

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002
SEPTEMBER 11, 2023, 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.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
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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
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III. Reports

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

**PORTAGE PUBLIC SCHOOLS
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VI. Consent Agenda

1. Approval of Minutes

a. August 21, 2023 Special Meeting, Closed Session, & Regular Business Meeting

b. CEL Educational Casegoods

That the Board of Education authorize Owen-Ames-Kimball Co. to issue a Notice of Pending Award, in the amount of \$709,835.00 to Custer for educational casegoods for Central Elementary School, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, the contract will be awarded to Custer by Portage Public Schools. Funds will come from the 2021 Bond.

c. Food Service Van Purchase

That the Board of Education approve the purchase of one (1) 2023 T-350 Ford Transit all-wheel drive van from Hoekstra Transportation in the amount of \$72,695.00, the funds for which will come from the Lunch Fund Excess Fund Balance.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**SPECIAL MEETING & REGULAR BUSINESS MEETING
AUGUST 21, 2023**

SPECIAL MEETING

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, August 21, 2023, was called to order at 5:30 p.m. by President Van Antwerp. The meeting was held in Room #1140 of Portage Central High School.

Board Trustees Present: Emily Crawford, Keith Crowell, Ean Hamilton, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent; Brad Galin, Director of Human Resources; Paula Johnson; Director of Finance

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

There were no comments.

CLOSED SESSION

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

Upon a roll call vote, the motion carried unanimously.

The Board remained in Room #1140 of Central High School for the closed session, which began at 5:35 p.m. Discussion pertained to collective bargaining strategy. The Board returned to open session at 6:25 p.m.

With no further business to come before the Board, the special meeting was adjourned at 6:26 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, August 21, 2023, was called to order at 6:31 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

Board Trustees Present: Emily Crawford, Keith Crowell, Ean Hamilton, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Johnny Edwards, Assistant Superintendent of Operations, provided an update on elementary bond work.

This Thursday evening at Central High there will be a pre-football game dedication to the McCamley-Knight Field at approximately 7:40 p.m., followed by the football game at 8:00 p.m. A commemorative plaque has been installed at the entry to the stadium, which includes information on Mr. McCamley and Coach Knight as well as the history of the field. Work on the entrance archway will take place when materials are received; hopefully in the next several weeks.

At the Northern Campus, the curtain wall installation project is nearly complete. The parking lot at the Northern AEF was top coated today; striping will be done yet this week. Fencing/landscaping will take place in the next few weeks.

At the new Central Elementary site, sanitary and water main installation is proceeding, the temporary playground is being brought up to elevation, temporary power is coming this week, water main and storm work continues, and we hope to start on footings this week.

At the new Haverhill Elementary site, water main work on site is nearly complete. The Manhattan Street water main is subgrade and the sewer is undergoing a 30-day test for chlorination and water. The playground has been relocated and should be finished next week. Water and storm work should be wrapped up within the next couple of weeks.

Mr. Edwards showed a brief video clip, which captured images of the aforementioned projects.

Website / App Update

Ms. Michelle Karpinski, Community Relations Manager provided introductory remarks. As a follow-up to the communications audit and the auditor's recommendations, our website has been updated and we now have a new PPS app. Ms. Karpinski introduced Ms. Kayla Miller, Community Relations Coordinator, who detailed features of the new app and website.

Board members expressed their approval of the updates.

Other

Superintendent Bielang provided items of interest. The dedication for McCamley-Knight Field will be this week before the football game. Construction on South Westnedge Avenue should wrap up this week, just in time for the start of school on Monday.

BOARD EDUCATION

DEI Update

Dr. Jeanine Mattson-Gearhart, Director of Educational Supports & Intervention, provided an update on Diversity, Equity and Inclusion efforts in the District.

In 2017, we began a relationship and training with the Great Lakes Equity Center, a national organization, to look at our systems and help us find ways of reaching all students. We have focused on student engagement to get their feedback via surveys and the Superintendent's Student Advisory Board, as examples. We also seek parent perception feedback via our parent engagement surveys. We also do data reviews multiple times a year relative to academics, attendance, discipline, how many students are eligible for special education, etc. and analyze the data. We want to be sure we have practices that are engaging for our students.

In the last couple of years, we have worked with MDE and their African American Initiative to work across the state level to learn about how to engage our students and how we can provide opportunities for all of our students to be champions.

We have been working on our continuous improvement plan. We have aggregated the data collected and met with our buildings/administrators to set some goals. We are focused on making sure our students are academically successful, and we are focused on culture and climate. We are exploring honoring and championing all of our students. We are focused on inclusionary practices so that students feel wanted, loved, part of the school community, and have meaningful engagement in the classroom. To do that, we have worked with Dr. Hollie on Culturally and Linguistically Responsive Teaching and Learning. All staff had three training opportunities with Dr. Hollie last school year. The work will continue this school year. Our administrators will also be participating in other trainings this year.

Lastly, our work as educators is never done. Learning changes, instructional practices change, populations change, schools change, communities change. We have a comprehensive plan but it's never enough, that's why we are continuously improving.

Dr. Mattson-Gearhart addressed questions from Trustees.

COMMENTS OR COMMUNICATIONS

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

Per President Van Antwerp, the PEA has elevated the Angling Road situation to a formal complaint and that is governed by Board-approved Policy 9130, which speaks to the procedures that need to be followed in matters regarding a complaint against a professional staff member. This brings the matter to the appropriate level to address the situation.

The following individuals addressed the Board regarding teacher contract negotiations: Lisa Koop, Nicole Ailes, Dennis Kozian, Beth Taylor, Vicki Hoover, and Chris Furlong.

Jeff Wykrent introduced himself as the Northern High woodworking teacher and made himself available for questions regarding the upcoming NHS CNS Router Purchase discussion item on the agenda.

