

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORK SESSION  
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002  
NOVEMBER 4, 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.

<b>I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
<b>II. REVISIONS/APPROVAL OF AGENDA</b>	<b>2</b>
<b>III. REPORTS</b>	
1. SUPERINTENDENT'S REPORT	3
a. 2023-24 AUDIT PRESENTATION	
b. BOND PROJECT UPDATE - INCLUDING WOD DESIGN UPDATE	
<b>IV. BOARD EDUCATION</b>	
1. PRESENTATION OF MONITORING REPORT 1.1 (HS & MS) (GP4.4)	4
<b>V. COMMENTS OR COMMUNICATIONS</b>	<b>30</b>
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
<b>VI. CONSENT AGENDA</b>	<b>31</b>
1. APPROVAL OF MINUTES	
a. OCTOBER 14, 2024 POLICY GOVERNANCE RETREAT & REGULAR BUSINESS MEETING	32
2. 2026 NHS TRIP TO COSTA RICA	38
<b>VII. ASSURANCE OF DISTRICT PERFORMANCE</b>	
1. MONITORING REPORT 2.2, TREATMENT OF STAFF (GP 4.4)	42
2. MONITORING REPORT 2.3, COMPENSATION AND BENEFITS (GP 4.4)	53
3. MONITORING REPORT 2.5, FINANCIAL CONDITION/ACTIVITIES (EL 2.5, OP 6830) ( <i>EXTERNAL AUDIT ACTION</i> )	61
<b>VIII. REQUIRED ACTION ITEMS - None</b>	
<b>IX. ACTION ITEMS</b>	
1. REVISED MONITORING SCHEDULE	65
<b>X. DISCUSSION ITEMS</b>	
1. SUMMER TAX RESOLUTION (EL 2.4)	80
2. RESOLUTION AUTHORIZING SALE OF BONDS (OP 6144, 6145)	84
3. PCEC BOILER REPLACEMENT (OP 6320)	103
<b>XI. CLOSED SESSION</b>	<b>112</b>
1. CONSIDER MATERIAL EXEMPT FROM DISCLOSURE (OMA)	
<b>XII. POST-CLOSED ACTION</b>	
<b>XIII. ADJOURN</b>	

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 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 – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**IV. Board Education**

1. Presentation of Monitoring Report 1.1 (HS & MS) (GP4.4)

**Portage Public Schools  
Monitoring Report**

Policy Type: Ends  
Policy Title: (1.1) Global Ends

As requested by the Board during the 2016/2017 school year, the Monitoring Report on Ends Policy 1.1 continues to be divided into smaller segments so that adequate time can be spent presenting and discussing this key Ends Statement.

The report is divided into three segments and reported on as follows:

- High / Middle School Measures – November
- Elementary School Measures – December

After the two reports have been presented the Board will be asked to accept Monitoring Report 1.1.

**Certification**

I hereby present my Monitoring Report on Ends Policy 1.1 (High/Middle School) in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of.

  
\_\_\_\_\_  
Signature

10.31.24  
\_\_\_\_\_  
Date

Monitoring Report

Page -2-

Policy Type: Ends

Policy Title: Ends Policy 1.1

**Table of Contents in Monitoring Report 1.1**

1.1 Policy Language

Interpretation

Report Overview

Impacts of COVID on Data

The SAT and PSAT Assessment Suite

Narrative on High School Measures

Narrative on Middle School Measures

Monitoring Report

Page -3-

Policy Type: Ends

Policy Title: Ends Policy 1.1

### **1.1 POLICY LANGUAGE**

Students demonstrate progress toward mastery in English language arts and math with evidence of annual academic growth and proficiency.

Ends statement 1.1 was last revised by the Board on 12/14/2020. It's also noted that on 9/19/2023 the board added language to the introductory statement to capture the fact that Ends Statements are intended to be "long-range outcomes".

#### **Interpretation**

I provide definitions below to interpret the following terms in the ends policy:

***Similar Schools*** in the state is interpreted to mean a group of 10 Michigan schools (including the baseline PPS school) with similar demographics based on last school year's (2023-24 school year) MISchoolData Fall Count datafile. Schools with matching grade levels were considered (ES: grades PK/K - 5 only; MS: grades 6-8 only; HS: grades 9-12 only) and selected based on a calculated Index using the following criteria and weights:

Total Enrollment: 35%	% Economically Disadvantaged: 40%
% Special Education: 5%	% Black/African American: 5%
% Hispanic: 5%	% Asian: 5%
% White: 5%	

Total School Per Pupil Expenditures were capped at 125% of our highest school's PPE at each level. Total School Per Pupil Expenditures includes Federal, State, and Local revenues.

Schools within Kalamazoo County are defined as schools within the districts of Schoolcraft, Gull Lake, Vicksburg, Kalamazoo, Parchment, Comstock, Galesburg Augusta, and Climax-Scotts.

***Progress towards mastery in ELA and Math*** will be based on the standards and learning targets in the publicly available results from student assessments; Michigan Student Test of Educational Progress (M-STEP grades 3-8, 11), PSAT 8/9 (grade 8), and the SAT (grade 11).

***Evidence of annual Academic Proficiency*** is interpreted by a PPS school's ranking of percentage of students proficient relative to its Similar Schools.

***Evidence of Improvement of results over time*** is interpreted by a PPS school's change in the percentage of students proficient compared to its three-year average relative to Similar Schools' change over their three-year average.

## Monitoring Report

Page -4-

Policy Type: Ends

Policy Title: Ends Policy 1.1

**Evidence of annual Academic Growth** is interpreted by the percent of PPS students who have a Student Growth Percentile (SGP) in the “Average Growth” range (30th to 69th percentile) or the “Above Average Growth” range (70th to 99th percentile), as defined by MISchoolData Student Growth report.

**Favorable comparisons** for proficiency and improvement of results over time will be categorized as follows:

**Above Expectations**” means that the PPS school is ranked first, second, or third relative to its Similar Schools. **At Expectations**” means that the PPS school is ranked fourth, fifth, or sixth. **Below Expectations**” means that the PPS school is ranked below sixth relative to its Similar Schools.

For academic growth, the statistical norm for the percent of students with “Average Growth” or “Above Average Growth” is 70%. Therefore, any PPS school with at least 70% of students in these ranges is considered to be **At Expectations**”. Any PPS school with less than 70% of students in these ranges is considered to be **Below Expectations**”.

### Report Overview

Monitoring Report 1.1 is divided up into High/Middle School and Elementary School sections this year. The report has been changed so that each individual PPS school can be compared to its own Similar Schools, making the comparison more relevant for driving instructional practices.

Our curriculum alignment with State Standards is an on-going process. Curriculum Committees, whether grade-level based or subject area-based, meet throughout the year to address a wide variety of curricular issues, including alignment.

We use multiple assessments to track student mastery for reporting purposes in MR 1.1. Included below is a table of assessments included in this report.

	Topical Area of Assessment	Grade Assessed			Local, State, or National based	Similar Schools Information Available
		Elementary School	Middle School	High School		
M-STEP Math / ELA	Math / ELA	3 – 5	6 – 7		State	Yes
PSAT 8/9	Evidence based reading and writing (EBRW) / Math		8		National	Yes 8 <sup>th</sup>
SAT	EBRW / Math			11	National	Yes

### Impacts of COVID on Data

## Monitoring Report

Page -5-

Policy Type: Ends

Policy Title: Ends Policy 1.1

The biggest impact is on our data authenticity. The State of Michigan suspended statewide assessments in the 2019-2020 school year. Thus, for the 2019-2020 school year, there is no M-STEP, PSAT, or SAT data available. In the 2020-2021 school year, there was no State-level accountability for the testing data. So while we were expected to assess our students, school districts were not required to meet the “95% of students tested” target. In the spring of 2021 PPS tested 86.6% of our 11<sup>th</sup> grade students on the SAT and 66% of our 9<sup>th</sup> and 10<sup>th</sup> graders on the PSAT. There is no accurate comparable district data available on the percentage of students tested within those districts. This is due to no accountability on any state measures, thus students were not required to complete the assessments. We don’t know what students our comparable districts tested, and we don’t know if those schools made these tests mandatory. Therefore, data from 2020-21 should not be used for any comparisons.

### **The SAT and PSAT Assessment Suite**

Michigan shifted its high school benchmark assessment to the SAT in 2016. The SAT tests students’ knowledge of reading, writing and math — subjects that are taught every day in high school classrooms in Michigan.<sup>1</sup>

The SAT and the PSAT were redesigned in the 2015-2016 school year. This includes a vertically aligned longitudinal assessment system similar in nature to the ACT Aspire series. The College Board has partnered with the Khan Academy to connect PSAT results to individualized learning plans for all students.

In 2016, the SAT replaced the 11<sup>th</sup> grade Mathematics and English Language Arts components of the M-STEP. This reduced testing time for high school juniors. The 2016 testing year established our baseline data on the SAT.

The PSAT 8/9 (9<sup>th</sup> grade) and PSAT10 (10<sup>th</sup> grade) were first given in 2016. However, MDE does not report these results in MISchoolData which means Similar Schools data is unavailable. PPS does use these results internally at the high school level.

In 2019, the PSAT 8/9 replaced the 8<sup>th</sup> grade Mathematics and English Language Arts components of the M-STEP.

In the 2023-24 school year, the College Board Suite of Assessments moved from paper/pencil to a digital platform. All assessments are now taken online. Also, the Evidence Based Reading & Writing (EBRW) section became the Reading & Writing (RW) section.

The SAT continues to be used for MME Mathematics and ELA components in 11<sup>th</sup> grade.

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<sup>1</sup> College Board website and MDE website and publications.

## Monitoring Report

Page -6-

Policy Type: Ends

Policy Title: Ends Policy 1.1

ACT continues to provide its WorkKeys assessment for all 11<sup>th</sup> grade students, and this assessment is still a part of the Michigan Merit Exam<sup>2</sup>, as a part of a legislative requirement.

As is customary, Alternative High Schools data are not included for PPS nor for our Similar Schools. However, data is used by Community High School staff to improve student learning and their academic community.

### **Narrative on High School Measures**

#### **Percent Proficient**

Both CHS and NHS were “Above Expectations” in RW compared to their individual Similar Schools. CHS ranked 1st with 80.2% proficiency. NHS ranked 2nd with 70.2% proficiency. In Math, both schools ranked 4th which is “At Expectations”. CHS had 50.3% proficiency, and NHS had 36.4% proficiency (Figure 1). A complete list of Similar Schools’ rankings and proficiencies is shown in Figure 2. (Note: Hold Harmless<sup>3</sup> schools are highlighted in orange.)

Amongst 11 KRESA schools, CHS is ranked 1st in both RW and Math. NHS is ranked 3rd in RW and 5th in Math (Figure 3).

#### **Percent Proficient Improvement**

CHS ranked 2nd in both RW and Math, which is “Above Expectations”. NHS ranked 8th in both subjects, which is “Below Expectations”. CHS showed an increase of 4.5% for their 2024 RW proficiency over their previous 3-year average, and a decrease of 1.7% in Math. NHS had a decrease of 3.8 % in RW and a decrease of 11.1% in Math (Figure 4). A complete list of Similar Schools’ rankings and proficiency improvements is shown in Figure 5. (Note: Hold Harmless schools are highlighted in orange.)

Amongst 11 KRESA schools, CHS is ranked 3rd in both RW and Math. NHS is ranked 7th in RW and 9th in Math (Figure 6).

#### **Student Growth Percentile**

Both CHS and NHS are “At Expectations” in both EBRW/RW and Math, as shown in Figure 7. CHS has 75% of students in EBRW/RW and 76% of students in Math with Average or Above Average growth. NHS has 77% of students in EBRW/RW and 79% of students in Math with Average or Above Average growth.

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<sup>2</sup> MDE website and publications.

<sup>3</sup> Hold Harmless districts are those that are allowed to levy additional mills to make up for the difference between the state’s maximum foundation allowance and the district’s combined state and local revenue per pupil.

## Monitoring Report

Page -7-

Policy Type: Ends

Policy Title: Ends Policy 1.1

A complete list of Similar Schools and their demographics is shown in Figure 8. Total Per Pupil Expenditures for Similar Schools is shown in Figure 9.

### **Narrative on Middle School Measures**

#### **Percent Proficient**

In RW, WMS was “At Expectations” and both CMS and NMS were “Below Expectations” compared to their individual Similar Schools. CMS ranked 7th with 82.1% proficiency. NMS ranked 9th with 63.9% proficiency. WMS ranked 5th with 85.0% proficiency. In Math, WMS was “Above Expectations”, CMS was “At Expectations”, and NMS was “Below Expectations”. CMS ranked 5th with 54.2% proficiency. NMS ranked 8th with 34.2% proficiency. WMS ranked 3rd with 61.0% proficiency. (Figure 10). A complete list of Similar Schools’ rankings and proficiencies is shown in Figure 11. (Note: Hold Harmless schools are highlighted in orange.)

Amongst 14 KRESA schools, WMS is ranked 1st in both RW and Math, and CMS is ranked 2nd in both subjects. NMS is ranked 7th in RW and 5th in Math (Figure 12).

#### **Percent Proficient Improvement**

In RW, all three PPS schools were “Below Expectations” compared to their individual Similar Schools. CMS ranked 7th with an increase of 0.7% over their previous 3-year average proficiency. NMS ranked 10th with a decrease of 8.2%. WMS ranked 9th with a decrease of 0.3%. In Math, CMS and WMS were “At Expectations” and NMS was “Below Expectations”. CMS ranked 4th with a decrease of 3.7% over their previous 3-year average proficiency. NMS ranked 10th with a decrease of 14.4%. WMS ranked 5th with a decrease of 5.4% (Figure 13). A complete list of Similar Schools’ rankings and proficiency improvements is shown in Figure 14. (Note: Hold Harmless schools are highlighted in orange.)

In RW amongst 14 KRESA schools, CMS is ranked 8th, NMS is ranked 13th, and WMS is ranked 9th. In Math, CMS is ranked 2nd, NMS is ranked 11th, and WMS is ranked 4th (Figure 15).

#### **Student Growth Percentile**

All middle schools are “At Expectations” in EBRW/RW. In Math, CMS and WMS are “At Expectations” and NMS is “Below Expectations (Figure 16). In EBRW/RW: CMS has 74%, NMS has 71%, and WMS has 76% of students with Average or Above Average growth. In Math: CMS has 71%, NMS has 64%, and WMS has 76% of students with Average or Above Average growth.

A complete list of Similar Schools and their demographics is shown in Figure 17. Total Per Pupil Expenditures for Similar Schools is shown in Figure 18.

Monitoring Report

Page -8-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 SAT

Percent Proficient / Rank among 10 Similar Schools

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

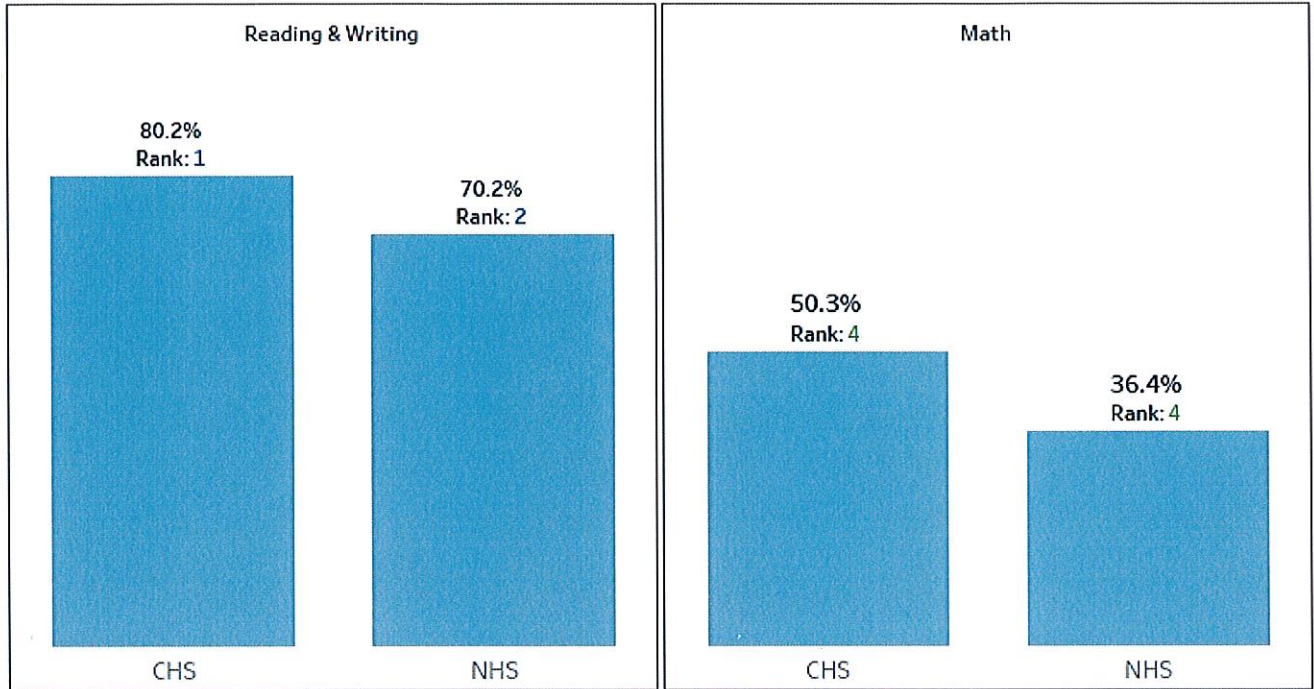


Figure 1

# Monitoring Report

Page -9-

Policy Type: Ends

Policy Title: Ends Policy 1.1

## 2024 SAT Reading & Writing

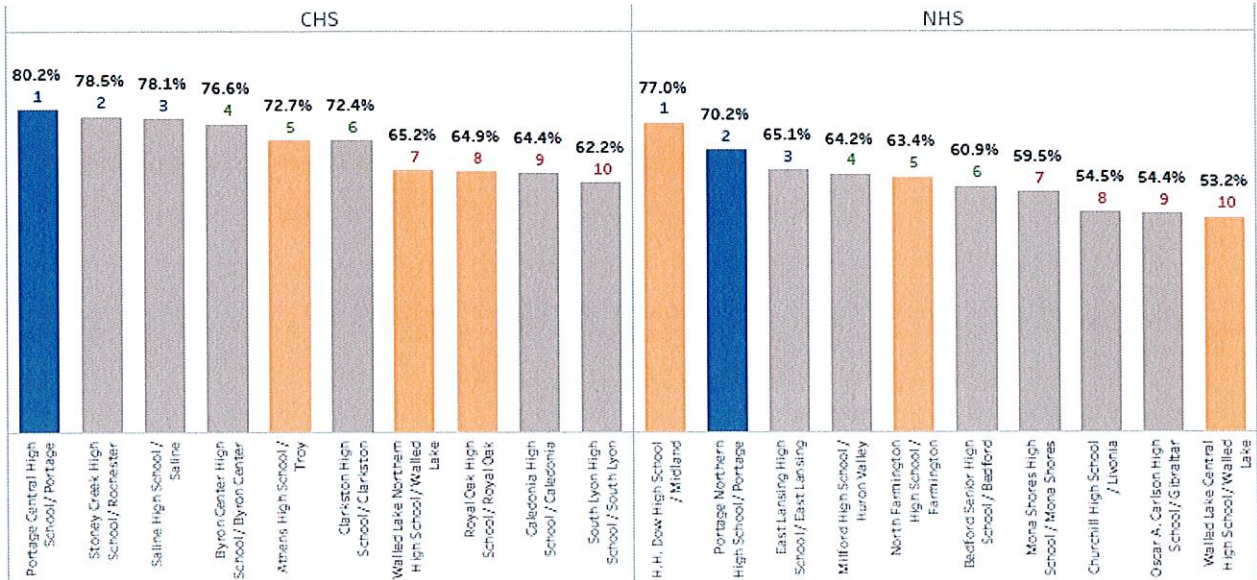
Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless



## 2024 SAT Math

Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless

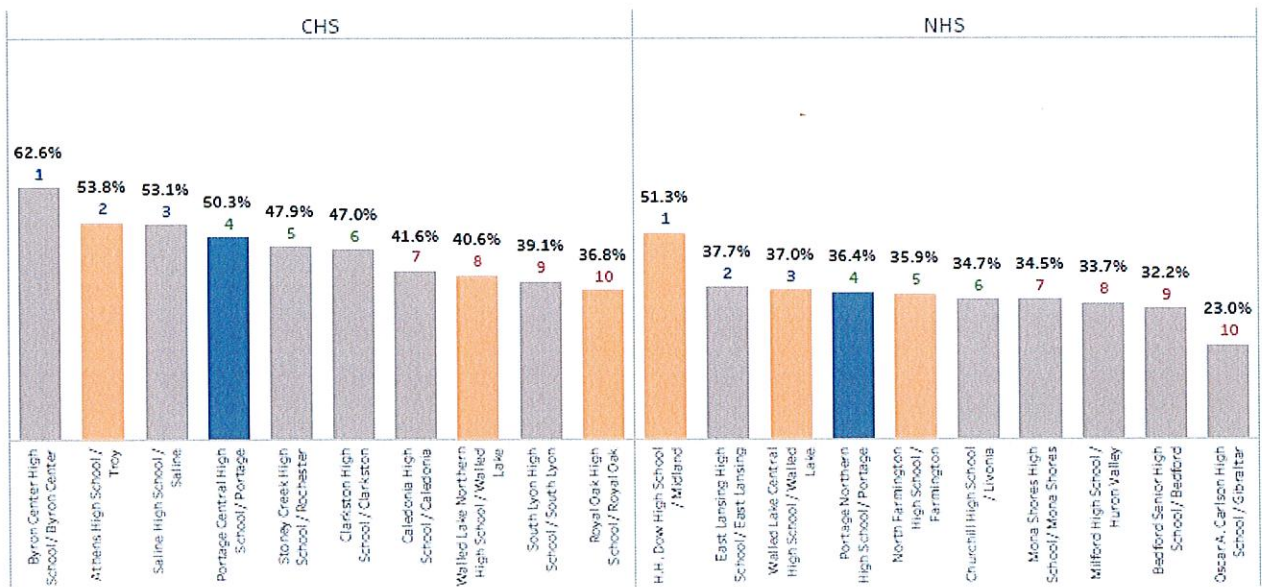


Figure 2

# Monitoring Report

Page -10-

Policy Type: Ends

Policy Title: Ends Policy 1.1

## 2024 SAT

Percent Proficient / Rank among KRESA Schools

11th Grade - All Students

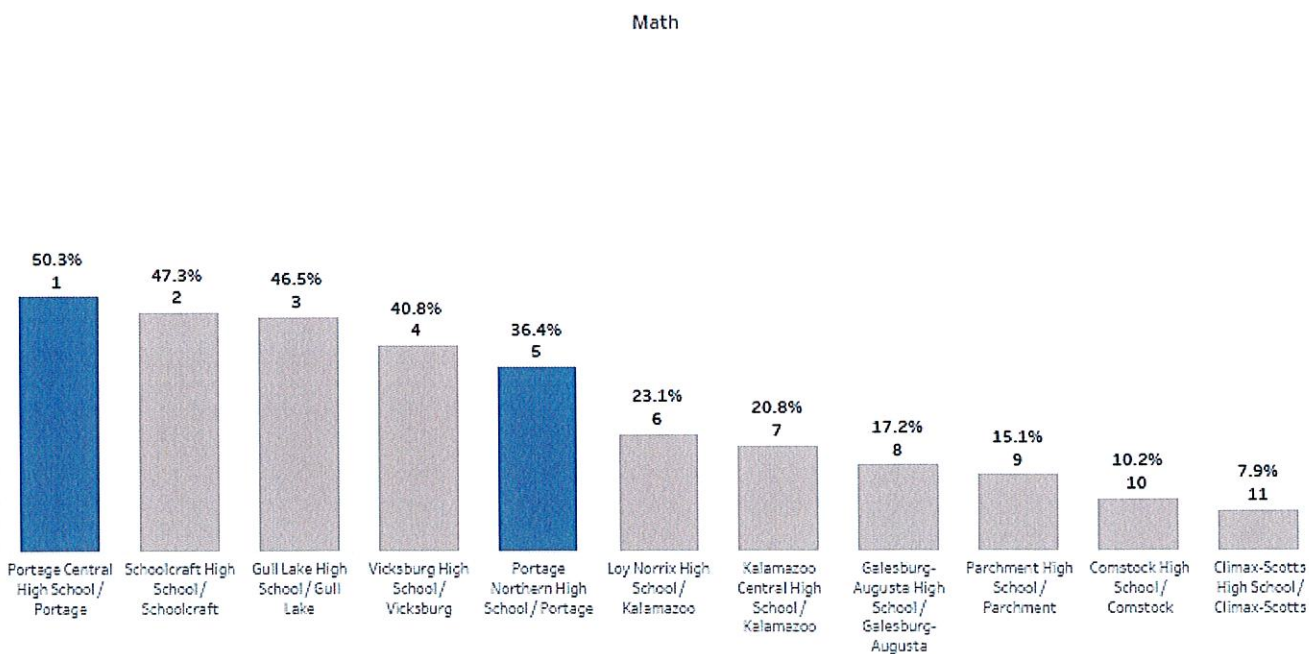
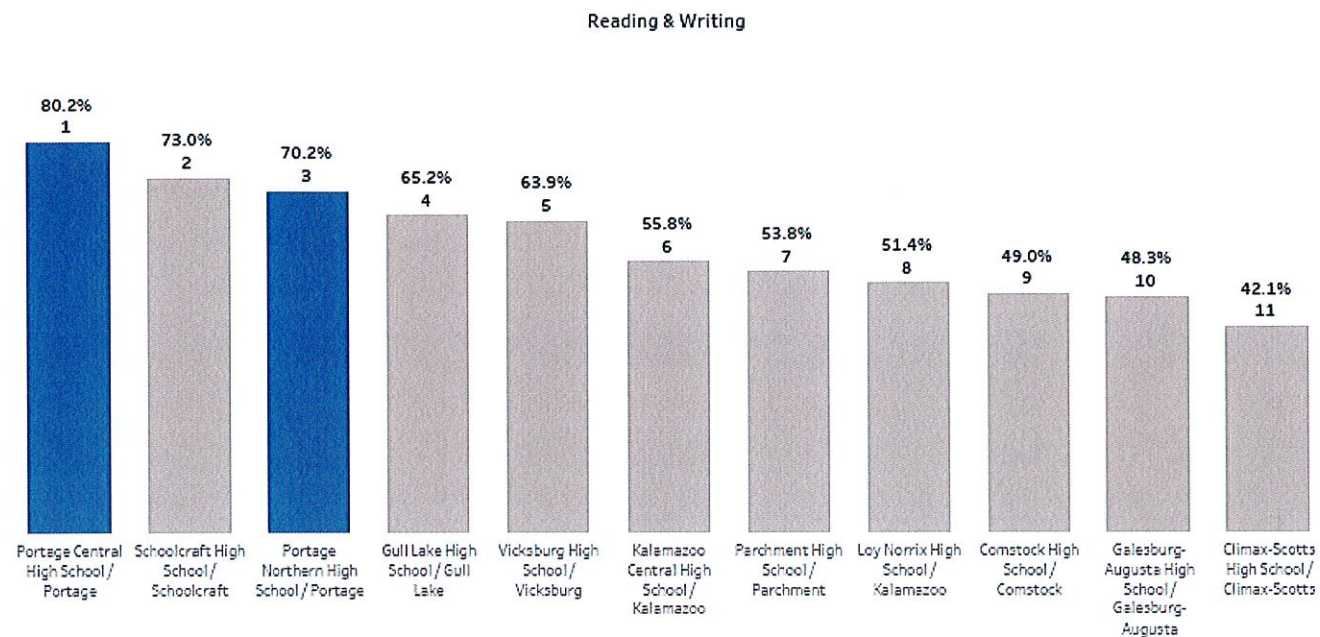


Figure 3

Monitoring Report

Page -11-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 SAT

Percent Proficient Improvement / Rank among 10 Similar Schools

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

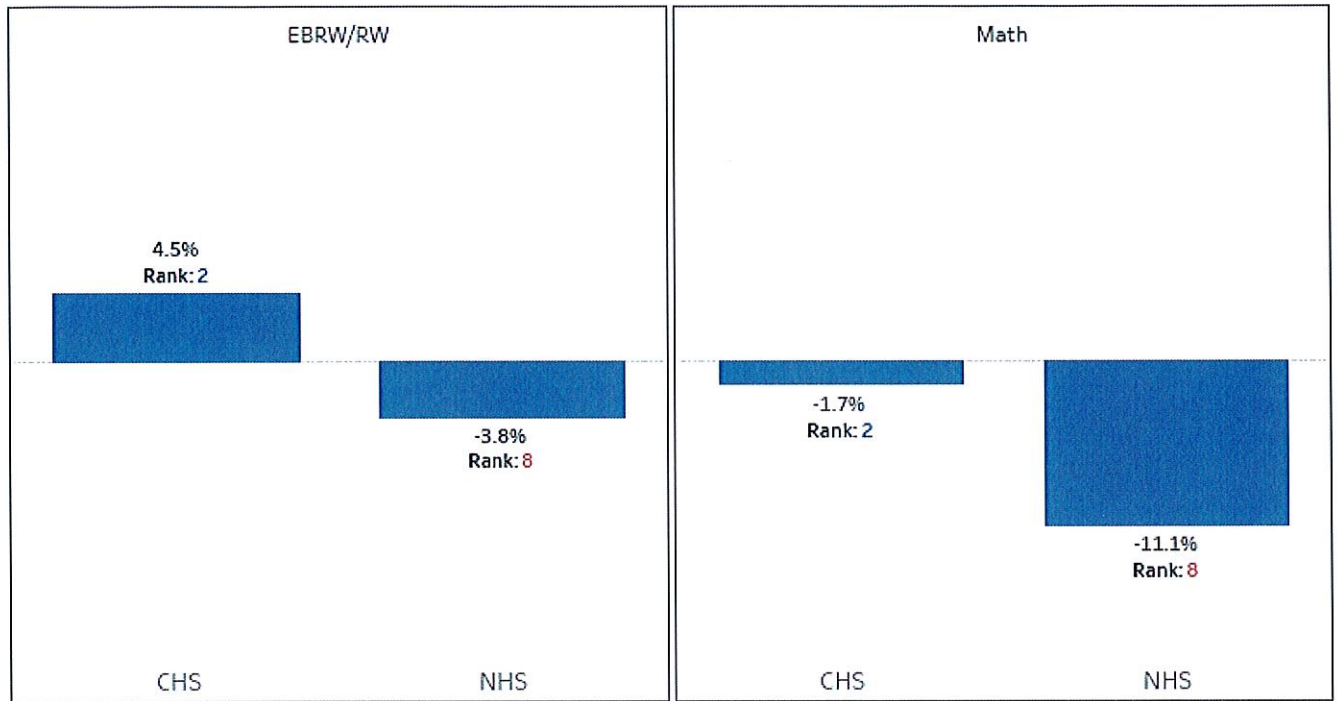


Figure 4

Monitoring Report

Page -12-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 SAT EBRW/RW

Percent Proficient Improvement / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless



2024 SAT Math

Percent Proficient Improvement / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

11th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

School color coding: PPS Hold Harmless

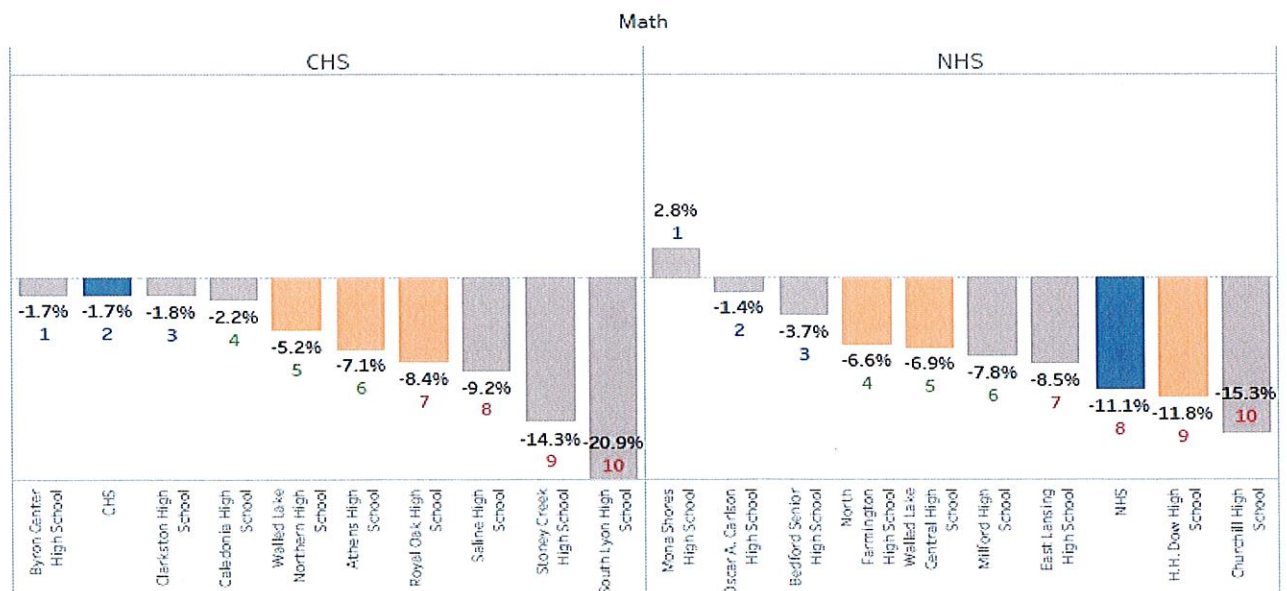


Figure 5

Monitoring Report

Page -13-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 SAT

Percent Proficient Improvement / Rank among KRESA Schools  
11th Grade All Students

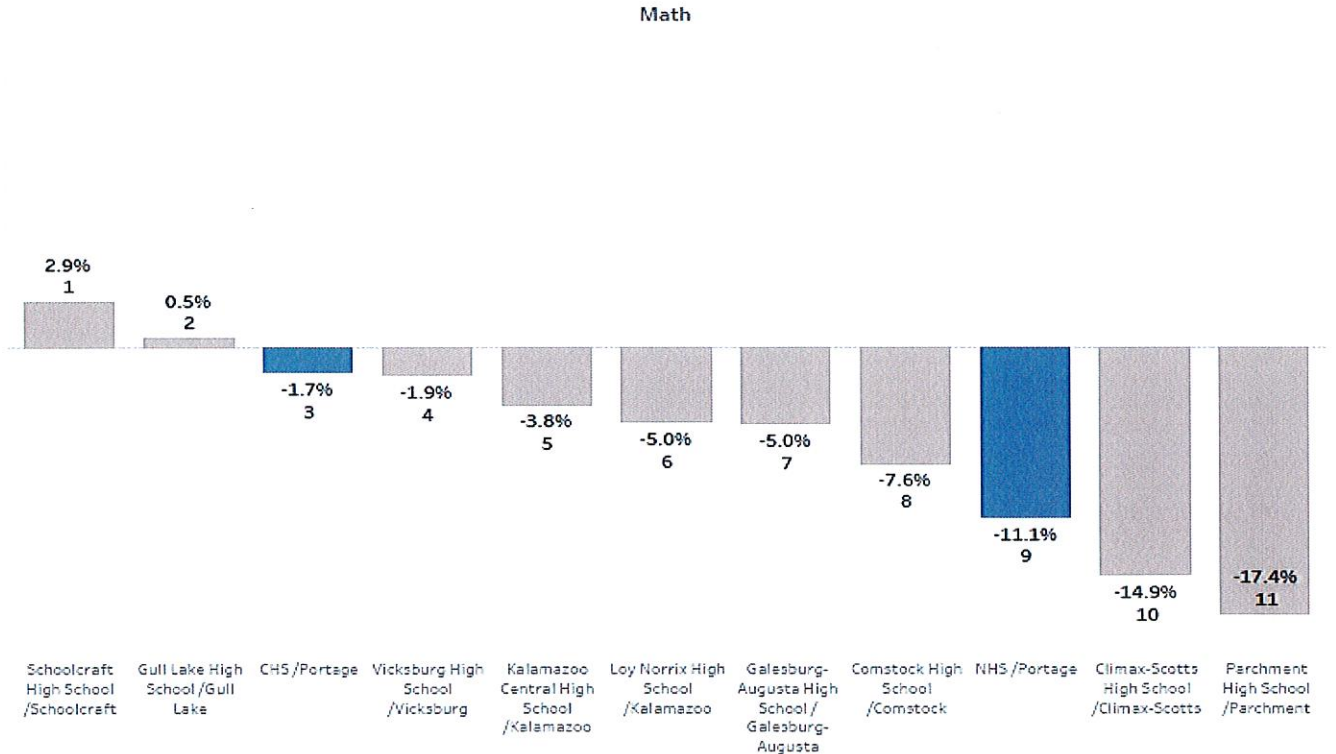
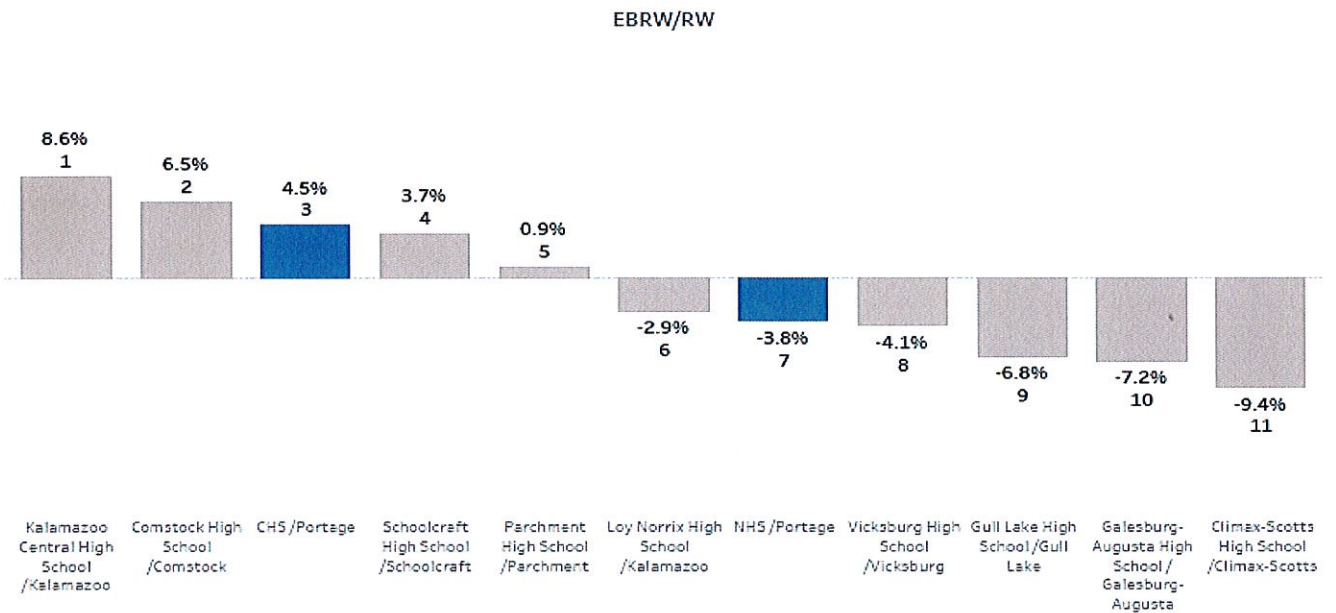


Figure 6

Monitoring Report

Page -14-

Policy Type: Ends

Policy Title: Ends Policy 1.1

**2024 SAT**

Percent Students with Average or Above Average Growth (Student Growth Percentile >= 30)

