

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
CENTRAL HIGH SCHOOL ROOM #1136, 8135 S. WESTNEDGE, PORTAGE, MICHIGAN 49002  
APRIL 14, 2025, 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. Bond Project Update

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**IV. Board Education**

1. Alternative Education Update



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**VI. Consent Agenda**

1. Approval of Minutes
  - a. March 10, 2025 Special Meeting & Regular Business Meeting

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**SPECIAL MEETING & REGULAR BUSINESS MEETING  
MARCH 10, 2025**

**SPECIAL MEETING**

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, March 10, 2025, was called to order at 5:07 p.m. by President Van Antwerp. The meeting was held in Conference Room #1 of the Administration Building.

Board Trustees Present: Emily Crawford, Kimberly Larson, Mary Lou Rohwer, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: Terri Novaria

Administration Present: Mark Bielang, Superintendent

Others Present: Andy Ingall of Michigan Leadership Institute (MLI)

**REVISIONS/APPROVAL OF AGENDA**

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

**The motion carried unanimously.**

**COMMENTS OR COMMUNICATIONS**

There were no comments or communications.

**DISCUSSION ITEMS**

**Superintendent Search**

Mr. Andy Ingall of Michigan Leadership Institute facilitated discussion regarding the superintendent search, which focused on the search timeline and job posting.

The meeting adjourned at 5:54 p.m.

## **REGULAR BUSINESS MEETING**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, March 10, 2025, 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, Kimberly Larson, Mary Lou Rohwer, Bo Snyder, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: Terri Novaria

## **REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Dr. Stevenson, 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**

The bond project update provided by Mr. Johnny Edwards, Assistant Superintendent of Operations, was specific to Woodland Elementary. This summer the current Woodland building will be demolished and construction on the new school will begin and continue for two years. During the construction phase for Woodland Elementary, staff/students will use the current Haverhill Elementary. There are several items to consider with operating two schools on the same campus, including traffic, safety and the student day start/end times. Currently, all of our elementary schools begin/end at the same time of the school day. For the next two school years at the old Haverhill, the doors for Woodland students will open at 8:55 a.m. with classes starting at 9:00 a.m. with the day wrapping up at 4:00 p.m. This schedule will limit traffic congestion on campus. There is no reduction to the instructional minutes given these starting and ending times changed. This week during parent-teacher conferences, we will survey Woodland families to gauge interest in busing.

#### **Student Presentation re CEL Playground Design**

Mr. Johnny Edwards introduced Ms. Sara Wagenaar, Principal of Central Elementary. Ms. Wagenaar provided introductory remarks. Fourth grade students shared their impressions of the new CEL playground via a presentation.

Trustees appreciated the presentation and applauded the students.

#### **CIA Department Update**

Unfortunately, the planned presenter Dr. Tracy Speaker-Gerstheimer, Director of Curriculum & PD 9-12, was out ill. Superintendent Bielang stepped in to provide the update. Mr. Bielang gave an overview of the World Language curriculum review cycle and key issues needing attention. The issue of inconsistency in how credits are allocated to level one courses was identified and explored

during the summer/fall of 2024. It was also found that, unlike other middle school courses that grant high school credit, the World Language courses spanned a longer duration and utilized different resources than their high school counterparts. In addition, we were in conflict with policy regarding granting of credit toward graduation. Based on these findings, we decided to weigh programming options in order to look at our structures, credits, and programming. A meeting was held in mid-February 2025 to discuss the findings and considerations. At this meeting, three concerns emerged – credit allocation, the requirement that all students take World Language in middle school for high school credit, and the need/effectiveness of introductory courses. These were discussed and researched to better understand how they should be addressed.

The current practice awards two full credits for middle school World Language courses, fulfilling the state’s graduation requirement but creating inconsistencies such as (1) disparity in credit allocation – middle school students earn two credits for a course taught over two years while high school students earn one credit for the same course completed in a year. (2) There is a misalignment with Michigan Department of Education guidance. Credits earned in middle school, while noted on the student’s transcript, have not counted toward the 26 credits required for graduation; however, the same course taken in high school does count toward the 26 credits. This needs to be corrected.