Danielle Morrison addressed the Board regarding the work/learning environment at Angling Road Elementary.

Bob Pickard spoke out in favor of veterans in schools for safety/security purposes.

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

Mrs. Crawford thanked public commenters Danielle Morrison and Bob Pickard for their remarks.

Mr. Snyder respects both sides of the contract negotiations.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: That the Board of Education approve the July 24, 2023 Regular Business Meeting minutes and approve the Portage Northern High School Social Studies student trip to Europe scheduled for June 16-25, 2025, as presented.

There being no objections, the motion carried unanimously.

ACTIONS

HAV Bond Work Construction Contracts

Motion offered by Mr. Crowell, seconded by Mrs. Novaria, that the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for Haverhill Elementary School, to contractors and suppliers listed on the Bid Summary Sheets, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate

documentation, contracts will be awarded to these contractors and suppliers by Portage Public Schools, in an amount of \$21,508,180.

Mr. Johnny Edwards reviewed background information and the recommendation to issue contracts for the various scopes of work for the new Haverhill Elementary bond project, and Mr. Dan Rathburn, Senior Project Manager with Owen-Ames-Kimball, detailed the bid summary included with the recommended. The presenters responded to Trustee questions.

The motion carried unanimously.

New Teacher Appointments

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

**Hayden Alexander - Shared Time Teacher
Madison DeBoer - Angling Road Elementary Teacher
Kristin Kite - Angling Road Elementary Teacher
April Dellinger - North Middle Social Studies Teacher
Danielle Whitaker - Lake Center Elementary ESI Teacher
Lucas Trierweiler - Community High Science Teacher
Mark Hageman - Haverhill Elementary Music Teacher
Audrey Cripps - Central Middle School ESI Teacher
Aiesha Lockett - Northern High Science Teacher
Ashley Everts - ECSE Teacher
Sara Lee - Northern High ESI Teacher
Mary-Katherine Miller - Amberly Elementary Teacher
Courtney Wiersma - Community High Teacher
Genise Brothers - Northern High Teacher
Jordan Tubaro - Central Elementary Teacher
Kristin Covault - Student Success Coordinator
Andrew Marvel - Central Middle School Teacher
Suzanne Kiszka - ESI Academic Support Specialist
Alvin Littel - Work Based Learning & Transition Coordinator
Stephanie Johnson - School Psychologist
Jessica Benoit - Orchestra Teacher - West & North Middle Schools
Stacey Smith - West Middle School Math/Science Teacher**

Mr. Brad Galin, Director of Human Resources, reviewed the new teacher hiring recommendation.

The motion carried unanimously.

New Administrator Appointment

Motion offered by Mr. Crowell, seconded by Ms. Larson, that the Board of Education approve, as presented, the administrator appointment of Ms. Katie Webster as ESI Supervisor.

Mr. Brad Galin briefly reviewed Ms. Webster's background and experience.

The motion carried unanimously.

Approve Partial District Calendar

Motion offered by Mr. Snyder, seconded by Ms. Hamilton, that the Board of Education approve the calendar before us tonight covering us through October 2023.

Per Superintendent Bielang, approval of the partial school calendar recommendation before the Board allows us to operate through October 2023 within the framework of the Board's current 2023/24 school calendar proposal. The Board has the right to establish a partial calendar even though contract negotiations with the teachers' union are not complete. Approval of this partial calendar also allows us to get the calendar information out to staff and families.

Superintendent Bielang addressed questions from Trustees.

The motion carried unanimously.

DISCUSSION ITEMS

MASB Delegate Assembly & Annual Leadership Conference

President Van Antwerp asked Trustees to consider serving as a voting delegate or alternate for the upcoming MASB Delegate Assembly and attending MASB's Annual Leadership Conference. These items will return for Board action at the September 11, 2023 meeting.

NHS CNC Router Purchase

Dr. Michael Pascoe, Assistant Superintendent of Instruction and Mr. Johnny Edwards, Assistant Superintendent of Operations, reviewed background information and the recommendation to purchase a CNC router for use at Northern High School. The new equipment will replace the old unit.

Board members shared remarks in support of this purchase and the benefits for students.

The Board opted to move this discussion item to action as noted below.

Motion offered by Mr. Snyder, seconded by Ms. Larson, that the Board move the NHS CNC Router Purchase discussion item to action.

The motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, to approve the purchase of a CNC Router, in the amount of \$76,280.00 from NewCNC and approve \$5,500.00 to be used to hire a third-party company to install the new equipment at Portage Northern High School, for a total amount of \$81,780.00, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

The motion carried unanimously.

CEL Educational Casegoods

Mr. Johnny Edwards went over the recommendation to award a contract to Custer for educational casegoods at Central Elementary.

Food Service Van Purchase

Ms. Paula Johnson, Director of Finance, detailed background information and the recommendation to purchase a van for food service program purposes and responded to Trustee questions.

With no further business to come before the Board, the regular meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary



To: Mark Bielang, Superintendent and Board of Education
From: Johnny Edwards, Assistant Superintendent of Operations
Cc: Paula Johnson, Director of Finance
Date: August 21, 2023
Subject: Educational Casegoods - Central Elementary School

Recommendation

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue a Notice of Pending Award, in the amount of \$709,835 to Custer for educational casegoods for Central Elementary School, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, the contract will be awarded to Custer by Portage Public Schools. Funds will come from the 2021 Bond.

Background Information / Recommendation

This recommendation is a continuation of construction-related items for Central Elementary School. Educational casegoods include storage units and sliding marking boards for the teaching wall, reconfigurable storage, cabinetry, and any related countertops for the learning studios (classrooms). Due to the customization of the furniture and casework, Custer was the only vendor to bid on the work.

