

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002  
OCTOBER 14, 2024, 6:30 PM  
AGENDA**

**VISION STATEMENT**

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

**MISSION STATEMENT**

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

<b>I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
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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  
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**III. Reports**

1. Superintendent's Report
  - a. Bike Friendly Kalamazoo – Presentation of Civic Leadership Award
  - b. Presentation of 2026 NHS Trip to Costa Rica
  - c. Bond Project Update
  - d. Change Order Summary
  - e. Legislative Update

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

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

**RECOMMENDATION:**

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

**BACKGROUND:**

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

I have reviewed this proposal and support it.

JJ/MP  
Attachments

Portage Public School District  
Advanced Activity Trips Custom Report

Trip Type Name	Trip ID	Account Name	Description	Start Date	End Date	Requested Adults	Requested Students	Purpose of Trip Event Description Educational Goals	No PPS Transportation Alternate Method	Overnight Trip must include attachments and costperson
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**StartDate: 6/23/2026, EndDate: 7/2/2026**

Field Trip Only (No PPS Transportation )

AT-02104

NHS Field Trips - IF

NHS Spanish Club - Costa Rica 2026

6/23/2026

7/2/2026

3

18

This trip will allow students to apply their knowledge of language and culture in authentic situations in Costa Rica. Students will be able to converse with native speakers in Spanish. They will use their cultural knowledge to make comparisons of their culture and that of Costa Rica. Students will also visit a local school to have interactions with school aged children

Airplane

Yes



## Costa Rica: The Grand Tour

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

June 23 - July 02, 2026

### Day 1 .Hola San Jose

Meet your tour director and check into hotel

### Day 2 San Jose--Tortuguero

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

### Day 3 Tortuguero

Tortuguero National Park visit  
Canal tour

### Day 4 Tortuguero--Arenal

Travel to Arenal  
Hot springs visit

### Day 5 Arenal--Monteverde

Travel to Monteverde  
Monteverde Cloud Forest reserve night walk

### Day 6 Monteverde

LEAP Cocina Tica  
*Optional Canopy zipline tour*

### Day 7 Monteverde--Manuel Antonio

Monteverde Cloud Forest Reserve day walk  
Travel to Manuel Antonio  
Lunch

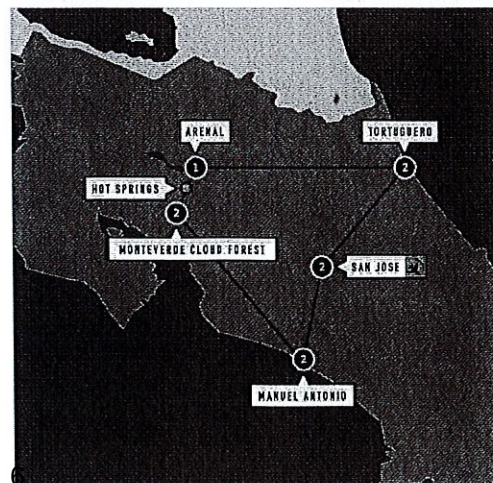
### Day 8 Manuel Antonio

Manuel Antonio National Park visit  
Lunch

### Day 9 Manuel Antonio--San Jose

Travel to San José  
LEAP Dance the El Torito!

### Day 10 End tour



# Reserve your spot!

MyTrip ID: PortageNorthern-2026  
Registration deadline: October 03, 2024

## What's included

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We provide everything you need for a remarkable trip:

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

## Tour investment

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Students (travelers under the age of 23): \$3,398  
Adults (age 23 and over): \$3,928

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

## Automatic monthly payment plan

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

## Travel protection

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

Enroll online,  
by phone, or by mail



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



1.800.771.5353



Mail in your paper application to:

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



**WorldStrides**  
Educational Travel & Experiences



**Portage Public Schools: 2021 Bond Issue  
Consolidated Construction Cost Summary  
Change Order 005 - October 4th, 2024  
Construction Manager: Owen-Ames-Kimball Co.**



	<b>Program Element</b>	<b>Central Elementary</b>	<b>Haverhill Elementary</b>
<b>Construction</b>	Original Construction Cost (Building Site, Construction Trade Packages)	\$31,611,717	\$26,780,159
	Previous Change Order Construction Cost	\$497,274	\$439,196
	Change Order 005	\$233,920	\$73,270
	<b>Current Construction Cost:</b>	<b>\$32,342,911</b>	<b>\$27,292,625</b>

	<b>Program Element</b>	<b>Central Elementary</b>	<b>Haverhill Elementary</b>
<b>Contingency</b>	Original Project Contingency (10%)	\$3,055,748	\$2,595,228
	Previous Contingency Cost	(\$637,268)	(\$439,196)
	Change Order 005 Contingency cost	(\$233,920)	(\$73,270)
	<b>Current Contingency</b>	<b>\$2,184,560</b>	<b>\$2,082,762</b>

<b>Construction &amp; Contingency</b>	<b>\$34,527,471</b>	<b>\$29,375,387</b>
<b>Current Bond Projects</b>	<b>\$63,902,858</b>	

**Central Elementary**

	<b>Description of work:</b>	<b>Total Cost:</b>	<b># of Affected Contractors:</b>
1	Bulletin 09 - Revisions to site utilities and demo plan, updates to storefront framing and security glass.	\$67,360	6
2	Bulletin 10 - Masonry updates to remove water repellent sealer, interior revisions to counter tops and misc. mechanical/electrical updates.	(\$24,309)	9
3	Relocated Consumers Energy's power pole & PPS Switch. Updates required per Consumers Energy.	\$169,695	2
4	Updated security glazing at library slider.	\$2,885	1
5	Revisions to brick structural support system. Add metal plate required for fero brackets on the metal studs.	\$5,694	1
6	Add through wall scupper with collection box, downspout and knee wall to assist with overflow drainage.	\$4,397	2
7	Allowance \$28,953 - Casework scope move to General Trades.	\$0	1
8	Additional framing required at the existing school soffits due to asbestos glue pods being removed.	\$2,970	1
9	Revisions to roof drain locations to provide positive pitch for drain flow.	\$5,228	2
	<b>Central Elementary Change Order 005 Total:</b>	<b>\$233,920</b>	

