

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002  
SEPTEMBER 25, 2023, 6:30 PM  
AGENDA**

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

<b>I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
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**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
SEPTEMBER 25, 2023, 6:30 P.M.**

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**II. Revisions/Approval of Agenda**

**Recommended Motion:**

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
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**III. Reports**

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



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**VI. Consent Agenda**

1. Approval of Minutes
  - a. September 11, 2023 Committee of the Whole Work Session & Closed Session
  
2. Approve Contract for Nursing Services

**That the Board of Education approve the contract for nursing services between the Portage Public Schools and HealthBar LLC in the amount of \$283,500.00 using funding from 31aa for the 2023-24 school year.**
  
3. Approve Architectural Services Contract for WMS Served Remodeling

**That the Board of Education approve the contract between Portage Public Schools and TowerPinkster for architectural services for the West Middle School Served Remodeling, in the amount of \$105,000, the funds for which will come from the Food Service Excess Fund Balance.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**COMMITTEE OF THE WHOLE WORK SESSION MINUTES  
SEPTEMBER 11, 2023**

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, September 11, 2023, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: None

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the agenda as amended to add a closed session just prior to adjournment to discuss collective bargaining strategy as allowed under the Open Meetings Act.**

**The motion carried unanimously.**

**REPORTS**

**Superintendent's Report**

**Bond Project Update**

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

At the time the divider curtains were installed last year at the Doghouse and Stable, the digital control panels were on backorder. The panels have been installed and programmed. They allow for the curtains and basketball hoops to be moved up and down from the control panel.

At the Northern Campus, all of the exterior "facelift" work at the high school is complete except for painting of the red brick. At the Northern AEF, the parking lot has been striped, landscape work should wrap up this week, and next week fence installation will take place.

At the Central Elementary project, the water main install is still in progress. This week, contractors will dig and pour footings and foundations and the asphalt will be poured for the playground. We plan to add the fencing and mulch to the playground next week.

At the Haverhill Elementary project, Manhattan Street is scheduled to be paved tomorrow afternoon and water main testing is scheduled for this week. If all tests pass, then the water main should be complete by the end of the week. The building grading has begun. They are starting to organize the temporary lay down.

At the opening day kickoff, a demo of the QR code system for the Central Elementary and Haverhill Elementary projects was provided, and since then the Communications Department shared the QR codes with the staff.

Lastly, we started our engagement sessions with the Woodland community. Earlier today, we held engagement sessions with two groups of students. It was amazing to see their enthusiasm. One student specifically said, for the new school, “Woodland’s new school should have the theme, the Land of Woods.” What was also exciting to see was how the students were able to describe what their new school should look like and those words were put into an AI program. The students were able to see how AI would generate a classroom, learning community, or nook. The students were able to see the images and grade the images to see how the image aligned with their vision.

After school, we met with the design advisory team and the school community. We will spend the next two days with Woodland and Curious Kids. Once we get through the entire engagement process, we will have a more in-depth presentation for the Board.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the floor to public comment. There was no public comment. Board member comments were received.

Mrs. Novaria provided positive comments regarding the recent library reading night she attended. It was well organized and well attended. She also reminded board members of the upcoming September 23 band competition to take place at McCamley-Knight Field.

Ms. Larson also shared positive remarks regarding the reading night event, and she thanked teachers for the invite to visit their classrooms.

Mr. Snyder echoed the sentiments of his colleagues regarding the reading night event, and added that the Board is now starting back into their two meeting per month cycle.

Mrs. Crawford attended the McCamley-Knight dedication and shared positive comments regarding that event.

Mr. Van Antwerp reminded board members of their upcoming Policy Governance Retreat on September 25, 2023. Some of the discussion items for the agenda include monitoring reports for Ends, owner linkage – community survey, thank you notes, and scheduling visits to schools.

