

**PORTAGE PUBLIC SCHOOLS' BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL RM #1136, 8135 S. WESTNEDGE, PORTAGE, MI 49002
SEPTEMBER 14, 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.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
II. REVISIONS/APPROVAL OF AGENDA	2
III. REPORTS	
1. SUPERINTENDENT'S REPORT	3
a. BOND PROJECT UPDATE	
IV. BOARD EDUCATION	
1. HGD 2-YEAR REVIEW [MCL 380.1507(5)(c)]	4
V. COMMENTS OR COMMUNICATIONS	5
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
VI. CONSENT AGENDA	6
1. APPROVAL OF MINUTES	
a. AUGUST 17, 2026 REGULAR BUSINESS MEETING	7
VII. ASSURANCE OF DISTRICT PERFORMANCE	
1. MONITORING REPORT 2.6, ASSET PROTECTION (GP 4.4)	11
2. MONITORING REPORT 2.10, COMMUNICATION & SUPPORT TO THE BOARD (GP 4.4)	25
VIII. REQUIRED ACTION ITEMS	
1. MASB DELEGATE ASSEMBLY-SELECT REPRESENTATIVES (MASB)	38
IX. ACTION ITEMS	
1. APPROVE USE OF VIRTUAL LEARNING DAYS (MCL 388.1621f)	40
2. NEW ADMINISTRATOR APPOINTMENT (OP 3120)	43
3. NEW TEACHER APPOINTMENTS (OP 3120)	45
X. DISCUSSION ITEMS	
1. REVISIONS TO POLICIES 3140 & 4140 (BL 0131.1)	47
2. CAPITAL OUTLAY PURCHASE (OP 6320)	51
3. PURCHASE OF MS FURNITURE USING GRANT FUNDS (OP 6320)	56
4. STUDENT CHROMEBOOK REFRESH FOR 2027-28 (OP 6320)	65
5. CoHS GRADUATION REQUIREMENTS	68
XI. ADJOURN	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

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
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

IV. Board Education

1. HGD 2-Year Review [MCL 380.1507(5)(c)]

Note Page

1. By Citizens
2. By Board Trustees
3. Board Committee Reports

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Minutes
 - a. August 17, 2026 Regular Business Meeting

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETINGS
AUGUST 17, 2026**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, August 17, 2026, was called to order at 6:31 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: Emily Crawford, Mary Lou Rohwer

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Administrator Introductions

Superintendent Edwards introduced the Board to new administrators and recognized existing administrators who have transitioned to new positions within the District. Board members congratulated each administrator.

Update on Bond Projects

Assistant Superintendent of Operations Russ Gerbers reviewed photos showing construction progress at the Woodland Elementary and Amberly Elementary sites. He also shared that we have closed on the purchase of the property for the new Angling Road Elementary site.

Other

Superintendent Edwards congratulated Russ Gerbers on completing the MSBO Business Manager Academy.

Update on Summer Programs

Ms. Michelle Karpinski, Community Relations Manager, provided an overview of the camps that took place over the summer.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment.

Stephanie Alkire addressed the Board regarding the change in leadership at Northern High and inequities between Portage Northern High and Central High.

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

Mrs. Novaria attended the Northern band camp finale and shared that the students did a great job and showed a lot of enthusiasm.

Ms. Larson expressed her condolences to the family of Bob Walker, former PPS teacher. She shared that Mr. Walker had a positive impact on her life and that of her family.

Mr. Snyder echoed the sentiments expressed by Mrs. Novaria and Ms. Larson, adding that Bob Walker will be missed.

Mr. Van Antwerp shared that Bob Walker was a giant in education and to the PEA. He expressed his condolences to the family.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: (1) minutes from the July 20, 2026 Regular Business Meeting and Closed Session, August 3, 2026 Special Meeting, and August 13, 2026 Special Meeting and Closed Session; and (2) to approve Policies 0100-Definitions and 5136-Wireless Communication Devices, as presented.

There being no objections, the motion carried unanimously.

ACTION ITEMS

New Teacher Appointments

Ms. Jennifer Meisterheim, Director of Human Resources, provided brief comments regarding the proposed teacher hires.

Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, that the Board of Education approve the appointment of the following teachers for Portage Public Schools:

- Jenna Carr, Kindergarten Teacher at Angling Road Elementary,
- Stephanie Hallgren, Multi-Language Learner Coordinator,
- Kimberly Helgeson, Educational Supports & Intervention Teacher at Central Middle School, and
- Dannie van Gent, Early Childhood Special Education Teacher.

The motion carried unanimously.

WOD Asphalt & Landscaping Contracts

Mr. Russ Gerbers reviewed the recommendation for asphalt and landscaping work for the new Woodland Elementary site.

Motion offered by Dr. Stevenson, seconded by Ms. Larson, that the Board of Education authorize Owen-Ames-Kimball Co. to issue Notice of Pending Awards in the amounts indicated below to the following contractors pending confirmation that all requirements of the contract documents have been met, and furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors by Portage Public Schools, the funding for which will come from the 2026 Bond Fund (the fourth series from the 2021 vote):

- **Rieth-Riley, asphalt work, award amount of \$308,250.00, and**
- **Lounsbury Excavating, Inc., landscaping, award amount of \$440,100.00.**

The motion carried unanimously.

DISCUSSION ITEMS

MASB Delegate Assembly

President Van Antwerp asked fellow board members to indicate their interest in serving as either a voting delegate or alternate at the upcoming MASB Delegate Assembly. Ms. Larson volunteered to serve as the voting delegate and Mr. Van Antwerp volunteered to serve as the voting alternate.

The Board will take action to certify their voting representatives in September.

AI Policy

Dr. Ryan Miller, Director of Information & Technology Systems, detailed the recommendation for a new AI policy and acknowledged the committee's extensive work in reviewing and developing the policy recommendation.

The Board opted to move the discussion item to action.

Motion offered by Mrs. Novaria, seconded by Ms. Larson, that the Board of Education move the AI policy discussion item to action.

The motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Ms. Larson, that the Board of Education approve Policy 7540.09 - Artificial Intelligence (AI), as presented.

The motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Barb Atkinson,
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

VII. Assurance of District Performance

1. Monitoring Report 2.6, Asset Protection (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.6, Asset Protection, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.6) Asset Protection

Global Board Policy

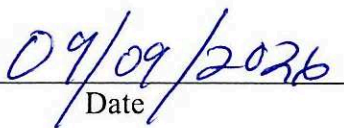
The Superintendent shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Certification

I hereby present my monitoring report on Executive Limitation, 2.6, "Asset Protection" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of September 9, 2026.



Signature



Date

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

2.6 GLOBAL POLICY LANGUAGE

The Superintendent shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

Interpretation

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

Conclusion Statement

The organization met expectations.

2.6.1 POLICY LANGUAGE

The Superintendent shall not assume property or casualty risk unnecessarily, including risk against liability losses to board members, staff and the organization.

Interpretation

I interpret this to mean that insurance contracts and policies are in place with the appropriate level of protection, and all loss claims against the policies, less deductibles, are recovered.

That insurance contracts are in place to replace, repair or provide remuneration for District assets exceeding \$1,000 and that the level of coverage restores the District to an equal or similar position prior to the loss or damage to the asset, less deductibles. The insurance replaces assets stolen, damaged or destroyed with a minimum value that meets or exceeds the deductible limitations of the coverage and includes the replacement of real estate, facilities, fixtures, furniture, vehicles, equipment, and consumable assets owned or leased by the District and valued greater than \$1,000.

That appropriate policies are in place and all claims against the policies are resolved and that such policies cover acts of litigation, settlements, judgments and staff inquiries resulting in financial remuneration by the District. These policies provide coverage for these acts to the extent available through insurance contracts. Also, there are certain acts that are not insurable.

As required by law, our annual audit is conducted by a qualified audit firm whose service fees are included in the board-approved budget.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Appropriate policies are in place to compensate the employees and providers of services for needs arising from the incident leading to submitted claims (Workers Compensation coverage).

Report

The District has in place the following insurance coverage with SET/SEG:

- Property
 - Property and Vehicles
 - Crime
 - Employee Dishonesty Blanket Bond
 - Equipment Breakdown (Boiler & Machinery)
 - Inland Marine
 - Cyber Liability/Data Breach
 - Safeguard Program (Terrorism & School Violent Acts)
 - Builders Risk
- Liability
 - Commercial General Liability
 - Excess Liability
 - Safeguard Program (Terrorism & School Violent Acts)
- Fleet
 - Automobile Liability and Physical Damage
 - Fleet Coverage
- Educators Legal Liability Errors and Omissions
- Workers Compensation

In addition, the District has a catastrophic student accident medical insurance policy with Gallagher Affinity Insurance Services, Inc.

Coverage limits are reviewed annually with our insurance provider(s) to determine adequacy and/or appropriate levels of coverage.

Conclusion Statement

The organization met expectations.

2.6.2 POLICY LANGUAGE

The Superintendent shall not allow unbonded personnel access to material amounts of funds.

Interpretation

Only bonded personnel will be allowed access to District funds. "Material amounts" is that amount that would have a significant impact on achieving the Board's Ends.

Report

All employees, including the Superintendent and members of the Board, are covered by a blanket bond of up to \$1,000,000 per occurrence. Per SET/SEG, based on their experience with submitted claims, this level of coverage is considered adequate on a per occurrence basis.

Internal controls are in place to provide appropriate checks and balances and to ensure that no single individual has the ability to initiate, approve, and complete an unauthorized transaction independently. These controls establish a clear separation of duties, require appropriate levels of review and approval, and provide oversight throughout the transaction process. This structure helps reduce the risk of errors, misuse of funds, or fraudulent activity while promoting accountability and transparency.

