

**PORTAGE PUBLIC SCHOOLS
 BOARD OF EDUCATION
 COMMITTEE OF THE WHOLE / WORK SESSION
 PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8107 MUSTANG DRIVE,
 PORTAGE, MI 49002
 FEBRUARY 11, 2019, 6:30 PM
 AGENDA**

VISION STATEMENT
 An exceptional, continuously improving learning culture with high expectations, committed to all!
MISSION STATEMENT
 Portage Public Schools will educate all students to achieve their potential.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
II. REVISIONS/APPROVAL OF AGENDA	2
III. REPORTS	
1. SUPERINTENDENT'S REPORT	3
a. COMMUNITEEN UPDATE	
b. BOND PROJECT UPDATE	4
IV. COMMENTS OR COMMUNICATIONS	5
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
V. CONSENT AGENDA	6
1. RECOMMENDATION FOR NMS FURNITURE PURCHASE	7
2. SET 2019-20 BOARD MEETING SCHEDULE	10
VI. DISCUSSION ITEMS	
1. RECOMMENDATION FOR PCEC / WMS CONTRACTS (OP 6320)	12
2. 2018-19 BUDGET AMENDMENT (OP 6231)	51
3. RECOMMENDATION FOR BUS PURCHASE (OP 6320)	61
4. RECOMMENDATION FOR BOARD MEMBER ATTENDANCE (BL 0175.1)	64
5. MASB BOARD OF DIRECTORS (GROUP V) ELECTION (REQUIRED BY MASB)	66
6. RECOMMENDATION-PURCHASE NMS THEATRICAL SOUND PKG (OP 6320)	70
7. RECOMMENDATION-PURCHASE NMS THEATRICAL LIGHTING PKG (OP 6320)	73
VII. ACTION ITEMS	
1. ACCEPTANCE OF MONITORING REPORT 1.4, ENDS POLICY 1.4 (GP 4.4)	78
2. ACCEPTANCE OF MONITORING REPORT 2.4, EXECUTIVE LIMITATION POLICY 2.4 (GP 4.4)	90
VIII. ADJOURN	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

II. Revisions/Approval of Agenda

Recommended Motion:

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

**Portage Public Schools - 2015 Bond Program
Financial Update - work committed thru Bond Change Order 16**

Bond Proposal	Total Budget	Committed+Budgeted	Previous Variance	Current Variance	Change in Variance
1	128,000,000	126,581,381	(1,418,619)	(1,418,619)	0
2	16,000,000	15,868,419	(131,581)	(131,581)	0
			(1,550,200)	(1,550,200)	0

Commitments to date:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
North Middle School & Site	34,367,860	32,151,481	(2,216,379)	(2,216,379)	0
Central Natatorium	10,257,973	10,425,734	167,761	167,761	0
Northern Campus Site	4,929,399	3,303,151	(1,626,248)	(1,626,248)	0
Central Middle School & Site	33,392,630	33,503,190	110,560	110,560	0
Central Campus Site	3,820,016	3,672,586	(147,430)	(147,430)	(0)
Professional Services	6,015,503	5,939,333	(76,170)	(76,170)	(0)
Other	1,870,552	2,701,690	831,138	831,138	0
Busses	3,000,000	1,020,746	0	0	0
Technology	5,450,000	2,817,879	288,148	288,148	0
	103,103,933	95,535,791	(2,668,620)	(2,668,619)	(1)

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

Projects Remaining to Design & Bid:

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
Northern Natatorium	11,005,132	11,005,132	0	0	0
West Middle School Renovation	6,504,205	10,004,205	3,500,000	3,500,000	0
PCEC Building Renovation	3,953,086	953,086	(3,000,000)	(3,000,000)	0
FF&E (Including Band Instruments)	3,433,644	4,183,644	750,000	750,000	0
Busses	1,979,254	1,979,254	0	0	0
Technology	2,920,269	2,920,269	0	0	0
	29,795,590	31,045,590	1,250,000	1,250,000	0

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

Future Enhancements (Not Included In Variance Calculations)

Northern Natatorium Prefunction Space	300,000
Husky Field East Lot Addition	175,000
McCamley Stadium Parking Lot	295,000
Replacement of Stage Flooring NHS/CHS	200,000
Northern Natatorium Budget Code Issues	250,000

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

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

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

January 12, 2019

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

V. Consent Agenda

1. Recommendation for NMS Furniture Purchase (OP 6320)

That the Board of Education approve the purchase of furniture as presented for North Middle School totaling \$829,274.33, the funds for which will come from the 2016 Bond Fund #1 – Furniture, Fixtures, and Equipment Budget.

2. Set 2019-20 Board Meeting Schedule (BL 0164.1)

That the Board of Education approve the Board meeting schedule for the 2019-20 school year (July 22, 2019 through June 22, 2020) as presented with all meetings to be held at the Administration Building beginning at 6:30 p.m.

TO: Mark Bielang, Superintendent

FROM: Ronald Herron, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

DATE: January 17, 2019

SUBJECT: North Middle School Furniture (NMS)

We are recommending that the Board of Education approve the purchase of furniture from the distributors listed below. A total purchase cost of \$829,274.33 will come from the 2016 Bond Fund #1, Furniture, Fixtures and Equipment budget.

Bid Tab Summary

Vendor	Total Cost	Bid Sections Recommended
Custer Furniture	\$ 691,446.39	Ancillary, Chairs, Classroom, Tables
Demco	\$ 50,795.52	Library Shelving
Interior Environments	\$18,450.43	Workstations
Michigan Office Environments	\$ 68,581.99	Storage
Totals	\$ 829,274.33	

BACKGROUND INFORMATION

In August and December 2017, the Board approved our recommendations to purchase pilot furniture for four classrooms in both North Middle School and Central Middle School. The selection of the manufacturer for the pilot classrooms was made after administrators, teachers and the architecture team toured a variety of furniture manufacturers. Among the group, Steelcase was selected to execute the pilot program in both middle schools for a semester. Through multiple surveys and feedback sessions, a basis of design and furniture specifications were prepared for the new middle schools.

Recommendation for NMS Furniture Purchase

January 17, 2019

Page 2

Throughout this process, we have continued to work closely with our Stantec designer to create the layouts and furnishing specification for each space within the building, including classrooms and extended learning areas. Please note, that we will also be utilizing the furniture purchased for the pilot program in the new buildings and that the pilot furniture has remained in the current buildings this year to allow other staff members' exposure to these new styles and types of learning tools.

The purchase of this 21st-century furniture will allow us to make a significant paradigm shift in instruction with the use of mobile furniture with varying instructional surfaces and use in the extended learning spaces. We have already begun to see the benefits in providing these types of tools to our staff as they embrace this 21st-century facility.

The allocated FF&E budget for North Middle School is \$1,093,040. With this furniture purchase and the earlier Board-approved purchase of NMS teacher desks, we are currently \$177,766 below our allocated budget for NMS. However, please be aware that there are still some additional FF&E items needed for this building, which will be purchased within our budget allocation. We are anticipating that after these remaining items are purchased will be approximately \$100,000 under this budget.

BIDDING PROCESS

This furniture was competitively bid and the recommended contractors submitted a qualified bid total for the categories selected. The seven bids received have been thoroughly reviewed. Answers to follow-up questions/information have been provided by each vendor. Samples of key furniture items were also received and reviewed. Care was taken to complete the attached scorecards in each bid category to assist in selecting the vendors that provide the best quality of product and service for the price. Vendors have committed to delivering furniture on time and within specified proposal amounts. The above "Bid Tab Summary" shows the selected bidders and their bid amounts.

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

CHAIRS	criteria	weighted average	CUSTER		MOE	
			points	score	points	score
	Strength of Manufacturer & Supplier	10%	9	0.900	8	0.800
	Understanding of Key Client Issues Scope	20%	10	2.000	7	1.400
	of Services including Dealer Service Pricing	10%	6	0.600	6	0.600
	of Proposed Solution Design & Quality of	25%	9	2.250	7	1.750
	Product Line	25%	9	2.250	8	2.000
	Warranty	10%	9	0.900	7	0.700
WEIGHTED SCORE		100%	8.9		7.25	

CLASSROOM	criteria	weighted average	CUSTER		AND RIVER OF	
			points	score	points	score
	Strength of Manufacturer & Supplier	10%	9	0.900	7	0.700
	Understanding of Key Client Issues Scope	20%	9	1.800	8	1.600
	of Services including Dealer Services Pricing	10%	6	0.600	7	0.700
	of Proposed Solution Design & Quality of	25%	8	2.000	7	1.750
	Product Line	25%	9	2.250	7	1.750
	Warranty	10%	9	0.900	8	0.800
WEIGHTED SCORE		100%	8.45		7.3	

TABLES	criteria	weighted average	CUSTER		AND RIVER OF		MOE	
			points	score	points	score	points	score
	Strength of Manufacturer & Supplier	10%	9	0.900	7	0.700	8	0.800
	Understanding of Key Client Issues Scope	20%	9	1.800	8	1.600	7	1.400
	of Services including Dealer Service Pricing	10%	6	0.600	7	0.700	6	0.600
	of Proposed Solution Design & Quality of	25%	8	2.000	7	1.750	7	1.750
	Product Line	25%	9	2.250	7	1.750	8	2.000
	Warranty	10%	9	0.900	8	0.800	7	0.700
WEIGHTED SCORE		100%	8.45		7.3		7.25	

WORKSTATIONS	criteria	weighted average	PARTNR HAUS		IOR ENVIRON		MOE	
			points	score	points	score	points	score
	Strength of Manufacturer & Supplier	10%	7	0.700	9	0.900	8	0.800
	Understanding of Key Client Issues Scope	20%	6	1.200	8	1.600	7	1.400
	of Services including Dealer Services Pricing	10%	7	0.700	8	0.800	6	0.600
	of Proposed Solution Design & Quality of	25%	5	1.250	9	2.250	7	1.750
	Product Line	25%	6	1.500	9	2.250	8	2.000
	Warranty	10%	7	0.700	8	0.800	7	0.700
WEIGHTED SCORE		100%	6.05		8.6		7.25	

LIBRARY SHELVING	criteria	weighted average	DEMCO		DEW-EL	
			points	score	points	score
	Strength of Manufacturer & Supplier	10%	9	0.900	6	0.600
	Understanding of Key Client Issues Scope	20%	8	1.600	5	1.000
	of Services including Dealer Service Pricing	10%	7	0.700	5	0.500
	of Proposed Solution Design & Quality of	25%	7	1.750	8	2.000
	Product Line	25%	9	2.250	5	1.250
	Warranty	10%	7	0.700	5	0.500
WEIGHTED SCORE		100%	7.9		5.85	



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

To: Board of Education
From: Mark Bielang, Superintendent
Date: January 16, 2019
Re: Proposed Board of Education Meeting Schedule for 2019-20

RECOMMENDED ACTION:

It is recommended that the Board approve the proposed meeting schedule for the 2019-20 school year (July 22, 2019 through June 22, 2020) as presented. Policy Governance Retreats are not included at this time.

BACKGROUND INFORMATION:

In accordance with Board Bylaw 0154, the Board of Education shall designate a day, place, and time for Regular Meetings which shall be held at least once every month. For the past several years the Board has met on the second and fourth Mondays of most months, although Special Meetings have been added from time to time, and during some months only one meeting has been held (April, July, August and December). The proposed meeting schedule is based on current practice.

PPS 2019-20 Board of Education Meeting Schedule

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key to Proposed Meeting Dates:

- Work Session (WS) 6:30 pm
- Regular Business Mtg (RM) 6:30 pm
- Organizational Mtg 6:30 pm

DRAFT

All meetings to be held in Conference Room #1 of the Administration Building.

August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VI. Discussion Items

1. Recommendation for PCEC / WMS Contracts (OP 6320)

FROM: Ron Herron, Assistant Superintendent of Operations
CC: Mark Bielang, Superintendent
Paula Johnson, Director of Finance
Tom Stanek, Owen-Ames-Kimball Co. (OAK)
DATE: February 8, 2019
SUBJECT: Bond Bid Package #4a

Recommendation

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for the West Middle School and the Community Educational Center, to contractors and suppliers listed on the Bid Summary Sheets, 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 will be awarded to these contractors and suppliers by Portage Public Schools, as presented.

Background Information/Recommendation

Bid Package #4a included Portage West Middle School and Portage Community Education Center renovation projects. This went out to bid on December 17th, 2018. Owen-Ames-Kimball Co. (OAK) advertised on their SmartBid data base, the District's Website, Builders Exchange and the State of Michigan's procurement website Sigma. We hosted pre-bid meetings on January 2nd for CEC and January 3rd for WMS, 2019 respectively. We had approximately 30 contractors participate. During the bid phase, OAK continued to reach out to contractors to gauge bid coverage per bid package.

