

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL, RM#1136 (ENTER VIA DOOR #10, EAST SIDE OF BLDG), 8135 S.
WESTNEDGE, PORTAGE, MI 49002-5577
JULY 22, 2024, 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
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JULY 22, 2024, 6:30 P.M.**

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

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

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JULY 22, 2024, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Minutes
 - a. June 24, 2024 Special Meeting, Closed Session & Regular Business Meeting
 - b. July 15, 2024 Special Meeting & Closed Session Minutes

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**SPECIAL MEETING & REGULAR BUSINESS MEETING
JUNE 24, 2024**

SPECIAL MEETING

The special meeting of the Board of Education of Portage Public Schools held on Monday, June 24, 2024, was called to order at 4:30 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Emily Crawford (arrived 4:37 p.m.), Ean Hamilton, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: Keith Crowell

Administration Present: Mark Bielang, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction & Assessment

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

CLOSED SESSION

Motion offered by Mr. Snyder, seconded by Ms. Hamilton, that the Board of Education move into closed session to discuss periodic personnel evaluation (superintendent), security planning, and collective bargaining strategy, as allowed under the Open Meetings Act 15.268, Sections 8(a), 8(k), and 8(c), respectively.

Upon a roll call vote, the motion carried unanimously.

The Board entered into closed session at 4:34 p.m. and returned to open session at 6:20 p.m.

COMMENTS OR COMMUNICATIONS

There were no comments or communications.

The special meeting adjourned at 6:21 p.m.

REGULAR BUSINESS MEETING

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, June 24, 2024, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: Keith Crowell

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

BUDGET HEARING

President Van Antwerp opened the budget hearing at 6:32 p.m.

Review of 2024-25 Proposed Budget & Comments/Questions Regarding the Proposed Budget

By law, school districts must have their budget for the upcoming school year adopted by July 1 each year. The state typically has not finalized their budget by that time, which requires schools to develop their budget based on assumptions on what funding the state will provide. This holds true this year. The state has not finalized their budget as of today.

Ms. Paula Johnson, Director of Finance, and Ms. Samantha Stevens, Business Manager, provided a presentation on the 2024-25 proposed budget and responded to questions from Trustees.

Trustees were appreciative of the conservative approach to the proposed budget.

President Van Antwerp asked for public comment related to the budget, and hearing none, he adjourned the budget hearing at 6:56 p.m.

REPORTS

Superintendent's Report

Bond Project Update

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

At the Central Elementary site, on the second floor utility rough-in work and stud framing is in progress. Roofing should be complete by the end of this week.

At the last meeting, it was mentioned that an abatement recommendation would come to the Board for this meeting for this project. The bid numbers came in below the \$100,000 threshold; therefore, there is no need for the Board's approval. That work will begin on or about July 8, 2024.

At the Haverhill Elementary site, the entrance and exit to the new bus loop was created on the south side of the school. We had to block off intersections at Marlow and Manhattan. The Marlow intersection is complete. The Manhattan Street intersection will be done this week.

On the inside of the building, work continues on interior framing and rough-ins. Roof steel will be done in approximately two weeks. Brick installation continues.

For the Woodland Elementary project, since the unveiling of the school design, we have received positive feedback. We recently held a design development meeting at which we reviewed landscaping, site design, exterior façade and some interior spaces. The next design development meeting will take place later this week.

Mr. Edwards reminded Trustees of the Central Elementary site tour this Wednesday, June 26 at 4:30 p.m.

Change Order Summary

Mr. Johnny Edwards introduced Ms. Anastasia Wojcik, Assistant Project Manager with Owen-Ames-Kimball. She reviewed consolidated construction cost information and change orders through June 19, 2024 on the elementary bond work. They addressed Trustee questions.

Matt's Law Report

Dr. Michael Pascoe, Assistant Superintendent of Instruction & Assessment, reviewed the annual bullying report for 2023-24. The report covered bullying data for the current school year vs the last, anti-bullying strategies, procedures/practices to improve consistency and accuracy of the data, and information that is reviewed annually with building administrators. Overall, the numbers are up slightly from the previous school year. Dr. Pascoe responded to questions from Trustees.

BOARD EDUCATION

Continuity of Services Update

Superintendent Bielang provided introductory comments. Dr. Kelly Jensenius, Director of Elementary Education, and Dr. Michael Pascoe presented the second of two goals reports for the school year. The report covered an overview of the goals, achievement data and reflections on progress. The presenters addressed questions from Trustees.

ELA Resource Family Survey

Dr. Mackenzie Sheahan, Director of Curriculum and Professional Development K-8 shared results from the elementary early adopters and middle schools ELA family survey. At the K-5 level, three teachers per grade level were early adopters of our new ELA curriculum. In grades, 6-8, all ELA teachers adopted the new ELA curriculum. Survey participation numbers were good and the survey results favorable and they provided information that will allow us to improve in some areas.

The survey covered four categories: (1) students sharing their experience, (2) perception of growth in ELA, (3) students learning of other content areas in ELA, and (4) family supports. The results in each category was reviewed along with actions steps for improvement. In category (1), 63 percent of K-8 families reported that their students are sharing at home about their ELA experience. Action steps include adding family letters for each unit to provide a school to home connection. In the second category, perceptions were split between families who were at first skeptical but then pleasantly surprised by the new curriculum and families indicating their student is frustrated by the pacing of lessons and seemingly lack of new material compared to last year. Action steps include a communication push, pacing and summer work, and an assessment guide. In the third category, 64 percent of families believe their student is learning about other subject areas along with ELA. In the last category, the split between families was similar. Nearly 25 percent of families requested home connections be provided for each unit while approximately the same percentage requested book suggestions for each unit. Actions steps include providing family letters for each unit. The letters address any controversial and sensitive topics that appear in any part of the unit so that families are aware.

Overall, the results have helped us to make improvements, especially with pacing.

Last year's literacy night was a great success. Another is scheduled for August 22, 2024 with more information to be shared later.

Trustees were appreciative for the survey, the results and the detailed report.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comment, and hearing none, he opened the floor to Trustee comments. There was none.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the June 10, 2024 Committee of the Whole Work Session & Closed Session; approve the 2026 CHS student trip to France as presented; approve membership renewal to the Michigan Association of School Boards for 2024-25 for a renewal total of \$10,406.57; approve as presented the School Resource Officer Agreement with the City of Portage for the period July 1, 2024 through June 30, 2027, in the annual amount of \$127,112.36, the funding for which will come from the General Fund; and to approve the revisions to Ends Policy 1.0 as presented.

There being no objections, the motion carried unanimously.

REQUIRED ACTION ITEMS

Amended Budget Appropriation Resolution for 2023-24

Motion offered by Ms. Hamilton, seconded by Mrs. Crawford, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2023-24, as presented.

The motion carried unanimously.

2024-25 Budget Resolutions

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Services Funds budgets for 2024-25, as presented.

