

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

**PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8701 MUSTANG DRIVE,
PORTAGE, MI 49002
NOVEMBER 25, 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.

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**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 25, 2019, 6:30 P.M.**

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II. Revisions/Approval of Agenda

Recommended Motion:

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

**Portage Public Schools
General Fund Budget Progress Report by Function
2019-2020 Fiscal Year**

	Four months ended October 31, 2019				Four months ended October 31, 2018			
	Initial Budget 2019-2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2018- 2019	% of total	Year-to-date activity	% of budget
Revenue:								
Local	18,716,722	19%	14,940,647	80%	18,649,329	19%	14,644,288	79%
State	68,619,273	71%	5,596,132	8%	67,920,621	70%	5,407,390	8%
Federal	1,156,445	1%	14,464	1%	1,485,541	2%	-	0%
Local payments-other districts	8,068,616	8%	2,355,295	29%	8,320,933	9%	-	0%
Other/Transfers in	<u>233,000</u>	0%	<u>5,162</u>	2%	<u>261,464</u>	0%	<u>31,488</u>	12%
Total Revenue	96,794,056	100%	22,911,700	24%	96,637,888	100%	20,083,166	21%
Expenditures:								
Instruction								
Basic Programs	50,808,114	52%	9,148,147	18%	50,486,873	52%	9,174,096	18%
Added Needs	<u>8,543,161</u>	9%	<u>1,515,573</u>	18%	<u>8,412,369</u>	9%	<u>1,415,327</u>	17%
Total Instruction	59,351,275	61%	10,663,720	18%	58,899,242	61%	10,589,423	18%
Supporting Services								
Pupil Support	6,736,255	7%	1,229,822	18%	6,604,797	7%	1,113,922	17%
Instructional Staff	4,888,849	5%	1,404,714	29%	5,174,503	5%	1,334,640	26%
General Administration	730,258	1%	221,337	30%	735,952	1%	231,303	31%
School Administration	5,147,123	5%	1,190,878	23%	5,264,287	5%	1,113,926	21%
Business	1,026,488	1%	368,502	36%	1,007,042	1%	356,854	35%
Operations and Maintenance	8,486,664	9%	2,883,063	34%	8,873,719	9%	2,635,107	30%
Transportation	3,498,357	4%	717,298	21%	3,446,946	4%	790,867	23%
Central Support Services	2,499,698	3%	1,158,784	46%	2,498,168	3%	1,079,914	43%
Other Support services	1,474,831	2%	433,770	29%	1,755,373	2%	365,192	21%
Community Services	412,688	0%	143,868	35%	412,313	0%	143,184	35%
Childcare Services	<u>2,352,296</u>	2%	<u>737,364</u>	31%	<u>2,389,439</u>	2%	<u>741,435</u>	31%
Total Supporting Services	37,253,507	38%	10,489,400	28%	38,162,539	39%	9,906,344	26%
Other Financing Uses/Capital Outlay	<u>189,274</u>	0%	<u>91,470</u>	48%	<u>275,267</u>	0%	<u>93,024</u>	34%
Total Expenditures	96,794,056	100%	21,244,590	22%	97,337,048	100%	20,588,791	21%
Excess (deficiency) of revenues over expenditures	-		1,667,110		(699,160)		(505,625)	

**Portage Public Schools
General Fund Budget Progress Report by Object
2019-2020 Fiscal Year**

	Four months ended October 31, 2019				Four months ended October 31, 2018			
	Initial Budget 2019-2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2018- 2019	% of total	Year-to-date activity	% of budget
Salaries	48,209,775	50%	8,398,462	17%	47,716,908	49%	8,229,074	17%
Benefits	<u>32,334,257</u>	33%	<u>6,814,331</u>	21%	<u>31,582,034</u>	32%	<u>6,497,870</u>	21%
Total Salaries and Benefits	80,544,032	83%	15,212,793	19%	79,298,942	81%	14,726,944	19%
Purchased Services	10,067,321	10%	3,938,770	39%	10,892,059	11%	3,536,241	32%
Supplies	4,984,451	5%	1,681,353	34%	5,724,862	6%	1,963,610	34%
Capital outlay/Other	<u>1,198,252</u>	1%	<u>411,675</u>	34%	<u>1,421,184</u>	1%	<u>361,996</u>	25%
Total Expenditures	96,794,056	100%	21,244,591	22%	97,337,047	100%	20,588,791	21%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 25, 2019, 6:30 P.M.**

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VI. Consent Agenda

1. Approval of Minutes
 - a. November 11, 2019 Policy Governance Retreat & Committee of the Whole Work Session Minutes

2. Approve Proposed Policy Revisions

That the Board of Education approve the proposed new, revised, and/or reissued operational policies, as presented.