11th Grade - All Students

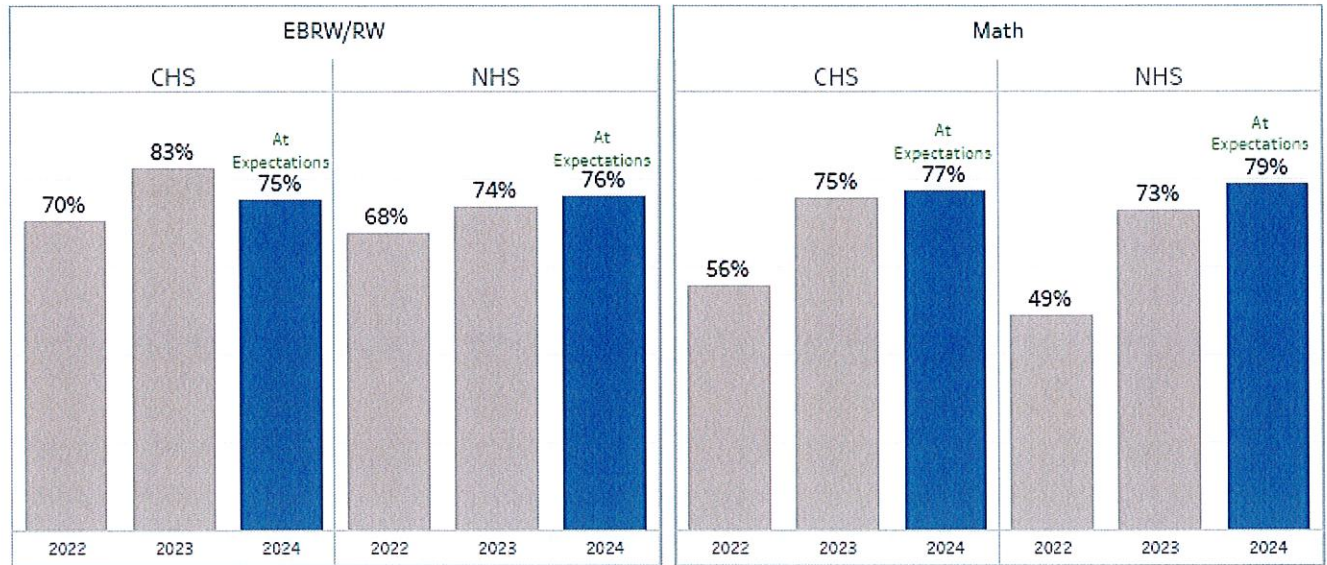


Figure 7

**High School Similar Schools based on 2024 Demographics**

Weighting: Total Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

Total PPE capped at \$19K

Hold Harmless schools in light orange

Building Name	District Name	Index	% ED	% Blk	% Hisp	% Asian	% White	% SE	# Students	Total PPE
<b>CHS</b>	Portage Public Schools	0.0000	15%	3%	6%	8%	75%	6%	1385	13347
Caledonia High School	Caledonia Community Schools	0.0332	18%	2%	7%	3%	82%	10%	1427	14282
Stoney Creek High School	Rochester Community School District	0.0424	12%	2%	7%	8%	79%	7%	1495	13821
Byron Center High School	Byron Center Public Schools	0.0443	23%	1%	9%	4%	80%	6%	1363	14568
Walled Lake Northern High School	Walled Lake Consolidated Schools	0.0498	19%	3%	5%	1%	87%	14%	1457	13964
Saline High School	Saline Area Schools	0.0546	14%	2%	4%	5%	84%	13%	1562	15897
Athens High School	Troy School District	0.0556	18%	6%	5%	22%	64%	8%	1488	15116
Royal Oak High School	Royal Oak Schools	0.0566	23%	10%	6%	2%	75%	12%	1338	16698
Clarkston High School	Clarkston Community School District	0.0610	17%	2%	6%	2%	87%	11%	1560	14462
South Lyon High School	South Lyon Community Schools	0.0620	18%	2%	5%	3%	89%	14%	1257	14159
<b>NHS</b>	Portage Public Schools	0.0000	30%	9%	9%	6%	65%	11%	1218	13693
Churchill High School	Livonia Public Schools School District	0.0258	33%	15%	6%	6%	69%	11%	1247	16765
North Farmington High School	Farmington Public School District	0.0319	29%	31%	4%	11%	48%	13%	1229	16892
Bedford Senior High School	Bedford Public Schools	0.0356	29%	1%	7%	1%	88%	11%	1256	14103
East Lansing High School	East Lansing School District	0.0390	35%	19%	10%	5%	56%	9%	1241	13251
Milford High School	Huron Valley Schools	0.0450	28%	1%	5%	1%	89%	17%	1260	14840
Oscar A. Carlson High School	Gibraltar School District	0.0527	32%	8%	7%	2%	79%	12%	1104	11870
Mona Shores High School	Mona Shores Public School District	0.0543	41%	13%	9%	2%	70%	9%	1232	14874
Walled Lake Central High School	Walled Lake Consolidated Schools	0.0556	36%	11%	6%	5%	74%	15%	1138	15910
H.H. Dow High School	Midland Public Schools	0.0560	23%	2%	5%	7%	82%	10%	1265	13563