There was a concern raised that the requirement for middle school students to take World Language may not be appropriate for all learners. This raised the question why are we compelling all students to engage in advanced coursework prematurely when it is not necessary. Evidence exists that students can succeed in high school courses offered at the middle school that are paced in the same manner as their high school counterparts. For example, middle school runs two or more sections of Math Plus 8, the equivalent to Algebra 1. In addition, as of this board meeting, the Michigan Department of Education is not aware of any other district in Michigan that requires all students to take World Language for high school credit in middle school. Offering World Language in middle school should be optional; allowing families to choose participation based on the child’s readiness.

In conclusion, earning high school credit in middle school can be advantageous but should not be mandatory. To ensure developmental appropriateness, academic rigor, and equity, it is recommended that we ensure the middle school World Language courses maintain the same structure and rigor as their high school equivalents, adjust credit allocation to be consistent with other district practices (in this case, a World Language 1 class offered as an elective course in eighth grade will award one credit for successful completion of the course), and implement an Introductory World Language course in seventh grade beginning in 2025.

Next steps include - finish the current course sequence with rising eighth graders, develop an introductory semester course during the summer 2025 to begin with rising seventh graders, and form a team to outline the long-term progression of offering various levels and the introductory course beginning in sixth grade.

Superintendent Bielang addressed questions from Trustees.

## **Other**

Per Superintendent Bielang, the Grand Opening for the new Career Connect Center is May 22, 2025 from 4-7 p.m. The Center will serve as the transportation hub for districts in the county for other off-site CTE programs. Each district in the county is allotted a number of student slots based on enrollment. Portage has 393 slots. Finance, accounting, marketing and engineered woods will continue to be supported at PPS. We are excited for the opening of the Center and the opportunities for our students.

In addition, Superintendent Bielang shared that he recently had the opportunity to hear the Dean of the Mary Lou Fulton Teachers College at Arizona State University. She is doing a lot of work in redesigning the educational workforce and workplace and creating models for team-based teaching and learning. The things she talked about reinforced the direction we are going in with our new elementary building designs and staff professional development.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the floor to public comment and read aloud the guidelines for public participation.

Kat Frink, on behalf of the PEA, shared “good news” from around the District on staff/student events/activities.

Each of the following public commenters addressed the Board in regards to World Language Program changes:

- Sarah Baker
- Bonnie Moss
- Heather Canenguez
- Rachele Reidel
- Katherine Millar
- Shae Vaughn
- Sophia Lin
- Adelaide Kauchak
- Jillian Hatfield
- Kathryn Jawahir
- Kady Mackey
- Paarth Sharma
- Kaitie Paynich
- Christy Rath

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

Dr. Stevenson thanked the public commenters for their remarks.

Mrs. Crawford appreciated the public comments and was especially impressed by the student statements.

Ms. Larson thanked the public commenters for their remarks and congratulated all who participated in the band festival.

Mr. Snyder thanked the public commenters for their remarks and encouraged all to understand all views on the matter – keep an open mind. He also appreciated the Central Elementary student presentation, and requested Superintendent Bielang provide a follow-up report on ELA, which Mr. Bielang acknowledged.

President Van Antwerp thanked all commenters for their remarks.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: the February 24, 2025 Special Meeting and Regular Business Meeting minutes and approve the revisions to Bylaw 0142.7-Orientation, as presented.**

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

## **ASSURANCE OF DISTRICT PERFORMANCE**

**Motion offered by Mr. Snyder, seconded by Mrs. Rohwer, that the Board of Education accept Monitoring Report 1.2 - Ends, as a reasonable interpretation and evidence of compliance with policy.**

Superintendent Bielang shared highlights from his report.

**The motion carried unanimously.**

## **DISCUSSION ITEMS**

### **Classroom Technology**

Dr. Ryan Miller, Director of Information and Technology Systems, and Mr. Steve Van Dyke, Data Center Systems Specialist, reviewed the recommendation to award contracts for the installation of classroom technology equipment at the new Central and Haverhill Elementary Schools.

The Board opted to move the item to action.