I would be happy to answer any questions.



Portage Public Schools
Central Elementary School
Motion Recommendation
Construction Manager: Owen-Ames-Kimball Co.



RECOMMENDED MOTION

I move that Owen-Ames-Kimball Co. be authorized to issue Notice of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

BC # Bid Category	Contractor	Award Amount
32 Educational Caseloads	Custer	\$709,835



Bid Category No. 32 - Educational Casegoods				
Contractor	Bid Bond	Addendum	Base Bid	Notes
Custer (Grand Rapids, MI)	Y		\$709,835	



To: Mark Bielang, Superintendent

From: Paula Johnson, Director of Finance & Sammi Stevens, Business Manager

CC: Johnny Edwards, Assistant Superintendent of Operations Finance

Date: August 16, 2023

Re: Food Service Van Purchase

RECOMMENDATION

I recommend the Board of Education approve the purchase of one (1) 2023 T-350 Ford Transit all-wheel drive van from Hoekstra Transportation in the amount of \$72,695.00. These funds will come from the Lunch Fund Excess Fund Balance.

BACKGROUND INFORMATION

The district typically utilizes the Food Service Truck to make deliveries to the six satellite elementary schools daily during the school year. Purchasing the van will allow us to use this vehicle to run one or two cases to a building without the cost of running the large truck for a quick stop in between morning deliveries and afternoon pick ups. The van will also be utilized for catering purposes as needed and available during the summer for the Summer Food Service Program.

The van will be parked during the school year at West Middle School so that there is easy access during the mid day to run products as needed.

BIDDING PROCESS

This vehicle was competitively bid with Hoekstra Transportation being the sole bidder.

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

Bid Tab RFP# 20466 8-10 Passenger Van	
Responses Due 6/1/2023 @ 10:00 AM	
Vendor Name	Hoekstra Transportation Inc
Location	Grand Rapids, MI
Contact	Joe Greene
Legal Form	YES
Iran	<input checked="" type="checkbox"/>
Familial	<input checked="" type="checkbox"/>
Legal Status	<input checked="" type="checkbox"/>
Vehicle Make/ Model	T-350 Ford Transit
Vehicle Year	2023/2024
Max Passenger Capacity	10
Cubic Feet of Cargo:	N/A
Unit Price Delivered	\$72,695.00
Estimated Delivery	6/11/2024
Signature	
Signature	



**PORTAGE PUBLIC SCHOOLS
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PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
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VII Assurance of District Performance

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

Recommended Motion:

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

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.6, "Asset Protection" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of September 1, 2023.



Signature

9.1.23

Date

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

2.6 GLOBAL POLICY LANGUAGE

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

Interpretation

I submit that the Board's Policy is comprehensively interpreted in the succeeding sections. My interpretations of those sections, the report and conclusion statements are presented below. There have been no revisions to this Executive Limitation since the last report and my interpretations remain unchanged.

Conclusion Statement

The organization met expectations.

2.6.1 POLICY LANGUAGE

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

Interpretation

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

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

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

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

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

Report

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

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

In addition, the District has a catastrophic student accident medical insurance policy with 1st Agency, Inc.

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

Conclusion Statement

The organization met expectations.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

2.6.2 POLICY LANGUAGE

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

Interpretation

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

Report

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

Internal controls are in place to prevent a single individual from being able to complete an unauthorized transaction.

Conclusion Statement

The organization met expectations.

2.6.3 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

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

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

An Energy Management System is in place to maintain the most efficient usage of energy resources to maximize cost avoidance. Since initiation of the system in 2009, we have avoided \$10.5 million (through June 2023) in energy costs.

Our Transportation Department employs two certified mechanics to maintain the District's 67 buses and 10 vans used to transport students. The bus fleet also undergoes annual inspections by the Michigan State Police. The latest inspection, conducted during the 2022-23 school year saw 100% of our buses receiving a "green tag" – the highest rating given. Kudos to our transportation team for keeping our bus fleet in great working order.

Our buses are on an approximately 11-year replacement cycle which results in about 10 percent of our fleet being replaced each year. Five buses (four regular and one lift) were purchased this year through proceeds from the 2019 Bond sale. To date, 47 buses have been purchased from the 2016 & 2019 Bond proceeds.

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

The District currently utilizes Grand Rapids Building Services, Inc. (GRBS) to provide the majority of custodial services (second shift) Our contract with GRBS was renewed in June 2023 through the 2024-2025 school year..

Additionally, the District has one full-time quality control custodian and operation coordinator to assist in monitoring and reporting any quality cleaning concerns during the second shift. This person is also responsible for implementing procedures to improve services, coordinating facilities use and administrative needs. Additional quality control measures were put in place for the start of the 2022-23 school year.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

We continue to monitor the expenses associated with operating our pools, stadiums, and multi-use fields so that we maintain a reasonable fee structure for the usage of those facilities. These facilities in particular contain highly technical equipment and represent a considerable investment by our community. As anticipated, requests for the use of these facilities continue to increase. Our goal is to allow for reasonable access while at the same time making sure we fully understand the implications of increased use, cost to operate, and our ability to adequately supervise and protect these assets. During the 2022-23 school year facility use reached approximately the same levels as during pre-Covid times.

Conclusion Statement

The organization met expectations.

2.6.4 POLICY LANGUAGE

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

Interpretation

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

Report

Clear policies exist for the Board and Superintendent in terms of conduct and avoidance of conflict of interest.

Expectations for staff conduct exist in Operational Policies and Administrative Guidelines as well as in staff handbooks.

Staff members are asked to report any conditions or practices which could be considered a liability.

Supervisors review expectations on at least an annual basis.

The District had minor student injury liability claims that were paid by the District's insurance policy.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Conclusion Statement

The organization met expectations.