3. Approve CMS Black Box Lighting

That the Board of Education approve as presented the purchase of theatrical lighting from Pro Audio & Lighting of Warren, MI in an amount not-to-exceed \$33,511.07, the proceeds for which will come from the 2016 Bond Construction Fund #1.

4. Approve CMS Black Box Sound Equipment

That the Board of Education approve as presented the purchase of theatrical sound equipment from TPC Technologies Inc. of Niles, MI in an amount not-to-exceed \$29,789.25, the proceeds for which will come from the 2016 Bond Construction Fund #1.

5. Approve CMS Switchgear Purchase

That the Board of Education approve as presented the purchase of Dell switches from Dell EMC in an amount not-to-exceed \$42,803.90, the proceeds for which will come from the 2016 Bond Construction Fund #1.

November 25, 2019

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY GOVERNANCE RETREAT AND
COMMITTEE OF THE WHOLE WORK SESSION**

November 11, 2019

POLICY GOVERNANCE RETREAT

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, November 11, 2019, was called to order at 4:04 p.m. by President Van Antwerp in the Learning Lab of the Administration Building, 8107 Mustang Drive, Portage.

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

Board Trustees Absent: None

Administration Present: Mark Bielang. Present during certain discussion topics were Ron Herron, Michael Pascoe, Beth Hartman, and Dan Vomastek.

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments or communications.

DISCUSSION ITEMS

Mr. Goscenski facilitated this portion of the meeting. The Board discussed board meeting self-assessments, elementary facility planning, owner linkage, and middle school enrollment.

The Policy Governance Retreat adjourned at 6:19 p.m.

COMMITTEE OF THE WHOLE WORK SESSION

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, November 11, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive, 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 Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the agenda as printed.

The motion carried unanimously.

REPORTS

Superintendent's Report

Communiten Update

The Communiten Read is a read program developed in collaboration with Portage Northern and Central High Schools, the Portage District Library, and Bookbug bookstore. Central High Media Specialist, Sara Brown along with representatives from the District Library and Bookbug shared information about the program, now in its fifth year, and details for the upcoming event to be held March 18, 2020 at Portage Central's Auditorium at 6:30 p.m. This year's book is *Long Way Down* by best-selling author Jason Reynolds. Mr. Reynolds will be at the event and visiting with students at the high schools. A copy of the book was provided to each board member.

Energy Program Update

Mr. Steve Phelps, Maintenance Coordinator, provided an energy program update. This is our tenth year with the program. Mr. Phelps reviewed the cumulative cost avoidance since the onset of the program (January 2009) through October 2019, which totaled \$6,739,280. Mr. Phelps reviewed cost avoidance trends for 2018-19, electrical and natural gas usage by building over time, and current/future energy saving projects. Superintendent Bielang thanked Mr. Phelps for the update and his work with the program.

Bond Project Update

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on the status of bond work. At North Middle School, work continues on punch list items. Sound attenuation work is taking place as well. At Central Middle School, most of the building is enclosed and temporary heat is on. Finish work has started in certain sections of the building. At the West Middle School gym, rough-in work is taking place for electrical/mechanical/plumbing. Finish work has started in the art/band/shop areas. At the Northern Natatorium 95 percent of the foundation work is complete; block wall is going up. At the Central AEF punch list work in the baseball area continues. At the Northern AEF, grating work is taking place. Mr. Herron added that the next report would include a financial report with a reconciliation update. Mr. Herron addressed questions from the Board.

Other

Mr. Bielang thanked transportation and maintenance staff for their work in tackling the winter conditions brought on by the first snow of the season.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There was no public comment. The floor was opened to Trustee comments.

Mrs. Willson shared positive comments relative to local police/fire visits to the elementary schools; paid accolades to volunteers from WMU and to Amberly Elementary regarding books read by students.

Mr. Droppers shared positive comments regarding the recent football game between Portage Northern and Portage Central.

Mrs. Novaria shared positive comments regarding the Central High production of “Moon Over Buffalo” and reminded Trustees of the upcoming production of “Camelot” at Northern High.

Mr. Van Antwerp thanked the community for their support in approving the District’s renewal of the Building and Site Sinking Fund Tax Levy. Mr. Van Antwerp also thanked Administration for getting the word out on this ballot item. In addition, the Audit Committee met earlier today. The upcoming external audit report will cover this.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve the October 28, 2019 Regular Business Meeting Minutes as presented.

There being no objection to the item, the motion carried unanimously.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 2.5, Financial Condition/Activities – External Audit

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education accept the 2018/19 Financial Report, Single Audit Act Compliance Report, and Management Letter, as presented.

