

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR BUSINESS MEETING**

**PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,  
PORTAGE, MI 49002  
JULY 22, 2019, 6:30 PM**

**AGENDA**

VISION STATEMENT

An exceptional, continuously improving learning culture with high expectations, committed to all!

MISSION STATEMENT

Portage Public Schools will educate all students to achieve their potential.

<b>I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
<b>II. REVISIONS/APPROVAL OF AGENDA</b>	<b>2</b>
<b>III. REPORTS</b>	
1. SUPERINTENDENT'S REPORT	3
a. RECOGNIZE NHS BASEBALL CHAMPIONS	
b. BOND PROJECT UPDATE	
c. CHANGE ORDER SUMMARY / BOND BUDGET UPDATE	4
<b>IV. BOARD EDUCATION</b>	
1. SPECIAL EDUCATION SERVICES	6
<b>V. COMMENTS OR COMMUNICATIONS</b>	<b>7</b>
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
<b>VI. CONSENT AGENDA</b>	<b>8</b>
1. APPROVAL OF MINUTES	
a. JUNE 24, 2019 REGULAR BUSINESS MEETING MINUTES	9
b. JUNE 24, 2019 CLOSED SESSION MINUTES	28
<b>VII. REQUIRED ACTION ITEMS - None</b>	
<b>VIII. ACTION ITEMS</b>	
1. APPROVE PROCLAMATION HONORING NHS BASEBALL	29
2. RESOLUTION TO SUBMIT SINKING FUND MILLAGE PROPOSAL (MCL 211.24f)	31
3. APPROVE CHANGE ORDER CONTRACTS FOR CAEF PARKING LOT	37
<b>IX. DISCUSSION ITEMS</b>	
1. RECOMMENDATION FOR PURCHASE OF REPLACEMENT COMPUTERS (OP 6320)	38
2. RECOMMENDATION FOR GRBS CONTRACT RENEWAL (OP 6320)	42
<b>X. ADJOURNMENT</b>	

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136  
JULY 22, 2019, 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).



Hand-out at 7-22-19 Board Meeting

Portage Public Schools - 2015 Bond Program  
Financial Update - work committed thru Bond Change Order 21

Bond Proposal	Total Budget	Committed+Budgeted	Previous Variance	Current Variance	Change in Variance
1	128,000,000	126,397,113	(1,766,245)	(1,602,887)	(163,358)
2	16,000,000	15,868,419	(131,581)	(131,581)	0
			(1,897,826)	(1,734,468)	(163,358)

Commitments to date:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
North Middle School & Site	34,367,860	32,058,900	(2,308,960)	(2,308,960)	0
Central Natatorium	10,257,973	10,425,734	167,761	167,761	0
Northern Campus Site	4,929,399	3,303,151	(1,626,248)	(1,626,248)	0
Central Middle School & Site	33,392,630	33,503,190	110,560	110,560	0
Central Campus Site	3,820,016	3,835,944	(147,430)	15,928	(163,358)
PCEC Building Renovation	3,953,086	689,432	(3,263,654)	(3,263,654)	0
West Middle School Renovation	6,504,205	8,324,394	1,820,189	1,820,189	0
Northern Natatorium	11,005,132	12,600,972	1,595,840	1,595,840	0
Professional Services	6,015,503	5,939,333	(76,170)	(76,170)	0
Other	1,870,552	2,794,271	923,719	923,719	0
Busses	3,000,000	1,020,746	0	0	0
Technology	5,450,000	2,817,879	288,148	288,148	0
	124,566,356	117,313,946	(2,516,245)	(2,352,887)	(163,358)

Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
Northern Stadium	8,106,466	7,314,099	(792,367)	(792,367)	0
Central Stadium	6,473,704	7,236,490	762,786	762,786	0
Professional Services	984,658	984,658	0	0	0
Other	301,600	199,600	(102,000)	(102,000)	0
	15,866,428	15,734,847	(131,581)	(131,581)	0

Projects Remaining to Design & Bid:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E (Including Band Instruments)	3,433,644	4,183,644	750,000	750,000	0
Busses	1,979,254	1,979,254	0	0	0
Technology	2,920,269	2,920,269	0	0	0
	8,333,167	9,083,167	750,000	750,000	0

Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E	133,572	133,572	0	0	0
	133,572	133,572	0	0	0

Future Enhancements (Not Included In Variance Calculations)

Husky Field East Lot Addition	175,000
Replacement of Stage Flooring NHS/CHS	200,000

\*Note: Bond 1 Northern Campus Site, Includes all non stadium components.

Bond 2 Northern Stadium, Includes all items within the stadium footprint (inside the perimeter fence), also the shot put & discuss areas.

Both Bond 1 & 2 Site and Stadium collectively are commonly referred to "NAEF" or "Northern Athletics Event Facilities".

July 17, 2019

Change Orders by Construction Change Directives  
July 17, 2019



Northern AEF - Bond Change Order 21 Reconciliations

Description - Change Order 21	Bond Change Amount		Affected Contracts	Superintendent Approval	Other Approval
	1	2			
- Refer to Sheets C104 "Site Improvements Geometrics Northwest" and C112 "Site Utilities Northwest"					
o Remove and revise curbing and sidewalk in the northeast corner of the student parking.	\$8,745	\$0	1		X
<b>Total Subcontract Change Orders in Bond Change Order 21</b>	<b>\$8,745</b>	<b>\$0</b>			

North Middle School - Bond Change Order 21 Reconciliations

Description - Change Order 21	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Proposal Request 14 - Technology changes as request by Owner. Mostly changes to CD and DVD players that needed to be changed as the models have been discontinued.	\$18,140	\$0	1			X
Move backboxes to the end of casework in Science Rooms C110, C111, C210, C211, C310 & C311 and Stream Commons B200.	\$3,123	\$0	2			X
Owner directed changes to copper/fiber terminations.	\$1,215	\$0	1			X
The Elevator Inspector required the addition of a drywall ceiling in the elevator shaft.	\$817	\$0	1			X
<b>Total Subcontract Change Orders in Bond Change Order 21</b>	<b>\$23,295</b>	<b>\$0</b>				

Central AEF - Bond Change Order 21 Reconciliations

Description - Change Order 21	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Remove the existing abandoned septic tank.	\$0	\$825	1			X
Replace louvers.	\$0	\$5,937	3			X
Additional exit signs required by code in the Team Building.	\$0	\$4,801	1			X
Dewater site to maintain/improve on the schedule.	\$0	\$5,677	1			X
Re-pave Northwest Parking Lot. This item was listed on BOE Reports as a improvement but still requires Board approval.	\$0	\$163,358	2	X		
Replace PVC roof drain pipe with cast iron.	\$0	\$1,143	1			X
Pedestal and improvements for Mustang Statue.	\$0	\$16,789	3			X
Additional flag poles.	\$0	\$6,801	2			X
Adapt Multipurpose Bleachers.	\$39,500	\$0	1			X
<b>Total Subcontract Change Orders in Bond Change Order 21</b>	<b>\$0</b>	<b>\$206,341</b>				