We accepted bids on January 10th, 2019. The bids were read aloud that included the proper bid bonds and acknowledgement of the schedule.

Since the bid openings, our team of OAK, C2AE, Walbridge and PPS staff members executed more the proper post bid interviews for each bid category for these projects. This process was designed to select the bidder with the lowest qualified bid to complete the work scope of each category, having each contractor validate bid pricing, ability to meet schedules with qualified resources, confirmation of work scope and any unique complexities of the projects. During this time we also expressed the high level of expectations the Owner/ Owners Rep/Architect/Construction Management team has for these projects and the contractor's performance.

We are confident that this process has helped us identify the lowest qualified responsible contractors for Board consideration and approval. The interviews were performed over multiple days until the team was confident in bringing this list of recommendations to the Board.

Note that in all work categories we will be awarding contracts to the lowest qualified responsible bid.

We were pleased with this bid process. We had good interest in our projects, as we had 118 bids for both projects. Approximately 80% of bids were from contractors within a one hour drive time radius. We averaged almost 4 bids submitted per bid category.

As it relates to the cost allocation projections for these projects, awards in these work categories resulted in a combined project variance of (\$1,943,465). Breakdown as followed:

(West Middle School)

• Construction Contract Allocation - Funds Available	\$10,004,205
• <u>Award Recommendation</u>	<u>\$8,324,394</u>
Project Variance – (Under)/Over Funds Available	(\$1,679,811)

(Community Education Center)

• Construction Contract Allocation - Funds Available	\$953,086
• <u>Award Recommendation</u>	<u>\$ 689,432</u>
Project Variance – (Under)/Over Funds Available	(\$263,654)

This analysis can be found on the attached bid tabulation summary information for each project.

We are pleased with these results, as it is largely due to the hard work of the entire team and timing of the process leading up to this recommendation.

Approval of these recommendations will allow us to execute contract agreements and proceed with the work in these categories per the scheduled start times in the spring of 2019.

Please note that Bid Package 4b for Portage Northern Natatorium will be presented to the board at the February 25th Board meeting. All bids are in and are beings processed and evaluated for presentation to the Board.

I move that Owen-Ames-Kimball Co. be authorized to issue Notices of Pending Award, in the amounts 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.

	Bid Category	Contractor	Base Bid	Combined Bid Deduct (Award of both CEC and West Middle School)	TOTAL	Location of Contractor
1	General Trades	Kalleward Group	100,000		100,000	Kalamazoo, MI
2	Doors, Frames & Hardware	S.A.Morman	11,580	(2,200)	9,380	Portage, MI
3	Aluminum, Glass and Glazing	Midwest Glass and Mirror	45,700		45,700	Stevensville, MI
4	Lath, Plaster, Drywall, Acoustical (LPDA)	The Herb Ritsema Company dba Ritsema Associates	30,217		30,217	Kalamazoo, MI
5	Flooring	Johnson Commercial Interiors	14,830		14,830	Grandville, MI
6	Painting	West Michigan Painting, Inc.	3,790		3,790	Kalamazoo, MI
7	Mechanical / Plumbing	A-1 Refrigeration Sales & Service, Inc.	127,730		127,730	Kalamazoo, MI
8	Electrical	Byler Electric Inc.	51,800		51,800	Constantine, MI
9	Communications	The DataCom Group, Inc.	8,395		8,395	Holt, MI
	Temperature Controls	ControlNET	15,500		15,500	Kalamazoo, MI
	Total		409,542	(2,200)	407,342	

Over/(Under) Funds Available | (263,654)

Portage Public Schools
 Community Education Center
 Owen-Ames-Kimball Co., Construction Manager
 Bid Opening: Thursday, January 10 at 3:30 PM



BID CATEGORY NO. 1 - General Trades

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Kalleward Group - Kalamazoo	Y	1,2	\$100,000				
Shouldice Industrial Manufacturers - Battle Creek	Y	1,2	\$113,672				
Associated Construction - Battle Creek	Y	1,2	\$153,500				



BID CATEGORY NO. 2 Doors, Frames and Hardware							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
S A Morman - Portage	Y	1,2	\$11,580				Voluntary Alternate

Portage Public Schools
 Community Education Center
 Owen-Ames-Kimball Co., Construction Manager
 Bid Opening: Thursday, January 10 at 3:30 PM



BID CATEGORY NO. 3 - Aluminum, Glass & Glazing

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Midwest Glass and Mirror - Stevensville	Y	1,2	\$45,700				
Forman Glass - Kalamazoo	Y	1,2	\$50,979				



BID CATEGORY NO. 4 - Lath, Plaster, Drywall, Acoustical (LPDA)

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Ritsema Associates - Kalamazoo	Y	1,2	\$30,217				
Sobie Company - Dutton	Y	1,2	\$35,479				
Bouma-Betten Construction - Portage	Y	1,2	\$36,250				
Schepers Brothers - Grand Rapids	Y	1,2	\$39,093				

Portage Public Schools
 Community Education Center
 Owen-Ames-Kimball Co., Construction Manager
 Bid Opening: Thursday, January 10 at 3:30 PM



BID CATEGORY NO. 5 - Flooring							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Johnson Commercial Interiors - Grandville	Y	1,2	\$14,830				
Ritsema Associates - Grandville	Y	1,2	\$15,795				
Battle Creek Tile & Mosaic - Battle Creek	Y	1,2	\$16,335				20
Migala - Kalamazoo	Y	1,2	\$16,734				
Great Lakes Flooring - Grand Rapids	Y	1,2	\$17,988				
Eastpointe Interiors - Grand Rapids	Y	1,2	\$18,112				
Central Tile & Terrazzo - Kalamazoo	Y	1,2	\$18,467				
Welch Tile and Marble - Kent City	Y	1,2	\$18,562				
Commerical Interiors and Design - Wyoming	Y	1,2	\$19,500				



BID CATEGORY NO. 6 - Painting							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
West Michigan Painting - Kalamazoo	CK	1,2	\$3,790				
Mayson Painting - Kentwood	CK	1,2	\$4,400				
Bijl Painting - Comstock Park	Y	1,2	\$5,646				
H & H Painting - Kalamazoo	Y	1,2	\$9,510				
GAM Decorating - Wyoming	Y	1,2	\$10,829				
Halligan Painting - Walker	Y	1,2	\$11,820				



BID CATEGORY NO. 7 - Mechanical/Plumbing							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
A-1 Refrigeration Sales & Services - Kalamazoo	Y	1,2	\$127,730				
C L Mahoney - Kalamazoo	Y	1,2	\$142,330				
R W Lapine - Kalamazoo	Y	1,2	\$142,500				
Ace Plumbing & Heating - Stvensville	Y	1,2	\$172,000				
DHE Plumbing & Mechanical - Kalamazoo	Y	1,2	\$176,500				



BID CATEGORY NO. 8 - Electrical							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Byler Electric - Constantine	CK	1,2	\$51,800				
Hi-Tech Electric - Portage	Y	1,2	\$59,250				
Circuit Electric - Byron Center	Y	1,2	\$69,000				



BID CATEGORY NO. 9 - Communications

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
The DataCom Group - Holt	Y	1,2	\$8,395				
Sport View Technologies - Kalamazoo	Y	1,2	\$8,742				
Parkway Electric & Communications - Holland	Y	1,2	\$9,290				

I move that Owen-Ames-Kimball Co. be authorized to issue Notices of Pending Award, in the amounts 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.

	Bid Category	Contractor	Base Bid	Alternate 1 Music Room Ceiling Difuser Panels	Alternate 2 Replace Existing Sprinkler Heads	Alternate 3 Replace Existing Secondary Entrances	Alternate 4 Gymnasium Lighting	Adjustment 1 Change to Johnston Boilers	Adjustment 2 Change to Lochinvar Gas Water Heaters	Adjustment 3 Demolition	Total	Location of Contractor
1	Earthwork	Lounsbury Excavating	161,700	0	0	0	0	0	0	0	161,700	Paw Paw, MI
3	Concrete	Lucas Concrete	101,021	0	0	0	0	0	0	0	101,021	Walker, MI
4	Polished Concrete	Burgess Concrete Construction, Inc.	14,300	0	0	0	0	0	0	0	14,300	Moline, MI
5	Masonry	Burggrabe Masonry	373,622	0	0	0	0	0	0	0	373,622	Belding, MI
6	Structural Metals	Schweitzer Incorporated	106,673	0	0	0	0	0	0	0	106,673	Battle Creek, MI
7	General Trades	BCI Construction	168,500	0	0	0	0	0	425,000	0	593,500	Grand Rapids, MI
8	Joint Sealants	Slager Restoration	6,985	0	0	0	0	0	0	0	6,985	Vandalia, MI
9	Doors, Frames & Hardware	S.A. Morman	98,415	0	0	0	0	0	0	0	98,415	Portage, MI
10	Aluminum, Glass and Glazing	Midwest Glass and Mirror	97,190	0	0	75,492	0	0	0	0	172,682	Stevensville, MI
11	Lath, Plaster, Drywall, Acoustical (LPDA)	The Herb Ritsema Company dba Ritsema Assoc	496,170	7,600	0	0	0	0	0	0	503,770	Kalamazoo, MI
12	Flooring	Great Lakes Floor Covering	580,784	0	0	0	0	0	0	0	580,784	Grand Rapids, MI
13	Painting	PMV Custom Finishes	180,100	(800)	0	(2,475)	0	0	0	0	176,825	Portage, MI
14	Visual Display Units	Cig Jan Products	9,921	0	0	0	0	0	0	0	9,921	Caledonia, MI
15	Toilet Compartments	S.A. Morman	19,630	0	0	0	0	0	0	0	19,630	Portage, MI
16	Toilet and Bath Accessories	S.A. Morman	8,085	0	0	0	0	0	0	0	8,085	Portage, MI
17	Lockers	Rayhaven Group	57,400	0	0	0	0	0	0	0	57,400	Grand Rapids, MI
18	Operable Partitions	Bareman & Associates	25,900	0	0	0	0	0	0	0	25,900	Jenison, MI
19	Window Coverings	Creative Window Treatments	12,122	0	0	0	0	0	0	0	12,122	Kalamazoo, MI
20	Casework and Countertops	Stonecreek Interior Systems	219,500	0	0	0	0	0	0	0	219,500	Grand Rapids, MI
21	Fire Protection	Blaze Fire Protection	128,800	0	14,400	0	0	0	0	0	143,200	Sparta, MI
22	DDC Control System	ControlNet LLC	460,800	0	0	0	0	0	0	0	460,800	Kalamazoo, MI
23	Mechanical/Plumbing	A-1 Refrigeration Sales & Service	1,395,274	0	0	0	0	11,154	9,600	0	1,416,028	Kalamazoo, MI
24	Testing and Balancing	Third Coast Test and Balance	10,290	0	0	0	0	0	0	0	10,290	Grand Rapids, MI
25	Electrical	Hi-Tech Electric	740,200	0	0	0	14,000	0	0	0	754,200	Portage, MI
26	Communications	Sport View Technologies	215,055	0	0	0	0	0	0	0	215,055	Kalamazoo, MI
	Total		5,688,437	6,800	14,400	73,017	14,000	11,154	9,600	425,000	6,242,408	
										Over/(Under) Funds Available Budgeted	(1,679,811)	



BID CATEGORY NO. 1 - EARTHWORK

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Lounsbury Excavating - Paw Paw	Y	1,2	\$161,700					
Cripps Fontaine Excavating - Kalamazoo	Y	1,2	\$185,000					
James E Fulton & Sons	t	1,2	\$210,000					



BID CATEGORY NO. 3 - Concrete

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Lucas Concrete - Walker	Y	1,2	\$101,021					
Schepers Concrete - Grand Rapids	Y	1,2	\$110,775					
VanLaan Concrete - Dutton	Y	1,2	\$132,335					
Choice Concrete - Clarksville	Y	1,2	\$151,400					
Regional Concrete - Battle Creek	Y	1,2	\$154,182					
Earley & Associates - Kalamazoo	Y	1,2	\$155,000					
Burgess Concrete - Moline	Y	1,2	\$192,400					
Proline Concrete - Dorr	Y	1,2	\$225,480					



BID CATEGORY NO. 4 - Concrete Polishing

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Burgess Concrete - Moline	Y	1,2	\$14,300					
Schepers Concrete - Grand Rapids	Y	1,2	\$37,517					



BID CATEGORY NO. 5 - MASONRY

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Burggrabe Masonry - Belding	Y	1,2	\$373,622					
Brqacy and Jahr - Quincy	Y	1,2	\$564,200					