Conclusion Statement

The organization met expectations.

2.6.3 POLICY LANGUAGE

The Superintendent shall not subject facilities and equipment to improper wear and tear or insufficient maintenance.

Interpretation

I interpret this to mean that facilities and equipment, including buses and other vehicles owned or leased by the District, be used in a way that allows for sufficient and timely cleaning and that resources are allocated to ensure proper maintenance and replacement of equipment as necessary.

Report

The District has comprehensive facilities use policies and guidelines which govern facility scheduling and use. A facility use fee structure is in place and is reviewed periodically to support maintenance, operation, and cleaning of facilities.

The Maintenance Department utilizes a maintenance plan for mechanical systems in the District to ensure proper upkeep and replacement of parts. Custodians are on-site during times of facility use to ensure proper cleaning, support, and service in a timely manner.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

The Maintenance Department uses an annual plan for the maintenance of and/or replacement of windows, roofing, carpeting, drives, parking areas, etc., using the voter-approved Building and Site Sinking Fund. The maintenance staff reviews campus needs with building principals on an annual basis.

A system is in place for the periodic improvement and replacement of furnishings and other loose equipment. Funds for this mostly come from the General Operating Fund and vary depending on other demands on the budget. At times, voter-approved bond funds are used to replace or supplement furnishings and other equipment.

An Energy Management System is in place to maintain the most efficient usage of energy resources to maximize cost avoidance. Since initiation of the system in 2009, we have avoided \$14.2 million (through July 2026) in energy costs.

Our Transportation Department employs two certified mechanics to maintain the District's 62 buses and 11 vans used to transport students. The bus fleet also undergoes annual inspections by the Michigan State Police. The latest inspection, conducted during the 2025-2026 school year saw 100% of our buses receiving a "green tag" – the highest rating given. Kudos to our transportation team for keeping our bus fleet in great working order. The mechanics received a perfect inspection coin for their work this year.

Our buses are on an approximately 11-year replacement cycle which results in about 10 percent of our fleet being replaced each year. Five buses (four regular 77-passenger buses, and one wheelchair lift bus with air conditioning) were purchased during the 2025-26 school year with proceeds from the 2019 Bond sale. To date, 57 buses have been purchased from the 2016 & 2019 Bond proceeds.

The District routinely inspects and performs routine maintenance to District-owned technology. In those cases where there is unusual wear and tear, the Technology Department will engage the services of outside staff.

The District currently utilizes Grand Rapids Building Services, Inc. (GRBS) to provide the majority of custodial services (second shift). Our contract with GRBS was renewed in June 2025 through the 2026-27 school year.

PPS has added a floating custodian to provide additional support across the district and respond to custodial needs that may arise throughout the school day. This position provides greater flexibility to address unexpected situations, staff absences, spills, cleaning needs, and other facility-related concerns in a timely manner. Having a dedicated floating custodian helps ensure buildings remain clean, safe, and well-maintained while providing additional support to building custodial teams when and where it is needed most.

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

We continue to monitor the costs of operating and maintaining our pools, stadiums, and multi-use fields to ensure facility-use fees remain reasonable and reflect the cost of supporting these spaces. As community use increases, we must balance access with staffing, maintenance, wear and tear, and our responsibility to protect these significant community investments for long-term use.

Conclusion Statement

The organization met expectations.

2.6.4 POLICY LANGUAGE

The Superintendent shall not unnecessarily expose the organization, its board or staff to claims of liability.

Interpretation

I interpret this to mean that District administration provides clarity in terms of expectations and/or standards of conduct for its employees so that they act in a manner which is not likely to cause harm to persons, property, or both.

Report

Clear policies are in place outlining expectations for the Board of Education and Superintendent regarding professional conduct, ethical decision-making, and the avoidance of conflicts of interest. Similar expectations for staff are established through Board policies, administrative guidelines, and employee handbooks. Supervisors review these expectations with staff at least annually and employees are expected to report any conditions, concerns, or practices that could create a potential liability or risk for the District.

The District continues to monitor potential areas of liability and takes appropriate steps to address concerns when they arise. During the reporting period, the District experienced a limited number of minor student injury liability claims. These claims were addressed through the District's established processes and were covered by the District's insurance policy.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

2.6.5 POLICY LANGUAGE

The Superintendent shall not make any purchase: (a) wherein normally prudent protection has not been given against conflict of interest; and (b) where the amount exceeds five times the number of dollars over which the State of Michigan requires the letting of bids without following a stringent method of assuring the balance of long term quality and cost. Orders shall not be split to avoid these criteria.

Interpretation

I interpret this to mean that (a) the district shall not be persuaded to purchase a product or service that could be interpreted as a conflict of interest from any employee and (b) purchases in excess of approximately \$150,000 may undergo a review. Furthermore, purchases involving a like product from the same vendor will not be split to avoid scrutiny or to avoid the bidding process.

Report

For purchases over the state's competitive bidding threshold, the Business Office undergoes a formal closed bid process. We advertise on the district's website and state's website when required. The bids are collected and opened by the Business Office. A bid tab is created and a vendor is selected. The purchase is approved by the Board of Education. We also use consortium pricing, which is a group procurement model where multiple organizations combine their purchasing power to negotiate lower prices and better contract terms from suppliers. The closed bid and the consortium pricing models are best practices to reduce the likelihood of a conflict of interest.

Very few products we purchase exceed the \$150,000 threshold. There are some exceptions such as construction related purchases, technology, and curriculum. In all cases, there is a vetting process to identify the preferred vendor and the Board would be asked to approve the recommendation.

The Business Office also monitors purchase orders issued to the same vendor to ensure compliance with District purchasing requirements. This review helps identify potential order splitting or other practices that could circumvent competitive bidding requirements or required Board approval and ensures that purchases follow established policies and applicable procurement requirements.

Conclusion Statement

The organization met expectations.

2.6.6 POLICY LANGUAGE

The Superintendent shall not allow intellectual property, information and files to be inadequately protected from piracy, loss, theft, electronic data breach or from suffering significant damage.

Interpretation

I interpret this wording to mean that:

1. All data is stored on fault tolerant storage systems located on at least two sites. Data backups are completed daily with 98% automated and 100% manual success rates. The district maintains state of the art security systems, including but not limited to firewalls and filters, to prevent inappropriate access to, or corruption of, sensitive and/or private information. This measure is reasonable because it is necessary to meet Federal Regulations, it aligns with industry best practice, and prevents rework due to loss of data.
2. The District has systems in place to detect and prevent attempts to gain access to District systems that would corrupt, damage, or provide access to proprietary, confidential, or sensitive information. Proprietary, confidential, or sensitive information is defined as the programs and data systems used to support district operations. Examples include student data, employee data, payroll data, security systems, and general business operations data. This interpretation is reasonable because the information protected is sensitive, private, and/or critical to the mission of the district, which if accessed inappropriately, lost, or damaged, could potentially harm the district or individuals.
3. Other non-electronic data will be stored in a manner which provides maximum protection.

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Report

1. All data is initially stored on a high-fault tolerant array of disk drives located in our secure data center. Should one or more of these drives fail, the data is automatically redistributed across the cluster to ensure fault tolerance. The failed drive(s) can then be replaced during a maintenance schedule. At least nightly, all data is replicated to another high-fault tolerant array of disk drives located at our secondary data center.

These two data centers are located on different physical sites to mitigate against damage caused by fire or acts of God. Depending on the nature of the data, routine snapshots are also made, allowing us to restore data to a previous time when required. Industry standard security systems, hardware and software based, are used to monitor, secure, and maintain the District's data.

2. The District security includes firewall protection and security systems, which scan for malware (including, but not limited to, adware, spyware, trojans, viruses, worms and rootkits). The systems are updated on a regular basis via automated and manual processes as a part of standard district operations. The District has implemented multi-factor authentication (MFA) for access to critical business office, human resources, and student data.
3. This District has a fire-resistant vault room which includes a safe to maintain critical non-electronic data. Locked, fireproof filing cabinets are available for storage of documents. The District also has a safety deposit box at one of the local banks. Procedures are in place to restrict access to non-electronic data information.

Conclusion Statement

The organization met expectations.

2.6.7 POLICY LANGUAGE

The Superintendent shall not receive, process, or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.

Interpretation

I interpret this to mean that procedures are in place to provide sufficient safeguards over the receipt, processing, and disbursement of District funds. The internal control procedures in place are audited annually by the Board-appointed auditing firm, in accordance with generally accepted auditing standards.

Report

The most recently completed fiscal year audit (FY 2025) by the Board-appointed auditing firm - Rehman Robson – verified the reasonableness of the District’s qualitative aspects of the internal controls used in its accounting practices. The report did not identify any material weaknesses with respect to the fair representation of the District’s financial statements and the federal programs administered by the District.

Conclusion Statement

The organization met expectations.

2.6.8 POLICY LANGUAGE

The Superintendent shall not invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions, within reason.

Interpretation

I interpret this to mean that regulations and procedures are in place to ensure that the Business Office will not invest in or hold operating capital in insecure or non-insured financial instruments, except for ease of operations, within reason.

Report

Cash management and investment regulations and procedures are in place to maximize investment returns while maintaining appropriate levels of safety and liquidity. The District utilizes quality certificates of deposit, pooled investment accounts, money market accounts, and prime commercial paper rated one or two by more than one rating service, in accordance with District policy.