2.6.5 POLICY LANGUAGE

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

Interpretation

I interpret this to mean that (a) a conscious effort is made by the Business Office staff and Executive Leadership Team (ELT) to determine if a conflict of interest exists for any purchase; and (b) purchases in excess of approximately \$130,000 will receive a substantial administrative review and justification with respect to its long term value. Purchases involving a like product from the same vendor will not be split to avoid scrutiny or to avoid the bidding process.

Report

Proposed purchases from any vendor that may have a connection/relationship with an employee or Board member of the District are reviewed by the ELT for undue favoritism and competitive pricing.

Proposed purchases over approximately \$130,000 receive additional scrutiny from the ELT, which may include the use of pilot programs and consultation with outside consultants/specialists in the field (architects, construction managers, engineers, curriculum specialists, etc.).

The Business Office tracks and reviews all purchase orders directed to the same vendor to determine compliance with the splitting of orders, the bidding process, and required approval by the Board for such purchases.

Conclusion Statement

The organization met expectations.

2.6.6 POLICY LANGUAGE

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

Interpretation

I interpret this wording to mean that:

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

Report

1. All data is initially stored on a high-fault tolerant array of disk drives located in our secure data center. Should one or more of these drives fail; the data can be recreated using RAID based calculations from data located on other drives. At least nightly, all data is replicated to another high-fault tolerant array of disk drives located at our secondary data center.

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

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

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

Conclusion Statement

The organization met expectations.

2.6.7 POLICY LANGUAGE

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

Interpretation

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

Report

The most recently completed fiscal year audit (FY 2022) by the Board-appointed auditing firm - Rehman Robson – verified the reasonableness of the District's qualitative aspects of the internal controls used in its accounting practices. The report did not identify any material weaknesses with respect to the fair representation of the District's financial statements and the federal programs administered by the District.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -10-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

2.6.8 POLICY LANGUAGE

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

Interpretation

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

Report

Cash management and investment regulations and procedures are in place which maximize return on investments through quality certificates of deposit, pooled investment accounts, money market accounts, and prime commercial paper rated one or two by more than one rating service.

A specific "Investments" Operational Policy is in place which the Business Office utilizes in its cash management and investment procedures. As a result, the FY2022 District Audit verified that the total District interest income was \$114,837, with an average yield of .45% for all funds as of June 30, 2022.

The Business Office utilizes Baker Tilly Municipal Advisors, LLC as its Investment Advisor to ensure that the investment rating information is current on the financial institutions with which it conducts business in order to minimize risk if an institution is in a declining state.

Conclusion Statement

The organization met expectations.

2.6.9 POLICY LANGUAGE

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

Interpretation

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

Monitoring Report

Page -11-

Policy Type: Executive Limitation

Policy Title: (2.6) Asset Protection

Report

Financial procedures are in place to ensure adequate financial operations of the District. Budgetary and accounting controls are in place to assure that errors or irregularities that could be material to the financial statements are prevented or would be detected in a timely manner. Information contained in the most recent District financial audit supports this claim.

Conclusion Statement

The organization met expectations.

2.6.10 POLICY LANGUAGE

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

Interpretation

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

Report

The District continues to be referred to as Portage Public Schools, with the tagline of "The Future Learns Here." As the District continues to celebrate its 100th year of existence, the letterhead and other printed materials include graphics recognizing 100 years while not altering the name or the tagline. Administration is exploring an update to District graphics and the tagline. The Board will periodically be informed of any proposed changes. Changes would be brought to the Board for approval.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 11, 2023, 6:30 P.M.**

Note Page

VII Assurance of District Performance

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

Recommended Motion:

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

**Portage Public Schools
Monitoring Report**

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

Global Board Policy

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

Certification

I hereby present my monitoring report on Executive Limitation, 2.10, "Communication and Support to the Board" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of September 1, 2023.



Signature

9.1.23

Date

Note:

My interpretations essentially remain unchanged. A few minor edits have been made. Reports have been updated.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

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

2.10 GLOBAL POLICY LANGUAGE

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

Interpretation

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

Conclusion Statement

The organization met expectations.

2.10.1 POLICY LANGUAGE

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

Interpretation

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

Report

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

Conclusion Statement

The organization met expectations.

2.10.2 POLICY LANGUAGE

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

Monitoring Report

Page -3-

Policy Type: Executive Limitation

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

Interpretation

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

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

Report

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

Conclusion Statement

The organization met expectations.

2.10.3 POLICY LANGUAGE

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

Interpretation

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

Report

Neither the Board nor any of its members have been out of compliance during this monitoring cycle.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

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

2.10.4 POLICY LANGUAGE

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

Interpretation

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

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

Report

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

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

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

Several Board Retreats during the past year allowed for additional communication and conversation around board policies.

Conclusion Statement

The organization met expectations.

2.10.5 POLICY LANGUAGE

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

Monitoring Report

Page -5-

Policy Type: Executive Limitation

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

Interpretation

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

Report

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

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

- School safety
- Food services- spend down planning/contract renewal
- Federal Funds
- PA 98a Required reporting
- Financial Audit
- Schools of Choice
- New Board Member Orientation and On-boarding
- Communications Audit
- Technology acquisition, deployment, and professional development
- Strategic Commitments
- Our continuous improvement work with Studer Education
- Development of District values, definition of equity, and the declaration statement
- Custodial services
- Curricular purchases
- Attendance boundaries
- Naming of school facilities
- NEOLA operational policy revisions
- Elementary facility planning
- Career and Technical Education
- MTSS/PBIS
- Early Middle College
- Social Emotional Learning
- Project Enhancements (2016/2019 Bond)
- Budget Planning for the 2023-24 School Year

Monitoring Report

Page -6-

Policy Type: Executive Limitation

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

Conclusion Statement

The organization met expectations.

