount of \$35,000. This transaction was approved by the Board in February 2025.

The District allows West Portage Little League (WPLL) the use of District-owned property at 12<sup>th</sup> Street Elementary. The District has an agreement with the WPLL that governs the use of this property. The City of Portage has easement access at various sites in the District.

### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.9 POLICY LANGUAGE**

The Superintendent shall not allow receivables to go uncollected beyond a reasonable period of time without aggressively pursuing their collection.

#### **Interpretation**

I interpret this to mean that the District will aggressively pursue uncollected revenue in a reasonable and timely manner.

#### **Report**

The major sources of receivables are from other units of government (KRESA, LEA's) for services provided through collaborative agreements. The District also bills for transportation services for non-school groups, facility rental, and other support services that may be requested from time to time.

The District has not found it necessary to use a collection agency or small claims court to collect revenues.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.10 POLICY LANGUAGE**

The Superintendent shall not commit expenditures from a flexible fund to cover expenses in a more restricted fund.

#### **Interpretation**

I interpret this to mean that of the three District funds: General, Building and Site Sinking, and Bond Construction, the General Fund is the least restrictive, whereas the other two have restrictions as approved by District voters. General Fund revenues should not be used if revenues from the other two funds can be charged.

#### **Report**

There have been no known violations of this provision. None were noted in the Fiscal Year 2025 District Audit, and none are expected in the Fiscal Year 2026 District Audit.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **Conclusion Statement**

The organization met expectations.

### **2.5.11 POLICY LANGUAGE**

The Superintendent shall not make any adjustment to the salary or length of any administrator contract, or the addition of new or additional benefit programs, without prior approval by the Board of Education of these parameters for the administrative group in total.

### **Interpretation**

I interpret this to mean that:

- a) Board approval is required to adjust the salary, length, or new or additional benefits of any Administrator's contract;
- b) The length of Administrator contracts will be specified in the recommendation being made to the Board; and,
- c) The data pertaining to proposed increases in salary will be presented in aggregate for the total Administrative group.

### **Report**

At the June 30, 2025 Regular Business Meeting of the Portage Public Schools' Board of Education, the Board approved contract extensions and adjustments for District Administrators. Contract extensions not-to-extend beyond June 30, 2027 were approved. The Board approved an increase to the aggregate amount paid to this group for steps for those eligible as well as for lane changes, also for those eligible. On September 22, 2025, the Board approved an additional increase to the aggregate amount based on settlement terms with collectively bargained groups.

The Board also approved individual contracts for the following administrative positions which were not included in the above-mentioned approval:

- Anne Gorden, Director of ESI
- Lindsay French, Director of Early Childhood
- Russ Gerbers, Assistant Superintendent of Operations
- James Swinehart, Athletic Director (NHS)

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

**Conclusion Statement**

The organization met expectations.

**2.5.12 POLICY LANGUAGE**

The Superintendent shall not operate without a continuous budget cycle and provide a minimum of two budget revisions during the fiscal year, as needed, to accurately reflect the financial condition of the district for the board and the community.

**Interpretation**

I interpret this to mean that after Board approval of the annual budget, at least two budget revisions will be made during the fiscal year at times that best align with changes in planning assumptions and known conditions.

**Report**

This policy language was added in June 2020 to capture the fact that the Board had been conducting two budget revisions but did not have a policy that directed this action. Traditionally, the first budget amendment comes to the Board mid-year with the second just prior to the close of the fiscal year. There was agreement by the Board that during unusual circumstances, there could be more than two amendments or a first amendment earlier than mid-year. During the past year, budget amendments occurred in February and June.

**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 – ORGANIZATIONAL MEETING /  
COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
JANUARY 12, 2026, 6:30 P.M.**

**Note Page**

**VIII. Assurance of District Performance**

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

**Recommended Motion:**

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

**Portage Public Schools  
Monitoring Report**

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

**Global Board Policy**

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

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.9, "Emergency Superintendent Succession" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of January 7, 2026.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**Interpretation**

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

**Report**

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

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

## Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.9) Emergency Superintendent Succession

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

Michael is familiar with the District's Policy Governance Model and is involved in assisting me with Policy interpretation and in providing monitoring information. Mr. Gerbers has not yet been through any formal training on the PG Model. Michael has been in attendance during Policy Governance Work Sessions and other presentations.