The District has a specific “Investments” Operational Policy that guides the Business Office’s cash management and investment activities. The FY2025 District Audit verified total District interest income of \$2,722,315, representing an average approximate yield of 3.21% across all funds as of June 30, 2025. Interest income was earned across multiple District funds as follows:

- General Fund: \$434,337
- Common Debt Fund: \$301,629
- Lunch Fund: \$58,508
- Building Site and Sinking Fund \$141,478
- Construction Funds: \$1,786,363

Monitoring Report

Page -11-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Additionally, a positive arbitrage rebate liability of \$1,962,512 was accrued as of June 30, 2025, for payment to the Internal Revenue Service. Arbitrage rebate requirements apply when investment earnings on bond proceeds exceed the allowable yield on the related tax-exempt bonds.

These results demonstrate that the District's established cash management and investment procedures are actively utilized and have resulted in investment earnings that maximize available returns while operating within applicable policies and regulations.

The Business Office maintains procedures for monitoring the financial institutions with which the District conducts business and regularly reviews available financial information to help assess institutional stability and minimize investment risk.

Conclusion Statement

The organization met expectations.

2.6.9 POLICY LANGUAGE

The Superintendent shall not endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of Ends.

Interpretation

I interpret this to mean that actions or behaviors shall not be permitted to occur which would reflect poor fiscal management in the operation of the District, commit to expenditures without reliable funding sources, jeopardize operational integrity or detract from the Boards stated Ends.

Report

The District has strong financial procedures and controls in place to protect District resources and ensure sound financial operations. Budget and accounting processes include appropriate checks and balances, separation of duties, approval requirements, and regular review to help prevent errors or irregularities and identify concerns in a timely manner. The results of the District's most recent independent financial audit support the effectiveness of these practices and demonstrate that the District continues to maintain responsible financial oversight.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -12-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

2.6.10 POLICY LANGUAGE

The Superintendent shall not change the organization's name, logo or substantially alter its identity in the community.

Interpretation

I interpret this to mean that the organization continues to be referred to as Portage Public Schools and that tag lines and other visual depictions of the District are in line with the Mission, Vision and Ends, as adopted by the Board.

Report

The District has worked on building consistency with the Portage Public Schools logo that was implemented officially during the 2025-26 school year. We have been working to bring all documents, websites and other images in line with the new logo and tagline of "Every Student, Every Future." We are in the process of updating the District's Strategic Commitments messaging to not only align with the new branding, but to refine the messaging to bring them to life in our everyday work. This effort will continue to be a focus for the 2026-27 school year.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes ☐ No ☐

Comments:

Is evidence of compliance reasonable? Yes ☐ No ☐

Comments:

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

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

VII. Assurance of District Performance

2. Monitoring Report 2.10, Communication & Support to the Board (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept Monitoring Report 2.10, Communication and Support to the Board, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.10) Communication and Support to the Board

Global Board Policy

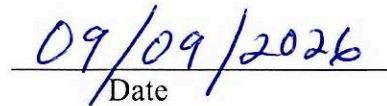
The Superintendent shall not permit the Board to be uninformed or unsupported in its work.

Certification

I hereby present my monitoring report on Executive Limitation, 2.10, "Communication and Support to the Board" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of September 9, 2026.



Signature



Date

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

2.10 GLOBAL POLICY LANGUAGE

The Superintendent shall not permit the Board to be uninformed or unsupported in its work.

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding sections. My interpretations and data are presented with those sections below.

Conclusion Statement

The organization met expectations.

2.10.1 POLICY LANGUAGE

The Superintendent shall not neglect to submit monitoring data required by the Board (see Policy 4.4 on Monitoring Superintendent Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the policies being monitored.

Interpretation

I interpret this to mean that monitoring reports are to be submitted to the Board within the timelines and in a manner consistent with Policy 4.4 unless the Board agrees to a revised schedule.

Report

The Board and Superintendent have completed the 12th year of creating, presenting and approving monitoring reports. All reports were accepted by the Board. Follow-up meetings with the Board President were held throughout the year to provide the Superintendent feedback regarding the reports. The Board's Policy Committee addressed policy language concerns raised through the monitoring process. Further language concerns were addressed periodically during Board Retreats.

Conclusion Statement

The organization met expectations.

2.10.2 POLICY LANGUAGE

The Superintendent shall not let the Board be unaware of an actual or anticipated noncompliance with any policy of the Board as soon as possible; in the case of noncompliance that could significantly impact the ability to meet organizational Ends, as soon as it is discovered.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

Interpretation

I interpret actual violation to mean that a Board-approved policy has not been followed or that an action has caused a policy to be violated. An anticipated violation means that a strong likelihood exists that an existing or planned practice will violate a Policy if the practice is initiated or continues.

Potential violations of Board Policy will be reported to the Board at the first available meeting after it has been discovered. Actual violations of Board Policy will be reported to the Board President as soon as possible.

Report

Weekly meetings of the Executive Leadership Team allow for discussion and understanding of Board Policies and for the surfacing of any violations or anticipated violations. No such non-compliance issues have occurred during the 2025-26 school year.

Conclusion Statement

The organization met expectations.

2.10.3 POLICY LANGUAGE

The Superintendent shall not let the Board be unaware of potential non-compliance with its own policies on Governance Process and Board-Superintendent Linkage, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the Superintendent.

Interpretation

I interpret this to mean that Board members, either individually or collectively, are informed in writing, electronically or verbally if patterns of Board or individual Board member behavior deviates from established Policies, Board Norms or the Board Code of Ethics.

Report

Neither the Board nor any of its members have been out of compliance during this monitoring cycle. Two Board members and I received additional Policy Governance training in May 2026.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

2.10.4 POLICY LANGUAGE

The Superintendent shall not let the Board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes, particularly changes in the assumptions upon which any Board Policy has previously been established.

Interpretation

I interpret “relative trends” to be those most directly related to the Board Global Ends Policies. I interpret anticipated “adverse media coverage” to be a significant event or circumstance that is not routine in nature which could generate substantial negative news for the District.

I interpret “material external and internal changes” to mean those which adversely affect the financial stability of the District or the District’s ability to achieve its Global Ends.

Report

The Board receives periodic updates from the Superintendent via e-mail, phone calls, rounding, or through updates at Board meetings. Furthermore, the Board has four Committees: Policy, Facilities, Audit, and Owner Linkage which receive information. These committees, in turn, report to the full Board.

Monthly updates are provided regarding the Bond Project. Periodic updates on the Bond Budget and Project Change Orders are provided, when applicable.

Our voice messaging system, website, PPS app, inserts in “The Portager” and periodic news releases convey additional information to the Board.

Conclusion Statement

The organization met expectations.

2.10.5 POLICY LANGUAGE

The Superintendent shall not deny the Board access to, or be uninformed by, a range of relevant perspectives, including staff and external viewpoints, as needed for fully informed board choices.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

Interpretation

I interpret this to mean that before recommendations come before the Board for action, administrators consider diverse viewpoints on any given subject. These viewpoints will consider parental, student, staff and community perspectives, where appropriate.

Report

The Executive Leadership Team (ELT) serves as the final sounding board for recommendations being brought before the Board. This allows for a wide variety of perspectives and thoughtful discussion. Because the ELT represents all aspects of operations, the impact of making recommendations in isolation is avoided. Going through this body also provides a checks and balances to make certain that appropriate input has been sought through advisory committees and other established groups such as Curriculum Instructional Council (CIC), building level leaders, and subject area committees.

During the past 12 months the Board heard about many relevant issues affecting operations, including the following.

- Bond projects
- Budget updates/planning
- Building and Site Sinking Fund
- Collective bargaining
- Continuous improvement work
- Curricular purchases
- Elementary facility planning
- Federal Funds
- Financial Audit
- Food services contract renewal
- MTSS/PBIS update
- Musical instruments purchase
- Policy revisions
- School safety
- Strategic commitments
- Technology purchases
- Transportation app
- Vehicle purchases (bus, van, truck)

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

Conclusion Statement

The organization met expectations.

2.10.6 POLICY LANGUAGE

The Superintendent shall not present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

Interpretation

I interpret this to mean that information being presented is concise and easy to understand. Monitoring reports will be clearly labeled and present data at high levels. Decision preparation information/rationale will be included with recommendations.

Report

Monitoring reports and recommendations made to the Board have been well received and appear to contain the appropriate degree of information in an understandable format. Board members have the opportunity to ask for clarification of other information.

Conclusion Statement

The organization met expectations.

2.10.7 POLICY LANGUAGE

The Superintendent shall not cause the Board to operate without appropriate mechanisms and support for official board, officer or committee communications.

Interpretation

I interpret this to mean that the Superintendent provides effective ways to communicate and support the work of the Board and its various work groups through the central office.

Report

Board members have a variety of communication vehicles which include:

- Periodic updates from the Superintendent
- Individual phone calls, meetings, or e-mails
- Board packet information
- Board meetings, work sessions, and retreats
- Agenda planning meetings with the Board President

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

- Updates and alerts from the District's Communications Manager

The Superintendent's Executive Assistant serves as the primary support person to assist the Board with communications and activities such as coordinating dates for meetings, arranging for meeting space, providing meeting materials, and other activities as requested.

Members of the Executive Leadership Team are available, when needed, to provide additional information and other resources to the Board and/or its Committees.

Conclusion Statement

The organization met expectations.

2.10.8 POLICY LANGUAGE

The Superintendent shall not communicate substantive governance information to an individual or segment of the Board except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.

Interpretation

I interpret this to mean that the Board as a whole will be kept as fully informed as possible on matters of substance except as noted in (a) and (b) above.

Report

At various times throughout the year, work with the Policy Committee and Owner Linkage Committee involved processing information at a committee level. Much of that information was then reported out to the full Board via Committee Reports during Board meetings, Board Retreats, and via email communications.

The Board's commitment to Policy Governance, its policies governing requests for information, and its Code of Ethics is appreciated.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

2.10.9 POLICY LANGUAGE

The Superintendent shall not allow the Board to be non-compliant with legal or contractual requirements for Board approval on delegated activities of the organization or offer such items on the consent agenda without providing the relevant monitoring assurance pertaining thereto.