Figure 8

# Monitoring Report

Page -15-

Policy Type: Ends

Policy Title: Ends Policy 1.1

## Total Per Pupil Expenditures

color coding: PPS Hold Harmless

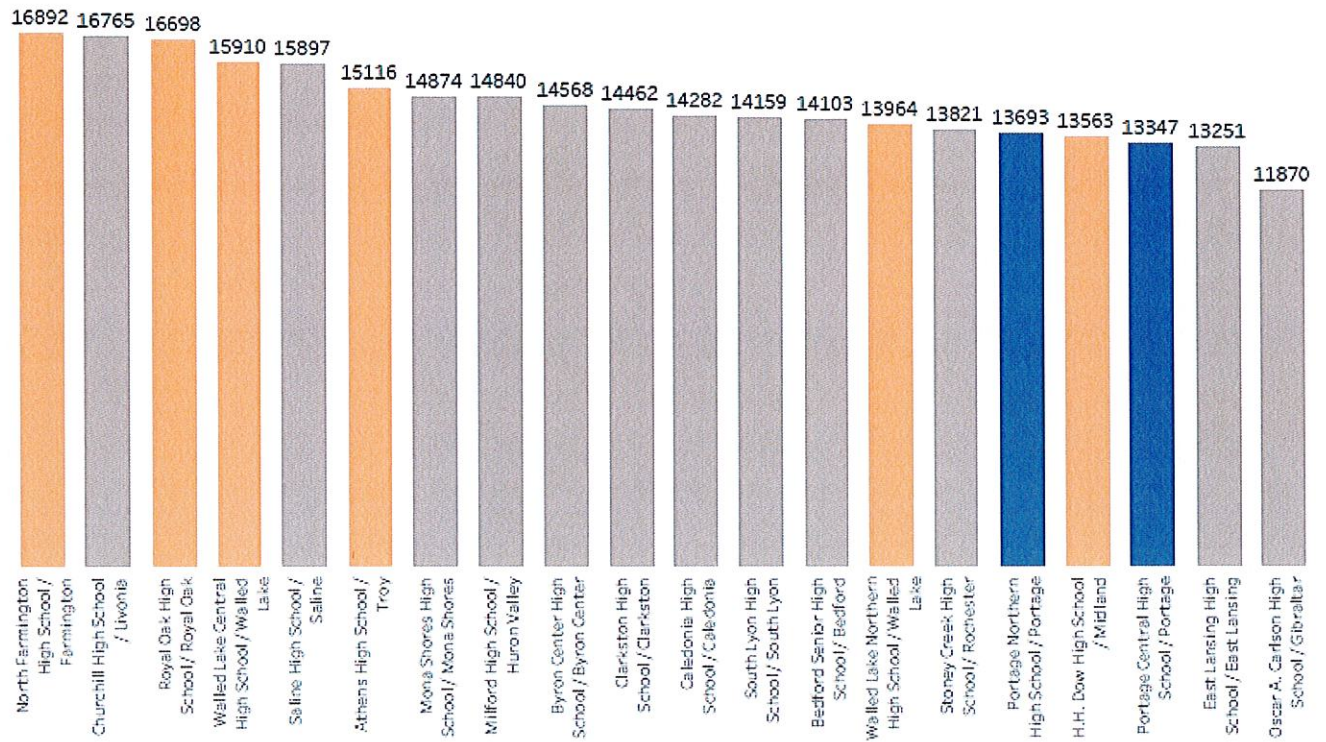


Figure 9

Monitoring Report

Page -16-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 PSAT8

Percent Proficient / Rank among 10 Similar Schools

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

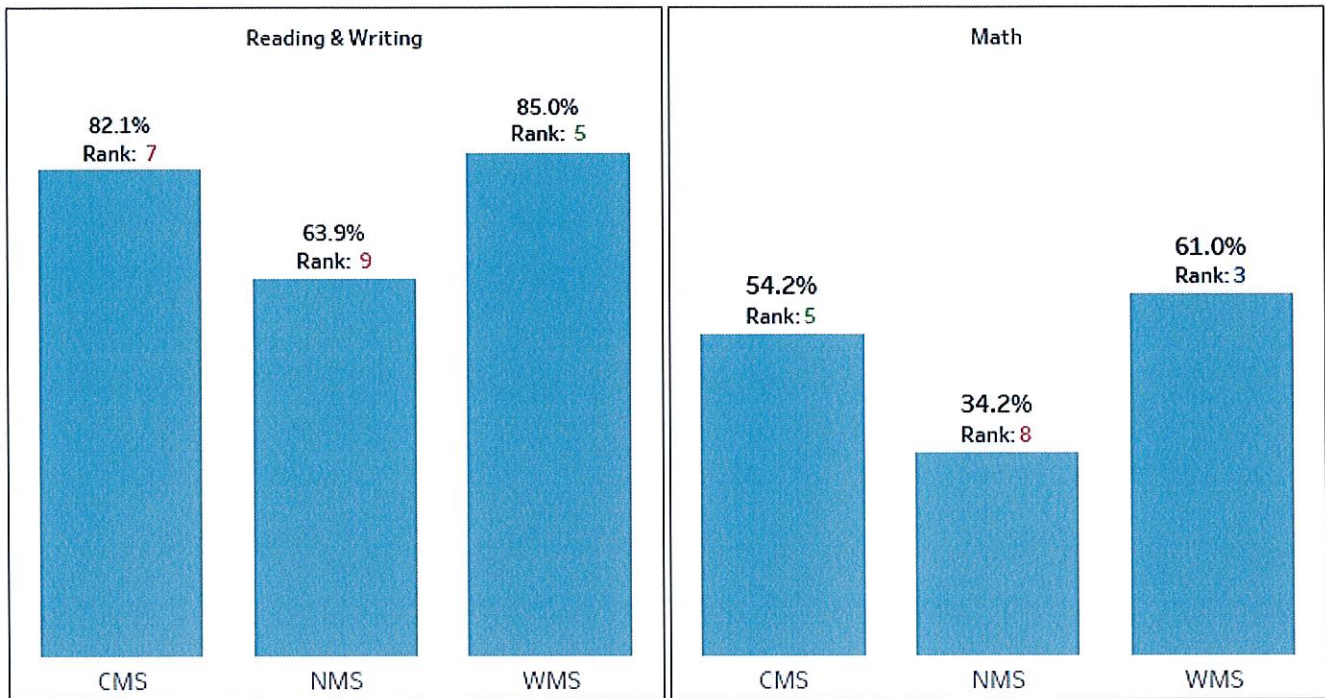


Figure 10

# Monitoring Report

Page -17-

Policy Type: Ends

Policy Title: Ends Policy 1.1

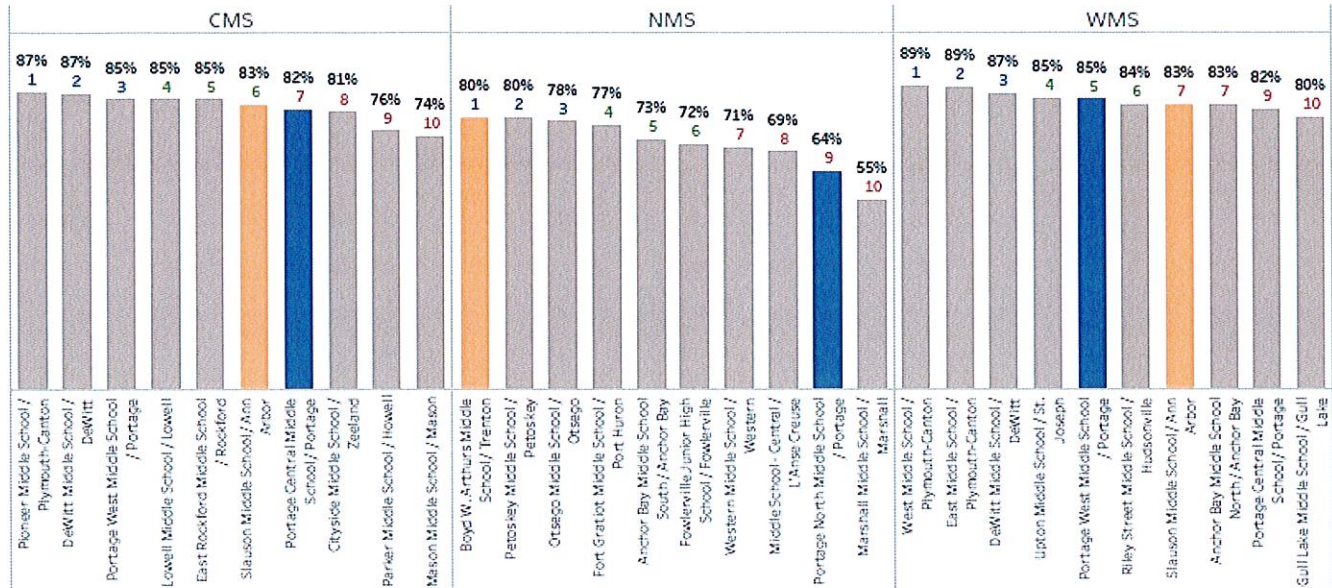
## 2024 PSAT8 Reading & Writing

Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless



## 2024 PSAT8 Math

Percent Proficient / Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless

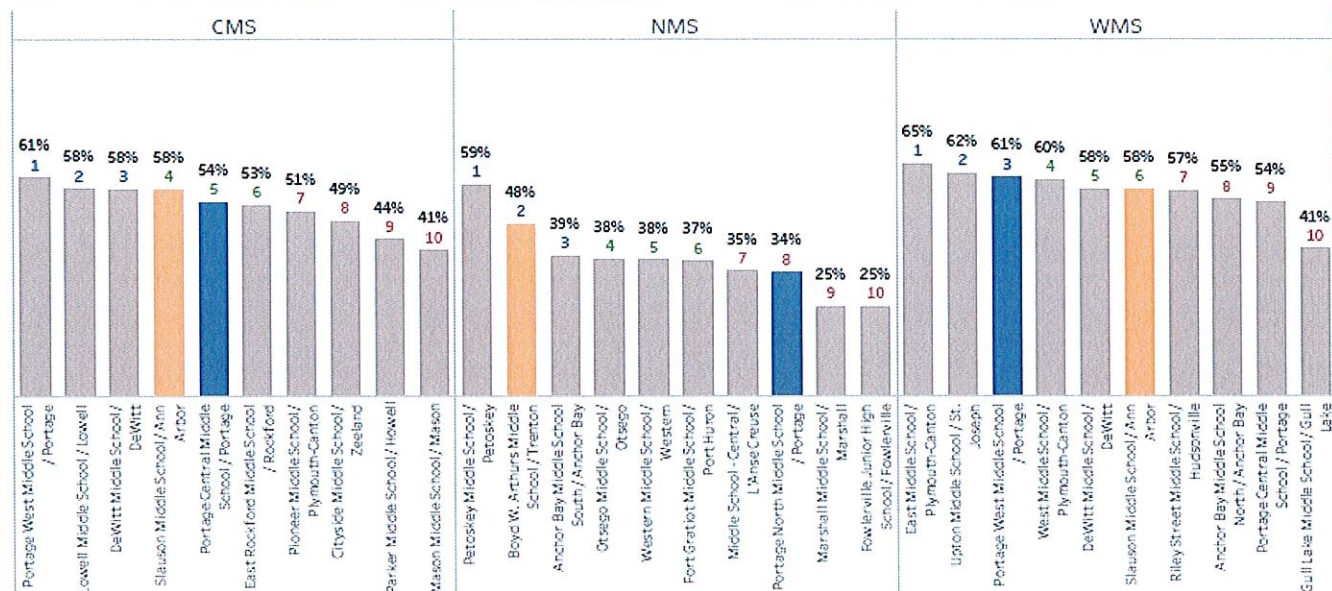


Figure 11

Monitoring Report

Page -18-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 PSAT8

Percent Proficient / Rank among KRESA Schools

8th Grade - All Students

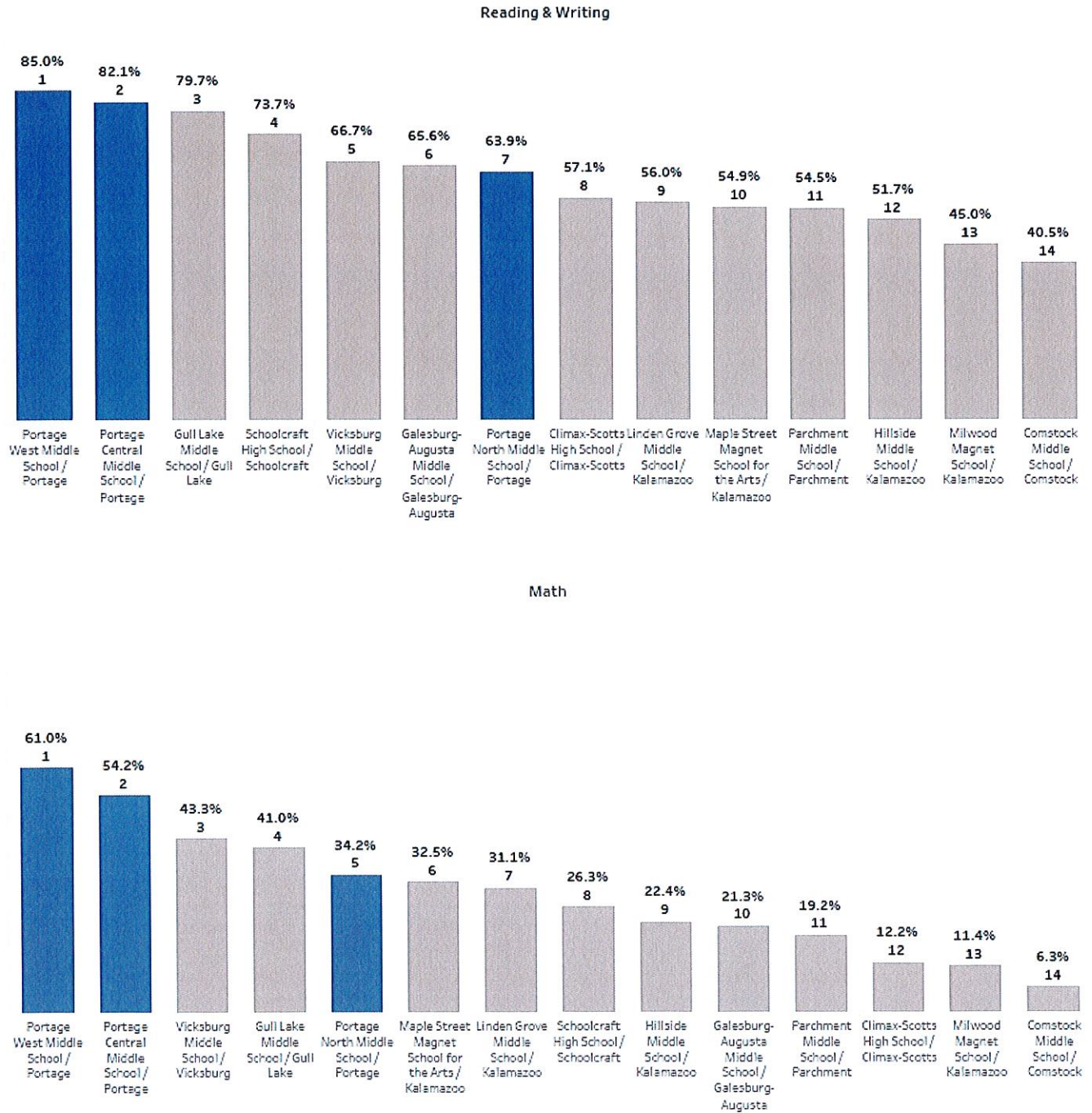


Figure 12

Monitoring Report

Page -19-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 PSAT8

Percent Proficient Improvement/ Rank among 10 Similar Schools

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations

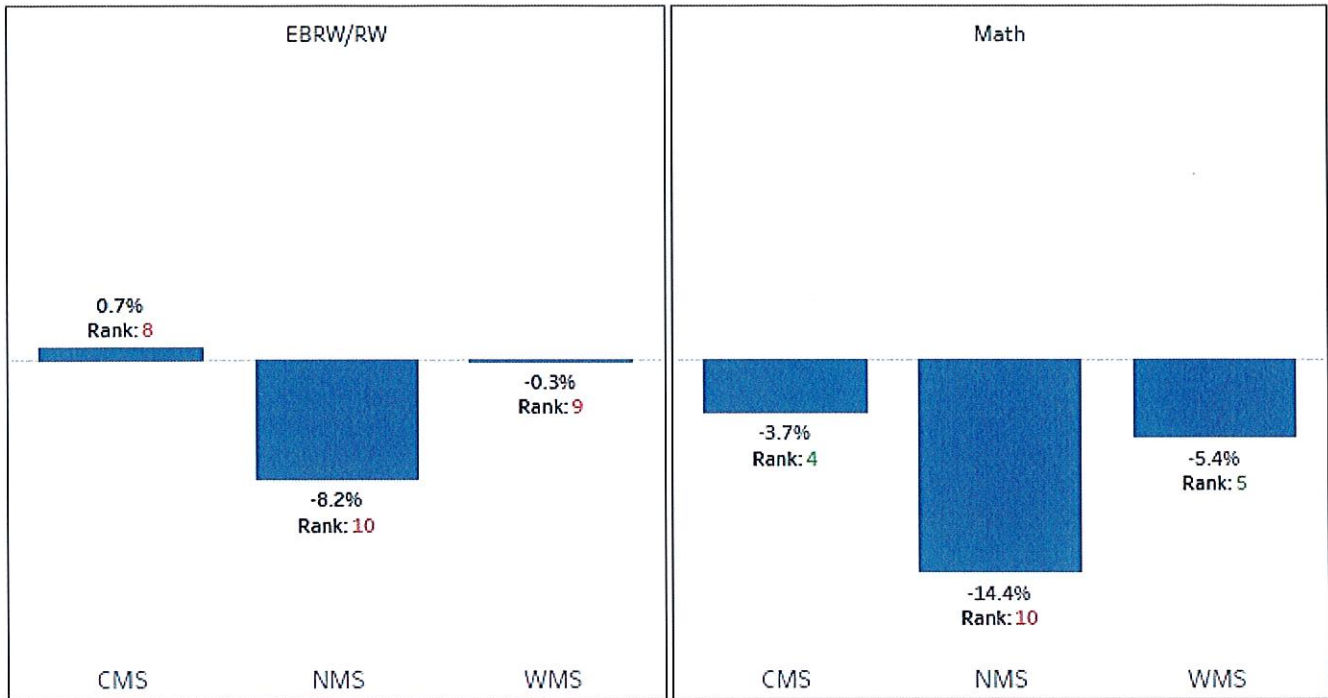


Figure 13

# Monitoring Report

Page -20-

Policy Type: Ends

Policy Title: Ends Policy 1.1

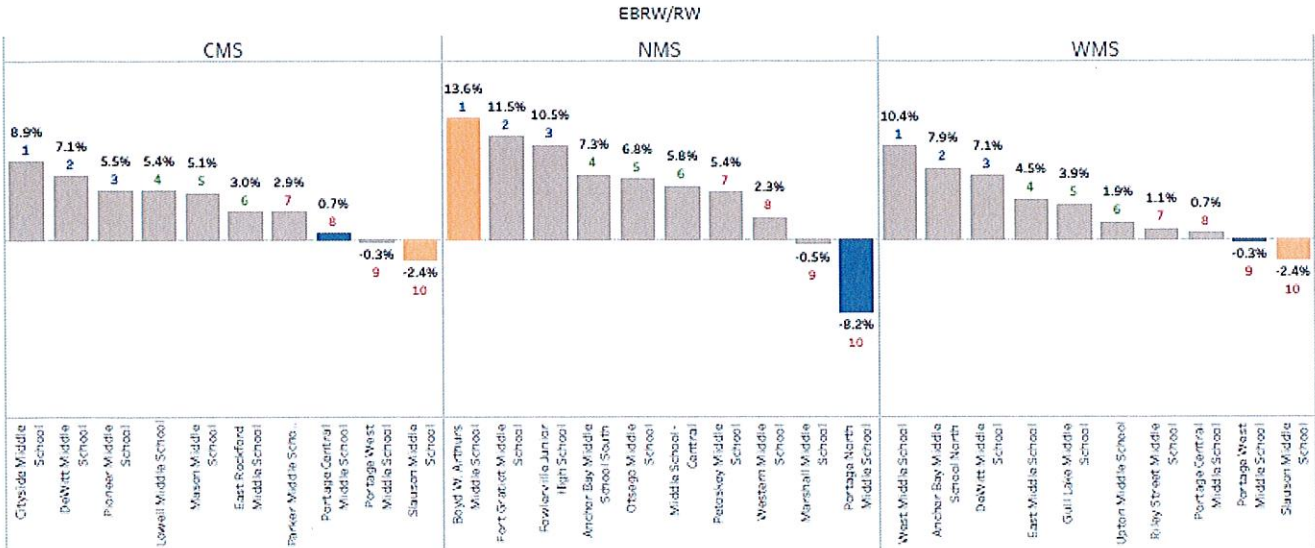
## 2024 PSAT8 EBRW/RW

Percent Proficient Improvement/ Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless



## 2024 PSAT8 Math

Percent Proficient Improvement/ Rank among 10 Similar Schools

Similar Schools Factors (Weighting): Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

8th Grade - All Students

Rank color coding: Above Expectations At Expectations Below Expectations School color coding: PPS Hold Harmless

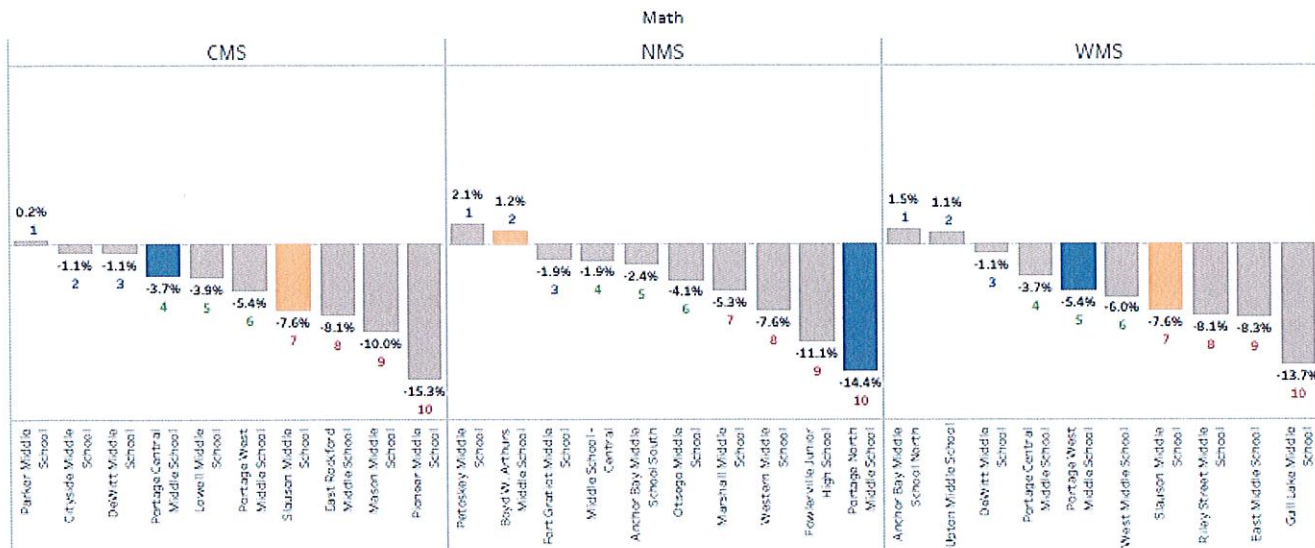


Figure 14

Monitoring Report

Page -21-

Policy Type: Ends

Policy Title: Ends Policy 1.1

2024 PSAT8

Percent Proficient Improvement / Rank among KRESA Schools  
8th Grade All Students

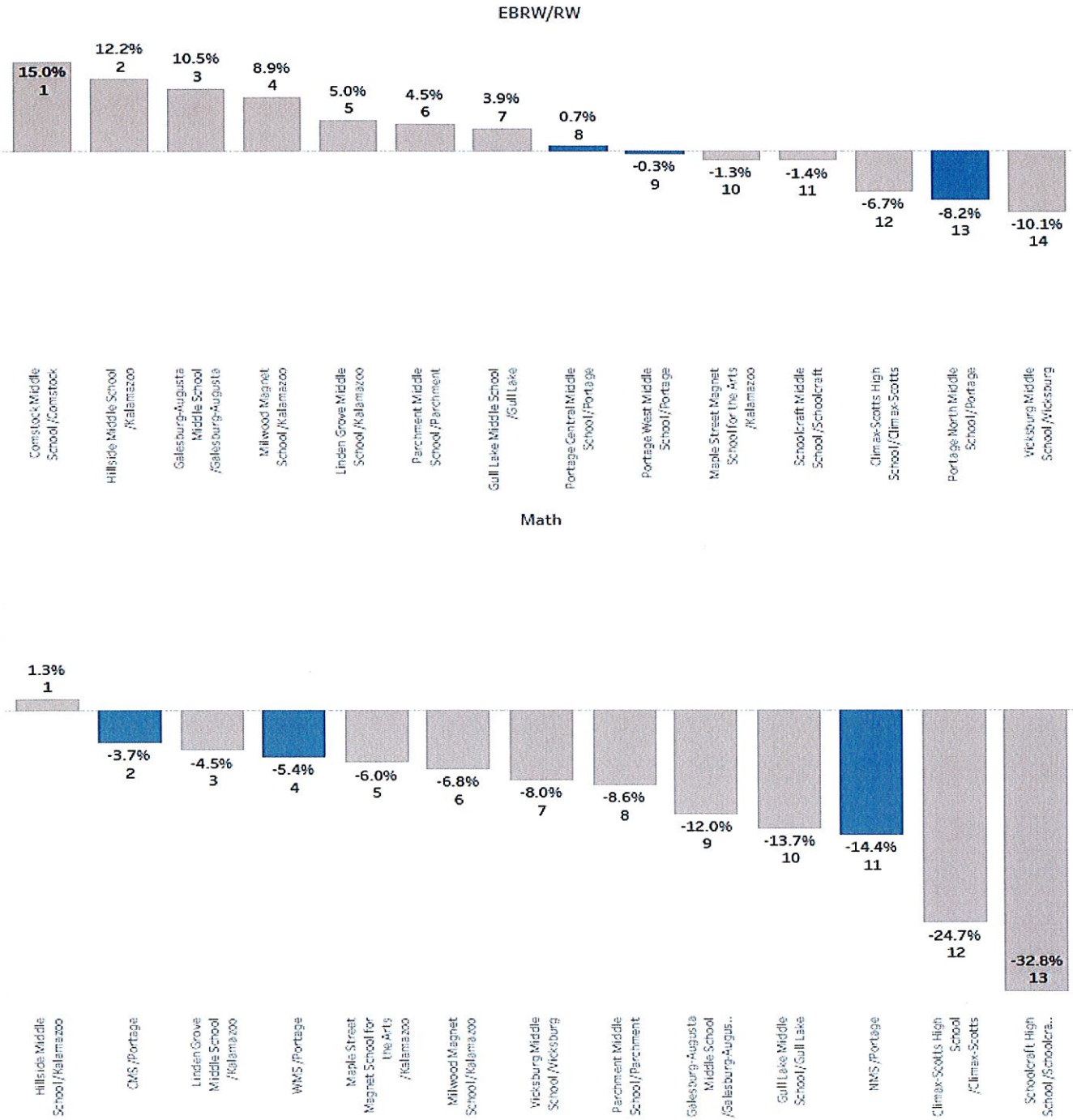


Figure 15

### 2024 PSAT8

Percent Students with Average or Above Average Growth (Student Growth Percentile  $\geq$  30)

8th Grade - All Students

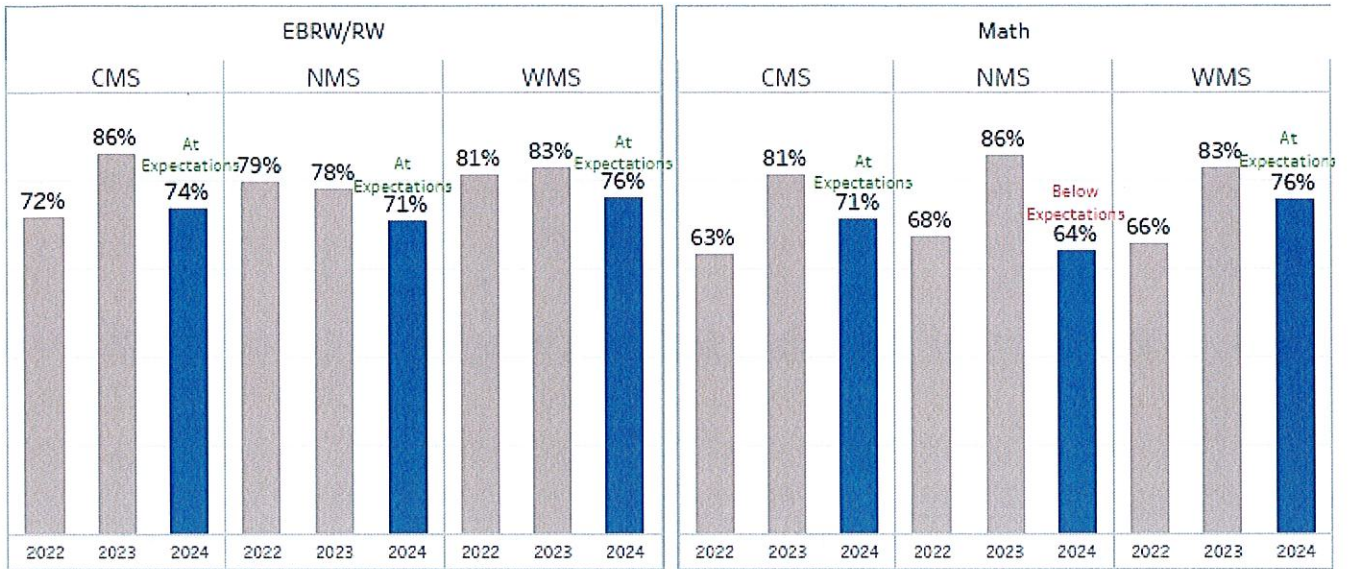


Figure 16

Monitoring Report

Page -23-

Policy Type: Ends

Policy Title: Ends Policy 1.1

**Middle School Similar Schools based on 2024 Demographics**

Weighting: Total Enrollment (35%), % ED (40%), % Afr Am (5%), % Asian (5%), % Hispanic (5%), % White (5%), % SE (5%)

Total PPE capped at \$19K

Hold Harmless schools in light orange

Building Name	District Name	Index	% ED	% Blk	% Hisp	% Asian	% White	% SE	# Students	Total PPE
<b>CMS</b>	Portage Public Schools	0.0000	23%	3%	6%	5%	77%	9%	750	12465
Cityside Middle School	Zeeland Public Schools	0.0186	23%	2%	17%	2%	74%	8%	767	14619
Slauson Middle School	Ann Arbor Public Schools	0.0301	22%	9%	12%	13%	56%	11%	743	15318
Mason Middle School	Mason Public Schools (Ingham)	0.0310	29%	1%	9%	2%	83%	11%	752	13535
DeWitt Middle School	DeWitt Public Schools	0.0328	18%	2%	8%	1%	84%	9%	736	12258
Lowell Middle School	Lowell Area Schools	0.0401	28%	1%	5%	1%	91%	9%	775	14095
Parker Middle School	Howell Public Schools	0.0432	30%	1%	6%	1%	88%	18%	751	13699
Pioneer Middle School	Plymouth-Canton Community Schools	0.0457	18%	9%	6%	13%	67%	9%	778	14019
Portage West Middle School	Portage Public Schools	0.0477	21%	7%	7%	10%	65%	6%	694	12779
East Rockford Middle School	Rockford Public Schools	0.0503	16%	1%	6%	1%	85%	8%	785	14041
<b>NMS</b>	Portage Public Schools	0.0000	40%	11%	8%	5%	63%	12%	547	14377
Fort Gratiot Middle School	Port Huron Area School District	0.0370	43%	1%	4%	1%	89%	8%	550	12862
Otsego Middle School	Otsego Public Schools	0.0381	41%	1%	6%	1%	87%	13%	524	15717
Boyd W. Arthurs Middle School	Trenton Public Schools	0.0393	36%	2%	10%	1%	84%	15%	553	16492
Middle School - Central	L'Anse Creuse Public Schools	0.0415	46%	14%	5%	1%	71%	21%	552	14715
Fowlerville Junior High School	Fowlerville Community Schools	0.0441	42%	1%	4%	0%	93%	16%	564	14614
Petoskey Middle School	Public Schools of Petoskey	0.0448	42%	0%	3%	0%	86%	11%	571	13773
Marshall Middle School	Marshall Public Schools	0.0460	48%	10%	9%	1%	71%	19%	542	14863
Anchor Bay Middle School South	Anchor Bay School District	0.0488	43%	4%	4%	1%	83%	18%	518	15109
Western Middle School	Western School District	0.0505	40%	2%	5%	0%	86%	13%	595	13725
<b>WMS</b>	Portage Public Schools	0.0000	21%	7%	7%	10%	65%	6%	694	12779
West Middle School	Plymouth-Canton Community Schools	0.0376	16%	5%	6%	4%	80%	9%	689	14852
Anchor Bay Middle School North	Anchor Bay School District	0.0377	19%	2%	1%	0%	93%	8%	684	13786
East Middle School	Plymouth-Canton Community Schools	0.0392	19%	8%	3%	34%	51%	5%	678	14355
Slauson Middle School	Ann Arbor Public Schools	0.0398	22%	9%	12%	13%	56%	11%	743	15318
Upton Middle School	St. Joseph Public Schools	0.0451	26%	9%	6%	5%	73%	8%	663	13432
Portage Central Middle School	Portage Public Schools	0.0477	23%	3%	6%	5%	77%	9%	750	12465
DeWitt Middle School	DeWitt Public Schools	0.0504	18%	2%	8%	1%	84%	9%	736	12258
Riley Street Middle School	Hudsonville Public School District	0.0541	29%	2%	8%	3%	84%	13%	687	12627
Gull Lake Middle School	Gull Lake Community Schools	0.0567	29%	3%	5%	1%	84%	11%	682	11864

Figure 17

Monitoring Report

Page -24-

Policy Type: Ends

Policy Title: Ends Policy 1.1

Total Per Pupil Expenditures

color coding: PPS Hold Harmless

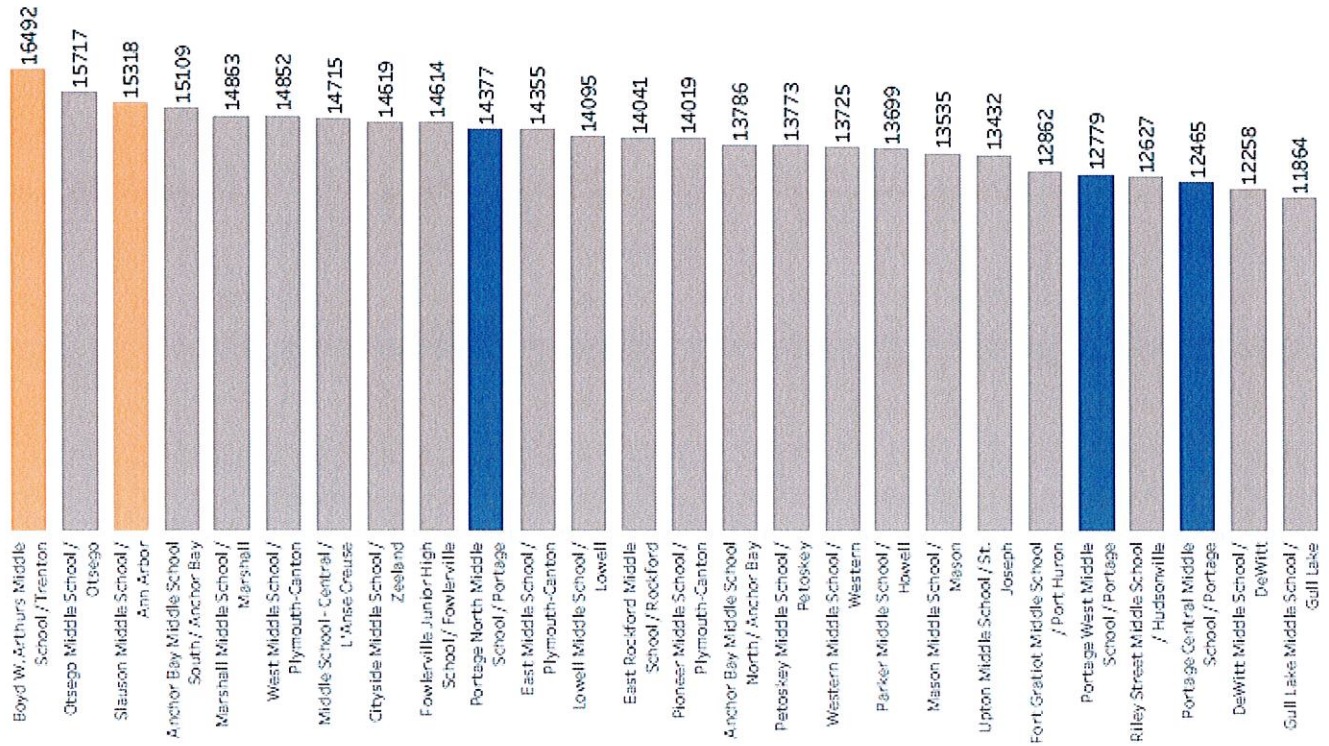


Figure 18

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

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

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
  
  
  
  
  
  
  
  
  
  
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. October 14, 2024 Policy Governance Retreat & Regular Business Meeting

2. 2026 NHS Trip to Costa Rica

**That the Board of Education approve the 2026 Portage Northern High trip to Costa Rica, as presented.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**POLICY GOVERNANCE RETREAT &  
REGULAR BUSINESS MEETING  
OCTOBER 14, 2024**

**POLICY GOVERNANCE RETREAT**

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, October 14, 2024, was called to order at 4:05 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, Bo Snyder, Terri Novaria, Randy Van Antwerp

Board Trustees Absent: Ean Hamilton

Executive Leadership Present: Mark Bielang, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction and Assessment

Others Present: Gary Goscenski of Perspectives Consulting

**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.

**DISCUSSION ITEMS**

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the agenda on the topics of Ends statement review (1.1 update, other ends topics, monitoring schedule); superintendent evaluation instrument; and procedure for handling consent agenda items.