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

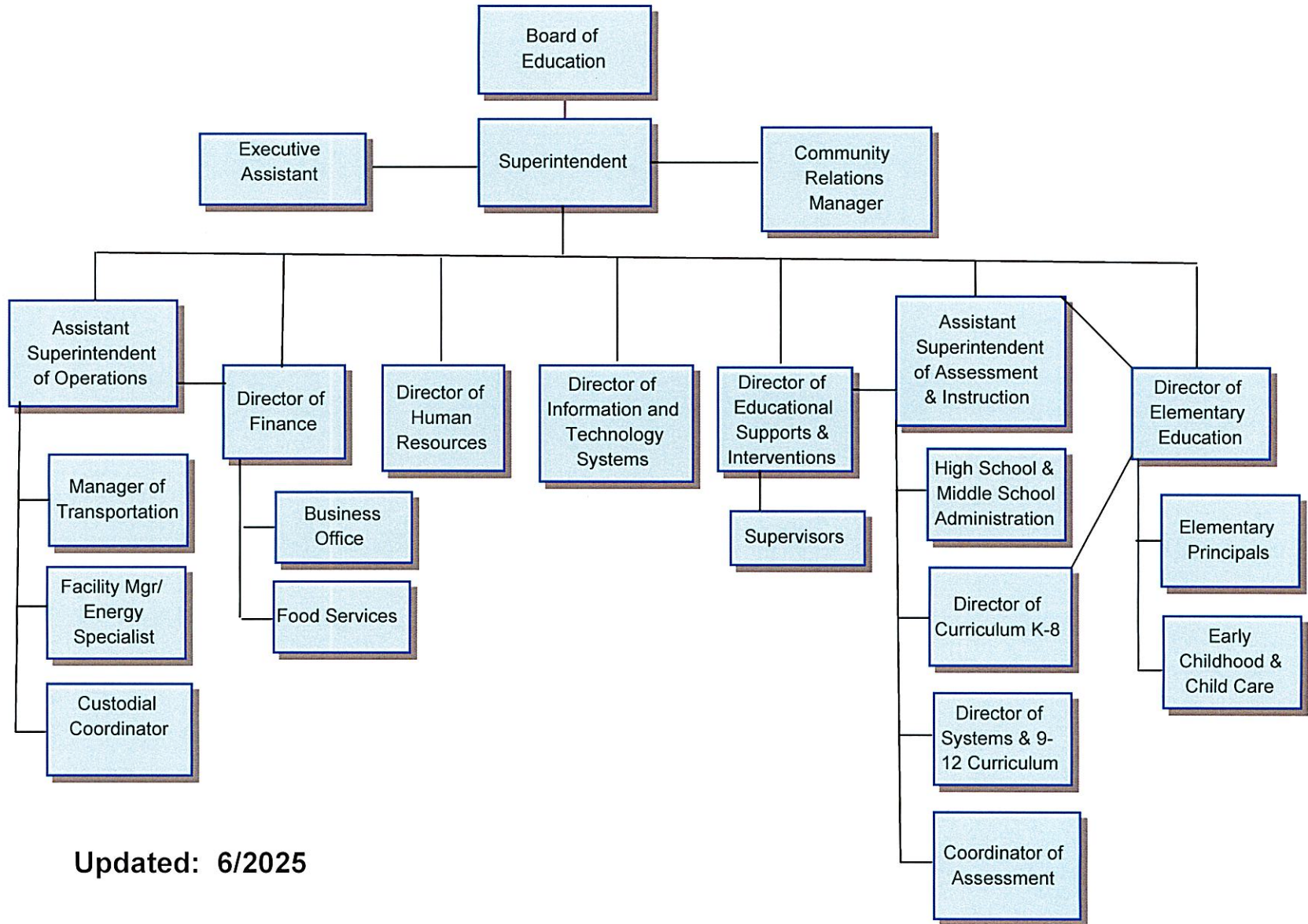
Enclosed is the current organizational structure of the District. In this organization, eight (8) administrators report to the Superintendent. Four of them also report to one of the Assistant Superintendents as their job functions are closely related. These eight administrators and the Superintendent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

### **Conclusion Statement**

The organization met expectations.