BID CATEGORY NO. 6 - Structural Metals

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Schweitzer Incorporated - Battle Creek	Y	1,2	\$106,673					
Custom Steel Fabricators - Wyoming	Y	1,2	\$134,800					
Structural Standards - Sparta	Y	1,2	\$150,000					



BID CATEGORY NO. 7 - General Trades

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
BCI Construction - Grand Rapids	Y	1,2	\$168,500					
Kalleward Group - Kalamazoo	Y	1,2	\$210,000					Voluntary Alternate



BID CATEGORY NO. 8 - Joint Sealants

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Premier Caulking—Grand Rapids	Y	1,2	\$0			\$500		Dropped Bid
Slager Restoration - Vandalla	Y	1,2	\$6,985					Voluntary Alternate
CJ's Coatings/Sealants - Hudsonville	Y	1,2	\$23,114					



BID CATEGORY NO. 9 Doors, Frames and Hardware

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
S A Morman - Portage	Y	1,2	\$98,415					



BID CATEGORY NO. 10 - Aluminum, Glass & Glazing

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Midwest Glass and Mirror - Stevensville	Y	1,2	\$97,190			\$75,492		
Forman Glass - Kalamazoo	Y	1,2	\$118,400			\$67,380		Voluntary Alternates
Double O - Grand Rapids	Y	1,2	\$127,181			\$127,820		



BID CATEGORY NO. 11 - Lath, Plaster, Drywall, Accoustical (LPDA)

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Ritsema Company - Kalamazoo	Y	1,2	\$496,170	\$7,600				
Schepers Brothers - Grand Rapids	Y	1,2	\$496,432	\$15,307				
Bouma Corporation - Grand Rapids	Y	1,2	\$538,975	\$8,370				Voluntary Alternates See Clarifications
Boums-Bettern Construction - Portage	Y	1,2	\$556,750	\$14,350				Voluntary Alternates
Sobie Company - Dutton	Y	1,2	\$580,300	\$8,210				



BID CATEGORY NO. 12 - Flooring

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Great Lakes Floor Covering - Grand Rapids	Y	1,2	\$580,784					Voluntary Alternate
Johnson Commercial Interiors - Grandville	Y	1,2	\$589,000					Voluntary Alternate
Ritsema Associates - Grandville	Y	1,2	\$592,920					Voluntary Alternate
Battle Creek Tile & Mosaic - Battle Creek	Y	1,2	\$614,369					
Central Tile & Terrazzo - Kalamazoo	Y	1,2	\$628,895					
Commercial Interiors and Design - Wyoming	Y	1,2	\$629,900					
Eastpointe Interiors - Grand Rapids	Y	1,2	\$661,867					Voluntary Alternate



BID CATEGORY NO. 13 - Painting

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Bijl Painting—Comstock Park	Y	1,2	\$142,328			(\$986)		Incomplete Bid, Dropped
PMV Custom Finishes - Portage	Y	1,2	\$180,100	(\$800)		(\$2,475)		See Clarifications
H& H Painting - Kalamazoo	Y	1,2	\$214,285	\$850		(\$2,350)		
K & A Commercial Painting - Cedar Springs	Y	1,2	\$275,935	\$2,800		(\$400)		
GAM Decorating - Wyoming	Y	1,2	\$298,594					



BID CATEGORY NO. 14 - Visual Display Units

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Cig Jan Products - Caledonia	Y	1,2	\$9,921					
Divis10n - Wyoming	Y	1,2	\$10,823					



BID CATEGORY NO. 15 - Toilet Compartments

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
S A Morman - Portage	Y	1,2	\$19,630					
LG2 LLC - Wyoming	Y	1,2	\$22,361					
Rayhaven Group - Kentwood	Y	1,2	\$23,454					
Divis10n - Wyoming	Y	1,2	\$31,189					



BID CATEGORY NO. 16 - Toilet and Bath Accessories

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
S A Morman - Portage	Y	1,2	\$8,085					
Rayhaven Group - Kentwood	Y	1,2	\$8,893					
Divis10n - Wyoming	Y	1,2	\$12,187					



BID CATEGORY NO. 17 - Lockers

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Rayhaven Group - Grand Rapids	Y	1,2	\$57,400					



BID CATEGORY NO. 18 - Operable Partitions

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Richmond Interiors Systems—Grand Rapids	Y	1,2	\$25,000					Dropped Bid
Bareman & Associates - Jenison	Y	1,2	\$25,900					
Gardiner C Vose - Grand Rapids	Y	1,2	\$31,247					Voluntary Alternate
Partition Systems - Cedar Springs	Y	1,2	\$38,300					Voluntary Alternate



BID CATEGORY NO. 19 - Window Coverings

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Creative Window Treatments - Kalamazoo	Y	1,2	\$12,122					
2 Unopened Bids - No Bid Bonds								



BID CATEGORY NO. 20 - Casework and Countertops

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Stohecreek Interiors Systems - Grand Rapids	Y	1,2	\$219,500					



BID CATEGORY NO. 21 - Fire Protection

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Franklin Holwerda Company - Wyoming	Y	1,2	\$123,180		\$39,000			Voluntary Alternate
Blaze Fire Protection - Sparta	Y	1,2	\$128,800		\$14,400			
Total Fire Protection - Grand Rapids	Y	1,2	\$138,200		\$71,850			
Dependable Fire Protection - Cedar Springs	Y	1,2	\$139,928	\$3,000	\$49,000			Voluntary Alternates
Brigade Fire Protection - Belmont	Y	1,2	\$149,234		\$34,955			Voluntary Alternates
1 Unopened Bids - No Bid Bonds								



BID CATEGORY NO. 22 - DDC Control System

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Green Building Automation - Portage	Y	1,2	\$327,330					Base Bid is a Voluntary Alternate for an unapproved product.
ControlNet LLC - Kalamazoo	Y	1,2	\$460,800					



BID CATEGORY NO. 23 - Mechanical/Plumbing

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
A-1 Refrigeration Sales & Service - Kalamazoo	Y	1,2	\$1,395,274					
DHE Plumbing & Mechanical - Grandville	Y	1,2	\$1,434,000					
R.W. Lapine - Kalamazoo	Y	1,2	\$1,436,000					
Kalamazoo Mechanical - Kalamazoo	Y	1,2	\$1,471,417	\$1,300				Voluntary Alternate



BID CATEGORY NO. 24 - Testing & Balancing

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Third Coast Test and Balance - Grand Rapids	Y	1,2	\$10,290					
Aireconomics - Grand Rapids	Ck	1,2	\$19,730					



BID CATEGORY NO. 25 - Electrical

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Hi-Tech Electric Company - Portage	Y	1,2	\$740,200				\$14,000	
Allied Electric - Grand Rapids	Y	1,2	\$946,000				\$12,320	
Hoekstra Electrical Services - Hamilton	Y	1,2	\$1,036,000				\$17,900	
Circuit Electric - Byron Center	Y	1,2	\$1,174,000				\$17,500	Voluntary Alternates See Clarifications

Portage Public Schools
 West Middle School
 Owen-Ames-Kimball Co., Construction Manager
 Bid Opening: Thursday, January 10th at 3:30pm



BID CATEGORY NO. 26 - Communications

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Sport View Technologies - Kalamazoo	Y	1,2	\$215,055					
Parkway Electric & Communications	Y	1,2	\$264,057					

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VI. Discussion Items

2. 2018-19 Budget Amendment (OP 6231)

Portage Public Schools
THE FUTURE LEARNS HERE

2018/19 Budget Amendment

General Fund #1

February 25, 2019

To : Mark Bielang, Superintendent
From : Paula Johnson, Director of Finance
Date : February 11, 2019
Subj : General Fund Budget Amendment #1 Resolution for 2018/19

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2018/19 year at the February 25, 2019 Board meeting.

Background Information

This amendment to the District’s operating fund represents the first of two planned revisions during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board and community as new and improved information becomes available.

The modifications incorporated in this document are the result of a number of factors that we have previously discussed:

1. Estimate changes due to information available from our 2017/18 audit which increased the District’s fund balance by \$189,889. (Projected to be (\$959,022), actual was (\$769,133)). Other revisions come from a detailed account analysis of budget to actual during the last school year.
2. Changes in budgets necessitated by actual enrollments, actual staffing, and program adjustments.
3. Information received after the budget was adopted in June, 2018.

Typically the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our fall membership count for a new blended membership count. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 25 is provided at the functional level.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar to you from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. After the amendment, unassigned fund balance stands at 8.39%, up from 8.28% at 6/30/2018. This allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of (\$243,283) for the year, as compared to (\$261,905) which was adopted in June and reflects a positive difference of \$18,622. The largest portions of the net change are identified as follows:

Revisions	Amount
Revenues:	(rounded)
Local:	\$534,000
Change in property tax collection based on change in taxable value. K/RESA enhancement millage and SE millage were also updated.	
State:	\$827,000
Overall net increase in the foundation grant, consisting of adjusting to 44 more actual blended membership fte's than budgeted based on actual October, 2018 and February, 2018 counts	
Increase for Retirement Categoricals awarded by the State	
Increase in other State Aid Categoricals	
Federal:	\$40,000
Title IV grant award	
Incoming Transfers & Other Transactions:	(\$78,000)
Removal of SE reimbursement cost from Vicksburg and addition of Set-Seg insurance claim.	
Revenue Subtotal -	\$1,323,000
 Expenditures:	
Salaries for all groups have been adjusted since the preliminary adoption to reflect actual retirements and hires. Related FICA and retirement benefit costs have also been updated. This also includes an increase in the UAAL rate based on the revenue received through state aid.	
Health insurance costs came in lower than budgeted, resulting in a large savings for the district. Based on the change to PAK coverage for the PEA also resulted in a slight increase in dental, vision, ltd and life insurance costs.	
Purchased services is showing a large increase due to several factors: At the time the budget was adopted it was planned to have more maintenance staff hired through PPS as opposed to them being hired by GRBS. Fewer maintenance staff were actually hired than planned so more staff remained contracted with GRBS resulting in an adjustment to the contracted amount. Cost for facility planner and district-wide water testing was included for all locations.	
Supply costs are reflective of the buildings using carry-over funds from last year and for adjusted based on Fall enrollment.	
Capital Outlay was adjusted to reflect roof repair costs that were covered by the general fund.	
Expense Subtotal -	<u>(1,304,000)</u>
Total revisions accounted for in these items	<u>(\$ 18,622)</u>

For the County Wide Special Education Millage funds, although K/RESA submitted a revised budget to the District where all costs would be reimbursed, the district only receives 90% of the estimated allocation in the current year, with the estimated 10% balance remitted to districts in the subsequent year after all actual costs are determined.

The Governor is expected to release the Executive budget recommendation by early March for the State's 2019/20 fiscal year. The new administration has an extra month to communicate information because of having a new staff. This will provide us information as we begin preparation of the 2019/20 school year budget.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2018/19 AMENDED BUDGET #1**

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

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

	<u>Actual 2017/18</u>	<u>Adopted Budget 2018/19</u>	<u>Amended Budget #1 2018/19</u>
Total Fund Balance, Beginning of Year, July 1	9,818,905	8,859,883	9,049,772
REVENUES:			
Local Sources	25,598,882	25,686,550	26,220,801
State Sources	65,570,421	66,801,597	67,628,161
Federal Sources	1,014,174	1,041,571	1,082,203
Incoming Transfers and Other Transactions	<u>227,864</u>	<u>486,139</u>	<u>407,777</u>
Total Revenues and Other Transactions	<u>92,411,341</u>	<u>94,015,857</u>	<u>95,338,942</u>
Total Available to Appropriate	<u>102,230,246</u>	<u>102,875,740</u>	<u>104,388,714</u>

Be it further resolved that \$93,779,037 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES:

Instruction:

Basic Programs	48,532,069	49,717,384	50,345,612
Added Needs	<u>7,531,922</u>	<u>8,113,941</u>	<u>8,129,269</u>
Total Instruction	<u>56,063,991</u>	<u>57,831,325</u>	<u>58,474,881</u>

Supporting Services:

Pupil	6,542,751	6,165,552	6,428,967
Instructional Staff	4,787,626	4,771,230	4,836,252
General Administration	692,148	697,174	690,836
School Administration	4,994,366	5,014,325	5,154,640
Business Services	1,106,906	992,127	995,468
Operations and Maintenance	8,122,666	8,202,948	8,418,702
Transportation	3,374,751	3,496,676	3,487,234
Central Services	2,478,527	2,507,109	2,415,564
Athletics	<u>1,612,047</u>	<u>1,460,110</u>	<u>1,527,772</u>
Total Supporting Services	<u>33,711,788</u>	<u>33,307,251</u>	<u>33,955,435</u>