The motion carried unanimously.

Resolution to Set 2024 Tax Rates

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the Resolution to Set 2024 Tax Rates for Summer and Winter Taxes, as presented.

The motion carried unanimously.

ACTION ITEMS

Commitment of Funds Resolution

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

Motion offered by Mrs. Crawford, seconded by Ms. Larson, that the Board of Education approve the resolution to commit local source revenue that has been legally supplanted by ESSER III and Section 11t Equalization funding, an amount not-to-exceed \$1,627,000, as presented.

The motion carried unanimously.

Curriculum Purchase for 2024-25

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the purchase of curriculum materials for the 2024-25 school year, which includes texts, renewal of specific course materials, intervention materials, and consumable texts for grades young fives through twelfth grade, for the not-to-exceed total of \$320,000, the funds for which will come from the 2024-25 General Fund.

Dr. Mackenzie Sheahan reviewed the recommendation.

The motion carried unanimously.

CEL Electrical Services Reroute

Motion offered by Ms. Larson, seconded by Mrs. Crawford, that the Board of Education approve a change order contract with Circuit Electric in the amount of \$167,765 for the Central Elementary bond construction project, the funds for which will come from the 2021 Bond Fund.

Mr. Johnny Edwards reviewed the recommendation.

The motion carried unanimously.

Retiree Proclamation

Motion offered by Mrs. Novaria, seconded by Ms. Hamilton, that the Board of Education approve the 2023-24 Retiree Proclamation, as presented.

The proclamation was read aloud by President Van Antwerp.

The motion carried unanimously.

President Van Antwerp thanked Ms. Tammy Karmon-Hoffman for all her good work over the years.

New Administrator Appointment

Superintendent Bielang reviewed the educational and professional qualifications for Dr. Ryan Miller as the recommended appointment for the position of Technology Director.

Motion offered by Mrs. Crawford, supported by Mrs. Novaria, to approve the appointment of Dr. Ryan Miller as the new Director of Technology for Portage Public Schools for the 2024-25 school year, as presented.

The motion carried unanimously.

Per Superintendent Bielang, we are very happy to have Dr. Miller back with us.

With no further business to come before the Board, the meeting was adjourned at 8:01 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #2**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	<u>Actual 2022/23</u>	<u>Amended Budget #1 2023/24</u>	<u>Amended Budget #2 2023/24</u>
Total Fund Balance, Beginning of Year, July 1	15,747,640	22,303,113	22,303,113
REVENUES:			
Local Sources	28,425,371	29,578,481	29,819,235
State Sources	88,022,691	88,288,488	93,120,139
Federal Sources	7,806,468	2,337,001	5,048,179
Incoming Transfers and Other Transactions	<u>136,246</u>	<u>140,000</u>	<u>134,000</u>
Total Revenues and Other Transactions	<u>124,390,776</u>	<u>120,343,970</u>	<u>128,121,553</u>
Total Available to Appropriate	<u>140,138,416</u>	<u>142,647,083</u>	<u>150,424,666</u>

Be it further resolved that \$127,041,618 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	61,276,760	62,429,614	63,262,687
Added Needs	<u>9,725,713</u>	<u>11,111,961</u>	<u>12,065,152</u>
Total Instruction	<u>71,002,473</u>	<u>73,541,575</u>	<u>75,327,839</u>
Supporting Services:			
Pupil	9,615,748	10,753,005	10,695,537
Instructional Staff	7,235,321	7,649,329	8,117,542
General Administration	918,717	890,918	906,898
School Administration	6,478,467	6,367,839	6,470,516
Business Services	1,144,520	1,227,337	1,221,276
Operations and Maintenance	9,938,134	10,647,544	10,612,151
Transportation	3,865,896	4,251,287	4,668,788
Central Services	3,641,424	3,403,368	4,896,673
Athletics	<u>2,068,571</u>	<u>2,322,866</u>	<u>2,508,183</u>
Total Supporting Services	<u>44,906,798</u>	<u>47,513,493</u>	<u>50,097,564</u>
Community Services	<u>1,724,665</u>	<u>1,276,519</u>	<u>1,535,435</u>
Other Financing Use - Debt Service	<u>201,367</u>	<u>80,780</u>	<u>80,780</u>
Total Expenditure Appropriation	<u>117,835,303</u>	<u>122,412,367</u>	<u>127,041,618</u>
Excess (Deficit) of Revenues over Expenditures	<u>6,555,473</u>	<u>(2,068,397)</u>	<u>1,079,935</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 22,303,113</u>	<u>\$ 20,234,716</u>	<u>\$ 23,383,048</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #2**

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

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

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	<u>Actual 2022/23</u>	<u>Adopted Budget 2023/24</u>	<u>Amendment #1 2023/24</u>
Total Fund Balance, Beginning of Year, July 1	6,263,901	5,927,254	6,181,045
REVENUES:			
Tax Levy at .4988 mills for all years	1,308,905	1,408,000	1,393,639
Payment in Lieu of Personal Property Tax from State Sources	128,380	127,000	133,017
Industrial Facilities Tax	18,194	18,200	19,019
Interest Income	63,691	30,000	133,263
Interest on Delinquent Taxes	1,523	500	770
Payment in Lieu of Taxes	2,576	2,600	2,759
Collection of Prior Year Taxes	1,449	-	165
Total Revenues and Other Transactions	<u>1,524,718</u>	<u>1,586,300</u>	<u>1,682,632</u>
Total Available to Appropriate	<u>7,788,619</u>	<u>7,513,554</u>	<u>7,863,677</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4988 mills on all property classifications.

Be it further resolved that \$1,807,667 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Major Projects

Asphalt Projects:	-	-	-
Northern AEF Parking Lot	107,037	297,665	472,484
Gym Floor Refinishing	95,190	175,000	215,000
CHS Baseball Field Renovation (Fencing)	-	-	-
12th Street Elementary Roof	-	427,000	245,000
LCE Sign	-	-	27,385
CHS Push Door System	-	3,200	3,200
Centennial Park Irrigation System	110,841	-	-
CHS Weight Room Flooring	56,766	-	11,422
NHS Weight Room Flooring	42,249	-	20,083
WMS Weight Room Flooring	-	-	8,186
NMS Kitchen Flooring	-	-	23,000
CHS Baseball/Softball Improvement	-	-	8,900
12th Street Kiln Exhaust Project	-	-	5,000
LCE Kiln Exhaust Project	-	-	5,000
ANG Playground	-	-	5,000
PCEC Boiler Replacement	-	-	40,000
Stable Fire Alarm System	-	-	13,420
Lockers for WMS	16,630	-	-
12th Street Elementary Sign	-	-	21,300
Northern Curtain Wall (Facelift)	842,510	577,377	384,972
Total Major Projects	<u>1,271,223</u>	<u>1,480,242</u>	<u>1,509,352</u>