**Haverhill Elementary**

	<b>Description of work:</b>	<b>Total Cost:</b>	<b># of Affected Contractors:</b>
1	Pier Conflicts - Coordination and move of ductwork to avoid piers in masonry walls.	\$9,462	1
2	Allowance \$2,277 - Added stone for a small temp road/new construction entrance during work at Coulter and Marlow intersection.	\$0	1
3	Bulletin 07 - Revisions to plumbing fixtures to comply with updated code compliance, ductwork and structural pier clarifications.	\$6,452	2
4	Asphalt removal and rework of gravel base at Coulter and Manhattan to meet City of Portage paving requirements.	\$8,433	2
5	Bulletin 08 - Chiller condenser unit updates to comply with federal refrigerant updates.	\$13,692	2
6	Add masonry block to West and North walls to allow proper flashing detail to occur due to the roof insulation thickness.	\$4,862	1
7	Add masonry block and brick enclosing a structural beam.	\$2,633	1
8	Updates to structural design during shop drawing review.	\$10,666	1
9	Revisions to roof drain locations to provide positive pitch for drain flow.	\$4,284	2
10	Add girts and sheathing to align metal wall panels to be flush with wall.	\$3,742	1
11	Grind back beam ensuring a flush surface for burnished block walls to finish to in the Library/Heart.	\$4,536	1
12	Steel supports required for duct cut out in precast.	\$4,508	1
	<b>Haverhill Elementary Change Order 005 Total:</b>	<b>\$73,270</b>	

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PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
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**IV. Board Education**

1. HGD 2-Year Review



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**VI. Consent Agenda**

1. Approval of Minutes
  - a. September 23, 2024 Regular Business Meeting

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**REGULAR BUSINESS MEETING  
SEPTEMBER 23, 2024**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, September 23, 2024, was called to order at 6:30 p.m. by President Van Antwerp. The meeting was held in Room #1136 of Portage Central High School. The Pledge of Allegiance was recited.

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

Board Trustees Absent: None

**REVISIONS/APPROVAL OF AGENDA**

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

**The motion carried unanimously.**

**REPORTS**

**Superintendent's Report**

**Bond Project Update**

Mr. Johnny Edwards, Assistant Superintendent of Operations, showed photos of various projects completed over the summer across the District, which was followed by an update on elementary bond construction.

At the new Central Elementary site, on the exterior, brick installation continues, contractors are working on the generator and transformer pad and underground conduit. On the interior, work continues on drywall and second floor rough-ins. The café stairway is constructed and concrete poured. Window framing starts next week.

At the new Haverhill Elementary site, work continues on first floor rough-ins. On the second floor, the gathering stairs will be complete next week, framing and rough-in work continues. Kitchen walls are going up, the roof will be complete in the next couple of weeks, and brick veneer is being installed on the exterior.

For the Woodland Elementary project, Principal Jen Carson experienced a 3-D virtual walk-through of Woodland to give her the first glimpse of the new school. A Community Gallery Walk is scheduled for October 15 at 4pm for staff and 5pm for the community.

Mr. Edwards addressed questions from Trustees. President Van Antwerp thanked him for the update.

## **OTHER**

As a reminder to the Board, per Superintendent Bielang, we will only have one board meeting next month on October 14, 2024, and the next KCSOA meeting is October 16, 2024.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the floor to public comment. Vice President Novaria read the guidelines for public comment.

Cindi Lillie addressed the Board regarding her storm-damaged fence that adjoins school property.

Reid Williams spoke on behalf of NowKalamazoo to introduce this independent, local nonprofit community news organization. He and others in the audience are attending this evening as part of their town hall “field trips” to experience local government board meetings in action.

Mark Stevenson introduced himself as a candidate running for a seat on the Portage Public School Board.

Mary Lou Rohwer introduced herself as a candidate for the Portage Public School Board.

President Van Antwerp thanked each of the speakers for their remarks and opened the floor to Trustee comments.

Ms. Larson congratulated all who participated in the recent band invitational.

Mrs. Novaria participated in a board member tour of 12<sup>th</sup> Street Elementary this morning and experienced the kids and staff in action. It was an enjoyable visit, and she appreciated the opportunity.

Mr. Snyder thanked the NowKalamazoo visitors for attending this evening and informed them that this particular meeting agenda is very short and not representative of most of the meetings we have through the course of the school year. He also shared a positive story of an encounter with a community volunteer.

Mr. Van Antwerp informed the Board he will attend the Region 6 Legislative Priority Meeting at KRESA on September 24, 2024 and will share with them what he learns.

President Van Antwerp thanked his fellow board members for their comments.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: the September 9, 2024 Committee of the Whole Work Session minutes.**

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

## **ACTION ITEMS**

### **National School Lunch Week Proclamation**

**Motion offered by Mr. Crowell, seconded by Ms. Larson, that the Board of Education approve the National School Lunch Week Proclamation, as presented.**

Mrs. Crawford read the proclamation aloud.

**The motion carried unanimously.**

President Van Antwerp thanked Susan Livingston and the Food Service Department for their work.

### **School Bus Safety Week Proclamation**

**Motion offered by Mr. Snyder, seconded by Mrs. Crawford, that the Board of Education approve the School Bus Safety Week Proclamation, as presented.**

The proclamation was read aloud by Mr. Snyder.

**The motion carried unanimously.**

President Van Antwerp thanked Jody Stoner and the Transportation Department for their work.

### **Red Ribbon Week Proclamation**

**Motion offered by Ms. Hamilton, seconded by Mrs. Novaria, that the Board of Education approve the Red Ribbon Week Proclamation, as presented.**

Mr. Van Antwerp read the proclamation aloud.

**The motion carried unanimously.**

### **National Principals Month Proclamation**

**Motion offered by Mrs. Novaria, seconded by Ms. Larson, that the Board of Education approve the National Principals Month Proclamation, as presented.**

The proclamation was read aloud by Mrs. Novaria.

**The motion carried unanimously.**

Per President Van Antwerp, we appreciate the important work of our principals.

## **DISCUSSION ITEMS**

### **Revisions to Policy 5111.01**

Per Superintendent Bielang, the proposed policy change is driven by a circumstance we encountered with a student. The change adds clarity to the policy.

The Board opted to move the discussion item to action.