Community Services

Community Services	<u>2,780,724</u>	<u>2,863,919</u>	<u>2,876,642</u>
--------------------	------------------	------------------	------------------

Other Financing Use - Debt Service

Other Financing Use - Debt Service	<u>623,971</u>	<u>275,267</u>	<u>275,267</u>
------------------------------------	----------------	----------------	----------------

Total Expenditure Appropriation

Total Expenditure Appropriation	<u>93,180,474</u>	<u>94,277,762</u>	<u>95,582,225</u>
---------------------------------	-------------------	-------------------	-------------------

Excess (Deficit) of Revenues over Expenditures

Excess (Deficit) of Revenues over Expenditures	<u>(769,133)</u>	<u>(261,905)</u>	<u>(243,283)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 9,049,772</u>	<u>\$ 8,597,978</u>	<u>\$ 8,806,489</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION
2018/19 AMENDED BUDGET #1**

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

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

PORTAGE PUBLIC SCHOOLS
2018/19 AMENDED GENERAL FUND BUDGET
COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION

	<u>Actual 2017/18</u>	<u>Adopted Budget 2018/19</u>	<u>Amended Budget #1 2018/19</u>	<u>Increase (Decrease)</u>
Revenues				
Not Program Related	77,791,336	79,472,533	80,561,774	1,089,241
Program Related	14,620,005	14,543,324	14,777,168	233,844
Total Revenues	<u>92,411,341</u>	<u>94,015,857</u>	<u>95,338,942</u>	<u>1,323,085</u>
Expenditures				
Salaries	45,912,393	47,297,332	47,658,923	361,591
Fringe Benefits:				
FICA **	3,220,282	3,510,051	3,620,252	110,201
Retirement **	18,319,404	17,775,049	18,009,090	234,041
Health Insurance	7,601,434	8,517,356	7,841,115	(676,241)
Dental Insurance	590,169	610,734	616,873	6,139
Vision Insurance	92,644	96,781	125,239	28,458
Long-Term Disability	109,998	114,270	115,514	1,244
Life Insurance	22,271	25,729	33,023	7,294
Other Fringe Benefits	<u>597,405</u>	<u>617,793</u>	<u>654,887</u>	<u>37,094</u>
Total Fringe Benefits	<u>30,553,607</u>	<u>31,267,763</u>	<u>31,015,993</u>	<u>(251,770)</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	11,059,145	10,183,100	11,058,868	875,768
Supplies, Materials, Other	4,234,078	4,918,300	5,162,252	243,952
Capital Outlay	797,280	336,000	410,922	74,922
Debt Service	<u>623,971</u>	<u>275,267</u>	<u>275,267</u>	<u>0</u>
Total Expenditures	<u>93,180,474</u>	<u>94,277,762</u>	<u>95,582,225</u>	<u>1,304,463</u>
Excess (Deficit) of Revenues over Expenditures	<u>\$ (769,133)</u>	<u>\$ (261,905)</u>	<u>\$ (243,283)</u>	<u>\$ 18,622</u>
Total Fund Balance Information				
Fund Balance Beginning	9,818,905	8,859,883	9,049,772	
Income (Deficit) - Allocated to Unreserved	(769,133)	(261,905)	(243,283)	
Estimated Ending Fund Balance	9,049,772	8,597,978	8,806,489	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	847,564	787,564	787,564	
Estimated Ending Unassigned Fund Balance	<u>\$ 8,202,208</u>	<u>\$ 7,810,414</u>	<u>\$ 8,018,925</u>	
As a Percentage of Expenditures	8.80%	8.28%	8.39%	

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2018/19</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2018/19</u>
REVENUES:			
From Local Sources:			
Property Tax Levy (17.8182 mills)	13,637,560	274,559	13,912,119
Regional Enhancement Millage (1.5 mills)	3,034,500	52,120	3,086,620
Earnings from Investments and Deposits	21,500	0	21,500
Interest on Delinquent Taxes	12,000	0	12,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	200,000	0	200,000
Other Local Sources	66,800	31,464	98,264
From State Sources:			
Foundation Grant Allowance	55,539,060	96,735	55,635,795
Other State Categoricals/Foundation Adjustments	6,866,180	665,827	7,532,007
From Federal Sources:			
Medicaid Administrative Outreach Program	11,000	0	11,000
Program Related Revenues:			
Great Start Readiness Program	364,720	0	364,720
Contributions for Instructional Programs	22,000	37,957	59,957
Pay to Participate Fees	202,000	0	202,000
Online Class and IB/AP Test Fees	127,500	0	127,500
Athletic Gate Receipts and Contributions	159,400	9,208	168,608
Community High School	2,000	0	2,000
Enrichment Class and Advertising Fees	359,000	3,000	362,000
Childcare and Preschool Fees	2,756,173	0	2,756,173
Technology Services	250,000	0	250,000
County Special Education and State Categoricals	6,596,894	(17,013)	6,579,881
At Risk Grant	1,668,402	29,142	1,697,544
Title 1 Grant	763,276	0	763,276
Title 2 Grant	212,618	0	212,618
Other Grants	210,474	140,086	350,560
Maintenance and Operations Facility Rental Fees	80,000	0	80,000
Transportation Special Education Categoricals and Billings	852,800	0	852,800
TOTAL REVENUES	<u>\$ 94,015,857</u>	<u>\$ 1,323,085</u>	<u>\$ 95,338,942</u>

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #1
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Adopted Budget 2018/19</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #1 2018/19</u>
EXPENDITURES:			
Instructional Services			
Amberly Elementary	3,957,993	31,487	3,989,480
Angling Road Elementary	2,609,014	(72,858)	2,536,156
Central Elementary	2,939,382	(133,962)	2,805,420
Haverhill Elementary	3,057,014	57,456	3,114,470
Lake Center Elementary	3,960,442	(99,671)	3,860,771
Moorsbridge Elementary	3,909,587	202,904	4,112,491
12th Street Elementary	3,656,848	158,043	3,814,891
Woodland Elementary	3,008,908	16,380	3,025,288
Central Middle	4,660,704	(15,696)	4,645,008
North Middle	4,001,127	81,056	4,082,183
West Middle	4,876,742	119,929	4,996,671
Central High	9,360,029	130,565	9,490,594
Northern High	8,561,670	58,801	8,620,471
Acadmicly Gifted and Talented	252,729	1,363	254,092
Auditorium Management	139,641	12,868	152,509
Childcare and Preschool Program	2,567,131	(1,319)	2,565,812
Community High School Program	1,465,657	(3,390)	1,462,267
Education for Employment	742,820	(6,200)	736,620
Education for the Arts	96,055	(1,515)	94,540
Great Start Readiness Program	472,754	(628)	472,126
High School Athletics	1,305,425	49,151	1,354,576
Homebound Services	14,567	0	14,567
Instructional Services Administration	838,711	(11,006)	827,705
Middle School Athletics	257,685	15,129	272,814
Non-Public Schools- Shared Time Program	903,667	(150,579)	753,088
Technology and Student Information Systems			
Media Services	137,502	39,137	176,639
Technology Services	2,337,536	(36,574)	2,300,962
Special Education Services			
Special Education Program	8,994,182	159,843	9,154,025
At Risk Grant	1,668,380	10,674	1,679,054
Title 1 Grant	763,276	0	763,276
Title 2 Grant	213,225	123	213,348
Curriculum and Professional Development			
Curriculum Development	931,856	36,274	968,130
Professional Development	189,531	15,900	205,431
Other Grants	210,457	142,087	352,544
Operations			
Budget and Finance	1,178,211	12,351	1,190,562
Central Services	99,370	(1,249)	98,121
Maintenance and Operations	4,564,667	426,061	4,990,728
Transportation	3,508,788	(11,553)	3,497,235
Community Relations			
Communications	285,062	1,425	286,487
Community Enrichment Program	366,608	0	366,608
Human Resources	557,635	(38,007)	519,628
Administration	655,174	109,663	764,837
TOTAL EXPENDITURES	<u>\$ 94,277,762</u>	<u>\$ 1,304,463</u>	<u>\$ 95,582,225</u>
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	<u>\$0 (261,905)</u>	<u>\$ 18,622</u>	<u>\$ (243,283)</u>

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VI. Discussion Items

3. Recommendation for Bus Purchase (OP 6320)

TO: Mark Bielang, Superintendent
FROM: Ron Herron, Assistant Superintendent of Operations
CC: Paula Johnson, Director of Finance
DATE: January 18, 2019
SUBJECT: Recommendation for Bus Purchase

Recommendation

That the Board of Education approve the purchase of five (5) 77-passenger buses and two (2) lift buses from Holland Bus for a total of \$668,768.00. This purchase would come from the 2016 Bond Construction Fund bus purchase allocation.

Background Information

Our regular replacement schedule calls for six (6) busses to be replaced annually. In evaluating our current lifts, we have a few that are starting to have increased repairs and we will be decommissioning these in the next few years. Because of this and the increase in transportation demand levels, we are requesting one (1) additional lift bus. We believe this will assist us in avoiding major repairs to buses that we would be keeping for only a short time before replacement. This rotation and replacement would be done in our normal process of evaluating our oldest and/or highest mileage buses, which are beyond their life expectancy.

The increase cost of these buses are due to the additional safety features that we are adding, as well as the changes that were made to the specifications of the buses. These new buses will have additional back stop signs, reverse cameras, stability control and air disk brakes to make our drivers and students safer. In the last couple of purchases, we bid “stock” buses, but these buses will have to be built.

The attached bid summary provides pertinent results for your review.

Bid Responses							Options			
Vendor	Year	Delivery Date	Reg. Bus (5)	Lift Bus (2)	Chassis/ Body	Engine\ Transmission	2 Yr	3 Yr	5 Yr\100.00	Engine\Trans. 5 Yr
Holland Bus- Diesel	2020	90-110 Days	\$466,440		Bluebird	220 HP Diesel\ Allison 2500			X	Standard-Engine\ Trans.
Holland Bus- Gas	2020	80-110 Days	\$451,440		Bluebird	Ford 6.8L\ Ford 6R140			X	Standard-Engine\ Trans.
Holland Bus – Gas Lift	2020	80-110 Days		\$217,328	Bluebird	Ford 6.8L\ Ford 6R140			X	Standard-Engine\ Trans.
Holland Bus – Diesel- Lift	2020	90-110 Days		\$223,328	Bluebird	220 HP Diesel\ Allison 2500			X	Standard-Engine\ Trans.
Hoekstra- Diesel	2020	May 1, 2019	\$457,180		Thomas	220 HP Diesel\ Allison 2500		X		Standard-Engine\ Trans.
Hoekstra- Diesel	2020	June 1, 2019		\$215,776	Thomas	220 HP Diesel\ Allison 2500		X		Standard-Engine\ Trans.

In the Warranty Information listed above, “Full Warranty” is basically the whole bus with the exception of wear parts. Different components on a bus have different warranties (seats, cross members, paint, are examples) and can vary up to a 7 years depending on the vendor.

International did not submit bids for buses.

We have purchased buses from Holland Bus for several years now and have been very satisfied with prompt support of any issues that we have had. We purchased gas buses on the past couple of purchases and have been very happy with their performance and cost savings overall.

We would be happy to answer any questions that Board members have related to this recommendation.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VI. Discussion Items

4. Recommendation for Board Member Attendance (BL 0175.1)



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

TO: Board of Education
FROM: Mark Bielang, Superintendent
DATE: February 6, 2019
SUBJECT: Recommendation for Board Member Attendance

Recommendation

That the Board of Education approve the attendance of Randy Van Antwerp at the Govern for Impact Conference, June 20-22, 2019 in Quebec City, Canada and approve the attendance of Randy Van Antwerp, Terri Novari, and Joanne Willson at the Policy Governance® Boot Camp, April 25-26, 2019 in Grand Rapids, Michigan.

Background Information

The Govern for Impact Conference (formerly known as the IPGA Annual Conference) is for Boards, CEOs and Administrators that use the Policy Governance® System. These conferences provide rich discussion, networking and engaging workshops. Mr. Van Antwerp has attended this event in past years and would like to attend again this year.

The Policy Governance Boot Camp is a two-day event focused on Policy Governance® theory and understanding. This event also promises to be rich in discussion, networking and engaging sessions.