Mr. Crowell provided an Audit Committee update. The Audit Committee met today with Paula Johnson, Director of Finance, and Samantha Stevens, Business Manager. The committee received an update on what to expect on the finance cycle.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve minutes from the August 21, 20223 Special Meeting, Closed Session, & Regular Business Meeting; that the Board of Education authorize Owen-Ames-Kimball Co. to issue a Notice of Pending Award, in the amount of \$709,835.00 to Custer for educational casegoods for Central Elementary School, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, the contract will be awarded to Custer by Portage Public Schools. Funds will come from the 2021 Bond; and that the Board of Education approve the purchase of one (1) 2023 T-350 Ford Transit all-wheel drive van from Hoekstra Transportation in the amount of \$72,695.00, the funds for which will come from the Lunch Fund Excess Fund Balance.**

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

## **ASSURANCE OF DISTRICT PERFORMANCE**

### **Monitoring Report 2.6, Asset Protection**

**Motion offered by Mrs. Novaria, seconded by Mr. Crowell, that the Board of Education accept as presented, the Monitoring Report on 2.6, Asset Protection, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang shared highlights from his report and responded to questions from Trustees.

**The motion carried unanimously.**

### **Monitoring Report 2.10, Communication & Support to the Board**

**Motion offered by Mr. Crowell, seconded by Ms. Hamilton, that the Board of Education accept Monitoring Report 2.10 – Communication & Support to the Board, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang briefly reviewed the report and added there are no violations/non-compliance with the policy. He addressed Trustee questions.

**The motion carried unanimously.**

President Van Antwerp thanked Superintendent Bielang for the reports.

## **ACTION ITEMS**

### **Certify Delegate Assembly Representatives**

President Van Antwerp asked board members who would like to serve as a voting delegate or alternate at the upcoming MASB Delegate Assembly. He was the only board member who offered to serve as the voting delegate. Ms. Crawford volunteered to serve as the alternate. The Board then took action to certify their representatives.

**Motion offered by Mrs. Novaria, seconded by Mr. Crowell, that the Board of Education declares Randy Van Antwerp as its voting delegate and Emily Crawford as an alternate for the 2023 Michigan Association of School Boards Delegate Assembly.**

**The motion carried unanimously.**

#### **Approve Attendance at 2023 MASB ALC**

President Van Antwerp briefly review information about the Annual Leadership Conference, which was followed by action.

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

**The motion carried unanimously.**

#### **New Teacher Appointments**

**Motion offered by Mrs. Novaria, seconded by Ms. Hamilton, that the Board of Education approve the appointment of the following teachers for Portage Public Schools: Kim Critz – Central Middle School Teacher, Lisa Morris – ECSE Teacher, Jonathan Schmitt – ESI Teacher at Central Middle School, and Megan Poolman – ELA/Social Studies Teacher at Northern High School.**

Per Mr. Brad Galin, Director of Human Resources, reviewed the recommendation.

**The motion carried unanimously.**

President Van Antwerp welcomed the new hires to the Portage Public Schools.

#### **DISCUSSION ITEMS**

##### **Approve Contract for Nursing Services**

Per Mr. Brad Galin, the contract calls for three nurses to be provided to the District by HealthBar. This will be the second year of our partnership with them. We have been pleased with HealthBar and the nurses have done an amazing job. Mr. Galin responded to questions from Trustees.

##### **Approve Architectural Services Contract for WMS Server Remodeling**

Mr. Johnny Edwards covered the background information and recommendation for an architectural services contract for the West Middle School server remodeling project.

The two discussion items will return to the Board for action at their next meeting.

**CLOSED SESSION**

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

**Upon a roll call vote, the motion carried unanimously.**

The Board remained in Room #1136 of Central High School for the closed session and balance of the meeting. The closed session began at 7:18 p.m. The Board returned to open session at 8:26 p.m.