2.10.6 POLICY LANGUAGE

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

Interpretation

I interpret this to mean that information being presented is concise and easy to understand.

Monitoring reports will be clearly labeled and present data at high levels. Decision preparation information/rationale will be included with recommendations.

Report

Monitoring reports and recommendations made to the Board have been well received and appear to contain the appropriate degree of information in an understandable format. There have been very few requests for clarification of other information provided to the Board.

Conclusion Statement

The organization met expectations.

2.10.7 POLICY LANGUAGE

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

Interpretation

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

Report

Board members have a variety of communication vehicles which include:

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

Monitoring Report

Page -7-

Policy Type: Executive Limitation

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

- Updates and alerts from the District's Communications Manager

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

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

Conclusion Statement

The organization met expectations.

2.10.8 POLICY LANGUAGE

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

Interpretation

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

Report

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

My responses to individual Board members, which I believed to be of interest to the entire Board, were copied to all Board members.

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

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

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

2.10.9 POLICY LANGUAGE

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

Interpretation

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

Report

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

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

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

Conclusion Statement

The organization met expectations.

2.10.10 POLICY LANGUAGE

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

- a. A monthly summary of financial performance presented at the monthly Board meeting.
- b. The Superintendent will at least annually provide to the Board a report on safety.

Interpretation

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

Monitoring Report

Page -9-

Policy Type: Executive Limitation

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

Report

In regards to 2.10.10a: On each regular meeting agenda there is a financial update with an opportunity for the Board to ask questions. These updates are provided by staff from the Business Office.

The Board also hears financial updates about the existing Bond Projects. Bond budget updates previously were provided on an every-other-month basis as requested by the Board. We will again begin doing that once projects are further under way. Also, a summary of Bond Project change orders has been provided to the Board on a monthly basis and will continue once they arise.

In regards to 2.10.10b: A report on safety was provided during the Superintendent's evaluation..

On each agenda the Superintendent has an opportunity to provide incidental information that may be of interest to the Board.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 11, 2023, 6:30 P.M.**

Note Page

IX. Action Items

1. Certify Delegate Assembly Representatives (MASB)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education declares _____ as its voting delegate(s) and _____ as alternate(s) for the 2023 Michigan Association of School Boards Delegate Assembly.



To: Board of Education
From: Mark T. Bielang, Superintendent
Date: August 16, 2023
Re: 2023 MASB Delegate Assembly & Annual Leadership Conference

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

DELEGATE ASSEMBLY

RECOMMENDATION:

It is recommended that the Board of Education certify the following delegate(s): _____ and alternate(s): _____ for the 2023 Michigan Association of School Boards Delegate Assembly, as presented.

BACKGROUND:

The Board of Education participates annually in the Michigan Association of School Boards' Delegate Assembly. This year the event will be take place on Thursday, November 9, 2023 at 7:00 p.m. at the Lansing Center in Lansing. Based on the District's student membership, Portage is allowed to send four voting delegates and an equal number of alternates to the Assembly. Delegates and alternates must be school board members. Delegates/alternates must be certified with MASB by no later than Friday, October 27, 2023; therefore, board action to confirm our representatives must take place prior to that.

Delegates selected by boards of education across the state will decide on MASB's positions on a wide variety of issues affecting education. Board certified delegates/alternates may offer motions and vote on issues.

ANNUAL LEADERSHIP CONFERENCE

RECOMMENDATION:

It is recommended that the Board of Education approve attendance by up to ____ board members at the MASB 2023 Annual Leadership Conference and approve reimbursement of actual and necessary expenses for attendance at said conference as per Bylaw 0175.1 – School Board Conferences, Conventions, and Workshops.

BACKGROUND:

MASB's Annual Leadership Conference will be held on November 9-12, 2023 at the Lansing Center in Lansing. Early registration runs through September 22, 2023. Please visit MASB's website for more information, [2023 Annual Leadership Conference](#). MASB is holding a block of rooms at the Radisson Hotel Lansing and Courtyard Lansing Downtown with reservations required by October 18, 2023.



Dear Barb,

MASB's 2023 Delegate Assembly will begin **Thursday, November 9 at 7 p.m.** at the Lansing Center in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

Below is a link to use to certify the official voting delegates and alternates who will represent your board of education. All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2023-2024 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified and submitted by Friday, October 27. A notification message is also being sent to your board president and superintendent. Please ensure that this topic is added to your next board meeting agenda and then complete the form at the link below.

Certify 2023 Delegates and Alternates

If you have any questions, please feel free to contact me at chuffman@masb.org or 517.327.5915.

Regards,
Cheryl

—
Cheryl Huffman | Board Liaison
Michigan Association of School Boards

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 11, 2023, 6:30 P.M.**

Note Page

IX. Action Items

1. Approve Attendance at 2023 MASB ALC (BL 0175.1)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve attendance by ____ board members at the MASB 2023 Annual Leadership Conference and approve reimbursement of actual and necessary expenses for attendance at said conference as per Bylaw 0175.1.



To: Board of Education
From: Mark T. Bielang, Superintendent
Date: August 16, 2023
Re: 2023 MASB Delegate Assembly & Annual Leadership Conference

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

DELEGATE ASSEMBLY

RECOMMENDATION:

It is recommended that the Board of Education certify the following delegate(s): _____ and alternate(s): _____ for the 2023 Michigan Association of School Boards Delegate Assembly, as presented.

BACKGROUND:

The Board of Education participates annually in the Michigan Association of School Boards' Delegate Assembly. This year the event will be take place on Thursday, November 9, 2023 at 7:00 p.m. at the Lansing Center in Lansing. Based on the District's student membership, Portage is allowed to send four voting delegates and an equal number of alternates to the Assembly. Delegates and alternates must be school board members. Delegates/alternates must be certified with MASB by no later than Friday, October 27, 2023; therefore, board action to confirm our representatives must take place prior to that.