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, to move the amended Policy 5111.01 discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mr. Snyder, seconded by Mrs. Crawford, to adopt the proposed amended Policy 5111.01.**

**The motion carried unanimously.**

With no further business to come before the Board, the meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary



**PROCLAMATION**  
**NATIONAL SCHOOL LUNCH WEEK**  
**October 14-18, 2024**

**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 14-18, 2024 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 14-18, 2024 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 23rd day of September, 2024  
Portage Public Schools’ Board Of Education



**PROCLAMATION**  
**SCHOOL BUS SAFETY WEEK**  
**October 21-25, 2024**

**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 21-25, 2024 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 21-25, 2024 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 23rd day of September, 2024  
Portage Public Schools’ Board of Education



**PROCLAMATION  
RED RIBBON WEEK  
October 23-31, 2024**

**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, 2024; 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, 2024 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.

Proclaimed this 23rd day of September, 2024  
Portage Public Schools' Board of Education



## **PROCLAMATION PRINCIPALS MONTH October 2024**

**WHEREAS**, energetic and inspiring school leadership is essential to Michigan's schools in order to prepare students for success, both during their PreK-12 years and beyond; and,

**WHEREAS**, principals are entrusted with the educational development of young people and serve as educational visionaries, instructional leaders, assessment experts, community builders, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives; and,

**WHEREAS**, principals set the academic tone for their schools and work collaboratively with teachers and parents to develop and implement a clear mission, high curriculum standards, and performance goals; and

**WHEREAS**, principals play a vital role in the success of students by creating school environments that facilitate great teaching and learning, as well as continuous school improvement; and,

**WHEREAS**, much of the success of PreK-12 students can be attributed to principals who act as the liaison between the school and the community it serves, ensuring that parents and the community are aware of student and school achievements; and,

**WHEREAS**, the celebration of Principals Month honors elementary, middle, and high school principals and recognizes the importance of school leadership in ensuring every child has access to a high-quality education; and,

**WHEREAS**, during this month, we join educators, parents, and students throughout Michigan to raise awareness of the importance of educational leadership and to recognize and thank the hard-working principals in Michigan schools who set exemplary standards of service;

**NOW, THEREFORE**, the Board of Education of Portage Public Schools hereby proclaims October 2024 as Principals Month in the Portage Public School District.

Proclaimed this 23rd day of September, 2024  
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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**Note Page**

**VII Assurance of District Performance**

1. Monitoring Report 2.1, Treatment of Consumers (GP 4.4)

**Recommended Motion:**

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

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.1) Treatment of Consumers

**Global Board Policy**

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

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.1, "Treatment of Consumers" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 7, 2024.

  
\_\_\_\_\_  
Signature

10.7.24  
\_\_\_\_\_  
Date

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding eight sections. My interpretations of those sections, the report, and conclusion statements are presented below. There are no changes to my previous interpretation.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **2.1.1 POLICY LANGUAGE**

The Superintendent shall not fail to provide an environment that generates high levels of student engagement and parent satisfaction.

#### **Interpretation**

I interpret this to mean:

1. That an instrument is used to collect data about perceived student engagement and parent satisfaction levels.
2. That “high levels” to be the combined “Top 2 Boxes” (strongly agree and agree) as a single measure using the Studer Education Student Experience and Parent/Caregiver Experience Surveys. Studer characterizes Top Box (strongly agree) as extremely engaged/satisfied and the second box (agree) as highly engaged/satisfied.

Note, the percentage of this “Top 2 Boxes” used to determine whether or not expectations have been met will be determined once three years of data have been collected.

3. That the following data points be used to demonstrate compliance with this policy:
  - Overall District Top 2 Boxes on the Student Experience Survey
  - Net Promoter Score on the Student Experience Survey
  - Overall District Top 2 Boxes on the Parent/Caregiver Experience Survey
  - Net Promoter Score on the Parent/Caregiver Experience Survey

Note, some items on the parent and student surveys are “net promoter items:” items that specifically assess willingness to recommend the District to others. Calling out these items helps bring meaning to the big picture.

#### **Report**

The District’s traditional Parent Satisfaction and Student Engagement Surveys were first administered during the 2017-18 school year. During the 2020-21 school year we made the decision to put a hold on these two surveys because of the emerging needs of the COVID-19 pandemic. Instead, we solicited feedback from students and parents/caregivers relative to our state-required Return to Learn Plan through “Pulse Check Surveys.” We believed the feedback we received through these shorter 30 and 90-day surveys would provide us with more timely information about how we were doing in implementing our plan and meeting student and family needs. We resumed our traditional Parent Satisfaction and Student Engagement Surveys in the spring of 2022.

## Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Both surveys provide students and parents in all schools an opportunity to share their perception of their school or school experience. Survey data are presented by school for staff use as well as aggregated at the District level for higher level use and reporting. The feedback allows building and district leaders to identify gaps in performance that should be addressed, and to recognize the good work that many teachers and staff accomplish every day.

During the 2021-22 school year the District resumed administering the traditional Parent Satisfaction and Student Engagement Surveys. During the 2022-23 school year we made some adjustments to when the survey was administered. Also, during the 2022-23 school year, Studer Education made some changes to the surveys and renamed them Parent/Caregiver Experience Survey and Student Experience Survey. The changes made to the surveys essentially created a new baseline for the data being presented. Please keep this in mind when interpreting results. Studer Education informed us that scores nationwide were typically lower than in previous years as a result of these changes.

Survey data was shared with all building principals approximately four weeks after the close of the survey window and action plans for improvement were generated. Given the two-year departure from this survey and the changes made to the survey, we are using the Spring 2023 results to re-establish new baselines. With the completion of the Spring 2024 surveys, we now have two years of data available. Once we have collected three consecutive years of data, a determination regarding compliance will be generated.

The following charts show the district data for parents and students.

## How do we measure satisfaction levels of parents and engagement levels of students?

Parent Satisfaction/Experience:

- o What percentage of parents choose responses in the top two categories?
- o What percentage of parents choose top categories in “net promotor” items?

Student Engagement/Experience:

- o What percentage of students choose responses in the top two categories?
- o What percentage of students choose top categories in “net promotor” items?

Parent Survey

Parent Survey	2019-20 (N=1937)	2020-21 COVID	2021-22 (N=1401)	2022-23 (N=1149)	2023-24 (N=1124)
Overall Mean	4.06	Pulse	4.0	4.06	4.06
Top Box Percentage	39%	Check	38%	42%	41%
Top 2 Percentage	78%	Surveys	75%	77%	78%
Net Promoter (Org)				54.60%	54.85%

What does Top Box mean?

