

**PORTAGE PUBLIC SCHOOLS' BOARD OF EDUCATION
 COMMITTEE OF THE WHOLE WORK SESSION
 CENTRAL HIGH SCHOOL RM #1136, 8135 S. WESTNEDGE, PORTAGE, MI 49002
 MAY 4, 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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BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

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II. Revisions/Approval of Agenda

Recommended Motion:

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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III. Reports

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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VI. Consent Agenda

1. Approval of Minutes
 - a. April 13, 2026 Special Meeting & Regular Business Meeting

2. **Purchase of Interactive Flat Panels for LCE, TWL & WOD**

That the Board of Education approve the purchase of sixty-six Smart RX Interactive Flat Panels from Forte, Inc. for \$372,932.00 for Lake Center, 12th Street, and Woodland Elementary Schools. The funding will come from the 2025 Bond Fund (the third series from the 2021 vote).

3. **Lightspeed Mic Replacement**

That the Board of Education approve the purchase of Lightspeed Instructional Audio Systems from Lightspeed Technologies in the amount of \$149,240.00, the funds for which will come from the 2025 Bond Fund (the third series from the 2021 vote).

4. **NEOLA Policy Updates**

That the Board of Education approve the policy revisions, as presented for Policies 1410-Staff Ethics, 2370.01-Online/Blended Learning Program, 2417-Comprehensive School Health Education, 2418-Sex Education, 3120.09-Volunteers, 4120.09-Volunteers, 8120.09-Volunteers, 4210-Staff Ethics, 5336-Care of Students with Diabetes, 6325-Procurement, 8402-Emergency Operations, and 8655-Specialized Transportation for Students with IEPs.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**SPECIAL MEETING & REGULAR BUSINESS MEETING
APRIL 13, 2026**

SPECIAL MEETING

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, April 13, 2026, was called to order at 4:00 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

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

Board Trustees Absent: Emily Crawford

Executive Leadership Present: Johnny Edwards, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction; Russ Gerbers, Assistant Superintendent of Operations; Kelly Jensenius, Director of Elementary Education

Others Present: Core bond team representatives from TowerPinkster, Owen-Ames-Kimball, Plante Moran Realpoint

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments.

DISCUSSION ITEMS

Discussion focused on bond projects.

With no further business to come before the Board, the special meeting was adjourned at 5:48 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, April 13, 2026, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Russ Gerbers, Assistant Superintendent of Operations, presented photos showcasing the construction progress at the Woodland Elementary site.

A presentation was given on the progress of the new Amberly Elementary project. Mr. Doug Milburn, Project Manager for TowerPinkster reviewed the design progress, while Mr. Tom Stanek, Director of Kalamazoo Operations, Owen-Ames-Kimball Co. discussed the project budget and schedule.

The presenters addressed questions from Trustees.

COMMENTS OR COMMUNICATIONS

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

Kat Frink spoke about the many great things staff and students are doing throughout the district.

Ethan Winter, Micah Winter, and Sarah Winter each addressed the Board regarding removal of trees at the Amberly Elementary construction site.

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

Mrs. Novaria is looking forward to the upcoming IB award ceremonies.

President Van Antwerp reminded members of the Policy Committee of their April 24, 2026 meeting, and he informed the Board that graduation assignments will be coming out soon.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve minutes from the March 9, 2026 Policy Governance Retreat & Regular Business Meeting and the April 8, 2026 Special Meeting & Closed Session.

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

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.3 Ends

Superintendent Edwards reviewed highlights from his report.

Motion offered by Mrs. Novaria, seconded Mrs. Crawford, that the Board of Education accept Monitoring Report 1.3 Ends, as a reasonable interpretation and evidence of compliance with policy.

The motion carried unanimously.

Trustees remarked that 1.3 is difficult to measure.

REQUIRED ACTION ITEMS

Resolution Authorizing 2026 School Building and Site and Refunding Bonds

Ms. Paula Johnson, Director of Finance, reviewed the resolution.

Motion offered by Dr. Stevenson, seconded by Mr. Snyder, that the Board of Education approve the Resolution Authorizing 2026 School Building and Site and Refunding Bonds, as presented.

The motion carried unanimously.

ACTION ITEMS

New Administrator Appointments

Mr. Brad Galin, Director of Human Resources, reviewed the background and qualifications of the appointees.

Motion offered by Mrs. Rohwer, seconded by Mrs. Novaria, that the Board of Education approve the appointment of the following administrators for the Portage Public Schools for the 2026-27 school year – Tim Knox as Athletic Director for Portage Central High School and Jennifer Meisterheim as Director of Human Resources for Portage Public Schools.

The motion carried unanimously.

Teacher & Staff Appreciation Week Proclamation

Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, that the Board of Education approve the Teacher & Staff Appreciation Week Proclamation, as presented.

The proclamation was read aloud by Ms. Larson.

The motion carried unanimously.

Trustees expressed their appreciation for our teachers and staff.

Approve Revised Ends Policy 1.3

President Van Antwerp reviewed the proposed changes to the policy.

Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, that the Board of Education approve the revisions to Ends Policy 1.3, as presented.

The motion carried unanimously.

AMB Bond Project – Concrete Footings/Foundation Contract

Mr. Russ Gerbers detailed the recommendation.

Before taking action, the Board discussed the new school site and the many factors considered prior to construction, including efforts to preserve as many trees as possible. Trustees expressed appreciation for the discussion.

Motion offered by Mr. Snyder, seconded by Dr. Stevenson, that the Board of Education award a contract to Choice Concrete Construction in the amount of \$417,770.00 to construct the footings and foundation at the new Amberly Elementary, the funding for which will come from the 2026 bond fund (the fourth series from the 2021 vote).

The motion carried unanimously.

AMB Bond Project – Earthwork/Backfilling of Foundation Change Order

The recommendation was reviewed by Mr. Russ Gerbers.

Motion offered by Dr. Stevenson, seconded by Mrs. Novaria, that the Board of Education authorize Owen-Ames-Kimball Co. to issue a change order to Cripps Fontaine Excavating, Inc. in the amount of \$120,100.00 to add the excavation and backfilling of the foundation work at Amberly Elementary School, the funding for which will come from the 2026 bond fund (the fourth series from the 2021 vote).

The motion carried unanimously.

AMB Due Care Evaluation

Mr. Russ Gerbers went over this recommendation with the Board.

Motion offered by Mrs. Rohwer, seconded by Dr. Stevenson, that the Board of Education approve the contract for environmental soil and groundwater testing at Amberly Elementary with Triterra of Mattawan, MI for a total of \$163,473.00, which includes a 15 percent contingency. Funding will come from the 2026 bond fund (the fourth series from the 2021 vote).

The motion carried unanimously.

Approve LCE Easement Request

Mr. Russ Gerbers detailed the easement recommendation for the Board.

Motion offered by Ms. Larson, seconded by Mrs. Crawford, that the Board of Education approve the easements identified as Easement Nos. 50, 51, and 52 as presented, and authorize Russ Gerbers, Assistant Superintendent of Operations, to execute all pertinent documentation related to said easements on behalf of Portage Public Schools.

The motion carried unanimously.

DISCUSSION ITEMS

CHS & NHS Tennis Court Resurfacing

The recommendation was detailed by Mr. Russ Gerbers.

The Board opted to move this discussion item to action.

Motion offered by Mrs. Novaria, seconded by Ms. Larson, that the Board of Education move the CHS/NHS Tennis Court Resurfacing discussion item to action.

The motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by, Mrs. Rohwer, that the Board of Education authorize a contract in the amount of \$89,944.00 to Raquet Sports, Inc. from Comstock Park, MI for the resurfacing of the tennis courts at Central High School and Northern High School, the funding for which will be provided through the 2019 Building and Site Sinking Fund.

The motion carried unanimously.

Replacement of Doors/Locks at WMS

A review of the recommendation was provided by Mr. Russ Gerbers.

The Board opted to move this discussion item to action.

Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education move the WMS Doors/Locks discussion item to action.

The motion carried unanimously.

Motion offered by Mrs. Crawford, seconded by Mrs. Rohwer, that the Board of Education award a contract to Hall Builders, LLC in the amount of \$219,077.00 for the replacement of doors and locks at West Middle School, the funding for which will come from the 2024-25 31aa safety and security funds.

The motion carried unanimously.

Purchase of Interactive Flat Panels for LCE, TWL, & WOD

Dr. Ryan Miller, Director of Information & Technology Systems, went over the recommendation.

Lightspeed Mic Replacement for LCE & TWL

The recommendation was detailed by Dr. Ryan Miller.

NEOLA Policy Updates

Superintendent Edwards went over the policy updates with the Board.

With no further business to come before the Board, the meeting was adjourned at 8:24 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

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

**RESOLUTION AUTHORIZING
2026 SCHOOL BUILDING AND SITE AND REFUNDING BONDS
(UNLIMITED TAX GENERAL OBLIGATION)**

At a regular meeting of the Board of Education (the “Board”) of the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), held in the School District on April 13, 2026, at 6:30 p.m., prevailing Eastern Time.

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

ABSENT: Members None

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

WHEREAS, at a special election held in the School District on August 3, 2021, the qualified electors of the School District approved a proposal authorizing the issuance of bonds by the School District, to be issued in one or more series, in an aggregate amount of not to exceed \$175,725,000 (the “2021 Bond Proposal”) for the purpose of erecting and completing new school buildings, including buildings to replace existing elementary schools; acquiring, remodeling, equipping, reequipping, furnishing and refurbishing and constructing additions to buildings in the school district; acquiring school buses; acquiring and installing instructional technology, technology infrastructure and equipment in and connecting new and existing school district facilities; and acquiring, preparing, developing, and improving sites, including playfields, playgrounds, facilities and structures (the “Projects”); and WHEREAS, under the provisions of Section 6, Article IX of the Michigan Constitution of 1963, the tax levies for said bonds authorized pursuant to the 2021 Bond Proposal shall be without limitation as to rate or amount; and

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

WHEREAS, pursuant to the 2021 Bond Proposal, the School District previously issued its 2023 School Building and Site Bonds (Unlimited Tax General Obligation), dated June 22, 2023 (the “2023 Bonds”) in the principal amount of \$9,835,000, as the second series of bonds pursuant to the 2021 Bond Proposal; and

WHEREAS, pursuant to the 2021 Bond Proposal, the School District previously issued its 2025 School Building and Site Bonds (Unlimited Tax General Obligation), dated February 6, 2025 (the “2025 Bonds”) in the principal amount of \$43,380,000, as the third series of bonds pursuant to the 2021 Bond Proposal; and

WHEREAS, due to the prevailing market conditions at the time of the sale of the previous bonds issued pursuant to the 2021 Bond Proposal, the 2021 Bonds were issued with net original issue premium in the total amount of \$4,200,974, the 2023 Bonds were issued with net original issue premium in the total amount of \$163,593 and the 2025 Bonds were issued with net original issue discount in the total amount of \$4,028, all of which net original issue premiums/discounts are counted against the total \$175,725,000 authorization under the 2021 Bond Proposal; and

WHEREAS, the Board desires to authorize the issuance of the fourth and final series of bonds authorized pursuant to the 2021 Bond Proposal in the aggregate principal amount of not to exceed \$72,345,000 to pay a portion of the cost of the Projects and the costs of issuance associated with such bonds; and

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), permits the Board to refund all or part of the funded indebtedness of the School District; and

WHEREAS, the School District has previously issued its 2016 School Building and Site and Refunding Bonds (Unlimited Tax General Obligation), dated May 25, 2016 (the “Prior Bonds”); and

WHEREAS, the Board determines that it is in the best interest of the School District to currently refund all or a portion of the Prior Bonds maturing on or after November 1, 2026 (the “Refunded Bonds”); and

WHEREAS, because the source of payment will be the same, and to reduce the cost of issuance and administration, the Board determines that it makes practical and economic sense to combine the above referenced new money and refunding bond issues into a single series, to be issued in an aggregate principal amount of not to exceed \$158,845,000, while maintaining a separate capital projects fund for the Projects; and

WHEREAS, if market interest rates rise so that a refunding of the Prior Bonds becomes noneconomic or inefficient, the Board intends to maintain the option of authorizing only the issuance of bonds in the aggregate principal amount of not to exceed \$72,345,000, for the purpose of paying the costs of the Projects; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Issuance of Bonds. Bonds of the School District designated 2026 School Building and Site and Refunding Bonds (Unlimited Tax General Obligation) (the “Bonds”), are hereby authorized to be issued in one or more series, with such changes to the bond name, designation or suffix as may be appropriate for each series based on the type of bonds issued, in the aggregate principal amount of

not to exceed \$158,845,000, or such lesser amount as shall be determined by an Authorized Officer upon sale of the Bonds, for the purpose of financing a portion of the costs of the Projects, refunding the Refunded Bonds and paying the costs of issuing the Bonds.

The portion of the Bonds issued for purposes of financing the Projects and associated costs of issuance shall not exceed \$72,345,000, and the balance of the proceeds of the Bonds shall be used to refund the Refunded Bonds. In the event that the Authorized Officer, based on the advice of the Municipal Advisor (as defined below), determines that the net present value savings associated with the refinancing of the Refunded Bonds is not at least 2.00% of the principal of the Refunded Bonds, the School District may issue Bonds in the principal amount of not to exceed \$72,345,000 for the purpose of paying the cost of the Projects and associated costs of issuance only. In addition, if the Bonds are issued solely to pay the costs of the Projects and associated costs of issuance, (i) the Bonds shall be designated “2026 School Building and Site Bonds (Unlimited Tax General Obligation)”, with such changes to the bond name, designation or suffix as may be appropriate for each series based on the type of bonds issued; and (ii) appropriate changes shall be made to the form of bond set forth in Exhibit A, the name and purpose of the Project Fund and Debt Retirement Fund and the application of Bond proceeds.

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

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

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

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

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

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

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

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

4. Debt Retirement Fund. Unless the School District establishes a Common Debt Retirement Fund as provided by law for all issues of bonds of like character of the School District, the Treasurer shall open a special depository account for the Bonds with a bank to be designated as 2026 School Building and Site and Refunding Bonds Debt Retirement Fund (the “Debt Retirement Fund”). All proceeds from taxes levied for the payment of the principal of, interest on and redemption premium, if any, for the Bonds shall be deposited into the Debt Retirement Fund or the Common Debt Retirement Fund, if one is established. Once the Debt Retirement Fund is established, the moneys deposited in such fund shall be used solely for the purpose of paying the principal of, interest on and redemption premium, if any, for the Bonds. If the School District establishes a Common Debt Retirement Fund, the moneys deposited in that fund shall be used solely for the payment of the principal of and interest on the Bonds and other bonds of like character of the School District payable from the Common Debt Retirement Fund. The accrued interest, if any, received upon delivery of the Bonds shall also be deposited in the appropriate debt retirement fund. Taxes required to be levied to meet the principal and interest obligations and redemption premiums, if any, may be without limitation as to rate or amount, as provided by Article IX, Section 6 of the Michigan Constitution of 1963.

5. Capital Projects Fund. There shall be established by the Treasurer a special depository account, designated the 2026 School Building and Site and Refunding Bonds Capital Projects Fund (the “Capital Projects Fund”). The amounts specified by an Authorized Officer at the time of sale of the Bonds from the net proceeds of sale of the Bonds and from any net original issue premium shall be deposited to the Capital Projects Fund to be used solely and only to pay for the costs of the Projects, capitalized interest, if any, and the costs of issuance of the Bonds. Except for investment pending disbursement and as herein provided, the moneys in the Capital Projects Fund shall be used solely to pay the costs of the Projects and the costs of issuance of the Bonds as such costs become due and

payable and, as may be necessary, to rebate arbitrage earnings, if any, to the United States Department of Treasury as required by the Internal Revenue Code of 1986, as amended (the “Code”). Costs of issuance for the Bonds shall be deposited in a separate costs of issuance account established by the Treasurer designated 2026 School Building and Site and Refunding Bonds Cost of Issuance Fund (the “Cost of Issuance Fund”). Moneys remaining in the Cost of Issuance Fund after payment of all costs of issuance shall be allocated between the Capital Projects Fund and the Debt Retirement Fund for the Bonds in accordance with the advice of Bond Counsel (as defined below). Any net original issue premium received on sale and delivery of the Bonds shall be deposited in the appropriate fund consistent with State and federal law, and, consistent with federal tax law, may be used to pay capitalized interest on the Bonds or may be used to reduce the principal amount of the Bonds issued. Such net original issue premium received, if any, related to the new money portion of the Bonds shall be counted against the 2021 Bond Proposal authorization. Moneys remaining in the Capital Projects Fund after completion of the Projects and payment of the costs of issuance of the Bonds and payment of capitalized interest, if any, may be used first for any purpose permitted by the 2021 Bond Proposal, and second for any other purpose permitted by law, than shall be transferred to the Debt Retirement Fund.