The Policy Governance Retreat adjourned at 6:17 p.m.

## **REGULAR BUSINESS MEETING**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, October 14, 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, Keith Crowell, Kimberly Larson, Bo Snyder, Terri Novaria, Randy Van Antwerp

Board Trustees Absent: Ean Hamilton

## **REVISIONS/APPROVAL OF AGENDA**

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

**The motion carried unanimously.**

## **REPORTS**

### **Superintendent's Report**

#### **Bike Friendly Kalamazoo – Presentation of Civic Leadership Award**

Jeremy Zonts, Principal at Haverhill Elementary was awarded the Civic Leadership Award by the organization Bike Friendly Kalamazoo. Mr. Tom Hohm, the organization's Board President, recognized Mr. Zonts for expanding the organization's All Kids Bike Learn-to-Ride Kindergarten PE Program to four of Portage's elementary schools – Haverhill, Woodland, Central, and Amberly Road. This program is for elementary schools, to teach Young Five and Kindergarten students how to ride a bike in their PE class. This is a national program. Bike Friendly Kalamazoo serves as the program's local ambassador. The program is funded by donations.

Mr. Zonts expressed his appreciation for the recognition and gratitude for bringing this lifelong activity to our students.

Trustees shared positive remarks about the program and thanked Mr. Zonts and Mr. Hohm.

#### **Presentation of 2026 NHS Trip to Costa Rica**

Heather Canenguez reviewed plans for the proposed student trip to Costa Rica in 2026 and responded to questions from Trustees.

Trustees expressed their appreciation for making this opportunity available to our students.

#### **Bond Project Update**

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

Mr. Edwards showed photos of construction progress at the Central Elementary and Haverhill Elementary construction sites. Both structures will be enclosed before winter weather arrives.

For the new Woodland Elementary project, a Gallery Walk will take place from 5:00 p.m. to 6:00 p.m. on October 15, 2024 at Woodland Elementary. At this event, participants will learn more about the design and construction of the new Woodland Elementary. The public is welcome.

### **Change Order Summary**

Ms. Anastasia Wojcik, Assistant Project Manager with Owen-Ames-Kimball, reviewed consolidated construction cost and change orders through October 4, 2024 on the elementary bond work and addressed Trustee questions.

### **Legislative Update**

Ms. Paula Johnson, Director of Finance, provided an update on legislative activity related to the budget.

Superintendent Bielang added that 100 school related bills have been introduced between the Michigan House and the Senate. These pertain to school safety, drinking water, kindergarten attendance, staff libraries and much more. We will continue to monitor legislative activity.

## **BOARD EDUCATION**

### **HGD 2-Year Review**

Ms. Tracy Speaker-Gerstheimer, Director of Systems & 9-12 Curriculum, introduced the presenters of the two-year review on Human Growth and Development - FACS teachers Ms. Anne Schnurstein and Ms. Emily Anthony. The report covered curriculum requirements, topics covered by course and grade, objectives by lesson and grade, Michigan Profile for Healthy Youth (MiPhy) data, and next steps. The presenters responded to questions from Trustees.

## **COMMENTS OR COMMUNICATIONS**

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

Kat Frink, PEA President, spoke about the remarkable efforts of our teachers and students that demonstrate the spirit of our schools.

Ms. Lindsay Zerber addressed the Board in regards to the book, *The Breadwinner*.

Ms. Bethany Metzger also commented on the book, *The Breadwinner*, as well as the Fishtank curriculum.

Ms. Marilyn Williams commented on the book, *The Breadwinner*.

Ms. Sandy Scott addressed the Board regarding curriculum content and communications regarding.

Ms. Katrina Schreuder addressed the Board regarding the book, *The Breadwinner*, and her reconsideration request.

Stephen Zerber remarked about the book, *The Breadwinner*.

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

Ms. Larson commented on the book, *The Breadwinner*.

Mrs. Crawford also commented on the book, *The Breadwinner*.

Mr. Snyder thanked the public commenters for their remarks, his fellow board members for a good Policy Governance Retreat earlier today, and for the recent tours at Angling Road Elementary and Haverhill Elementary.

Mrs. Novaria thanked the public commenters and added that we do take all comments seriously.

Per Mr. Van Antwerp, the book referenced in public comment is under review and our administrators are here and heard the public comment. Mr. Van Antwerp attended the Region 6 Legislative Priority Setting meeting at which a list was developed of legislative goals for MASB.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: the September 23, 2024 Regular Business Meeting minutes.**

**There being no objections, the motion carried.**

### **ASSURANCE OF DISTRICT PERFORMANCE**

#### **Monitoring Report 2.1, Treatment of Consumers**

**Motion offered by Mr. Snyder, seconded by Mr. Crowell, that the Board of Education accept Monitoring Report 2.1, Treatment of Consumers, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang shared highlights from his report.

**The motion carried unanimously.**

#### **Monitoring Report 2.5, Financial Condition and Activities**

**Motion offered by Mr. Snyder, seconded by Mrs. Crawford, that the Board of Education accept Monitoring Report 2.5, Financial Condition and Activities, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang provided a brief review of the report.

**The motion carried unanimously.**

### **Monitoring Report 2.8, Conflict of Interest**

**Motion offered by Ms. Larson, seconded by Mrs. Novaria, that the Board of Education accept Monitoring Report 2.8, Conflict of Interest, as a reasonable interpretation and evidence of compliance with policy.**

An overview of the report was provided by Superintendent Bielang.

**The motion carried unanimously.**

### **ACTION ITEMS**

#### **New Teacher Appointment**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education approve the appointment of the following teacher for Portage Public Schools: Milo Fowler – ELA Teacher at North Middle School.**

Superintendent Bielang reviewed the recommendation.

**The motion carried unanimously.**

### **DISCUSSION ITEMS**

#### **Demolition of CEL & WOD**

Mr. Johnny Edwards detailed the recommendation for demolition of Central Elementary and Woodland Elementary during the summer of 2025 as part of the elementary bond projects, and responded to questions from Trustees. The Board opted to move this discussion item to action.

**Motion offered by Mrs. Crawford, seconded by Mrs. Novaria, to move the Demolition of Central Elementary and Woodland Elementary discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mr. Snyder, seconded by Mr. Crowell, to approve the purchase of abatement and demolition services for Central Elementary and Woodland Elementary from Asbestos Abatement, Inc. in the amount of \$968,900.00, the funds for which will come from the 2021 Bond Funds.**

**The motion carried unanimously.**

#### **MASB Delegate Assembly Handbook**

In preparation for the upcoming MASB Delegate Assembly, President Van Antwerp briefly reviewed proposed resolutions in the handbook. There were no questions or concerns from Trustees.

With no further business to come before the Board, the meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Barb Atkinson,  
Recording Secretary

Janet Johnstone  
*Coordinator of Instructional Services*  
Phone: 269.323.5140  
fax: 269.323.5141  
[jjohnstone@portageps.org](mailto:jjohnstone@portageps.org)

**TO:** Mark Bielang  
**DATE:** September 30, 2024  
**FROM:** Janet Johnstone/Dr. Michael Pascoe  
**SUBJECT:** Northern High School 2026 field trip to Costa Rica

**RECOMMENDATION:**

I recommend the approval for Portage Northern High School Spanish Club students to travel to Costa Rica as described in the attached material. The trip dates are set for June 23-July 2, 2026. **The current travel advisory is to exercise increased caution. It is recommended that attention be paid to the safety of this region prior to travel.**

**BACKGROUND:**

Heather Canenguez is proposing a student trip to Costa Rica for June 23-July 2, 2026. They will spend 9 days out-of-state. The purpose is allow students to apply their knowledge of language and culture in authentic situations in Costa Rica. Students will be able to converse with native speakers in Spanish. They will use their cultural knowledge to make comparisons of their culture and that of Costa Rica. The families involved will be responsible for the cost. The students will not miss any instructional time. Chaperones will be a ratio of approximately 1 adult to every 6 students (number attending: Approx. 18 students, 3 adults).

I have reviewed this proposal and support it.

JJ/MP  
Attachments

Portage Public School District  
Advanced Activity Trips Custom Report

Trip Type Name	Trip ID	Account Name	Description	Start Date	End Date	Requested Adults	Requested Students	Purpose of Trip Event Description Educational Goals	No PPS Transportation Alternate Method	Overnight Trip must include attachments and costperson
----------------	---------	--------------	-------------	------------	----------	------------------	--------------------	---	--	--

**StartDate: 6/23/2026, EndDate: 7/2/2026**

Field Trip Only (No PPS Transportation )	AT-02104	NHS Field Trips - IF	NHS Spanish Club - Costa Rica 2026	6/23/2026	7/2/2026	3	18	This trip will allow students to apply their knowledge of language and culture in authentic situations in Costa Rica. Students will be able to converse with native speakers in Spanish. They will use their cultural knowledge to make comparisons of their culture and that of Costa Rica. Students will also visit a local school to have interactions with school aged children	Airplane	Yes
--	----------	----------------------	------------------------------------	-----------	----------	---	----	---	----------	-----



## Costa Rica: The Grand Tour

[educationaltravel.com/PortageNorthern-2026](http://educationaltravel.com/PortageNorthern-2026)

June 23 - July 02, 2026

**Day 1 .Hola San Jose**

Meet your tour director and check into hotel

**Day 2 San Jose--Tortuguero**

LEAP Costa Rican school visit  
Travel to Tortuguero  
See a banana plantation

**Day 3 Tortuguero**

Tortuguero National Park visit  
Canal tour

**Day 4 Tortuguero--Arenal**

Travel to Arenal  
Hot springs visit

**Day 5 Arenal--Monteverde**

Travel to Monteverde  
Monteverde Cloud Forest reserve night walk

**Day 6 Monteverde**

LEAP Cocina Tica  
*Optional Canopy zipline tour*

**Day 7 Monteverde--Manuel Antonio**

Monteverde Cloud Forest Reserve day walk  
Travel to Manuel Antonio  
Lunch

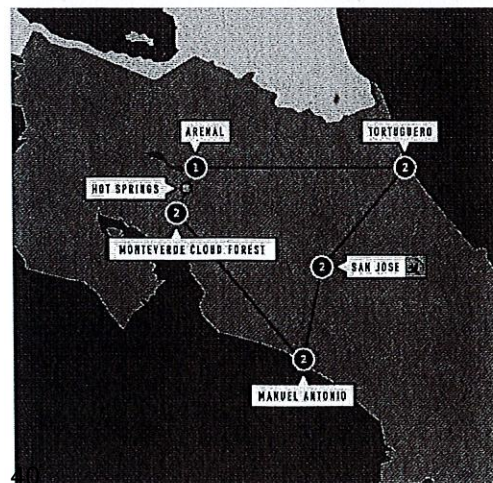
**Day 8 Manuel Antonio**

Manuel Antonio National Park visit  
Lunch

**Day 9 Manuel Antonio--San Jose**

Travel to San José  
LEAP Dance the El Torito!

**Day 10 End tour**



# Reserve your spot!

MyTrip ID: PortageNorthern-2026

Registration deadline: October 03, 2024

## What's included

---

We provide everything you need for a remarkable trip:

- Round-trip airfare and other transportation described in the itinerary
- Up to three college credits upon course completion (grades 9-12) or high school credit (grades 6-12)
- Basic Medical, Dental, Emergency Evacuation Insurance during trip
- Centrally located three- and four-star hotels
- Plentiful daily breakfast to start the day energized and ready to go
- Appetizing, culturally representative, three-course lunch and dinner daily
- Full time, multilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Learning through Exploration and Active Participation; trademarked immersive approach of learning by doing
- Entrances and transportation to sites and activities described in your itinerary
- Local guide and local bus driver tips; see note regarding other important tips
- 24/7 On Tour Emergency Support
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, any required passport or visa fees, optional excursions, or recommended Tips for the Tour Director or multi-day Bus Drivers. Optional excursions, optional pre-paid tips, or other individual/group customizations will be listed as separate line items in the total trip cost, if included.

## Tour investment

---

Students (travelers under the age of 23): \$3,398

Adults (age 23 and over): \$3,928

Price reflects savings of \$400 scholarship. Sign up by 10/3/2024 and enter code Travel3Z in order to take advantage of this limited-time offer!

## Automatic monthly payment plan

Pay just \$99 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of September 23, 2024, your monthly payment would be just \$183.28.

## Travel protection

---

We recommend covering your educational investment with one of our two comprehensive travel protection plans offered through Trip Mate.

Enroll online,  
by phone, or by mail



[educationaltravel.com/PortageNorthern-2026](https://educationaltravel.com/PortageNorthern-2026)



1.800.771.5353



Mail in your paper application to:

WorldStrides Programs  
Attn: Participant Services  
218 W. Water Street, Suite 400  
Charlottesville, VA 22902



**WorldStrides**

Educational Travel & Experiences

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

1. Monitoring Report 2.2, Treatment of Staff (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept Monitoring Report 2.2, Treatment of Staff, as a reasonable interpretation and evidence of compliance with policy.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.2) Treatment of Staff

**Global Board Policy**

With respect to the treatment of paid and volunteer staff, the Superintendent may not cause or allow a work environment which is inequitable, unsafe, undignified, disorganized, unclear, or results in a conflict of interest.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.2, "Treatment of Staff" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 1, 2024.

  
\_\_\_\_\_  
Signature

10.29.24  
\_\_\_\_\_  
Date

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding seven sections. My interpretations of those sections, the report, and conclusion statements are presented below. This Executive Limitation was last revised in May 2018.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **2.2.1 POLICY LANGUAGE**

The Superintendent shall not fail to provide a work environment conducive to high performance, engagement and growth.

#### **Interpretation**

I interpret this to mean that:

1. High performing staff members are role models for others, come to work with a positive attitude and on time, and are absent less frequently.
2. An engaged workforce is one that has the opportunity to provide input; has conversations to improve performance; and is equipped to do their job. The “Top 2 Boxes” of the Studer **Employee Engagement Survey** for the Principal/Supervisor items will be used to measure high levels of engagement. Additionally, the “Top 2 Boxes” of the “Net Promoter” item will be used to bring additional meaning to the survey results.
3. Staff members show growth by completing graduate coursework and participating in professional development activities.

#### **Report**

The following information is provided to demonstrate compliance with this Policy:

1. Each of our new/probationary teachers is assigned a mentor to serve as a role model. Approximately 50 teachers serve in this capacity each school year. This number varies depending on how many new/probationary teachers are in the system.

During the 2023-24 school year the District started a PPS Staff Academy for teachers new to PPS. New teachers meet monthly throughout the year to for support and to gain a better understanding of services available, operations, and expectations. They also receive timely and important background information about District practices and procedures. The Academy is an outgrowth and continuation of our on-boarding process.

By the nature of the profession, education employees in general serve as role models for students. Students express their acknowledgement of and appreciation for this in a number of ways. Two examples are our International Baccalaureate (IB) students who identify their significant educator at the annual IB Ceremony. Over the years, teachers, custodians, bus drivers and others have been singled out as important role models who have influenced their success. Another example is the annual Kalamazoo County Excellence in Education Awards where our top graduates (academically) are recognized and in turn identify an educator who has had significant impact. Portage Public School staff members are regularly recognized with this honor.

## Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

While difficult to measure who comes to work with a positive attitude, we often get anecdotal feedback from students, parents, other employees and supervisors about the positive, “can-do” attitude demonstrated by our professional and support staff. As administrators throughout the District conduct Rounding Conversations and 30/90-day interviews of new staff, many individuals are identified as being helpful to them and always exhibiting a positive attitude toward the work they do. Many of these individuals are recognized through “Shout-outs” in our bi-weekly District Memo.

As a District, we track staff attendance data and share individual attendance/absence information with employees during their year-end evaluation. Concerns regarding excessive absences or tardiness would typically be addressed at this time and incorporated into a growth plan, if necessary.

2. Building and program administrators each have mechanisms to solicit input from staff in their buildings/departments. Our evaluation systems provide for multiple opportunities to discuss performance and make improvements where necessary.

As we implement “Rounding” and “30/90 day interviews” across the District, two of the questions asked are - “Is there anything that we could do better?” and, “Do you have any ideas for improvement?” The answers to these questions provide valuable information to help identify gaps in performance.

The Districts budgeting process and support provided by various departments are intended to equip employees with the necessary resources to perform their work. As we collect information from our District Support Services survey, we identify areas that need improvement and develop departmental action plans to better serve our customers.

The District continues to annually administer Studer Education’s **Employee Experience Survey**. Approximately 600 employees typically participate during each survey administration. However, as has been the case with other surveys, participation rates have shown a decline. During the latest (spring 2024) administration, 571 surveys were completed by employees. Additionally, several hundred comments were provided to give us additional information and context to the survey questions. The survey results along with the comments for each school/department are provided to the respective leaders to review, rollout results and develop action plans to address performance gaps. The Employee Engagement Survey contains 20 questions and three open ended opportunities to respond. Eleven questions specifically target their immediate work environment; eight questions ask about the organization; and one question serves to identify the “net promoters.”

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

Because of restructuring of the survey, the 2022-23 school year results provided baseline data for Portage Public Schools. The “Top Box Percentage” is the percentage of respondents who strongly agree to the first 11 questions of the **Employee Experience Survey**. The “Net Promoter Percentage” is the percentage of respondents who strongly agree or agree with the question: “I would recommend that parents select my organization to serve their child.”

<b>Employee Experience Survey</b>		
	<b>Spring 2023</b>	<b>Spring 2024</b>
Top Box Percentage	32%	31%
Net Promoter Percentage	75.8%	72.95%

3. The District provides comprehensive professional development opportunities for staff. From computer-based tutorials to one-on-one instruction, Portage Public Schools staff have ample opportunities to learn and grow.

The District helps teachers track their professional development hours through the KALPA Professional Development Management System. Teachers are provided this service to log and record their professional development hours.

This District tracks the number of professional staff who have completed degrees beyond their Bachelor’s Degree. Of this years’ staff - teachers and administrators – 73% have a Master’s Degree or higher.

**Conclusion Statement**

This organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **2.2.2 POLICY LANGUAGE**

The Superintendent shall not operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

### **Interpretation**

I interpret this to mean that:

1. Written Operational Policies exist and are available for all staff.
2. Supervisory staff receive training related to new/revised Operational Policies when changes are made.
3. Master agreements with employees contain language addressing the grievance process.
4. Operational Policies and guidelines regarding nepotism and preferential treatment for personal reasons are in place and are shared with staff as appropriate.

### **Report**

1. The District operates under Board-approved NEOLA Operational Policies. These Policies are available on-line. Administration continues to develop and refine Administrative Guidelines to complement the Operational Policies.

Operational Policies are updated approximately twice each year (or as needed) as part of our affiliation with NEOLA. Changes (other than technical revisions) are brought to the Board for approval.

In addition to these Operational Policies and Administrative Guidelines, the Board maintains its Governance Policies which includes Board Ends, Executive Limitations, Governance Process and the Governance-Management Connection policies.

2. Training on District Operational Policies and Administrative Guidelines is conducted at Administrative Team meetings and other meetings of District, Department and Building Administrators.
3. Master Agreements contain grievance procedures with clearly defined processes.
4. Operational Policies (3120 and 4120) that relate to employment of professional and support staff address nepotism and preferential treatment concerns and are available on-line. Print copies are available at the Administration Building.

### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **2.2.3 POLICY LANGUAGE**

The Superintendent shall not discriminate against any staff member for non-disruptive expression of dissent.

#### **Interpretation**

I interpret this to mean:

1. Fewer than five (5) employees (approximately .5% of the total employees at Portage Public Schools) find it necessary to utilize the formal grievance procedure in our Master Agreements to protest retaliation.
2. Fewer than five (5) employees (approximately .5% of the total employees at Portage Public Schools) or former employees find it necessary to seek resolution through the courts.

#### **Report**

1. No grievances of this nature have been filed.
2. No such actions have been taken.

#### **Conclusion Statement**

The organization met expectations.

### **2.2.4 POLICY LANGUAGE**

The Superintendent shall not prevent staff from addressing the board when (a) internal grievance procedures have been exhausted, and (b) the employee alleges that board policy has been violated to his or her detriment.