Enclosure

# PORTAGE PUBLIC SCHOOLS ADMINISTRATIVE STRUCTURE



Updated: 6/2025

## Monitoring Report Evaluation Form

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

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

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

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
  
  
  
  
  
  
  
  
  
  
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /  
COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
JANUARY 12, 2026, 6:30 P.M.**

**Note Page**

**X. Action Items**

1. Accept Single Audit Act Compliance Report

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept the 2024/25 Single Audit Act Compliance Report, as presented.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /  
COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
JANUARY 12, 2026, 6:30 P.M.**

**Note Page**

**XI. Discussion Items**

1. E-Rate District-Wide Fiber Replacement (OP 6320)

To: Johnny Edwards, Superintendent  
 From: Ryan Miller, Director of Information and Technology  
 CC: Paula Johnson, Director of Finance  
 Date: January 12, 2026  
 Re: E-Rate District Wide Fiber Replacement

**RECOMMENDATION**

I recommend that the Board of Education approve the awarded contract with Verita Telecommunications Corporation for the purpose of replacing and burying the fiber optic cabling that connects all PPS buildings. The total cost for the project will be \$433,654.52 and the funds will come from the 2025 bond fund (the third series from the 2021 vote).

<b>Project</b>	<b>Original Project Cost</b>	<b>E-Rate Reimbursement</b>	<b>Federal Discount &amp; State Matching Grant</b>	<b>Total Discounts</b>	<b>Final /Actual Cost to PPS</b>
<b>District Wide Fiber Replacement</b>	\$1,445,515.07	50%	20%	\$1,011,860.55	<b>\$433,654.52</b>

**BACKGROUND INFORMATION**

This recommendation is for the replacement of the fiber optic cabling installed in 1998 throughout the district. This fiber was run as aerial, affixed to utility poles throughout the city. The typical lifespan of fiber optic cables run in this method is approximately 25-30 years. Aerial fiber has increased risks of failure primarily due to severe weather and tree limbs breaking utility lines and animals chewing through the cable. Our fiber optic infrastructure supports critical district operations to our buildings, such as Internet access, telephones, security systems, and other key operations. A failure of fiber optic infrastructure is sudden and disruptive, with significant impacts to instruction and building site safety.

The proposed project replaces this fiber with modern buried fiber optic infrastructure, significantly improving the reliability and resiliency of critical district operations. This work represents a planned replacement of critical infrastructure. The expected lifespan of buried fiber optic cabling is 25-40+ years. Maintenance of this fiber will be bid out in future years, and will be an E-Rate eligible service.

The project cost for this replacement is \$1,445,515.07. The federal E-Rate program will reimburse the district for 50% of the project cost. In addition, fiber projects funded in the 2025 E-Rate cycle receive an additional 10% discount from the Federal Government, and a 10% special construction matching grant from the Michigan Department of Education, reducing the final cost to the district by over \$1 million to \$433,654.52.

## **BIDDING PROCESS**

The E-Rate program requires districts to issue a formal RFP and go through the competitive bidding process. Verita Telecommunications Corporation was the highest rated bidder based on the E-Rate weighted rating criteria, which includes pricing, project specifications, prior experience and other factors.

For your reference, a copy of the bid tabulation sheet, MDE conditional grant approval letter, and the E-Rate / USAC Funding Commitment Decision Letter are attached. I would be happy to answer any questions that the Board may have on this purchase.

Attachments

**E-Rate Bid Assessment Worksheet**

Funding Year **2025**

**Project or Service Description**

WAN access service option (e.g. self-provisioned, third party network, lit fiber, dark fiber, coax, fixed wireless, etc.)

**Vendor Scoring** (use additional worksheets if necessary)

**\$1,799,130 over 5 yrs**

ACD dark fiber \$1,319,130 one time & \$8000 per month

**\$1,446,315.07 one time**

Verita \$1,446,315.07

**\$1,564,530.81 one time**

Turnkey \$1,564,530.81 underground only

**\$1,624,961.53 one time**

Turnkey \$1,624,961.53 aerial and underground

**\$1,296,000 over 20 yrs**

Metronet \$5400 10Gb per month (leased lit circuit)

**\$2,880,000 over 20 years**

Metronet \$12,000 per month (Leased Dark Fiber)

**Vendor Selected:** Verita  
**Approved By:** Ryan Miller  
**Title:** Director of Technology

**Bid Assessment Comments, if needed:**  
 Metronet leased lit is not compatible with our network topology. ACD monthly maintenance fees are perceived as very high.

**Notes:**  
 \* Percentage weights must add up to 100%. **Price must be weighted the heaviest.**  
 \*\* Evaluated on a scale of 1 to 5: 1=worst, 5=best.  
 \*\*\* Weight x Raw Score



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

March 26, 2025

CONDITIONAL GRANT AWARD NOTIFICATION

Mark Bielang  
Portage Public Schools  
8107 MUSTANG DR  
PORTAGE, MI 49002-5577

Dear Mark Bielang,

Thank you for your application for the State of Michigan's E-Rate Enhancement Special Construction Matching Fund grant. Your application has been conditionally approved for grant funding.