“Top Box Percentage” is the percentage of parents/caregivers/students who select the “Strongly Agree” option indicating that they are *extremely satisfied/engaged*. Research suggests a difference in the loyalty of people who indicate that they are extremely satisfied (i.e., “Strongly Agree”) compared to those who are highly satisfied (i.e., “Agree”) when rating their experience/engagement. In this way, top box scoring provides more focused data to better understand parent satisfaction/student engagement and loyalty.” “Top 2 Percentage” combines the two categories and indicates high levels of satisfaction/engagement.

What does Net Promoter mean?

“Net Promoter” percentage reflects the percentage of respondents who selected either a 9 or 10 (on a ten point scale) when asked if they would recommend their school(students)/this organization(parents) as a good place to learn. Promoters are viewed as those respondents who are engaged, loyal and enthusiastic about the organization they, or their children, learn in.

Student Surveys

Student Survey	2019-20 (N=5636)	2020-21 COVID	2021-22 (N=3479)	2022-23 (N=4893)	2023-24 (N=5389)
Overall Mean	3.97	Pulse	3.68	3.77	3.85
Top Box Percentage	39%	Check	26.35%	29.17%	31.75%
Top 2 Percentage	71%	Surveys	61.48%	64.95%	68.21%
Net Promoter (Sch)				35.95%	39.72%

Studer Group points out that it is important to note that the drops in overall means may largely be influenced by the differences in participation across survey administrations, especially in decreased participation in certain years by both students and parents. We believe that some of the drop in participation is due to “survey fatigue” that many people have been feeling over the past couple of years. We continue to look at ways to increase participation rates as we develop our continuous improvement plans.

**Conclusion Statement**

The organization met expectations.

**2.1.2 POLICY LANGUAGE**

The Superintendent shall not use application forms that elicit information for which there is no clear necessity.

**Interpretation**

I interpret this to mean that application forms used by the District request only information that is required for that aspect of operations.

**Report**

The District uses a wide variety of forms that solicit information. The following are among the ones most frequently used.

- Enrollment Application
- In-District Student Transfer
- Non-Resident Student Transfer
- Schools of Choice Applications
- District Employee Student Transfer (PA227)
- Release from Portage Public Schools
- Transcript Request
- Application for Employment\*\*
- Free/Reduced Lunch Application\*\*
- Facility Reservations

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

While most of these forms are created by the District, some are provided by another unit of government\*\*. District forms are reviewed annually to make certain they comply with this Policy and with applicable laws. Some of our forms have been modified to be more customer friendly and most all forms are available electronically.

By law and by policy the District is required to collect, retain, and use information about students and staff. These policies are shared with appropriate staff to make sure the appropriate information is collected, and safeguarded, as required by law.

To my knowledge there have been no violations of this Policy.

### **Conclusion Statement**

The organization met expectations.

### **2.1.3 POLICY LANGUAGE**

The Superintendent shall not use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material elicited.

### **Interpretation**

I interpret this to mean that electronic and paper-based information about students and staff is not made available to anyone other than for whom the information is intended.

### **Report**

A high percentage of information about students and staff is collected, reviewed, transmitted, and stored electronically. This information is secured in the same manner as intellectual assets as reported in the Monitoring Report for Policy 2.6.6.

Non-electronic information is kept within locked file cabinets in locked rooms.

School offices and service counters are designed to maximize privacy while information is collected and reviewed.

Cumulative records are hand-delivered or mailed through the U.S. Postal System.

Operational policies, including but not limited to 8305, 8310, 8315, 8320 and 8351 along with Administrative Guidelines are in place addressing confidentiality and privacy matters.

All employees (PPS and EduStaff) complete FERPA training and sign a statement that they will follow FERPA.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **Conclusion Statement**

The organization met expectations.

#### **2.1.4 POLICY LANGUAGE**

The Superintendent shall not provide facilities that are inaccessible to all or do not provide for appropriate privacy.

#### **Interpretation**

I interpret “facilities” to mean those buildings, athletic fields and other structures that are available for use by students, staff and the community and which fall under accessibility requirements of the Americans with Disabilities Act (ADA).

I interpret “inaccessible” to mean being non-compliant with the Americans with Disabilities Act.

I interpret “appropriate privacy” to mean that restrooms, showers and changing facilities allow users to seclude themselves when necessary and that space is available to staff to have private conversations.

#### **Report**

All District buildings meet the ADA standards that were applicable at the time the buildings were built. Renovated facilities which required ADA updates incorporated those upgrades. Any non-compliance is addressed at the time of the renovation. The District relies on the expertise of architects, construction managers and the inspection/approval process to demonstrate compliance. The Maintenance Department maintains verification records of inspections and approvals.

Most District restrooms contain toilet partitions and urinal dividers to provide appropriate privacy. Most, but not all, shower areas have compartments for individual use and privacy. Additionally, the Student Code of Conduct absolutely prohibits the use of personal electronic devices in all locker rooms and restrooms.

Our facilities are evaluated at least annually for any maintenance/repair needs. Work orders are processed promptly.

### **Conclusion Statement**

The organization met expectations.

#### **2.1.5 POLICY LANGUAGE**

The Superintendent shall not cause consumers to be confused about what may be expected of them by the organization.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

**Interpretation**

I interpret this to mean the District is clear about what it expects from students, parents and/or legal guardians.

**Report**

On an annual basis, information provided in Student and Parent Handbooks is reviewed to strengthen clarity and intent based on issues that have arisen, feedback that has been received, and for alignment with District Operational Policies. We strive for uniformity in language where appropriate while allowing for flexibility with age-appropriate language.

Other District communications (District Memo, Facebook, Twitter, District website, Annual Report, etc.) are reviewed on an on-going basis to ensure clarity and concise messaging. The District website recently received a complete overhaul and is routinely reviewed to be user friendly and to contain necessary and appropriate information. Information is available to be translated into a wide variety of languages at the click of a button by end users.

**Conclusion Statement**

The organization met expectations.

**2.1.6 POLICY LANGUAGE**

The Superintendent shall not cause consumers to be confused about what may or may not be expected from any service offered by the organization.

**Interpretation**

I interpret this to mean that the District is clear about what students, parents and/or legal guardians can expect from services provided by the District; the primary services being transportation, food service, special education, curriculum/instruction, child care and enrichment.

**Report**

Student and Parent Handbooks are reviewed and updated annually to more accurately describe services and what parents can expect from the District.

Our District web site lists key contact information for each of the Departments and services offered by the District. The purpose of each department and services offered are included on each web page and in handbooks.