Board action to approve attendance as noted above is recommended.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

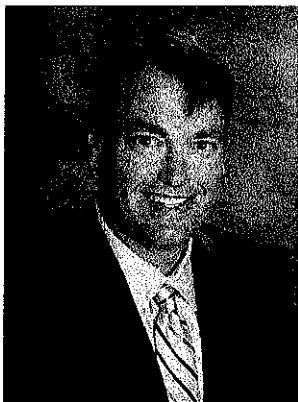
VI. Discussion Items

5. MASB Board of Directors (Group V) Election (Required by MASB)

Group V (Three-Year Term)

Steve Hyer*

Clarkston Community Schools, Oakland County



Time served on this board: 18 years

Offices held: President, Vice President, Secretary and Treasurer

MASB Certification:

- Certified Boardmember Award
- Award of Merit
- Award of Distinction
- Master Boardmember Award
- Master Diamond Award
- Master Platinum Award
- President's Award

Election Statement:

Over the past four years, I have served you and your board as a positive, contributing and engaged member of the MASB Board of Directors. I have served on the Finance, Resolutions & Bylaws, Policy and ad hoc committees (Governance & Board Professional Development). I challenge my colleagues to not just accept the status quo. We have developed: a new strategic plan, executive director evaluation, a recruitment effort for new board members, and a new mission and vision for the organization.

In my first year on the board, I dealt with the transition to a new executive director. My entire time on the board has focused on recruiting and retaining high-quality staff to expand the services the Association is able to offer to local districts and individual board members. We must continue to collectively evaluate each of our offerings to make sure we are serving our membership as effectively as possible while being fiscally responsible.

I'm currently in my 18th year and fourth term on the Clarkston Community Schools Board of Education. I have been married for 14 years (2 children: Stephen, 8/Vivian, 6). We've also welcomed into our family a 17-year-old Vietnamese exchange student for the school year. My professional experiences include being a local business owner (software/web development), serving on the Clarkston Chamber of Commerce Board of Directors and as President, and serving on advisory committees at other nonprofits.

I have served on the Oakland County School Boards Association Board of Directions and as the Advocacy Committee Chair. I have served on the Michigan PTA Board of Directors as VP of Children's Advocacy and Treasurer. I've been an active FIRST Robotics mentor and I now serve as a Judge Advisor and organize the annual FIRST Robotics National Advocacy Conference event training hundreds of students from around the country to send them out to advocate for education and STEM. I've organized principals, parents, board members, teachers and students in 39 advocacy trips over the last 18 years. My efforts have been recognized by the MASA Champions for Children Award, ACHC Champion for Prevention Award, a cover story on Advocacy in ASBJ, and being named Clarkston Citizen of the Year in 2005.

I look forward to continuing to be visible, open and accessible while contributing my personal and leadership experiences, on behalf of each individual board member and each school district, to the MASB Board of Directors.

***Incumbent**

Group V (Three-Year Term)

Lisa M. Kreager

Rockford Public Schools, Kent County



Time served on this board: Six years

Offices held: President, Vice President, Secretary and Treasurer

MASB Certification:

Certified Boardmember Award

Award of Merit

Election Statement:

As a two-term elected School Board Trustee for Rockford Public Schools, one of my greatest concerns regarding our public schools is equitable funding. As a district with base foundation funding, I know firsthand, the economic challenges we face with the rising costs of retirement funding and health care costs, unfunded mandates, and keeping our students and staff safe in our buildings. How does educating a child in one district warrant only half the funding of a child in a neighboring district?

Next, I would address the need to bring mental health awareness to the forefront in public education. Anxiety disorders are the most common mental health challenge in the U.S., impacting 54% of females and 46% of males, with age 7 being the average age of onset, according to the World Health Organization. While anxiety disorders are highly treatable, only one-third of those suffering receive treatment. Educating our teachers, parents and community members is paramount and plays a role in the education of the entire child.

I have a Finance Degree along with 20 years in public accounting & tax and nonprofit accounting. I have served on various community boards in the Greater Grand Rapids area and have a passion for education and anything 'kid' related.

As a member of the MASB Board of Directors, I hope to continue the great work being done by the MASB 'to provide quality educational leadership services for all Michigan boards of education, and to advocate for student achievement and public education.'

Group V (Three-Year Term)

Martin (Marty) Ray

Grand Blanc Community Schools, Genesee County



Time served on this board: 10 years

Offices held: Vice President and Secretary

MASB Certification:

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

Master Platinum Award

Election Statement:

As a board member of MASB, I will diligently work to serve the needs of the Michigan districts and their school board members by focusing on value and quality for the time and money our member districts spend with MASB. We should never lose that focus and understand that this is a moving target that needs to be adjusted to, and every board member should find it beneficial and effective to be active in MASB.

Serving our member boards will be accomplished by providing quality and accessible training, timely and relevant classes as well as maintain the solid foundation that they have established with the 100-level courses. Additionally, being the leader for public school advocacy with our state and federal legislatures and continuing to educate, encourage and prod our local school board members to take action and to advocate to their home district constituencies and encourage them to advocate for public education. In this age of information overload this will continue to be one of our greatest challenges.

Finally, as a board member of the MASB I will continue to support our Annual Leadership Conference with its unmeasurable value of networking and team building and focus on current up-to-the-minute issues, training and best practices. This is also our opportunity to share emerging thoughts and directions in public education that will spark the innovation and focus on student achievement. It would be my dream for every Michigan public school board member to attend the ALC and feel that it was the best use of their time and money, and that they are better off going, then not going. We must continue to encourage all the participants to be lifelong learners and then taking the excitement and knowledge back to their districts and counties and regions and making impact. MASB can, is and should be the catalyst in the chemical reaction to inspire, encourage and set the bar high for public education in Michigan.

I am fortunate to come from a district that has benefited from all that MASB has to offer. My home district has a long list of items that have been brought back from conferences in Michigan and national conferences that still benefit us today. It would be my privilege to serve you as your board representative and pay some of this debt back.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VI. Discussion Items

6. Recommendation–Purchase of NMS Theatrical Sound Pkg (OP 6320)

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

MEMO

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

RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical sound equipment from Parkway Electric & Communications LLC of Holland, MI in an amount not to exceed \$33,007.99, proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

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

AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. Parkway was the overall low and thus selected. After careful analysis of the bid and the available budget, we have chosen to eliminate and reduce the quantities of some of the items requested in the RFP. The total cost for this equipment aligns with our expectations.

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

#10667 - North Middle School Blackbox Theater Sound Package

December 21, 2018 -- 1:30 pm

Vendor Name	Pro Audio & Lighting	Parkway Electric & Communications LLC	PROVIDEO
Address	2400 E 14 Mile Road, Warren, MI 48092	11952 James St., Holland, MI 49424	26471 Southpoint Road, Perrysburg, OH 43551
Contact Name	Robert Kuron	Brian Rotman	Lara Kuhlman
Contact E Mail	robk@proaal.com	brian.rotman@parkwayelectric.com	lara@provideosystems.com
Familial	X	X	X
Iran Econ Act	X	X	X
Legal Status Form	X	X	X

Qty	Make/Model	Pro Audio & Lighting		Parkway Electric & Communications LLC		PROVIDEO	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Allen & Heath SQ5 w/Dante Card	\$3,101.06	\$3,101.06	\$3,031.33	\$3,031.33	\$3,727.00	\$3,727.00
1	Allen & Heath AB168	\$887.38	\$887.38	\$857.00	\$857.00	\$876.00	\$876.00
1	Allen & Heath AR84	\$635.14	\$635.14	\$620.86	\$620.86	\$634.00	\$634.00
8	Electro-Voice Fri-2082	\$639.83	\$5,118.64	\$630.68	\$5,045.44	\$678.00	\$5,424.00
1	Electro-Voice EVF-11815	\$1,113.49	\$1,113.49	\$1,097.71	\$1,097.71	\$1,180.00	\$1,180.00
2	Electro-Voice EKX-12P	\$581.82	\$1,163.64	\$587.98	\$1,175.96	\$632.00	\$1,264.00
1	QSC CXD8.4Q	\$3,161.00	\$3,161.00	\$3,118.28	\$3,118.28	\$2,799.00	\$2,799.00
1	QSC CXD4.3Q	\$2,180.00	\$2,180.00	\$2,150.54	\$2,150.54	\$1,427.00	\$1,427.00
1	QSC QSys Core 110f	\$2,180.00	\$2,180.00	\$2,150.54	\$2,150.54	\$1,976.00	\$1,976.00
1	QSC Qsys UCI License	\$109.00	\$109.00	\$107.53	\$107.53	\$110.00	\$110.00
1	QSC Qsys Scripting License	\$218.00	\$218.00	\$215.05	\$215.05	\$219.00	\$219.00
1	AtteroTech Zone Controller (Axon C1)	\$399.20	\$399.20	\$321.51	\$321.51	\$328.00	\$328.00
4	Shure SM58-LC	\$88.00	\$352.00	\$86.02	\$344.08	\$88.00	\$352.00
4	Shure SM57-LC	\$80.30	\$321.20	\$78.49	\$313.96	\$80.00	\$320.00
4	K&M #210/2	\$63.25	\$253.00	\$50.81	\$203.24	\$58.00	\$232.00
4	K&M #259	\$60.50	\$242.00	\$53.23	\$212.92	\$60.00	\$240.00
2	Whirlwind IMP2	\$41.83	\$83.66	\$42.53	\$85.06	\$42.00	\$84.00
1	Whirlwind Director 2	\$98.11	\$98.11	\$99.74	\$99.74	\$98.00	\$98.00
1	Whirlwind pod DI	\$61.28	\$61.28	\$62.30	\$62.30	\$44.00	\$44.00
20	ProCo MasterMike 25'	\$24.61	\$492.20	\$18.76	\$375.20	\$56.00	\$1,120.00
2	ProCo BPMBMB-10	\$21.99	\$43.98	\$9.16	\$18.32	\$20.00	\$40.00
10	ProCo 25-SPK14/2	\$22.88	\$228.80	\$25.13	\$251.30	\$41.00	\$410.00
4	ProCo EG15	\$8.84	\$35.36	\$6.58	\$26.32	\$11.00	\$44.00
2	ProCo C270201-25F	\$34.09	\$68.18	\$34.57	\$69.14	\$33.00	\$66.00
1	Tascam SS-CDR200	\$903.10	\$903.10	\$882.80	\$882.80	\$672.00	\$672.00
1	Shure ULXD4Q	\$4,378.00	\$4,378.00	\$4,065.59	\$4,065.59	\$4,369.00	\$4,369.00
1	Shure UA8-470-530	\$23.10	\$23.10	\$21.45	\$21.45	\$23.00	\$23.00
4	Shure ULXD1 Bodypack	\$385.00	\$1,540.00	\$357.53	\$1,430.12	\$384.00	\$1,536.00
2	Shure ULXD2/B87A	\$550.00	\$1,100.00	\$510.75	\$1,021.50	\$549.00	\$1,098.00
2	Shure MX153C/O-TQG	\$174.90	\$349.80	\$162.42	\$324.84	\$175.00	\$350.00
2	Shure MX153T/O-TQG	\$174.90	\$349.80	\$162.42	\$324.84	\$175.00	\$350.00
0	AKG C1000	\$157.08	\$0.00	\$153.55	\$0.00	\$157.00	\$0.00
0	AKG C3000	\$214.83	\$0.00	\$213.87	\$0.00	\$218.00	\$0.00
0	Shure Beta52a	\$148.50	\$0.00	\$137.90	\$0.00	\$149.00	\$0.00
2	Shure SM81	\$325.60	\$651.20	\$302.37	\$604.74	\$325.00	\$650.00
1	EV PC-18/XLR	\$190.43	\$190.43	\$187.55	\$187.55	\$202.00	\$202.00
2	Shure WL184	\$96.80	\$193.60	\$89.89	\$179.78	\$97.00	\$194.00
2	Shure WA302	\$13.20	\$26.40	\$12.26	\$24.52	\$13.00	\$26.00
2	K&M 25900 - Black	\$71.50	\$143.00	\$62.90	\$125.80	\$71.00	\$142.00
4	On-Stage Stands MS7201B	\$13.28	\$53.12	\$14.17	\$56.68	\$18.00	\$72.00
2	Behringer Eurolive B205D	\$156.80	\$313.60	\$150.53	\$301.06	\$154.00	\$308.00
0	Drum Shield D54 L - 5 Section acrylic drum panel with flexible hinges	\$234.00	\$0.00	\$224.73	\$0.00	\$330.00	\$0.00
0	Clearsonic C5 bag	\$160.93	\$0.00	\$144.62	\$0.00	\$151.00	\$0.00
1	Eartec HUB7SMXS	\$1,685.00	\$1,685.00	\$1,503.39	\$1,503.39	\$1,525.00	\$1,525.00
1	Freight	\$317.20	\$317.20	\$0.00	\$0.00	\$750.00	\$750.00
Calculated Total			\$34,761.67		\$33,007.99		\$35,281.00

Signatures

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VI. Discussion Items

7. Recommendation–Purchase of NMS Theatrical Lighting Pkg (OP 6320)

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

MEMO

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

RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical sound equipment from Pro Audio & Lighting of Warren, MI in an amount not to exceed \$30,671.91, proceeds coming from the 2016 Bond Construction Fund #1.