The final grant amount, if awarded, will not exceed 10% of the approved one-time special construction costs related to an E-rate-approved project. Award of funds are contingent upon approval of your E-rate application by the Universal Service Administrative Company (USAC) and the final approved costs associated your application's approval.

As a reminder, grant funds may be drawn only after proof of project completion and final USAC reimbursement.

Any questions on your grant award may be directed to Joe Polasek in the Office of Systems, Evaluation, and Technology (OSET) at MDE-EdTech@michigan.gov.

Sincerely,

Michael F. Rice, Ph.D.  
State Superintendent

Enclosure

STATE BOARD OF EDUCATION

PAMELA PUGH | PRESIDENT | ELLEN COGEN LIPTON / TIFFANY D. TILLEY | CO-VICE PRESIDENTS  
JUDITH PRITCHETT | SECRETARY | MARSHALL BULLOCK II | TREASURER  
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608 WEST ALLEGAN STREET | P.O. BOX 30008 | LANSING, MICHIGAN 48909  
WWW.MICHIGAN.GOV/MDE | 833-633-5788

# Funding Commitment Decision Letter

## Funding Year 2025

**Contact Information:**

Janelle Morgan  
PORTAGE PUBLIC SCHOOLS  
8107 MUSTANG DRIVE  
PORTAGE, MI 49002  
[jmorgan@elitefund.com](mailto:jmorgan@elitefund.com)

**FCC Form 471:** 251036278**BEN:** 131279**Wave:** 34**Application Nickname:** Portage PS 2025 Solution  
471

## Totals

<b>Total Committed</b>	<b>\$920,404.81</b>
------------------------	---------------------

## What is in this letter?

**Thank you for submitting your application for Funding Year 2025 Schools and Libraries Program (E-rate) funding.** Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

## Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
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- **To receive an invoice deadline extension, the applicant or service provider** must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time**, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

## How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

**Note:** The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

## Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

## Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

# Funding Commitment Decision Overview

## Funding Year 2025

### Application Comments for FCC Form 471: #251036278

The applicant did not submit any RAL corrections.

### Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2599051380	Verita Telecommunications Corporation	\$867,789.04	\$867,309.04	Funded
2599051398	Fiber link Inc	\$53,095.77	\$53,095.77	Funded

<b>FRN</b> 2599051380	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded
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<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$1,445,515.07
Total Pre-discount Charges		\$1,445,515.07	
<b>Discount Rate</b>		<b>60.00%</b>	
<b>Committed Amount</b>		<b>\$867,309.04</b>	

<b>Dates</b>	
<b>Service Start Date</b>	7/1/2025
<b>Contract Expiration Date</b>	6/30/2026
Contract Award Date	3/24/2025
Service Delivery Deadline	6/30/2026
Expiration Date (All Extensions)	

<b>Service Provider and Contract Information</b>	
Service Provider	Verita Telecommunications Corporation
SPIN (498ID)	143054113
Contract Number	
Account Number	
Establishing FCC Form 470	250022755

<b>Consultant Information</b>	
Consultant Name	
Consultant's Employer	Elite Fund Inc
CRN	16043589

**Funding Commitment Decision Comments**

MR1: Per FCC Order 14-189, to prevent warehousing of excess fiber capacity, applicants may only receive funding for special construction charges for a Self-provisioned network if it constructed and lit within the same funding year. If excess strands are being installed that will not be lit during the current FY and will remain dormant until lit for the

applicant's exclusive future use; the applicant must provide a cost allocation for the cost of the unlit strands. Per DA 20-455, excess strands may be installed to share with an ineligible entity that will pay its fair share of network costs, so long as the applicant submits written documentation with its funding request demonstrating the reasonableness of its allocation methods. The applicant provided the following cost allocation calculation \$800.00. During the Fiber Review, it was determined that the calculation should be \$800.00. Therefore, this FRN has been modified from \$1,446,315.07 to \$1,445,515.07 to account for the fiber strands that will not be lit during this FY or that will be used by an ineligible entity that will pay its fair share of network costs.