6. Escrow Fund. The balance of the proceeds of the Bonds together with any moneys transferred by the School District at the time of sale of the Bonds from the debt retirement funds for the Prior Bonds and any other available funds of the School District, shall be held as cash or invested in direct obligations of or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing (the “Escrow Funds”) and used to pay principal and interest on the Refunded Bonds. The Escrow Fund shall be held by a bank or trust company, as trustee and escrow agent (the “Escrow Agent”), in trust pursuant to an Escrow Agreement (the “Escrow Agreement”) which shall irrevocably direct the Trustee to take all necessary steps to call for redemption that portion of the Prior Bonds specified by an Authorized Officer upon sale of the Bonds, including publication and mailing of redemption notices, on any date specified by an Authorized Officer on which the Prior Bonds may be called for redemption. The investments held in the Escrow Fund shall be such that the principal and interest payments received thereon will be sufficient, without reinvestment, to pay the principal of and interest on the Refunded Bonds as they become due pursuant to maturity or the call for redemption required by this paragraph, and an Authorized Officer is hereby authorized to select and retain on behalf of the School District an Escrow Agent to serve under the Escrow Agreement.

7. Unlimited Tax. Commencing with the fiscal year beginning July 1, 2026, it shall be the duty of the School District to levy a tax annually in an amount sufficient so that the estimated collections therefrom will be sufficient to pay promptly when due the principal of and interest becoming due on the Bonds, which tax levies shall not be subject to limitation as to rate or amount.

8. Negotiated Sale. The School District has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of Act 34, and based on the advice of the Municipal Advisor (as defined below) has determined that a negotiated sale of the Bonds provides the School District with greater flexibility in structuring bond maturities and the timing of the sale of the Bonds, and will enable the School District to better market the Bonds to the advantage of the School District and its taxpayers.

9. Retention of Underwriter and Execution of Bond Purchase Agreement. The School District hereby appoints Stifel, Nicolaus & Company, Incorporated as senior managing underwriter for the Bonds (the “Underwriter”). Each Authorized Officer is hereby authorized to appoint one or more co-managing underwriters, if recommended by the Municipal Advisor. Each Authorized Officer is further authorized to negotiate and award the sale of the Bonds to the Underwriter pursuant to a bond purchase agreement, subject to the parameters set forth in this Resolution. Each Authorized Officer is authorized to execute and deliver the bond purchase agreement on behalf of the School District without further approval of the Board, *provided that* the true interest cost on the Bonds shall not exceed 6.00% per annum, the net present value savings to be realized by the School District shall not be less than 2.00% of the amount of the projected debt service payable on the Refunded Bonds in the absence of the refunding based on Treasury guidelines, and the underwriter’s discount shall not exceed 1.00% of the principal amount of the Bonds.

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

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

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

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

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

14. Expenditures and Reimbursements. The School District may incur project expenditures prior to receipt of proceeds of the Bonds issued to finance the Projects and may advance

moneys from the general fund for that purpose to be reimbursed from proceeds of the Bonds when available. An Authorized Officer shall keep a specific record of all such expenditures.

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

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

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

(c) The maximum principal amount of debt expected to be issued for the Projects, including issuance costs, is \$72,345,000.

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

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

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

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

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

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

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

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

AYES: Crawford, Larson, Novaria, Rohwer, Snyder, Stevenson, Van Antwerp

NAYS: None

RESOLUTION DECLARED ADOPTED.



**TEACHER & STAFF APPRECIATION
WEEK PROCLAMATION**

WHEREAS, a strong and effective system of free public education for all children is essential to the success of our democracy at the national, state, and local levels; and

WHEREAS, a high-quality public school system contributes to the strength and vitality of the community; and

WHEREAS, the vision of Portage Public Schools - *We are inspired to be an exceptional community grounded in fostering strengths, growth, and lifelong learning. Every student. Every future.* - guides its mission; and

WHEREAS, the dedication of Portage Public Schools teachers and staff in inspiring students to achieve success academically, artistically, socially, and athletically is vital to realizing this vision; and

WHEREAS, educators and staff consistently go above and beyond in service to students, making a meaningful and lasting impact on their lives;

NOW, THEREFORE, be it resolved that the Board of Education of Portage Public Schools hereby proclaims May 4–8, 2026, as **Teacher & Staff Appreciation Week** in the Portage Public School District, and encourages all members of the community to recognize and thank educators for their ongoing commitment and contributions.

Adopted this 13th day of April 2026
Portage Public Schools' Board of Education

To: Johnny Edwards, Superintendent
From: Ryan Miller, Director of Information and Technology
CC: Paula Johnson, Director of Finance
Date: April 13, 2026
Re: Interactive Flat Panels for LCE, TWL, & WOD

RECOMMENDATION

I recommend that the Board of Education approve the purchase of sixty six Smart RX Interactive Flat Panels from Forte, Inc. in the amount of \$372,932 for Lake Center, 12th Street, and Woodland Elementary Schools. The funds for these Interactive Flat Panels will come from the 2025 bond fund (the third series from the 2021 vote).

BACKGROUND INFORMATION

This recommendation is to complete the outfitting of all classrooms at Lake Center, 12th Street, and Woodland elementary schools with a SmartBoard. Our first orders for each of these buildings were for the teachers that volunteered to be early adopters of using the SmartBoards in their classrooms to help ensure a more seamless adoption as they work toward using the new technology throughout their buildings starting in the Fall of 2026.

Our plan is to schedule the deliveries of the SmartBoards to each building during specific timelines this summer so that our team can assemble and deploy the devices and have them ready well before school starts.

The design process and focus on classroom technology in our new elementary schools opened up the possibility to consider Interactive Flat Panels (IFPs) for the common areas in our new buildings, but has also helped us realize the potential of utilizing IFPs as the primary classroom technology device at the elementary level throughout the district. We believe that IFPs are the best fit and path forward for our new elementary schools, as well as our existing schools that are due for classroom technology updates.

IFPs provide a future-ready instructional tool that enhances collaboration, supports differentiated instruction, and integrates seamlessly with our current educational technology platforms. These devices deliver clear, vibrant visuals in any lighting condition and require minimal upkeep. Compared to standard TVs, IFPs offer touch interactivity, integrated educational software, and greater classroom utility beyond passive viewing.

BIDDING PROCESS

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

Enclosure

Quote



Reference Number: 1438901
Date: April 07, 2026

Portage Public Schools -- 75" & 86" SMART RX panels (qty = 64 + 2)

REMC QUOTE

Prepared By: Ben Kevern
Phone:
Email: ben.kevern@ourforte.com

FORTÉ
48679 Alpha Drive, Suite 140, Wixom, MI 48393
Phone: (469)359-4081
Fax: (248)957-6151

COMPANY

Portage Public Schools
8107 Mustang Drive
Portage, MI 49002

Contact: Ryan Miller
Phone: (269) 323-5100
Email: rlmiller@portageps.org
Account Number: PPS0014

PROJECT SITE

Portage Public Schools
8107 Mustang Drive
Portage, MI 49002

Contact: Ryan Miller
Phone: (269) 323-5100
Email: rlmiller@portageps.org
Account Number: PPS0014

INVOICE TO

Portage Public Schools
8107 Mustang Drive
Portage, MI 49002

Contact: Ryan Miller
Phone: (269) 323-5100
Email: rlmiller@portageps.org
Account Number: PPS0014

PRODUCTS AND SERVICES SUMMARY

Equipment	\$372,482.00
Integration	\$0.00
PRO Support	\$0.00
Lift Gate Delivery (3 drop sites)	\$450.00
Tax	\$0.00
Grand Total	\$372,932.00

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event FORTÉ must pursue collection of unpaid invoices, Customer agrees to pay all of FORTÉ's costs of collection, including its attorneys' fees.

PRODUCTS AND SERVICES DETAIL

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
FSE-510-W	SMART	SMART Electric Height Adjustable Floor Stand, FSE-510-W, UL Listed, White	64	\$1,149.00	\$73,536.00
ED-SW-5	SMART	SMART Learning Suite, 5 year subscription	66	\$150.00	\$9,900.00
WM-SBID-200	SMART	SMART Wall Mount for MX-V2, 7000, 6000 and GX series	2	\$49.00	\$98.00
SMART Board RX275 Interactive Display bundle					
RX275	SMART	SMART Board RX075 series interactive display with iQ	64	\$4,035.00	\$258,240.00
SRM-5	SMART	SMART Remote Management - 5 year subscription	64	\$29.00	\$1,856.00
EOW4-SBID-75-7Y	SMART	4 Year Assure warranty extension with RM for SMART Board 75" interactive display - Years 4 to 7	64	\$274.00	\$17,536.00
SMART Board RX286 Interactive Display bundle					
RX286	SMART	SMART Board RX086 series interactive display with iQ	2	\$5,289.00	\$10,578.00

SRM-5	SMART	SMART Remote Management - 5 year subscription	2	\$29.00	\$58.00
EOW4-SBID-86-7Y	SMART	4 Year Assure warranty extension with RM for SMART Board 86" interactive display - Years 4 to 7	2	\$340.00	\$680.00
Sub-Total: Lift Gate Delivery (3 drop sites)					\$450.00
<u>Total:</u>					<u>\$372,932.00</u>

To: Johnny Edwards, Superintendent
 From: Ryan Miller, Director of Information and Technology
 CC: Paula Johnson, Director of Finance
 Date: April 13, 2026
 Re: Lightspeed Mics & Media Links for LCE & TWL

RECOMMENDATION

I recommend that the Board of Education approve the purchase of Lightspeed Instructional Audio Systems from Lightspeed Technologies in the amount of \$149,240. The funds for these devices will come from the 2025 bond fund (the third series from the 2021 vote).

School	# of Lightspeed Systems	Cost
Lake Center Elementary	35	\$78,120
12th Street Elementary	35	\$78,120
Recycling Discount	\$100 / per device * 70 devices	-\$7,000
	Total	\$149,240

BACKGROUND INFORMATION

Lake Center and 12th Street Elementaries are each due for a classroom technology refresh. In addition to SmartBoards, we will be equipping these classrooms with Lightspeed Instructional Audio systems - which include teacher microphones that feature voice amplification, internal calling features, and emergency alerting capabilities.

The attached quote shows the price for the total number of these systems, but the devices will be divided equally between the two schools. The quote also reflects credits for the harvesting and return of our current Lightspeed Microphones in use at these buildings.

BIDDING PROCESS

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

QUOTATION



Lightspeed Technologies, Inc.

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

Quote # Q-78408
 Date: 4/7/2026
 Expires: 6/6/2026
 Payment Terms: Net 30
 Shipping Method: Best Way
 Account Executive: David Buist

BILL TO:

ACCOUNTS PAYABLE
 PORTAGE PSD
 8107 MUSTANG DR
 PORTAGE, MI 49002-5433
 UNITED STATES

SHIP TO:

PORTAGE PSD
 8107 MUSTANG DR
 PORTAGE, MI 49002-5577
 UNITED STATES


ITEM	CATALOG #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
C25-C-M	262121	Networked Instructional Audio system with web console software, power supply, 1 Clearmike microphone with battery pack, Media Connector, and NO speakers.	70	\$2,232.00	\$156,240.00
TRADE-IN CREDIT	242207	QUALIFIED TRADE-IN CREDIT	70	\$-100.00	\$-7,000.00
SUBTOTAL:					\$149,240.00
SALES TAX:					\$0.00
SHIPPING & HANDLING:					\$0.00
TOTAL DUE:					\$149,240.00

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

Warranty on Lightspeed instructional audio systems have a 5-year limited warranty on primary components including amplifier, charging station, speakers and microphones. Warranty on microphones and components that support discontinued systems including SMA, FMA, FMCA is 1-year. Warranty on Lightspeed NiMH and Li-Ion rechargeable batteries is 1 year.

Bid REMC #2026 pricing was quoted. Please note: shipping and handling charges are included with bid pricing.

Johnny Edwards
Superintendent
Phone: 269.323.5182
jedwards@portageps.org

To: Board of Education
From: Johnny Edwards 
Date: April 8, 2026
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. The policies referenced below are enclosed for your review.

POLICY UPDATES

Policy 1410 – Staff Ethics

This new policy is provided at the request of NEOLA clients to establish the overall expectation of ethical behavior of all district staff.

Specifically, the intent of Policy 1410 - Staff Ethics is to ensure an effective educational program by establishing high standards of integrity, ideals, and professional conduct for all administrators. The policy outlines key ethical responsibilities across five (5) areas: the profession itself, professional competence, relationships with students, engagement with the school community, and the responsible use of technology. Ultimately, this framework is designed to promote the well-being of students and the district community while upholding the highest levels of professional and ethical practice, including an explicit prohibition on inappropriate staff-student relationships.

This policy is consistent with Policy 3210 - Staff Ethics and Policy 4210 - Staff Ethics. This adoption should be considered to maintain consistent expectations for all employees.

Policy 2370.01 – Online/Blended Learning Program

The policy establishes an Online/Blended Learning Program to offer eligible students the option of participating in courses that use online or distance education technology. Its primary purpose is to make instruction available to students in both traditional and nontraditional classroom settings, including courses where the student and teacher may be separated by time or location.

This policy has been revised to reflect the latest provisions in the School Aid Act regarding Online/Blended Learning Programs (Section 21f). The Act eliminated the provision for a district to provide online instruction for not more than fifteen (15) days per school year.

This revision should be adopted to reflect current provisions of state law.

Policy 2417 – Comprehensive School Health Education

Policy 2417 provides a comprehensive health education program to help students become "health literate" and develop the knowledge and skills necessary to make healthy choices and avoid damaging behaviors. The Board must comply with state law by adopting and implementing a research- and evidence-based, medically accurate, and developmentally appropriate curriculum. This program is extensive, covering Pre-K through grade twelve with a goal of at least fifty (50) hours of instruction per grade, focusing on critical health behaviors, social-emotional skills, and utilizing a collaborative approach with families.

This policy has been revised to expand the program's scope by explicitly addressing self-efficacy, a broader range of social-emotional skills, and the use of valid and reliable health information, and also introduces mandates for safe, trauma-responsive, inclusive, and culturally responsive learning environments. Key additions include a new focus on incorporating personal safety skills and the prevention of child sexual abuse, alongside more detailed guidance for implementation, such as specific teacher endorsements and the provision for parental opt-out from sex education.

This revision should be adopted to reflect best practice and current provisions of state law.

Policy 2418 – Sex Education

Policy 2418 is in accordance with Michigan statute, which authorizes Boards of Education to provide elective instruction in sex education, covering topics such as human sexuality, consent, and the prevention of STIs. The policy requires the instruction to be medically accurate, developmentally appropriate, and stress abstinence as the only 100% effective prevention method. Furthermore, it mandates advance parental notification and the right for a student to be excused from the course without penalty or loss of academic credit.

The scope of instruction includes topics such as gender identity, sexual orientation, and consent education, while also structuring the curriculum into detailed content areas appropriate for specific grade spans (3-5, 6-8, 9-12). Additionally, the policy provides a position on abstinence, stating it is the only 100% effective protection, and includes requirements for secondary-level teacher endorsements, aligning with the Michigan Health Education Standard Guidelines and the Elliott-Larsen Civil Rights Act.

This policy should be adopted to reflect best practice and current provisions of state law.

Policies 3120.09/4120.09/8120.09 – Volunteers Rescind for Replacement by Policy 8120.09 - Volunteers

The purpose of the volunteer policies is to enhance District programs and activities by strategically utilizing community volunteers who possess helpful knowledge or skills, with the Superintendent responsible for their appropriate recruitment and placement. A critical component of the policy is ensuring student and staff safety by mandating criminal history and registry checks for all volunteers, especially those who work with or have access to students. Additionally, the policy requires the

Superintendent to inform volunteers of their obligation to follow District policies and the understanding that the District provides liability coverage but no health insurance for injuries sustained during their service.

Policies 3120.09 and 4120.09 have both been deleted and replaced by one new policy (8120.09). Much of the content remains the same. The change to a different series recognizes that volunteers are not considered employees of the district, but rather function more to support general district operations. School districts should keep in mind that this policy governs unpaid volunteers. Teaching and nonteaching employees who receive supplemental contracts/stipends to supervise extracurricular activities are covered by other policies.

Policy 4210 – Staff Ethics

As described above in Policy 1410 - Staff Ethics, this new parallel policy is provided at the request of NEOLA clients to establish the overall expectation of ethical behavior of all district staff. This policy is consistent with Policy 1410 - Staff Ethics and Policy 3210 - Staff Ethics.

This adoption should be considered to maintain consistent expectations for all employees.

Policy 5336 – Care of Students with Diabetes

The intent of this new policy is to provide clear guidance so that all diabetic students receive required, physician-ordered care at school, including blood glucose/ketone checks, insulin/glucagon administration, and oral medication. It allows trained staff to administer medication, permits authorized student self-care, and requires informing parents about potential Section 504 Plan eligibility. This new policy is offered in response to client requests for authorization for the use of glucagon and for more guidance regarding the care of students with diabetes.