Mr. Kim Lindsay of Rehmann Robson, the District’s external auditor, provided an overview of their 2018-19 financial audit. A clean audit opinion was given with no findings or reportable conditions. Mr. Lindsay reviewed a summary of revenues/expenditures, General Fund revenue sources and expenditures, and General Fund budget results. Mr. Lindsay thanked the District’s Finance Office for their hard work. Mr. Lindsay addressed questions from Trustees. Discussion followed. Audit Committee Chair, Mrs. Joanne Willson, thanked the Finance Office for their work.

The motion carried unanimously.

Monitoring Report 1.1 (State), Ends Policy

Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, detailed graphs included in the report regarding assessments administered at the state level, the M-STEP and PSAT 8/9. Graphs for the 2019 M-STEP detailed results in each of the subject areas English Language Arts and Mathematics at the fifth grade level showing percent proficient for Portage students compared to students from comparable communities. Graphs for the 2019 PSAT 8/9 were detailed in the same way for eighth grade students in the subject areas of Reading and Writing and Mathematics. Dr. Pascoe responded to questions from Trustees.

Monitoring Report 2.2, Treatment of Staff

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented, the Monitoring Report on 2.2, Treatment of Staff, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang highlighted a portion of his report that discussed the Employee Engagement Survey. Mr. Bielang commented this is the third year for the survey; participation is good.

The motion carried unanimously.

Monitoring Report 2.3, Compensation & Benefits

Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education accept as presented, the Monitoring Report on 2.3, Compensation & Benefits, as a reasonable interpretation and evidence of compliance with policy.

Mr. Bielang commented other than an update on the numbers; the report is unchanged from his 2018 report on 2.3.

The motion carried unanimously.

DISCUSSION ITEMS

Approve Summer Tax Collection Resolution

There were no questions or discussion on this annual resolution.

Proposed Policy Revisions

Superintendent Bielang highlighted new policy recommended for adoption and commented on some policies requiring revision.

Approve CMS Black Box Lighting

Mr. Dan Vomastek, Director of Information and Technology Systems, briefly reviewed the recommendation to purchase theatrical lighting fixtures for Central Middle School, the funds for which would come from the 2016 Bond Construction Fund #1.

Approve CMS Black Box Switchgear Purchase

Mr. Dan Vomastek reviewed the recommendation to purchase theatrical sound equipment for Central Middle School, the funds for which would come from the 2016 Bond Construction Fund #1.

With no further business to come before the Board, the meeting was adjourned at 7:52 p.m.


Respectfully submitted,

Barb Atkinson
Recording Secretary

Portage Public Schools

THE FUTURE LEARNS HERE

TO: Board of Education

FROM: Mark T. Bielang  Superintendent

DATE: November 6, 2019

RE: Bylaw/Operational Policy Revisions/Updates

COPY: Executive Team; Principals and Assistant Principals

Mark T. Bielang
Superintendent
Phone: 269.323.5147
Fax: 269.323.5149
mbielang@portageps.org

The proposed new, revised, and/or reissued Operational Policies included in this update have been prepared and reviewed by NEOLA's legal counsel for statutory compliance and further reviewed by appropriate District Administrators, and in the case of bylaws, the Board President.

The following Operational Policies are being recommended as new, for revision, update, inclusion, or replacement as noted. A brief explanation of the change is included. The entire Policy language is available for review at the Administration Building.

- Operational Policy 1615 – Use of Tobacco by Administration (New)**
- Operational Policy 3215 – Use of Tobacco by Professional Staff (Revised)**
- Operational Policy 4215 – Use of Tobacco by Support Staff (Revised)**
- Operational Policy 5512 – Use of Tobacco by Students (Revised)**
- Operational Policy 7434 – Tobacco Use on School Premises (Revised)**

The new policy and revised policies include language that is more compatible with the Michigan Department of Health and Human Services (MDHHS) Tobacco Section mission, vision, and plan initiative and aligned with the 100 % Tobacco-Free Schools Model policy. They also provide a consistency for all employee groups and students.

These policies are recommended for adoption.

Operational Policy 1420 – School Administrator Evaluation (Revised)

Revisions to this policy (and Policy 3220) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters.

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Operational Policy 2265 - Child Care Center Staff and Volunteers (New)

This new policy is provided to comply with a change to the Child Care Organizations Act requiring more intensive background checks for anyone who works in a qualifying program, including volunteers if they have unsupervised contact with kids. The Act requires districts to have a policy

regarding volunteer supervision. Although a policy is not required on background checks, the district is required to do them.

This new policy reflects current law and should be adopted in order to maintain accurate policies.

Operational Policy 2410 – Prohibition of Referral or Assistance (Revised)
Operational Policy 2414 – Reproductive Health and Family Planning (Revised)

For both OP 2410 and 2414, amended laws require school boards to adopt and implement policies that prohibit school officials, board members, and school employees from referring a student for an abortion or assisting a student in obtaining an abortion.