	<u>Actual</u> <u>2022/23</u>	<u>Adopted</u> <u>Budget</u> <u>2023/24</u>	<u>Amendment</u> <u>#1</u> <u>2023/24</u>
Ongoing Projects			
Roof Repair	23,633	35,000	35,000
Glass	9,338	10,500	10,500
Fencing	-	25,000	7,000
Sidewalk Concrete Repair	5,738	31,500	-
Casework	1,273	10,500	2,000
Asbestos Abatement	-	2,100	60,000
Asphalt Repair	-	31,500	5,000
Carpet Replacement	-	60,000	40,000
District Mechanical	199,239	125,000	160,000
District Electrical	-	36,750	45,000
Total On-Going Projects	<u>239,222</u>	<u>367,850</u>	<u>364,500</u>
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	10,000	-
Other Projects			
Grounds replacement-playgrounds	96,845	35,000	-
Drinking Fountains	-	3,000	2,000
Total Other Projects	<u>96,845</u>	<u>38,000</u>	<u>2,000</u>
Tax Refunds	<u>285</u>	<u>6,000</u>	<u>500</u>
Total Expenditures	<u>1,607,574</u>	<u>1,902,092</u>	<u>1,876,352</u>
Excess (Deficit) of Revenues over Expenditures	<u>(82,856)</u>	<u>(315,792)</u>	<u>(193,720)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u><u>\$6,181,045</u></u>	<u><u>\$5,611,462</u></u>	<u><u>\$5,987,325</u></u>

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

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

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	<u>Actual 2022/23</u>	<u>Adopted Budget 2023/24</u>	<u>Amendment #1 2023/24</u>
Total Fund Balance, Beginning of Year, July 1	4,348,801	2,926,153	6,162,051
REVENUES:			
Local Property Taxes (6.85 mills for all years)	18,126,312	18,766,409	19,297,938
Payment in lieu of Personal Property Taxes-State Sources	1,364,099	1,250,000	1,413,378
Industrial Facilities Tax	484,166	475,000	506,895
Pilot payment in lieu of tax	35,376	35,000	37,875
Other Tax Revenues	20,668	16,000	1,900
Interest Income - Investments	83,999	35,000	278,000
Interest on Delinquent Taxes	13,739	9,000	10,574
Transfer in from 2016 & 2021 Debt Funds	2,002	-	-
Total Revenues and Other Transactions	<u>20,130,361</u>	<u>20,586,409</u>	<u>21,546,560</u>
Total Available to Appropriate	<u>24,479,162</u>	<u>23,512,562</u>	<u>27,708,611</u>

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

Be it further resolved that \$20,390,654 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	9,535,000	11,595,000	11,595,000
Interest Payments	8,776,694	8,792,154	8,792,154
Fees	1,500	2,000	2,500
Tax Refunds	3,917	18,000	1,000
Total Expenditures	<u>18,317,111</u>	<u>20,407,154</u>	<u>20,390,654</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,813,250</u>	<u>179,255</u>	<u>1,155,906</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 6,162,051</u>	<u>\$ 3,105,408</u>	<u>\$ 7,317,957</u>

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

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

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION
2023/24 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2023/24. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2023/24 is as follows:

	Food Service		Bookstore		School Activities	
	Adopted 2023/24	Amendment #1 2023/24	Adopted 2023/24	Amendment #1 2023/24	Adopted 2023/24	Amendment #1 2023/24
Total Fund Balance, Beginning of Year, July 1	2,504,418	2,520,164	-	-	-	1,091,401
REVENUES:						
Local Sources	1,556,100	470,100	16,000	17,500	1,400,000	1,825,000
State Sources	167,713	2,054,034	-	-	-	-
Federal Sources	1,826,220	2,242,427	-	-	-	-
Total Revenues and Other Transactions	<u>3,550,033</u>	<u>4,766,561</u>	<u>16,000</u>	<u>17,500</u>	<u>1,400,000</u>	<u>1,825,000</u>
Total Available to Appropriate	<u>6,054,451</u>	<u>7,286,725</u>	<u>16,000</u>	<u>17,500</u>	<u>1,400,000</u>	<u>2,916,401</u>

Be it further resolved that \$4,812,057 of the Food Service total, \$17,500 of the Bookstore total and \$1,690,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:						
Food Service	4,377,448	4,692,057	-	-	-	-
Bookstore	-	-	16,000	17,500	-	-
Student Activities	-	-	-	-	1,400,000	1,690,000
Outgoing Transfer to General Fund for Indirect Costs	130,000	120,000	-	-	-	-
Total Expenditures and Outgoing Transfers	<u>4,507,448</u>	<u>4,812,057</u>	<u>16,000</u>	<u>17,500</u>	<u>1,400,000</u>	<u>1,690,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>(957,415)</u>	<u>(45,496)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>135,000</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 1,547,003</u>	<u>\$ 2,474,668</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,226,401</u>

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

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

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2022/23</u>	<u>Amended Budget #2 2023/24</u>	<u>Adopted Budget 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	15,747,640	22,303,113	23,383,048
REVENUES:			
Local Sources	28,425,371	29,819,235	30,430,144
State Sources	88,022,691	93,120,139	91,538,661
Federal Sources	7,806,468	5,048,179	1,901,369
Incoming Transfers and Other Transactions	<u>136,246</u>	<u>134,000</u>	<u>130,000</u>
Total Revenues and Other Transactions	<u>124,390,776</u>	<u>128,121,553</u>	<u>124,000,174</u>
Total Available to appropriate	<u>140,138,416</u>	<u>150,424,666</u>	<u>147,383,222</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 17.5695 mills on Non-Homestead property.

Be it further resolved that \$126,312,528 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Instruction:			
Basic Programs	61,276,760	63,262,687	62,503,084
Added Needs	<u>9,725,713</u>	<u>12,065,152</u>	<u>12,103,724</u>
Total Instruction	<u>71,002,473</u>	<u>75,327,839</u>	<u>74,606,808</u>
Supporting Services:			
Pupil	9,615,748	10,695,537	11,215,306
Instructional Staff	7,235,321	8,117,542	8,546,577
General Administration	918,717	906,898	846,509
School Administration	6,478,467	6,470,516	6,387,410
Business Services	1,144,520	1,221,276	1,268,317
Operations and Maintenance	9,938,134	10,612,151	10,640,795
Transportation	3,865,896	4,668,788	5,102,480
Central Services	3,641,424	4,896,673	4,558,130
Athletics	<u>2,068,571</u>	<u>2,508,183</u>	<u>1,827,507</u>
Total Supporting Services	<u>44,906,798</u>	<u>50,097,564</u>	<u>50,393,031</u>
Community Services	<u>1,724,665</u>	<u>1,535,435</u>	<u>1,312,689</u>
Other Financing Use - Debt Service	<u>201,367</u>	<u>80,780</u>	<u>-</u>
Total Expenditure Appropriation	<u>117,835,303</u>	<u>127,041,618</u>	<u>126,312,528</u>
Excess (Deficit) of Revenues over Expenditures	<u>6,555,473</u>	<u>1,079,935</u>	<u>(2,312,354)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>22,303,113</u>	<u>23,383,048</u>	<u>21,070,694</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2024.

**PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2022/23</u>	<u>Amendment #1 2023/24</u>	<u>Adopted 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	6,263,901	6,181,045	5,987,325
REVENUES:			
Tax Levy at .4988 mills for 23/24, .4983 for 24/25	1,308,905	1,393,639	1,489,000
Payment in Lieu of Personal Property Tax from State Sources	128,380	133,017	130,000
Industrial Facilities Tax	18,194	19,019	19,000
Interest Income	63,691	133,263	90,000
Interest on Delinquent Taxes	1,523	770	-
Payment in Lieu of Taxes	2,576	2,759	2,775
Collection of Prior Year Taxes	<u>1,449</u>	<u>165</u>	<u>-</u>
Total Revenues and Other Transactions	<u>1,524,718</u>	<u>1,682,632</u>	<u>1,730,775</u>
Total Available to Appropriate	<u>7,788,619</u>	<u>7,863,677</u>	<u>7,718,100</u>

*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4983 mills on all property classifications for 2024/25.

Be it further resolved that \$1,243,250 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Major Projects:

Asphalt Projects:			
Northern AEF Parking Lot	107,037	472,484	-
Gym Floor Refinishing	95,190	215,000	109,000
12th Street Elementary Roof	-	245,000	-
LCE Sign	-	27,385	-
CHS Push Button Door System	-	3,200	-
Centennial Park Irrigation System	110,841	-	-
CHS Weight Room Flooring	56,766	11,422	-
NHS Weight Room Flooring	42,249	20,083	-
WMS Weight Room Flooring	-	8,186	-
NMS Kitchen Flooring	-	23,000	4,000
CHS Baseball/Softball Improvement	-	8,900	-
12th Street Kiln Exhaust Project	-	5,000	25,000
LCE Kiln Exhaust Project	-	5,000	25,000
ANG Playground	-	5,000	-
CHS Auditorium Acoustical Project	-	-	12,000
NHS Auditorium Acoustical Project	-	-	12,000
PCEC Boiler Replacement	-	40,000	460,000
Stable Fire Alarm System	-	13,420	-
Lockers for WMS	16,630	-	-
12th Street Elementary Sign	-	21,300	65,000
Portage Northern Skylight Repair	-	-	25,000
Northern Curtain Wall (Facelift)	<u>842,510</u>	<u>384,972</u>	<u>-</u>
Total Major Projects	<u>1,271,223</u>	<u>1,509,352</u>	<u>737,000</u>

	<u>Actual 2022/23</u>	<u>Amendment #1 2023/24</u>	<u>Adopted 2024/25</u>
On-Going Projects			
Roof Repair	23,633	35,000	35,000
Glass	9,338	10,500	10,500
Fencing	-	7,000	25,000
Sidewalk Concrete Repair	5,738	-	30,000
Casework	1,273	2,000	5,000
Asbestos Abatement	-	60,000	75,000
Asphalt Repair	-	5,000	30,000
Carpet Replacement	-	40,000	60,000
District Mechanical	199,239	160,000	150,000
District Electrical	-	45,000	36,750
Total On-Going Projects	<u>239,221</u>	<u>364,500</u>	<u>457,250</u>
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	-	5,000
Other Projects			
Grounds replacement-playgrounds	96,845	-	35,000
Drinking Fountains	-	2,000	3,000
Total Other Projects	<u>96,845</u>	<u>2,000</u>	<u>38,000</u>
Tax refunds	285	500	6,000
Total Expenditures	<u>1,607,574</u>	<u>1,876,352</u>	<u>1,243,250</u>
Excess (Deficit) of Revenues over Expenditures	<u>(82,856)</u>	<u>(193,720)</u>	<u>487,525</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$6,181,045</u>	<u>\$5,987,325</u>	<u>\$6,474,850</u>

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2024.

**PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2022/23</u>	<u>Amendment #1 2023/24</u>	<u>Adopted Budget 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	4,348,801	6,162,051	7,317,957
REVENUES:			
Local Property Taxes (6.85 mills for all years)	18,126,312	19,297,938	20,505,062
Payment in lieu of Personal Property Taxes-State Sources	1,364,099	1,413,378	1,200,000
Industrial Facilities Tax	484,166	506,895	475,000
Pilot payment in lieu of tax	35,376	37,875	38,000
Other Tax Revenues	20,668	1,900	3,000
Interest Income - Investments	83,999	278,000	100,000
Interest on Delinquent Taxes	13,739	10,574	9,000
Transfer in from 2016 & 2021 Debt Funds	2,002	-	-
Total Revenues and Other Transactions	<u>20,130,361</u>	<u>21,546,560</u>	<u>22,330,062</u>
Total Available to Appropriate	<u>24,479,162</u>	<u>27,708,611</u>	<u>29,648,019</u>

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

Be it further resolved that \$20,609,694 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:			
Principal Payments	9,535,000	11,595,000	12,320,000
Interest Payments	8,776,694	8,792,154	8,277,194
Fees	1,500	2,500	2,500
Tax Refunds	3,917	1,000	10,000
	<u> </u>	<u> </u>	<u> </u>
Total Expenditures	<u>18,317,111</u>	<u>20,390,654</u>	<u>20,609,694</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,813,250</u>	<u>1,155,906</u>	<u>1,720,368</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 6,162,051</u>	<u>\$ 7,317,957</u>	<u>\$ 9,038,325</u>

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2024.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION
2024/25 ADOPTED BUDGET**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	Food Service		Bookstore		School Activities	
	Amendment #1 2023/24	Adopted 2024/25	Amendment #1 2023/24	Adopted 2024/25	Amendment #1 2023/24	Adopted 2024/25
Total Fund Balance, Beginning of Year, July 1	2,520,164	2,474,668	-	-	1,091,401	1,226,401
REVENUES:						
Local Sources	470,100	520,600	17,500	17,500	1,825,000	1,775,000
State Sources	2,054,034	1,915,198	-	-	-	-
Federal Sources	2,242,427	2,257,471	-	-	-	-
Total Revenues and Other Transactions	<u>4,766,561</u>	<u>4,693,269</u>	<u>17,500</u>	<u>17,500</u>	<u>1,825,000</u>	<u>1,775,000</u>
Total Available to Appropriate	<u>7,286,725</u>	<u>7,167,937</u>	<u>17,500</u>	<u>17,500</u>	<u>2,916,401</u>	<u>3,001,401</u>

Be it further resolved that \$5,407,121 of the Food Service total, \$17,500 of the Bookstore total and \$1,650,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:						
Food Service	4,692,057	5,287,121	-	-	-	-
Bookstore	-	-	17,500	17,500	-	-
Student Activities	-	-	-	-	1,690,000	1,650,000
Outgoing Transfer to General Fund for Indirect Costs	120,000	120,000	-	-	-	-
Total Expenditures and Outgoing Transfers	<u>4,812,057</u>	<u>5,407,121</u>	<u>17,500</u>	<u>17,500</u>	<u>1,690,000</u>	<u>1,650,000</u>
Excess (Deficit) of Revenues over Expenditures	<u>(45,496)</u>	<u>(713,852)</u>	<u>0</u>	<u>0</u>	<u>135,000</u>	<u>125,000</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 2,474,668</u>	<u>\$ 1,760,816</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,226,401</u>	<u>\$ 1,351,401</u>

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect July 1, 2024.