#### **Interpretation**

I interpret this to mean:

1. If complaints are not resolved through the grievance process, as outlined in the respective collective bargaining agreements, the staff member will be given guidance on how to address the Board of Education during Public Comment.
2. All written complaints by an individual staff member alleging that Board Policy has been violated to his/her detriment will be forwarded to the Board President within 48 hours of receipt in the Superintendent's Office.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **Report**

1. The grievance procedure is fully detailed in each of the Master Agreements. Grievances not resolved at the Superintendent level may be submitted for mediation to the American Arbitration Association or to the State Labor Mediation Board - depending on the employee group. The Board is not included in the grievance process. No request has been made by any employee to address the Board relative to this Policy.
2. No individual written complaints about a policy violation detrimental to an employee have been received in the past twelve months.

### **Conclusion Statement**

The organization met expectations.

### **2.2.5 POLICY LANGUAGE**

The Superintendent shall not allow staff to be uninformed or unaware of their protections under this policy as interpreted by the Superintendent.

### **Interpretation**

I interpret this to mean that all staff members have access to electronic copies of master contract agreements and Board Governance and Operational Policies.

### **Report**

All current collective bargaining agreements and District Policies are posted on the District's website.

### **Conclusion Statement**

The organization met expectations.

### **2.2.6 POLICY LANGUAGE**

With respect to the treatment of paid staff, no District employee shall have a direct supervisory role of a family member. "Family member" means a person's spouse or spouse's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's spouse or parent's spouse, and includes relationships as created by adoption or marriage.

### **Interpretation**

I interpret this to mean that the District may employ family members as long as there is no direct supervisory relationship between family members.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

### **Report**

The District, through its HR information system, maintains information on employees of the District who have family members working in the system. Administration has actively managed situations where this occurs to ensure that there is not a direct supervisory relationship in place. This includes the use of alternate Administrators to supervise in secondary buildings or the movement of affected staff when other supervisory arrangements cannot be made. New employees are asked if they have any relatives who serve as Board members, Administrators or other supervisors in the Portage Public Schools. This allows HR to ensure that any new conflicting placements are avoided should the individual be hired by the District. This limitation is also captured in Operational Policies 3120 and 4120.

The following situations currently exist where alternate supervisory arrangements have been made: 1) at Central High School the Principal's spouse is a teacher on staff and is being supervised by an Assistant Principal; 2) at Transportation a bus driver has a spouse who is a Transportation Supervisor but that individual does not supervise the drivers; and 4) the spouse of the principal at WMS is a secretary in the district and a portion of her assignment is at WMS. Her evaluation is conducted by another district supervisor.

Other familial relationships exist throughout the District; however, no alternate supervisory arrangements are necessary.

### **Conclusion Statement**

The organization met expectations.

### **2.2.6 POLICY LANGUAGE**

The Superintendent shall not fail to administer an evaluation process for teachers and administrators consistent with state law.

### **Interpretation**

I interpret that the current state law governing evaluation of teachers and administrators (professional staff) is Section 380.1249 of the Revised School Code and that District administrators are expected to follow the law.

Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.2) Treatment of Staff

**Report**

The District has selected the 5D+ evaluation instrument for teachers and the School Advance evaluation instrument for administrators. All teachers and administrators have been trained, and continue to receive additional training, in the use of the evaluation tools. District principals and assistant principals continue to participate in Interrater Reliability Clinical Rounds to improve their evaluation skills and provide for more consistency across the District.

**Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

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

---

### Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

2. Monitoring Report 2.3, Compensation and Benefits (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept Monitoring Report 2.3, Compensation and Benefits, as a reasonable interpretation and evidence of compliance with policy.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.3) Compensation and Benefits

**Global Board Policy**

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Superintendent shall not cause or allow jeopardy to fiscal integrity or to public image.

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.3, "Compensation and Benefits" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of November 1, 2024.

  
\_\_\_\_\_  
Signature

11.1.2024  
\_\_\_\_\_  
Date

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding five sections. My interpretations of those sections, the report, and conclusion statements are presented below. There are no changes in interpretation. Reports have been updated. This Executive Limitation was last revised in February 2018.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

### **2.3.1 POLICY LANGUAGE**

The Superintendent shall not change his or her own compensation and benefits, except as directed by the Board.

#### **Interpretation**

I interpret this to mean that only through Board action can there be a change to the Superintendent's Contract.

#### **Report**

The initial contract was entered into on July 2, 2013.

At its meeting on November 14, 2023, the Board approved a one year extension – through June 30, 2026 - with specified changes to benefits. These changes were incorporated into the signed contract with copies provided to Human Resources and Payroll.

#### **Conclusion Statement**

The organization met expectations.

### **2.3.2 POLICY LANGUAGE**

The Superintendent shall not promise or imply permanent or guaranteed employment.

#### **Interpretation**

I interpret this to mean that our **Administrator Guidelines of Benefits and Working Conditions, Collective Bargaining Agreements, Employee Handbook and Operational Policies** do not contain language that implies permanent or guaranteed employment.

#### **Report**

Employees with Administrative contracts (Full-year, 11-month, or 41 weeks) receive contracts that are not longer than two years in duration - terms of which are outlined in the **Administrator Guidelines of Benefits and Working Conditions**. The individual contracts issued to administrators also contain language relative to termination; including termination due to a reduction in force. These contracts require Board approval and are signed by the Board's President and Secretary.

The **Collective Bargaining Agreements** entered into by the District contain management right language that allows the District to determine the size of the work force and to lay off employees. Relative to teachers; State statute outlines that all new teachers, regardless of their previous experience, are subject to non-renewal during their first five years of employment with the District.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

Upon completion of this five-year probationary period, teachers are subject to the Teacher Tenure Act and therefore, subject to dismissal only on statutory grounds. Individual contracts issued to teachers allow for termination attributable to job performance, misconduct, or reduction in personnel.

Our **Employee Handbook** specifies, “Unless expressly proscribed by statute or contract, employment with Portage Public Schools is “at-will” and may be terminated with or without cause or notice.”

**Operational Policies** provide the framework for the development of agreements, handbooks and contracts relative to employment of staff and are consistent with this Executive Limitation.

#### **Conclusion Statement**

The organization met expectations.

#### **2.3.3 POLICY LANGUAGE**

The Superintendent shall not establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed.

#### **Interpretation**

I interpret this to mean that hourly rates, salaries and other benefits are competitive within the greater Kalamazoo County area. When comparisons within this area cannot be made or data is unavailable, districts in southwest Michigan and within the State of Michigan which are of similar size and demographics will be used.

#### **Report**

Prior to the negotiations and the budget development process, the District’s Human Resources team reviews appropriate data to ensure that the compensation and benefit programs are in-line with both the geographic area and similarly situated school districts. This is done through local salary survey review (when applicable) and by inspecting contracts of like groups in other districts. When potential discrepancies are found, the District works to make modifications either through individual adjustments or through gradual increases and changes to salary scales. This ensures both fiscal responsibility and continued commitment by the District to achieve as much equity as possible for skilled groups. Adjustments were made to the hourly and daily rates of several employee groups during the past year in order to better attract and keep employees.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

#### **2.3.4 POLICY LANGUAGE**

The Superintendent shall not create obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses in revenue.

#### **Interpretation**

I interpret this to mean that total compensation costs, including accrued benefits paid out on an annual basis, are analyzed and integrated into budget planning without creating a violation of the fund balance limitation stated in Executive Limitations Policy 2.5.3. Collective Bargaining Agreements and individual contracts extending beyond one year will require Board approval.

#### **Report**

The salary schedules used in the District provide the framework for compensation increases on an annual basis. These are referred to as “step” increases. Allowing step increases or increases to salary schedules is dependent upon actual or anticipated revenues, market analysis and where applicable, subject to the collective bargaining process.

As stated above (2.3.2), in the event of loss of revenue the District has the ability to reduce its workforce and/or to request the reopening of collective bargaining agreements to reduce expenditures.

The organization was in compliance with Governance Policy 2.5 – Financial Condition and Activities as approved by the Board on October 14, 2024.

#### **Conclusion Statement**

The organization met expectations.

#### **2.3.5 POLICY LANGUAGE**

The Superintendent shall not establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:

- A. Incur unfunded liabilities.
- B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
- C. Allow any employee to lose benefits already accrued from any foregoing plan.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

### **Interpretation**

I interpret this to mean that procedures are in place within the Business Office and the Human Resources Department to ensure compliance with the State's regulations related to Michigan Public School Employees Retirement System (MPSERS).

- Any other pension liabilities are identified and sufficient assets allocated to fund those liabilities.
- All full time employees employed by Portage Public Schools, in addition to MPSERS benefits, may receive additional pension benefits.
- For any additional pension plans that are established for employees, the contributions made to those plans belong to the employee.

### **Report**

The Michigan Public School Employee Retirement System (MPSERS) is regulated and directed at the State level. The State specifies the rates for each eligible employee. The Business Office and Human Resources Department have administrative procedures in place to ensure that funds are transmitted to the State to cover these liabilities.

The District maintains a Performance Pay Plan which meets the requirements of Section 457 of the Internal Revenue Code of 1986. This Plan applies to District Administrators, except the Superintendent, and was established to encourage administrative employees to achieve a high level of performance and to encourage longevity with Portage Public Schools. Contributions made by the District to this Plan are located in a trust account expressly for this purpose. There have been no contributions to this plan since 2010. In other words, Administrators hired since 2010 are essentially not part of the plan and all other Administrators have not had contributions made on their behalf to the plan since 2010.

On June 26, 2017, the Board approved a Resolution amending this plan. The amendment will automatically terminate the plan when all of the Administrators still vested (four (4) remain employed at PPS as of this date), terminate their employment with the District. In the meantime, there will be no loss of benefits already accrued from this plan.

All employees of Portage Public Schools, full and part time, belong to MPSERS.

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.3) Compensation and Benefits

The District provides to all Administrators, both 403B and 457 tax sheltered annuity programs. The Board contributes two percent of each Administrator's (excluding the Superintendent who is under an individual contract) annual salary into a program selected by the Administrator. The District also provides an additional annuity payment of one percent for those Administrators who are at the top step of their salary range. These payments go directly to the selected program and are under the control of the Administrator.

**Conclusion Statement**

The organization met expectations.

## Monitoring Report Evaluation Form

Policy: \_\_\_\_\_

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

---

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

---

### Comments Regarding Further Policy Development

1. Do you have a concern that is not addressed in this policy?
  
2. What policy language would address your concern?

Evaluation submitted to Board President By: \_\_\_\_\_

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

3. Monitoring Report 2.5, Financial Condition/Activities (External Audit) (EL 2.5, OP 6830)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept the 2023/24 Financial Report, Single Audit Act Compliance Report, and Management Letter, as presented.**

To : Mark Bielang, Superintendent  
From : Paula Johnson, Director of Finance  
Date : October 30, 2024  
Subj : Acceptance of 2023/24 Audit Reports

### **Recommendation**

We are recommending that the Board of Education take action to accept the 2023/24 Financial Report, Single Audit Act Compliance Report, and Management Letter as presented.

### **Background Information**

The Board of Education will find enclosed, under separate cover, information related to this action item. Financial Report, Single Audit Act Compliance Report, and Management letter are included for the 2023/24 school year.

The Board Audit Committee will meet prior to the Board meeting with Kim Lindsay from Rehmann Robson on November 4<sup>th</sup> prior to the board meeting to discuss the outcome of the audit for the year ended June 30, 2024. He will also be presenting at the Board meeting that evening to answer any questions that Board members may have on these documents.

Transparency reporting requirements from the State require publication of our annual financial statement on our website. The Business Office will be adding our Financial Report to our web page ([www.portageps.org](http://www.portageps.org)). This report can be accessed continually by our community.

Some financial highlights of the 2023/24 school year are as follows:

### **Annual Financial Report**

- The District received an unmodified opinion on its financial statements. An unmodified opinion is the desired outcome on all audited financial statements. The Independent Auditor's report can be found on page 9.
- To review a synopsis of the financial results and activities for the year, you can read the section entitled Management's Discussion and Analysis, which begins on page 14.

- The 2023/24 year ended with excess revenues over expenditures in the General Fund of \$4,750,401. Included in this overage are the committed before and after school funds in the amount of \$1,214,873 resulting in a net change of \$3,535,558. It was projected at the final budget amendment to have excess of revenues over expenses of \$938,634, but, again if the committed funds were to be removed, the final budget amendment projection would reflect an excess of expenses over revenues in the amount of (\$134,939). The variance of projected to actual in the amount of \$3,768,076 is approximately 3.1% on a budget of \$121 million of expenditures for 2023/24. See the Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual on pages 36.
- The District’s total General Fund Balance of \$27,151,123 stands at 22.4% of our 2023/24 actual general fund expenditures. The unassigned fund balance is \$21,047,496 at June 30, 2024, or 17.4% of total general fund expenditures. This is within the Board’s Financial Condition and Activities Policy 2.5 of maintaining at least 7.0% unassigned fund balance. See the Balance Sheet on page 28.
- As in the prior year, the District continues to record in the government-wide financial statements the impact of the District’s proportionate share of the net pension liability related to the Michigan Public School Employee’s Retirement System. As you may recall from previous years, the implementation of this standard caused our Net Position to become negative, and this continues in the current year. This accounting standard has no impact on the fund level financial statements. See the Statements of Net Position and Activities on pages 26 and 27.
- The Executive Team is studying significant variations from actual to budget. Particular attention will be given to those variations that may result in revisions to projections for the current school year’s budget.

### **Single Audit Act Compliance Report-Federal Program Expenditures**

- This report contains the Schedule of Expenditures of Federal Awards, which is on pages 2-5 in the report. The auditors evaluated both the internal controls and the program requirements on two of our federal grants. The programs that were tested this year include the Child Nutrition Cluster and the COVID-19 Education Stabilization Fund under the Coronavirus Aid, Relief, and Economic Security Act. There were no findings that required reporting. See a summary of the work performed beginning on page 14 in the report.

## **Management Letter**

This document contains required communications to the Board of Education regarding the audit.

- **Auditor’s responsibility under Generally Accepted Auditing Standards:**
  - A. Management and the Board of Education are responsible for the fair presentation of the financial statements.
  - B. Consideration was given to the District’s internal control over both the financial reporting and compliance with requirements on the federal programs that were tested.
- **Significant Results of the Audit**
  - A. Qualitative Aspects of Accounting Practices:
    - 1. Management uses appropriate accounting policies. There were no transactions entered by the district during the year for which there is a lack of authoritative guidance or consensus.
    - 2. Management uses estimates when preparing its financial statements. The estimates were considered reasonable based on the facts that were used to compute them.
  - B. Difficulties Encountered in Performing the Audit-The auditors did not encounter any difficulties in dealing with management in performing the audit.
  - C. Disagreements with Management-No disagreements arose during the course of our audit.
  - D. Management Consultations with Other Independent Accountants-There were no consultations with other audit firms.
  - E. Other Audit Findings or Issues-A variety of matters are discussed with management each year before being retained as the District’s auditors. There were no responses that affected the retention of Rehmann Robson as our auditors.
- **Attachment A – Comments and Recommendations** – It was noted the District’s food service was carrying fund balance in excess of the USDA requirement. The District will apply again for a spend down plan with MDE to correct this problem.
- **Attachment B - Upcoming Changes in Accounting Standards/Regulations** - There are some new accounting pronouncements and regulations that will be implemented over the next couple of years. These are discussed along with any potential impact to the District’s financial statements.
- **Attachment C - Management Representations** – The management letter contains the representations that District management has made to the auditors.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Revised Monitoring Schedule

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the revised Monitoring Schedule and the addition of the monitoring method and frequency statements on each of the policies 1.0, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.8, 2.9, 2.10, and 2.11 – as presented.**

Appendix A

**Monitoring Schedule**

<b>Policy</b>	<b>Title</b>	<b>Method</b>	<b>Frequency</b>	<b>Reporting Month</b>
1.0	Global Ends	Internal	Annual	June
1.1	Academic Success	Internal	Annual	
	1.1 HS & MS			November
	1.1 Elem			December
	1.1 Overall			January
1.2	Learning and Leadership Skills	Internal	Annual	March
1.3	Resilience in Life	Internal	Annual	April
1.4	Post-Graduation Success	Internal	Annual	May
1.5	Responsible Citizens	Internal	Annual	February
2.0	Global Executive Constraint	Internal	Annual	June
2.1	Treatment of Consumers	Internal	Annual	October
2.2	Treatment of Staff	Internal	Annual	November
2.3	Compensation and Benefits	Internal	Annual	November
2.4	Financial Planning and Budgeting	Internal	Annual	February
2.5	Financial Condition and Activities	External & Internal	Annual Annual	November (ext) December (int)
2.6	Asset Protection	Internal	Annual	September
2.8	Conflict of Interest	Internal	Annual	October
2.9	Emergency Superintendent Succession	Internal	Annual	January
2.10	Communication and Support to the Board	Internal	Annual	September
2.11	Long Term Asset Planning	Internal	Annual	May

Adopted: 9/22/08, Revised: 6/23/14; 10/25/21 (resulting from end statement changes in 1.0), 11/\_\_/24

**POLICY TYPE: ENDS**

**1.0 POLICY TITLE: GLOBAL ENDS**

---

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

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

**Global Ends Statement:** Portage Public Schools will educate all students to achieve their potential, at a level such that the results justify the costs.

**Ends:** The following ends statements (long-range outcomes) all contribute to a successful graduate of Portage Public Schools.

Success is based on improvement of results over time and favorable comparisons to similar schools in the state, and schools within Kalamazoo County.

**ACADEMIC SUCCESS**

- 1.1 Students demonstrate progress toward mastery in English language arts and math with evidence of annual academic growth and proficiency.

Internal report provided annually in Nov. (HS, MS), Dec. (Elem) and Jan. (overall).

**LEARNING AND LEADERSHIP SKILLS**

- 1.2 Students have 21<sup>st</sup> Century Learning Skills including:
- critical thinking,
  - creativity,
  - communication, and
  - collaboration skills to equip them to learn and to lead with confidence.

Internal report provided annually in March.

**RESILIENCE IN LIFE**

- 1.3 Students have social-emotional learning competencies including:
- skills in self-management,
  - self-awareness,
  - social awareness,
  - relationship skills, and
  - responsible decision-making to build resilience to navigate life.

Internal report provided annually in April.

### **POST-GRADUATION SUCCESS**

- 1.4 Students have the knowledge and skills necessary to succeed at post-secondary institutions without remediation and have the employability skills necessary to obtain meaningful employment.

Internal report provided annually in May.

### **RESPONSIBLE CITIZENS**

- 1.5 Students demonstrate good citizenship through ethical behavior and respect for individual differences and cultures other than their own.

Internal report provided annually in February.

Adopted: 9/22/08

Revised: 2/9/09, 8/18/14, 1/9/17, 5/22/17, 10/22/18, 3/9/20, 12/14/20, 6/28/21, 10/25/21, 6/19/23, 6/24/24, 11/\_\_\_/24

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**2.0 POLICY TITLE: *GLOBAL EXECUTIVE CONSTRAINT***

---

The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, unsafe, imprudent or in violation of commonly accepted business, educational and professional ethics and practices.

Adopted: 9/22/08, Revised: 6/26/17  
Internal report provided annually in June.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**2.1 POLICY TITLE: *TREATMENT OF CONSUMERS***

---

With respect to interactions with consumers (defined as students, parents and/or legal guardians) or those applying to be consumers, the Superintendent shall not cause or allow conditions, procedures, or decisions which are inequitable, unsafe, undignified, unclear or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Fail to provide an environment that generates high levels of student engagement and parent satisfaction.
2. Use application forms that elicit information for which there is no clear necessity.
3. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material elicited.
4. Provide facilities that are inaccessible to all or do not provide for appropriate privacy.
5. Cause consumers to be confused about what may be expected of them by the organization.
6. Cause consumers to be confused about what may or may not be expected from any service offered by the organization.
7. Allow consumers to be uninformed of their protections under this policy or discourage persons who believe they have not been accorded a reasonable interpretation of their protections under this policy from airing a complaint and being heard.
8. Allow or condone discrimination by the District or its staff against students or their families for voicing their opinion in a non-disruptive manner.

Adopted: 9/22/08, Revised: 5/21/18  
Internal report provided annually in October..

## **POLICY TYPE: EXECUTIVE LIMITATIONS**

### **2.2 POLICY TITLE: *TREATMENT OF STAFF***

---

With respect to the treatment of paid and volunteer staff, the Superintendent may not cause or allow a work environment which is inequitable, unsafe, undignified, disorganized, unclear, or results in a conflict of interest.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Fail to provide a work environment conducive to high performance, engagement, and growth.
2. Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.
3. Discriminate against any staff member for non-disruptive expression of dissent.
4. Prevent staff from addressing the board when (a) internal grievance procedures have been exhausted, and (b) the employee alleges that board policy has been violated to his or her detriment.
5. Allow staff to be uninformed or unaware of their protections under this policy as interpreted by the Superintendent.
6. With respect to the treatment of paid staff, no District employee shall have a direct supervisory role of a family member. "Family member" means a person's spouse or spouse's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's spouse or parent's spouse, and includes relationships as created by adoption or marriage.
7. Fail to administer an evaluation process for teachers and administrators consistent with state law.