## Monitoring Report

Page -9-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

Applications for the use of District facilities are clear about fees and what services are provided/included.

We continue to streamline our process for granting/denying in-district transfer requests while maintaining attendance area boundaries. Our goal is to be as objective as possible in evaluating and balancing complex parental needs with District priorities.

E-mail is frequently used with consumers about interruptions in services such as transportation, school cancellations/delays and other service impacts. Our automated phone system complements the e-mail system and allows for customization of notices to various groups within the District.

Parent Open Houses, financial aid nights, orientations and other periodic meetings are used to both convey information and communicate information about services.

The District maintains healthy relationships with our consumers through various advisory groups.

- Curriculum Instruction Council – reviews and shares information regarding instructional materials, curriculum changes and class offerings.
- Parent-Teacher Organizations – building level groups used to support student activities and serve as sounding boards for building principals.
- Building the Future of Learning – This multi-pronged approach to designing our new middle schools, pools and stadiums contains an important Advisory Group component that continues to involve staff and community members. As our 2015 bond projects near completion we are now working with much smaller groups in identifying and prioritizing facility needs where the remaining unallocated bond funds can best be used.

Additionally, the District developed and published its Standards of Service Excellence for all to see and use. These standards create the behaviors expected of all who serve their customers.

PPS Standards of Service Excellence are:

- Provide service with respect.
- Own the interaction.
- Act with integrity.
- Communicate clearly.
- Be part of the team.

### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -10-

Policy Type: Executive Limitation

Policy Title: (2.1) Treatment of Consumers

### **2.1.7 POLICY LANGUAGE**

The Superintendent shall not allow consumers to be uninformed of their protections under this policy or discourage persons who believe they have not been accorded a reasonable interpretation of their protections under this policy from airing a complaint and being heard.

#### **Interpretation**

I interpret this to mean that District Policies and guidelines provide processes for effective handling of complaints.

#### **Report**

The District has Policies and guidelines in place that delineate processes for addressing a wide variety of concerns/complaints. These processes are communicated via Student/Parent Handbooks as well as the District's website. These include but are not limited to:

- Appeal Process (General)
- Bullying
- Discrimination (Gender, Racial, Disability, etc.)
- Harassment (Sexual, Racial, Disability, etc.)
- Public Complaints

Most concerns/complaints are addressed/rectified at the appropriate organizational level. When necessary, we have a well-structured chain of command which is used to appeal decisions. I have found that this process has served us well in addressing customer concerns.

#### **Conclusion Statement**

The organization met expectations.

### **2.1.8 POLICY LANGUAGE**

The Superintendent shall not allow or condone discrimination by the District or its staff against students or their families for voicing their opinion in a non-disruptive manner.

#### **Interpretation**

I interpret this to mean that disciplinary measures will be taken against any staff member who discriminates against any student or their family who express their opinion in a respectful, non-disruptive manner.

#### **Report**

No such disciplinary actions have been taken in the past year.

#### **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:

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

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### Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

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

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
OCTOBER 14, 2024, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

2. Monitoring Report 2.5, Financial Condition and Activities (GP 4.4)

**Recommended Motion:**

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

**Portage Public Schools  
Monitoring Report**

Policy Type: Executive Limitation  
Policy Title: (2.5) Financial Condition and Activities

**Global Board Policy**

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

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.5, "Financial Condition and Activities" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 7, 2024.

  
\_\_\_\_\_  
Signature

10.7.24  
\_\_\_\_\_  
Date

Please note that parts of this Policy are monitored by the Board by external reporting through the Districts auditing firm, Rehman Robson in the form of the Annual Audit. The audit is expected to be presented to the Board in November 2024.

**Interpretation**

I submit that the Board's Policy is comprehensively interpreted in the succeeding 12 sections. My interpretations of those sections, the updated report, and conclusion statements are presented below.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.1 POLICY LANGUAGE**

The Superintendent shall not expend more funds than have been received in the fiscal year to date unless the fund balance limitation in 2.5.3 is met.

#### **Interpretation**

I interpret this to mean that the budget presented to the Board for adoption be a balanced budget and that any unassigned fund reserves used to balance the proposed budget will not allow the remaining unassigned fund balance to fall below 7% of expenditures at the conclusion of that fiscal year. (This interpretation has not changed from last year.)

#### **Report**

Based on preliminary results from the audit of the 2022-23 school year budget, the projected unassigned fund balance is estimated to be approximately \$17,309,200 or 14.8% of expenditures. (The Board will receive the official audit report in November 2023)

**The 2024-25 budget approved by the Board in June 2024 includes planned expenditures of \$2,312,354 above projected revenues. The 2024-25 adopted budget estimates the unassigned fund balance to be \$15,708,037 or 12.44% of expenditures at the end of the 2024-25 school year.**

#### **Conclusion Statement**

The organization met expectations.

### **2.5.2 POLICY LANGUAGE**

The Superintendent shall not in debt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues.

#### **Interpretation**

I interpret this to mean that the District shall not make financial commitments that cannot be paid to its vendors or other entities in a timely manner – normally within 60 days.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

**Report**

The Business Office operates on a 30-day payment schedule in order to maintain a positive business reputation and working relationship with vendors. Procedures are in place to investigate and reconcile situations whereby an invoice is received but no verification of approval to pay has been received by the Business Office. The Business Office has the ability to pay all invoices within 60 days.

**Conclusion Statement**

The organization met expectations.

**2.5.3 POLICY LANGUAGE**

The Superintendent shall not allow annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation.)

**Interpretation**

I interpret this to mean that any conditions that would cause the General Operating Fund unassigned fund balance to fall below 7% at the end of the fiscal year (June 30<sup>th</sup>) would be brought to the Board's attention and reflected through the budget amendment process, which requires Board approval. The General Fund is the only fund in the District that has unassigned fund balance.

**Report**

Based on the latest information, the fund balance will remain in compliance with policy. I am not aware of anytime during the past year when the unassigned fund balance was less than 7%.

**Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -4-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

#### **2.5.4 POLICY LANGUAGE**

The Superintendent shall not conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances.

#### **Interpretation**

I interpret this to mean that there is no shifting of funds between the various funds to cover expenditures which cannot be paid within a reasonable time (normally 30 days) and keeping in compliance with the fund balance threshold of 7%.

#### **Report**

The year ending June 30, 2023 Audit – the latest completed audit - did not note any deviations.

#### **Conclusion Statement**

The organization met expectations.