**RESOLUTION TO SET 2024 TAX RATES
FOR SUMMER AND WINTER TAXES**

Portage Public Schools

Be it resolved that millage rates for the Portage Public School District, Kalamazoo County District #45, be set as follows for the 2024/25 fiscal year, and that the Board of Education President and Secretary be authorized to certify the following rates:

City of Portage

In Mills

	<u>2024 Summer Tax Rate</u>	<u>2024 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	17.5695	0	17.5695
Building & Site Sinking	0.4983	0	0.4983
Debt Retirement	<u>6.8500</u>	<u>0</u>	<u>6.8500</u>
Total School Tax Rate	<u>24.9178</u>	<u>0</u>	<u>24.9178</u>

City of Kalamazoo, Pavilion Township, Texas Township

In Mills

	<u>2024 Summer Tax Rate</u>	<u>2024 Winter Tax Rate</u>	<u>Total Rate</u>
Operating (Non-Homestead Only)	0	17.5695	17.5695
Building & Site Sinking	0	0.4983	0.4983
Debt Retirement	<u>0</u>	<u>6.8500</u>	<u>6.8500</u>
Total School Tax Rate	<u>0</u>	<u>24.9178</u>	<u>24.9178</u>

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

**RESOLUTION AUTHORIZING
RESTRICTION OF FUNDS**

At a regular meeting of the Board of Education (the “Board”) of the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), held in the School District on June 24, 2024, at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members: Emily Crawford, Ean Hamilton, Kimberly Larson, Terri Novaria, Bo Snyder, Randy Van Antwerp

ABSENT: Members: Keith Crowell

The following preamble and resolution were offered by Member Crawford and supported by Member Larson.

WHEREAS, the Board and School District have a commitment to provide the best education and learning opportunities to its students and community, including before and after school activities, which include, but are not limited to, tutoring and summer school programming (“Before and After School Activities”); and

WHEREAS, in order to support student learning and well-being to further the School District’s commitment to Before and After School Activities, the Board desires to restrict a portion of its general fund in an amount not to exceed \$1,627,000 for such purposes because investing in Before and After School Activities will increase the academic success of School District students.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Restriction and Use of Funds. There shall hereby be established a “Before and After School Activities Account” within the general fund. The Board hereby authorizes the Superintendent of the School District (the “Superintendent”), on behalf of the Treasurer of the Board, to commit and set aside an amount of not to exceed \$1,627,000 of general funds prior to June 30, 2024 into the Before and After School Activities Account to solely support Before and After School Activities in order to foster and increase student academic success. The Superintendent is further authorized to strategically use these funds to provide resources for Before and After School Activities in any one or more subsequent fiscal year.

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

AYES: Van Antwerp, Snyder, Novaria, Larson, Hamilton, Crawford

NAYS: None

RESOLUTION DECLARED ADOPTED.



PROCLAMATION RECOGNITION AND COMMENDATION FOR RETIRING EMPLOYEES

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

- Tammy Karmon-Hoffman, Curious Kids Administrator.

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

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

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

NOW, THEREFORE, BE IT RESOLVED,

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

Proclaimed this 24th day of June, 2024
Portage Public Schools' Board of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**SPECIAL MEETING
JULY 15, 2024**

The special meeting of the Board of Education of Portage Public Schools held on Monday, July 15, 2024, was called to order at 4:00 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

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

Board Trustees Absent: Ean Hamilton

Others Present: Mark Bielang, Superintendent; Brad Galin, Director of Human Resources; Jennifer Tuyls, Human Resources Manager; Barb Atkinson, Recording Secretary

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 or communications.

CLOSED SESSION

Motion offered by Mr. Snyder, seconded by Mr. Crowell, that the Board of Education move into closed session to consider 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 entered into closed session at 4:02 p.m. and returned to open session at 5:06 p.m.

POST-CLOSED ACTION

Following closed session, the Board took the following action in open session.

Motion offered by Ms. Larson, seconded by Mrs. Novaria, that the Board of Education approve the 2024-2026 Collective Bargaining Agreement with the Portage Bus Driver's Association, MEA/NEA.

The motion carried unanimously.

Motion offered by Ms. Larson, seconded by Mrs. Crawford, that the Board of Education approve the 2024-2027 Contractual Agreement with the PAEOP.

The motion carried unanimously.

(PAEOP is an abbreviation for Portage Association of Educational Office Personnel).

The special meeting adjourned at 5:08 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JULY 22, 2024, 6:30 P.M.**

Note Page

IX. Action Items

1. New Administrator Appointments (OP 3120)

Recommended Motion

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

- **Tracy Speaker-Gerstheimer – Director of Systems & 9-12 Curriculum**
- **Tracey Lowder – Principal at Portage Northern High School**
- **Effie McCarren – ESI Supervisor**

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

To: Board of Education
From: Bradley Galin, MBA, SPHR
Date: July 22, 2024
Re: Administrator Appointment Recommendations

RECOMMENDATION:

It is recommended that the Board of Education approve the appointment of the following administrators for the Portage Public Schools for the 2024-2025 school year.

Tracy Speaker-Gerstheimer:

Ms. Speaker-Gerstheimer is being recommended as the new Director of Systems and 9-12 Curriculum for the Portage Public Schools.

For the last 5 years, Ms. Speaker-Gerstheimer has served as the secondary curriculum specialist for the Midland Public Schools. Prior to Midland, she served as Principal of Northwest Early College High School in El Paso, Texas and as an Assistant Principal at both Coronado and Franklin High Schools in El Paso. Teaching experience includes teaching English at Silva Magnet High School (El Paso) and the Henry Ford Academy in Dearborn, Michigan

Ms. Speaker-Gerstheimer graduated from Michigan State University with both bachelor's and master's degrees, obtained a second masters from University of Texas at El Paso, and will complete her doctorate later this year at Central Michigan University. Ms. Speaker-Gerstheimer's starting salary in the role will be \$128,235.24

Tracey Lowder:

Mr. Lowder is being recommended as the new Principal at Portage Northern High School.