This policy is highly recommended, but not required.

Policy 6325 – Procurement

The primary intent of Policy 6325 is to ensure that all procurement of supplies, materials, equipment, and services paid for with Federal funds or District matching funds complies with all applicable Federal, State, and local statutes and regulations, as well as the terms of the Federal grant. It mandates that procurement transactions must be conducted with full and open competition, sound business judgment, and includes requirements for a contract administration system that incorporates affirmative steps for various small and minority business enterprises.

This policy is revised to reflect revised threshold amounts for micro-purchases, small purchases, and price analysis requirement threshold. Revisions to this policy should be adopted to be consistent with Federal regulations.

This revised policy should be adopted to maintain accurate policies.

Policy 8402 – Emergency Operations

This policy has been revised to reflect the requirement in S.B. 495 (Public Act 1 - 2026) to include a protocol for when and how pupils are permitted to use wireless communications devices during an emergency.

Revisions to this policy should be adopted to reflect current provisions of state law.

Policy 8655 – Specialized Transportation for Students with IEPs

The intent of this new policy is to ensure that students with an Individualized Education Program ("IEP") receive specialized transportation as a related service when it is necessary for them to access a Free Appropriate Public Education ("FAPE") in the Least Restrictive Environment ("LRE"). The IEP Team is responsible for determining the need for specialized transportation based on the student's individual needs, considering all options to keep the student with their peers, and without cost being a factor in the determination.

This new policy is recommended but not required for adoption.

Book	Policy Manual
Section	APPROVED POLICIES MAY 2026
Title	Vol. 40, No. 2 - February 2026 New STAFF ETHICS
Code	po1410
Status	

1410 - **STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all administrators to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. Responsibility to the Profession

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address, and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

B. Responsibility to Professional Competence

1. demonstrate commitment to high standards of practice;
2. demonstrate responsible use of data, materials, research, and assessment;
3. act in the best interest of all students;

C. Responsibility to Students

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

D. Responsibility to the School Community

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;
3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. understand the problematic nature of dual or multiple relationships;

E. Responsible and Ethical Use of Technology

1. use technology in a responsible manner;

2. ensure student safety and well-being when using technology;
 3. maintain confidentiality in the use of technology;
 4. promote the appropriate use of technology in educational settings;
- F. ~~(→)~~ recognize basic dignities of all individuals with whom they interact in the performance of duties;
- G. ~~(→)~~ represent accurately their qualifications;
- H. ~~(→)~~ exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- I. ~~(→)~~ seek and apply the knowledge and skills appropriate to assigned responsibilities;
- J. ~~(→)~~ keep in confidence legally-confidential information as they may secure;
- K. ~~(→)~~ ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- L. ~~(→)~~ avoid accepting anything of value offered by another for the purpose of influencing judgment;
- M. ~~(→)~~ refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen.

~~[END OF OPTIONS]~~

In keeping with the ethical responsibilities of administrators, the Board prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of the student's age. District staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal M.C.L. 750.520b, 750.520c, 750.520d, 750.520e
Michigan Code of Educational Ethics

Book	Policy Manual
Section	APPROVED POLICIES MAY 2026
Title	ON-LINE/BLENDED LEARNING PROGRAM
Code	po2370.01
Status	
Adopted	September 14, 2015
Last Revised	May 4, 2026

2370.01 - ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** — A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in **grades K-12**.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
 - b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades **5-12** are eligible to enroll in an On-Line Learning course. ~~Students in grades K-4 are only eligible to participate in Blended Learning Courses.~~

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during ~~or after~~ the school day and during summer school enrollment. The District will provide at least one of the following:

- a. On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - b. Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - c. Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).
 3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:
 - a. The District has determined that it is in the best interest of the student.
 - b. The student agrees with the recommendation of the District.

~~The District will provide two (2) or fewer courses per semester in Grades K-4 and one (1) or more courses per semester in Grades 5-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.~~

4. The District will provide one (1) or more courses per semester in grades 9-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.
5. An eligible student may enroll in an on-line course published in the ~~District on-line course syllabus, as described in section 8 below, or the~~ statewide catalog of on-line courses maintained by the Michigan Virtual University.
6. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:
 - a. The student is enrolled in any of grades K to five (5).
 - b. The student has previously gained the credits provided from the completion of the on-line course.
 - c. The on-line course is not capable of generating academic credit.
 - d. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
 - e. The student ~~has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content, does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.~~
 - f. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.
 - h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.
 - i. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the ~~KRESA~~ principal. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The KRESA principal shall respond to the appeal within five (5) days after it is received. If the KRESA principal determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.

7. An on-line learning student shall have the same rights and access to technology in his/her the student's District's school facilities as all other students enrolled in that District.
8. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.
9. The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full- time equivalent student under this act.

E. Nonresident Applicants

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

F. Requirements Specific to On-Line Learning Courses

To offer an on-line course, the District must:

1. provide the Michigan virtual university with the course syllabus in a form and method prescribed by the Michigan virtual university for inclusion in a statewide on-line course catalog;
2. provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on- line courses maintained by the Michigan virtual university;
3. assign to each student a teacher of record;
4. offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. On-line Course Syllabus

The District must publish an on-line course syllabus for each on-line course offered. The on-line course syllabus must include:

1. State academic standards addressed in an on-line course;
2. on-line course content outline;
3. on-line course required assessments;
4. on-line course prerequisites;
5. expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications;
6. academic support available to the on-line learning student;
7. on-line course learning outcomes and objectives;

8. name of the institution or organization providing the on-line ~~content; instructor;~~
9. ~~name of the institution or organization providing the teacher of record.~~
10. ~~number of eligible nonresident students that will be accepted by the District in the on-line course;~~
11. ~~results of the on-line course quality review using the guidelines and model review process published by the Michigan virtual university.~~

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Legal

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f

Book	Policy Manual
Section	APPROVED POLICIES MAY 2026
Title	Vol. 40, No. 2 - February 2026 Revised COMPREHENSIVE SCHOOL HEALTH EDUCATION
Code	po2417
Status	
Adopted	May 4, 2026

2417 - COMPREHENSIVE SCHOOL HEALTH EDUCATION

~~[NOTE: This policy is provided to address Best Practice Incentive for Fiscal Year 2012-13.]~~

The Board shall provide a comprehensive health education program that addresses the essential knowledge and skills that help students to become "health literate," ~~develop self-efficacy in health-related skills and knowledge, make~~ making the healthiest choices available, and ~~avoid~~ avoiding those behaviors that can cause damage to their health and well-being.

The Board shall comply with current state law in implementing comprehensive health education programs. In doing so, the Board shall adopt, implement, and evaluate a ~~research and evidence based comprehensive health education program that is effective, medically accurate, and developmentally appropriate~~ research-based, theory-driven comprehensive education program.

The District's comprehensive health education program shall strive to:

- A. provide ~~quality~~ at least fifty (50) hours of health education instruction at every grade ~~level, from~~ Pre-kindergarten through grade twelve (12), ~~facilitated by qualified, properly endorsed educators in partnership with families~~ to give all students sufficient time to learn health skills and habits for a lifetime;
- B. ~~align instruction with~~ help students master the Michigan Health Education ~~Standards Guidelines~~ Content Standards and Benchmarks;
- C. focus on helping young people develop and practice personal, ~~social, and emotional competencies~~ and social skills, such as communication and decision-making, in order to deal effectively with health-risk situations;
- D. use active, participatory instructional strategies ~~within safe and supportive learning environments consistent with State guidelines~~ to engage all students;
- E. address social and media influences on student behaviors and help students identify healthy alternatives to specific high-risk behaviors;
- F. emphasize critical knowledge and skills that students need in order to obtain, understand, and use ~~valid and reliable health information, products, services, and resources~~ basic health information and services in ways that enhance healthy living, including skills for research, reasoning, critical thinking, and problem solving;
- G. focus on behaviors that have the greatest effect on health, especially those related to nutrition; physical activity; violence and injury; alcohol and other drug use; tobacco use; ~~mental and emotional health; healthy relationships; and sexual behaviors that may increase the risk of HIV/AIDS, sexually transmitted infections~~ and sexual behaviors that lead to HIV, sexually transmitted disease, or unintended pregnancy, emphasizing ~~both~~ their short-term and long-term consequences and strategies for prevention, including abstinence;
- H. build functional knowledge and skills, from year to year, that are developmentally appropriate, ~~trauma-responsive, inclusive, and culturally responsive;~~ and

- I. include medically accurate and up-to-date information, and be appropriate to students' developmental levels, personal behaviors, and cultural backgrounds; and-
- J. incorporate personal safety skills, maintaining personal boundaries.

Assessment

Student work in health education courses may be regularly assessed and the District may determine how course grades factor into shall be regularly assessed and graded using performance based items that are aligned with the health education content standards. Course grades shall be determined in the same manner as other subject areas and shall be included in calculations of grade point average, class rank, and academic recognition programs.

Collaborative Approach

Collaborative and integrative approaches shall be used in the teaching of health education. The health education program is one component of a coordinated school health program and shall be coordinated with other school health initiatives. If the District includes sex education as part of its comprehensive health education program, a sex education advisory board shall be established in accordance with M.C.L. 380.1507. In fostering a collaborative approach with the school, parents shall have the right to opt their child out of sex education instruction without penalty or loss of academic credit.

Health topics shall be integrated into the instruction of other subjects, with the assistance of school health education professionals, in order to complement the health education program.

The District will collaborate with community organizations to provide student learning opportunities in both the classroom and the community. Participation in community opportunities for service learning related to health and utilization of community resources as a part of classroom instruction shall be in accordance with policies of the Board and relevant to course objectives.

The District shall partner with parents/guardians and families, who are recognized as the first and primary health educators of their children, in order to provide consistent messages regarding health behavior. Health education programs shall be consistent with school and community standards that support positive parent/child communications and guidance.

Implementation

The Board shall employ highly-qualified teachers of health education with the appropriate endorsements and credentials. Such teachers shall possess the necessary qualifications, skills, and training as specified by Michigan law and the Michigan Department of Education. Such qualifications for teachers to provide instruction in health education include the appropriate endorsement as specified by the Michigan Department of Education. To provide instruction in sex education, teachers must meet the qualification requirements of M.C.L. 380.1507(5) essential to perform their duties well, and shall serve as positive role models by demonstrating healthy behaviors.

Teachers shall have received quality professional development in health education through their pre-service preparation or through in-service training.

In order to teach health in secondary health courses, a teacher must have an endorsement in health or family and consumer sciences on their secondary level teaching certificate.

The Board supports ongoing professional development activities specifically related to health education, including practice using strategies designed to positively influence students' health behaviors and attitudes.

The Board shall evaluate its policies and implementation of District efforts that promote health literacy and healthy behaviors among all students. The District shall utilize available funds effectively in providing health education services and shall work with local partners in pursuit of additional resources to provide comprehensive school health education programming, professional development, and classroom materials.

M.C.L. 380.1502, 380.1169, 380.1170, 380.1507

Michigan State Board of Education Policy on Comprehensive School Health Education
Michigan Health Education Standards Guidelines (2025)

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Legal

M.C.L. 380.1502, 380.1169, 380.1170, 380.1507

Michigan State Board of Education Policy on Comprehensive School Health Education
Michigan Health Education Standards Guidelines (2025)

Book	Policy Manual
Section	APPROVED POLICIES MAY 2026
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2418 - SEX EDUCATION

In accordance with Michigan statute and the Michigan Health Education Standard Guidelines, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, gender identity, gender expression, sexual orientation, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health, consent education, and the recognition, prevention, and treatment of sexually transmitted infections ("STIs"), including HIV/AIDS diseases.

The instruction described in this policy shall emphasize stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy, sexually transmitted infections, and HIV. Instruction shall also articulate the benefits of abstinence, postponing sexual activity, and setting personal limits based on individual beliefs and values ~~a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted diseases and is a positive lifestyle for unmarried young people.~~

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of the parent's/guardian's right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. Material and instruction in a sex education curriculum shall be developmentally appropriate, age-appropriate, medically accurate ~~age appropriate, not medically inaccurate~~, and shall comply with the statutory requirements of M.C.L. 380.1507b and align with the Michigan Health Education Standard Guidelines.

Instruction shall be organized around grade spans (3-5, 6-8, 9-12) and shall address content areas appropriate to each span as detailed in AG 2418 and aligned with the Michigan Health Education Standard Guidelines.

If a district chooses to include sex education as part of its comprehensive health education program, the district shall ~~The Board~~ shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least one-half (1/2) of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by the District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of ~~sexual activity~~sex, pregnancy, and sexually transmitted ~~infections~~diseases. ~~Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.~~
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends including, but not limited to, teenage pregnancy rates, ~~STI~~sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and ~~STI~~sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

~~Teachers providing instruction at the secondary level (Grades 6-12) must hold appropriate endorsements as specified by Michigan statute and the Michigan Department of Education. Instruction in health and sex education shall comply with the Elliott-Larsen Civil Rights Act and all applicable laws, including parent opt-out provisions. Each person who provides instruction to K to twelve (12) students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and Michigan Department of Health and Human Services (MDHHS).~~

No person shall dispense or otherwise distribute, in a District school or on District school property, a family planning drug or device.

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

M.C.L. 380.1169, ~~380.1170, 380.1310b~~, 380.1507, ~~380.1507a~~, 380.1507b
Act 453 of 1976, as amended by Public Act 6 of 2023 (Elliott-Larsen Civil Rights Act)

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Legal M.C.L. 380.1169, 380.1170, 380.1310b, 380.1507, 380.1507a, 380.1507b
Act 453 of 1976 as amended by Public Act 6 of 2023 (Elliott-Larsen Civil Rights Act)

Book Policy Manual
 Section APPROVED POLICIES MAY 2026
 Title VOLUNTEERS
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~~3120.09~~ **VOLUNTEERS**

~~The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.~~

~~The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.~~

~~Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.~~

~~The Superintendent is to inform each volunteer that s/he:~~

- ~~A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;~~
- ~~B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;~~
- ~~C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.~~

~~The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.~~

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Book	Policy Manual
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~~4120.09~~ **VOLUNTEERS**

~~The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.~~

~~The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.~~

~~Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS), prior to being allowed to participate in any activity or program.~~

~~The Superintendent is to inform each volunteer that s/he:~~

- ~~A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;~~
- ~~B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;~~
- ~~C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.~~

~~The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.~~

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Book	Policy Manual
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8120.093120.09 - VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. ~~The District~~ He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Volunteers for Athletic Activities

~~Volunteers who direct, supervise, or coach a student activity program that involves athletics, routine or regular physical activity, or activities with health and safety considerations may be required to complete a sudden cardiac arrest training course. The qualifications may also include completion of a student mental health training course. The mental health training course may be combined with or part of another training course.~~

~~These volunteers will submit to a background check and take courses as may be required by the Michigan Department of Education ("MDE") and/or the Michigan High School Athletic Association ("MHSAA").~~

General Requirements

~~[] Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check prior to being allowed to participate in any activity or program.~~

~~[] Any volunteer who works with or has access to students shall submit to a criminal history records check prior to being allowed to participate in any activity or program.~~

~~[] Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry ("SOR") list, the Internet Criminal History Access Tool ("ICHAT") criminal history records check, and the Offender Tracking Information System ("OTIS") prior to being allowed to participate in any activity or program.~~

~~[] Any volunteer who works with or has access to students shall be screened through the Internet sites for the Sex Offenders Registry ("SOR") list, the Internet Criminal History Access Tool ("ICHAT") criminal history records check, and the Offender Tracking Information System ("OTIS") prior to being allowed to participate in any activity or program.~~

The Superintendent is to inform each volunteer that ~~they~~he:

- A. ~~are required~~ shall agree to abide by all Board policies and District guidelines while on duty as a volunteer ~~(including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which they are exposed except as authorized by law)~~ including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;

- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of ~~their~~his/her volunteer services;
- D. ~~()~~ may not accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of their official duties as a volunteer on behalf of the Board.
[END OF OPTION]

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that ~~The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.~~

[CHOOSE OPTION #1 OR #2]

[] [OPTION #1]

~~they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at () the Board's [OR] () the volunteer's [END OF OPTION] expense.~~

[] [OPTION #2]

~~they will have to provide a set of fingerprints so that a criminal records check can be conducted () at the Board's expense () and that they will have to pay the costs associated with the criminal records check [END OF OPTION] either before they can begin their duties or as a condition of continued service as a volunteer at the discretion of the Board.~~

[END OF OPTIONS]

~~If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below the volunteer will be informed either that the Board is no longer interested in maintaining their volunteer service or that the volunteer will be assigned to duties for which they will not work unsupervised with children.~~

~~The Superintendent shall inform each volunteer of the District's appreciation for their time and efforts in assisting in the operation of the schools and for their understanding with regard to the need for all volunteers to be subject to a possible criminal records check.~~