The revisions to these policies reflect current law and should be adopted in order to maintain accurate policies.

Operational Policy 2628 - State Aid Incentives (Revised)

The revision to this policy reflects the current "At-Risk" characteristics specified in Section 31a(20) of the Michigan School Aid Act.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Operational Policy 3210 - Staff Ethics (Revised)

This policy has been revised to include the provisions of the recently approved (May 2019) Michigan Code of Educational Ethics (Code). The Code is adapted from the Model Code of Ethics for Educators (MCEE), adopted by the National Association of State Directors of Teacher Education and Certification Board of Directors.

Revisions to this policy are recommended for adoption.

Operational Policy 3220 - Professional Staff Evaluation (Revised)

Revisions to this policy (and Policy 1420) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters.

These revisions reflect current law and should be adopted in order to maintain accurate policies.

Operational Policy 5230 - Late Arrival and Early Dismissal (New)

This policy is being put in place to have a District-level policy for late arrivals and early dismissals to provide an over-arching policy for school administration.

This policy is recommended for adoption.

Operational Policy 5330.02 - Opioid Antagonists (New)

This policy reflects changes to Public Act 38 and Public Act 39 resulting in the creation of the new Administration of Opioid Antagonist Act (AOAA). The Act is effective as of September 24, 2019.

This policy reflects the current state of the law and should be adopted.

Operational Policy 6800 - System of Accounting (Revised)

This policy has been revised to reflect the reporting requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84) regarding student and school-related activity funds.

This revision reflects the requirements in the Michigan Public Schools Accounting Manual and should be adopted.

Operational Policy 7230 – Gifts, Grants, and Bequests (New)

This policy provides guidance for the acceptance of gifts, grants, and bequests and should be adopted to provide control over such resources.

Operational Policy 7300 - Disposition of Real Property (Revised)

This policy has been revised to specifically list certain options that are available to districts regarding disposition of real property.

Revisions to this policy are recommended, although not required.

Operational Policy 7440.03 - Small Unmanned Aircraft Systems (New)

Neola first issued guidance on drones in August 2015, providing a sample resolution for districts to prohibit the operation of small unmanned aircraft systems on school property, to be in compliance with MHSAA bylaws. Such aircraft systems are regulated by the Federal Aviation Administration (FAA), with rulemaking by that agency in the early stages at that time. However, rulemaking has become somewhat settled with the issuance of SMALL UNMANNED AIRCRAFT RULE (PART 107). This new policy and administrative guideline reflect the provisions of that rule (Part 107) and the prohibition advanced by the MHSAA.

This policy and guideline are recommended for adoption.

Operational Policy 7510 – Use of School Facilities (Revised)

Revisions to this policy are recommended to align with other district policies/procedures and to address some issues that have arisen in the past.

Operational Policy 8400 - School Safety Information (Reissued)

This policy and corresponding AG are being reissued as a part of this update. When revised in January 2015, the optional language was offered dealing with Threat Assessment procedures and considerations. Very few clients selected the Threat Assessment language at that time. However,

given the current focus on such precautions, the template is being reissued (with no further revision) for consideration.

This policy and guideline are recommended.

Operational Policy 8462 - Student Abuse and Neglect (Revised)

This policy has been revised to include all "mandatory reporters" as specified by Michigan statute. Given recent additions to the list of individuals required to report suspicion of child abuse, the term "professional staff" was not sufficiently inclusive.

The revised policy reflects the current state of law and should be adopted to maintain accurate policies.

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

MEMO

To: Mark Bielang, Superintendent
Fr: Daniel J. Vomastek, Director
Dt: November 6, 2019
Re: Recommendation to Purchase Central Middle School Theatrical Lighting Package

RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical sound equipment from Pro Audio & Lighting of Warren, MI in an amount not to exceed \$33,511.07, proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

Each of our new middle schools will be equipped with a 'black box' performance theater. This recommendation is for the purchase of the theatrical lighting fixtures for events for the Central Middle's 'black box' space.

AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. Pro Audio & Video was the lowest complete bid. The total cost for this equipment was higher than anticipated due to continued increases in tariffs from LED manufacturing, however still within budget for this space.