<b>FRN</b> 2599051398	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded
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<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$88,492.95
Total Pre-discount Charges		\$88,492.95	
<b>Discount Rate</b>		<b>60.00%</b>	
<b>Committed Amount</b>		<b>\$53,095.77</b>	

<b>Dates</b>	
<b>Service Start Date</b>	<b>7/1/2025</b>
<b>Contract Expiration Date</b>	<b>6/30/2026</b>
Contract Award Date	3/24/2025
Service Delivery Deadline	6/30/2026
Expiration Date (All Extensions)	

<b>Service Provider and Contract Information</b>	
Service Provider	Fiber link Inc
SPIN (498ID)	143049070
Contract Number	
Account Number	
Establishing FCC Form 470	250023729

<b>Consultant Information</b>	
Consultant Name	
Consultant's Employer	Elite Fund Inc
CRN	16043589

**Funding Commitment Decision Comments**

MR1: Approved as submitted.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /  
COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
JANUARY 12, 2026, 6:30 P.M.**

**Note Page**

**XI. Discussion Items**

2. E-Rate CHS & NHS Athletic Complex Fiber Installation (OP 6320)

To: Johnny Edwards, Superintendent

From: Ryan Miller, Director of Information and Technology

CC: Paula Johnson, Director of Finance

Date: January 12, 2026

Re: E-Rate CHS & NHS Athletics Complex Fiber Supplemental Installation

**RECOMMENDATION**

I recommend that the Board of Education approve the awarded contract with Fiber Link Inc for the purpose of installing supplemental fiber optic cabling at the CHS & NHS outdoor athletics facilities. The total cost for the project will be \$26,547.86 and the funds will come from the 2025 bond fund (the third series from the 2021 vote).

<b>Project</b>	<b>Original Project Cost</b>	<b>E-Rate Reimbursement</b>	<b>Federal Discount &amp; State Matching Grant</b>	<b>Total Discounts</b>	<b>Final /Actual Cost to PPS</b>
<b>CHS &amp; NHS Athletics Fiber</b>	\$88,492.95	50%	20%	\$61,945.09	<b>\$26,547.86</b>

**BACKGROUND INFORMATION**

This recommendation is for the installation of fiber optic cabling to the baseball and softball pressboxes and soccer concessions buildings at Central High School, along with the installation of fiber optic cabling to the baseball, softball, and soccer pressboxes at Northern High School. This is to support requests for automated sports camera systems designed to record, upload and live stream events for use for coaching and team analysis. The move to cashless payment systems is also driving this request for reliable wireless internet in these locations as well. The expected lifespan of this buried fiber is well over 30 years.

The project cost for this replacement is \$88,492.95. The federal E-Rate program will reimburse the district for 50% of the project cost. In addition, fiber projects funded in the 2025 E-Rate cycle receive an additional 10% discount from the Federal Government, and a 10% special construction matching grant from the Michigan Department of Education, reducing the final cost to the district by over \$60,000 to \$26,547.86.

**BIDDING PROCESS**

The E-Rate program requires districts to issue a formal RFP and go through the competitive bidding process. Fiber Link Inc was the highest rated bidder based on the E-Rate weighted rating criteria, which includes pricing, project specifications, prior experience and other factors.

For your reference, a copy of the bid tabulation sheet, MDE conditional grant approval letter, and the E-Rate / USAC Funding Commitment Decision Letter are attached. I would be happy to answer any questions that the Board may have on this purchase.

Attachments

**E-Rate Bid Assessment Worksheet**

Funding Year  **2025**

**Project or Service Description**

WAN access service option (e.g. self-provisioned, third party network, lit fiber, dark fiber, coax, fixed wireless, etc.)

**Vendor Scoring** (use additional worksheets if necessary)

**\$88,492.95 one time**

Fiber Link \$88,492.95 one time

**\$517,142.93 one time**

Verita \$517,142.93 one time

**\$134,250.49 one time**

Turnkey \$134,250.49 one time

**Vendor Selected:** Fiber Link  
**Approved By:** Ryan Miller  
**Title:** Director of Technology

**Bid Assessment Comments, if needed:**  
 Chose most cost effective provider.

**Notes:**  
 \* Percentage weights must add up to 100%. **Price must be weighted the heaviest.**  
 \*\* Evaluated on a scale of 1 to 5: 1=worst, 5=best.  
 \*\*\* Weight x Raw Score



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
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MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

March 26, 2025

CONDITIONAL GRANT AWARD NOTIFICATION

Mark Bielang  
Portage Public Schools  
8107 MUSTANG DR  
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State Superintendent

Enclosure

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# Funding Commitment Decision Letter

## Funding Year 2025

### Contact Information:

Janelle Morgan  
PORTAGE PUBLIC SCHOOLS  
8107 MUSTANG DRIVE  
PORTAGE, MI 49002  
[jmorgan@elitefund.com](mailto:jmorgan@elitefund.com)

**FCC Form 471:** 251036278

**BEN:** 131279

**Wave:** 34

**Application Nickname:** Portage PS 2025 Solution  
471

## Totals

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### Application Comments for FCC Form 471: #251036278

The applicant did not submit any RAL corrections.