Central Middle School - Bond Change Order 21 Reconciliations

Description - Change Order 21	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Change the locker locks from padlocks to integral combination locks, same as North Middle.	\$9,024	\$0	1			X
<b>Total Subcontract Change Orders in Bond Change Order 21</b>	<b>\$9,024</b>	<b>\$0</b>				

Northern Natatorium - Bond Change Order 21 Reconciliations

Description - Change Order 21	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Post bid connections: drive swing gates, match benches to Central Natatorium, floor changes, added signage, water softener outlet and add light fixtures in Rooms 105, 106, 110, 112, 117 and 118.	\$25,787	\$0	10			X
<b>Total Subcontract Change Orders in Bond Change Order 21</b>	<b>\$25,787</b>	<b>\$0</b>				

West Middle School - Bond Change Order 21 Reconciliations

Description - Change Order 21	Bond Change Amount		Affected Contracts	Board Approval	Superintendent Approval	Other Approval
	1	2				
Additional work to the existing Toilet Rooms (#00B, 100G, 300B, and 300G): floor removal & replacement; removal of existing wall tile and removal & replacement of ceilings.	\$34,532	\$0	4			X
Door revisions to (13) different doors.	\$74	\$0	2			X
Existing drawings did not reflect actual site conditions. Needed to make a new run of conduit and wire across the building.	\$23,817	\$0	1			X
<b>Total Subcontract Change Orders in Bond Change Order 21</b>	<b>\$58,423</b>	<b>\$0</b>				

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136  
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**Note Page**

**IV. Board Education**

1. Special Education Services



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136  
JULY 22, 2019, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. June 24, 2019 Regular Business Meeting Minutes
  - b. June 24, 2019 Closed Session Minutes

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR BUSINESS MEETING**

**June 24, 2019**

**REGULAR BUSINESS MEETING**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, June 24, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Community Room #1136 of Central High School, 8135 S. Westnedge, Portage. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson

Board Trustees Absent: None

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the agenda as amended to add under the Consent Agenda as item 7, a recommendation for Superintendent vacation carryover.**

**Motion carried unanimously.**

**BUDGET HEARING**

President Van Antwerp opened the budget hearing on the 2019-20 Fiscal Year Budget. Ms. Paula Johnson, Finance Director, reviewed the proposed budget. President Van Antwerp then called for public comment/questions on the budget. Comments and questions from the public and Trustees were received and addressed by Ms. Johnson. President Van Antwerp asked if there were any further questions or comments, and hearing none, the hearing was closed at 6:50 p.m.

**REPORTS**

**Superintendent's Report**

**Facility Planning Report / Presentation.** Superintendent Bielang provided introductory comments and thanked Dr. DeJong of DeJong LLC and the Steering Committee for their work. Dr. DeJong and some members of the Steering Committee - Keith Lam, Nicole Himebaugh, Effie McCarren, and Jeremy Zonts, presented a facility master plan update focusing on Portage's elementary schools. They reviewed the process and background information, results of the first Community Dialogue held on February 28, 2019, finance and options, results of the second Community Dialogue held on May 15, 2019, educational specifications, and recommendation. The presenters addressed questions from Trustees. Superintendent Bielang and the Board applauded the work of the Steering Committee. Superintendent Bielang suggested the Board consider holding a work session this summer to review this information further.

**Change Order Summary / Bond Budget Update.** Mr. Ron Herron, Assistant Superintendent of Operations, briefly reviewed a financial update for work committed through Bond Change Order 20.

Mr. Dan Rathburn, OAK Project Manager, detailed change order work by construction directive for North Middle School, Central Middle School, Northern Natatorium, West Middle School, and the Portage Community Education Center. Mr. Dan Rathburn addressed questions from Trustees.

**Bond Project Update.** Drone video was shown of the new Central High athletic fields and the start of demolition of North Middle School.

**Financial Report.** Ms. Paula Johnson reviewed details of the financial report for the ten months ended May 31, 2019.

**Matt's Law.** Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, presented 2018-19 bullying data for the District, which included comparison data anti-bullying strategies, response/reactive measures, teaching strategies to address behaviors, monitoring, and an annual review with building administrators. Dr. Pascoe responded to questions from the Board.

**Other.** Superintendent Bielang shared some items of interest. At the July board meeting the Northern High School's baseball team will be recognized for winning the state championship. The District continues to work with the City of Portage on a potential agreement for additional school resource officers. Mr. Bielang addressed questions from Trustees.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the comments and communications portion of the meeting. Dr. Shelton-Harris read the guidelines pertaining to public participation.

Mr. Terry Henderson addressed the Board regarding school security and in support of additional school resource officers.

Mr. Matt Freeman addressed Trustees regarding school security and in support of additional school resource officers.

Mr. Chris Bushart commented on school security and in support of additional school resource officers.

President Van Antwerp thanked the public participants for their comments, and opened the floor to Trustee comments.

Mr. Rathburn paid accolades to the Portage Northern baseball team for winning the state championship, and he acknowledged the public participants for their comments.

Mrs. Novaria addressed public comments regarding school resource officers and funding.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approval of the May 20, 2019 Retreat & Regular Session Meeting Minutes, the June 10, 2019, Special, Closed & Committee of the Whole Work Session Meeting Minutes; adopt a change in the monthly financial reporting format, as presented, beginning in October 2019 for the September financial information, and for a trial period of up to six months at the Board's discretion; approve the change to the annual audit from a Comprehensive Annual Financial Statement to a Basic Financial Statement, as presented; approve the policy revisions, as presented, for Operational Policies 6320 – Purchasing, 7450 – Property Inventory, and 7455 – Accounting System for Fixed Assets, and further, for Operational Policy 7450 to be effective back to July 1, 2018 for auditing purposes; approve the addition of Policy Governance Retreats to the Board's 2019-20 meeting as follows: September 23, 2019, November 11, 2019, February 10, 2019 and May 18, 2020, with all retreats to be held in the Superintendent's Conference Room of the Administration Building beginning at 4:00 p.m.; approve as presented the purchase of the elementary science program, middle school math subscription, and K-12 curriculum materials, for a total of \$358,449.51, the proceeds for which will come from the 2019-20 general fund budget; accept the two recommended HGD curriculum changes, as presented; and that the Board grant Superintendent Bielang the carryover of 4.5 vacation days, which is 36 hours, to the 2019-20 school year, as presented.**

**There being no objection to the items, the motion carried unanimously.**

## **REQUIRED ACTIONS**

### **Amended Budget Appropriation Resolutions for 2018-19**

**Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education adopt the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and the School Service Funds budgets for 2018-19, as presented.**

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

### **Budget Appropriation Resolutions for 2019-20**

**Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education adopt the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and the School Service Funds budget for 2019-20, as presented.**

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

### **Resolution to Set 2019 Tax Rates**

**Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education adopt the resolution, which sets tax rates for both summer and winter levies, as presented.**

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

## **ACTION ITEMS**

### **Approve Administrator Contracts**

**Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2021, and with additional compensation in the aggregate, as approved by the Board as part of the 2019-20 budget, as presented.**

Mr. Bielang addressed questions from Trustees.