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

Portage Public Schools
RFP #10677- BID TAB - CMS Blackbox Theater Lighting Fixture Package
10/30/19 @ 1:30 pm

Vendor Name	Pro Audio & Lighting	Vincent Lighting Systems	Sweetwater Sound	TPC Technologies	SLS Production	Parkway Electric	ESCO Communications
Address (City, State)	Warren, MI	Sloan, OH	Ft. Wayne, IN	Niles, MI	Portage, MI	Holland, MI	Indianapolis, IN
Iran Econ Act, Familial & Legal Status Forms	YES	YES	YES	YES	YES	YES	YES

		UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
48	Chauvet Colorado 1-Quad Zoom Tour	\$465.55	\$22,346.40	\$484.25	\$23,244.00	\$565.20	\$27,129.60	\$478.91	\$22,987.68	\$484.25	\$23,244.00	\$505.68	\$24,272.64	\$512.07	\$24,579.36
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$380.30	\$1,521.20	\$354.50	\$1,418.00	\$0.00	\$0.00	\$354.52	\$1,418.08	\$396.75	\$1,587.00	\$399.69	\$1,598.76	\$404.75	\$1,619.00
3	Chauvet Rogue R-2 Wash	\$1,199.14	\$3,597.42	\$1,386.00	\$4,158.00	\$1,475.00	\$4,425.00	\$1,370.63	\$4,111.89	\$1,385.88	\$4,157.64	\$1,447.22	\$4,341.66	\$1,465.52	\$4,396.56
1	ETCnomad Education Package		\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	\$201.56	\$201.56	\$234.08	\$234.08	\$283.77	\$283.77	\$287.36	\$287.36
2	City Theatrical SHoW DMX SHoW Baby 6	\$267.48	\$534.96	\$305.00	\$610.00	\$0.00	\$0.00	\$347.23	\$694.46	\$321.84	\$643.68	\$182.88	\$365.76	\$185.20	\$370.40
55	10' DMX cable	\$6.44	\$354.20	\$10.25	\$563.75	\$12.00	\$660.00	\$29.72	\$1,634.60	\$10.95	\$602.25	\$9.91	\$545.05	\$8.62	\$474.10
12	25' DMX cable	\$9.80	\$117.60	\$14.75	\$177.00	\$20.00	\$240.00	\$37.73	\$452.76	\$17.95	\$215.40	\$11.88	\$142.56	\$13.97	\$167.64
1	50' DMX cable	\$17.92	\$17.92	\$49.50	\$49.50	\$35.00	\$35.00	\$52.62	\$52.62	\$39.95	\$39.95	\$22.64	\$22.64	\$24.71	\$24.71
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$43.68	\$174.72	\$44.00	\$176.00	\$70.00	\$280.00	\$47.57	\$190.28	\$59.50	\$238.00	\$58.81	\$235.24	\$59.55	\$238.20
51	10' Powercon TRUE1 Male to Powercon TRUE1 Female jumper cables	\$28.21	\$1,438.71	\$34.25	\$1,746.75	\$49.00	\$2,499.00	\$36.71	\$1,872.21	\$39.95	\$2,037.45	\$28.59	\$1,458.09	\$37.93	\$1,934.43
24	25' Powercon TRUE1 Male to Powercon TRUE1 Female jumper cables	\$40.42	\$970.08	\$47.75	\$1,146.00	\$29.00	\$696.00	\$51.28	\$1,230.72	\$49.89	\$1,197.36	\$40.96	\$983.04	\$51.72	\$1,241.28
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$40.98	\$163.92	\$41.50	\$166.00	\$63.00	\$252.00	\$35.96	\$143.84	\$39.59	\$158.36	\$18.18	\$72.72	\$38.92	\$155.68
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$58.24	\$58.24	\$68.00	\$68.00	\$89.00	\$89.00	\$80.57	\$80.57	\$59.98	\$59.98	\$33.70	\$33.70	\$59.55	\$59.55
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$113.93	\$113.93	\$120.00	\$120.00	\$0.00	\$0.00	\$124.62	\$124.62	\$123.85	\$123.85	\$142.10	\$142.10	\$132.17	\$132.17
3	Light Source TC Black Clamps	\$22.81	\$68.43	\$23.00	\$69.00	\$0.00	\$0.00	\$22.36	\$67.08	\$27.65	\$82.95	\$23.97	\$71.91	\$24.28	\$72.84
55	Light Source Mega Clamp - Black	\$8.70	\$478.50	\$8.65	\$475.75	\$0.00	\$0.00	\$8.74	\$480.70	\$18.50	\$1,017.50	\$9.15	\$503.25	\$9.26	\$509.30
10	Safety Cables	\$2.97	\$29.70	\$2.60	\$26.00	\$3.00	\$30.00	\$7.10	\$71.00	\$5.95	\$59.50	\$5.22	\$52.20	\$3.10	\$31.00
4	Source 4 ERS Iris	\$109.93	\$439.72	\$70.00	\$280.00	\$0.00	\$0.00	\$93.53	\$374.12	\$119.00	\$476.00	\$115.54	\$462.16	\$83.03	\$332.12
4	Source 4 ERS Color Frame	\$5.44	\$21.76	\$5.75	\$23.00	\$0.00	\$0.00	\$5.26	\$21.04	\$2.80	\$11.20	\$5.72	\$22.88	\$5.79	\$23.16
4	Source 4 ERS Size "A" Gobo Holder	\$7.16	\$28.64	\$8.00	\$32.00	\$0.00	\$0.00	\$5.48	\$21.92	\$7.15	\$28.60	\$7.53	\$30.12	\$12.22	\$48.88
1	ETC Response Mk2 2-Port Portable Gateway (black)	\$815.02	\$815.02	\$825.00	\$825.00	\$0.00	\$0.00	\$806.25	\$806.25	\$939.00	\$939.00	\$996.03	\$996.03	\$1,008.62	\$1,008.62
1	SHIPPING	\$220.00	\$220.00												
	Total Cost		\$33,511.07		\$35,623.75		\$36,335.60		\$37,038.00		\$37,153.75		\$36,636.28		\$37,706.36