Offenses

~~No person is to be accepted or maintained as a volunteer if they have been convicted of any of the following offenses:~~

- ~~A. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter~~
- ~~B. felonious assault, aggravated assault, assault~~
- ~~C. failing to provide for a functionally impaired person~~
- ~~D. aggravated menacing~~
- ~~E. patient abuse or neglect~~
- ~~F. kidnapping, abduction, child stealing, criminal child enticement~~
- ~~G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of a minor in nudity oriented material or performance~~
- ~~H. aggravated robbery, robbery~~
- ~~I. aggravated burglary, burglary~~
- ~~J. abortion without informed consent~~

- K. ~~endangering children~~
- L. ~~contributing to the delinquency of children~~
- M. ~~domestic violence~~
- N. ~~carrying concealed weapons, having weapons while under disability, improperly discharging a firearm at or into a habitation or school~~
- O. ~~corrupting another with drugs~~
- P. ~~trafficking in drugs~~
- Q. ~~illegal manufacture of drugs or cultivation of marijuana~~
- R. ~~funding of drug or marijuana trafficking~~
- S. ~~illegal administration or distribution of anabolic steroids~~
- T. ~~drug possession offenses (that are not a minor drug possession offense)~~
- U. ~~placing harmful objects in or adulterating food or confection~~
- V. ~~(-) a felony~~
- W. ~~(-) an offense of violence~~

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Book	Policy Manual
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Title	Vol. 40, No. 2 - February 2026 New STAFF ETHICS
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4210 - **STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all support staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. Responsibility to the Profession

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address, and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

B. Responsibility to Professional Competence

1. demonstrate commitment to high standards of practice;
2. demonstrate responsible use of data, materials, research, and assessment;
3. act in the best interest of all students;

C. Responsibility to Students

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

D. Responsibility to the School Community

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;
3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. understand the problematic nature of dual or multiple relationships;

E. Responsible and Ethical Use of Technology

1. use technology in a responsible manner;
 2. ensure student safety and well-being when using technology;
 3. maintain confidentiality in the use of technology;
 4. promote the appropriate use of technology in educational settings;
- F. (↔) recognize basic dignities of all individuals with whom they interact in the performance of duties;
- G. (↔) represent accurately their qualifications;
- H. (↔) exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- I. (↔) seek and apply the knowledge and skills appropriate to assigned responsibilities;
- J. (↔) keep in confidence legally-confidential information as they may secure;
- K. (↔) ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- L. (↔) avoid accepting anything of value offered by another for the purpose of influencing judgment;
- M. (↔) refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen.

[END OF OPTIONS]

In keeping with the ethical responsibilities of the support staff, the Board prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of the student's age. District staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal M.C.L. 750.520b, 750.520c, 750.520d, 750.520e
Michigan Code of Educational Ethics

Book Policy Manual

Section APPROVED POLICIES MAY 2026

Title Vol. 40, No. 2 - February 2026 New CARE OF STUDENTS WITH DIABETES

Code po5336

Status

New Policy – Vol. 40, No. 2

5336 - CARE OF STUDENTS WITH DIABETES

The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner.

The diabetes care to be provided includes any of the following:

- A. checking and recording blood glucose levels and ketone levels, or assisting the student with checking and recording these levels;
- B. responding to blood glucose levels that are outside of the student's target range;
- C. in the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- D. administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. providing oral diabetes medications;
- F. understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's treating practitioner's order;
- G. following the treating practitioner's instructions regarding meals, snacks, and physical activity; and
- H. administering diabetes medication, as long as the conditions described below are satisfied.

Within fourteen (14) days after the **District Board** receives an order signed by the student's treating practitioner, the **District Board** will inform the student's parent, guardian, or other person having care or charge of the student that the student may be entitled to a Section 504 Plan **or Health Plan** regarding the student's diabetes.

[DRAFTING NOTE: SELECT OPTION #1 or #2]

[] [BEGIN OPTION #1]

With regard to the administration of diabetes medication:

- A. The diabetes medication may be administered by a ~~school nurse, or in the absence of a school nurse, such medication can be administered by a~~ school employee who is trained in diabetes care. Such training must address the following issues:
 1. recognizing the symptoms of hypoglycemia and hyperglycemia;
 2. the appropriate treatment for a student who exhibits the symptoms of hypoglycemia or hyperglycemia;
 3. recognizing situations that require the provision of emergency medical assistance to a student;
 4. understanding the appropriate treatment for a ~~student~~ student, based on an order issued by the student's treating practitioner, if the student's blood glucose level is not within the target range indicated by the order;

5. understanding the instructions in an order issued by a student’s treating practitioner concerning necessary medications;
6. performing blood glucose and ketone tests for a student in accordance with the student’s treating practitioner’s order and recording the results of those tests;
7. administering insulin, glucagon, or other medication to a student in accordance with the student’s treating practitioner’s order and recording the results of the administration; and
8. understanding the relationship between the diet recommended in a student’s treating practitioner’s order and actions that may be taken if the recommended diet is not followed.

The training must also comply with the following additional requirements:

1. The training must be coordinated by a ~~school nurse, or if the school does not employ a school nurse,~~ a licensed health care professional (e.g., a medical or osteopathic doctor, a registered nurse, advanced practice registered nurse, a licensed practical nurse, or a physician's assistant) with expertise in diabetes who is approved by the District to provide the training.
 2. The training will take place prior to the beginning of each school year, as needed, or not later than fourteen (14) days after the ~~Board District~~ receives an order signed by the treating practitioner of a student with diabetes.
 3. Upon completion of the training, the ~~Board District~~ will determine whether each trained employee is competent to provide diabetes care.
 4. The ~~school nurse or~~ approved licensed health care professional with expertise in diabetes care will promptly provide all necessary follow-up training and supervision to an employee who receives training.
- B. ~~The Principal of a school attended by a student with diabetes will distribute a written notice (see Form 5336-F1) to each employee containing the following information:~~
1. ~~A statement that the school is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care.~~
 2. ~~A description of the tasks to be performed.~~
 3. ~~A statement that participation is voluntary and that the School District will not take action against an employee who does not agree to provide diabetes care, including that the employee will not be penalized or disciplined for refusing to volunteer to be trained in diabetes care.~~
 4. ~~A statement that training will be provided by a licensed health care professional with expertise in diabetes to an employee who agrees to provide care.~~
 5. ~~A statement that a trained employee will not be subject to disciplinary action by the Board for providing care or performing duties to students with diabetes.~~
 6. ~~A statement that a trained employee is immune from liability for damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties under this Policy (unless the act or omission constitutes willful or wanton misconduct).~~
 7. ~~The name of the individual to contact if an employee is interested in providing diabetes care.~~

The ~~school nurse and/or the~~ school employee can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

~~[END OF OPTION #1]~~

~~[] [BEGIN OPTION #2]~~

~~Diabetes medication may be administered by a school nurse.~~

~~The school nurse can only administer diabetes medication as described above if the requirements of Policy 5330 are met.~~

~~[END OF OPTION #2]~~

~~[END OF SELECTION]~~

A student's diabetes medication will be kept in an easily accessible location.

A student with diabetes will be permitted to attend to the student's diabetes care and management, in accordance with the student's treating practitioner's order, during regular school hours and school-sponsored activities only if:

- A. the student's parent, guardian, or other person having care or charge of a student provides a written request that the student be permitted to attend to the student's diabetes care and management while at school ~~(see Form 5330 F1)~~; and
- B. the student's treating practitioner has authorized such self-care and determined that the student is capable of performing diabetes care tasks ~~(See Form 5330 F1)~~.

A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent, guardian, or other person having care or charge of the student makes such a request.

A student with diabetes is permitted to possess, on the student's self at all times, all necessary supplies and equipment to perform diabetes care tasks. ~~If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.~~

~~[] [OPTIONAL LANGUAGE]~~

The ~~Board~~ District will provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations involving these conditions to both of the following:

- A. a school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day; ~~and~~
- ~~B. a bus driver employed by the Board who transports a student with diabetes.~~

~~[END OF OPTIONAL LANGUAGE]~~

~~[] [OPTIONAL LANGUAGE]~~

~~The Board authorizes the Superintendent to procure and maintain a supply of injectable or nasally administered glucagon for use in emergency situations. In procuring injectable or nasally administered glucagon, the Board will accept donations of glucagon from wholesale distributors of dangerous drugs or manufacturers of dangerous drugs, as well as donations of money from any person to purchase the drug.~~

~~In the circumstance of severe hypoglycemia, staff will follow the procedures and protocols relating to the administration of glucagon.~~

~~[END OF OPTIONAL LANGUAGE]~~

In accordance with Michigan law, the Board and its members and school employees shall not be liable for damages in a civil action for injury, death, or loss to person or property that allegedly arises from providing care or performing duties under this Policy unless the act or omission constitutes willful or wanton misconduct. Also, in accordance with Michigan law, a school nurse or other licensed health care professional shall be immune from disciplinary action by the Board of Nursing or any other regulatory board for providing care or performing duties under this Policy if the care provided or duties performed are consistent with applicable professional standards.

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Book	Policy Manual
Section	APPROVED POLICIES MAY 2026
Title	PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	August 15, 2016
Last Revised	January 13, 2025

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

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

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

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

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

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

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

Competition

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

Examples of situations that may restrict competition include, but are not limited to:

- A. unreasonable requirements on firms for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;

- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

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

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

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(d)) that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated, and the District must identify any additional requirements that the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

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

A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State; formal procurement methods are not required. The informal procurement methods include:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed ~~\$15,000~~ \$10,000. To the extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and maintains documents to support its conclusion. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures, which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified

acquisition threshold used by the District must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

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

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

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

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

When sealed bids are used, the following requirements apply:

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

2. Proposals

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

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

3. Noncompetitive Procurement

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

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

Domestic Preference for Procurement

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

Procurement of Recovered Materials

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

- A. procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000;
- B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

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

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

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently ~~\$350,000~~ effective October 1, 2025 ~~\$250,000~~). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

Time and Materials Contracts

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

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

Suspension and Debarment

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

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

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

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

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

Bid Protest

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

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

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

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

Maintenance of Procurement Records

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

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334.

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

~~Revised 1/9/17~~
~~Revised 5/21/18~~
~~Revised 11/26/18~~
~~Revised 5/20/19~~
~~Revised 11/9/20~~
~~Revised 5/10/21~~
~~Revised 4/11/22~~
~~Revised 5/22/23~~
~~T.C. 4/15/24~~

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Legal 2 C.F.R. 200.317-.326; Appendix II to Part 200
 2 C.F.R. 200.334 - 200.336
 2 C.F.R. 200.520

Cross References po6350 - PREVAILING WAGE

Book	Policy Manual
Section	APPROVED POLICIES MAY 2026
Title	EMERGENCY OPERATIONS PLAN
Code	po8402
Status	
Adopted	May 20, 2019
Last Revised	May 4, 2026

8402 - EMERGENCY OPERATIONS PLAN

~~For~~ By no later than January 1, 2020, for each school building the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

- A. school violence and attacks
- B. threats of school violence and attacks
- C. bomb threats
- D. fire
- E. weather-related emergencies
- F. intruders
- G. parent and pupil reunification
- H. threats to a school-sponsored activity or event whether or not it is held on school premises
- I. a plan to train teachers on mental health and pupil and teacher safety
- J. a plan to improve school building security
- K. an active violence protocol
- L. continuity of operations after an incident
- M. a vulnerability assessment
- N. a protocol for when and how pupils are permitted to use wireless communication devices during an emergency.

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

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Legal

M.C.L. 380.1308a

Book	Policy Manual
Section	APPROVED POLICIES MAY 2026
Title	Vol. 40, No. 2 - February 2026 New SPECIALIZED TRANSPORTATION FOR STUDENTS WITH IEPs
Code	po8655
Status	

8655 - SPECIALIZED TRANSPORTATION FOR STUDENTS WITH IEPs

It is the policy of the Board of Education to provide specialized transportation as a related service when it is necessary for a student with an individualized education program ("IEP") to receive a free appropriate public education ("FAPE"), consistent with the least restrictive environment ("LRE") requirements. Specialized transportation is defined under 34 C.F.R. 300.34(c) (16) and includes travel to and from school and between schools; travel in and around school buildings; and specialized equipment such as special or adapted buses, lifts, and ramps, if required to provide transportation for a student with an IEP.

The IEP Team shall determine whether specialized transportation is required based on the individual needs of the student and the student's access to education in the LRE, including nonacademic settings, in accordance with 34 C.F.R. 300.114 and 300.117. Transporting a student with an IEP separately from their peers shall be used only when necessary to meet the student's needs and after consideration of supplementary aids and services that could support the student on general education transportation. The IEP Team will consider whether the student can safely walk or use general education transportation to get to and from school and activities, and if not, whether disability-related medical, health, developmental, or behavioral needs necessitate specialized transportation. The IEP Team will also consider potential harmful effects on the student or the quality of services, consistent with 34 C.F.R. 300.116(d). ~~Cost shall not be a factor in determining a student's need for specialized transportation as a related service. Any required specialized equipment or supports will be documented in the student's IEP.~~

Transportation options shall be selected in accordance with LRE principles and the student's documented needs and may include: general education vehicles without supplementary aids and services; general education vehicles with supplementary aids and services for specialized equipment; or specialized transportation vehicles when necessary for the student to receive FAPE. The IEP Team's determination shall address transportation to and from school and, as appropriate, nonacademic and extracurricular activities that are part of the student's IEP.

The Superintendent shall establish administrative guidelines to implement this policy and to ensure that transportation personnel receive the information necessary to carry out IEP-required transportation supports and services in compliance with Federal and State requirements.

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Legal	34 C.F.R. 300.34(c)(16), 300.114, 300.116(d), 300.117 M.C.L. 380.1321, 1322, 1323, 1324, 1756 A.C. Rule 340.281, 282
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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

Note Page

VII Assurance of District Performance

1. Monitoring Report 1.4, Ends (GP 4.4)

Recommended Motion:


Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 1.4 - Ends, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

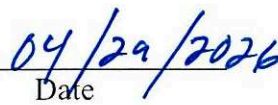
Policy Type: Ends
Policy Title: Ends Policy 1.4

Certification

I hereby present my monitoring report on Ends Policy 1.4 in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of April 29, 2026.



Signature



Date

1.4 POLICY LANGUAGE

Students have knowledge and skills necessary to succeed at post-secondary institutions without remediation and have the employability skills necessary to obtain meaningful employment.

Interpretation

I interpret "knowledge and skills" to be the information gained through the core curriculum as defined in Ends Policy 1.1 and the foundational abilities (critical thinking, creativity, communication and collaboration) identified in Ends Policy 1.2.

I interpret "to succeed at post-secondary institutions without remediation" to mean that the percentage of Portage Public Schools graduates who enroll in institutions of higher education that require remedial classes is less than the state average. Furthermore, Portage Public Schools graduates will earn 24 hours of college credit at rates higher than the state average.

I interpret "have the employability skills necessary to obtain meaningful employment" to mean that the four- and five-year cohort graduation rates are at least 95%; that students have access to Career and Technical Education classes and that at least 90% of students earn a certificate through the ACT Workkeys Assessment. Data will be based on students graduating from Central and Northern High Schools.

Report

According to the Partnership for 21st Century Learning¹, it is essential for schools to not only ensure students have a grasp of reading, writing and arithmetic; they "must promote an understanding of academic content at a much higher level by weaving 21st Century themes into core subjects and ensure that learning and innovation skills are a daily part of learning." Through ENDS policies, we have defined 21st Century skills to include communication, critical thinking, collaboration and creativity. These are woven into our courses and we continue to refine our use of Science, Technology, Engineering, and Mathematics (STEM) lessons at the elementary, middle and high school levels.

This report focuses on success at the post-secondary level and readiness for post-secondary education and employment.

Portage Public Schools graduates attend college at rates significantly higher than state averages. The latest three-year average (classes graduating in 2022-2024) indicates a college enrollment rate within six months of graduation of 74%. This compares to the state average over the same time period of approximately 55%. This percentage includes students attending Community Colleges and 4-year institutions. The class of 2025 data was not yet available on MISchoolData.

¹ <https://www.battelleforkids.org/networks/p21>

We know that some students who are planning on attending a college do not matriculate to college immediately after high school graduation. In previous Monitoring Reports, we have looked at enrollment in college within a 24-month timeframe. That data for the class of 2023 is not yet available on MISchoolData. However, the class of 2023 did increase enrollment from 73% to 75% after 12 months.

Some Portage graduates do not attend a college and move directly to a trade or directly to employment. The opportunities for students to receive post-secondary education outside of the 2- and 4-year institutions is increasing in our region. The data set we receive to produce this chart may not account for all of the post-secondary learning opportunities.