Adopted: 9/22/08, Revised: 11/25/13, 5/22/17, 5/21/18  
Internal report provided annually in November.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**2.3 POLICY TITLE: *COMPENSATION AND BENEFITS***

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With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Superintendent shall not cause or allow jeopardy to fiscal integrity or to public image.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Change his or her own compensation and benefits, except as directed by the board.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits which deviate materially from the geographic or professional market for the skills employed.
4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses in revenue.
5. Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:
  - A. Incur unfunded liabilities.
  - B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
  - C. Allow any employee to lose benefits already accrued from any foregoing plan.

Adopted: 9/22/08

Internal report provided annually in November.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING***

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Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. It is the policy of the Board of Education to comply with all applicable laws, regulations, and the provisions of federal and state grant agreements in the conduct of its financial operations. The Board of Education instructs the Superintendent to develop appropriate operating procedures to ensure such compliance.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Risk the organization incurring those situations or conditions described as unacceptable in the Board's policy Financial Condition and Activities.
2. Develop a budget without conducting a formal process for planning for the future of the organization.
3. Plan the expenditure in any fiscal year that causes annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation.)
4. Develop a budget without employing credible projections of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
  - A. Develop a budget which does not include "full costing" to include all sources of revenue and expense whether or not they are revenues, gifts, or grants.
5. Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Adopted: 9/22/08 Revised: 6/20/11, 1/30/12  
Internal report provided annually in February.

## **POLICY TYPE: EXECUTIVE LIMITATIONS**

### **2.5 POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES***

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With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Expend more funds than have been received in the fiscal year to date unless the fund balance limitation in 2.5.3 is met.
2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues.
3. Allow annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures, which may be necessary for its implementation.)
4. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances.
5. Allow payroll obligations to be unsettled or untimely.
6. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
7. Make any contractual commitment for equipment, goods, or services in excess of \$100,000. Splitting orders to avoid these limits is not acceptable.
8. Acquire, encumber or dispose of real property.
9. Allow receivables to go uncollected beyond a reasonable period of time without aggressively pursuing their collection.
10. Commit expenditures from a flexible fund to cover expenses in a more restricted fund.
11. Make any adjustment to the salary or length of any administrator contract, or the addition of new or additional benefit programs, without prior approval by the Board of Education of these parameters for the administrative group in total.
12. Operate without a continuous budget cycle and provide a minimum of two budget revisions during the fiscal year, as needed, to accurately reflect the financial condition of the district for the board and the community.

Adopted: 9/22/08 / Revised: 10/23/08, 5/18/09, 3/22/10, 6/20/11, 1/30/12, 12/8/14, 3/28/16, 6/8/2020  
External report provided annually in November. Internal report provided annually in December.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**2.6 POLICY TITLE: *ASSET PROTECTION***

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

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Assume property or casualty risk unnecessarily, including risk against liability losses to board members, staff and the organization.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its board or staff to claims of liability.
5. Make any purchase: (a) wherein normally prudent protection has not been given against conflict of interest; and (b) where the amount exceeds 5 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.
6. Allow intellectual property, information and files to be inadequately protected from piracy, loss, theft, electronic data breach, or from suffering significant damage.
7. Receive, process or disburse funds under controls which are insufficient to meet the board-appointed auditor's standards.
8. 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.
9. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of Ends.
10. Change the organization's name, logo, or substantially alter its identity in the community.

Adopted: 9/22/08, Revised: 10/23/08, 10/27/14  
Internal report provided annually in September.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**2.8 POLICY TITLE: *CONFLICT OF INTEREST***

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The Superintendent shall not engage in or allow any practices which result in a conflict of interest detrimental to the interests of the organization.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Conduct Portage Public Schools business, including hiring and employment, with any organization or individual in which she or he has a direct business, financial, familial or personal interest.
2. Conduct Portage Public Schools business with any organization with which or individual with whom she or he has a substantial and direct affiliation, except for those affiliations which arise as a representative of Portage Public Schools.
3. Conduct Portage Public Schools business, with or without a formal contract, in which he or she stands to receive more than a nominal direct personal benefit in the manner of a gift, promotional award, or similar offering.
4. Conduct Portage Public Schools business, with or without a formal contract, in which he or she stands to receive a personal payment of any amount.

Adopted: 9/22/08, Revised: 11/25/13  
Internal report provided annually in October.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**2.9 POLICY TITLE: *EMERGENCY SUPERINTENDENT SUCCESSION***

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In order to protect the board from sudden loss of Superintendent services, the Superintendent may have no fewer than two other executives familiar with board and Superintendent issues and processes.

Adopted: 9/22/08  
Internal report provided annually in January.

## **POLICY TYPE: EXECUTIVE LIMITATIONS**

### **2.10 POLICY TITLE: *COMMUNICATION AND SUPPORT TO THE BOARD***

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

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. 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 board policies being monitored.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Cause the Board to operate without appropriate mechanisms and support for official board, officer or committee communications.
8. 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.
9. 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.
10. Deny the Board access to incidental information requested by the Board including but not limited to:
  - a. A monthly summary of financial performance presented at the regular monthly Board meeting.
  - b. The Superintendent will at least annually provide to the Board a report on safety.

Adopted: 9/22/08; Revised: 10/27/14, 6/26/17  
Internal report provided annually in September.

## **POLICY TYPE: EXECUTIVE LIMITATIONS**

### **2.11 POLICY TITLE: *LONG TERM ASSET PLANNING***

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Long Term Asset decisions in terms of grounds, facilities, and infrastructure shall not deviate materially from the Board's Ends priorities or the long term wishes and needs of the community, risk long term fiscal jeopardy, unduly limit the flexibility of future decisions, be made independent of other long term asset decisions, or be made without appropriate levels of planning.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Make such decisions without ensuring that the key stakeholders' long term wishes and needs are known.
2. Make such decisions without assessing how they fit within a larger plan for all long term asset decisions.
3. Make such decisions without assessing their long term impact on academics and curriculum.
4. Make such decisions without considering the impact of future demographic trends in the District and how they will impact future needs.
5. Allow or cause material deviations from the original plan as portrayed to the community.
6. Authorize schedules and change orders which significantly change costs, reduce quality, or result in significant shifts in scope or focus.
7. Make such decisions that fail to provide for equitable educational opportunities.

Adopted: 5/18/09, Revised: 8/15/16  
Internal report provided annually in May.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. Summer Tax Resolution (EL 2.4)



**TO:** Mark Bielang, Superintendent  
**FROM:** Paula Johnson, Director of Finance  
**DATE:** October 30, 2024  
**SUBJECT:** Summer Tax Collection Resolution

### **Recommendation**

That the Board of Education approve the attached resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2025.

### **Background Information**

Attached is a resolution regarding the authorization of summer tax collections, which was prepared by Thrun Law Firm. This resolution is similar to the resolution that has historically been approved by the Board each year. It facilitates the approval of a summer property tax levy.

The Board is still required to notify all taxing jurisdictions by December 31, 2024 of our intent to levy summer taxes. In previous years, we have limited our summer collection to the City of Portage due to the collection costs that the other tax units have proposed. In conjunction with the other Districts in Kalamazoo County who levy taxes in the City of Kalamazoo, we continue to analyze the possibility of collecting summer taxes with them as they have updated their charter with regard to tax collections.

As almost 95% of our operating tax collections come from the City of Portage, the summer tax collection allows the District to continue operating without state aid collections in the month of September. Without the summer tax collection, the District would need to borrow operating funds for cash flow purposes.

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

Attachment

**Annual Summer Tax Resolution**

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

A regular meeting of the board of education of the District (the "Board") was held in Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI 49002, within the boundaries of the District, on the 18th day of November, 2024, at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

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

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

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2025 its previously-adopted ongoing resolution imposing a summer tax levy, with respect to the City of 100% of annual school property taxes, including debt service, upon property located within the District within the City of Portage, and continuing from year-to-year until specifically revoked by the Board, and requests that the City of Portage collect those summer taxes.

2. The Superintendent, the Director of Finance and Treasurer, or a designee thereof, is authorized and directed to forward to the governing body of the City of Portage a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that the City of Portage agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the City of Portage's governing body on or before December 31, 2024.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent, the Director of Finance and Treasurer, or a designee thereof, is authorized and directed to negotiate on behalf of the District with the governing body of the City of Portage for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

Resolution declared \_\_\_\_\_.



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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting at its regular meeting held on November 18, 2024, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

2. Resolution Authorizing Sale of Bonds (OP 6144, 6145)

TO : Mark Bielang, Superintendent  
Board of Education

FROM : Paula Johnson, Director of Finance

DATE : October 30, 2024

SUBJ : Resolution Authorizing Issuance of the 2025 School Building and Site Bonds

### **RECOMMENDATION**

That the Board of Education adopt the attached resolution which authorizes the issuance of the 2025 School Building and Site Bonds.

### **BACKGROUND INFORMATION**

Bond counsel (Miller Canfield) has prepared the attached resolution for the Board's consideration at the next board meeting. This action is possible due to the positive vote received from the voters on August 3, 2021. We would like to thank the community for this continued support of the technology and facility improvements this will allow. This is the third of four planned series of the original bond issue.

The recommended standard resolution is the first step in issuing bonds and is similar to past bond resolutions. The amount of the third bond issue will be \$43,380,000. Included in the resolution you will find continued use of Miller, Canfield, Paddock and Stone as the District's Bond Counsel, Baker Tilly Municipal Advisors as the District's Financial Advisor, and Stifle, Nicolaus & Company, Inc. as the District's Underwriter. The District has established strong relationships with all three of these companies during previous bond issues and the process was completed in an efficient, streamlined manner.

The administration recommends that the Board monitor this project through the following steps:

1. Bond issuance resolution approval by the Board of Education
2. Preparation of preliminary official statement
3. Participation in the sale of the bonds on the day of pricing by the Superintendent, Assistant Superintendent of Operations, and the Director of Finance
4. Settlement and closing

The resolution facilitates this borrowing process by having the Board formally authorize the issuance of this financing and execution of all necessary documents. Upon passage by the Board, this resolution will allow our bond counsel to issue its legal opinion on the status of these bonds.

Based on past history, these bonds will be sold at a negotiated bond sale instead of what is referred to as a complete sale. At this time a target date for pricing will occur around January 13, 2025. The District does plan to accept the bond proceeds in early February 2025.

I would be happy to answer any questions that you or Board members have at this time.

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

**RESOLUTION AUTHORIZING  
2025 SCHOOL BUILDING AND SITE BONDS  
(UNLIMITED TAX GENERAL OBLIGATION)**

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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 November 18, 2024, at 6:30 p.m., prevailing Eastern Time.

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

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

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

WHEREAS, at a special election held in the School District on August 3, 2021, the qualified electors of the School District approved a proposal authorizing the issuance of bonds by the School District, to be issued in one or more series, in an aggregate amount of not to exceed \$175,725,000 (the “2021 Bond Proposal”) for the purpose of erecting and completing new school buildings, including buildings to replace existing elementary schools; acquiring, remodeling, equipping, reequipping, furnishing and refurnishing and constructing additions to buildings in the school district; acquiring school buses; acquiring and installing instructional technology, technology infrastructure and equipment in and connecting new and existing school district facilities; and acquiring, preparing, developing, and improving sites, including playfields, playgrounds, facilities and structures (the “Projects”); and

WHEREAS, under the provisions of Section 6, Article IX of the Michigan Constitution of 1963, the tax levies for said bonds authorized pursuant to the 2021 Bond Proposal shall be without limitation as to rate or amount; and

WHEREAS, pursuant to the 2021 Bond Proposal, the School District previously issued its 2021 School Building and Site Bonds (Unlimited Tax General Obligation), dated November 3, 2021 (the “2021 Bonds”) in the principal amount of \$45,795,000, as the first series of bonds pursuant to the 2021 Bond Proposal; and

WHEREAS, pursuant to the 2021 Bond Proposal, the School District previously issued its 2023 School Building and Site Bonds (Unlimited Tax General Obligation), dated June 22,

2023 (the “2023 Bonds”) in the principal amount of \$9,835,000, as the second series of bonds pursuant to the 2021 Bond Proposal; and

WHEREAS, due to the prevailing market conditions at the time of the sale of the previous bonds issued pursuant to the 2021 Bond Proposal, the 2021 Bonds were issued with net original issue premium in the total amount of \$4,200,974, and the 2023 Bonds were issued with net original issue premium in the total amount of \$163,592.75, both of which net premiums are counted against the total \$175,725,000 authorization under the 2021 Bond Proposal; and

WHEREAS, the School District desires to authorize the issuance of the third series of bonds authorized pursuant to the 2021 Bond Proposal in the aggregate principal amount of not to exceed \$43,380,000 to pay a portion of the cost of the Projects and the costs of issuance associated with such bonds; and

WHEREAS, the School District desires to sell the bonds pursuant to a negotiated sale in order to preserve maximum flexibility in the timing and structure of the transaction and to minimize the costs of issuance thereof; and

WHEREAS, the School District also deems it advisable to authorize the Superintendent and the Director of Finance, or either one acting alone (each an “Authorized Officer”), to accept an offer to purchase the bonds from an underwriter, negotiate, approve and execute a bond purchase agreement with the underwriter and to approve various other terms and documents in connection with the sale and delivery of the bonds to the underwriter; and

WHEREAS, the School District must either be granted qualified status within the meaning of Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), or receive prior approval of the bonds from the Michigan Department of Treasury (“Treasury”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Issuance of Bonds. Bonds of the School District designated 2025 School Building and Site Bonds (Unlimited Tax General Obligation) (the “Bonds”), are hereby authorized to be issued in one or more series, with such changes to the bond name, designation or suffix as may be appropriate for each series based on the type of bonds issued, in the aggregate principal amount of not to exceed \$43,380,000, or such lesser amount as shall be determined by an Authorized Officer upon sale of the Bonds, for the purpose of financing a portion of the costs of the Projects and paying the costs of issuing the Bonds.

2. Bond Details. The issue shall consist of bonds registered as to principal and interest of the denomination of \$5,000 or integral multiples thereof, be dated as of such date as shall be determined by an Authorized Officer at the time of sale of the Bonds and numbered as determined by the Transfer Agent (as defined below). The Bonds shall mature on May 1 or November 1 in the years and in the principal amounts as determined by an Authorized Officer at the time of sale provided *that* the final maturity of the Bonds shall not be later than twenty-five (25) years from the date of issue. The principal of the Bonds shall be payable at a bank or trust

company selected by an Authorized Officer, as registrar and transfer agent for the Bonds (the “Transfer Agent”) upon presentation and surrender of the appropriate Bond.

The Bonds shall bear interest at a rate or rates to be determined upon negotiated sale thereof, but in any event not exceeding a true interest cost of 6.00% per annum, payable semi-annually on May 1 and November 1 in the years as determined by an Authorized Officer at the time of sale and the underwriter’s discount shall not exceed 1.00% of the principal amount of the Bonds.

Interest on the Bonds shall be paid by check drawn on the Transfer Agent mailed to the registered owner of the Bonds at the registered address, as shown on the registration books of the School District maintained by the Transfer Agent. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the School District to conform to market practice in the future.

The Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York.

The Bonds of any series may be issued as serial or term bonds or both and shall be subject to optional or mandatory redemption prior to maturity at the times, in the manner, in the amounts and at the prices determined by an Authorized Officer at the time of sale of the Bonds.

Unless waived by any registered owner of any Bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the School District. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the redemption date; the redemption price; the place where Bonds called for redemption are to be surrendered for payment; and that interest on Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

3. Bond Form and Execution of Bonds. The Bonds shall be in substantially the form attached hereto as Exhibit A with such changes as are authorized by the terms of this Resolution or necessary to complete the provisions hereof. The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board. No Bonds shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by it to the purchaser in accordance with instructions from the Treasurer of the Board upon payment of the purchase price

for the Bonds in accordance with the bond purchase agreement therefor when accepted. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

4. Debt Retirement Fund. Unless the School District establishes a Common Debt Retirement Fund as provided by law for all issues of bonds of like character of the School District, the Treasurer shall open a special depository account for the Bonds with a bank to be designated as 2025 School Building and Site Bonds Debt Retirement Fund (the “Debt Retirement Fund”). All proceeds from taxes levied for the payment of the principal of, interest on and redemption premium, if any, for the Bonds shall be deposited into the Debt Retirement Fund or the Common Debt Retirement Fund, if one is established. Once the Debt Retirement Fund is established, the moneys deposited in such fund shall be used solely for the purpose of paying the principal of, interest on and redemption premium, if any, for the Bonds. If the School District establishes a Common Debt Retirement Fund, the moneys deposited in that fund shall be used solely for the payment of the principal of and interest on the Bonds and other bonds of like character of the School District payable from the Common Debt Retirement Fund. The accrued interest, if any, received upon delivery of the Bonds shall also be deposited in the appropriate debt retirement fund. Taxes required to be levied to meet the principal and interest obligations and redemption premiums, if any, may be without limitation as to rate or amount, as provided by Article IX, Section 6 of the Michigan Constitution of 1963.

5. Capital Projects Fund. There shall be established by the Treasurer a special depository account, designated the 2025 School Building and Site Bonds Capital Projects Fund (the “Capital Projects Fund”). The amounts specified by an Authorized Officer at the time of sale of the Bonds from the net proceeds of sale of the Bonds and from any net original issue premium shall be deposited to the Capital Projects Fund to be used solely and only to pay for the costs of the Projects, capitalized interest, if any, and the costs of issuance of the Bonds. Except for investment pending disbursement and as herein provided, the moneys in the Capital Projects Fund shall be used solely to pay the costs of the Projects and the costs of issuance of the Bonds as such costs become due and payable and, as may be necessary, to rebate arbitrage earnings, if any, to the United States Department of Treasury as required by the Internal Revenue Code of 1986, as amended (the “Code”). Any net original issue premium received on sale and delivery of the Bonds shall be deposited in the appropriate fund consistent with State and federal law, and, consistent with federal tax law, may be used to pay capitalized interest on the Bonds or may be used to reduce the principal amount of the Bonds issued. Such net original issue premium received, if any, shall be counted against the 2021 Bond Proposal authorization. Moneys remaining in the Capital Projects Fund after completion of the Projects and payment of the costs of issuance of the Bonds and payment of capitalized interest, if any, may be used first for any purpose permitted by the 2021 Bond Proposal, and second for any other purpose permitted by law, than shall be transferred to the Debt Retirement Fund.

6. Unlimited Tax. Commencing with the fiscal year beginning July 1, 2025, it shall be the duty of the School District to levy a tax annually in an amount sufficient so that the estimated collections therefrom will be sufficient to pay promptly when due the principal of and interest becoming due on the Bonds, which tax levies shall not be subject to limitation as to rate or amount.

7. Negotiated Sale. The School District has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of Act 34, and based on the advice of the Municipal Advisor (as defined below) has determined that a negotiated sale of the Bonds provides the School District with greater flexibility in structuring bond maturities and the timing of the sale of the Bonds, and will enable the School District to better market the Bonds to the advantage of the School District and its taxpayers.

8. Retention of Underwriter and Execution of Bond Purchase Agreement. The School District hereby appoints Stifel, Nicolaus & Company, Incorporated as senior managing underwriter for the Bonds (the “Underwriter”). Each Authorized Officer is hereby authorized to appoint one or more co-managing underwriters, if recommended by the Municipal Advisor. Each Authorized Officer is further authorized to negotiate and award the sale of the Bonds to the Underwriter pursuant to a bond purchase agreement, subject to the parameters set forth in this Resolution. Each Authorized Officer is authorized to execute and deliver the bond purchase agreement on behalf of the School District without further approval of the Board, *provided that* the true interest cost on the Bonds shall not exceed 6.00% per annum and the underwriter’s discount shall not exceed 1.00% of the principal amount of the Bonds.

An Authorized Officer may, without further approval or direction from the Board, execute a sale order evidencing the final terms of the Bonds, and make any of the determinations, covenants and elections authorized by this Resolution, provided that the final terms of the Bonds shall be within the parameters set forth in this Resolution.

9. Ratings and Bond Insurance. Each Authorized Officer is authorized to apply for bond ratings from municipal bond rating agencies if deemed appropriate and apply for and purchase a policy of municipal bond insurance, if deemed appropriate by the Municipal Advisor and Bond Counsel (as defined below).

10. Official Statements. The President of the Board and an Authorized Officer are each hereby authorized to approve preliminary and final official statements relating to the Bonds as is deemed appropriate by the Municipal Advisor and Bond Counsel. The President of the Board or an Authorized Officer are further authorized to execute and deliver the final Official Statement relating to the Bonds on behalf of the School District and to approve, execute and deliver any amendments and supplements to the Official Statement necessary to assure that the statements therein are, and as of the time the Bonds are delivered to the Underwriter will be true, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements therein, in light of the circumstances under which they were made, not misleading.