Interpretation

I interpret this to mean that the Board is provided sufficient background information on action items coming before the Board, whether they be required by Board Policy, local/state/federal law, or upon recommendation of legal counsel or other external authority.

Report

Board agendas include a cover memo outlining some of the key issues facing the Board to assist with meeting flow and anticipated issues of concern. Each action item, including those on the consent agenda, contains the pertinent background information for that item.

Prior to the development of the agenda, the key items for the agenda are reviewed with the Board President and members of the Executive Leadership Team to verify validity and accuracy.

Appropriate staff are available to the Board at its meetings to clarify information and answer questions that arise.

Conclusion Statement

The organization met expectations.

2.10.10 POLICY LANGUAGE

The Superintendent shall not deny the Board access to requested incidental information which, while not part of the Board's work, will allow it to understand the context of that work. That information will include:

- a. A monthly summary of financial performance presented at the monthly Board meeting.
- b. The Superintendent will at least annually provide to the Board a report on safety.
- c. An annual report of Niche rankings for all KRESA and contiguous school districts.

Interpretation

I interpret "incidental information" to mean information that is not monitoring information or not relevant to decision preparation but may be of interest to the Board.

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

Report

On each agenda the Superintendent has an opportunity to provide incidental information that may be of interest to the Board. In regards to 2.10.10a: On each regular meeting agenda there is a financial update with an opportunity for the Board to ask questions. These updates are provided by staff from the Business Office.

The Board also hears financial updates about the existing Bond Projects. Bond budget updates previously were provided on a monthly basis. Also, a summary of Bond Project change orders has been provided to the Board as they occur throughout the school year.

In regards to 2.10.10b: A report on safety was provided during the Superintendent's evaluation in closed session as permitted by law.

In regards to 2.10.10c:

Niche rankings are based on rigorous analysis of key statistics from the United States Department of Education and millions of reviews. The overall ranking includes nine categories: academics, diversity, teachers, college prep, club & activities, administration, sports, food, and resources & facilities.

The academics rating takes into consideration proficiency from the Michigan Student Tests of Educational Progress (M-STEP) for grades 3-8 and the Michigan Merit Exam (MME) for grade 11, along with average graduate rate and average SAT.

The diversity rating is based on racial and economic diversity and survey responses on school culture and diversity from students and parents.

The teacher rating is based on a student-teacher ratio of 19:1 with consideration of the average teacher salary and the percentage of teachers in the first or second year.

The definition for grades of the remaining categories are not publicly available on the Niche website.

Monitoring Report

Page -10-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

Below is a chart detailing the Portage Public Schools rankings.

Category	Grade
Academics	A-
Diversity	B+
Teachers	A
College Prep	A-
Clubs & Activities	A+
Administration	A
Sports	A
Food	A
Resources & Facilities	A-
OVERALL GRADE	A

Monitoring Report

Page -11-

Policy Type: Executive Limitation

Policy Title: (2.10) Communication and Support to the Board

Below is a chart detailing Portage Public Schools including overall grade compared to the other school districts and the overall state ranking out of 523 school districts.

School District	Letter Grade	State Ranking
Portage Public Schools	A	#33
Climax-Scott Community Schools	C	N/A
Comstock Public Schools	C	N/A
Galesburg-Augusta Comm. Schools	B-	N/A
Gull Lake Community Schools	A-	#57
Kalamazoo Public Schools	C+	N/A
Parchment School District	C	N/A
Schoolcraft Community Schools	B	#134
Vicksburg Community Schools	B+	#99
Mattawan Consolidated Schools	A-	#64

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
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

VIII. Required Action Items

1. MASB Delegate Assembly – Select Representatives (MASB)

RECOMMENDED MOTION:

Motion offered by _____, seconded by _____, that the Board of Education certify Kimberly Larson as delegate and Randy Van Antwerp as alternate for the 2026 Michigan Association of School Boards Delegate Assembly.

Johnny Edwards
Superintendent
Phone: 269.323.5182
jedwards@portageps.org

To: Board of Education
From: Johnny Edwards, Superintendent 
Date: August 12, 2026
Re: 2026 MASB Leadership Conference & Delegate Assembly

RECOMMENDATION:

It is recommended that the Board of Education certify the following delegate(s): _____
and alternate(s): _____ for the 2026 Michigan Association of School Boards Delegate
Assembly, as presented.

BACKGROUND:

The Michigan Association of School Boards will hold their annual Delegate Assembly the
evening of Thursday, October 15, 2026 at the Lansing Center.

During the Delegate Assembly, board-certified delegates from school districts across Michigan
will establish MASB's positions on a wide range of educational issues. Delegates and certified
alternates have the opportunity to introduce motions and vote on matters that guide the
association's advocacy efforts. Based on the District's student enrollment, Portage Public
Schools is eligible to appoint four voting delegates and four alternates to represent the Board at
the Assembly.

To participate, local boards of education must formally designate their delegates and alternates
and certify those selections with MASB by October 1, 2026. Accordingly, Board action to
appoint and certify Portage Public Schools' representatives must occur prior to that date.

Board members are encouraged to either consider serving as a delegate or alternate.

This item will return to the Board for action at the September 14, 2026 Board meeting.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

IX. Action Items

1. Approve Use of Virtual Learning Days (MCL 388.1621f)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the Resolution for District Planned Use of Virtual Instruction Days, as presented.



TO: Johnny Edwards, Superintendent & Board of Education

FROM: Dr. Michael Pascoe, Assistant Superintendent of Instruction

DATE: September 14, 2026

SUBJECT: District Planned Use of Virtual Instruction Days

Recommendation

The Board of Education approve the District's plan, via the enclosed resolution, for use of virtual instruction during the planned October 14, 2026 and April 14-15, 2027 testing dates for PSAT, SAT, and High School M-STEP (Science & Social Studies), as allowed under House Bill 5630, Section 21f.

Background Information

As allowed under the current House Bill 5630, Section 21f, up to 3 days of virtual instruction can be designated as testing days. During these days students are released from regular classroom instruction to participate in state or federally mandated assessments. It is now required by the Michigan Department of Education that a district's plan for use of these days must be approved by the Board of Education.

Portage Public Schools plan is to provide virtual instruction during the planned October 14, 2026 and April 14-15, 2027 testing days for the PSAT, SAT and High School M-STEP (Science & Social Studies). This will impact secondary students only.

On the test days (October 14, 2026 and April 14-15, 2027), the District plans to provide virtual instruction on all non-testing grades at the middle school and high school levels following the conclusion of testing on each day. District-provided Chromebooks will be available for students to use on these days. Teachers will be available to answer questions from students for assignments given for completion on the testing/virtual instruction days. Teacher availability will be for the same number of hours counted as instructional time (3 hours).

The District will provide notice of the plan to impacted students and their parents/legal guardians before enactment of the plan, as required.

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

The resolution is enclosed.

Resolution for District Planned Use of Virtual Instruction Days

A regular meeting of the Board of Education of the District (the "Board") was held in Portage Central High School, Room #1136, 8135 S. Westnedge Avenue in Portage, MI, within the boundaries of the District, on the 14th day of September, 2026, at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

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

WHEREAS, as allowed under the current House Bill 5630, Section 21f, up to 3 days of virtual instruction can be used during student testing days during a school year, and a district's plan for use of these days of virtual instruction must be approved by the Board of Education.

WHEREAS, Portage Public Schools plan is to provide virtual instruction during the planned October 14, 2026 and April 14-15, 2027 testing days for the PSAT, SAT and High School M-STEP (Science and Social Studies). This will impact secondary students only.

WHEREAS, on the October 14, 2026 and April 14-15, 2027 test days, the District plans to provide virtual instruction to all non-testing grades at the middle school and high school levels following the conclusion of testing on each day. District-provided Chromebooks will be available for students to use on these days. Teachers will be available to answer questions from students for assignments given for completion on the testing/virtual instruction days. Teacher availability will be for the same number of hours counted as instructional time (3 hours).

WHEREAS, the District will provide notice of the plan to impacted students and their parents/legal guardians before enactment of the plan, as required.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Education approve the District's plan, via this resolution, for use of virtual instruction during the planned October 14, 2026 and April 14-15, 2027 testing dates for PSAT, SAT, and High School M-STEP (Science and Social Studies), as allowed under the House Bill 5630, Section 21f.

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

Ayes: Members _____

Nays: Members _____

Resolution declared _____.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

IX. Action Items

2. New Administrator Appointment (OP 3120)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the appointment of Ashley S. Bowen as Interim Principal at Angling Road Elementary School.

Jennifer Meisterheim, SHRM-CP
Director of Human Resources
Phone: 269.323.5157
jmeisterheim@portageps.org

To: Board of Education
Cc: Johnny Edwards, Superintendent
From: Jennifer L. Meisterheim, SHRM-CP
Date: September 14, 2026
Re: New Administrator Appointment Recommendation

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following administrator for Portage Public Schools for the 2026-27 School Year:

Ashley S. Bowen:

Mrs. Ashley S. Bowen is being recommended as the Interim Principal for Angling Road Elementary for the 2026-27 school year. Mrs. Bowen was a successful elementary teacher at Kalamazoo Public Schools for 22 years and has been serving as the Student and Family Engagement Specialist for the last two years at Amberly Elementary. This role has provided her the opportunity to learn and grow her leadership under the close supervision of Dr. Andy Fuehr. Mrs. Bowen graduated from Western Michigan University with her Bachelors of Science in Elementary Education and her Masters of Art in Educational Leadership. Mrs. Bowen's initial salary will be on step 1 of the Elementary Principal's pay scale.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

IX. Action Items

3. New Teacher Appointments (OP 3120)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the appointment of the following teachers for Portage Public Schools:

- **Chloe Irons – Young Fives Teacher at 12th Street Elementary**
- **Amber Bergman – Third Grade Teacher at Amberly Elementary**

Jennifer Meisterheim, SHRM-CP
Director of Human Resources
Phone: 269.323.5157
jmeisterheim@portageps.org

To: Board of Education
Cc: Johnny Edwards, Superintendent
From: Jennifer L. Meisterheim, SHRM-CP
Date: September 14, 2026
Re: Teacher Appointment Recommendation

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following teachers for Portage Public Schools for the 2026-27 School Year:

Chloe Irons– (Young 5s Teacher - TWL) – Chloe comes to PPS from Hartford Public Schools and holds a Bachelor's degree from Alma College and a Master's degree from Western Michigan University.