With no further business to come before the Board, the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Barb Atkinson, Recording Secretary

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

### **RECOMMENDATION**

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

### **BACKGROUND**

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

The main goals of the program are the following:

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

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

To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: September 11, 2023

Re: TowerPinkster Contract - West Middle School Servery Remodeling

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**RECOMMENDATION**

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

**BACKGROUND INFORMATION**

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

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

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

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

August 29, 2023

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

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

Dear Johnny:

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

## **I. PROJECT UNDERSTANDING**

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

## **II. SCOPE OF SERVICES**

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

Services provided in this proposal:

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

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

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

**III. PROPOSED SCHEDULE**

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

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

**IV. COMPENSATION**

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

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

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

This fee proposal is made with the following assumptions:

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

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

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

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

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

## V. TERMS & CONDITIONS

The terms and conditions of this proposal are as follows:

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

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

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

Sincerely,

TowerPinkster



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



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

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

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Johnny Edwards  
Assistant Superintendent of Operations  
Portage Public Schools

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Date

cc: Bjorn Green, TowerPinkster  
Adam Doublestein, TowerPinkster

Chloé Beighley, TowerPinkster

## FEE AND RATE SCHEDULE

January 2023

Hourly rates used in computing fees for professional services:

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

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, ROOM #1136  
SEPTEMBER 25, 2023, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. National School Lunch Week Proclamation

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the National School Lunch Week Proclamation, as presented.**



**PROCLAMATION  
NATIONAL SCHOOL LUNCH WEEK  
October 9-13, 2023**

**WHEREAS**, it is with great respect for the accomplishments of Portage’s school food service leads, servers, cashiers and driver personnel and substitutes that we commemorate October 9-13, 2023 as National School Lunch Week. During this special observance, we encourage all citizens to recognize the dedication and skill of our school food service employees; and

**WHEREAS**, each day, food service employees prepare and serve thousands of lunches. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately, we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

**WHEREAS**, on behalf of our students and staff, it is a pleasure to commend the women and men who accept and meet the challenges of school food service. The observance of School Lunch Week is a welcome opportunity to thank these patient, caring, skilled public servants. Those involved in this pursuit should be very proud of their contribution to education.

**THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION**, that we proudly commemorate October 9-13, 2023 as National School Lunch Week, and we commend everyone who has contributed to the successful operation of our lunch program. By working together, we can make a difference in every student’s life.

Proclaimed this 25th day of September, 2023<sup>Financial rpt (1st for 23-24)</sup>  
Portage Public Schools’ Board Of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
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**IX. Action Items**

2. School Bus Safety Week Proclamation

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the School Bus Safety Week Proclamation, as presented.**



**PROCLAMATION  
SCHOOL BUS SAFETY WEEK  
October 16-20, 2023**

**WHEREAS**, It is with great respect for the accomplishments of Portage’s professional school bus drivers, mechanics, office staff, and manager that we commemorate October 16-20, 2023 as School Bus Safety Week. During this special observance, we encourage all citizens to recognize the dedication and skill of school transportation employees; and

**WHEREAS**, coordinating the countless routes, driving so many miles, and supervising the dozens of students on each vehicle requires an outstanding effort. Fortunately, we have exemplary professionals who have devoted their careers to transporting our children safely; and

**WHEREAS**, our fleet and staff have a proud tradition of excellence during annual safety inspections by the Michigan State Police Motor Carrier Inspectors; and

**WHEREAS**, on behalf of our young people, it is a pleasure to commend the women and men who accept and meet the challenge of school transportation. The observance of School Bus Safety Week is a welcome opportunity to thank these patient, skilled, and caring public servants. Those involved in this pursuit should be very proud of their contribution to education; and

**WHEREAS**, this special week serves as a fitting time to urge all drivers to become more aware of school bus safety regulations. Serious injuries and deaths occur when motorists fail to stop for school buses. Now that the school year has begun, we remind drivers to be cautious and attentive around school buses. It is also an appropriate time to ask students to listen to their bus drivers and pay close attention to bus safety rules.

**THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION**, that we proudly commemorate October 16-20, 2023 as School Bus Safety Week, and we commend everyone who has contributed to the successful operation of our school buses. We also encourage all citizens to drive carefully and to be alert around school buses. By working together, we can make this the safest school year ever.

Proclaimed this 25th day of September 2023  
Portage Public Schools’ Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
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**IX. Action Items**

3. Red Ribbon Week Proclamation

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Red Ribbon Week Proclamation, as presented.**



**PROCLAMATION  
RED RIBBON WEEK  
October 23-31, 2023**

**WHEREAS**, tobacco, alcohol, prescription drug abuse and other drug usage among young people is a serious concern; and

**WHEREAS**, it is imperative that a visible and unified effort of education and prevention be continued to reduce the demand for drugs; and

**WHEREAS**, children of parents who talk to their teens about drugs are less likely to use drugs than those who don't; and

**WHEREAS**, the National Red Ribbon Campaign will be celebrated in communities throughout America during "**Red Ribbon Week**", October 23-31, 2023; and

**WHEREAS**, business, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams, and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Portage Public Schools does hereby proclaim October 23-31, 2023 as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community through education about the dangers of drug abuse, and by setting a good example.

**BE IT FURTHER RESOLVED**, that the Board of Education of the Portage Public Schools encourages all citizens to pledge: **Be Kind to Your Mind. Live Drug Free.**

Proclaimed this 25th day of September, 2023  
Portage Public Schools' Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, ROOM #1136  
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**X. Discussion Items**

1. CMS & NMS Acoustical Panels (OP 6320)



To: Mark Bielang, Superintendent  
From: Johnny Edwards, Assistant Superintendent of Operations  
CC: Paula Johnson, Director of Finance  
Date: September 25, 2023  
Re: Recommendation for CMS and NMS Acoustic Panels

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### **RECOMMENDATION**

I recommend that the Board of Education approve the purchase of acoustic panels for Central Middle and North Middle Schools, in the amount of \$46,700, the funds for which will come from the 2019 Bond Fund, Proposal #1 Unallocated Contingency.

### **BACKGROUND INFORMATION**

The recommended acoustic panels will be installed in the science labs, art room, and fabrication lab at Central and North Middle Schools. While these areas currently have acoustic panels, the additional acoustic panels will help to minimize the sound that travels throughout the various spaces.

### **BIDDING PROCESS**

These items were competitively bid through the formal bidding process. In total, three responses were received. For your reference, a copy of the bid tab is attached. Ritsema Associates from Kalamazoo, MI was the lowest bidder for the acoustic panels.

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

Attachment



<b>Bid Category No. 01 - Lath, Plaster, Drywall &amp; Acoustical</b>				
<b>Contractor</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>Base Bid</b>	<b>Notes</b>
Ritsema Associates (Kalamazoo, MI)	Y	1	\$46,700	
Schepers Brothers Co, Inc (Byron Center, MI)	Y	1	\$59,854	
Bouma-Betten Construction, Inc (Portage, MI)	Y	1	\$83,250	

**RECOMMENDED MOTION**

I move that Owen-Ames-Kimball Co. be authorized to issue a Notice of Pending Award, in the amount indicated, to the contractor 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, a contract be awarded to this contractor by Portage Public Schools.

1 Lath, Plaster, Drywall & Acoustical Ritsema Associates 46,700

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, ROOM #1140  
SEPTEMBER 25, 2023, 6:30 P.M.**

**Note Page**

**XI. Closed Session**

1. Discuss Collective Bargaining Strategy (OMA Section 8(c))

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education move into closed session to discuss collective bargaining strategy, as allowed under the Open Meetings Act 15.268, Section 8(c).**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
SEPTEMBER 25 2023, 6:30 P.M.**

**Note Page**

**XII. Post-Action Items**

1. Approve Agreement with the Portage Education Association

**Recommended Motion**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve \_\_\_\_\_.