Signatures: _____

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

MEMO

To: Mark Bielang, Superintendent
Fr: Daniel J. Vomastek, Director
Dt: November 6, 2019
Re: Recommendation to Purchase Central Middle School Theatrical Sound Package

RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical sound equipment from TPC Technologies Inc of Niles, MI in an amount not to exceed \$29,789.25, proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

Each of our new middle schools will be equipped with a 'black box' performance theater. This recommendation is for the purchase of the flexible sound system required for Central Middle's 'black box' space.

AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. TPC was the overall low for the complete package and thus selected. The total cost for this equipment aligns with our expectations from the North Middle bid.

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

November 25, 2019

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

MEMO

To: Mark Bielang, Superintendent
Fr: Daniel J. Vomastek, Director
Dt: November 4th, 2019
Re: Recommended Dell Switchgear Purchase

RECOMMENDATION

I recommend the Board of Education approve the purchase of Dell switches from DellEMC in an amount not to exceed \$42,803.90 proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

This switchgear purchase is targeted for Central Middle School and is intended to add capacity and improve overall service. We have found our new middle schools have required additional cameras and access points to operate effectively. This switchgear will provide the additional network connections and capacity.

AWARD INFORMATION

This purchase is being made via an authorized pre-bid contract with DellEMC, as such, no RFP was required. The purchase price includes two years of support and service.

I would be happy to answer any other questions you or the Board might have.



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000049127950.1	Sales Rep	Michael Jernigan
Total	\$42,803.90	Phone	(800) 456-3355, 5130428
Customer #	1039513	Email	Michael_Jernigan@Dell.com
Quoted On	Oct. 29, 2019	Billing To	KAREN DENTLER
Expires by	Nov. 28, 2019		PORTAGE PUBLIC SCHOOLS
Solution ID	11733199		8107 MUSTANG DR
Deal ID	15480424		PORTAGE, MI 49002-5577

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Michael Jernigan

Shipping Group

Shipping To	Shipping Method
GREG STUART PORTAGE PUBLIC SCHOOLS 8107 MUSTANG DR PORTAGE PUBLIC SCHOOL DISTRICT PORTAGE, MI 49002 (269) 323-5103	Standard Delivery

Product	Unit Price	Qty	Subtotal
Dell EMC Switch N3048EP-ON	\$4,280.39	10	\$42,803.90

Subtotal:	\$42,803.90
Shipping:	\$0.00
Non-Taxable Amount:	\$42,803.90
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$42,803.90

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

GREG STUART
 PORTAGE PUBLIC SCHOOLS
 8107 MUSTANG DR
 PORTAGE PUBLIC SCHOOL
 DISTRICT
 PORTAGE, MI 49002
 (269) 323-5103

Shipping Method

Standard Delivery

Description	SKU	Unit Price	Qty	Subtotal
Dell EMC Switch N3048EP-ON		\$4,280.39	10	\$42,803.90
Estimated delivery if purchased today: Nov. 06, 2019 Contract # 87AHG Customer Agreement # 071B6600111				
Dell EMC N3048EP-ON Switch, POE+, 48x 1GbT,2x SFP+ 10GbE,2 x GbE SFP combo ports,L3,Stacking,IO to PSU air,1x AC PSU	210-AOFN	-	10	-
Power Supply, 1100w, Hot Swap, Required for more than 900 watts of POE+, or for redundancy	450-ABKF	-	10	-
Dell EMC Networking N3000E-ON Series Americas User Guide	343-BBJN	-	10	-
US Order	332-1286	-	10	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	10	-
Dell Hardware Limited Warranty Initial Year	966-3310	-	10	-
Dell Hardware Limited Warranty Extended Year(s)	966-3312	-	10	-
Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your Network Switch	966-3320	-	10	-
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year	966-3505	-	10	-
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended	966-3509	-	10	-
ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 3Year	966-3563	-	10	-
ProDeploy Dell Networking L3 N Series 3XXX Switch - Deployment Verification	805-2394	-	10	-
ProDeploy Dell Networking N Series 3XXX Switch - Deployment	805-2396	-	10	-
Declined Remote Consulting Service	973-2426	-	10	-
Stacking Cable, for Dell Networking N2000/N3000/S3100 series switches (no cross-series stack), 1m	470-AAPT	-	10	-
Dell Networking, Cable, SFP+ to SFP+, 10GbE, Active Optical (Optics included) Cable,3 Meter	470-ABMH	-	20	-
Power Cord, 125V, 13A, 6 Feet, C15 to NEMA 5-15P	450-ADYH	-	20	-