Amber Bergman– (3rd Grade Teacher - AMB) – Amber comes to PPS from Bangor Public Schools and holds a Bachelor's degree from Ferris State University and completed the #TEACH program for teacher certification.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

X. Discussion Items

1. Revisions to Policies 3140 & 4140 (BL 0131.1)

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

RECOMMENDATION TO MOVE DISCUSSION ITEM TO ACTION

Motion offered by _____, seconded by _____, that the Board of Education move the discussion item – Revisions to Policies 3140 & 4140 - to action.

RECOMMENDATION TO APPROVE

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the proposed revisions to Policies 3140 and 4140, both addressing Termination and Resignation.

Jennifer Meisterheim, SHRM-CP
Director of Human Resources
Phone: 269.323.5157
jmeisterheim@portageps.org

To: Board of Education

Cc: Johnny Edwards, Superintendent

From: Jennifer L. Meisterheim, SHRM-CP

Date: September 14, 2026

Re: Policy Revisions

RECOMMENDATION

It is recommended that the Board of Education approve, as presented, revisions to Operational Policies 3140 and 4140, both addressing Termination and Resignation.

BACKGROUND

We are proposing revisions to Operational Policies 3140 and 4140 to align the language with current administrative practice and provide greater clarity and administrative flexibility.

I ask that the Board move the proposed revisions to action.

PROFESSIONAL STAFF

po3140

TERMINATION AND RESIGNATION

ADOPTED Sep 14, 2015 · REVISED Feb 12, 2024

3140 - **TERMINATION AND RESIGNATION**

TERMINATION

An employment contract may be terminated upon a majority vote of the Board of Education. In such cases, the Board shall abide by terms as may be set forth in a negotiated, collectively-bargained agreement, the Teacher Tenure Act, or the individual contract, as applicable.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion of a teacher on continuing tenure. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement, the Michigan Teachers' Tenure Act, or the staff member's employment contract.

An administrator may resign by filing a written resignation with the Superintendent at least sixty (60) days prior to the effective date of the resignation.

The Superintendent or designee may act for the Board in the acceptance of a resignation.

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Legal

M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a

SUPPORT STAFF

po4140

TERMINATION AND RESIGNATION

ADOPTED Sep 14, 2015

4140 - **TERMINATION AND RESIGNATION**

TERMINATION

The authority to suspend or terminate support staff resides with the Superintendent.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject support staff to discharge or demotion. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A support staff member may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

A resignation, once accepted, may not then be rescinded.

The Superintendent or designee may act for the Board in the acceptance of a resignation.

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M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

X. Discussion Items

2. Capital Outlay Purchase (OP 6320)

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

RECOMMENDATION TO MOVE DISCUSSION ITEM TO ACTION

Motion offered by _____, seconded by _____, that the Board of Education move the Capital Outlay Purchase discussion item to action.

RECOMMENDATION TO APPROVE

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the purchase of the 2026-27 District Capital Outlay items from Custer, Inc. in the amount of \$94,803.53 and approve the purchase of a kiln from West Michigan Clay in the amount of \$6,012.00, for total purchase of \$100,815.53, the funding for which will come from the 2026-27 General Fund Budget.

To: Johnny Edwards, Superintendent
From: Russ Gerbers, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: September 14, 2026
Re: 2026-2027 District Capital Outlay Purchase

Recommendation

I recommend that the Board of Education approve the purchase of the 2026–2027 District Capital Outlay items from Custer, Inc. in the amount of \$94,803.53. I further recommend that the Board approve the purchase of the kiln from West Michigan Clay in the amount of \$6,012.00, for a total purchase amount of \$100,815.53. The cost of these purchases will be funded through the 2026–2027 General Fund budget.

Background Information

As part of the District's annual capital outlay process, departments and schools identify furniture, equipment, and facility needs that support ongoing operations, instructional programs, and learning environments. The 2026–2027 capital outlay purchase includes administrative furniture, classroom furniture, art equipment, storage systems, instructional equipment, and multi-purpose furniture for multiple District locations.

These purchases will replace or supplement existing equipment and furnishings as needed and will support administrative operations, classroom instruction, flexible learning spaces, and facility needs throughout the District.

Bidding Process

The District solicited competitive proposals through RFP #10728 - 2026–2027 District Capital Outlay. Six responses were received in total and the responses were evaluated based on compliance with the specifications, product quality, pricing, delivery schedule, installation, and overall value to the District.

Custer, Inc. was selected as the preferred vendor for the majority of the furniture and equipment items. While Custer was not the lowest-priced vendor on every individual line item, its proposal provided the best overall value to the District when considering the complete package, including installation and a shorter estimated lead time of three to five weeks. The kiln was included as a

separate category within RFP #10728. West Michigan Clay submitted a proposal of \$6,012.00 for the kiln, and this item is therefore recommended as a separate category award.

The bid tabulation has been included for reference.

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

RFP# 10728 2026-27 District Capital Outlay

		Vendor Location Lead Time	Custer Grand Rapids, MI 3-5 Weeks	Dew El Holland, MI 6-8 Weeks	Lakeshore Learning Carson, CA 7-21 Days ARO	Staples Contract & Commercial Framingham, MA 4 Weeks	Runyan Pottery Clio, MI 12-13 Weeks	West Michigan Clay Grand Rapids, MI 10 Weeks		
Category	Item	Delivery Location	Qty	Price	Price	Price	Price	Price	Price	Notes
Administrative Furniture	Electronic Height-Adjustable Desk (Style 1) (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	1	\$3,076.37	\$4,275.56	No Bid	No Bid	No Bid	No Bid	
Administrative Furniture	Electronic Height-Adjustable Desk (Style 2) (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	1	\$1,949.62	\$3,408.34	No Bid	No Bid	No Bid	No Bid	
Administrative Furniture	Electronic Height-Adjustable Desk (Style 3) (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	1	\$2,496.71	\$4,275.56	No Bid	No Bid	No Bid	No Bid	
Administrative Furniture	Electronic Height-Adjustable Desk (Style 4) (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	3	\$6,007.01	\$8,301.20	No Bid	No Bid	No Bid	No Bid	
Administrative Furniture	Electronic Height-Adjustable Desk (Style 5) (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	2	\$4,983.32	\$8,072.22	No Bid	No Bid	No Bid	No Bid	
Administrative Furniture	Electronic Height-Adjustable Desk (Style 6) (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	2	\$5,973.25	\$8,551.11	No Bid	No Bid	No Bid	No Bid	
Administrative Furniture	3-Drawer Lateral File Cabinet (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	1	\$1,194.32	\$1,274.13	No Bid	\$798.75	No Bid	No Bid	
Administrative Furniture	2-Drawer Lateral File Cabinet (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	1	\$727.58	\$974.93	No Bid	\$573.30	No Bid	No Bid	
Administrative Furniture	4-Drawer Vertical Fire-resistant File Cabinet (Includes installation)	Administration 8107 Mustang Drive Portage, MI 49002	1	\$2,523.75	\$6,475.00	No Bid	\$4,940.19	No Bid	No Bid	
Administrative Furniture	Adjustable Health Room Chair (Includes installation)	Central Elementary 8422 S Westnedge Avenue Portage, MI 49002	1	\$753.12	\$755.00	No Bid	\$393.33	No Bid	No Bid	
Classroom Furniture	Collaborative Seating (Includes installation)	Northern High 1000 Idaho Avenue Portage, MI 49024	32	\$5,118.08	\$5,013.33	\$6,300.80	\$3,532.52	No Bid	No Bid	Alternate item to be purchased +\$129.92 total