The charts and graphs on attached Data Sheet 1.4.1 (data source for all data sheets is MI-School Data) show this information. Additional disaggregated data is provided to school improvement teams to use in the development of their school improvement plans.

Colleges report and the state provides data on the number of students earning at least 24 college credits, which is equivalent to completing the first year of college. The updated data is not yet available on MISchoolData. However, the class of 2022 - 2023 data (Data Sheet 1.4.2) indicates Portage students earning 24 credits at a rate of 13% greater than state average. This data is consistent with the 2021-2022 data which was also 13% greater than state average. The class of 2021-2022 data indicates that Portage students earning 24 credits within 24 months is 18% higher than the state average.

Another measure of college success and student preparedness is the number of students requiring enrollment in a college remedial class. The information on Data Sheet 1.4.3 shows the number of students taking a college remedial class over the last three years. The percentages shown are the number of students enrolled in any remedial course as a percentage of students enrolled in college. The state continues to categorize certain classes at community colleges as remedial (including the TRS-104 First Year Experience course at KVCC). Thus our percentage continues to be at or above the state level. The data for the class of 2023-2024 has not been released by MISchoolData yet. However, when looking at years prior, our overall percentage of students taking remedial classes in their post-secondary learning has dropped from 16% for the Class of 2022 to 12% for the Class of 2023 which is equal to the state average. The percentage of students taking remedial courses for our smaller groups of students fluctuates due to the small sample sizes.

Graduation rates are also an indicator of future success. Whether a student is going to an institute of higher education or entering the world of work, having completed high school (graduation) indicates persistence and commitment. A five-year cohort graduation rate is commonly accepted as the standard for meeting local graduation requirements and acknowledges programs such as Early Middle College which are planned five-year high school programs.

The latest five-year graduation rate for Portage Public Schools is 98.40%. PPS remains above the state average. Our current trend is generally flat with minimal deviations. Data Sheet 1.4.4a shows the information for the last five graduating classes. The five-year Cohort dropout rate decreased last year to 1.60% and still remains well below the state average of 9.75%.

The vast majority of PPS students graduate in four years - 96.38% in 2024-2025. Data sheet 1.4.4b shows the information for the last five graduating classes.

Career and Technical Education (CTE, which has replaced the term/structure of Education for Employment) classes help prepare students for future success in the world of work. Several CTE classes allow students to earn licenses or certificates and/or provide for workplace experiences. All CTE programs incorporate employability and workplace skills training. Employability skills include topics such as resume writing, interviewing tips, completing a job application, and much more. Workplace skills include soft skills and interpersonal interactions.

Students have access to a wide variety of Career and Technical Education (CTE) programs through cooperation with Kalamazoo County High Schools, Kalamazoo Valley Community College, and businesses and industry. CTE programs train for business and industry certification and offer college credit.

The new Career Connect Center opened this school year. The Kalamazoo Regional Educational Service Agency (KRESA) data provided on Data Sheet 1.4.5 shows the number of CTE classes offered along with the number of Portage students participating. 43.2% of Portage 11th and 12th grade students participate in at least one CTE class. Secondly, 4.8% are enrolled in one of the 18 programs which lead to licensure or certification. Finally, 8.6% of enrolled 11th and 12th grade students perform work in an industry setting.

ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills as well as Applied Math, Graphic Literacy, and Workplace Documents. Individuals can earn the NCRC by taking three Workkeys Assessments: Applied Math, Graphic Literacy, Workplace Documents. Beginning this school year, MDE has changed the testing platform from ACT WorkKeys Data to WIN Work Readiness.

The class of 2025-2026 has 93% of students receiving a Career Readiness Certificate, which is similar to previous classes. The chart on Data Sheet 1.4.6 indicates this along with presenting two previous years of historical data.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Ends

Policy Title: Ends Policy 1.4

Attachments

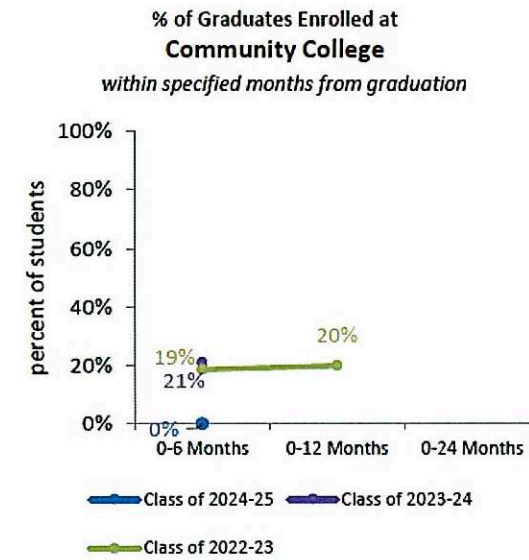
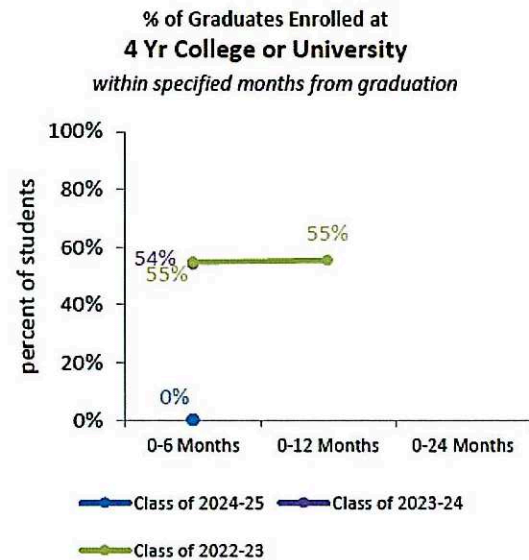
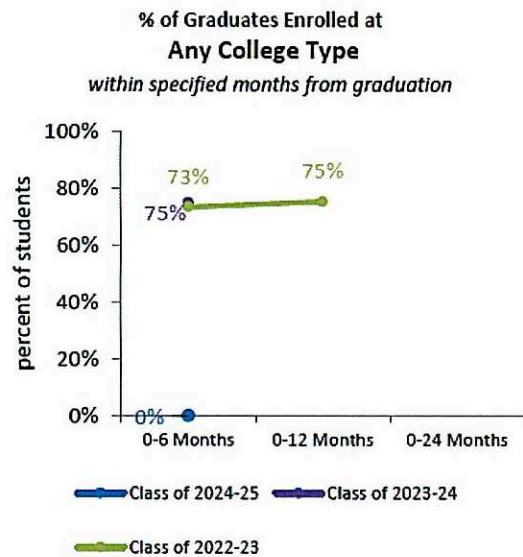
- Data Sheet 1.4.1 : College Enrollment
- Data Sheet 1.4.2 : Time to Complete 24 Credits
- Data Sheet 1.4.3 : Students Taking College Remedial Classes
- Data Sheet 1.4.4a : 5 Year Cohort Graduation/Dropout Rate
- Data Sheet 1.4.4b : 4 Year Cohort Graduation/Dropout Rate
- Data Sheet 1.4.5 : Career and Technical Education (CTE)
- Data Sheet 1.4.6 : ACT WorkKeys National Career Readiness Certificates

College Enrollment

	# Graduates enrolled at any IHE from graduation until present	0-6 Months					0-12 Months					0-24 Months				
		4 Yr Coll. or Univ.	Comm Coll.	Any Coll. Type	Tot. Grads	% Any Coll. Type	4 Yr Coll. or Univ.	Comm Coll.	Any Coll. Type	Tot. Grads	% Any Coll. Type	4 Yr Coll. or Univ.	Comm Coll.	Any Coll. Type	Tot. Grads	% Any Coll. Type
Class of 2024-25	PPS	0	0	0	0	#####										
	State					#####										
Class of 2023-24	PPS	332	129	461	615	75%	0	0	0	0	#####					
	State					53%					#####					
Class of 2022-23	PPS	331	112	443	604	73%	335	120	455	604	75%	0	0	0	0	#####
	State					56%					59%					#####

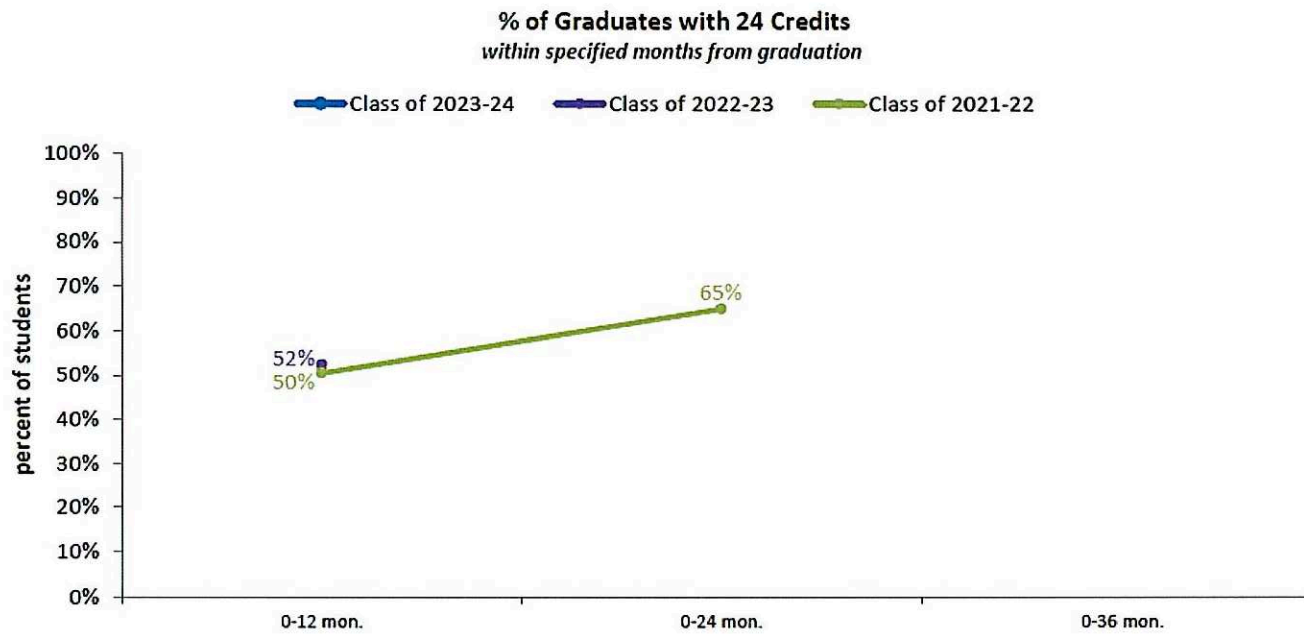
3 year avg of students enrolled (any college type) within 6 months:	PPS	74%
	State	55%

Note: 3 year average uses number of graduates for each year, which varies. Therefore it is not a straight average of the numbers in the table above.



Time to Complete 24 Credits

	Graduates with 24 credits	0-12 mon.		0-24 mon.		0-36 mon.	
		0-12 mon.	Tot. % w/ 24 cred.	0-24 mon.	Tot. % w/ 24 cred.	0-36 mon.	Tot. % w/ 24 cred.
Class of 2023-24	PPS	0					
	State						
Class of 2022-23	PPS	317	52%	0			
	State		39%				
Class of 2021-22	PPS	285	50%	367	65%	0	
	State		37%		47%		



Source: MISchoolData, which uses CEPI and National Student Clearinghouse to track both in-state and out-of-state college enrollees; does not include CoHS

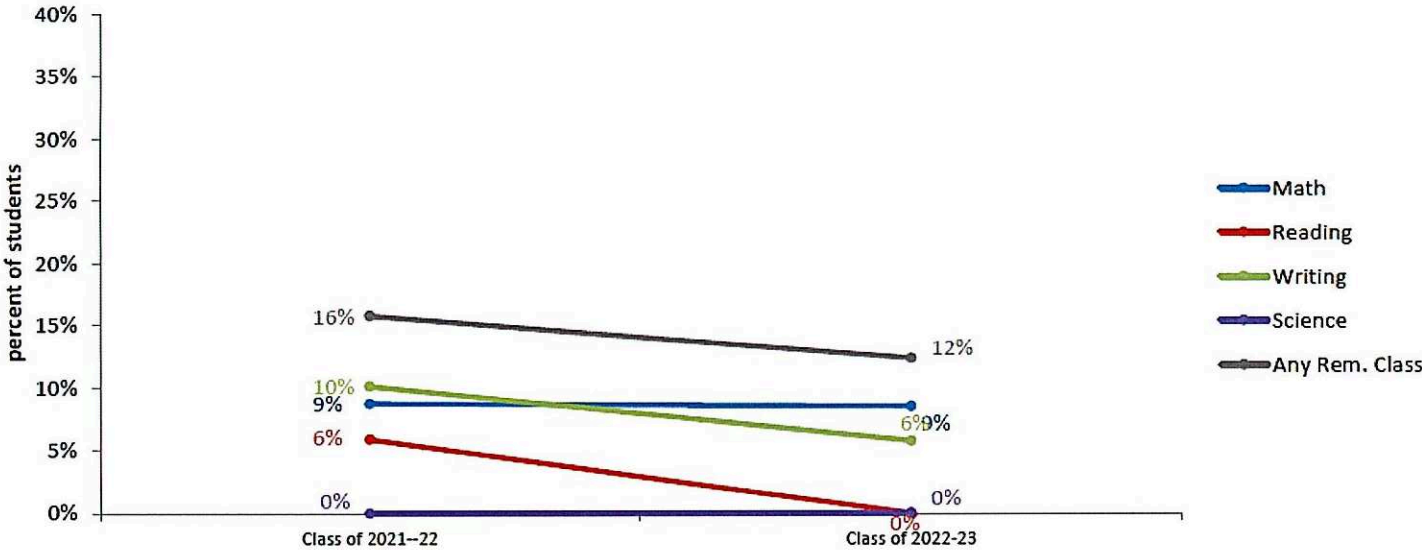
Students Taking College Remedial Classes

# College Enrolled Grads Taking a College Remedial Class	Class of 2021-22			
	PPS		State	
	# Any Rem. Class	# Grads in any Coll	% Any Rem. Class	% Any Rem. Class
All Students	56	355	16%	12%
Black	5	13	38%	24%
Asian	1	36	3%	6%
Hispanic	3	20	15%	17%
2/More	6	30	20%	14%
White	41	256	16%	10%
F/R Lunch	9	50	18%	19%
Disabilities	5	20	25%	29%
Female	28	180	16%	13%
Male	28	175	16%	11%

# College Enrolled Grads Taking a College Remedial Class	Class of 2022-23			
	PPS		State	
	# Any Rem. Class	# Grads in any Coll	% Any Rem. Class	% Any Rem. Class
All Students	45	362	12%	12%
Black	8	14	57%	23%
Asian	4	28	14%	7%
Hispanic	5	24	21%	20%
2/More	3	21	14%	12%
White	25	274	9%	9%
F/R Lunch	11	56	20%	18%
Disabilities	7	12	58%	25%
Female	23	192	12%	12%
Male	22	170	13%	11%

# College Enrolled Grads Taking a College Remedial Class	Class of 2023-24			
	PPS		State	
	# Any Rem. Class	# Grads in any Coll	% Any Rem. Class	% Any Rem. Class
All Students	0	0	#####	12%
Black	0	0	#####	23%
Asian	0	0	#####	7%
Hispanic	0	0	#####	20%
2/More	0	0	#####	12%
White	0	0	#####	9%
F/R Lunch	0	0	#####	18%
Disabilities	0	0	#####	25%
Female	0	0	#####	12%
Male	0	0	#####	11%