#### **2.5.5 POLICY LANGUAGE**

The Superintendent shall not allow payroll obligations to be unsettled or untimely.

#### **Interpretation**

I interpret this to mean that Portage Public School payroll will be executed on schedule as per negotiated agreements and individual contracts. Contracts will specify payroll obligations and time lines and are coordinated with the Portage Public Schools' Business Office.

#### **Report**

There have been no disruptions to the payroll schedule. All District employees have been paid according to approved/agreed to schedules.

The District contracts with EduStaff, HealthBar LLC, GRBS, and Chartwells, for certain contracted employees. Third-party contractors are responsible for the payroll schedules of their employees. The District works closely with these vendors to maintain similar payroll expectations.

#### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -5-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.6 POLICY LANGUAGE**

The Superintendent shall not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

#### **Interpretation**

I interpret this wording to mean that all payments are made without incurring late payment fees in excess of \$1,000 aggregate amount for any fiscal year; further, reports and other required documents are submitted in accordance with Michigan Department of Education and Federal timelines. Tax payments related to payroll are settled pursuant to state and federal guidelines. This interpretation represents compliance with external requirements and the aggregate amount listed (\$1,000) has minimal impact on our budget.

#### **Report**

There have been no known violations of this provision and none were noted in the Fiscal Year 2023 District Audit. None are expected in the Fiscal Year 2024 District Audit. Late payment fees are rare and miniscule at best.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.7 POLICY LANGUAGE**

The Superintendent shall not make any contractual commitment for equipment, goods, or services in excess of \$100,000. Splitting orders to avoid these limits is not acceptable.

#### **Interpretation**

I interpret this to mean that all purchases for goods, equipment, or contracts for services that bind the District, for amounts greater than \$100,000 be brought to the Board for approval; further, purchases involving a like product from the same vendor will not be split to avoid approval by the Board.

#### **Report**

There have been no known violations of this provision and none were noted in the Fiscal Year 2023 District Audit. None are expected in the Fiscal Year 2024 District Audit.

Executive Limitation 2.6.5 dovetails with this provision in that purchases in excess of \$100,000 receive substantial administrative review and are tracked by the Business Office to detect any splitting of orders.

Monitoring Report

Page -6-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

Contracts and expenditures exceeding \$100,000 were approved by the Board this past year, coming from both the General Fund and Bond Funds.

Expenditures exceeding \$100,000 were approved by the Board for construction contracts at CEL and HAV, various technology purchases, various curricular purchases, custodial services contract, food service management contract, bus purchases, SRO agreement, building entrances access controls, roof replacement at TWE, nursing services, and for the WMS server remodeling.

### **Conclusion Statement**

The organization met expectations.

### **2.5.8 POLICY LANGUAGE**

The Superintendent shall not acquire, encumber or dispose of real property.

### **Interpretation**

I interpret this to mean that the Superintendent shall not purchase, agree to purchase, or sell any real property belonging to Portage Public Schools without Board approval. I interpret real property to be any land, building or structure. Any long-term lease or requests for easement will be brought to the Board for approval.

### **Report**

No real property was sold by the District during the past year.

The District allows West Portage Little League (WPLL) the use of District-owned property at 12<sup>th</sup> Street Elementary. The District has an agreement with the WPLL that governs the use of this property. The City of Portage has easement access at various sites in the District.

### **Conclusion Statement**

The organization met expectations.

Monitoring Report

Page -7-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **2.5.9 POLICY LANGUAGE**

The Superintendent shall not allow receivables to go uncollected beyond a reasonable period of time without aggressively pursuing their collection.

#### **Interpretation**

I interpret this to mean that the District will aggressively pursue uncollected revenue in a reasonable and timely manner.

#### **Report**

The major sources of receivables are from other units of government (KRESA, LEA's) for services provided through collaborative agreements. The District also bills for transportation services for non-school groups, facility rental, and other support services that may be requested from time to time.

The District has not found it necessary to use a collection agency or small claims court to collect revenues.

#### **Conclusion Statement**

The organization met expectations.

### **2.5.10 POLICY LANGUAGE**

The Superintendent shall not commit expenditures from a flexible fund to cover expenses in a more restricted fund.

#### **Interpretation**

I interpret this to mean that of the three District funds: General, Building and Site Sinking, and Bond Construction, the General Fund is the least restrictive, whereas the other two have restrictions as approved by District voters. General Fund revenues should not be used if revenues from the other two funds can be charged.

#### **Report**

There have been no known violations of this provision. None were noted in the Fiscal Year 2023 District Audit, and none are expected in the Fiscal Year 2024 District Audit.

Monitoring Report

Page -8-

Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

### **Conclusion Statement**

The organization met expectations.

### **2.5.11 POLICY LANGUAGE**

The Superintendent shall not make any adjustment to the salary or length of any administrator contract, or the addition of new or additional benefit programs, without prior approval by the Board of Education of these parameters for the administrative group in total.

### **Interpretation**

I interpret this to mean that:

- a) Board approval is required to adjust the salary, length, or new or additional benefits of any Administrator's contract;
- b) The length of Administrator contracts will be specified in the recommendation being made to the Board; and,
- c) The data pertaining to proposed increases in salary will be presented in aggregate for the total Administrative group.

### **Report**

At the July 22, 2024 Regular Business Meeting of the Portage Public Schools' Board of Education, the Board approved contract extensions and adjustments for District Administrators. Contract extensions not-to-extend beyond June 30, 2026 were approved. The Board approved an increase to the aggregate amount paid to this group for steps for those eligible as well as for lane changes, also for those eligible.

The Board also approved individual contracts for the following administrative positions which were not included in the above-mentioned approval:

- Tracy Speaker-Gerstheimer - Director of Systems & 9-12 Curriculum
- Effie McCarren - ESI Supervisor
- Jennifer Carson, Principal (WOD)
- Essence Williamson, Principal (ANG)
- Ryan Miller, Director of Technology
- Tracey Lowder - Principal (NHS)

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.5) Financial Condition and Activities

**Conclusion Statement**

The organization met expectations.

**2.5.12 POLICY LANGUAGE**

The Superintendent shall not operate without a continuous budget cycle and provide a minimum of two budget revisions during the fiscal year, as needed, to accurately reflect the financial condition of the district for the board and the community.

**Interpretation**

I interpret this to mean that after Board approval of the annual budget, at least two budget revisions will be made during the fiscal year at times that best align with changes in planning assumptions and known conditions.