RFP# 10728 2026-27 District Capital Outlay

		Vendor Location Lead Time	Custer Grand Rapids, MI 3-5 Weeks	Dew El Holland, MI 6-8 Weeks	Lakeshore Learning Carson, CA 7-21 Days ARO	Staples Contract & Commercial Framingham, MA 4 Weeks	Runyan Pottery Clio, MI 12-13 Weeks	West Michigan Clay Grand Rapids, MI 10 Weeks	
Category	Item	Delivery Location	Qty	Price	Price	Price	Price	Price	Notes
Classroom Furniture	Collaborative Tables (Includes installation)	Northern High 1000 Idaho Avenue Portage, MI 49024	8	\$2,824.00	\$8,952.32	\$5,975.20	\$2,922.08	No Bid	Alternate item to be purchased +\$338.00 total
Art Equipment	Four-Station Workbench with Storage Lockers (Includes installation)	Northern High 1000 Idaho Avenue Portage, MI 49024	12	\$53,834.88	\$51,271.20	No Bid	\$75,039.96	No Bid	
Storage Systems	Block Storage Cart (For Large-Size Blocks) (Includes installation)	Haverhill Elementary 1720 Haverhill Avenue Portage, MI 49024	2	No Bid	\$1,130.00	\$1,493.80	No Bid	No Bid	Items bid do not meet districts minimum need, will be purchasing seperately
Storage Systems	4-Shelf Metal Freestanding Storage System (Includes installation)	West Middle 7145 Moorsbridge Road Portage, MI 49024	2	\$1,503.66	No Bid	No Bid	\$2,613.60	No Bid	Items bid do not meet districts minimum need, will be purchasing seperately
Instructional Equipment	Educational Kiln Equipment (Includes installation)	Northern High 1000 Idaho Avenue Portage, MI 49024	1	No Bid	No Bid	No Bid	No Bid	\$7,008.00	\$6,012.00
Site & Facility Items	Playground Fence Shielding (Includes installation)	Curious Kids Childcare 1010 West Milham Avenue Portage, MI 49024	1 Lot	No Bid	No Bid	No Bid	No Bid	No Bid	
Site & Facility Items	Exterior Sidewalk Signage	Haverhill Elementary 1720 Haverhill Avenue Portage, MI 49024	4	No Bid	No Bid	No Bid	No Bid	No Bid	
Multi-Purpose Furniture	6-foot Folding Tables (Central Middle)	Central Middle 8422 S Westnedge Avenue Portage, MI 49002	10	\$1,436.80	\$1,167.07	No Bid	\$708.70	No Bid	
Multi-Purpose Furniture	6-foot Folding Tables (North Middle)	North Middle 1100 W. Milham Avenue Portage, MI 49024	10	\$1,436.80	\$1,167.07	No Bid	\$708.70	No Bid	
Total Bid Items				\$95,839.27	\$115,064.04	\$13,769.80	\$92,231.13	\$7,008.00	\$6,012.00
Total Bid Items to be Purchased				\$94,335.61	\$0.00	\$0.00	\$0.00	\$0.00	\$100,347.61
Alternates				\$467.92	\$0.00	\$0.00	\$0.00	\$0.00	\$467.92
Total Recommended Purchase				\$94,803.53	\$0.00	\$0.00	\$0.00	\$0.00	\$100,815.53

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

X. Discussion Items

3. Purchase of MS Furniture Using Grant Funds (OP 6320)

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

RECOMMENDATION TO MOVE DISCUSSION ITEM TO ACTION

Motion offered by _____, seconded by _____, that the Board of Education move the discussion item – Purchase of MS Furniture Using Grant Funds - to action.

RECOMMENDATION TO APPROVE

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the purchase of middle school furniture in the amount of \$56,845.46, the funding for which will come from the 2025-26 ASU/MEWI Furniture/Materials Grant Fund Budget.

To: Johnny Edwards, Superintendent

From: Dr. Mackenzie Sheahan, Director of Curriculum Y5-8 and Professional Learning

Cc: Paula Johnson, Director of Finance
Russ Gerbers, Assistant Superintendent of Operations

Date: September 14, 2026

Re: 2026-2027 Purchase of Middle School Furniture Using Grant Funds

Recommendation

It is recommended that the Board of Education approve the purchase of middle school furniture in the amount of \$56,845.46. This purchase will be funded by the 2025-26 ASU/MEWI Furniture/Materials Grant Fund Budget.

The recommended purchases are from the following vendors:

- Lakeshore Learning – \$7,449.54
- Custer, Inc. – \$8,368.46
- Dew-El – \$38,967.46
- Great Lakes Furniture – \$2,060.00

Total Purchase Amount: \$56,845.46

The furniture purchase will support middle school teams participating in the ASU/MEWI Grant and the District's continued development of collaborative, team-based instructional models.

Background Information

The three middle schools have been participating in the ASU/MEWI Grant to support the continued development of collaborative teaming structures within our sixth grade teams. Through this work, participating educators are receiving professional learning, coaching, and opportunities to explore a variety of team-based instructional models that allow groups of educators to share responsibility for a common group of students.

One component of effective teaming is creating flexible learning environments. Traditional classroom furniture is generally designed around one teacher working with one group of students in a single classroom. Team-based instruction utilizes spaces that can more readily accommodate changes in student grouping, instructional format, and the number of educators working with students at a given time.

The furniture included in this purchase will provide participating teams with greater flexibility to organize their classrooms and shared learning spaces for a variety of instructional purposes. Depending on the learning experience, teachers may need to transition between whole-group instruction, small-group instruction, targeted intervention or enrichment, collaborative work, and interdisciplinary learning. Movable furniture, flexible seating, storage, and related classroom

equipment will allow teams to make those transitions more efficiently while maximizing the great spaces already available within our middle schools. This purchase represents an intentional use of grant resources to support the implementation of the teaming model.

Bidding Process

The District solicited competitive proposals through RFP #10729 - 2026–2027 Middle School Furniture. Four (4) responses were received in total, and the responses were evaluated based on compliance with the specifications, product quality, pricing, delivery schedule, installation, and overall value to the District.

Dew-El was selected as the preferred vendor for the majority of the furniture items. While Dew-El was not the lowest-priced vendor on every individual line item, its proposal provided the best overall value to the District when considering the complete package.

Custer, Inc. was selected for several items because they were either the lowest bidder or the only vendor to submit a bid for those items. Lakeshore Learning was selected for most of the classroom accessories, flexible seating, and classroom storage items, as they provided the lowest bid. Great Lakes Furniture was selected for the flexible seating stools as the lowest bidder.

The bid tabulation has been included for reference.

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

Bid Tabulation
RFP# 10729 2026-27 Middle School Furniture

							Vendor Name Location	LAKESHORE LEARNING CARSON, CA 7-21 Business Days ARO	CUSTER GRAND RAPIDS, MI 10 BUSINESS DAYS + TRANSIT TIME OF 3-4 DAYS	DEW EL HOLLAND, MI 4-6 WEEKS N/A N/A MooreCo quote pricing reflected below Alternates as well	GREAT LAKES FURNITURE HOLLAND, MI Academia 4-6 weeks Some items 1-2 Weeks w/ QuickShip VS 10-12 weeks Fomcore 6-8 weeks	
							Lead Time					
							Lead Time (cont'd)	N/A		N/A		
							Lead Time (cont'd)	N/A	N/A			
							Notes					
Category	Cat#	Item	Description	Specifications	Delivery Location	QTY		Price	Price	Price	Price	Notes
Classroom Furniture	1	Student Chairs	Stacking Chair	Seat Height: 18" Chair Color: Cool Gray Reference Product: Mooreco Hierarchy Chair	CMS	8		\$797.92	\$848.24	\$698.48	\$1,120.00	
Classroom Furniture	1	Student Chairs	Stacking Chair	Seat Height: 18" Chair Color: Cool Gray Reference Product: Hierarchy Chair	CMS	6		\$598.44	\$636.18	\$523.86	\$840.00	
Classroom Furniture	1	Student Chairs	Stacking Chair	Chair Size: 18" (5th - Adult) Chair Color: Blueberry Frame Finish: Chrome Reference Product: Marco Group Apex Stack Chairs	NMS	20		\$1,994.80	\$2,120.60	\$1,746.20	\$2,800.00	
Classroom Furniture	1	Student Chairs	Stacking Chair	Chair Size: 18" (5th - Adult) Chair Color: Charcoal Frame Finish: Gray Reference Product: Apex Stack Chairs	NMS	6		\$598.44	\$636.00	\$523.86	\$840.00	
Classroom Furniture	1	Student Chairs	Stacking Chair	Seat Height: 18" Chair Color: Morning Fog Chair Frame Finish: Chrome Reference Product: Mooreco Hierarchy Chair	NMS	6		\$598.44	\$636.00	\$523.86	\$840.00	
Classroom Furniture	1	Student Chairs	Stacking Chair	Chair Size: 18" (5th - Adult) Chair Color: Black Frame Finish: MISSING Reference Product: Marco Group Apex Stack Chairs	NMS	6		\$598.44	\$636.00	\$523.86	\$840.00	
Classroom Furniture	1	Student Chairs	Stacking Chair	Chair Size: 18" (5th - Adult) Chair Color: Gray Frame Finish: MISSING Reference Product: Marco Group Apex Stacking Chairs	WMS	60		\$5,984.40	\$6,360.00	\$6,984.78	\$8,400.00	Increasing quantity to 80 to accomodate additional desks being purchased for increased enrollment \$1,764.19 increase.