Delegates selected by boards of education across the state will decide on MASB's positions on a wide variety of issues affecting education. Board certified delegates/alternates may offer motions and vote on issues.

ANNUAL LEADERSHIP CONFERENCE

RECOMMENDATION:

It is recommended that the Board of Education approve attendance by up to _____ board members at the MASB 2023 Annual Leadership Conference and approve reimbursement of actual and necessary expenses for attendance at said conference as per Bylaw 0175.1 – School Board Conferences, Conventions, and Workshops.

BACKGROUND:


MASB's Annual Leadership Conference will be held on November 9-12, 2023 at the Lansing Center in Lansing. Early registration runs through September 22, 2023. Please visit MASB's website for more information, [2023 Annual Leadership Conference](#). MASB is holding a block of rooms at the Radisson Hotel Lansing and Courtyard Lansing Downtown with reservations required by October 18, 2023.

Lansing, Michigan | **Lansing Center** | Nov. 9 – 12, 2023

REGISTER BY SEPT. 22 AND SAVE!


Keep this for your records to assist with registering online at masb.org/alc.

CONFERENCE REGISTRATION RATES

 **Main Conference** **\$379**


\$429 after Sept. 22, 2023.

Includes Thursday Welcome Reception, Friday and Saturday Breakfast, Lunch, General Sessions and Clinic Sessions.

 **Virtual Conference** **\$205**
(General Sessions Only)


\$219 after Sept. 22, 2023.

Includes access to event mobile app and livestreaming of Friday and Saturday General Sessions.

 **Friday One-Day Conference** **\$205**

\$219 after Sept. 22, 2023.

Includes Friday ONLY Breakfast, Lunch, General Session and Clinic Sessions.

 **Saturday One-Day Conference** **\$205**

\$219 after Sept. 22, 2023.

Includes Saturday ONLY Breakfast, Lunch, General Sessions and Clinic Sessions.

THURSDAY PRECONFERENCE FULL-DAY WORKSHOPS

8:30 a.m. – 3:30 p.m.

Separate registration required, in person only. (breakfast and lunch included)

Board's Role in Superintendent Success **\$198**

Michigan Council of School Attorneys Fall Conference **\$198**

Select from other sessions on page 2



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

All classes are \$99 each except for CBA 101, which is \$198. CBAs are not included in conference pricing. Breakfast and lunch are included for all-day participants on Thursday and Sunday.

THURSDAY

Full-Day CBAs 8:30 a.m. – 3:30 p.m.

- CBA 101***
Fundamentals of School Board Service

Morning CBAs 8:30 – 11:30 a.m.

- CBA 224***
Succession Planning
- CBA 253***
Board Operating Procedures
- CBA 264**
Shaping Public Opinion
- CBA 276***
Board/Superintendent Relations
- CBA 341**
Data Foundations

Afternoon CBAs 12:30 – 3:30 p.m.

- CBA 107***
Labor Relations
- CBA 232***
Communicating in Difficult Times
- CBA 258***
Conflict Resolution—Techniques for School Boards
- CBA 260**
Public Speaking
- CBA 297**
Effective Board Meetings

FRI – SAT

Friday CBAs 6 – 9 p.m.

- CBA 102***
Governing Through Policy
- CBA 108***
Navigating the Legislative Process
- CBA 213***
Capital Planning for Your District
- CBA 226**
Exercising Political Judgment
- CBA 252**
Media Relations
- CBA 253***
Board Operating Procedures
- CBA 303***
Overseeing the Superintendency
- CBA 361**
Grassroots Advocacy

Saturday CBAs 6 – 9 p.m.

- CBA 104***
Basic School Law
- CBA 109***
Data-Informed Decisionmaking
- CBA 251***
District Strategic Planning and Goal Setting
- CBA 257***
School District Safety and Security
- CBA 274**
Board Self-Evaluation for Continuous Improvement
- CBA 276***
Board/Superintendent Relations
- CBA 308**
A Guide to Understanding Legislature
- CBA 381**
Focus on Student Achievement

SUNDAY

Morning CBAs 8:30 – 11:30 a.m.

- CBA 103***
Basic School Finance
- CBA 105***
Curriculum and Instruction
- CBA 214***
Open Meetings Act
- CBA 259***
Creating Trust: Key Ingredient in School Improvement
- CBA 262**
Spokesperson Training
- CBA 263**
Focusing on Feedback
- CBA 310***
Budget Anatomy and Shortfalls
- CBA 375**
Board Leadership: A Case Study Approach

Afternoon CBAs 12:30 – 3:30 p.m.

- CBA 106***
Community Relations
- CBA 215***
Advanced School Finance
- CBA 229***
Reporting and Monitoring Organizational Performance
- CBA 248**
Teambuilding
- CBA 298***
Professional Learning Communities: A Building Block of High Performing Schools
- CBA 309**
Current Trends in K-12 Technology
- CBA 350**
Generational Diversity for School Board Members

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 11, 2023, 6:30 P.M.**

Note Page

IX. Action Items

3. New Teacher Appointments (OP 3120)

Recommended Motion

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

Kim Critz – Central Middle School Teacher

Lisa Morris – ECSE Teacher

Jonathan Schmitt – ESI Teacher at Central Middle School

Megan Poolman – ELA/Social Studies Teacher at Northern High School



Bradley D. Galin, MBA, SPHR, SHRM-SCP
Director of Human Resources
Phone: 269.323.5152
bgalin@portageps.org

To: Board of Education
From: Bradley D. Galin, MBA, SPHR, SHRM-SCP
Date: September 11, 2023
Re: Teacher Appointment Recommendation

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following teachers for the Portage Public Schools:

Kim Critz – (CMS Teacher) – Kim comes to Portage from her own business and having taught for both Manchester Community Schools and Vicksburg Community Schools earlier in her career. Kim holds a bachelor's in Art Education and a Master's in Education.