Subtotal: \$42,803.90
Shipping: \$0.00
Estimated Tax: \$0.00

Total: \$42,803.90

Important Notes

Terms of Sale

If this purchase includes a third party cloud service offering (such as Office 365 or Google G Suite), your use of the cloud service is subject to the Dell Cloud Solutions Agreement located at <http://www.dell.com/cloudterms> and the applicable terms and conditions located at <https://www.dell.com/learn/us/en/uscorp1/service-contracts-saas-cloud-services>.

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: [Dell's Terms of Sale](#), which include a binding consumer arbitration provision and incorporate Dell's U.S. [Return Policy](#) and Warranty (for [Consumer warranties](#); for [Commercial warranties](#)).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - [Type A](#) and use of the Dell-branded system software is subject to the Dell End User License Agreement - [Type S](#).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

If your purchase is for Boomi services or support, your use of the Boomi Services (and related professional service) is subject to the terms and conditions located at <https://boomi.com/msa>.

If your purchase is for Secureworks services or support, your use of the Secureworks services (and related professional service) is subject to the terms and conditions located at <https://www.secureworks.com/eula/eula-us>.

If this purchase is for (a) a storage product identified in the DELL EMC Satisfaction Guarantee Terms and Conditions located at (["Satisfaction Guarantee"](#)) and (ii) three (3) years of a ProSupport Service for such storage product, in addition to the foregoing applicable terms, such storage product is subject to the Satisfaction Guarantee.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 25, 2019, 6:30 P.M.**

Note Page

VIII. Required Action Items

1. Approve Summer Tax Collection Resolution (EL 2.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the Summer Tax Resolution, as presented.

Portage Public Schools

THE FUTURE LEARNS HERE

TO: Mark Bielang, Superintendent

FROM: Paula Johnson, Director of Finance

DATE: November 1, 2019

SUBJECT: Summer Tax Collection Resolution

Recommendation

That the Board of Education approve the attached resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2020.

Background Information

Attached is a resolution regarding the authorization of summer tax collections, which was prepared by Thrun Law Firm. This resolution is similar to the resolution that has historically been approved by the Board each year. By referencing the resolution passed by the Board of Education in 1995, it facilitates the approval of a summer property tax levy without having to place a notice in a newspaper of general distribution and eliminates the need to hold a public hearing. This will eliminate a great deal of confusion on the part of the public and also saves the District approximately \$500 in publication fees.

The Board is still required to notify all taxing jurisdictions before January 1, 2020 of our intent to levy summer taxes. In previous years we have limited our summer collection to the City of Portage due to the collection costs that the other tax units have proposed. In conjunction with the other Districts in Kalamazoo County who levy taxes in the City of Kalamazoo, we continue to analyze the possibility of collecting summer taxes with them as they have updated their charter with regard to tax collections.

As almost 96% of our tax collections come from the City of Portage, the summer tax collection allows the District to continue operating without state aid collections in the month of September. Without the summer tax collection, the District would need to borrow operating funds for cash flow purposes.

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

Attachment

SUMMER TAX RESOLUTION

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

A regular meeting of the Board of Education of the District (the "Board") was held in the Administration Building, 8107 Mustang Drive, in the District, on the 25th day of November, 2019, at 6:30 o'clock in the p.m.

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

Present: Members: _____

Absent: Members: _____

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), invokes for 2020 its previously adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District, with respect to the City of Portage (the "City"), and continuing from year-to-year until specifically revoked by the Board and requests that the City, in which the District is located, collect those summer taxes.

2. The Superintendent, Director of Finance, or a designee thereof, is authorized and directed to forward to the governing body of each city in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that the City agree to collect the summer tax levy for 2020 in the amount specified in this resolution. Such forwarding of the resolution and the request to collect the summer tax levy shall be performed so that they are received by the governing body of the City before January 1, 2020.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent, Director of Finance, or a designee thereof, is authorized and directed to negotiate on behalf of the District with the governing body of the City for the reasonable expenses for collection of the District's summer tax levy that the City may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.