BACKGROUND

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

AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. Pro Audio & Video was the lowest complete bid. After careful analysis of the bid and the available budget, we have chosen to eliminate and reduce the quantities of some of the items requested in the RFP. The total cost for this equipment was higher than anticipated due to increases in tariffs from LED manufacturing, however, we can comfortably reduce and eliminate certain quantities of equipment to commission this space. In total, the reduction resulted in a cost savings approximating 60%.

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

Portage Public Schools

#10668 - North Middle School Blackbox Theater Lighting Fixture Package

December 21, 2018 -- 1:30 pm

Vendor Name	Pro Audio & Lighting	Vincent Lighting Systmes
Address	2400 E 14 Mile Road, Warren, MI 48092	6161 Cochran Road, Ste. D, Solon, OH 44139
Contact Name	Robert Kuron	John Conley
Contact E Mail	robk@proaal.com	jconley@vls.com
Familial	X	X
Iran Econ Act	X	X
Legal Status Form	X	X

Qty	Make/Model	Unit Price	Total Price	Unit Price	Total Price
48	Chauvet Colorado 1-Quad Zoom Tour	\$445.29	\$21,373.92	\$475.56	\$22,826.88
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$357.25	\$1,429.00	\$338.18	\$1,352.72
3	Chauvet Rouge R-2 Wash	\$1,149.12	\$3,447.36	\$1,363.65	\$4,090.95
0	ETC ColorSource LED w/Cyc attachment	\$1,213.06	\$0.00	\$1,302.27	\$0.00
0	Chauvet Rouge R-2 Spot	\$1,541.74	\$0.00	\$1,829.54	\$0.00
0	ETC Ion XE 20 console - no monitors - 2048 Outputs	\$8,567.21	\$0.00	\$7,704.54	\$0.00
2	City Theatrical SHoW DMX SHoW Baby 6	\$272.44	\$544.88	\$245.45	\$490.90
0	ATA Road case for ETC Ion XE 20	\$682.34	\$0.00	\$613.63	\$0.00
55	10' DMX cable	\$6.56	\$360.80	\$7.89	\$433.95
12	25' DMX cable	\$9.94	\$119.28	\$14.71	\$176.52
1	50' DMX cable	\$18.69	\$18.69	\$27.21	\$27.21
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$48.75	\$195.00	\$38.14	\$152.56
51	10' Powercon Male to Powercon Female jumper cables	\$16.25	\$828.75	\$28.36	\$1,446.36
24	25' L5-20 Male / PowerCon Female extension cables	\$22.50	\$540.00	\$24.20	\$580.80
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$45.74	\$182.96	\$39.06	\$156.24
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$65.00	\$65.00	\$59.45	\$59.45
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$105.99	\$105.99	\$110.61	\$110.61
3	Light Source TC Black Clamps	\$22.81	\$68.43	\$21.81	\$65.43
54	Light Source Mega Clamp - Black	\$8.70	\$469.80	\$8.53	\$460.62
55	Safety Cables	\$2.75	\$151.25	\$2.00	\$110.00
4	Source 4 ERS Iris	\$109.93	\$439.72	\$68.18	\$272.72
4	Source 4 ERS Color Frame	\$4.98	\$19.92	\$0.00	\$0.00
4	Source 4 ERS Size "A" Gobo Holder	\$6.54	\$26.16	\$6.00	\$24.00
1	Freight	\$285.00	\$285.00		
Calculated Total			\$30,671.91		\$32,837.92

#10668 - North Middle School Blackbox Theater Lighting Fixture Package

Vendor Name	John S. Hyatt & Associates Inc	PROVIDEO
Address	1765 Alpine Ave NW, Grand Rapids, MI 49504	26471 Southpoint Rd., Perrysburg, OH 43551
Contact Name	Jessi Nix	Lara Kuhlman
Contact E Mail	jessin@jshaa.com	lara@provideosystems.com
Familial	X	X
Iran Econ Act	X	X
Legal Status Form	X	X

Qty	Make/Model	Unit Price	Total Price	Unit Price	Total Price
48	Chauvet Colorado 1-Quad Zoom Tour	\$460.35	\$22,096.80	\$508.00	\$24,384.00
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$345.00	\$1,380.00	\$415.00	\$1,660.00
3	Chauvet Rouge R-2 Wash	\$1,320.00	\$3,960.00	\$1,310.00	\$3,930.00
0	ETC ColorSource LED w/Cyc attachment	\$1,383.00	\$0.00	\$1,306.00	\$0.00
0	Chauvet Rouge R-2 Spot	\$1,771.00	\$0.00	\$1,758.00	\$0.00
0	ETC Ion XE 20 console - no monitors - 2048 Outputs	\$7,828.00	\$0.00	\$9,180.00	\$0.00
2	City Theatrical SHoW DMX SHoW Baby 6	\$293.00	\$586.00	\$288.00	\$576.00
0	ATA Road case for ETC Ion XE 20	\$594.00	\$0.00	\$784.00	\$0.00
55	10' DMX cable	\$10.00	\$550.00	\$8.00	\$440.00
12	25' DMX cable	\$16.50	\$198.00	\$13.00	\$156.00
1	50' DMX cable	\$30.00	\$30.00	\$22.00	\$22.00
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$45.00	\$180.00	\$39.00	\$156.00
51	10' Powercon Male to Powercon Female jumper cables	\$30.00	\$1,530.00	\$32.00	\$1,632.00
24	25' L5-20 Male / PowerCon Female extension cables	\$41.00	\$984.00	\$39.00	\$936.00
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$39.00	\$156.00	\$35.00	\$140.00
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$60.00	\$60.00	\$53.00	\$53.00
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$165.00	\$165.00	\$124.00	\$124.00
3	Light Source TC Black Clamps	\$27.00	\$81.00	\$26.00	\$78.00
54	Light Source Mega Clamp - Black	\$11.00	\$594.00	\$9.00	\$486.00
55	Safety Cables	\$2.00	\$110.00	\$5.00	\$275.00
4	Source 4 ERS Iris	\$70.00	\$280.00	\$87.00	\$348.00
4	Source 4 ERS Color Frame	\$5.00	\$20.00	\$6.00	\$24.00
4	Source 4 ERS Size "A" Gobo Holder	\$6.50	\$26.00	\$8.00	\$32.00
1	Freight	\$430.00	\$430.00	\$375.00	\$375.00
Calculated Total			\$33,416.80		\$35,827.00

#10668 - North Middle School Blackbox Theater Lighting Fixture Package

Vendor Name	SLS Production Services	TPC Technologies, Inc.	LED Lighting Wholesale Inc.
Address	1711 Vanderbilt Ave, Portage, MI 49002	185 Bell Rd., Niles, MI 49120	400 E. Cork St., Kalamazoo, MI 49001
Contact Name	Brad Scott	Marty Golob	Cody O'Brien
Contact E Mail	office@slsmi.com	mgolob@tpctechnologies.com	cody@ledlightingwholesaleinc.com
Familial	X	X	X
Iran Econ Act	X	X	X
Legal Status Form	X	X	X
	Unit Price	Total Price	Unit Price
			Total Price

Qty	Make/Model	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
48	Chauvet Colorado 1-Quad Zoom Tour	\$467.16	\$22,423.68	\$439.43	\$21,092.64	\$534.75	\$25,668.00
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$388.85	\$1,555.40	\$439.52	\$1,758.08	No Bid	
3	Chauvet Rouge R-2 Wash	\$1,205.55	\$3,616.65	\$1,260.00	\$3,780.00	\$1,380.00	\$4,140.00
0	ETC ColorSource LED w/Cyc attachment	\$1,556.50	\$0.00	\$1,174.95	\$0.00	No Bid	
0	Chauvet Rouge R-2 Spot	\$1,617.45	\$0.00	\$1,690.50	\$0.00	\$1,851.00	\$0.00
0	ETC Ion XE 20 console - no monitors - 2048 Outputs	\$9,002.40	\$0.00	\$7,119.00	\$0.00	No Bid	
2	City Theatrical SHoW DMX SHoW Baby 6	\$308.00	\$616.00	\$336.00	\$672.00	No Bid	
0	ATA Road case for ETC Ion XE 20	\$625.00	\$0.00	\$567.00	\$0.00	No Bid	77
55	10' DMX cable	\$20.97	\$1,153.35	\$27.51	\$1,513.05	\$8.75	\$481.25
12	25' DMX cable	\$32.30	\$387.60	\$34.91	\$418.92	\$14.18	\$170.16
1	50' DMX cable	\$49.41	\$49.41	\$48.67	\$48.67	\$25.00	\$25.00
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$43.13	\$172.52	\$43.16	\$172.64	No Bid	
51	10' Powercon Male to Powercon Female jumper cables	\$19.92	\$1,015.92	\$28.98	\$1,477.98	No Bid	
24	25' L5-20 Male / PowerCon Female extension cables	\$38.13	\$915.12	\$55.35	\$1,328.40	No Bid	
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$40.95	\$163.80	\$51.22	\$204.88	No Bid	
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$51.70	\$51.70	\$75.14	\$75.14	No Bid	
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$109.00	\$109.00	\$120.74	\$120.74	No Bid	
3	Light Source TC Black Clamps	\$26.32	\$78.96	\$21.84	\$65.52	No Bid	
54	Light Source Mega Clamp - Black	\$10.28	\$555.12	\$8.54	\$461.16	No Bid	
55	Safety Cables	\$4.11	\$226.05	\$6.49	\$356.95	\$3.15	\$173.25
4	Source 4 ERS Iris	\$111.00	\$444.00	\$91.35	\$365.40	No Bid	
4	Source 4 ERS Color Frame	\$7.85	\$31.40	\$4.03	\$16.12	No Bid	
4	Source 4 ERS Size "A" Gobo Holder	\$9.52	\$38.08	\$5.29	\$21.16	No Bid	
1	Freight	\$225.00	\$225.00	\$500.00	\$500.00		
	Calculated Total		\$33,828.76		\$34,449.45		\$30,657.66

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VII. Action Items

1. Acceptance of Monitoring Report 1.4, Ends Policy 1.4 (GP 4.4)

Recommended Motion:

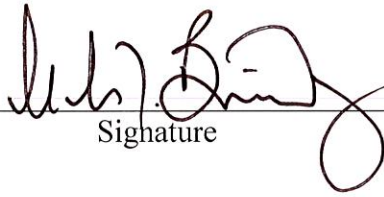
Motion offered by _____, seconded by _____, that the Board of Education accept as presented the Monitoring Report on 1.4, Ends Policy, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Ends
Policy Title: Ends Policy 1.4

Certification

I hereby present my monitoring report on Ends Policy 1.4 in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of February 7, 2019.


Signature

2/7/2019
Date

Monitoring Report

Page -2-

Policy Type: Ends

Policy Title: Ends Policy 1.4

1.4 POLICY LANGUAGE

Students are ethically aware and culturally sensitive to prepare them to be responsible citizens.

Interpretation

I interpret “students are ethically aware” to mean that the District assists students in developing the ability to discern right from wrong.

I interpret “students are culturally sensitive” to mean that students have an awareness of and respect for cultural backgrounds other than their own.

I interpret “responsible citizens” to mean those who refrain from behaviors and activities that are illegal or in violation of state laws and school policies/rules. Responsible citizens also participate in volunteer activities that enhance the quality of life in a community.

My interpretation remains unchanged from last year.

Report

Ethical Awareness

The District provides and incorporates a number of activities, events and practices to help students develop the ability to discern right from wrong for themselves and their larger school community.

Behavioral expectations are clearly outlined in student handbooks at all levels. Expectations are regularly discussed and clarified in the classroom, at assemblies and through one-on-one and small-group meetings.

A District-wide positive behavior support system is in place, which focuses on and teaches kindness, respect, responsibility and safety. All conversations around expectations and discipline spring from this foundation identified by various names (SAIL, CREW, PBIS, BE-NICE, etc.).

Administrators strive to provide swift, immediate and personalized interventions for students who struggle to follow school rules and otherwise detract from the learning environment for themselves or their peers. The focus is less on consequences and more on prevention, re-teaching, behavior modification, and restorative practices.

The District employs two School Resource Officers who play a key role in building relationships with students and serving as a visible presence that ethical behavior is an expectation by the community.