**The motion carried unanimously.**

### **2019 Retiree Proclamation**

**Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education approve the 2019 Retiree Proclamation as presented.**

Mrs. Willson read the proclamation aloud.

**The motion carried unanimously.**

## **DISCUSSION ITEM**

### **Field Naming Recommendation**

Superintendent Bielang introduced Central High School Athletic Director, Joe Wallace. Mr. Wallace shared the background information and recommendation for naming the soccer field at Central High School. The Board opted to move the discussion item to action.

**Motion offered by Mrs. Willson, seconded by Mr. Snyder, to move the Field Naming discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Willson, seconded by Mr. Snyder, to approve the recommendation to name the soccer field at Portage Central High, “Mustang Field.”**

**The motion carried unanimously.**

## **CLOSED SESSION**

**Motion offered by Dr. Shelton-Harris, seconded by Mr. Snyder, that the Board of Education move into closed session for the purpose of discussing collective bargaining negotiations/strategies, as allowed under the Open Meetings Act, Section 8(c).**

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

The Board moved into closed session at 9:04 p.m.

The Board returned to open session at 9:11 p.m.

**POST-CLOSED ACTION**

**Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the 2019-20 contractual agreement with the Portage Custodial/Maintenance Group, MEA/NEA, as presented.**

**The motion carried unanimously.**

With no further business to come before the Board, the meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2018/19 AMENDED BUDGET #2**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2018/19. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2018/19 is as follows:

	<u>Actual 2017/18</u>	<u>Amended Budget #1 2018/19</u>	<u>Amended Budget #2 2018/19</u>
Total Fund Balance, Beginning of Year, July 1	9,818,905	9,049,772	9,049,772
<b>REVENUES:</b>			
Local Sources	25,598,882	26,220,801	26,822,239
State Sources	65,570,421	67,628,161	67,920,621
Federal Sources	1,014,174	1,082,203	1,485,541
Incoming Transfers and Other Transactions	<u>227,864</u>	<u>407,777</u>	<u>409,486</u>
Total Revenues and Other Transactions	<u>92,411,341</u>	<u>95,338,942</u>	<u>96,637,887</u>
Total Available to Appropriate	<u>102,230,246</u>	<u>104,388,714</u>	<u>105,687,659</u>
Be it further resolved that \$97,337,048 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:			
<b>EXPENDITURES:</b>			
Instruction:			
Basic Programs	48,532,069	50,345,612	50,472,249
Added Needs	<u>7,531,922</u>	<u>8,129,269</u>	<u>8,412,369</u>
Total Instruction	<u>56,063,991</u>	<u>58,474,881</u>	<u>58,884,618</u>
Supporting Services:			
Pupil	6,542,751	6,428,967	6,604,797
Instructional Staff	4,787,626	4,836,252	5,189,127
General Administration	692,148	690,836	735,952
School Administration	4,994,366	5,154,640	5,264,287
Business Services	1,106,906	995,468	1,007,042
Operations and Maintenance	8,122,666	8,418,702	8,873,719
Transportation	3,374,751	3,487,234	3,446,946
Central Services	2,478,527	2,415,564	2,498,168
Athletics	<u>1,612,047</u>	<u>1,527,772</u>	<u>1,755,373</u>
Total Supporting Services	<u>33,711,788</u>	<u>33,955,435</u>	<u>35,375,411</u>
Community Services	<u>2,780,724</u>	<u>2,876,642</u>	<u>2,801,752</u>
Other Financing Use - Debt Service	<u>623,971</u>	<u>275,267</u>	<u>275,267</u>
Total Expenditure Appropriation	<u>93,180,474</u>	<u>95,582,225</u>	<u>97,337,048</u>
Excess (Deficit) of Revenues over Expenditures	<u>(769,133)</u>	<u>(243,283)</u>	<u>(699,161)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 9,049,772</u>	<u>\$ 8,806,489</u>	<u>\$ 8,350,611</u>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2018/19 AMENDED BUDGET #2**

Be it further resolved that no board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

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

<b>PORTAGE PUBLIC SCHOOLS</b>
<b>DEBT RETIREMENT FUND APPROPRIATIONS AMENDMENT #1 RESOLUTION 2018/19</b>

Be it resolved that this shall be the Debt Retirement Fund appropriations for Portage Public Schools for the fiscal year 2018/19. A resolution to make appropriations; to provide for the expenditure or appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for fiscal year 2018/19 is as follows:

	Actual 2017/18	Adopted 2018/19	Amendment #1 2018/19
<b>BEGINNING FUND BALANCE, JULY 1 (estimate)</b>	<b>\$1,740,543</b>	<b>\$1,418,765</b>	<b>\$1,510,423</b>
<b>REVENUES</b>			
Local Property Taxes (6.85 mills for all years)	15,276,186	15,452,657	15,742,340
Payment in lieu of Personal Property Taxes-State Sources	886,922	947,789	1,064,256
Incoming Transfer from 2008/2009 Debt Retirement Fund	295,940	-	76,000
Industrial Facilities Tax	81,349	85,000	220,874
Pilot payment in lieu of tax	60,920	30,000	30,000
Other Tax Revenues	5,272	10,000	10,000
Interest Income - Investments	16,224	16,500	18,000
Interest on Delinquent Taxes	12,488	7,500	6,500
	<b>16,635,301</b>	<b>16,549,446</b>	<b>17,167,970</b>
<b>TOTAL REVENUES</b>			
	<b>\$18,375,844</b>	<b>\$17,968,211</b>	<b>\$18,678,393</b>
<b>TOTAL AVAILABLE TO APPROPRIATE</b>			

\*In compliance with Section 16 of the Uniform Budget and Accounting Act, this is a levy of 6.85 mills on all property classifications.

Be it further resolved, that \$16,392,791 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>			
Principal Payments	9,160,000	9,415,000	9,415,000
Interest Payments	7,396,799	6,891,790	6,891,791
Outgoing Transfer to 2016 Debt Retirement Fund	295,940	-	76,000
Fees	1,150	1,500	1,000
Tax Refunds	11,532	15,000	9,000
	<b>16,865,421</b>	<b>16,323,290</b>	<b>16,392,791</b>
<b>TOTAL EXPENDITURES</b>			
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(230,120)</b>	<b>226,156</b>	<b>775,179</b>
<b>ENDING FUND BALANCE, JUNE 30 (estimate)</b>	<b>\$1,510,423</b>	<b>\$1,644,921</b>	<b>\$2,285,602</b>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

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

**PORTAGE PUBLIC SCHOOLS  
BUILDING AND SITE SINKING FUND AMENDMENT #1 APPROPRIATIONS RESOLUTION 2018/19**

Be it resolved that this shall be the Building and Site Sinking Fund appropriations for Portage Public Schools for the fiscal year 2018/19. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all revenues received by Portage Public Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for fiscal year 2018/19 is as follows:

	SY 2017/18 Actual	SY 2018/19 Adopted	SY 2018/19 Amendment #1
<b>Beginning Fund Balance, July 1 (estimate)</b>	<b>\$ 2,034,909</b>	<b>\$ 2,702,334</b>	<b>2,702,334</b>
<b>Revenues</b>			
Tax Levy at .5000 mills for all years	1,114,837	1,144,318	1,147,839
Payment in Lieu of Personal Property Tax from State Sources	91,650	92,000	100,483
Industrial Facilities Tax	5,938	7,000	16,122
Interest Income	4,814	4,000	4,607
Interest on Delinquent Taxes	957	1,000	736
Payment in Lieu of Taxes	4,447	2,200	2,200
Collection of Prior Year Taxes	696	500	23
<b>Total Revenues</b>	<b>1,223,339</b>	<b>1,251,018</b>	<b>1,272,009</b>
<b>Total Available to Appropriate</b>	<b>3,258,248</b>	<b>3,953,352</b>	<b>3,974,344</b>

\*In accordance with section 16 of the Uniform Budgeting and Accounting Act, this is a levy of .5000 mills on all property classifications.

Be it further resolved, that \$707,901 of the total available to appropriate is appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

**Major Projects:**

<b>Asphalt Projects:</b>			
North Middle School	12,868	-	-
Haverhill (Bus loop and North lot)	-	50,000	-
<b>Major Roofing Projects:</b>			
CEC	-	100,000	-
CEL Café	-	-	641
<b>HVAC</b>			
PCEC	-	-	81,700
Bus Garage additional parking/drainage	5,410	140,000	1,444
Tennis Court Repairs (WMS/NHS/CHS)	25,562	-	33,542
NHS Shop Lighting Project	58,450	-	-
NHS Handrail Replacement	87,490	-	6,000
CHS Band Tower Concrete Platform	16,779	-	1,000
NHS Band Tower Concrete Platform	16,779	-	1,196
WOD Playground	-	-	41,779
PCEC Playground	82,696	10,000	-
Central EI Fire Alarm Replacement	14,675	45,000	64,093
<b>Total Major Projects</b>	<b>320,708</b>	<b>345,000</b>	<b>231,394</b>

**On-Going Projects**

Roof Repair	21,877	31,500	9,212
Glass	6,512	10,500	7,145
Fencing	10,468	10,500	-

	SY 2017/18 Actual	SY 2018/19 Adopted	SY 2018/19 Amendment #1
Sidewalk Concrete Repair	2,568	31,500	1,759
Casework	6,061	10,500	1,862
Asbestos Abatement	6,005	21,000	8,300
Asphalt Repair (AMB, HAV, LCE, WOD, CEL, NMS, CMS, NHS, CEC, ZMT)	23,319	31,500	339,963
Toilet Partition Replacement	-	10,500	-
Carpet Replacement	12,463	16,000	-
District Mechanical	79,732	85,000	29,580
District Electrical	11,253	36,750	8,800
<b>Total On-Going Projects</b>	<b>180,258</b>	<b>295,250</b>	<b>406,621</b>
<b>Exterior Door Replacement</b>			
Various Exterior Doors At All Buildings	-	10,000	51,481
<b>Other Projects:</b>			
Grounds replacement-playgrounds	45,943	35,000	3,000
Built-in Water Cooler Systems	8,200	-	-
Drinking Fountains	-	10,000	-
Building Requested Capital Outlay:			
Carpeting	-	100,000	14,341
<b>Total Other Projects</b>	<b>54,143</b>	<b>145,000</b>	<b>17,341</b>
<b>Tax refunds</b>	<b>805</b>	<b>4,000</b>	<b>1,063</b>
<b>Total Expenditures</b>	<b>555,914</b>	<b>799,250</b>	<b>707,901</b>
<b>Projected Revenues Over Expenditures</b>	<b>667,425</b>	<b>451,768</b>	<b>564,109</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 2,702,334</b>	<b>\$ 3,154,102</b>	<b>3,266,443</b>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

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

<b>PORTAGE PUBLIC SCHOOLS</b>
<b>SCHOOL SERVICE FUND APPROPRIATIONS RESOLUTION AMENDMENT #1 2018/2019</b>

Be it resolved that this shall be the School Service Fund appropriations for Portage Public Schools for the fiscal year 2018/2019. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2018/19 is as follows:

	<u>Food Service</u>		<u>Bookstore</u>	
	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>
Beginning Fund Balance, July 1 (Estimate)	\$431,540	\$432,461	\$ -	\$ -
<b>REVENUES:</b>				
Local Sources	1,554,158	1,564,300	7,000	10,000
State Sources	229,546	223,336	-	-
Federal Sources	1,357,750	1,359,499	-	-
<b>Total Revenues and Incoming Transfers</b>	<u>3,141,454</u>	<u>3,147,135</u>	<u>7,000</u>	<u>10,000</u>
<b>Total Available for Appropriations</b>	<u>3,572,994</u>	<u>3,579,596</u>	<u>7,000</u>	<u>10,000</u>

Be it further resolved that \$3,264,112 of the Food Service total and \$10,000 of the Bookstore total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

	<u>Food Service</u>		<u>Bookstore</u>	
	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>	<u>Adopted 2018/19</u>	<u>Amendment #1 2018/19</u>
<b>EXPENDITURES:</b>				
Food Service	2,953,000	3,064,112	-	-
Bookstore	-	-	7,000	10,000
Outgoing Transfer to General Fund for Indirect Costs	200,000	200,000	-	-
<b>Total Expenditures and Outgoing Transfers</b>	<u>3,153,000</u>	<u>3,264,112</u>	<u>7,000</u>	<u>10,000</u>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>(11,546)</u>	<u>(116,977)</u>	<u>0</u>	<u>0</u>
<b>Ending Fund Balance, June 30 (Estimated)</b>	<u>\$419,994</u>	<u>\$315,484</u>	<u>\$0</u>	<u>\$0</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

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

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	<u>Actual 2017/18</u>	<u>Amended Budget #2 2018/19</u>	<u>Adopted Budget 2019/20</u>
Total Fund Balance, Beginning of Year, July 1	9,818,905	9,049,772	8,350,611
<b>REVENUES:</b>			
Local Sources	25,598,882	26,822,239	26,642,024
State Sources	65,570,421	67,920,621	68,619,273
Federal Sources	1,014,174	1,485,541	1,156,445
Incoming Transfers and Other Transactions	<u>227,864</u>	<u>409,486</u>	<u>376,313</u>
Total Revenues and Other Transactions	<u>92,411,341</u>	<u>96,637,887</u>	<u>96,794,055</u>
Total Available to Appropriate	<u>102,230,246</u>	<u>105,687,659</u>	<u>105,144,666</u>

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 17.7005 mills on Non-Homestead property.