Mr. Lowder is coming to Portage from Vandercook Lake Public Schools where he is Superintendent. Before becoming Superintendent, Mr. Lowder served 8 years as Principal at Ann Arbor Pioneer High School. His other experience includes being both an elementary principal and high school assistant principal in Jackson and teaching in the Talented and Gifted Program for the Jackson Public Schools.

Mr. Lowder graduated from Michigan State University and has his Masters in Educational Leadership from Spring Arbor University. Mr. Lowder's starting salary will be \$136,664.39

Effie McCarren:

Ms. McCarren is being recommended as a new Supervisor in our Educational Supports and Intervention department.

Ms. McCarren is currently the Principal at Woodland Elementary, a role she has held since 2018. Prior to her promotion to Principal, Ms. McCarren served as the Engagement Specialist and as a Special Education teacher at Lake Center Elementary.

Ms. McCarren graduated from Michigan State University for both her bachelor's and master's degrees. Ms. McCarren's new annualized salary will be \$121,215.56

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
JULY 22, 2024, 6:30 P.M.**

Note Page

IX. Action Items

2. New Teacher Appointments (OP 3120)

Recommended Motion

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

- Michael Allan – Social Studies at West Middle School
- Kelly DeLorge – Title I Interventionist at Haverhill Elementary
- Melissa Haubert – Choir at Central High School
- Rebekah Hereth – School Psychologist
- Melissa James – Reading Specialist at Woodland Elementary
- Hunter James – Third Grade at 12th Street Elementary
- Cole Jansen – Second Grade at 12th Street Elementary
- Jennifer Jawahir – ESL teacher
- Tiffany Kohorst – Physical Education
- Katherine Lane – First Grade at Amberly Elementary
- Kayla Lawson – Second Grade at Amberly Elementary
- Kameron Massa – Fourth Grade at Amberly Elementary
- Anna Mayotte - School Psychologist
- Ryan Morris – Science at North Middle School
- Heather Morris – Fifth Grade at Lake Center Elementary
- Chloe Outman – Third Grade at Haverhill Elementary
- Elvis Plaza Perez – Fifth Grade at Amberly Elementary
- Joanna Stein Hauser – Orchestra Teacher
- Camila Stewart – Elementary ESI Coordinator
- Janelle Tereshinski – Speech & Language Pathologist
- Hannah Thomas Perez – First Grade at Amberly Elementary
- Megan Watkins – Second Grade at Central Elementary
- Reilly Kristin – ESI at North Middle School
- Annabella Vitti – Second Grade at Angling Road Elementary
- Ian Fields – English at Central Middle School
- William Mufarreh – Band at Northern High
- Heather Yankovich – Transition Coordinator

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

To: Board of Education
From: Bradley D. Galin, MBA, SPHR, SHRM-SCP
Date: July 22, 2024
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:

Michael Allan – (Social Studies at WMS) Michael comes to Portage from Byron Center Public Schools where he was a substitute teacher and coach. He has a bachelors degree in social studies/education from Grand Valley State University.

Kelly DeLorge – (Title I Interventionist at HAV) Kelly comes to Portage from Plainwell Community Schools and Kalamazoo Public Schools before that. Kelly has a bachelor's degree in elementary education and a master's degree in the practice of teaching, both from Western Michigan University.

Melissa Haubert – (Choir at CHS) Melissa was an Intern Teacher at PPS for the 2023/24 school year. Melissa has a degree in Music Education from Western Michigan University.

Rebekah Hereth – (School Psychologist) Rebekah comes to Portage from Methuen Public Schools in Massachusetts. She has a bachelor's degree in Psychology from Cedarville University in Ohio, an education specialist degree from University of Missouri and an applied behavior analysis certificate from Florida Institute of Technology.

Melissa James – (Reading Specialist at WOD) Melissa come to Portage from Charles County Public Schools in Waldorf Maryland. Melissa has a bachelor's degree in secondary education from Oakland University and a master's degree in Library Media from University of Maryland.

Hunter James – (3rd Grade at TWL) Hunter was an Intern Teacher at PPS for the 2023/24 school year and has worked as a coach at Kid's Gym. Hunter has a bachelor's degree in elementary education from Western Michigan University.

Cole Jansen – (2nd Grade at TWL) Cole was an Intern Teacher at PPS for the 2023/24 school year and has worked as a counselor for the YMCA of Greater Kalamazoo. Cole has a bachelor's degree in elementary education from Western Michigan University.

Jennifer Jawahir – (ESL Teacher) Jennifer has worked as a, ESL Paraprofessional at PPS since 2021. Jennifer has a bachelor's degree in Integrated Studies from Grand Valley State University and has been accepted into Talent Together to earn a Master's degree in Education.

Tiffany Kohorst – (Physical Education HCK/SM) Tiffany was an Intern Teacher at PPS for the 2023/24 year and has worked for St. Charles Park District in Illinois. She has a bachelor's degree in education from Western Michigan University.

Katherine Lane – (1st Grade AMB) Katherine has worked at Portage as a Title I Paraprofessional since 2022. Katherine has a bachelor's degree in elementary education from Western Michigan University.

Kayla Lawson – (2nd Grade AMB) Kayla comes to Portage from Comstock Community Schools where she was an Intern Teacher for the Winter 2024 semester and she was an Intern Teacher at PPS for Fall 2023. She has worked as a choir camp counselor at Pioneer High School in Ann Arbor. Kayla has a bachelor's degree in education from Western Michigan University.

Kameron Massa – (4th Grade AMB) Kameron comes to Portage from Gull Lake Community Schools where she was an Intern Teacher for Winter 2024 and she was an Intern Teacher Fall 2023 at Portage Public Schools. Kameron has been working as a substitute teacher. Kameron has a bachelor's degree in Education from Western Michigan University.

Anna Mayotte – (School Psychologist) Anna has been working at Portage Public Schools as a Psychologist Intern since August 2023 and completed a psychology practicum at Van Buren ISD during the 2022/23 school year. Anna has a bachelors in psychology from Olivet Nazarene University, a master's degree in school psychology from Grand Valley State University and a Specialist degree in school psychology also from Grand Valley State University.

Ryan Morris – (Science Teacher NMS) Ryan comes to Portage from Hamilton Public Schools. Ryan has a bachelor's degree in elementary education from Eastern Michigan University and a master's degree in curriculum and instruction also from Eastern Michigan University.

Heather Morris – (5th Grade LCE) Heather comes to Portage from Zeeland Public Schools. Heather has a bachelors degree in elementary education and a master's degree in reading education both from Eastern Michigan University.

Chloe Outman – (3rd Grade HAV) Chloe has worked at Portage Public Schools as a Paraprofessional, tutor, and substitute teacher since January. Chloe has a bachelor's degree in elementary education from Western Michigan University.