Monitoring Report

Page -3-

Policy Type: Ends

Policy Title: Ends Policy 1.4

Essential life skills that promote responsible behavior are embedded in various parts of our K-12 curriculum. District sixth graders participate in Family and Consumer Science (FACS); an exploratory course that introduces a wide variety of essential life skills which helps students with ethical awareness as well as cultural sensitivity.

Some of the events and activities held around the District that promote ethical awareness include:

- Participation in the Michigan Cyber Safety Initiative Program
- Voter registration drives
- Michigan Blood Drives
- Breadlift
- Link Crew
- Canned food drives
- Moose Club
- Winter coat drives
- Service through the International Baccalaureate Programme
- Service through National Honor Society and other organizations
- Day of Kindness activities
- Study Tables
- Volunteer Coordination
- Mix-it-up Days
- Various anti-bullying assemblies and activities
- PC Ambassadors
- Middle School WEB (Where Everyone Belongs) Transition Program
- Be the Change activities
- Day of Facts: International Human Rights Day Activities
- Dangers of social media educational events
- School-sponsored events that promote empathy and foster a desire to actively assist others in the community
- On-line Digital Citizenship Classes

Additionally, in March 2018, students at several of the District's secondary schools organized walkouts in response to the February 2018 shooting at Marjory Stoneman High School in Parkland, FL. Students worked with building administrators to assure that the walkouts were orderly and safe for participants. Student behavior during the walkouts was appropriate and the organizers of the events adhered to the parameters established between themselves and administration.

Monitoring Report

Page -4-

Policy Type: Ends

Policy Title: Ends Policy 1.4

Cultural Sensitivity

The District supports a number of activities and events and incorporates several practices to help students become culturally sensitive.

Among these are:

- Embedded in the English Language Arts, Social Studies, Music and Art Curricula are many lessons and activities that help students recognize cultural diversity and to practice acceptance of all people. Of particular note is the nine-week middle school elective called Cultural Studies. Students study the cultures of five ethnic groups to develop a deeper understanding of Native Americans, African Americans, Hispanic Americans, Asian Americans and Middle-Eastern Americans.
- Textbooks, novels and other instructional materials are selected with cultural sensitivity in mind.
- International Human Rights Day: Day of Facts sponsored by the DREAMS Club WMS.
- Various World Languages are offered to students along with clubs to support deeper understanding of the culture these languages represent. Travel to other countries is commonplace in the District.
- The Great Start Readiness Program sponsors a “Family Diversity Night,” where families share traditions from their culture.
- The PTO at Moorsbridge held a Cultural Carnival that combined carnival games with booths that promoted cultural activities.
- Many of our classroom teachers offer time to parents/volunteers to teach family traditions to students.
- The District annually hosts several foreign exchange students representing a number of different countries. Additionally, we annually host students from our IB (International Baccalaureate) Sister School in Denmark.
- Many of our buildings/teachers create activities to support diversity awareness during designated holidays/months such as Hispanic Heritage Month, Dr. Martin Luther King Jr., Day, The Holocaust Remembrance Day, Black History Month, Women’s History Month, etc.
- Several of our buildings host KRESA off-site programs from which students learn more about with students in programs such as ASD and Deaf Education.

Monitoring Report

Page -5-

Policy Type: Ends

Policy Title: Ends Policy 1.4

The District continues to hold various events and activities on Martin Luther King Jr. Day and during Black History Month . . .

Throughout the District various age-appropriate activities are held in conjunction with MLK Day. At the elementary level teachers incorporate text books and other reading materials to promote thinking and discussion; video clips of Dr. King's speeches are used to facilitate discussion; hallway and classroom displays depict projects growing out of the work of Dr. King; music teachers utilize vocal selections written to honor Dr. King. Many, if not most, of these activities occur over an extended period of time.

At the secondary level speakers come in to talk about Dr. King, civil rights, current movements, etc.; students display projects about noteworthy African-Americans (brochures, posters, compositions, Hall of Fame posters).

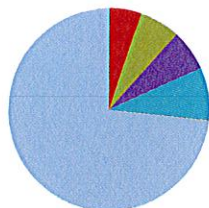
Students do reflective writing about Dr. King's contributions to society; books and other related resources are on display in our media centers; videos and other media resources are used to spark classroom discussion; many of our classes have embedded in them research, units, discussion, etc., throughout the year that focus on issues related to diversity, civil rights, and social justice; and of course Portage Northern High School holds a Black History Month celebration which is run by students incorporating an all-school assembly.

WMS has several interactive activities: Reflection Points (Mirrors & Windows) throughout the school which allows students to interact with the social/cultural aspects of being a person of color, a field trip to the Underground Railroad House in Schoolcraft, after school culture activities – Step Dancing, The Green Book, sale of BHM t-shirts with historical and relevant facts, and a kick-off speaker (Anthony Tyus) addressing the themes of GRIT, Resilience and Perseverance.

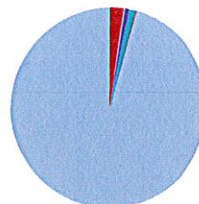
Also included in this report is a graphic representation of diversity in our schools and workforce. This is provided as information only. As a District, we continue to look more closely at this information and how it impacts teaching and learning.

Diversity in our Schools & Workforce

- American Indian/Alaskan Native
- Asian
- Multiracial
- White
- African-American/Black
- Hispanic/Latino
- Pacific Islander/Native Hawaiian



K-12 Student Population
(as of 2/6/2019)



Employee Population
(as of 2/6/2019)

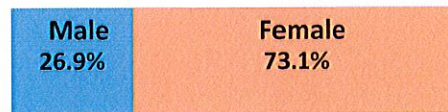
American Indian/Alaskan Native	0.2%	American Indian/Alaskan Native	0.1%
African-American/Black	5.1%	African-American/Black	2.1%
Asian	6.6%	Asian	0.2%
Hispanic/Latino	6.6%	Hispanic/Latino	0.7%
Multiracial	8.3%	Multiracial	1.2%
Pacific Islander/Native Hawaiian	0.0%	Pacific Islander/Native Hawaiian	0.1%
White	73.2%	White	95.5%

Gender Information


Students



Workforce



Did You Know?



Portage Public Schools Students Speak **54 Languages**



3.6% of Students are English Learners (EL)



26.8% of EL Students speak Spanish as their primary language



25.7% of Students participate in the Free or Reduced Lunch Program

Monitoring Report

Page -7-

Policy Type: Ends

Policy Title: Ends Policy 1.4

Responsible Citizens

As reported in Policy Monitoring Report 1.5 (sub-section B3), students at all grade levels are provided with many opportunities to serve others. Students perform service activities individually, through self-organizing groups, through clubs and organizations and through classroom and school-wide efforts. The District does not track student volunteer activities or time spent on those activities. The exception to this is that through our International Baccalaureate Programme students have a required service component, and we know that approximately 90 seniors are enrolled in the program annually.

Responsible citizens register to vote and participate in the democratic process. The District provides on-site opportunities for all students who turn 18 to register to vote. We do not track how many of our 18 year-old students register.

The District collects and provides student discipline data to the Center for Educational Performance and Information (CEPI) on an annual basis. Some of this data are used to judge responsibility levels of our student body.

The following four data fields are being used to track responsible citizenship:

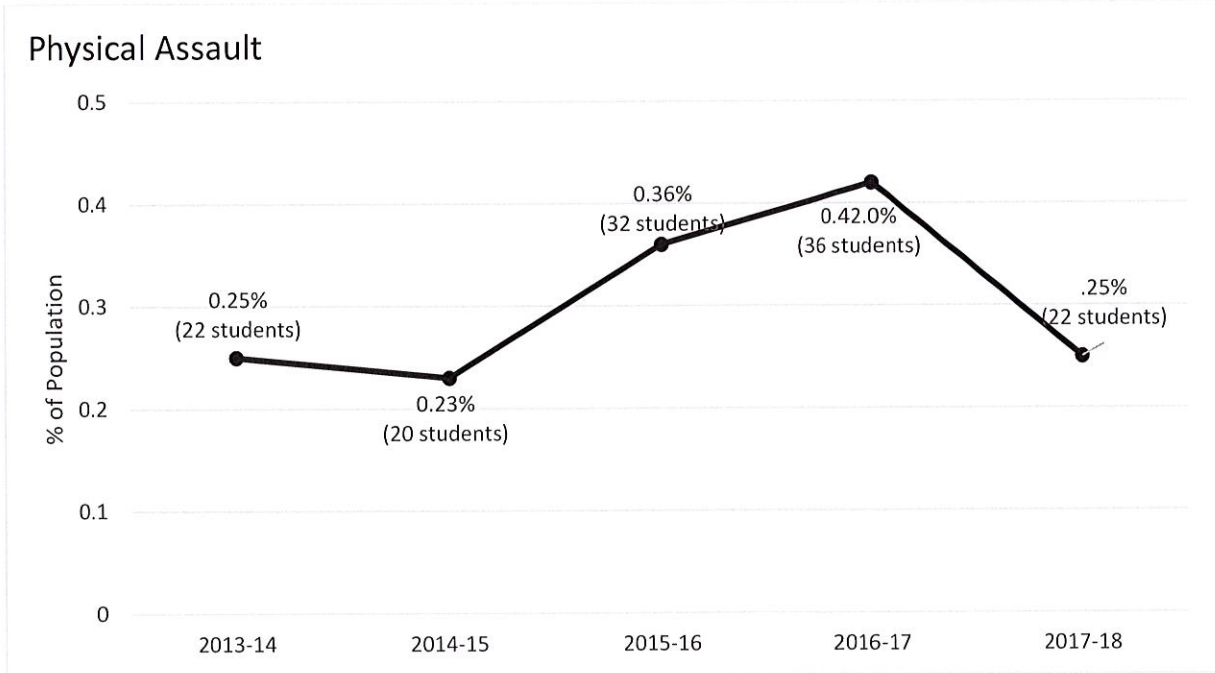
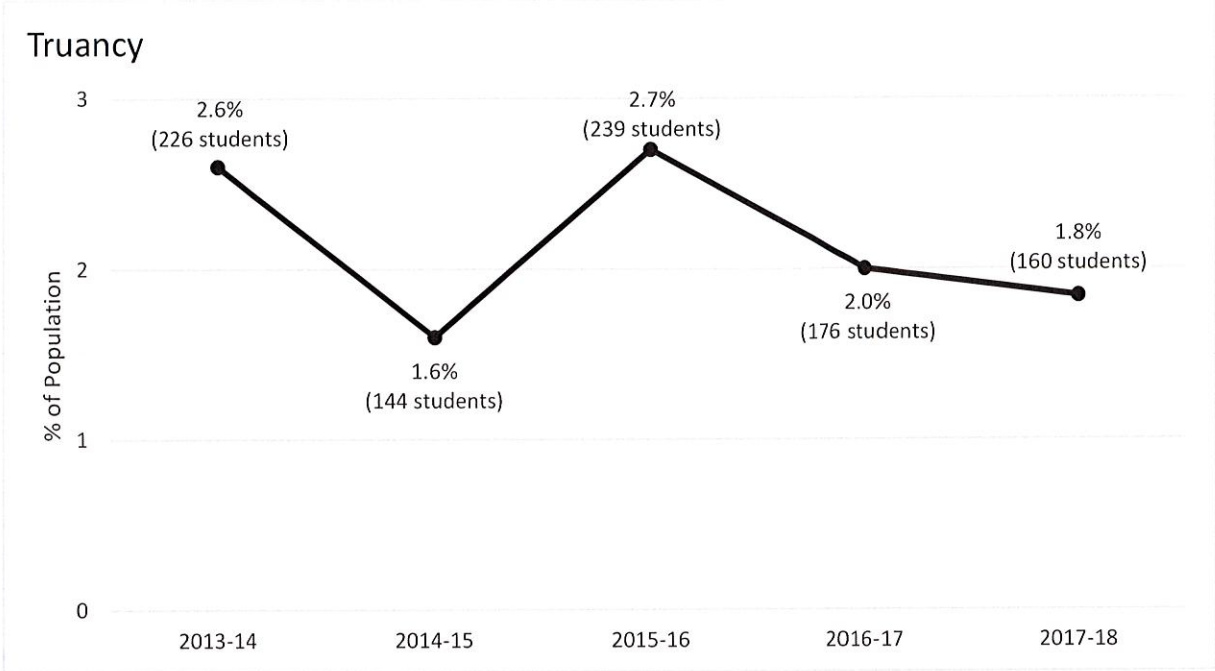
- Truancy - A student is considered truant when he or she has accumulated 10 or more full days of unexcused absences in any given school year.
- Physical Assaults - A physical assault means intentionally causing physical harm to another through force or violence (as defined by Michigan Law) on school property or at a school-sponsored event.
- Illegal Possession - Illegal possession is the illegal use, possession or sale of a controlled substance, prescription drug or narcotic (as defined by Michigan Law) on school property or at a school-sponsored event.
- Larceny - An incident of larceny (theft) is one that occurs on school property or at a school-sponsored event and is in excess of \$100 or consists of numerous events of minor theft of less than \$100.