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

Ayes: Members: _____

Nays: Members: _____

Motion declared adopted.



SUMMER TAX RESOLUTION

Page 2

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, County of Kalamazoo, State of Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 25, 2019, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, PA 1976, as amended).

Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 25, 2019, 6:30 P.M.**

Note Page

X. Discussion Items

1. Approve Emergency Operations Plan (OP 8402, MCL 380.1308b)

Enclosure X.1.
November 25, 2019

Portage Public Schools
THE FUTURE LEARNS HERE

TO: Board of Education
FROM: Mark T. Bielang, Superintendent
DATE: November 20, 2019
RE: Operational Policy 8402 / EOP

Mark T. Bielang
Superintendent
Phone: 269.323.5147
Fax: 269.323.5149
mbielang@portageps.org

BACKGROUND

Earlier this year, the Board adopted a new NEOLA-recommended policy, Operational Policy 8402 – Emergency Operations Plan to meet the requirements of MCL 380.1308b. In keeping with a requirement of the law and OP 8402, the District has developed an Emergency Operations Plan (EOP) that meets the elements of the law and policy. Much of the plan already existed under another title. The EOP follows a template, which was provided to us by our local emergency manager and is the result of collaboration between education and first response agencies and based on guidelines from various Federal and State agencies and the Department of Education. The EOP includes specific response actions such as lockdown, lockup, evacuation, shelter-in place, relocation and reunification and hazard-specific appendices to address accidents, medical emergencies, violence/threats, and other emergencies. The EOP also addresses assignment of responsibilities, direction and control, coordination, communications, etc.

The entire EOP is a sizeable document and available for board member review at the Administration Building. The EOP is an internal use document and exempt from disclosure under Section 13(1)(y) of the Michigan Freedom of Information Act.

The law and policy requires Board approval and for the plan to be in place by January 1, 2020.

RECOMMENDATION

I recommend that the Board of Education approve the Portage Public Schools Emergency Operations Plan, as presented.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
ADMINISTRATION BUILDING – CONFERENCE RM #1
NOVEMBER 25, 2019, 6:30 P.M.**

Note Page

X. Discussion Items

2. Enhancement Millage Resolution (KRESA)

Enclosure X.2.
November 25, 2019

Portage Public Schools
THE FUTURE LEARNS HERE

TO: Board of Education
FROM: Mark T. Bielang, Superintendent
DATE: November 20, 2019
RE: Enhancement Millage Resolution

Mark T. Bielang
Superintendent
Phone: 269.323.5147
Fax: 269.323.5149
mbielang@portageps.org

BACKGROUND

Enclosed is a draft resolution relative to the regional enhancement property tax last approved by voters in May 2017. Section 705 of the Revised School Code authorizes a school district to request that the question of a regional enhancement property tax be submitted to the voters by the intermediate school district (KRESA in our case).

Resolutions from KRESA-constituent districts representing over half the students in our service area are required to place this request on the ballot. Resolutions must be passed prior to January 16, 2020 so that the KRESA Board can take the appropriate action. This timeline would allow for the question to be voted on at the May 5, 2020 election.

KRESA is in the process of conducting a survey about the enhancement tax and will be sharing results at a meeting of county superintendents and board presidents in mid-December. One of the items being assessed through the survey is to see if there is support to seek a renewal for more than three years.

More information will be provided at the January 13, 2020 meeting of our board where action to approve will be taken.

Enclosure

_____, Michigan (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the _____ day of _____, 20____, at _____ o'clock in the ____m.

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:

1. Section 705 of the Revised School Code authorizes a school district to request that the question of a regional enhancement property tax be submitted to the voters by the intermediate school district at the next regular school election, or at a special election if the request is made more than 180 days prior to such election date; and

2. This Board determines that it is in the best interest of the District to place a regional enhancement millage renewal question before the voters at a special election to be held on Tuesday, May 5, 2020, in accordance with Section 705 of the Revised School Code.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This District requests Kalamazoo Regional Education Service Agency, to submit a regional enhancement property tax millage renewal proposal for 1.5 mills for _____ (____) years, 2020 to 20____, inclusive, to the voters at a special election to be held in each of the constituent districts located within the Kalamazoo Regional Education Service Agency on Tuesday, May 5, 2020.

2. The Superintendent or Superintendent's designee is hereby authorized to deliver a certified copy of this resolution and its attachments to the Secretary of the ISD Board on or before Wednesday, January 16, 2020.

3. The regional enhancement property tax question to be submitted to the voters is set forth on Exhibit A attached hereto and is approved and incorporated herein by reference.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 20__, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

JJS/keh

EXHIBIT A

[COPY PROPOSAL HERE]

DRAFT