Lisa Morris – (ECSE Teacher) – Lisa comes to Portage from Kalamazoo RESA and Berrien RESA before that. Kim holds a bachelor's in Elementary Special Education and a Master's in Education/Learning Disability.

Jonathan Schmitt – (ESI Teacher, CMS) – Jonathan comes to Portage from Kalamazoo RESA's Valley Center. Jonathan holds a bachelor's in Elementary Special Education in Special Education from Western Michigan University.

Megan Poolman – (ELA/Social Studies NHS Teacher) – Megan has been a long-term substitute for KPS at Linden Grove. Megan holds a bachelor's in Secondary Education and a bachelor's in Psychology both from Western Michigan University.

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

X. Discussion Items

1. Approve Contract for Nursing Services (OP 6320)

To: Board of Education
From: Mark Bielang, Superintendent
Date: September 11, 2023
Re: School Nursing Services with HealthBar LLC

RECOMMENDATION

It is recommended that the Board of Education approve the contract for nursing services between the Portage Public Schools and HealthBar LLC in the amount of \$283,500 using funding from 31aa for the 2023-2024 school year.

BACKGROUND

HealthBar LLC is a Michigan-based company and their School Nursing Program has been implemented in districts across the state of Michigan. This will be the second year of the partnership between HealthBar and Portage Public Schools.

The main goals of the program are the following:

- Increase access to healthcare services and education for students, faculty, and school communities
- Complete handling of medications and administrations
- Develop care plans for students with ongoing / chronic conditions
- Treatment and/or facilitation of injury/illness/mental health needs and services
- Health records maintenance and information gathering (immunizations/diagnosis/etc...)
- Policy development and review as it pertains to nursing and clinical topics
- Compliance monitoring with local and state regulations and guidelines
- Training in first aid basics for staff throughout the District

The contract provides for 3 nurses to be provided to PPS by HealthBar for 37.5 hours per week at a rate of \$70 per hour. Based on projected utilization, it is estimated this will be a total cost of \$283,500 with funds from 31aa being used this year. Previous funding during the 2022-2023 school year was through ESSER III and we anticipate continuing this service with dedicated at-risk (31a or 31aa) funds and the District's Special Education allocation.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
SEPTEMBER 11, 2023, 6:30 P.M.**

Note Page

X. Discussion Items

2. Approve Architectural Services Contract for WMS Server Room Remodeling (OP 6320)



To: Mark Bielang, Superintendent
From: Johnny Edwards, Assistant Superintendent of Operations
CC: Paula Johnson, Director of Finance
Date: September 11, 2023
Re: TowerPinkster Contract - West Middle School Servery Remodeling

RECOMMENDATION

I recommended that the Board of Education approve the contract between Portage Public Schools and TowerPinkster for architectural services of the West Middle School Servery Remodeling, in an amount equivalent to \$105,000. The funds for which will come from the Food Service Excess Fund Balance.

BACKGROUND INFORMATION

West Middle School was renovated under the 2015 Bond. While many of the areas of the school were renovated, including the cafeteria, the kitchen servery was not included in the scope of the project.

The attached contract with TowerPinkster would allow us to work through the remodeling of the servery and identify prospective new equipment. The project would more closely align with the kitchen experience at both Central and North Middle Schools. A tentative budget has been developed. All funds including the architecture fee will come from the Food Service Excess Fund Balance. The goal is to complete this project in the summer of 2024.

The Michigan Department of Education has pre-approved the usage of these funds for the project. Some of the allowable expenditures include kitchen or serving line renovations and the purchase of food service equipment.

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

August 29, 2023

Johnny Edwards
Assistant Superintendent of Operations
Portage Public Schools
8107 Mustang Drive
Portage, MI 49024

Re: Additional Services - Professional Design
West Middle School Servery Remodeling

Dear Johnny:

We appreciate the opportunity to continue to serve the District for your Architectural, Site, Mechanical and Electrical design service needs. On behalf of TowerPinkster, we are pleased to present the following proposal for professional design services to assist you and your team with executing these important projects for the future of Portage Public Schools. The following is an understanding of the project and a description of our services.

I. PROJECT UNDERSTANDING

Portage Public Schools is pursuing the remodeling of the servery area at West Middle School, the new serving area will be increased in size by removing walls and doors from the adjacent staff lounge (no longer used as a lounge). The space will be freshened up with new finishes and lighting and all new serving equipment will be provided.

II. SCOPE OF SERVICES

TowerPinkster will provide professional services for the design, bidding, and construction administration for each of the proposed projects. The project will consist of one design phase – “Construction Documents”, We will schedule periodic reviews of the work within each phase.

Services provided in this proposal:

- Project Management – Manage project from design to construction completion.
- Architectural Design - Generate construction documents, plans, elevations, sections, schedules, and specifications as applicable.
- Interior Design – Generate construction documents, plans, elevations, sections, schedules, and specifications as applicable.
- Bidding and Negotiating Services – Establish a bid schedule, provide a draft copy of the advertisement for bids to PPS purchasing, Coordinate pre-bid walk-thru, read aloud bids received, perform post bid interviews and make a recommendation for award to the successful contractor.
- Construction Administration – Coordinate construction schedule with awarded contractor, review shop drawings, answer construction questions and attend construction meetings per project and one (1) punch list walk-thru per project.

- The project involves the removal of existing walls and doors and therefore will require state plan review, permitting and inspections.