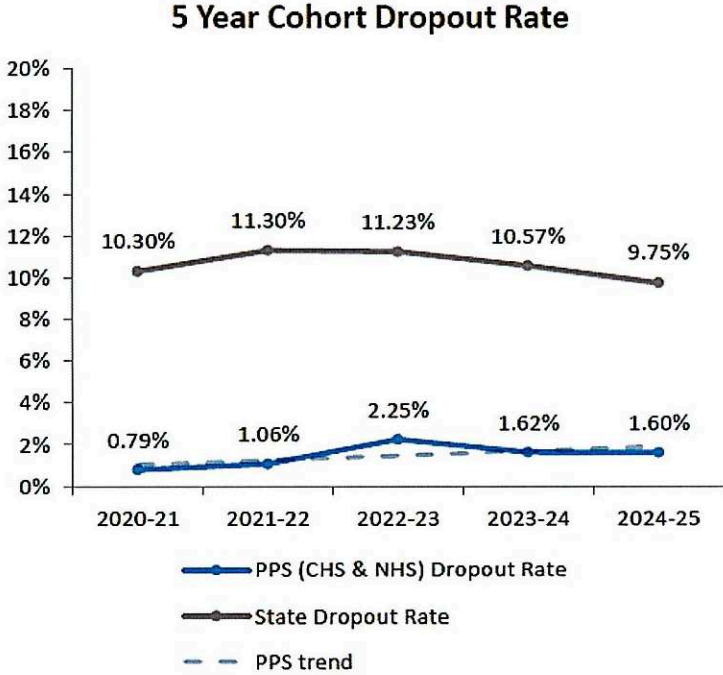
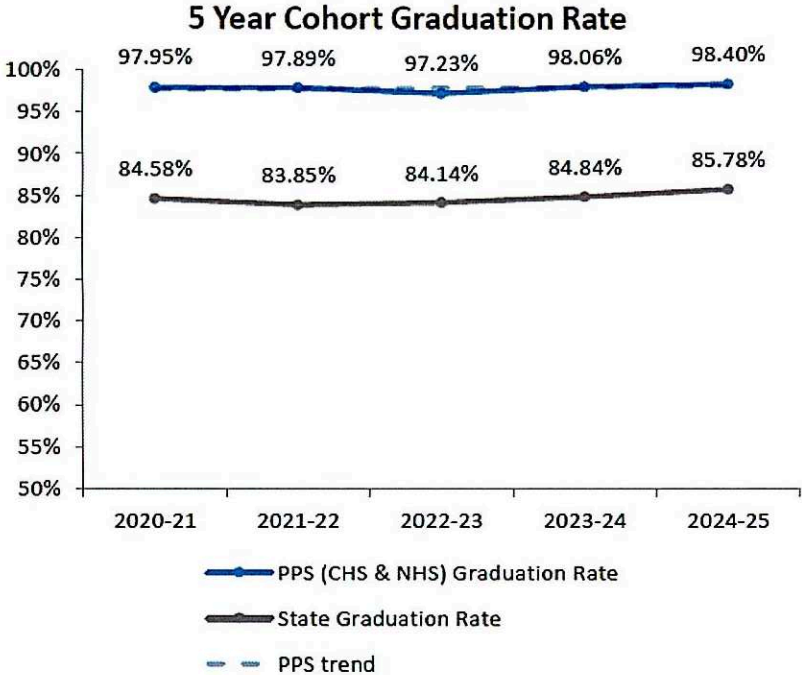
% of College Enrolled Graduates Taking a Remedial Class



Source: MISchoolData; does not include CoHS

5 Year Cohort Graduation/Drop Out Rate

# Students	School Year:				
	2020-21	2021-22	2022-23	2023-24	2024-25
Cohort	633	568	578	617	625
Graduated	620	556	562	605	615
Dropouts (Reported & MER)	5	6	13	10	10
Off-Track Continuing	0	1	1	0	0
Other Completer (GED, etc.)	8	5	2	2	0
Graduation Rate	97.95%	97.89%	97.23%	98.06%	98.40%
Dropout Rate	0.79%	1.06%	2.25%	1.62%	1.60%

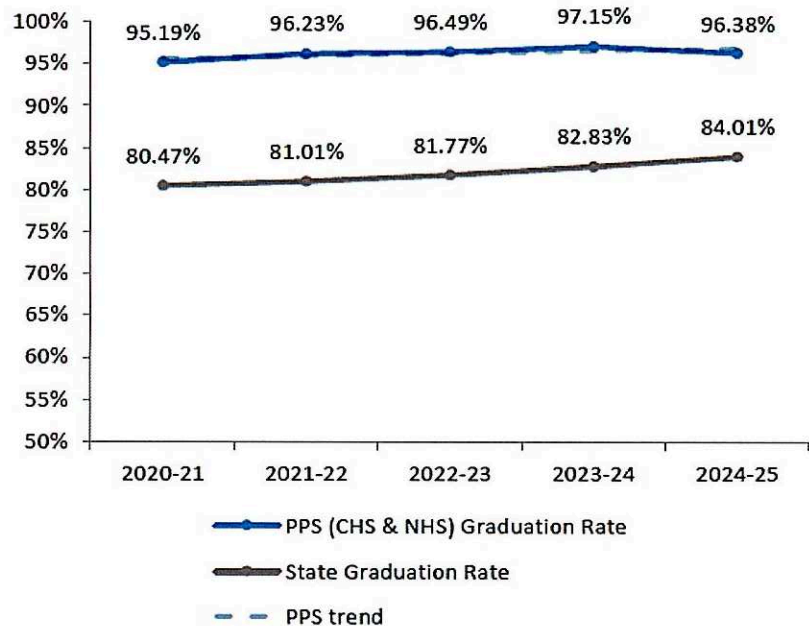


Source: MISchoolData; does not include CoHS

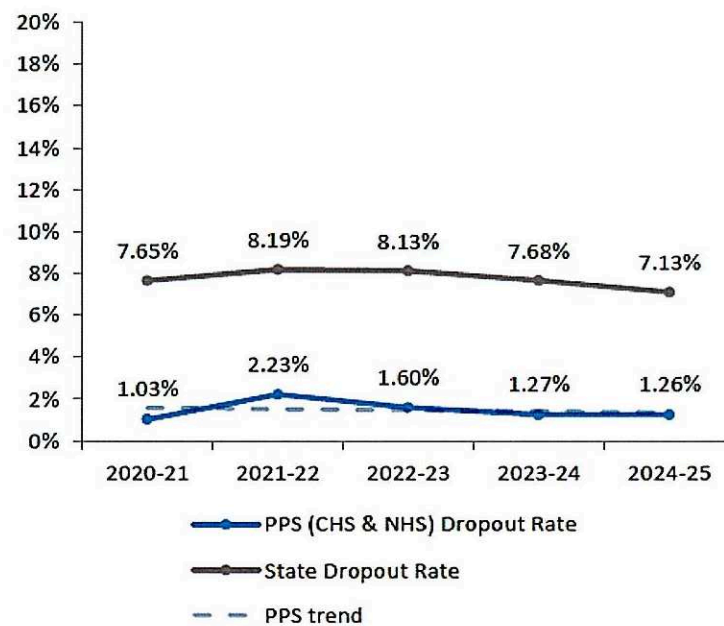
4 Year Cohort Graduation/Drop Out Rate

# Students	School Year:				
	2020-21	2021-22	2022-23	2023-24	2024-25
Cohort	582	583	626	632	636
Graduated	554	561	604	614	613
Dropouts (Reported & MER)	6	13	10	8	8
Off-Track Continuing	17	4	10	10	12
Other Completer (GED, etc.)	5	2	2	0	3
Graduation Rate	95.19%	96.23%	96.49%	97.15%	96.38%
Dropout Rate	1.03%	2.23%	1.60%	1.27%	1.26%

4 Year Cohort Graduation Rate



4 Year Cohort Dropout Rate



Source: MISchoolData; does not include CoHS

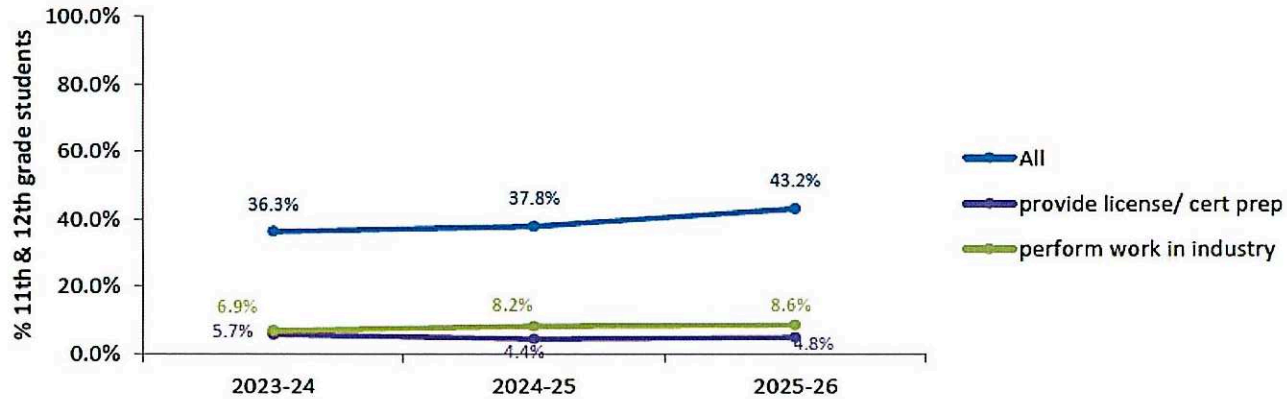
Career and Technical Education (CTE)

2023-24		CTE Classes:		
		All	provide license/cert prep	perform work in industry
# classes offered:		64	14	21
# students enrolled:	11th grade	201	29	24
	12th grade	292	28	83
	total	493	57	107
% of 11th & 12th graders:		36.3%	5.7%	6.9%

2024-25		CTE Classes:		
		All	provide license/cert prep	perform work in industry
# classes offered:		64	14	21
# students enrolled:	11th grade	219	28	28
	12th grade	278	25	59
	total	497	53	87
% of 11th & 12th graders:		37.8%	4.4%	8.2%

2025-26		CTE Classes:		
		All	provide license/cert prep	perform work in industry
# classes offered:		89	18	27
# students enrolled:	11th grade	235	27	26
	12th grade	290	31	78
	total	525	58	104
% of 11th & 12th graders:		43.2%	4.8%	8.6%

11th & 12th Grade Students Participating in CTE Classes



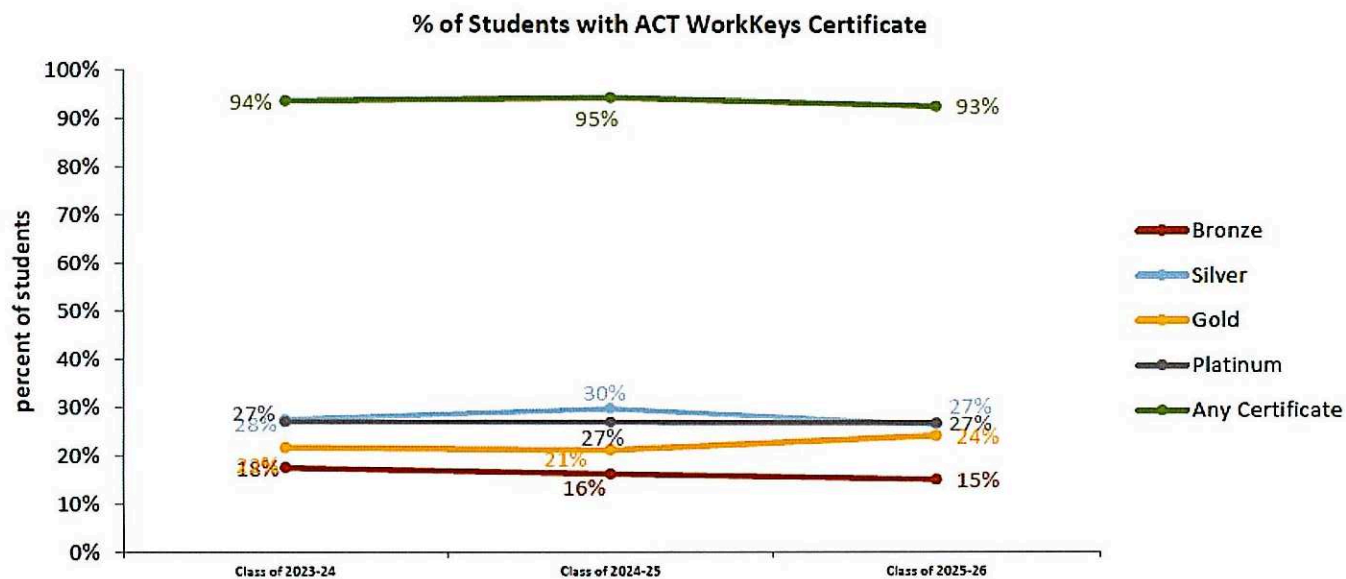
Source: Skyward, does not include CoHS

ACT WorkKeys National Career Readiness Certificates

ACT WorkKeys assessments were developed to address the need for standardized measures of work readiness; and are research-based assessments that measure workplace skills.

Certificates reflect Bronze, Silver, Gold, or Platinum level of work readiness.

# Students	Class of 2023-24						# Students	Class of 2024-25						# Students	Class of 2025-26					
	PPS							PPS							PPS					
	Bronze	Silver	Gold	Platinum	Total Students	% Any Work Readiness		Bronze	Silver	Gold	Platinum	Total Students	% Any Work Readiness		Bronze	Silver	Gold	Platinum	Total Students	% Any Work Readiness
All Students	115	180	142	176	654	94%	All Students	101	185	132	167	619	95%	All Students	91	159	145	161	599	93%
Black	12	9	4	3	34	82%	Black	7	10	5	3	29	86%	Black	12	8	3	3	39	67%
Asian	6	10	7	19	44	95%	Asian	5	8	8	27	49	98%	Asian	3	8	14	17	44	95%
Hispanic	9	19	4	7	44	89%	Hispanic	11	20	11	10	53	98%	Hispanic	13	9	13	9	50	88%
2/More	14	17	13	18	65	95%	2/More	12	22	2	11	49	96%	2/More	6	10	10	14	47	85%
White	74	125	114	129	467	95%	White	66	125	105	116	438	94%	White	57	124	105	118	419	96%
F/R Lunch	38	36	28	22	143	87%	F/R Lunch	32	43	18	15	122	89%	F/R Lunch	22	29	17	9	101	76%
Disabilities	9	8	2	2	40	53%	Disabilities	8	11	3	0	38	58%	Disabilities	10	3	3	0	38	42%
Female	50	89	76	96	326	95%	Female	49	90	68	83	307	94%	Female	49	87	79	84	315	95%
Male	65	91	66	80	328	92%	Male	52	95	64	84	312	95%	Male	42	72	66	77	284	90%



Source: BAA WorkKeys datafile; does not include CoHS

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

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

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

Note Page

VII Assurance of District Performance

2. Monitoring Report 2.11, Long-Term Asset Planning (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.11 – Long-Term Asset Planning, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.11) Long-term Asset Planning

Global Board Policy

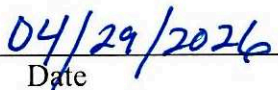
Long-term asset decisions in terms of grounds, facilities, and infrastructure shall not deviate materially from the Board's Ends priorities or the long-term wishes and needs of the community, risk long-term fiscal jeopardy, unduly limit the flexibility of future decisions, be made independent of other long-term asset decisions, or be made without appropriate levels of planning.

Certification

I hereby present my monitoring report on Executive Limitation, 2.11, Long-term Asset Planning in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of April 29, 2026.



Signature



Date

Interpretation

I submit that the Board's Global Policy is comprehensively interpreted in the succeeding seven sections. My interpretations of those sections, the report, and conclusion statements are presented below. The reports have been updated to reflect activity since the last report.

2.11.1 POLICY LANGUAGE

The Superintendent shall not make such decisions without ensuring that the key stakeholders' long-term wishes and needs are known.

Interpretation

I interpret this to mean that the District establishes a process whereby key District stakeholders are provided an opportunity, when appropriate, to provide input for consideration relative to major facility improvements across the District.

I further interpret key stakeholders as being a subset of the following: District residents, employees of the District, and other individuals who can affect or be affected by Portage Public Schools.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

Report

The Designing for the Future process established in 2014, which included the involvement of key stakeholders, provided the foundation for the development and implementation of the District's Facilities Master Plan.

During the 2020-2021 school year, the Board developed a plan to address elementary facility needs and contracted with Perspectives, Inc. to conduct a survey to solicit community feedback. That survey was presented to the Board on May 3, 2021 and helped inform next steps toward addressing elementary facilities. Based on survey results, the Board decided to place a \$175 million question on an August 2021 ballot. Voters approved the replacement of five elementary school buildings (AMB, ANG, CEL, HAV, and WOD), renovation of MBE, finding facility solutions for Early Childhood Education (formerly known as Curious Kids/CK) and Community HS, purchasing buses, and acquiring/updating district technology.

Shortly after the passage of the bond, both a core team and steering committee were formed to serve as the primary decision-making bodies for the identified projects. Over the next several months these two groups accomplished the following: created guiding principles to provide direction for decision-making; sold the first series of bonds using Stifel as the District's underwriter; solicited for architectural, construction management, and owner's representative services; engaged staff, students and parents in the conceptual design process; conducted visits to elementary schools in Utah; and engaged with staff in the schematic design process.

Since last school year's (May 2025) Monitoring Report, considerable progress has been made. Construction is completed at CEL and HAV as they opened in August 2025. WOD started construction in June 2025 and is near the half way mark for completion. The new WOD will open in the fall of 2027. The community also supported the 2025 Bond for an additional \$132.4 million. We have completed all the steps leading up to the beginning of the construction phase at AMB. Construction at AMB will begin shortly after the end of the 2025-2026 school year with the new school opening in the fall of 2028.

The district is in the process of acquiring a new property for ANG. The project is adjacent to the current school. This new property will allow the staff and students to remain in the current building while the new school is being constructed. We have begun staff and student engagement at ANG. The goal is to begin construction by the summer of 2027 and open the new ANG in the fall of 2029.