Be it further resolved that \$96,794,055 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
Instruction:			
Basic Programs	48,532,069	50,472,249	50,793,391
Added Needs	<u>7,531,922</u>	<u>8,412,369</u>	<u>8,543,161</u>
Total Instruction	<u>56,063,991</u>	<u>58,884,618</u>	<u>59,336,552</u>
Supporting Services:			
Pupil	6,542,751	6,604,797	6,737,063
Instructional Staff	4,787,626	5,189,127	4,903,572
General Administration	692,148	735,952	730,258
School Administration	4,994,366	5,264,287	5,147,123
Business Services	1,106,906	1,007,042	1,026,487
Operations and Maintenance	8,122,666	8,873,719	8,489,664
Transportation	3,374,751	3,446,946	3,498,357
Central Services	2,478,527	2,498,168	2,499,698
Athletics	<u>1,612,047</u>	<u>1,755,373</u>	<u>1,474,831</u>
Total Supporting Services	<u>33,711,788</u>	<u>35,375,411</u>	<u>34,507,053</u>
Community Services	<u>2,780,724</u>	<u>2,801,752</u>	<u>2,764,984</u>
Other Financing Use - Debt Service	<u>623,971</u>	<u>275,267</u>	<u>185,466</u>
Total Expenditure Appropriation	<u>93,180,474</u>	<u>97,337,048</u>	<u>96,794,055</u>
Excess (Deficit) of Revenues over Expenditures	<u>(769,133)</u>	<u>(699,161)</u>	<u>0</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 9,049,772</u> <sub>20</sub>	<u>\$ 8,350,611</u>	<u>\$ 8,350,611</u>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2019/20 ADOPTED BUDGET**

Be it further resolved that no board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**PORTAGE PUBLIC SCHOOLS  
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION  
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	<u>Actual 2017/18</u>	<u>Amended Budget #1 2018/19</u>	<u>Adopted Budget 2019/20</u>
Total Fund Balance, Beginning of Year, July 1	1,455,300	1,224,986	1,961,038
<b>REVENUES:</b>			
Local Property Taxes (6.85 mills for all years)	15,276,186	15,742,340	16,390,448
Payment in lieu of Personal Property Taxes-State Sources	886,922	1,064,256	813,252
Incoming Transfer from 2008/2009 Debt Retirement Fund	-	76,000	-
Industrial Facilities Tax	81,349	220,874	190,000
Pilot payment in lieu of tax	60,920	-	3,000
Other Tax Revenues	5,082	27	2,000
Interest Income - Investments	16,224	16,938	17,000
Interest on Delinquent Taxes	12,484	5,481	10,000
Total Revenues and Other Transactions	<u>16,339,167</u>	<u>17,125,916</u>	<u>17,425,700</u>
Total Available to Appropriate	<u>17,794,467</u>	<u>18,350,902</u>	<u>19,386,738</u>

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$17,480,530 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
Principal Payments	9,160,000	9,415,000	9,085,000
Interest Payments	7,396,799	6,891,791	8,379,530
Outgoing Transfer to the 2016 Debt Retirement Fund	-	76,000	-
Fees	1,150	725	1,000
Tax Refunds	11,532	6,348	15,000
Total Expenditures	<u>16,569,481</u>	<u>16,389,864</u>	<u>17,480,530</u>
Excess (Deficit) of Revenues over Expenditures	<u>(230,314)</u>	<u>736,052</u>	<u>(54,830)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 1,224,986</u>	<u>\$ 1,961,038</u>	<u>\$ 1,906,208</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**PORTAGE PUBLIC SCHOOLS  
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION  
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	<u>Actual 2017/18</u>	<u>Amended Budget #1 2018/19</u>	<u>Adopted Budget 2019/20</u>
Total Fund Balance, Beginning of Year, July 1	2,034,909	2,702,334	3,266,443
<b>REVENUES:</b>			
Tax Levy at .5000 mills for all years	1,114,837	1,147,839	1,170,796
Payment in Lieu of Personal Property Tax from State Sources	91,650	100,483	92,000
Industrial Facilities Tax	5,938	16,122	7,000
Interest Income	4,814	4,607	4,000
Interest on Delinquent Taxes	957	736	1,000
Payment in Lieu of Taxes	4,447	2,200	2,200
Collection of Prior Year Taxes	696	23	500
Total Revenues and Other Transactions	<u>1,223,339</u>	<u>1,272,009</u>	<u>1,277,496</u>
Total Available to Appropriate	<u>3,258,248</u>	<u>3,974,344</u>	<u>4,543,938</u>

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .5000 mills on all property classifications.

Be it further resolved that \$819,250 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

**EXPENDITURES:**

**Major Projects:**

<b>Asphalt Projects:</b>			
North Middle School	12,868	-	-
<b>Major Roofing Projects:</b>			
CEC	-	-	100,000
CEL Café	-	641	20,000
<b>HVAC</b>			
PCEC	-	81,700	-
Bus Garage additional parking/drainage	5,410	1,444	-
Tennis Court Repairs (WMS/NHS/CHS)	25,562	33,542	-
NHS Shop Lighting Project	58,450	-	-
NHS Handrail Replacement	87,490	6,000	-
NHS Basketball Frame Replacement	-	-	18,000
CHS Band Tower Concrete Platform	16,779	1,000	-
NHS Band Tower Concrete Platform	16,779	1,196	-
CEL Canopy	-	-	75,000
MBE Playground	-	-	100,000
WOD Playground	-	41,779	-
PCEC Playground	82,696	-	-
PCEC LED Lighting	-	-	10,000
PCEC Locker Restoration	-	-	12,000
Lockers for 12th & LCE	-	-	30,000
Central El Fire Alarm Replacement	14,675	64,093	-
Total Major Projects	<u>320,708</u>	<u>231,394</u>	<u>365,000</u>

	Actual 2017/18	Amended Budget #1 2018/19	Adopted Budget 2019/20
<b>On-Going Projects</b>			
Roof Repair	21,877	9,212	31,500
Glass	6,512	7,145	10,500
Fencing	10,468	-	10,500
Sidewalk Concrete Repair	2,568	1,759	31,500
Casework	6,061	1,862	10,500
Asbestos Abatement	6,005	8,300	21,000
Asphalt Repair	23,319	339,963	31,500
Toilet Partition Replacement	-	-	10,500
Carpet Replacement	12,463	-	16,000
District Mechanical	79,732	29,580	85,000
District Electrical	11,253	8,800	36,750
<b>Total On-Going Projects</b>	<b>180,258</b>	<b>406,621</b>	<b>295,250</b>
<b>Exterior Door Replacement</b>			
Various Exterior Doors At All Buildings	-	51,481	10,000
<b>Other Projects</b>			
Grounds replacement-playgrounds	45,943	3,000	35,000
Built-in Water Cooler Systems	8,200	-	-
Drinking Fountains	-	-	10,000
Building Requested Capital Outlay:			
Carpeting	-	14,341	100,000
<b>Total Other Projects</b>	<b>54,143</b>	<b>17,341</b>	<b>145,000</b>
<b>Tax refunds</b>	<b>805</b>	<b>1,064</b>	<b>4,000</b>
<b>Total Expenditures</b>	<b>555,914</b>	<b>707,901</b>	<b>819,250</b>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<b>667,425</b>	<b>564,108</b>	<b>458,246</b>
<b>Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)</b>	<b>\$2,702,334</b>	<b>\$3,266,443</b>	<b>\$3,724,688</b>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**PORTAGE PUBLIC SCHOOLS  
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION  
2019/20 ADOPTED BUDGET**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2019/20. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2019/20 is as follows:

	Food Service		Bookstore		School Activities	
	Amendment #1 2018/2019	Adopted 2019/20	Amendment #1 2018/2019	Adopted 2019/20	Amendment #1 2018/19	Adopted 2019/20
Total Fund Balance, Beginning of Year, July 1	432,461	315,484	-	-	-	-
<b>REVENUES:</b>						
Local Sources	1,564,300	1,622,700	10,000	10,000	-	1,099,000
State Sources	223,336	236,322	-	-	-	-
Federal Sources	1,359,499	1,462,499	-	-	-	-
Total Revenues and Other Transactions	<u>3,147,135</u>	<u>3,321,521</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>1,099,000</u>
Total Available to Appropriate	<u>3,579,596</u>	<u>3,637,005</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>1,099,000</u>

Be it further resolved that \$3,357,205 of the Food Service total, \$10,000 of the Bookstore total and \$1,099,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>						
Food Service	3,064,112	3,157,205	-	-	-	-
Bookstore	-	-	10,000	10,000	-	-
Student Activities	-	-	-	-	-	1,099,000
Outgoing Transfer to General Fund for indirect Costs	200,000	200,000	-	-	-	-
Total Expenditures and Outgoing Transfers	<u>3,264,112</u>	<u>3,357,205</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>1,099,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>(116,977)</u>	<u>(35,684)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 315,484</u>	<u>\$ 279,800</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to the appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2019.

**RESOLUTION TO SET 2019 TAX RATES  
FOR SUMMER AND WINTER TAXES**

**Portage Public Schools**

Be it resolved that millage rates for the Portage Public School District, Kalamazoo County District #45, be set as follows for the 2019/20 fiscal year, and that the Board of Education President and Secretary be authorized to certify the following rates:

**City of Portage**

In Mills

	<b><u>2019 Summer Tax Rate</u></b>	<b><u>2019 Winter Tax Rate</u></b>	<b><u>Total Rate</u></b>
Operating (Non-Homestead Only)	17.7005	0	17.7005
Building & Site Sinking	0.5000	0	0.5000
Debt Retirement	<u>6.8500</u>	<u>0</u>	<u>6.8500</u>
Total School Tax Rate	<u>25.0505</u>	<u>0</u>	<u>25.0505</u>

**City of Kalamazoo, Pavilion Township, Texas Township**

In Mills

	<b><u>2019 Summer Tax Rate</u></b>	<b><u>2019 Winter Tax Rate</u></b>	<b><u>Total Rate</u></b>
Operating (Non-Homestead Only)	0	17.7005	17.7005
Building & Site Sinking	0	0.5000	0.5000
Debt Retirement	<u>0</u>	<u>6.8500</u>	<u>6.8500</u>
Total School Tax Rate	<u>0</u>	<u>25.0505</u>	<u>25.0505</u>

**PROCLAMATION  
RECOGNITION AND COMMENDATION  
FOR RETIRING EMPLOYEE**

**WHEREAS,** the following certified and classified employee has announced her intention to retire from Portage Public Schools, namely,

Kim Lummis; and

**WHEREAS,** this retiree has faithfully served and supported the students and staff of this community; and

**WHEREAS,** this retiree supported great teaching and learning in classrooms throughout our District; and

**WHEREAS,** this retiree took phone calls or answered e-mail at all hours of the day; and

**WHEREAS,** appropriate recognition of this dedicated and devoted service shall come to the attention of the entire community.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Portage Public Schools takes great pleasure in recognizing the contributions of this individual, and expresses its sincere gratitude for her contributions to Portage Public Schools, and further wishes her healthy, happy and rewarding retirement.

Proclaimed this 24th day of June, 2019  
Portage Public Schools Board Of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
CLOSED SESSION MINUTES**

**June 24, 2019**

The closed session of the Board of Education for Portage Public Schools held Monday, June 24, 2019, was called to order at 9:04 p.m. by President Van Antwerp in the Community Room #1136 of Central High School, 8135 S. Westnedge, Portage, Michigan.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson

Board Trustees Absent: None

Administration Members Present: Mark Bielang, Superintendent

Discussion pertained to collective bargaining negotiations/strategies as allowed under Section 8(c) of the Open Meetings Act.

**Motion offered by Dr. Shelton-Harris, seconded by Mr. Snyder, that the Board of Education return to open session.**

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

The Board returned to open session at 9:11 p.m.

Respectfully Submitted,

Barb Atkinson  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136  
JULY 22, 2019, 6:30 P.M.**

**Note Page**

**VIII. Action Items**

1. Approve Proclamation Honoring NHS Baseball

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Proclamation Honoring Portage Northern High School’s Baseball Champions, as presented.**



## **PROCLAMATION**

### **HONORING PORTAGE NORTHERN HIGH SCHOOL'S BASEBALL CHAMPIONS**

**WHEREAS**, the hard work, dedication, sportsmanship, talent and exceptional team chemistry of the 2019 Portage Northern High School baseball team has enabled these student athletes to earn a State Championship title; and

**WHEREAS**, winning the 2019 Division 1 Michigan High School Athletic Association Baseball State Championship brought honor to Portage Northern High School and the City of Portage on the local, state and national level; and

**WHEREAS**, Head Coach Chris Andrews and the entire coaching staff, parents of the team members, faculty and student body at Portage Northern High School were integral in guiding the team to victory through their unwavering support; and

**WHEREAS**, Head Coach Chris Andrews was selected as the 2019 Coach of the Year by the Michigan High School Baseball Coaches Association and inducted into the Michigan High School Baseball Coaches Association Hall of Fame.

**NOW, THEREFORE**, the Board of Education of Portage Public Schools does hereby recognize and heartily congratulate Portage Northern High School, the 2019 State Championship Baseball Team and coaching staff and Chris Andrews for their outstanding accomplishments.

Proclaimed this 22nd day of July, 2019  
Portage Public Schools Board Of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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**Note Page**

**VIII. Action Items**

2. Resolution to Submit Sinking Fund Millage Proposal (MCL 211.24f)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt a resolution and ballot language requesting voter consideration at the November 5, 2019 Election of renewing a .5000 millage rate for our Building and Site Sinking Fund (BSSF) that would begin in the 2020/2021 school year and continue through the 2024/2025 school year, as presented.**

**TO** : Mark Bielang, Superintendent  
**FROM** : Paula Johnson, Director of Finance  
**DATE** : July 15, 2019  
**SUBJ** : Building Site Sinking Fund Renewal Resolution

**RECOMMENDATION**

That the Board of Education adopt a resolution and ballot language requesting voter consideration at the November 5, 2019 Election of renewing a .5000 millage rate for our Building and Site Sinking Fund (BSSF) that would begin in the 2020/2021 school year and continue through the 2024/2025 school year.