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<b>FRN</b> 2599051380	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded
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<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$1,445,515.07
Total Pre-discount Charges		\$1,445,515.07	
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<b>Committed Amount</b>		<b>\$867,309.04</b>	

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<b>Contract Expiration Date</b>	6/30/2026
Contract Award Date	3/24/2025
Service Delivery Deadline	6/30/2026
Expiration Date (All Extensions)	

<b>Service Provider and Contract Information</b>	
Service Provider	Verita Telecommunications Corporation
SPIN (498ID)	143054113
Contract Number	
Account Number	
Establishing FCC Form 470	250022755

<b>Consultant Information</b>	
Consultant Name	
Consultant's Employer	Elite Fund Inc
CRN	16043589

**Funding Commitment Decision Comments**

MR1: Per FCC Order 14-189, to prevent warehousing of excess fiber capacity, applicants may only receive funding for special construction charges for a Self-provisioned network if it constructed and lit within the same funding year. If excess strands are being installed that will not be lit during the current FY and will remain dormant until lit for the

applicant's exclusive future use; the applicant must provide a cost allocation for the cost of the unlit strands. Per DA 20-455, excess strands may be installed to share with an ineligible entity that will pay its fair share of network costs, so long as the applicant submits written documentation with its funding request demonstrating the reasonableness of its allocation methods. The applicant provided the following cost allocation calculation \$800.00. During the Fiber Review, it was determined that the calculation should be \$800.00. Therefore, this FRN has been modified from \$1,446,315.07 to \$1,445,515.07 to account for the fiber strands that will not be lit during this FY or that will be used by an ineligible entity that will pay its fair share of network costs.

<b>FRN</b> 2599051398	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded
--------------------------	---	-------------------------

<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
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<b>Committed Amount</b>		<b>\$53,095.77</b>	

<b>Dates</b>	
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Contract Award Date	3/24/2025
Service Delivery Deadline	6/30/2026
Expiration Date (All Extensions)	

<b>Service Provider and Contract Information</b>	
Service Provider	Fiber link Inc
SPIN (498ID)	143049070
Contract Number	
Account Number	
Establishing FCC Form 470	250023729

<b>Consultant Information</b>	
Consultant Name	
Consultant's Employer	Elite Fund Inc
CRN	16043589

**Funding Commitment Decision Comments**

MR1: Approved as submitted.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – ORGANIZATIONAL MEETING /  
COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
JANUARY 12, 2026, 6:30 P.M.**

**Note Page**

**XI. Discussion Items**

3. Approve Program of Studies (OP 2210)

To: Johnny Edward, Superintendent, and the Board of Education

From: Dr. Tracy Speaker-Gerstheimer, Director of Systems and 9-12 Curriculum  
Dr. Mackenzie Sheahan, Director of Professional Learning and Y5-8 Curriculum

CC: Dr. Michael Pascoe, Assistant Superintendent of Curriculum and Instruction

Date: January 7, 2026

Re: 2026-2027 Programs of Study Recommendations

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### **Recommendation**

We recommend that the Board of Education approve the 2026-2027 Programs of Study for our Elementary, Middle, and High Schools. The programs of study are linked in their entirety, and a synopsis of the changes is listed below. All changes have been reviewed by the department or grade-level team leader and the CIA office.

### **Elementary Program Changes**

General updates were made to names, dates, roles, and the table of contents.

### **Middle School Program Changes**

General updates were made to names, dates, roles, and the table of contents.

The following course was added: Introduction to World Language.

The following middle school course name was changed: Math Plus 8 to Algebra 1.

The following course was deactivated and removed due to the integration of the activity into the general PE courses: Water Sports.

### **High School Program Changes**

General updates were made to names, dates, roles, and the table of contents.

The following courses were deactivated: Desktop Publishing, Webpage Design, Debate, IB Theatre SL, Latin, Dance Fitness, Cardio Fitness, Engineering Principles, and IB Biology SL.

The following new courses were added: Accounting/Finance 3, Advanced Marketing 3, IB English 1 SL, Statistics in Our Community, Robotics, Athletics.