Monitoring Report

Page -8-

Policy Type: Ends

Policy Title: Ends Policy 1.4

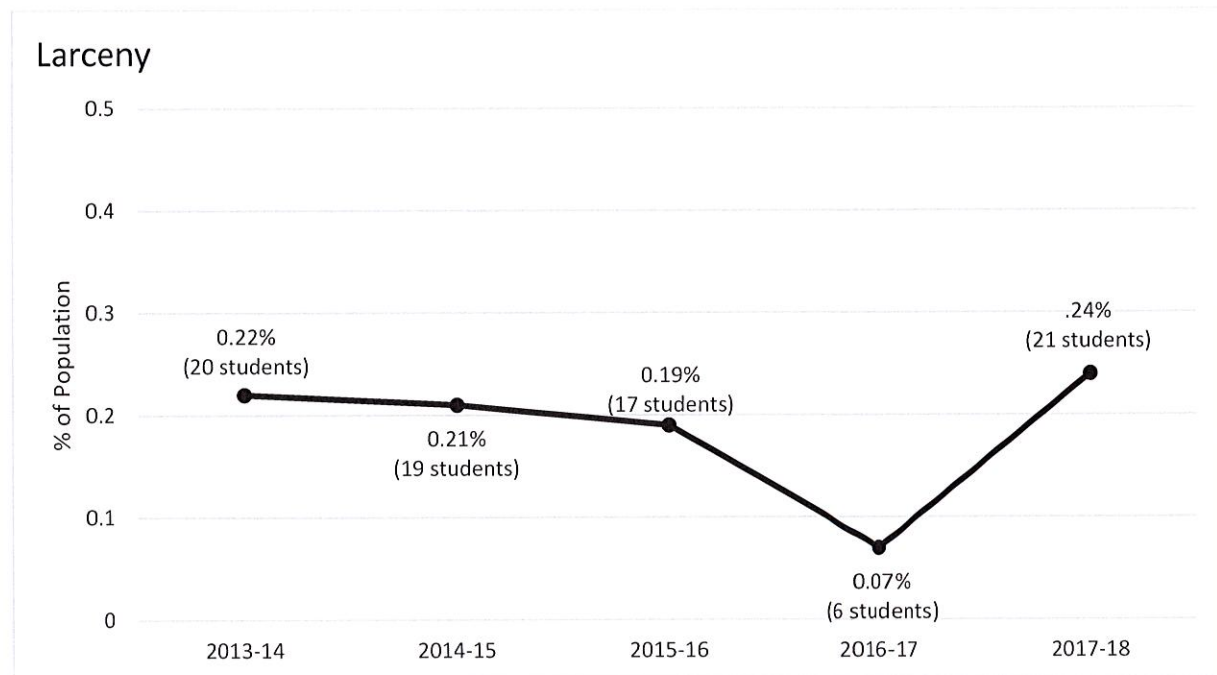
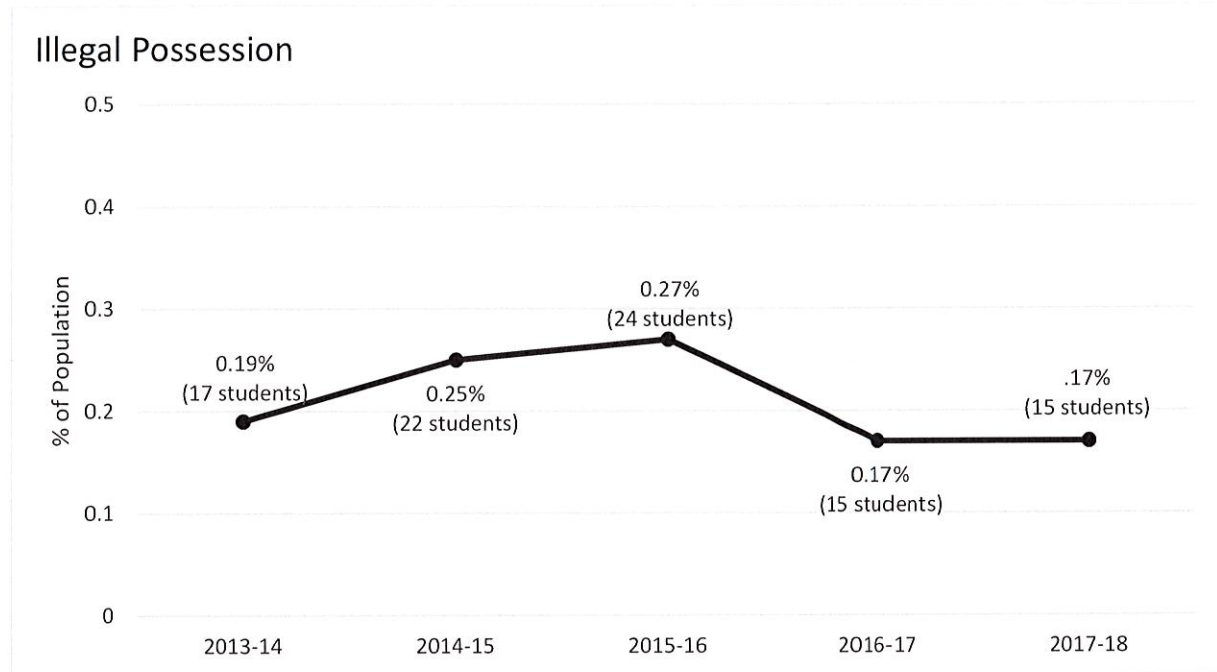


Monitoring Report

Page -9-

Policy Type: Ends

Policy Title: Ends Policy 1.4



Monitoring Report

Page -10-

Policy Type: Ends

Policy Title: Ends Policy 1.4

Note:

Ideally, we would like to see all of these fields at the “zero” level. Unfortunately, it’s doubtful that will ever be the case. There are many conditions that cause these behaviors to occur, many of which we are able to remedy through our courses, program offerings, and behavioral support systems. Additionally, because this data is no longer required to be reported to the state, we do not have access to data from our comparable communities. However, we will continue to collect this information and look for appropriate strategies to reduce these behaviors.

Conclusion Statement

The organization met expectations.

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – COMMITTEE OF THE WHOLE WORK SESSION
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING
FEBRUARY 11, 2019, 6:30 P.M.**

Note Page

VII. Action Items

2. Acceptance of Monitoring Report 2.4, Executive Limitation Policy 2.4 (GP 4.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education accept as presented the Monitoring Report on 2.4, Executive Limitation Policy 2.4, as a reasonable interpretation and evidence of compliance with policy.

**Portage Public Schools
Monitoring Report**

Policy Type: Executive Limitation
Policy Title: (2.4) Financial Planning/Budgeting

Global Board Policy

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.

Certification

I hereby present my monitoring report on Executive Limitation, 2.4, "Financial Planning/Budgeting" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of February 6, 2019.



Signature

2.4.19

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. My interpretations have not changed since the last report.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

2.4.1 POLICY LANGUAGE

The Superintendent shall not risk the organization incurring those situations or conditions described as unacceptable in the Board's policy Financial Condition and Activities.

Interpretation

I interpret this to mean that our financial planning must adhere to the following:

- The proposed budget for the fiscal year (July 1 – June 30) does not anticipate an excess of expenditures over revenue that would result in an end of year fund balance level below 7% of expenditures, based on identified assumptions, unless approved by the Board.
- There is no planned borrowing from outside sources to provide revenue to create a balanced budget.
- Monthly cash flow plans are in place to meet payroll and vendor account obligations.

Report

The Board approved 2018/19 budget disclosed planning assumptions and resulted in a balanced budget. There is no planned borrowing for the current fiscal year nor was there in the preceding year (ending June 30, 2018). All payroll obligations have been met as scheduled. Vendor payments are typically made within a 30-day time period.

The Monitoring Report for Executive Limitation Policy (2.5) Financial Condition and Activities, which contains the conditions described above, was presented and approved by the Board in October 2018.

Conclusion Statement

The organization met expectations.

2.4.2 POLICY LANGUAGE

The Superintendent shall not develop a budget without conducting a formal process for planning for the future of the organization.

Interpretation

I interpret this to mean that protocols are in place to collect and analyze viable data in the development of the Board-adopted annual budget as required by law.

Report

Administration conducts a planning process, which includes but is not limited to a review of existing and anticipated instructional and operational programs needed to meet the Board's Ends in a cost effective manner. Enrollment projections are forecasted as are anticipated financial revenues.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

The planning process coincides with the State's financial planning process for school districts, and includes a minimum of two amendments to the initial budget adopted in June of each year. Significant adjustments to the budget plan are documented during the amendment process. During the 2017/18 school year, amendments occurred in February and June.

Conclusion Statement

The organization met expectations.

2.4.3 POLICY LANGUAGE

The Superintendent shall not 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.)

Interpretation

I interpret this to mean that in planning the annual budget, the anticipated end-of-year unassigned fund balance is 7% or greater.

Report

The 2017/18 budget ended with an unassigned fund balance of 8.4%. The 2018/19 budget approved by the Board in June 2018 anticipated an end-of-year unassigned fund balance of 8.28%. Amendments to the 2018-19 budget will keep the anticipated unassigned fund balance above 7%.

Conclusion Statement

The organization met expectations.

2.4.4 POLICY LANGUAGE

The Superintendent shall not 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.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

Interpretation

I interpret this as follows:

- The credible projections of revenues will come from substantiated resources such as: House and Senate Fiscal Agency; Citizen Research Council; Michigan School Business Officials; MASA/MAISA and the Governor's Office.
- That credible projections of expenditures are defensible based on prior years' experience, and/or which reflect analysis of effective practices, services and programs.
- That full costing takes into consideration all financial aspects of District programs and operations.
- That planning assumptions – the key determining factors used in establishing estimates of revenues and expenditures – are disclosed in writing.
- That there are separate operating and capital budgets.

Report

During the budget development process and at the time of the adoption of the budget, projected revenues are based on credible sources that are documented. [Examples include: Governor's Office; Stanfred enrollment projections; House and Senate Fiscal Agency Reports; Citizens Research Council; MSBO; MASA; MPSERS; Health Insurance Carriers.] This detail is documented in the budget plan adopted by the Board in June 2018. Additional information was also shared with the Board at work sessions and regular meetings leading up to budget adoption.

Staffing projections are determined conservatively according to formulas and standards that have been developed by the District. District programs and services are reviewed on a regular basis and costs associated with those programs and services are analyzed during the budget planning process. Various negotiated agreements are also reviewed with contractual obligations factored into budget projections. Beginning in January of each year, central office administrators meet frequently with the Business Office to provide input into budget planning.

The budget clearly separates capital revenues and expenses from operating revenues and expenses. The District budget is comprised of five different and separate funds; General Operating Fund, Debt Retirement Fund, Food Service Fund, Building and Site Sinking Fund, and the combined Debt Services Fund. Of these, the Building and Site Sinking Fund is dedicated to capital revenues and expenditures. A portion of the General Operating Fund is dedicated to capital outlay expenditures which are specifically delineated in the budget.

Appropriate documentation exists and effective procedures are in place to assure that payroll and vendor obligations are met.

Conclusion Statement

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.4) Financial Planning/Budgeting

2.4.5 POLICY LANGUAGE

The Superintendent shall not provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Interpretation

I interpret this to mean that the annual budget will consider costs associated with:

- Board Member Stipends
- Annual Financial Audit
- Board Member Professional Development
- Board Member Conference/Workshop Attendance and Travel
- Ownership Linkage Activities
- Board Meeting Costs
- Board Legal Expenses
- Other activities as referenced in Policy 3.10

Report

The annual budget allows for Board expenditures as outlined in Policy 3.10, Cost of Governance and in the Board's By-laws.

Among Board prerogatives this past year were:

- Policy Governance Professional Development
- Financial Audit
- MASB Conference and Workshop Attendance
- Participation in KCSOA Events
- Legal Costs
- Facilitation of Review/Revisions of Governance Policies

Conclusion Statement

The organization met expectations.

Portage Public Schools
Board of Education

Monitoring Report Evaluation Form

Policy: _____

Is the Superintendent's interpretation reasonable? Yes No

Comments:

Is evidence of compliance reasonable? Yes No

Comments:

Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

Evaluation submitted to Board President By: _____

46