Classroom Furniture	1	Student Chairs	Stacking Chair	Seat Height: 18" Chair Color: Endless Sea Reference Product: Hierarchy Chair	WMS	24	\$2,393.76	\$2,544.00	\$2,095.43	\$3,360.00	
Classroom Furniture	1	Teacher Desks	Adjustable Desk	Desk Size: Approximately 32" W x 28" X 16" D Desk Shape: Rectangle Desk Adjustable Height: 28"- 42" Capacity: 65 lbs minimum Reference Product: Uline Sit/Stand Mobile Desk	CMS	1	\$740.05	\$620.35	No Bid	\$1,500.00	Not Purchasing. Items bid are not the item we were looking for.
Classroom Furniture	1	Teacher Desks	Adjustable (Mobile) Desk	Desk Size: 30 x 22" Desk Shape: Rectangle Desk Adjustable Height: 28"- 42" Desk Finish: Capacity: 65 lbs minimum Reference Product: Uline Sit/Stand Mobile Desk	NMS	5	\$2,607.75	\$3,101.75	No Bid	\$4,875.00	
Classroom Furniture	1	Teacher Desks	Adjustable (Mobile) Desk	Desk Size: Approximately 32" W x 28" X 16" D Desk Shape: Rectangle Desk Adjustable Height: 28"- 42" Desk Finish: Capacity: 65 lbs minimum Reference Product: Uline Sit/Stand Mobile Desk	WMS	8	\$5,920.40	\$4,962.80	No Bid	\$7,800.00	Not purchasing. Increasing desks/chairs to accomodate increased enrollment
Classroom Furniture	1	Student Desks	Double Dry Erase Desks	Desk Size: 60" x 20" Desk Top & Edge Band Color: Nebula Gray / Gray Desk Leg Finish: Gray Reference Product: Marco Group Apex Series Double Dry Erase Desks	CMS	20	\$15,181.00	\$7,532.60	\$5,083.36	No Bid	
Classroom Furniture	1	Student Chairs	Stacking Chair	Chair Size: 18" (5th - Adult) Chair Color: Blue Frame Finish: Gray Reference Product: Marco Group Apex Stack Chairs	CMS	40	\$3,989.60	\$4,240.00 [1]	\$3,492.39	\$5,600.00	
Classroom Furniture	1	Student Desks	Portable Activity Lap Desk	Size: Approximately 14" W x 27" D x 10" H Color: TBD Reference Product: Classroom Select NeoSync Portable Lap Desk with Seat	CMS	20	No Bid	No Bid	No Bid	No Bid	
Classroom Furniture	1	Student Desks	Portable Activity Lap Desk Storage	Details: Storage for 20 Portable Activity Lap Desk on this RFP Reference Product: Classroom Select NeoSync Dolly Cart	CMS	1	No Bid	No Bid	No Bid	No Bid	
Classroom Furniture	1	Student Desks	Double Student Desks	Desk Size: 60" x 20" Desk Top & Edge Band Color: Gray Nebula / Gray Desk Leg Finish: Gray Reference Product: Marco Group Double Student Desks	NMS	10	\$6,640.50	\$7,239.70	\$2,310.65	\$4,150.00	
Classroom Furniture	1	Student Desks	Student Desks (Gem)	Desk Shape: Gem Desk Size: 30" x 34" Desk Top & Edge Band Color: Gray Nebula / Gray Desk Leg Finish: Gray Reference Product: Marco Group Premier Gem Desks	NMS	6	\$2,388.30	\$1,597.56	\$1,115.37	\$1,500.00	

Classroom Furniture	1	Student Desks	Double Student Desks	Desk Size: 60" x 20" Desk Top & Edge Band Color: Gray Nebula / Gray Desk Leg Finish: Gray Reference Product: Marco Group Double Student Desks	WMS	30	\$19,921.50	\$21,719.10	\$9,242.59	\$12,450.00	Increasing quantity to 40 to accomodate increased enrollment.
Classroom Furniture	1	Activity Table	Activity Tables Rectangle	Table Top Color: Gray Nebula Table Size: 58" W x 30" D x 18" to 29" H Table Edge Color: Cool Gray Frame Finish: Silver/Platinum Frame Reference Product: Mooreco Creator Table Rectangle	CMS	1	\$664.05	\$355.60	\$289.98	\$480.00	
Classroom Furniture	1	Activity Table	Activity Tables Half Round	Table Top Color: Gray Nebula Table Size: 58" W x 30" D x 18" to 29" H Table Edge Color: Cool Gray Frame Finish: Silver/Platinum Frame Reference Product: Mooreco Creator Table Half Round	CMS	2	\$1,309.10	\$718.44	\$516.82	\$420.00	
Classroom Furniture	1	Activity Table	Activity Table - Round Floor	Table Size: 36" Round Top color: Gray nebula Edge color: Gray Reference Product: Marco Group Floor Activity Table	CMS	3	\$1,279.65	\$1,023.78	\$645.73	\$690.00	
Classroom Furniture	1	Activity Table	Activity Tables Half Round Dry Erase	Table Top: Dry erase Table Size: 57" W x 29" D x 18" to 29" H Table Edge Color: Cool gray Frame Finish: Silver/Platinum Reference Product: Mooreco Creator Half Round Tables Dry Erase	CMS	2	\$1,499.10	\$728.44	\$567.83	\$420.00	
Classroom Furniture	1	Activity Table	Activity Table Rectangular with Adjustable Legs	Table Size: 47" W x 29" L x 30" H (Adjustable) Top Color: Gray Edgeband: Black	CMS	4	\$2,466.20	\$1,466.64	\$1,356.49	\$960.00	
Classroom Furniture	1	Activity Table	Mobile Activity Table	Table Size: 60" L x 24" W (rectangle) Table Adjustable Height: 26" - 40" H Capacity: 200 lbs minimum Casters: 3" locking swivel casters Reference Product: Uline Mobile Activity Table	NMS	2	\$1,214.10	\$894.90	\$584.53 [2]	\$550.00	Not purchasing
Classroom Furniture	1	Activity Table	Activity Tables Half Round	Table Top Color: Gray Elm Table Size: 57.9" W x 29.5" D x 18" to 29" H Table Edge Color: Cool Gray Frame Finish: Silver/Platinum Frame Casters: Required Reference Product: Mooreco Creator Table Half	NMS	2	\$1,309.10	\$737.24	\$617.64	\$550.00	Not purchasing
Classroom Furniture	1	Activity Table	Activity Table 6-Star	Laminate Color: Gray Nebula Table Size: 58" W x 30" D x 18" to 29" H Table Edge Color: Black Leg Color: Gray Casters: Required Reference Product: Marco Group 6-Star Activity	NMS	1	\$759.05	\$597.54	\$453.02	\$550.00	
Classroom Furniture	1	Activity Table	Activity Tables - Half Round	Table Top: Sterling Ash Table Size: 57" W x 29" D x 18" to 29" H Table Edge Color: Endless Sea Frame Finish: Platinum Frame Reference Product: Creator Table - Half Round	WMS	8	\$5,236.40	\$2,984.88	\$1,033.64	\$2,280.00	Reduced to 4 to cover increase desk/chairs for additional enrollment

Classroom Storage	2	Classroom Storage Cabinets	8-Compartment Mobile Storage Cabinet	Cabinet Size: Approximately 13" D x 48" W x 36" H Color: Natural Wood Wheels: required Reference Product: Childcraft Mobile Storage Unit, 8 Compartments, Wooden	CMS	1	\$569.05	\$1,183.34	No Bid	No Bid	
Classroom Storage	2	Classroom Shelving	Classroom Mail Organizer with Adjustable Shelves	Size: 11.75" D x 39.25" W x 16.25" H Color: Black Reference Product: Safco 24 Compartment Organizer Adjustable Shelves	CMS	1	\$1,234.05	\$275.07	No Bid	No Bid	Not purchasing
Classroom Storage	2	Classroom Storage Cabinets	Adjustable 3-Shelf Utility Cart	Cart Size: 22" W x 15" D x 32" H Color: Red Reference Product: Luxor Adjustable 3-Shelf Utility Cart	NMS	2	No Bid	\$640.70	No Bid	No Bid	
Classroom Storage	2	Classroom Storage Cabinets	Combination Locking Storage Cabinet with 1 file drawer and 2 utility drawers, and a cabinet with a door.	Cabinet Size: 36" W x 30" H Cabinet Finish: Norwegian Ash Reference Product: Holloway Combo Storage Cabinet	NMS	3	No Bid	\$2,688.45	No Bid	No Bid	Not purchasing
Classroom Storage	2	Book Storage	2-Shelf Bookcase	Number of Shelves: Two (2) Bookshelf Size: 35" W x 14" D x 28" H Bookshelf Color: Light Gray Reference Product: Uline Bookcase - 2 Shelf	NMS	1	\$569.05	\$651.02	No Bid	No Bid	
Classroom Storage	2	Classroom Storage Cabinets	Mobile 2-Drawer Pedestal File	Size: 15" W x 20" D x 28" H Color: Light Gray Casters: Required Reference Product: Uline Mobile Pedestal File - 2 Drawer	NMS	1	No Bid	\$428.68	No Bid	No Bid	Not purchasing
Classroom Storage	2	Classroom Storage Cabinets	Mobile Demo Table with Drawers w/ Flat Top & Rod Sockets with upright crossbar and rods	Top Material: Flat Top & Rod Sockets Table Size: 48" W x 28" D x 36" H Includes: Upright crossbar and rods Reference Product: Diversified Spaces Mobile Demo Table with Drawers w/Flat Top & Rod Sockets including upright crossbar and rods	NMS	1	No Bid	\$2,909.88	No Bid	No Bid	
Flexible Seating	3	Floor Cushions	Floor Cushions for Classroom	Size: 15" cushion Minimum Thickness: 2" Color: Variety Shape: Square	CMS	25	\$1,424.75	\$29,783.75	\$2,567.96	\$3,250.00	
Flexible Seating	3	Lounge/Media Center Style Seating	Flexible Seating Loungers	Lounge Seating Color(s): 1 (one) set with 1 (one) of each - 1 (one) Gray, 1 (one) Sky Blue, 1 (one) Sea Green/teal, 1 (one) Navy (or comparable colors) Overall Size: Approximately 20" D x 20" W x 15" H Lounge Material: Vinyl Reference Product: Children's Factory Flexible Seating Classroom Set	CMS	4	\$12,878.20	\$2,563.80	No Bid	No Bid	
Flexible Seating	3	Lounge/Media Center Style Seating	Armless Loveseat	Size: Approximately 31" D x 45" W x 34" H Color: Black Lounge Material: Vinyl	CMS	1	\$949.05	\$5,009.40	No Bid	\$1,475.00	