Elvis Plaza Perez – (5th Grade AMB) Elvis comes to Portage from Kalamazoo Public Schools where he has been a 5th grade teacher since 2018. Elvis has a bachelor's degree in ESL in elementary from the University of Puerto Rico and a master's degree in education from Western Michigan University.

Joanna Stein Hauser – (Orchestra Teacher) Joanna comes to Portage from Kalamazoo College. Joanna has a bachelor's degree in Music and Spanish from Kalamazoo College, a master's degree in Music from Michigan State University, and a doctorate in music from Louisiana State University.

Camila Stewart – (Elementary ESI Coordinator) Camila comes back to Portage from Kalamazoo Public Schools, and she worked for PPS from August 2021 to June 2023. Camila has a bachelor's degree in education and a master's degree in special education both from Western Michigan University. Her Special Education Supervisor is from Grand Valley State University.

Janelle Tereshinski – (Speech and Language Pathologist) Janelle comes to Portage from Parchment Community Schools and she interned at PPS during the 2022/23 school year. Janelle has a bachelor's degree and master's degree from Western Michigan University.

Hannah Thomas Perez – (1st Grade at AMB) Hannah worked for PPS this year as a long-term substitute after graduating from Hope College with a bachelor's degree in elementary education and special education.

Megan Watkins – (2nd Grade at CEL) Megan worked for PPS this year as a long-term substitute teacher and completed her Intern Teaching her as well. Megan has a bachelor's degree in Education from Western Michigan University.

Reilly Kristin – (ESI Teacher at NMS) Reilly spent the 2023-24 school year as a student teacher intern in 2 PPS schools. Reilly has a bachelors degree in education and special education from Western Michigan University.

Annabella Vitti – (2nd Grade at ANG) Annabella has been a substitute teacher for Edustaff and was previous a student teacher intern with PPS during the 2022-23 school year. Annabella has a bachelor's degree in education from Western Michigan University.

Ian Fields – (English Teacher at CMS) Ian was an intern teacher and a substitute teacher for Edustaff at PPS for the entire 2023-24 school year. Annabella has both a bachelor's degree in English and a Master's degree in education from Western Michigan University.

William Mufarreh – (Band Teacher at NHS) William comes to Portage from Clio Area Schools. William has also worked as the Clarinet/Marching Instructor at both Plymouth-Canton Educational Park and Novi High School. He has a bachelor's degree in music education from Eastern Michigan University.

Heather Yankovich – (Transition Coordinator) Heather is transferring from her position as Principal at Angling Road Elementary to become the Transition Coordinator for the Southern Service Area of KRESA. Heather has both her bachelor's and master's from Western Michigan University.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
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JULY 22, 2024, 6:30 P.M.**

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IX. Action Items

3. Administrative Contract Extensions (EL 2.5)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education authorize the Superintendent to issue administrator contract extensions as presented, not to extend beyond June 30, 2026, and with additional compensation in the aggregate, as approved by the Board as part of the initial 2024/2025 budget.

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

To: Board of Education
From: Mark T. Bielang
RE: Administrative Contracts
Date: July 22, 2024

RECOMMENDATION

It is recommended that the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2026, and with additional compensation in the aggregate, as approved by the Board as part of the initial 2024/2025 budget, for the following individuals:

ALBURTUS, ERIC	High School Principal	PORTAGE CENTRAL
BAILEY, SIDNEY	Assistant Middle School Princi	PORTAGE WEST MI
BLASINGAME, DARRYL	Elementary Principal	12TH STREET ELE
CROUCH, ZACHARY	Elementary Principal	MOORSBRIDGE ELE
CUGNETTI, KIMBERLY	Middle School Principal	PORTAGE CENTRAL
DEVISSER, ABBY	Special Ed. Supervisor - 48WK	PORTAGE PUBLIC
EDWARDS, JOHNNY	Asst Superintendent - Non-Inst	PORTAGE PUBLIC
FUEHR, ANDREW	Elementary Principal	AMBERLY ELEMENT
GALIN, BRADLEY	Director - Human Resources	PORTAGE PUBLIC
GORDON, ANNE	Special Education Supervisor-5	PORTAGE PUBLIC
HINGA, KELLY	Assistant High School Principa	PORTAGE NORTHER
HOSTETLER, JENNIFER	Dean of Students	PORTAGE COMMUNI
JENSENIUS, KELLY	Director - Elem. Instruction	PORTAGE PUBLIC
JOHNSON, PAULA	Director - Finance	PORTAGE PUBLIC
KAYLOR, AJA	Assistant High School Principa	PORTAGE CENTRAL
MATTSON-GEARHART, JEANINE	Director - Special Ed/At Risk	PORTAGE PUBLIC
MCCULLOUGH, ALEXANDRA	Elementary Principal	LAKE CENTER ELE
MEDD, CRAIG	Assistant Middle School Princi	PORTAGE NORTH M
MESSENGER, JASON	Middle School Principal	PORTAGE WEST MI
PASCOE, MICHAEL	Asst Superintendent - Instruct	PORTAGE PUBLIC
PATTERSON, DYLAN	Assistant High School Principa	PORTAGE NORTHER
RIKER, CHRISTOPHER	Athletic Director	PORTAGE NORTHER
SALISBURY, TAMA	Assistant High School Principa	PORTAGE CENTRAL
SHEAHAN, MACKENZIE	Director - Curriculum	PORTAGE PUBLIC
THOMSEN, TRAVIS	Middle School Principal	PORTAGE NORTH M
WAGENAAR, SARA	Elementary Principal	CENTRAL ELEMENT
WAGNER, CLINTON	Community HS Director	PORTAGE COMMUNI
WALKER, JUSTIN	Assistant Middle School Princi	PORTAGE CENTRAL
WEBSTER, KATIE	Special Ed. Supervisor - 48WK	PORTAGE PUBLIC
ZONTS, JEREMY	Elementary Principal	HAVERHILL ELEME

BACKGROUND

Policy 2.5.11, Financial Condition and Activities, indicates that the Superintendent “shall not make any adjustment to the salary or length of any Administrator contract without prior approval by the Board of Education of these parameters for the Administrative group in total.”

Additionally, Policy 2.5.7 prohibits the Superintendent from contracting for “...equipment, goods, or services in excess of \$100,000.” All Administrators listed exceed the \$100,000 threshold.

The contracts of the Administrators listed above are due to expire on June 30, 2025. My recommendation is to extend the contracts for the listed Administrators through June 30, 2026, essentially providing the Administrators with a two-year contract.