This work will be performed under our current contract AIA B132 – 2019 executed on November 9th 2001 as an additional service.

III. PROPOSED SCHEDULE

Our team understands that if the proposal is acceptable, our agreement to begin working on this project will be on or about October 2, 2023. The project schedule is dependent on certain factors which include providing project information, availability for meetings, reviews, and approvals by the Client team. The actual schedule will be further delineated during the kick-off meeting; however, the sequence below outlines a proposed timeframe to complete the services outlined herein.

Documents Out to Bid	December 4, 2023
Bids Due	December 20, 2023
Board Rec Due	December 22, 2023
Board Review	January 15, 2024
Board Approval	January 29, 2024
Construction Begins	June 17, 2024
Construction Complete	August 12, 2024

IV. COMPENSATION

We anticipate the construction cost for this project will be approximately \$1,000,000. Our fees include the services of a food service consultant as outlined below. The consultant will develop a custom design solution with input from PPS staff for a new serving line layout, and new serving line equipment.

Design Services fee for the Servery area remodeling / Improvements at West Middle School

Design Drawings / Reviews / Meetings (6 meetings)	\$28,000
Food Service Consultant (JRA Food Service Consultants, LLC)	\$25,000
Generate bidding drawings and specifications	\$28,000
Bidding and Negotiating and Board Recommendation	\$2,000
Contract administration (10 meetings) – Summer 2024	\$10,000
State Plan review (reimbursable allowance)	\$10,000
Reimbursables	\$2,000
Total	\$105,000

This fee proposal is made with the following assumptions:

1. If the scope changes, compensation will be adjusted accordingly.
2. The project is a single-phase design and construction effort.

3. Our fee does not include the costs of providing the normal types of client provided information such as surveys, soil borings, testing for hazardous materials, and construction testing. Site survey will be provided to TowerPinkster in digital CAD file format (.dwg) at the commencement of this agreement. Soil borings will need to be completed prior to the start of Schematic Design.
4. The project will commence and conclude per the proposed schedule and work plan extensions and/or expansions will generate a discussion in regard to additional required effort and value.
5. We will provide digital .PDF files to the Client for reproduction. Often our Clients are able to reproduce documents at more cost-effective rates and without sales tax.

Reimbursable expenses are in addition to the compensation for the professional services and include actual expenditures incurred by TowerPinkster in connection with the project. Expenses will be invoiced using a multiplier of 1.1 to cover costs of administration. These expenses may include:

1. Transportation in connection with the project, authorized out of town travel, and subsistence.
2. Reproduction, postage, and handling of drawings, specifications, reports, and other presentation and review documents, not including final bid documents.
3. Renderings, marketing materials, models, and mock-ups requested by the Client.
4. Three-dimensional building scanning including existing building modeling and technology cost per usage.
5. Basic building commissioning services.
6. Technology and furniture design, including interior signage.
7. Additional Consultants other than those specified in the proposal.

Invoices will be submitted monthly based on the percentage of work completed during each phase, and payment is due upon receipt of the invoice. A service charge of 1½% per month (18% per year) is applied to accounts unpaid after thirty (30) days from the date of invoice. There is no initial payment due in advance to secure our services.

V. TERMS & CONDITIONS

The terms and conditions of this proposal are as follows:

- State Plan Review fees will be paid from our reimbursable allowance
- All permit fees are paid by the installing contractor and are part of the cost of the work for construction
- Services not provided in this proposal:
 - Topographic or boundary surveys
 - Geotechnical survey and borings
 - As-built drawings after construction
 - LEED Services and fees
 - Commissioning Services
 - Civil Engineering
 - Cost Estimating (general and detailed)

- Traffic Engineering and Impact Studies
- Asbestos and other environmental remediation
- Technology design services
- Furniture, Fixture and Equipment selection and procurement
- Sound system or communications design
- Signage design (interior and exterior)
- Renderings, animations, or other marketing/presentation materials
- All work product is copyrighted by TowerPinkster and may only be used with specific written consent.
- If the Client suspends the Project, TowerPinkster shall be compensated for services performed prior to notice of such suspension.
- Limitation of Liability - Our liability for any and all claims shall be limited to the compensation amount per project agreed to in this proposal.

Thank you for the opportunity to present this proposal for your consideration. If it meets your approval, please sign and return one copy to our office within **seven (7)** calendar days from the date of this proposal to honor the terms and conditions contained herein. We appreciate your selection of our TowerPinkster team for your professional design needs and look forward to working with you on this project. Please contact me if you have any questions.

Sincerely,

TowerPinkster



Shawn L. Parshall, AIA, NCARB, CDT, CPTED, LEED AP
Director of K12 Education, Design Architect



Mike Galovan, AIA, NCARB, LEED AP
Senior Project Manager

I hereby authorize Tower Pinkster Titus Associates, Inc to provide the professional services as described above. This proposal will serve as the agreement between [insert Company Name] and TowerPinkster on the project.

Johnny Edwards
Assistant Superintendent of Operations
Portage Public Schools

Date

cc: Bjorn Green, TowerPinkster
Adam Doublestein, TowerPinkster

Chloé Beighley, TowerPinkster

FEE AND RATE SCHEDULE

January 2023

Hourly rates used in computing fees for professional services:

JOB CLASSIFICATIONS	RATES
Principal I.....	\$ 240
Principal II.....	220
Director Manager	190
Project Management I.....	185
Project Management II.....	175
Senior Professional Staff Level I.....	170
Senior Professional Staff Level II.....	160
Professional Staff	140
Senior Technical Staff Level I.....	150
Technical Staff Level I.....	130
Technical Staff Level II.....	110
Technical Staff Level III.....	80
Support Staff.....	90

These rates are subject to change at the beginning of each calendar year.