Flexible Seating	3	Stools	Wobble Stool	Seat Height: 18" Color: Black Reference Product: Hokki Stools	NMS	10	\$1,139.90	\$1,833.00	\$1,182.17	\$1,100.00
Classroom Accessories	4	Whiteboard	Rolling Magnetic Double Sided Whiteboard	Whiteboard Size: 48" W x 36" H Double-sided, 360 degree rotation Locking Wheels Magnetic Surface Marker Tray	CMS	1	\$949.05	\$602.83	\$595.75	No Bid
Classroom Accessories	4	Whiteboard	Double Sided Student Dry Erase Board (Classroom Set of 30)	Board Size: 9" X 12" Type: Unlined Double Sided Color: White	CMS	2 sets	\$94.98	\$6,398.70	\$4,356.67	No Bid
Classroom Accessories	4	Whiteboard	Wall Mount Magnetic Whiteboard	Whiteboard Size: 46" W x 33" H Magnetic Surface Marker Tray Silver Frame	CMS	5	\$759.95	\$3,688.15	\$2,978.73	No Bid
Classroom Accessories	4	Whiteboard	Wall Mount Magnetic Whiteboard	Whiteboard Size: 24" W x 36" H Magnetic Surface Board Color: White Frame Finish/Color: Wood / Gray Wash	CMS	1	\$104.49	\$302.67	\$149.61	No Bid
Classroom Accessories	4	Whiteboard	Combination Demonstration Mirror and Whiteboard	Specifications: Mirror and Whiteboard Combo Double-Sided, Magnetic, Locking Casters, Dry Erase Surface Size: 28" W x 23" H x 1" D Frame: Solid Oak	NMS	1	No Bid	\$347.40	No Bid	No Bid
Classroom Accessories	4	Corkboard	Cork Board with Aluminum Frame	Cork Board Size: 4' W x 3' H Heavy gauge frame Mounting hardware included	NMS	3	\$370.47	\$1,181.88	\$477.09	No Bid
Classroom Accessories	4	Partition	Folding Portable Partition	Panel Color: Blue Panel Surface Type: Canvas Width: 10' W Height: 6' H Reference Product: Versare Economical Folding Portable Partition	NMS	2	No Bid	\$1,906.68	No Bid	No Bid

Total Bid Items	\$107,733.48	\$137,333.74	\$53,238.35	\$69,640.00	
Total Items to Purchase	\$7,449.54	\$8,368.46	\$38,967.46	\$2,060.00	\$56,845.46
WMS	\$39,456.46	\$38,570.78	\$19,356.44	\$34,290.00	
NMS	\$20,788.34	\$30,784.98	\$10,058.25	\$18,595.00	
CMS	\$47,488.68	\$67,977.98	\$12,414.20	\$16,755.00	
	\$107,733.48	\$137,333.74	\$41,828.89	\$69,640.00	

Total By Building					
To be Purchased WMS	\$0.00	\$0.00	\$19,356.44	\$0.00	\$19,356.44
To be Purchased NMS	\$3,547.27	\$5,804.66	\$7,196.82	\$1,100.00	\$17,648.75

To be Purchased CMS	\$3,902.27	\$2,563.80	\$12,414.20	\$960.00	\$19,840.27
	\$7,449.54	\$8,368.46	\$38,967.46	\$2,060.00	\$56,845.46

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

X. Discussion Items

4. Chromebook Purchase (OP 6320)

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

RECOMMENDATION TO MOVE DISCUSSION ITEM TO ACTION

Motion offered by _____, seconded by _____, that the Board of Education move the Chromebook purchase discussion item to action.

RECOMMENDATION TO APPROVE

Motion offered by _____, seconded by _____, that the Board of Education approve, as presented, the purchase of 950 student Chromebooks from Trafera Holdings, LLC in the amount of \$249,850.00, the funding for which will come from the Building and Site Sinking Fund.

To: Johnny Edwards, Superintendent

From: Ryan Miller, Director of Information and Technology

CC: Paula Johnson, Director of Finance

Date: September 14, 2026

Re: Student Chromebook Refresh Order for 27-28 School Year

RECOMMENDATION

I recommend that the Board of Education approve the purchase of 950 student Chromebooks from Trafera Holdings, LLC in the amount of \$249,850. The funds for these Chromebooks will come from the Building and Site Sinking Fund.

BACKGROUND INFORMATION

This recommendation is for the annual purchase of replacement Chromebooks for elementary and 9th grade students. Typically we see an approximate five-year life span for student devices. The two biggest factors impacting the life of a Chromebook are the availability of parts for repair, and the minimum device requirements for state testing. The vendors selected by the State of Michigan to provide online testing services tend to be aggressive in these requirements to the point of rendering a perfectly good Chromebook incompatible with the testing software.

We do our best to minimize the impact of this issue by sharing Chromebooks between buildings whenever possible. We have historically selected the HP G-series Chromebook, but that series is no longer in production, so we've had to choose a different device. After testing and putting 3 devices from the REMC Bid Save list through the paces, we are recommending the Lenovo G5 Chromebook. This model matches up very well with the reliability and repairability we have grown accustomed to with the HP G-series Chromebooks.

Each Chromebook must have a Google Chrome management license to integrate Chromebooks into our Google domain, which is required for device management.. Fortunately, we have enough remaining licenses on hand for this amount of new devices and therefore we do not need to buy additional licenses. This will save us \$30 per device, for a total savings of \$28,500 this year.

Due to the ongoing global shortage of memory used in computing devices, we continue to see increasing prices for much of the technology equipment we purchase. The price for these devices will increase on October 1, 2026, which is why we are bringing this recommendation forward now instead of our typical Spring timeframe.

BIDDING PROCESS

These items were selected through the REMC Bid Save process, and therefore did not require the formal bidding process. The quote is included in the packet. If the Board of Education is comfortable, it would be appreciated if this recommendation could be approved at the September 14, 2026 Board meeting. I would be happy to answer any questions that the Board may have on this purchase.

Portage Public Schools – Chrome Refresh

Bill to

Portage Public Schools
Customer No: 65966
 Purchasing Department
 8107 Mustang Drive
 Portage MI 49002
 USA

Ship to

Portage Public Schools
 Purchasing Department
 8107 Mustang Drive
 Portage MI 49002
 USA
 269-323-5113

Quote Details

Created: September 9, 2026
 Expiration: September 16, 2026
 Created by: Marko Coudreau
 marko.coudreau@trafera.com

Estimate No: E000178449

Contract

REMC Lenovo 2026-27 Computers

Products & Services

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
100E G5 MK540 4G 64G 11"	Lenovo 100e Gen 5 Chromebook – 11.6" WXGA (1366 x 768) – MediaTek Kompanio 540 (MT8189) – 4GB LPDDR5X SDRAM – 64GB UFS – Integrated Graphics – Wi-Fi 6 802.11ax – Bluetooth 5.3 – HD Webcam + Microphone – ChromeOS – 1 Year Mail-in		950	\$263.00	\$249,850.00
				Subtotal	\$249,850.00
				Tax	\$0.00
				Total	\$249,850.00
				Net Terms	N30

Optional 48-month Lease

for only **\$67,795.55** per year
 Contingent upon credit and final lease approval

Terms and Conditions

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date due to market conditions, including potential tariff adjustments and available inventory.

Please Remit Checks to:

Trafera LLC
 PO Box 208960
 Dallas, TX 75320-8960

Questions? Contact me

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 14, 2026, 6:30 P.M.**

Note Page

X. Discussion Items

5. CoHS Graduation Requirements



TO: Johnny Edwards, Superintendent & Board of Education

FROM: Dr. Michael Pascoe, Assistant Superintendent of Instruction

DATE: September 14, 2026

SUBJECT: Change in Community High School Graduation Requirements

Purpose

This memo provides an update to the Board of Education regarding a graduation requirement adjustment at Portage Community High School starting the 2026-2027 school year. The adjustment is part of the program's two-year Continuous Improvement Plan, developed in partnership with the Kalamazoo Regional Educational Service Agency (KRESA).

A key focus of the plan is improving student progress toward graduation, increasing credit completion, and creating additional pathways to earn the credits necessary to graduate within four years.

Graduation Requirement Adjustment

Portage Community High School will move from the district-required 26 credits to a 21-credit graduation requirement specific to students attending the alternative program.

The 21-credit requirement will include:

- 18 required credits aligned with the Michigan Merit Curriculum (MMC).
- 3 elective credits focused on career exploration, career readiness, and preparation for students' postsecondary plans.

The adjustment maintains the required academic coursework while providing greater flexibility in the number of elective credits students must complete.

Rationale and Connection to Continuous Improvement

Community High School serves students who may have credit deficiencies coming from the traditional high school setting or experienced other circumstances that have placed them off track for graduation. The revised graduation requirements provide an additional strategy for helping these students make progress toward graduation while maintaining the core coursework required through the Michigan Merit Curriculum.

The change is also intended to create more opportunities for students to participate in career-focused learning. The three elective credits can be used to connect students with career exploration and readiness experiences and, when appropriate, create pathways for students to participate in programming at the Career Connect Campus.

This work is specifically identified within Community High School's Michigan Continuous Improvement Process (MICIP) as follows:

MICIP Activity 2: Community High will create credit acceleration opportunities and use appropriate graduation requirement adjustments to help credit-deficient students earn needed credits more quickly and increase their opportunity to graduate within four years.

The graduation requirement adjustment is designed to support several goals identified in the school's continuous improvement plan:

- Help credit-deficient students make more rapid progress toward graduation.
- Increase opportunities for students to graduate within four years.
- Allow students to focus on completing required Michigan Merit Curriculum coursework.
- Expand opportunities for career exploration and career readiness.
- Increase student awareness of and access to career pathways.
- Strengthen connections between Community High School and Career Connect Campus.
- Provide students with a more individualized pathway toward graduation.

Moving Forward

Community High School will continue to monitor student credit completion, progress toward graduation, and participation in career-focused opportunities as part of its continuous improvement process. The school will use this information to evaluate the effectiveness of the graduation requirement adjustment and other credit acceleration strategies over the next two school years.

This change is intended to provide an additional, structured pathway for Community High School students to successfully complete their graduation requirements while maintaining the academic expectations of the Michigan Merit Curriculum and expanding opportunities for career preparation.

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