**BACKGROUND INFORMATION**

Since 1966 the District has levied between .5000 and 1.5000 for a BSSF millage. Receipts from this levy go into a separate fund with a restrictive use for making necessary repairs and improvements to the district's fourteen school buildings, along with other structures such as stadiums, transportation and playgrounds. Based on the age of some of our older facilities, numerous repairs like roofs, mechanical systems, flooring and parking lot asphalt have been funded with this millage.

This recommendation was developed in a meeting with the Facility Committee and Assistant Superintendent of Operations. Please let us know if you have any questions on this recommendation and the supporting documentation. Passage of the resolution at the July 22<sup>nd</sup> Board meeting will allow the administration to certify the ballot with the County and City Clerk's deadline of August 13<sup>th</sup>.

**RESOLUTION TO SUBMIT SINKING FUND MILLAGE PROPOSAL  
(NOVEMBER 5, 2019 ELECTION DATE)**

Portage Public Schools  
County of Kalamazoo, State of Michigan

Minutes of a regular meeting of the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, held in the School District on the 22nd day of July, 2019, at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members \_\_\_\_\_

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

WHEREAS, the Board of Education of the Portage Public Schools (the "School District") has determined that it is necessary for the health, safety, and welfare of the School District and its residents to renew the School District's authority to levy 0.50 mill on all taxable property in the School District for a period of five (5) years, the years 2020 to 2024, inclusive, to create a sinking fund for the purposes set forth in the sinking fund millage proposal attached hereto as Exhibit A (the "Sinking Fund Millage Proposal"); and

WHEREAS, it is necessary and desirable to submit the Sinking Fund Millage Proposal to the School District's electors at the election to be held on November 5, 2019 (the "November Election Date"); and

WHEREAS, in order to submit the Sinking Fund Millage Proposal to the School District's electors on the November Election Date, it is necessary for the Board to certify the ballot wording of the Sinking Fund Millage Proposal to the Clerk of the County of Kalamazoo, State of Michigan (the "School District Election Coordinator"), as required by Act 116, Public Acts of Michigan, 1954, as amended, not later than 4:00 p.m. August 13, 2019.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The wording of the Sinking Fund Millage Proposal attached hereto as Exhibit A is hereby certified to the School District Election Coordinator for submission to the School District's electors on the November Election Date. The Secretary of the Board is hereby authorized and directed to file this Resolution and/or complete any such forms, certificates or documents as may be required by the School District Election Coordinator to evidence the foregoing certification and/or submission by no later than 4:00 p.m. August 13, 2019.

2. The School District Election Coordinator is hereby authorized and directed to: (a) post and publish notice of last day of registration and notice of election for the November Election Date; and (b) have prepared and printed ballots for submitting the Sinking Fund Millage Proposal at the November

Election Date, which ballots shall be in the form appearing in Exhibit A, or the proposition shall be stated as a proposal on the voting machines, which ballots may include other matters presented to the electorate on the same date.

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

AYES: Members \_\_\_\_\_  
\_\_\_\_\_

NAYS: Members \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary, Board of Education  
Portage Public Schools

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on July 22, 2019, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

---

Secretary, Board of Education  
Portage Public Schools

**EXHIBIT A**

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

**RENEWAL OF BUILDING AND SITE SINKING FUND TAX LEVY**

*If approved, this authorization renews and extends the previously authorized building and site sinking fund tax levy which expires with the 2019 levy. Pursuant to state law, the expenditure of the sinking fund tax proceeds must be audited, and the proceeds may not be used for teacher, administrator or employee salaries, maintenance or other operating expenses.*

As a renewal of previously authorized millage which expires with the 2019 levy, shall the limitation on the amount of property taxes which may be assessed against all property in the Portage Public Schools be increased by, and the Board of Education be authorized to levy, not to exceed 0.50 mill (\$0.50 on each \$1,000.00 of taxable valuation) for a period of five (5) years, being 2020 to 2024, inclusive, to be used to fund a sinking fund for the purchase of real estate for sites for, and/or the construction or repair of, school buildings? The estimate of the revenue the School District will collect if the millage renewal is approved and levied in 2020 is approximately \$\_\_\_\_\_.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

*Add to agenda at  
7/22/19 Board Mtg*

To: Mark Bielang, Superintendent and Paula Johnson, Finance Director  
From: Ron Herron, Assistant Superintendent of Operations  
Date: July 18, 2019  
Subj: Bond Project Recommendation - Central Athletic Event Facility Parking Lot

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**RECOMMENDATION**

That the Board of Education approve change order contracts with Lounsbury Excavating, Michigan Paving and OAK for the Central Athletic Event Facility northeast parking lot project. The total cost of \$163,358 will come from the 2016 Bond Construction Fund #1 unallocated contingency.

**BACKGROUND INFORMATION**

This change order is being brought to the board because the vendor contract to Michigan Paving will be increased by \$138,550 for this project. This increase is over our administrative team's project approval threshold of \$100,000 for any vendor contract.

This parking lot project was identified early on as a future enhancement on the BOE Financial Summary Report and we have been holding an allocation amount of \$295,000. The team decided to have OAK inquire as to how much it would cost to have this work done along with other work already under contract to be completed. After doing some testing of the site to check the sub-base and looking at the quote we received, we decided to get this work completed as part of the current project.

As Supt. Bielang outlined in his memo there were some compelling reason why we wanted to move forward with this work. Also the heavy construction work has died down on the site for us to better review the lot condition. We concluded that it needed to be done and that we could potentially save some dollars by addressing it now. We believe the \$163,358 cost represents a significant enough saving to warrant doing the work through the change order process.

If you have any questions, please feel free to contact me regarding this recommendation.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136  
JULY 22, 2019, 6:30 P.M.**

**Note Page**

**IX. Discussion Items**

1. Recommendation for Purchase of Replacement Computers (OP 6320)

July 22, 2019

Information and Technology Systems  
8107 Mustang Drive, Portage, MI 49002  
(269) 323-5100 -- help@portageps.org

## MEMO

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To: Mark Bielang, Superintendent  
Fr: Daniel J. Vomastek, Director  
Dt: July 5th, 2019  
Re: Recommended Purchase of Replacement Staff Computers

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### RECOMMENDATION

I recommend the Board of Education approve the purchase of 76 desktop computers from Presidio (Wixom, MI) in an amount not to exceed \$29,944, proceeds coming from the 2016 Bond Fund #1.

### BACKGROUND

This scheduled purchase of desktop computers targets end of life computers currently in use as staff workstations throughout the district. The computers targeted for replacement are now end of life.

### AWARD AND FINANCIAL DETAILS

This purchase is being made via the Michigan state-wide bid list. The total cost of the computers is \$29,944. At a total of \$394 per unit, this is well under the \$700 budget we had set.

The selected computer is a typical Dell model. We have purchased similar computers from Dell, and are happy with their serviceability and performance.