11. Continuing Disclosure Undertaking. The School District hereby covenants, in accordance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission, as may be amended (the “Rule”), if required pursuant to the Rule, to provide or cause to be provided the information set forth in the attached Exhibit B, as such Exhibit may be revised by an Authorized Officer as required by Rule prior to delivery of the Bonds.

12. Tax Matters. The School District hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for federal income tax purposes under the Code, including, but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of Bond proceeds and moneys deemed to be Bond proceeds. An Authorized Officer, if deemed appropriate by the Municipal Advisor and Bond Counsel, is hereby authorized to designate the Bonds as a “qualified tax-exempt obligation” for purposes of deduction of interest expense by financial institutions pursuant to Section 265(b)(3) of the Code.

13. Expenditures and Reimbursements. The School District may incur project expenditures prior to receipt of proceeds of the Bonds issued to finance the Project and may advance moneys from the general fund for that purpose to be reimbursed from proceeds of the Bonds when available. An Authorized Officer shall keep a specific record of all such expenditures.

The School District makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

(a) As of the date hereof, the School District reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of debt to be incurred by the School District.

(b) The expenditures described in this paragraph (b) are for the Project authorized by this Resolution and which were or will be paid subsequent to sixty (60) days prior to the date hereof.

(c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$43,380,000.

(d) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the School District’s use of the proceeds of the debt to be issued for the Project to reimburse the School District for a capital expenditure made pursuant to this Resolution.

(e) The expenditures described in (b) above are “capital expenditures” as defined in Treas. Reg. § 1.150-1(b), which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election or with the application of the definition of placed in service under Treas. Reg. § 1.150-2(c)) under general Federal income tax principles (as determined at the time the expenditure is paid).

(f) No proceeds of the borrowing paid to the School District in reimbursement pursuant to this Resolution will be used in a manner described in Treas. Reg. § 1.150-2(h) with respect to abusive uses of such proceeds, including, but not limited to, using funds corresponding to the proceeds of the borrowing in a manner that results in the creation of replacement proceeds (within Treas. Reg. § 1.148-1) within one year of the reimbursement allocation described in (d) above.

14. Further Bond Details. Each Authorized Officer is hereby individually authorized to adjust the final Bond details to the extent necessary or convenient to complete the transaction authorized in this Resolution, and in pursuance of the foregoing is authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, and other matters, all subject to the parameters established in this Resolution.

15. Retention of Bond Counsel and Municipal Advisor. The law firm of Miller, Canfield, Paddock and Stone, P.L.C. is hereby appointed as bond counsel for the School District with reference to the issuance of the Bonds authorized by this Resolution (“Bond Counsel”). The representation of the School District by Miller, Canfield, Paddock and Stone, P.L.C. as Bond Counsel is hereby confirmed and approved, notwithstanding Miller, Canfield’s periodic representation in unrelated matters of the Underwriter, Stifel, Nicolaus & Company, Incorporated, and other potential parties to the transactions contemplated by this Resolution. The School District also hereby appoints Baker Tilly Municipal Advisors, LLC to act as financial advisor with reference to the issuance of the Bonds authorized by this Resolution (the “Municipal Advisor”).

16. Department of Treasury. Each Authorized Officer is hereby authorized to make application to Treasury for prior approval to issue the Bonds or file a qualifying statement. Each Authorized Officer or Bond Counsel, on behalf of the School District, is further authorized to request any and all waivers, including without limitation, rating waivers, or exemptions from Treasury necessary to the issuance of the Bonds as recommended by the Municipal Advisor and Bond Counsel. Each Authorized Officer is authorized to have prepared and filed a Security Report with Treasury pursuant to Act 34.

17. Further Actions. The officers, administrators, agents and attorneys of the School District are authorized and directed to execute and deliver all other agreements, documents and certificates and to take all other actions necessary to complete the issuance and delivery of the Bonds in accordance with this Resolution. The officers, administrators, agents and attorneys of the School District are authorized and directed to pay costs of issuance including Bond Counsel fees, Municipal Advisor fees, rating agency fees, Transfer Agent fees, costs of printing the preliminary and final official statements, and any other costs necessary to accomplish sale and delivery of the Bonds.

18. 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: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

---

Terri Novaria  
Secretary, Board of Education

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on November 18, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Terri Novaria  
Secretary, Board of Education

42819317

**EXHIBIT A**

**BOND FORM**

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF KALAMAZOO

PORTAGE PUBLIC SCHOOLS  
2025 SCHOOL BUILDING AND SITE BOND  
(UNLIMITED TAX GENERAL OBLIGATION)

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
	_____ 1, 20__	_____, 2025	

Registered Owner: Cede & Co.

Principal Amount: \_\_\_\_\_ Dollars

Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District") promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America on the Maturity Date specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above, or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on \_\_\_\_\_, 20\_\_ and semiannually thereafter. Principal of this bond is payable at the corporate trust office of \_\_\_\_\_, or such other transfer agent as the School District may hereafter designate by notice mailed to the registered owner hereof not less than 60 days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who or which is as of the 15th day of the month preceding each interest payment date, the registered owner, at the registered address. For the prompt payment of this bond, both principal and interest, the full faith and credit of the School District is hereby irrevocably pledged.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of \$ \_\_\_\_\_, (the "Bonds"). The Bonds are issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, and pursuant to a resolution duly adopted by the Board of Education of the School District on November 18, 2024 for school building and site purposes as

the third series of bonds authorized by the qualified electors of the School District at a special election held on August 3, 2021.

This Bond and the interest hereon are payable from the Debt Retirement Fund of the School District for this issue, and the School District is obligated to levy annually sufficient taxes without limitation as to rate or amount to provide for the payment of the principal of and interest on these bonds as they mature.

Bonds of this issue maturing in the years 20\_\_ to 20\_\_, inclusive, shall not be subject to redemption prior to maturity. Bonds of this issue or \$5,000 portions thereof maturing in the years 20\_\_ and thereafter, shall be subject to redemption prior to maturity, at the option of the School District, in any order of maturity and by lot within a single maturity, on any date on or after May 1, 20\_\_ at the redemption price of par plus accrued interest to the date fixed for redemption.

[Insert mandatory term bond redemption provisions, if needed]

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called in part for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption of any bond shall be given at least thirty (30) days and no more than sixty (60) days prior to the date fixed for redemption by mail to the registered owner or owners at the registered addresses shown on the registration books kept by the Transfer Agent. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bond by \$5,000, and such bonds may be redeemed in part. The notice of redemption for bonds redeemed in part shall state that upon surrender of the bond to be redeemed a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bond surrendered shall be issued to the registered holder thereof. No further interest shall accrue on the bonds or portions of bonds called for redemption after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem the same.

Any bond may be transferred by a registered owner, in person or by the registered owner's authorized attorney or legal representative, upon surrender of the bond to the Transfer Agent for cancellation, together with a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer Agent shall authenticate and deliver a new bond or bonds, in like aggregate principal amount, interest rate and maturity. The Transfer Agent shall require the owner requesting the transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent will not be required to (i) issue, register the transfer of or exchange any bond during a period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of bonds selected for redemption and ending at the close of business on the day of that mailing, or (ii) register the transfer of or exchange any bond selected for redemption in whole or in part, except the unredeemed portion of bonds being redeemed in part.

It is hereby certified and recited that all acts, conditions and things required to be done, exist and happen, precedent to and in the issuance of this bond and the series of bonds of which this is one, in order to make them valid and binding obligations of the School District have been done, exist and have happened in regular and due form and time as provided by law, and that the total indebtedness of the School District, including this bond and the series of bonds of which this is one, does not exceed any constitutional or statutory limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the Portage Public Schools, County of Kalamazoo, State of Michigan, by its Board of Education has caused this bond to be signed in the name of the School District by the manual or facsimile signature of the President and to be countersigned by the manual or facsimile signature of the Secretary of the Board of Education, all as of the Date of Original Issue.

**PORTAGE PUBLIC SCHOOLS**  
County of Kalamazoo  
State of Michigan

By:           [manual/facsimile]            
          President

Countersigned:

By:           [manual/facsimile]            
          Secretary

[FORM OF TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]

Certificate of Authentication

This bond is one of the Bonds described above.

\_\_\_\_\_  
Transfer Agent

By: \_\_\_\_\_  
Authorized Signature

Date of Authentication: \_\_\_\_\_, 2025

## EXHIBIT B

### FORM OF CONTINUING DISCLOSURE UNDERTAKING

This Continuing Disclosure Undertaking (the “Undertaking”) is executed and delivered by the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), in connection with the issuance of its 2025 School Building and Site Bonds (Unlimited Tax General Obligation) (the “Bonds”). The School District covenants and agrees for the benefit of the Bondholders, as hereinafter defined, as follows:

(a) *Definitions.* The following terms used herein shall have the following meanings:

“Audited Financial Statements” means the annual audited financial statement pertaining to the School District prepared by an individual or firm of independent certified public accountants as required by Act 2, Public Acts of Michigan, 1968, as amended, which presently requires preparation in accordance with generally accepted accounting principles.

“Bondholders” shall mean the registered owner of any Bond or any person (a) with the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bond (including any person holding a Bond through a nominee, depository or other intermediary) or (b) treated as the owner of any Bond for federal income tax purposes.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access District, or such other District, Internet Web site, or repository hereafter prescribed by the MSRB for the submission of electronic filings pursuant to the Rule.

“Financial Obligation” means “financial obligation” as such term is defined in the Rule.

“MSRB” means the Municipal Securities Rulemaking Board.

“Rule” means Rule 15c2-12 promulgated by the SEC pursuant to the Securities Exchange Act of 1934, as amended, as in effect on the date of this Undertaking, including any official interpretations thereof issued either before or after the date of this Undertaking which are applicable to this Undertaking.

“SEC” means the United States Securities and Exchange Commission.

(b) *Continuing Disclosure.* The School District hereby agrees, in accordance with the provisions of the Rule, to provide or cause to be provided to the MSRB through EMMA, on or before the last day of the 6th month after the end of the fiscal year of the School District, the following annual financial information and operating data,

commencing with the fiscal year ended June 30, 2025, in an electronic format as prescribed by the MSRB:

(1) Updates of the numerical financial information and operating data included in the official statement of the School District relating to the Bonds (the “Official Statement”) appearing in the Tables in the Official Statement as described below: [Headings to be conformed to Official Statement when available.]

- a. Enrollment History – Enrollment History;
- b. Retirement Plan – Contributions to MPSERS;
- c. History of Valuations – State Equalized Valuation and Taxable Value;
- d. Tax Levies and Collections;
- e. State Aid Payments;
- f. School District Tax Rates (Per \$1,000 of Valuation);
- g. Largest Taxpayers;
- h. Direct Debt;
- i. Legal Debt Margin; and
- j. General Fund Budget Summary in Appendix B.

(2) The Audited Financial Statements. Provided, however, that if the Audited Financial Statements are not available by the date specified above, they shall be provided when available and unaudited financial statements will be filed by such date and the Audited Financial Statements will be filed as soon as available.

Such annual financial information and operating data described above are expected to be provided directly by the School District or by specific reference to documents available to the public through EMMA or filed with the SEC.

If the fiscal year of the School District is changed, the School District shall send a notice of such change to the MSRB through EMMA, prior to the earlier of the ending date of the fiscal year prior to such change or the ending date of the fiscal year as changed.

(c) *Notice of Failure to Disclose.* The School District agrees to provide or cause to be provided, in a timely manner, to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, notice of a failure by the School District to provide the annual financial information with respect to the School District described in subsection (b) above on or prior to the dates set forth in subsection (b) above.

(d) *Occurrence of Events.* The School District agrees to provide or cause to be provided to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events listed in (b)(5)(i)(C) of the Rule with respect to the Bonds:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (7) modifications to rights of holders of the Bonds, if material;
- (8) bond calls, if material, and tender offers;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the Bonds, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the School District, which is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the School District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the School District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the School District;
- (13) the consummation of a merger, consolidation, or acquisition involving the School District or the sale of all or substantially all of the assets of the School District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (15) incurrence of a Financial Obligation of the School District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of

the School District, any of which affect security holders, if material; or

- (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the School District, any of which reflect financial difficulties.

(e) *Materiality Determined Under Federal Securities Laws.* The School District agrees that its determination of whether any event listed in subsection (d) is material shall be made in accordance with federal securities laws.

(f) *Identifying Information.* All documents provided to the MSRB through EMMA shall be accompanied by the identifying information prescribed by the MSRB.

(g) *Termination of Reporting Obligation.* The obligation of the School District to provide annual financial information and notices of material events, as set forth above, shall be terminated if and when the School District no longer remains an “obligated person” with respect to the Bonds within the meaning of the Rule, including upon legal defeasance of all Bonds.

(h) *Benefit of Bondholders.* The School District agrees that its undertaking pursuant to the Rule set forth in this Undertaking is intended to be for the benefit of the Bondholders and shall be enforceable by any Bondholder; provided that, the right to enforce the provisions of this Undertaking shall be limited to a right to obtain specific enforcement of the School District’s obligations hereunder and any failure by the School District to comply with the provisions of this Undertaking shall not constitute a default or an event of default with respect to the Bonds.

(i) *Amendments to the Undertaking.* Amendments may be made in the specific types of information provided or the format of the presentation of such information to the extent deemed necessary or appropriate in the judgment of the School District, provided that the School District agrees that any such amendment will be adopted procedurally and substantively in a manner consistent with the Rule, including any interpretations thereof by the SEC, which, to the extent applicable, are incorporated herein by reference. Such interpretations currently include the requirements that (a) the amendment may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the School District or the type of activities conducted thereby, (b) the undertaking, as amended, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances, and (c) the amendment does not materially impair the interests of Bondholders, as determined by parties unaffiliated with the School District (such as independent legal counsel), but such interpretations may be changed in the future. If the accounting principles to be followed by the School District in the preparing of the Audited Financial Statements are modified, the annual financial information for the year in which the change is made shall present a

comparison between the financial statements as prepared on the prior basis and the statements as prepared on the new basis, and otherwise shall comply with the requirements of the Rule, in order to provide information to investors to enable them to evaluate the ability of the School District to meet its obligations. A notice of the change in accounting principles shall be sent to the MSRB through EMMA.

IN WITNESS WHEREOF, the School District has caused this Undertaking to be executed by its authorized officer.

**PORTAGE PUBLIC SCHOOLS**  
County of Kalamazoo  
State of Michigan

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2025

42819317.1/071466.00040

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

3. PCEC Boiler Replacement (OP 6320)

To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

Cc: Paula Johnson, Director of Finance

Date: November 4, 2024

Re: PCEC Boiler Replacement

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**RECOMMENDATION**

I recommend that the Board of Education approve \$503,481 for the replacement of a boiler at Portage Community Education Center (PCEC) and approve as a part of this budget, to award a contract of \$249,400 to DHE Plumbing and Mechanical, LLC. The total requested amount of \$503,481 will come from the Building and Site Sinking Fund (BSSF).

**BACKGROUND INFORMATION**

The current steam boiler at PCEC was built in 1971 and we purchased the boiler used in 1991. The boiler is inspected annually by the State of Michigan. Given the age of the boiler and its repair history, the boiler is due for a replacement. The current boiler is oversized for the building and will be replaced with two smaller boiler units. The project will begin in the summer of 2025 with anticipated completion in September 2025.

**BIDDING PROCESS**

The RFP was made available October 4, 2024. An optional pre-bid meeting was held October 14, 2024. The bids were opened October 25, 2024. The lowest bidders were:

Specialty Metals Fabrications for metals	\$ 33,500
Hazelhoff Builders for General Trades	\$ 37,000
Great Lakes Systems for roofing	\$ 19,703
DHE Plumbing and Mechanical, LLC. for mechanical/plumbing,	\$249,400
Circuit Electric, Inc. for electrical	\$ 12,700
Other fees and contingencies	<u>\$151,178</u>
<b>Grand Total</b>	<b>\$503,481</b>

Enclosed please find the bid summary sheet showing the complete breakdown of the total project budget cost. I would be happy to answer any questions.



Portage Public Schools  
 PCEC Boiler Replacement  
 Award Summary Sheet  
 Construction Manager: Owen-Ames-Kimball Co.



	Bid Category	Contractor	Total
1	Metals	Specialty Metal Fabrications	33,500
2	General Trades	Hazelhoff Builders	37,000
3	Roofing	Great Lakes Systems	19,703
4	Mechanical/Plumbing	DHE Plumbing	249,400
5	Electrical	Circuit Electric, Inc.	12,700
	Electrical Panel Relocation	Allowance	5,000
	Existing Conditions	Allowance	5,000
	DDC Controls	Allowance	20,000
	General Conditions	Owen-Ames-Kimball Co.	17,544
	Preconstruction Services	Owen-Ames-Kimball Co.	1,440
	CM Fee	Owen-Ames-Kimball Co.	12,796
		Subtotal	414,083
	Building Contingency		41,408
		Billing Subtotal	455,491
	Asbestos Abatement		9,990
	AE Fee		38,000
	<b>Total</b>		<b>503,481</b>



**Portage Public Schools  
PCEC Boiler Replacement  
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.

1	Metals	Specialty Metal Fabrications	\$33,500
2	General Trades	Hazelhoff Builders	\$37,000
3	Roofing	Great Lakes Systems	\$19,703
4	Mechanical/Plumbing	DHE Plumbing	\$249,400
5	Electrical	Circuit Electric, Inc.	\$12,700
<b>Total Awards</b>			<b>\$352,303</b>

**Owner: Portage Public Schools**  
**Project Name: PCEC - Boiler Replacment**  
**Owen-Ames-Kimball Co. - Construction Manager**  
**Bid Opening: 10/25 - 2:00 pm**



<b>Bid Category No. 01 - Metals</b>				
<b>Contractor</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>Base Bid</b>	<b>Notes</b>
Specialty Metal Fabrications (Dutton, MI)	Y	1,2,3	\$33,500	
Division 5 Metalworks (Parchment, MI)	Y	1,2,3	\$37,680	

**Owner: Portage Public Schools**  
**Project Name: PCEC - Boiler Replacment**  
**Owen-Ames-Kimball Co. - Construction Manager**  
**Bid Opening: 10/25 - 2:00 pm**



<b>Bid Category No. 02 - General Trades</b>				
<b>Contractor</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>Base Bid</b>	<b>Notes</b>
Hazelhoff Builders (Kalamazoo, MI)	Y	1,2,3	\$37,000	
Mugen Construction, Inc (Dorr, MI)	Y	1,2,3	\$47,468	

Owner: Portage Public Schools  
 Project Name: PCEC - Boiler Replacment  
 Owen-Ames-Kimball Co. - Construction Manager  
 Bid Opening: 10/25 - 2:00 pm



Bid Category No. 03 - Roofing				
Contractor	Bid Bond	Addendum	Base Bid	Notes
Great Lakes Systems (Jenison, MI)	Y	1,2,3	\$19,703	

**Owner: Portage Public Schools**  
**Project Name: PCEC - Boiler Replacment**  
**Owen-Ames-Kimball Co. - Construction Manager**  
**Bid Opening: 10/25 - 2:00 pm**



<b>Bid Category No. 04 - Mechnaical/Plumbing</b>				
<b>Contractor</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>Base Bid</b>	<b>Notes</b>
DHE Plumbing (Grandville, MI)	Y	1,2,3	\$249,400	
Mall City Mechanical, Inc. (Grand Rapids, MI)	Y	1,2,3	\$314,975	
Pro Services Inc (Portage, MI)	Y	1,2,3	\$337,415	

**Owner: Portage Public Schools**  
**Project Name: PCEC - Boiler Replacment**  
**Owen-Ames-Kimball Co. - Construction Manager**  
**Bid Opening: 10/25 - 2:00 pm**



<b>Bid Category No. 05 - Electrical</b>				
<b>Contractor</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>Base Bid</b>	<b>Notes</b>
Circuit Electric, Inc. (Byron Center, MI)	Y	1,2,3	\$12,700	
Hi-Tech Electric Company (Portage, MI)	Y	1,2,3	\$20,300	
DVT Electric Inc (Wyoming, MI)	Y	1,2,3	\$40,250	

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
NOVEMBER 4, 2024, 6:30 P.M.**

**Note Page**

**XI. Closed Session**

1. Consider Material Exempt from Disclosure (OMA)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education move into closed session under Section 8(1)(h) of the Open Meetings Act, MCL 15.268(1)(h), to consider a letter from its attorneys dated October 7, 2024, for the reason that the letter is exempt from disclosure from State law due to the attorney-client privilege.

**ROLL CALL VOTE & 2/3 BOARD APPROVAL REQUIRED**