**Report**

This policy language was added in June 2020 in order to capture the fact that the Board had been conducting two budget revisions but did not have a policy that directed this action. Traditionally, the first budget amendment comes to the Board mid-year with the second just prior to the close of the fiscal year. There was agreement by the Board that during unusual circumstances, there could be more than two amendments or a first amendment earlier than mid-year. During the past year, budget amendments occurred in February and June.

**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:

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

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### Comments Regarding Further Policy Development

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

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

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
OCTOBER 14, 2024, 6:30 P.M.**

**Note Page**

**VII Assurance of District Performance**

3. Monitoring Report 2.8, Conflict of Interest (GP 4.4)

**Recommended Motion:**

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

**Portage Public Schools  
Monitoring Report**

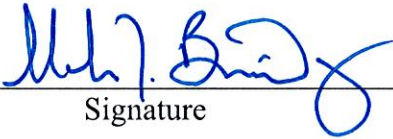
Policy Type: Executive Limitation  
Policy Title: (2.8) Conflict of Interest

**Global Board Policy**

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

**Certification**

I hereby present my monitoring report on Executive Limitation, 2.8, "Conflict of Interest" in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of October 7, 2024.



\_\_\_\_\_  
Signature

10.7.24

\_\_\_\_\_  
Date

**Interpretation**

I submit that the Boards' Policy is comprehensively interpreted in the succeeding four sections. My interpretations of those sections, the report and conclusion statements are presented below and are unchanged from the previous report.

Monitoring Report

Page -2-

Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

### **2.8.1 POLICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business, including hiring and employment, with any organization or individual in which she or he has a direct business, financial, familial or personal interest.

#### **Interpretation**

I interpret this to mean that I will disclose to the Board of Education, prior to approval, any employment contract or contract for services, products or materials in which I or an immediate family member stands to gain financially or personally from such contract.

#### **Report**

As reported in the Monitoring Report for Policy 2.6.5, a conscious effort is made by the Business Office staff and Executive Leadership Team to determine if a conflict of interest exists, including conflicts involving the Superintendent. All purchases are scrutinized and those above \$100,000 require Board approval.

No violations of this provision have occurred. I do not have a direct business or financial interest in any organizations or with individuals who do business with Portage Public Schools. However, in Spring of 2024 one of my daughters took a position with a company called “ixl” and in her role serves school districts in the State of Michigan, including PPS. PPS held contracts with ixl prior to her employment with them. To my knowledge, she does not receive any benefits from contract renewals but would benefit if the contract were to be renewed and include expanded services to additional grade levels. I have notified the Business Office of this situation and asked them to notify me if any additional services are being requested in any future contract renewal or if additional services are being requested.

#### **Conclusion Statement**

The organization met expectations.

### **2.8.2 POLICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business with any organization with which or individual with whom she or he has a substantial and direct affiliation, except for those affiliations which arise as a representative of Portage Public Schools.

Monitoring Report

Page -3-

Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

**Interpretation**

I interpret this to mean that I would disclose to the Board any substantial and direct affiliations I might have with any organization or individual with whom the District conducts business or intends to conduct business. Further, I interpret substantial and direct affiliations to mean that I would be a director, trustee, officer or employee of the organization or have an unofficial role such as significant donor, volunteer, advocate or advisor.

**Report**

I do not have a substantial and direct affiliation with any individual or organization that does business with Portage Public Schools.

**Conclusion Statement**

The organization met expectations.

**2.8.3 POLICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business, with or without a formal contract, in which he or she stands to receive more than a nominal direct personal benefit in the manner of a gift, promotional award, or similar offering.

**Interpretation**

I interpret “nominal direct personal benefit” to mean a gift, service, award or activity that deviates significantly from benefits offered and enjoyed by other Superintendents in the State of Michigan.

**Report**

The State of Michigan has not established limits for K-12 superintendents for what could be considered a personal benefit. Other than the occasional lunch/dinner invitation and/or attendance at an athletic/social event or function for which fees are paid, I receive no other personal benefit. This, based on observations and conversations with my peers, appears to be customary practice.

**Conclusion Statement**

The organization met expectations.

**2.8.4 POLICY LANGUAGE**

The Superintendent shall not conduct Portage Public Schools business, with or without a formal contract, in which he or she stands to receive a personal payment of any amount.

Monitoring Report

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Policy Type: Executive Limitation

Policy Title: (2.8) Conflict of Interest

**Interpretation**

I interpret “personal payment of any amount” to mean any compensation received through cash, check, stock, bonds or other vehicle that transfers funds to me.

**Report**

I have received no such payments.

**Conclusion Statement**

The organization met expectations.

**Added Note**

Operational Policies 1130, 3110 and 4110 address administrative, professional, and support staff conflict of interest. To my knowledge, there has been no violation of these policies.

## Monitoring Report Evaluation Form

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

Is the Superintendent's interpretation reasonable? Yes  No

Comments:

Is evidence of compliance reasonable? Yes  No

Comments:

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

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### Comments Regarding Further Policy Development

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

2. What policy language would address your concern?

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

Adopted: 9/22/08

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

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, ROOM #1136  
OCTOBER 14, 2024, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. New Teacher Appointment (OP 3120)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the appointment of the following teacher for Portage Public Schools:**

- **Milo Fowler – ELA Teacher at North Middle School**



Bradley D. Galin, MBA, SPHR  
Director of Human Resources  
Phone: 269.323.5152  
[bgalin@portageps.org](mailto:bgalin@portageps.org)

To: Board of Education  
From: Bradley D. Galin, MBA, SPHR, SHRM-SCP  
Date: October 14, 2024  
Re: Teacher Appointment Recommendation

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**RECOMMENDATION:**

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

**Milo Fowler** – (ELA Teacher at NMS) Milo has been working at Portage Public Schools as a building sub since 2022. Milo has a bachelor's degree in liberal studies with a minor in English from San Diego Christian College.

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**X. Discussion Items**

1. Demolition of CEL & WOD (OP 6320)



To: Mark Bielang, Superintendent

From: Johnny Edwards, Superintendent of Operations

CC: Paula Johnson, Director of Finance

Date: October 14, 2024

Re: Demolition and Abatement of Central and Woodland Elementary Schools

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### **RECOMMENDATION**

I recommend that the Board of Education approve the purchase of abatement and demolition services for Central Elementary and Woodland Elementary from Asbestos Abatement, INC. in the amount of \$968,900. The funds for the demolition will come from the 2021 Bond Funds.