Next school year, we will begin engagement with staff from MBE, CoHS, and Early Childhood in the development of program specifications and conceptual design as we did previously with our other building projects.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

Additionally, the Board's Facilities Committee works with administration to identify projects to be funded through the District's Building and Site Sinking Fund. Projects recently completed or anticipated to start in summer of 2026 funded through BSSF are listed below.

BSSF Projects Most Recently Completed:

- Interior/exterior lighting improvements at LCE
- Boiler replacement at PCEC
- Roof repair at PCEC

BSSF Planned Projects (2026-2027 School Year):

- Interior/exterior lighting improvements at TWL
- Tennis courts at NHS and CHS
- Generator at WMS
- Outdoor marquee at TWL
- Resurfacing stairs at CHS
- Purchase new property for ANG

Conclusion Statement

The organization met expectations.

2.11.2 POLICY LANGUAGE

The Superintendent shall not make such decisions without assessing how they fit within a larger plan for all long-term asset decisions.

Interpretation

This limitation does not require further interpretation except that I interpret all to mean those grounds, facilities and infrastructure currently existing or projected to exist as a result of the passing of the 2021 and 2025 Bonds.

Report

The Designing for the Future process, informed in part by the 2013 District facility assessment conducted by Tower Pinkster, identified the condition of existing facilities and formulated recommendations for building improvements and replacements. The assessment indicated that in 2007 (referred to here as Phase I) plans were put in place to address facility needs at Central High and Northern High School, to construct two new elementary schools (12th Street and Lake Center), a new transportation/maintenance facility, and relocate the central office.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

For a variety of reasons, it was recognized that phased renovation and construction would be necessary to address the remaining facility needs of the District. The assessment identified that there were major needs especially to the older elementary and middle schools as well as the District swimming pools and stadium.

We have completed Phase II, which includes the building of two new middle schools (North and Central); renovating West Middle School; replacing the pools at West, North and Central Middle Schools with two new pools located at Central and Northern High Schools; replacing McCamley Field (now McCamley-Knight Field) and building a new stadium at Northern High School (Huskie Stadium); providing an additional turf field at each high school; making short-term improvements at Portage Community Education Center (PCEC); providing additional technology across the District, and replacing many district school buses. Phase II projects commenced in 2016 are complete.

Phase III addresses the needs at six of the district's eight elementary schools. This includes the replacement of five schools: AMB, ANG, CEL, HAV, and WOD, renovating MBE, and finding new homes for students who attend programs housed at the Community Education Center, namely, Early Childhood/Curious Kids and Community High School. The two elementary schools not being addressed at this time are LCE and TWL as they were part of Phase I projects.

Based on estimates formulated in 2019, it was determined that addressing Phase III facility needs along with budgeting for technology and bus replacement would require approximately \$175 million. In August 2021 the District obtained voter approval to do so without having to raise the debt millage rate. It is noted that due to unexpected inflationary issues primarily caused by the COVID-19 epidemic (worker shortages, increased labor and material costs, and other related factors), the cost to complete Phase III projects will exceed initial budget projections. In November 2025, the community supported a \$132.4 million bond to continue with Phase III without increasing the current 6.85 debt millage rate.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

2.11.3 POLICY LANGUAGE

The Superintendent shall not make such decisions without assessing their long-term impact on academics and curriculum.

Interpretation

No further interpretation is made.

Report

The three interconnected activities (community dialogues, educational specifications development, and advisory group meetings), and the resultant documents, remain as the basis for assessing long-term impact on academics and curriculum.

The Core Design Team and Steering Committee members included administrators who had major academic and curricular responsibilities in the district. All members provided input and made decisions consistent with the established Guiding Principles and Facilities Master Plan.

Since the 2024-2025 school year, elementary teachers and administrators have continued to participate in professional development around using collaborative teaching and learning practices to prepare them to fully utilize the new elementary schools. Also, the District has furnished the new facilities based on feedback received from students and staff who were able to evaluate various floor coverings and classroom furniture as a pilot.

Conclusion Statement

The organization met expectations.

2.11.4 POLICY LANGUAGE

The Superintendent shall not make such decisions without considering the impact of future demographic trends in the District and how they will impact future needs.

Interpretation

No further interpretation is made.

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

Report

The Designing for the Future process was very much data-based including a close look at District demographics. The data reviewed included:

- Historical and projected enrollment by grade levels
- Building capacity/enrollment
- Building size (student capacity)
- Schools of Choice enrollment/trends
- Housing and population shifts
- Birth rates
- Populations trends
- Mapping of student enrollment
- Spatial analysis of student population
- Overlay of multiple data to determine trends and relationships
- Attendance zone analysis

This data and much more were shared with the Designing for the Future Steering Committee and others as the need arises.

Data is available on the District's website and is being used to help guide the decision-making process.

As the City of Portage continues to grow and change, we continue to look at demographic trends to make informed decisions about Phase III needs and attendance zone configurations. An example of an action we took is increasing the size of the new Central Elementary School to 600 students (from its current capacity of 450) to help accommodate growth in the southern portion of the District as well as to alleviate potential overcrowding at Moorsbridge and Amberly. This is an area that we will need to monitor closely in the future.

Conclusion Statement

The organization met expectations.

2.11.5 POLICY LANGUAGE

The Superintendent shall not allow or cause material deviations from the original plan as portrayed to the community.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

Interpretation

I interpret “material deviation” to mean any changes to Board approved plans or budgets which diminish the overall real or perceived value of Portage Public Schools, or those which undermine the integrity of the District’s educational programming and services provided to its students.

Report

The original plan was identified by the Board through the language placed on the 2021 ballot proposal. All of our decisions have been in line with that voter-approved plan. Voters approved:

- Replacing AMB, ANG, CEL, HAV and WOD Elementary Schools with new buildings.
- Remodeling Moorsbridge Elementary School and other District buildings
- Improving and developing sites
- Addressing District Technology needs
- Purchasing buses

The Board approved the placement of the five new elementary facilities on their current elementary campuses and will be deciding what other decisions, if any, will require board approval.

As our design and construction work continues there have been no material deviations from what was approved by voters or the Board or presented to the board and community.

It is our intent to deplete 2019 bonds and close out the books, as soon as practicable. The following items/projects are planned and will use a portion of those funds:

- Purchase of musical instruments
- Demolition of buildings at district sites

Conclusion Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

2.11.6 POLICY LANGUAGE

The Superintendent shall not authorize schedules and change orders that significantly change costs, reduce quality, or result in significant shifts in scope or focus.

Interpretation

I make the following interpretations relative to this sub-policy:

1. "Significantly change costs" means any changes to individual contracts that exceed \$100,000. Change orders exceeding \$100,000 will require Board approval. (This is consistent with the Board's Governance Policies, specifically Executive Limitations 2.5.7.)
2. "Reduce quality" means the desired level of quality will be conveyed through our requests for bids and the specifications within those documents. Any changes, substitutions or modifications will be vetted by District staff, Owner's Representative and Construction Manager. Approvals will only be granted when there is no evident reduction in quality.
3. "Shifts in scope or focus" is interpreted to mean the scope and focus of what has been defined by the language contained in the ballot question and any subsequent Board approvals. Any material deviation from approvals previously made by the Board relative to scope or focus will require Board approval.

Report

1. All change orders over \$100,000 have come before the Board for approval. A summary of all other change orders less than \$100,000 is presented to the Board on a regular basis.
2. None of the change orders processed to date resulted in a reduction of quality.

Conclusion Statement

The organization met expectations.

2.11.7 Policy Language

The Superintendent shall not make such decisions that fail to provide for equitable educational opportunities.

Interpretation

In this context, I interpret "equitable educational opportunities" to mean that as we build new facilities and/or renovate our older facilities and consider our educational programming, we will provide students with as many equitable opportunities as possible across the District.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.11) Long-term Asset Planning

Report

When we built our two new middle schools (North and Central) and renovated West MS, we incorporated certain elements of our new schools into the West MS renovation, namely, extended learning spaces adjacent to classrooms. There will always be some measure of difference between buildings due to the fact that not all buildings will be targeted for renovation nor are all buildings designed to accommodate all types of educational programming. For example, 12th Street and Lake Center elementary schools were built over a decade ago and were not included in this phase of elementary school construction or renovation. The layout of these two buildings is very different from that of the new schools being constructed in Phase III. The same holds true for Moorsbridge Elementary School (MBE). When MBE is renovated, not all of the elements being incorporated into the new elementary schools will be incorporated into MBE.

Therefore, we rely on equitable educational programming to be available to all students in the district no matter which building they are in. The resources, interventions, and other supports that students have access to will be equitable...outstanding educators, effective leaders, para-educators, and support staff. We do not create situations where select services are only provided at select schools. Nor do we create situations where students who require special services are sent to select schools, for example, students with disabilities, English Language Learners, etc. Students who need such services will receive support in their respective buildings.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

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

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

Note Page

IX. Action Items

1. AMB Bond Project – Structural Pkg (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education award a contract to FCC Construction in the amount of \$1,140,000.00 for the provision and installation of structural steel at the new Amberly Elementary, the funding for which will come from the 2026 Bond Fund (the fourth series from the 2021 vote).

To: Johnny Edwards, Superintendent
From: Russ Gerbers, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: May 4, 2026
Re: Amberly Structural Steel

Recommendation

I recommend that the Board of Education award a contract to FCC Construction in the amount of \$1,140,000.00 for the provision and installation of structural steel at the new Amberly Elementary. Funding for this project will come from the 2026 Bond Fund (the fourth series from the 2021 vote).

Structural Steel	FCC Construction	\$1,140,000
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Background Information

The Structural Steel bid package for the new Amberly Elementary represents the third phase of bid packages for the project and focuses on critical early structural components necessary to advance construction. This package builds upon the previously approved site preparation and foundation/footings work, allowing the project to continue on schedule.

Bids were received and reviewed, and the results came in under the projected budget, reflecting favorable market conditions and strong contractor interest. Approval of this bid package will enable the District to maintain project momentum while also realizing cost savings within the overall project budget.

Bidding Process

This project was competitively bid through the formal bidding process. Three responses were received for the structural steel category.

FCC Construction was the lowest qualified bidder for this project.

I am happy to answer any questions the Board may have regarding this recommendation.

Enclosures - Bid Tab

Portage Public Schools
 Amberly Elementary - Bid Package 3 - Structural Steel
 Owen-Ames-Kimball Co. - Construction Manager
 Thursday April 23rd, 2026 - 2:00 PM



Bid Category No. 05 - Structural Steel				
Contractor	Bid Bond	Addendum	Base Bid	Notes
FCC Construction (Caledonia,MI)	Y	1,2	\$1,140,000	
Steel Center (South Haven, MI)	Y	1,2	\$1,197,000	Voluntary Alternate
VanDellen Steel (Caledonia, MI)	Y	1,2	\$1,265,000	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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IX. Action Items

2. TWL Monument Sign (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education award a contract to Postema Signs & Graphics of Grand Rapids, MI in the amount of \$46,645.00 for the construction of the new monument sign at 12th Street Elementary, the funding for which will come from the 2019 Building and Site Sinking Fund.

To: Johnny Edwards, Superintendent
From: Russ Gerbers, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: May 4, 2026
Re: 12th Street Elementary Monument Sign

Recommendation

I recommend that the Board of Education award a contract to Postema Signs & Graphics out of Grand Rapids in the amount of \$46,645 for the construction of the new monument sign at 12th Street Elementary. Funding for this project will come from the 2019 Building and Site Sinking fund.

Monument Sign	Postema Signs & Graphics	\$46,645
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Background Information

The LED sign at 12th Street Elementary is no longer functional and requires replacement. As part of the construction of new elementary schools, the District has established a standardized design for signage. The proposed sign at 12th Street Elementary will align with this standard that has been created and incorporate materials consistent with the building's exterior design.

Bidding Process

This project was competitively bid through the formal bidding process. Three bid responses were received for the monument sign bid category.

Postema Signs & Graphics was the lowest qualified bidder for this project.

I am happy to answer any questions the Board may have on this recommendation.

Enclosures - Bid Tab

Portage Public Schools
 12th St. Elementary Monument Sign
 Owen-Ames-Kimball Co. - Construction Manager
 April 22nd, 2026 - 2:00 PM



Bid Category No. 01 - Signage				
Contractor	Bid Bond	Addendum	Base Bid	Notes
Complete Signs (Dothan, AL)	Y		\$41,374	
Postema Signs & Graphics (Grand Rapids, MI)	Y	1	\$46,645	
Universal Signs (Grand Rapids, MI)	Y	1	\$74,006	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
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MAY 4, 2026, 6:30 P.M.**

Note Page

X. Discussion Items

1. KRESA 2026-27 General Fund Budget (MCL 380.624)

To : Johnny Edwards, Superintendent
From : Paula Johnson, Director of Finance
Date : April 29, 2026
Subj: Kalamazoo Regional Educational Service Agency (KRESA) General Education Fund Budget Resolution

RECOMMENDATION

That the Board of Education adopt the attached resolution indicating support of the KRESA General Education Fund budget for the 2026/27 school year.

BACKGROUND INFORMATION

Twenty-two years ago the legislature adopted a package of bills related to controls over Intermediate School Districts. One bill requires that local Boards of Education adopt a resolution related to their ISD general education fund budget. It is not a requirement that local Boards take action on the ISD special education fund budget. This package of bills was connected with oversight concerns that surfaced at Oakland ISD.

On April 24th, KRESA distributed a copy of their 2026/27 General Education Fund budget to the County business managers. We had the opportunity to ask questions on the information that was provided. In previous years, it was determined that this level of review was considered adequate for the required Board resolution. Included is a memo from KRESA of the budget assumptions used as well as major fluctuations in both the revenue and expenditure categories.

As has been the case for the past decade, the resolution provided by KRESA has been modified by including the following language:

“Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization,”

The intent of this additional language is not to raise concerns but rather to acknowledge that a limited review of a budget document doesn't address internal controls or other important financial controls.

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



To: Local District Boards of Education, Superintendents, and Business Officials

From: Scott Thomas, Assistant Superintendent for Business Services

Date: April 24, 2026

Subject: Kalamazoo RESA 2026-2027 Original General Education Fund Budget Narrative and Resolution

Kalamazoo RESA (KRESA) is an intermediate school district whose mission is to deliver transformative, equitable, and innovative programs, and specialized services that empower learners, families, and schools to thrive in a rapidly changing world. We carry out our mission through each of KRESA's Centers of Excellence, which represents a distinct category—or pillar—of our work, encompassing a wide range of supports tailored to meet the needs of learners, families, and educators. KRESA's five Centers of Excellence are Special Education, Early Childhood, Career Connect, Educator Supports, and Operational Supports. KRESA's General Fund budget supports the work of these Centers of Excellence.

KRESA's 2026-2027 Original General Fund budget shows an overall decrease in revenues of approximately 12.6% and an overall decrease in expenditures of approximately 12.5% compared to the 2025-2026 revised budget. These decreases are primarily due to the reduction of various grant revenues and their related expenditures, moving the Education for the Arts program to the Career Connect Fund, as well as other changes in the various General Fund departments discussed in more detail below. The budget anticipates an overall surplus of \$10,323. This will leave the General Fund with an estimated fund balance at June 30, 2027 of \$13,714,417.

KRESA's sources of General Fund revenues include an operating tax levy of 0.1420 mills on all property in the KRESA area. We are anticipating that property taxable values will increase by 4.0% and that property tax revenue will increase by \$60,617. State aid is received through Section 81 of the State Aid Act and this budget assumes Section 81 State Aid will remain the same. Local, state, and federal grants make up a large portion of the revenue received by KRESA, as well as revenues from departments that provide services on a fee for service basis or through shared service agreements.

KRESA's expenditures include the following assumptions: 3.0% increase in health insurance costs, retirement costs based on ORS published rates effective 10-1-2026, and a compensation adjustment for staff that includes a 3% increase on pay schedules and step advancements for eligible staff.

KRESA's General Fund revenues and expenditures are categorized in the following departments, which are supported by the attached proposed budget resolution:

General Administration and Operations: These expenses include the Board of Education, Superintendent's Office, Communications, Human Resources, Business Office, and Maintenance and Operations departments. These departments are primarily funded through a portion of property tax revenue and Section 81 State Aid revenue.

Southwest MiTech Technology Services: The Southwest MiTech Technology Services department supports the technology needs of KRESA programs, state reporting compliance, on-site technology support staff to schools, the Michigan Data Hub and MiCloud statewide grants, internet bandwidth and phone service to local schools, network engineering, and customer service support personnel. Many of the services provided are on a fee for service model and direct support is charged back to the various KRESA departments. The Michigan Data Hub and MiCloud are statewide activities funded by state grants. KRESA's General Fund budget is projected to contribute an additional \$516,135 to support this department.