All of the Administrators listed above are currently employed by the District. Contracts for the following Administrators were previously approved by the Board and are not part of this recommendation:

- | | |
|----------------------------|---|
| 1. James Schafer | Director of Athletics – Central High School |
| 2. Ryan Miller | Director of Technology |
| 3. Tracey Lowder | Principal – Portage Northern High School |
| 4. Tracy Smith-Gerstheimer | Director of Systems and 9-12 Curriculum |
| 5. Effie McCarren | ESI Supervisor |

Regarding salary for the group in total: The 2024/2025 board-approved budget includes a step and a two (2) percent increase to the aggregate which amounts to approximately \$148,646 or 3.69 percent over the previous year. 13 of the 30 Administrators listed received a step. The other 17 are already on the top step of the salary schedule.

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IX. Action Items

4. Approve Agreement with Portage Education Association

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the 2024-2027 Contractual Agreement with the Portage Education Association.

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

To: Board of Education
From: Bradley Galin, MBA, SPHR
Date: July 22, 2024
Re: PEA Negotiation Results

RECOMMENDATION:

It is recommended that the Board of Education approve the 2024-2027 Contractual Agreement with the Portage Education Association.

Background:

I am pleased to bring forward for the Board's approval this tentative agreement with the Portage Education Association.

Below are some highlights of the agreement that will cover approximately 544 people in the bargaining unit:

- This is a 3-year agreement valid through June 30, 2027
- Implementation of new salary schedule that integrates a 2 percent increase to the scale and includes step salary increases. While the language is agreed to for the three-year duration, we have financial reopeners following the 1st and 2nd years of the agreement.
- Language regarding formerly prohibited subjects is now included as part of the contract. These include teacher discipline, placement, and evaluation.
- Maintained current insurance coverage without changes.
- Change in grievance language to provide limitations to an arbitrator's ability to rule on certain subjects.
- The inclusion of language for both in-person and virtual parent/teacher conferences.
- Additional compensation to middle school core subject teachers if class sizes exceed a certain number.

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IX. Action Items

5. Revised 24-25 Board of Education Meeting Schedule

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the revised 2024-25 Board of Education Meeting schedule, as presented.



Revised 7.22.2024

**2024/2025
BOARD OF EDUCATION MEETING SCHEDULE
PORTAGE PUBLIC SCHOOLS
PORTAGE, MICHIGAN**

All Board of Education meetings (Committee of the Whole Work Sessions, Regular Business Meetings, Organizational Meeting) will be held in Room #1136 of Portage Central High School, 8135 S. Westnedge. In months with two meetings, the first is a Committee of the Whole Work Session (WS) and the second is a Regular Business Meeting (RM).

July 22, 2024 (RM)

February 10, 2025 (Retreat*/WS)
February 24, 2025 (RM)

August 19, 2024 (RM)

March 10, 2025 (RM)

September 9, 2024 (WS)
September 23, 2024 (RM)

April 14, 2025 (RM)

~~October 7, 2024 (WS)~~
October ~~21~~ 14, 2024 (Retreat*/RM)

May 5, 2025 (WS)
May 19, 2025 (Retreat*/RM)

November 4, 2024 (WS)
November 18, 2024 (RM)

June 16, 2025 (WS)
June 30, 2025 (RM)

December 9, 2024 (Retreat*/RM)

January 13, 2025 (Organizational/WS)
January 27, 2025 (RM)

*Policy Governance Retreats held 4:00 p.m. in Conference Room #1 of the Administration Building.

Except as noted above for Policy Governance Retreats or as otherwise posted/announced, all meetings will commence at 6:30 p.m. Notice of meeting changes and special meetings, agendas, agenda packets, and approved meeting minutes are available via the District's website (www.portageps.org) under the Board of Education link. Notice of meeting changes and special meetings are also posted at the main entry of the Administration Building, 8107 Mustang Drive (269-323-5000). Agendas and agenda packets are posted on the Friday prior to the meeting. Board meeting minutes are approved at the next board meeting and then posted to the website.

Upon request to the Administration Office, the District shall make reasonable accommodation for a person with disabilities to be able to participate in a meeting.

**PORTAGE PUBLIC SCHOOLS
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IX. Action Items

6. Approve Phone System (OP 6320)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education authorize, as presented, the purchase of the 3CX on-premise phone/communication system and one-time system migration services from Gibson Teldata of Indianapolis, IN in an amount not-to-exceed \$121,314.00 and the annual support/service renewal fees of \$11,554.00; funding to be drawn from the General Fund.

Furthermore, the Board of Education authorizes the subscription of SIP Trunking service from Flowroute for the purposes of connecting the 3CX phone system to the public telephone network for an estimated monthly charge of \$2,000.00, to be paid from the General Fund.



Enclosure IX.6.
July 22, 2024

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

MEMO

To: Mark Bielang, Superintendent
Cc: Ryan Miller, Director of Information and Technology Systems
Fr: Shane DeRidder, Technical Services Coordinator
Dt: July 17th, 2024
Re: Recommended Phone/Communication System Replacement

RECOMMENDATION

I recommend the Board of Education authorize the purchase of the 3CX on-premise phone/communication system and one-time system migration services from Gibson Teldata of Indianapolis, Indiana in an amount not to exceed \$121,314.00, funding drawn from the General Fund. Annual support and service renewal fees of \$11,554.00 will begin after the first year also drawn from the General Fund.

Furthermore, I recommend the Board of Education authorize the subscription of SIP Trunking service from Flowroute for the purposes of connecting the 3CX phone system to the public telephone network with an estimated monthly charge of \$2,000 to be paid from the General Fund.

BACKGROUND

This recommendation returns our phone/communication system back to the district data center located in the Administration Building under the full management and support of the Technology Department while utilizing existing servers and end-user phone equipment. It is the department's responsibility and commitment to ensure communication between the District and our community is without disruption and that access to E-911 emergency services is without delay. Moving the system back under the Technology Department's management ensures our capability of meeting that requirement.

The District entered into a services agreement with TelNet Worldwide ("TelNet") in February 2022 for TelNet to provide telephone service software and telephone cloud management services to the District for a term of 60 months. TelNet's performance to date has been very poor, with some contracted services not being provided, and their costs have risen significantly. The administration has had discussions with TelNet regarding the poor and unprovided services, but no improvements have been made by TelNet. The administration has researched and reviewed alternate telephone service providers and determined that Gibson TelData in conjunction with Flowroute would be an upgrade to TelNet in both

services and performance, along with a substantial decrease in cost. Additionally, there would be no long-term contractual commitment required by the new providers. The administration recommends that the Board approve switching telephone service providers from TelNet to Gibson TelData in conjunction with Flowroute, contingent upon the administration's ability to reasonably terminate the current contract with TelNet or to reduce the type and volume of services provided by TelNet to a nominal amount.

AWARD INFORMATION

An RFP for this purchase was released on April 22nd. Of the four responses received, only the one from Gibson Teldata meets all of our requirements. Review of provided references were very positive.

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

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XI. Closed Session

1. Consider the Purchase or Lease of Real Property [OMA Section 8(1)(d)]

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education move into closed session to consider the purchase or lease of real property, as allowed under the Open Meetings Act 15.268, Section 8(1)(d).