I have attached the quote, and I would be happy to answer any questions you or the Board may have.

# Summer 2019 Additional Staff Desktop Replacements



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## Summary [Back](#)

Presidio	\$29,944.00
Total	\$29,944.00

Item	Details	Quantity	Price	Total
22195800	<b>Name:</b> Dell Optiplex 3060 MFF <b>MFG Model:</b> Dell Optiplex 3060 MFF <b>Reseller Number:</b> 19223400 <b>Contract Expiration:</b> 9/30/2019 <b>Item Description:</b> Dell Optiplex 3060 MFF: Intel i5-8400T, 4GB RAM, M.2 128GB SSD Drive, Intel Integrated Video, 10/100/1000, Intel dual band AC Wireless, 6 External USB: 4 USB 3.1 Gen 2 front, 2 USB 2.0 rear, 1 UAJ w/ 1 Line-out (audio), (1) DP, (1) HDMI, USB Keyboard, USB Mouse, Windows 10 Professional, Dell 3/3/3 Onsite Warranty. </br> </br> <b>Estimated Delivery Time Frame: 15 calendar days</b>	76	\$394.00	\$29,944.00
<b>Vendor Total</b>				<b>\$29,944.00</b>

**Vendor Name:** Presidio

**Vendor URL:**

**Vendor Notes:** Presidio W-9

### Vendor Contacts:

Customer Service (Dell)

48325 Alpha Drive  
Suite 150

Wixom, MI 48393

Phone: 248-679-3221

Fax:

Email: [dellremc@presidio.com](mailto:dellremc@presidio.com)

### Vendor Contacts:

Jeff Seelenbinder

48325 Alpha Drive  
Suite 150

Wixom, MI 48393

Phone: 248-679-3221

Fax:

Email: [jseelenbinder@presidio.com](mailto:jseelenbinder@presidio.com)

### Vendor Contacts:

Avigilon Sales

48325 Alpha Dr  
Suite 150

Wixom, MI 48393

Phone: 248.679.3208

Fax:

Email: [mcamps@presidio.com](mailto:mcamps@presidio.com)

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, COMMUNITY ROOM #1136  
JULY 22, 2019, 6:30 P.M.**

**Note Page**

**IX. Discussion Items**

2. Recommendation for GRBS Contract Renewal (OP 6320)



**Ronald Herron**  
*Assistant Supt. of Operations*  
Phone: 269.323.5182  
Fax: 269.323.6790  
rherron@portageps.org

To: Mark Bielang, Superintendent  
From: Ron Herron, Assistant Superintendent of Operations  
CC: Paula Johnson, Director of Finance  
Date: July 09, 2019  
Re: Grand Rapids Building Services Custodial Services Contract Extension

**RECOMMENDATION:**

It is recommended that the Board of Education approve a one-year extension of the Custodial Services Contract with Grand Rapids Building Services (GRBS), Inc., for \$1,773,372. These funds are budgeted and will come from the 2019-20 general fund budget.

**BACKGROUND:**

The District and GRBS look to continue our relationship. This cooperative effort has been key to providing the required level of service to our customers. We continue to have a hybrid staffing model with GRBS staff providing cleaning and support services during 2<sup>nd</sup> and 3<sup>rd</sup> shifts and PPS staff providing these services on 1<sup>st</sup> shift.

We have been able to maintain the level of service by continuing to survey and get feedback from building administrators in order to make appropriate adjustments to cleaning areas (windows, bathrooms, halls, etc.) and techniques that improve consistency of the cleaning. Consistent qualified staffing continues to be the number one priority for us to maintain more consistent cleaning across the district. Last year's change of filling our day custodians with in-house staff has been critical in maintaining a more consistent and coordinated effort district wide. GRBS continues to provide recruiting services in their Portage office to assist in providing us with adequate staffing levels. GRBS management continues to be actively engaged and willing to make the necessary changes needed to maintain the required service, and we expect this extension will provide the opportunity to improve our results.

This contract cost remains budget neutral; however, as more construction projects are initiated and/or completed, we will make adjustments that reflect the actual cleaning cost incurred. In addition, the District will have the option to extend this contract for an additional two years at this year's cost, if desired.

I would be happy to answer any questions you may have concerning this recommendation.



Ron Heron  
Portage Public Schools  
8107 Mustang Dr.  
Portage MI, 49002

Dear Ron,

Thank you once again for the option to continue partnering with Portage Public Schools. As we move into the 2019-20 School Year, here is a review of what is currently included in the scope of work after some adjustments this year:

- Current specifications and frequencies negotiated in 2017 remain the same (attached).
- Wages will be **increased** to a minimum of \$11.00 for incoming part time staff, and increase from there based on position. This is a critical investment for recruiting and retention.
- Monday – Sunday events remain covered at no charge. Events are usually defined as a High School athletic game or meet, a performance or competition by the theater, choir, band or orchestra, or a competition from the official debate, robotics, etc. Events do not include community activities, fund raisers, practices, or locker room use or coming in when teams travel for any reason. Any events that fall into these categories and require coverage, set up, tear down, or clean up will be billed at the \$25/hour with the expectation that these are pass through costs to the various groups.
- For any school closed days for any reason, including scheduled days off, snow or in-service days from September 1 – June 1: we have only the day staff come in to help with snow, check the building, cover any daily needs, etc. For the High Schools and Middles Schools, we will also cover athletic use.
- For the 9 holidays listed in the contract, we will plan that NO staff reports. These are Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Day After, Christmas Eve and Day, New Year's Eve, and Day. Since the school was cleaned the night before, this should ensure the same conditions opening when you return, so will not impact the district.
- Staffing:
  - The day position at Central Middle is currently INCLUDED in the scope. There are no other day positions in the district that remain part of the GRBS scope. In the event a fill in is needed on a long-term basis, GRBS can provide a sub at \$20/hr.
  - In addition to the areas assigned in the 2017 specifications (attached), PPS cleans the Central High Athletic complex including the Natatorium, Fields and outbuildings, and Stable. PPS also cleans the Northern High Athletic Complex including Fields and outbuildings. GRBS remains responsible for the Gym and athletic areas within both High Schools, as well as the Doghouse.
  - We have removed the Pool area (future gym) from West Middle for this year pending construction
  - All other building coverage remains the same at this time, although adjustments may be made in the future as buildings open/close or as positions get restructured.

The current monthly price of \$147,781.00 will be held with no increase under these terms for up to 3 years, understanding that structural changes will mean some adjustments as we go. Thank you for allowing us to partner with you during this exciting time in Portage!

Jason Doncis, Vice President  
Grand Rapids Building Services

**Portage Public Schools agree to a \_\_\_ year extension with GRBS. All specifications and frequencies in the current contract remain the same unless specifically addressed in this addendum. The current pricing of \$147,781.00 will be held with the exception of any future staffing or structural changes that require an adjustment to be agreed upon by GRBS and PPS.**

\_\_\_\_\_  
**Portage Public Schools**

\_\_\_\_\_  
**GRBS, INC**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**