Great Start Readiness Program (GSRP): This budget includes early childhood preschool services and programming county-wide. The GSRP program is funded through Section 32d State Aid funding. The budget includes \$15,657,771 in grant revenues and expenditures, and provides funding for 1,350 GSRP preschool children. Funding for 1,078 children is provided to local districts and private providers.

Print Center: The Print Center is funded with fee for service in the areas of our full print shop, graphic arts services, county-wide delivery services, and shredding services. Schools who participate in the program pay a fee for the services they purchase. The Print Center is showing a deficit of \$21,438.

Educator Supports: The Educator Supports department is funded with state and federal grants, local district professional development consortium contributions, fee for service coaching and consulting billings, and a direct contribution from the KRESA General Fund budget of \$496,921. The expenditures include the following grants: Title I Regional Assistance, Sec 35a Early Literacy, Sec 31n Mental Health, and a few other small local grants. Educator Supports leads workshops through the professional development consortium, and provides instructional coaching and consulting services to local school districts.

Regional Transportation Safety Institute (RTSI): RTSI provides training of transportation staff for a nine-county consortium. This includes required training for beginning school bus drivers, continuing education for all bus drivers, and training for transportation supervisor staff. RTSI is a provider for CDL/GDL for the State of Michigan, handles the mandatory drug testing program, and runs the Eaton Proving Grounds program to teach defensive driving classes to school bus drivers. This program is funded through a fee for service model and Section 74 State Aid funding.

Head Start Grant: The budget includes \$7,046,752 in grant revenues and expenses to operate KRESA's Head Start program, which serves 485 three and four year olds within Kalamazoo County with preschool, family, and health support services.

Enhancement Millage: This budget includes \$17,609,610 in revenue for the enhancement millage that was approved by voters in May of 2023. Enhancement millage revenue is distributed back to the local districts and public school academies to support their operations, which equates to approximately \$515 per student.

Attached to this budget narrative please find the Resolution for Local District Vote on ISD General Fund Budget and KRESA's proposed 2026-2027 General Fund Budget Resolution. Local district Boards of Education are required to adopt a resolution expressing its support or disapproval of KRESA's General Fund proposed budget during its May meeting, and submit to KRESA's Board of Education any specific objections and/or proposed changes prior to June 1, 2026.

More information on KRESA's Centers of Excellence, and additional details on KRESA's programs and services, can be found in our annual report. KRESA's most recent annual report can be found on our website.

Please contact me at 269.250.9363 or scott.thomas@kresa.org for any questions related to KRESA's 2026-2027 Original General Fund budget. Thank you.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY
2026-2027 ORIGINAL GENERAL EDUCATION FUND BUDGET**

RESOLVED, that this resolution shall be the appropriations of Kalamazoo Regional Educational Service Agency for the 2026-2027 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenues received by Kalamazoo Regional Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the GENERAL EDUCATION FUND of the Kalamazoo Regional Educational Service Agency for fiscal year 2026-2027 is as follows:

	ACTUAL 2024-25	ORIGINAL 2025-26	REVISED 2025-26	ORIGINAL 2026-27
REVENUES:				
Local	24,946,204	20,866,075	21,327,524	20,546,384
State	29,011,035	36,038,318	39,423,172	31,083,408
Federal	11,478,867	9,085,051	8,758,290	8,536,113
Other Sources	8,504,947	8,051,733	8,146,452	7,725,790
Total Revenue	73,941,053	74,041,177	77,655,438	67,891,695

BE IT FURTHER RESOLVED, that \$67,881,372 of the total available to appropriate in the GENERAL EDUCATION FUND is hereby appropriated in the amounts and for the purpose set forth below:

Instruction:				
Basic Programs	5,939,627	6,133,047	6,090,272	5,168,691
Added Needs	1,036,089	-	-	-
Support Services:				
Pupil	1,885,216	1,505,437	1,291,846	1,318,507
Instructional staff	8,442,473	6,715,418	5,609,159	4,797,026
General Administration	928,554	670,091	662,852	669,729
School Administration	609,591	609,723	637,163	669,659
Business	1,745,409	1,588,561	1,662,213	1,577,945
Operations and Maintenance	1,233,200	1,258,225	1,241,557	1,268,784
Transportation	897,444	1,020,271	883,648	1,034,359
Central	12,347,907	21,195,576	23,029,192	18,230,472
Other Support Services	860,225	-	-	-
Community Services	4,948,555	1,443,267	1,291,457	17,970
Other Financing Uses	31,530,482	31,915,121	35,202,911	33,128,230
Total Expenditures	72,404,772	74,054,737	77,602,270	67,881,372
Revenues over Expenses	1,536,281	(13,560)	53,168	10,323
FUND BALANCE - July 1	12,114,645	12,174,445	13,650,926	13,704,094
FUND BALANCE - JUNE 30	13,650,926	12,160,885	13,704,094	13,714,417

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds, except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval by the board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision on the execution of the budgets adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. (Resolution effective 6/16/2026)

Note: The General Education tax levy for 2026 is proposed to be 0.1420 mills and the Regional Enhancement tax levy for 2026 is proposed to be 1.4921 mills. These millages will be levied on all properties to be used for operating purposes as described above.

RESOLUTION FOR LOCAL DISTRICT VOTE ON ISD GENERAL FUND BUDGET

Kalamazoo Regional Educational Service Agency (“ISD”)
GENERAL EDUCATION FUND BUDGET
RESOLUTION

A regular meeting of the Board of Education of the Portage Public School District was held at Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI, on May 18, 2026, at 6:30 o'clock in the evening.

Members present were: _____

The following preamble and resolution were offered by Member _____ and seconded by Member _____.

WHEREAS:

This Board received the Kalamazoo Regional Educational Service Agency General Education Fund Budget on or before May 1, 2026; and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the ISD Board any specific objections and/or proposed changes the Board may have to the budget prior to June 1, 2026.

THEREFORE, BE IT RESOLVED THAT:

Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization, the ISD General Education Fund Budget for the 2026-2027 school year be (“supported” or “disapproved for the reasons attached hereto”), and that the Secretary of the Board is hereby directed to submit a copy of this Resolution to the Secretary of the ISD Board of Education, along with any specific objections or proposed changes to the budget.

Ayes: Members _____

Nays: Members _____

Motion declared _____.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

Note Page

X. Discussion Items

2. Chartwell Contract Renewal (EL 2.5)

TO: Johnny Edwards, Superintendent
FROM: Paula Johnson, Director of Finance
DATE: April 29, 2026
SUBJ: Renewal of the Chartwells Food Service Management Contract for the 2026/27 School Year

RECOMMENDATION

That the Board of Education approve the renewal of Chartwells Food Service Management contract for the 2026/27 school year and authorize the Director of Finance to execute the contract renewal agreement.

BACKGROUND INFORMATION

In June, 2025, in a formal RFP process, the District selected Chartwells to continue to be its food service management company. The contract is a one-year contract with four optional one-year renewals. This is the second contract renewal, running from July 1, 2025 through June 30, 2030. The Michigan Department of Education has approved the renewal and requires that the Board of Education approve the renewal of the contract as well.

Our contract calls for an increase in the management fee and the administration fee by the consumer price index (4.0% verified by the Michigan Department of Education) or 2%, whichever is less. The details of the renewal include the following Here are the details of the contract for approval:

- An increase in the management fee of 2.00% from .0522 cents per meal to .0532 cents per meal.
- An increase in the annual administration fee of 2.00% from \$11,300 per month to \$11,526 per month.
- The meal equivalent factor will be increased from \$4.97 to \$ 5.14 per USDA/Michigan Department of Education guidelines. This factor is used for calculation of the management fee on ala carte sales and therefore serves to limit the fee paid to Chartwells.

The District has been very pleased with Chartwells this year. New USDA and MDE regulations continue in a variety of areas, and Chartwells has been a leader in understanding and implementing those requirements.

Other highlights include the following:

- Provided 331,535 breakfasts and 810,906 lunches throughout the 2024 – 2025 school year when all meals were provided at no charge to students/families.

- Provided 3,046 breakfasts and 6,632 lunches to summer school students and SFSP participants during July and August.
- Increased the Food Service fund balance by 16.23% over prior year due to the USDA's free meals for all students during the school year.
- Hosted a WMU Dietetic Interns in November 2025 and March 2026.
- Implemented an Excess Fund Balance Spend Down Plan with the MDE. Enhancements to the program through this plan were:
 - Purchase of kitchen equipment for the new CEL and HAV
 - Purchase of a new Food Service Truck to continue to service the satellite elementary schools
 - Converted Elementary and Secondary to sustainable fiber dinnerware (plates, bowls, and elementary lunch trays)
 - Purchase of backup generator for West Middle Walk-in Freezers/Coolers
 - Refresh to Central High School Servery with bold new design
- Upgraded additional equipment throughout the district with additional revenues received from the free meals for all.

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

Contract Renewal Approval - Portage

1 message

MDE-GEMS <noreply-mde-gems@notifications.michigan.gov>

Fri, Mar 6, 2026 at 2:54 PM

Reply-To: MDE-GEMS <MDE-GEMS@michigan.gov>

To: jedwards@portageps.org

Cc: sstevens@portageps.org, pjohnson@portageps.org, SaulT1@michigan.gov, ZavalaR1@michigan.gov

03/06/2026

Johnny Edwards
Portage Public Schools Agreement #39140
8107 MUSTANG DR
PORTAGE MI 49002

Dear Johnny Edwards:

The Michigan Department of Education (MDE) has received your request for renewing the food service management company contract with Chartwells for the 2026-2027 school year and has approved the following:

1. The current management fee of \$0.0522 per meal will increase by 2% to the new management fee of \$0.0532 per meal.
2. The current administrative fee of \$11,300.00 per month will increase by 2% to the new administrative fee of \$11,526.00 per month for 10 months.
3. The advance payment will be \$200,000.
4. There are no guarantees for the 2026-2027 school year.
5. There is no client investment planned for the 2026-2027 school year.

MDE agrees with the recommendation that the contract be renewed with Chartwells for the 2026-2027 school year. It is ready for approval by the sponsor's Board of Education. After it is approved, signed copies of the Contract Renewal Agreement must be uploaded to MDE in GEMS/MARS. Upload the document in the **Final Signed Documents section of the Food Service Contract Renewals (26-27)**. If the board makes any changes to the contract, these changes must be sent to MDE for approval before the contract renewal can be signed by the sponsor.

This renewed contract is in effect from July 1, 2026, to June 30, 2027.

If you have any questions or have contract changes, please send an email to MDE-FSMC-Vended@michigan.gov with "Contract Renewal" in the subject line.

Sincerely,

Emily Ross, RDN
Procurement Compliance Manager
Food Distribution Unit
Office of Nutrition Services
Michigan Department of Education
RossE@michigan.gov

Dr. Deanne K. Kelleher, RDN
Director, Office of Nutrition Services
State Child Nutrition Director
Michigan Department of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

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X. Discussion Items

3. Commercial Credit Card Resolution (OP 6423)

TO : Johnny Edwards, Superintendent
Board of Education

FROM : Paula Johnson, Director of Finance
Sammi Stevens, Business Manager

DATE : April 29, 2026

SUBJ : Resolution Authorizing Commercial Credit Card Agreement

RECOMMENDATION

That the Board of Education adopt the attached resolution to authorize the District to enter into an agreement with Huntington Bank to serve as the District's commercial card provider.

BACKGROUND INFORMATION

For the past seven years, Portage Public Schools has utilized BMO Bank through PFMFS/MSBO Purchasing Card Consortium as its commercial card provider. Recently, PFMFS and MSBO issued a Request for Proposal (RFP) to obtain a new commercial card vendor for Michigan school districts participating in the purchasing card consortium. As part of the District's ongoing operational review and evaluation of the District's financial management tools and services, the Business Office took this opportunity to explore alternative purchase card programs.

Following this review, the Business Office recommends transitioning the District's commercial card program to Huntington Bank.

Huntington Bank's commercial card program presents the District with enhanced card management tools, improved transaction monitoring and processing capabilities, and competitive rebate opportunities. Additional features, including real-time card controls and virtual payment capabilities will better support the District's operational and financial management needs.

Pending Board approval, implementation of the new commercial card program will begin immediately, with full implementation targeted for completion at the start of the 2026-27 fiscal year.

Portage Public Schools has been banking with Huntington Bank for more than 10 years and has been extremely pleased with the level of service provided by Huntington's Government Banking team. We are looking forward to continuing and expanding this relationship through the commercial card program.

We would be happy to answer any questions you may have.

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

**RESOLUTION AUTHORIZING COMMERCIAL CARD AGREEMENT
WITH HUNTINGTON BANK**

At a regular meeting of the Board of Education (the "Board") of the Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District"), held in the School District on May 18, 2026 at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, Portage Public Schools (the "District") is authorized by Act 266 of the Public Acts of Michigan of 1995, as amended ("Act 266") to authorize and regulate credit card transactions including the use of credit cards by administrators and employees of the District; and

WHEREAS, the District and Huntington National Bank (the "Bank") wish to enter into the Commercial Card Account Agreement attached hereto as Exhibit 1; and

WHEREAS, use of credit cards by administrators and employees of the District will be subject to and will comply with the Credit Card Policy po6423 adopted by the District on September 14, 2015.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board determines that it is necessary and in the best interest of the District to enter into the Commercial Card Account Agreement with Huntington National Bank for the use of credit cards by officers and employees of the District.
2. The Superintendent, Director of Finance, Business Manager or their successors, are hereby authorized to execute and file all documents, instruments and certificates, including the Commercial Card Account Agreement, necessary or required to effectuate the execution of the Commercial Card Account Agreement.
3. The execution and issuance of the Commercial Card Account Agreement shall be subject to the District Credit Card Policy po6423.
4. All resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES: _____
NAYS: _____

Motion declared adopted.

Terri Novaria
Secretary, Board of Education

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on May 18, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Terri Novaria
Secretary, Board of Education

COMMERCIAL CARD AGREEMENT

Huntington Bank uses DocuSign for Commercial Card Agreements. The information needed to draft the agreement, validate signer and sign electronically is below. Please complete and return to your Huntington Bank Commercial Card Solutions Consultant.

Information should be typed on this form and returned in its original electronic format.

Name of Company: _____

Tax ID: _____

Section 1: Notices Contact

“Notices Contact” means the person assigned by Company to receive all notices of changes to the Account and/or terms of the Commercial Card Account Agreement:

Name: _____

Title: _____

Address: _____

City, State and Zip Code: _____

Email Address: _____

Mail Cards to this Address? _____

If no, where do you want cards shipped to (must be a physical address, no PO Box)

Section 2: Program Administrators

“Company Program Administrator” or “Program Administrator” means the person or persons assigned by Company to manage the services provided by Huntington Bank to Company under this Commercial Card Account Agreement. The Company Program Administrator will have the ability to perform all Administrative User functions and will have the ability to assign additional Administrative Users and also assign their rights to access and use any online interface as appropriate.

You can designate up to three Company Program Administrators. At least one of the Program Administrators needs to be a user in Company’s Business Online portal.

#1 Name: _____

Title: _____

Email: _____

Phone: _____

#2 Name: _____

Title: _____

Email: _____

Phone: _____

#3 Name: _____

Title: _____

Email: _____

Phone: _____

Section 3: Integrated Payables Administrator

Name of Person Authorized to be Security Administrator for Integrated Payables (if applicable):

Name: _____

Title: _____

Email: _____

Phone Number: _____

Cell Phone Number for Virtual Card Text Alerts: _____

ERP/Accounting Software Name: _____

Version: _____

Section 4: Authorized Business Representatives(s)

“Authorized Business Representative” means the individual(s) who will execute the agreement. You can have up to three Authorized Business Representatives.

Signer Name #1: _____

Title: _____

Date of Birth: _____

Cell Phone Number: _____ (For DocuSign validation text code)

Email address: _____

Signer Name #2 (if applicable): _____

Title: _____

Date of Birth: _____

Cell Phone Number: _____ (For DocuSign validation text code)

Email address: _____

Signer Name #3 (if applicable): _____

Title: _____

Date of Birth: _____

Cell Phone Number: _____ (For DocuSign validation text code)

Email address: _____

Section 5: Miscellaneous

Huntington Bank does NOT mail card statements. Statements are available in the Huntington Bank online portal.

Do you want to sign up for Auto-Pay (full statement balance due): Yes No

You can choose your cycle end date (any day from 1-28th or the last calendar day of each month (31st))

What day of month would you like to cycle end? _____

Huntington Bank Checking account you want cash rebate to go into (last four)

Huntington Bank Checking account for Auto-Pay billing (if applicable last four):

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

Note Page

XI. Closed Session

1. Discuss Collective Bargaining Strategy (OMA)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education move into closed session to discuss collective bargaining strategy, as allowed under the Open Meetings Act 15.268, Section 8(c).

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
MAY 4, 2026, 6:30 P.M.**

Note Page

XII. Post-Closed Action

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education

_____.