### **BACKGROUND INFORMATION**

Central Elementary and Woodland Elementary will be demolished in June 2025. The current Central Elementary will be demolished first to prepare for the new parking lot. Woodland Elementary's demolition will follow. Woodland Elementary staff and students will use the current Haverhill for the 2025-2026 and 2026-2027 school years.

### **BIDDING PROCESS**

The RFP was made available September 8, 2024. An optional pre-bid walkthrough was held September 17, 2024. The bids were opened October 1, 2024. In total, four responses were received. A post-bid interview was held October 7, 2024. Asbestos Abatement, INC was the lowest bidder. I have included a recommendation from Plante Moran RealPoint and BDN Industrial Hygiene Consultants along with a copy of the bid tab.

I would be happy to answer any questions that the Board may have on the purchase of this service.

October 9, 2024

Mr. Johnny Edwards, Assistant Superintendent of Operations  
Portage Public Schools  
8107 Mustang Drive  
Portage, MI 49002

RE: Portage Public Schools- Central/Woodland Elementary Demolition and Abatement.

Mr. Edwards,

On September 10, 2024, BDN Industrial Hygiene Consultants solicited bids for the demolition and abatement of the existing Central and Woodland Elementary Schools. In accordance with District policy and state law, the bids were publicly posted and advertised on the State of Michigan bidding website (Sigma), in the newspaper, and other contractor bid portals throughout Michigan.

Multiple bids were received on October 1, 2024. Thorough bid evaluations and a post-bid interview were conducted by the full team including representatives from BDN and Plante Moran Realpoint. BDN's bid tabulation and award recommendation is attached for review.

**The total recommended award for Asbestos Abatement, Inc. (AAI) came in \$69,629 under the anticipated project budget.** The demolition/abatement award will be funded by the 2021 Bond. We are requesting board approval to award AAI, and to execute the trade contract, pending final review and approval of contract terms by district legal counsel.

The Project Team is available at the Board's convenience to answer any questions. Thank you!

Sincerely,



Chris Mankowski, Vice President  
Plante Moran Realpoint



Doug Phillips, Senior Vice President  
Plante Moran Realpoint



October 9, 2024

Johnny Edwards  
Assistant Superintendent - Operations  
Portage Public Schools  
8107 Mustang Drive  
Portage, MI 49002

Cc: Marti Phelps Portage Public Schools

RE: Recommendation for the Portage Public Schools –Abatement and Demolition of Portage Central Elementary School and Woodland Elementary School. BDN Technical Specification P24-00657.

Dear Mr. Edwards,

On Tuesday, September 17, 2024, a non-mandatory bid walkthrough of the Portage Central Elementary School and Woodland Elementary School was performed. Three of the four abatement contractors submitting bids attended this walkthrough.

Bids were opened on Tuesday, October 1, 2024, at 10:00am at the Portage Public Schools Administration Building.

The following table shows the contractor, cost, and number of days per school. Please note that air monitoring and project management are not included in the abatement contractor’s cost.


Contractor	Total Cost Portage Central Elementary School	Number of Workdays	Total Cost Woodland Elementary School	Number of Workdays
Asbestos Abatement Inc. (AAI)	\$476,800.00	20 days	\$492,100.00	20 days


A post bid interview was held on Monday, October 7, 2024, at 8:00 am with Mike Busterna and Eric Kuznicki of Asbestos Abatement Inc. (AAI). **BDN recommends the award of the contract to AAI.**

If you should have any questions regarding our recommendation, please feel free to contact me at [tnoa@bdnihc.com](mailto:tnoa@bdnihc.com) or on my cell phone at 269-567-8903.

Sincerely,

Travis Noa  
Senior Project Manager  
BDN Industrial Hygiene Consultants, Inc.

	Bidder Name							Bidder Name							Bidder Name									
	Asbestos Abatement, Inc. (AAI)							Pitsch							Pro-Tech Environmental Construction Services Inc.									
NCA = None Collusion Affidavit IESA = Iran Economic Sanctions Act FRDF = Familial Relationship Disclosure Form IS = Insurance	X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X	X				
	NCA	IESA	Unit Prices	FRDF	IS	Bid Bond	# of Days	NCA	IESA	Unit Prices	FRDF	IS	Bid Bond	# of Days	NCA	IESA	Unit Prices	FRDF	IS	Bid Bond	# of Days			
<b>Portage Central Elementary School: Asbestos Abatement &amp; Demolition BASE BID</b>							\$476,800.00	20 days							\$797,000.00	30 days							\$871,000.00	35 days
<b>Woodland Elementary School: Asbestos Abatement &amp; Demolition BASE BID</b>							\$492,100.00	20 days							\$814,000.00	35 days							\$890,000.00	35 days
<b>Totals:</b>							\$968,800.00	40 days							\$1,611,000.00	65 days							\$1,681,000.00	70 days
<b>Notes:</b>	<b>Portage Central Elementary Shift Duration:</b> Abatement: 1 week M-F 7am - 5pm 2nd Shift 5pm - 3am Demolition: M-F 10 hours <b>Woodland Elementary Shift Duration:</b> Abatement: 1 week M-F 7am - 5pm 2nd Shift 5pm - 3am Demolition: M-F 10 hours							<b>Portage Central Elementary Shift Duration:</b> 15 hours <b>Woodland Elementary Shift Duration:</b> 15 hours							<b>Portage Central Elementary Shift Duration:</b> 7am - 5:30pm M-S <b>Woodland Elementary Shift Duration:</b> 7am - 5:30pm M-S									

	<b>Bidder Name</b>						
	Dore & Associates, Inc.						
NCA = None Collusion Affidavit IESA = Iran Economic Sanctions Act FRDF = Familial Relationship Disclosure Form IS = Insurance	X	X	X	X	X	X	
	NCA	IESA	Unit Prices	FRDF	IS	Bid Bond	# of Days
<b>Portage Central Elementary School: Asbestos Abatement &amp; Demolition BASE BID</b>	\$1,240,700.00						60 Days
<b>Woodland Elementary School: Asbestos Abatement &amp; Demolition BASE BID</b>	\$1,384,200.00						60 Days
<b>Totals:</b>	\$2,624,900.00						120 Days
<b>Notes:</b>	Portage Central Elementary Shift Duration: 10 hours Woodland Elementary Shift Duration: 10 hours						

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