**Motion offered by Mrs. Crawford, seconded by Ms. Larson, that the Board of Education move the Classroom Technology discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mr. Snyder, seconded by Mrs. Crawford, that the Board of Education approve award of a contract with Parkway Electric for installation of classroom technology equipment at the new Central Elementary and Haverhill Elementary for a total project cost not-to-exceed \$251,064.00, which includes a ten percent contingency for each school, and to be funded by the 2021 Bond.**

**The motion carried unanimously.**

With no further business to come before the Board, the meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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**VII Assurance of District Performance**

1. Monitoring Report 1.3, Ends (GP 4.4)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept as presented, the Monitoring Report on 1.3, Ends, as a reasonable interpretation and evidence of compliance with policy.**

**Portage Public Schools  
Monitoring Report**

Policy Type: Ends  
Policy Title: Ends Policy 1.3

**Certification**

I hereby present my monitoring report on Ends Policy 1.3 in accordance with the monitoring schedule established by the Board. I certify that the information provided in this report is true as of April 9, 2025.

  
\_\_\_\_\_  
Signature

4.9.25  
\_\_\_\_\_  
Date

**1.3 POLICY LANGUAGE**

Students have social-emotional learning competencies including:

- Skills in self-management
- Self-awareness
- Social awareness
- Relationship skills, and
- Responsible decision-making to build resilience to navigate life

**Interpretation**

The Board has defined social-emotional learning competencies to include the five bulleted competencies listed above. By doing so, the administration has the latitude to include additional competencies. For the time being the listed competencies will be interpreted/defined and used for reporting purposes.

**Self-management** is defined as the ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

**Self-awareness** is defined as the ability to accurately recognize one's emotions and thoughts and their influence on behavior. This includes accurately assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.

**Social awareness** is defined as the ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

**Relationship skills** are defined as the ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting unwanted or inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.

**Responsible decision-making** is defined as the ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.

Note: The definitions for these competencies come from the Michigan Department of Education and are derived from the Collaborative for Academic, Social, and Emotional Learning. (2015). Social and emotional learning core competencies. Chicago, IL: Author. Retrieved from [casel.org/social-and-emotional-learning/core-competencies/](https://casel.org/social-and-emotional-learning/core-competencies/)

### **Report Section**

The Michigan Department of Education (MDE) adopted the Collaborative for Academic, Social, and Emotional Learning (CASEL) Competencies for student development in addition to academic standards that already exist for each grade. The five competencies are:

- Self-management
- Self-awareness
- Social awareness
- Relationship skills
- Responsible decision-making

Social Emotional Learning (SEL) is the process through which individuals learn to recognize and manage emotions, care about others, make good decisions, behave ethically and responsibly, develop positive relationships, and avoid negative behaviors. Within the student's natural environment and/or school setting, SEL can best be accomplished through a layered approach of skills lessons taught through the curriculum and infused into the environment including safety, respect, and caring. SEL competencies help support a well-rounded education that teaches the whole child. This focus creates an environment that enables teachers to teach and students to learn which research shows is necessary for school and life success (MDE, 2017). The 2024-2025 school year marks the fifth year the social-emotional learning competencies were

adopted by the Portage Public Schools (PPS) Curriculum Instruction Council, as prescribed by MDE.

Starting in the 2022-2023 school year, we began unpacking the SEL competencies at the elementary level. The unpacking work continues at the secondary level during the summer of 2024 and remains a district priority. The unpacking of the competencies includes:

1. Identifying and Prioritizing Learning Outcomes using the MDE Indicators K-12
2. Identifying Essential Questions
3. Developing Key Vocabulary, Questions, and Sentence Stems
4. Developing Sample Performance Tasks as Formative Assessments
5. Developing Learning Progression that Identifies Beginning Skills through Advanced Skills
6. Identifying Connections to Content Area Strategies
7. Cross-walking Competency with Student Experience Survey questions

As unpacking of the SEL competencies was completed by the elementary team in 2022-2023 the development of proficiency scales took place. Proficiency scales are necessary tools to provide the student, families, and teacher feedback on where the student's current skill level is and what their next steps in developing the skill may be. During the 2023-2024 school year the elementary team delivered professional learning sessions on SEL at each of the professional learning days. This year the elementary team began developing guidance around assessing and monitoring student growth in each competency. The data collected is captured in the district's data warehouse. Elementary buildings are now incorporating the additional information in the building data review process. The secondary teams began following this same process during the summer of 2024 and continue to increase the capacity in each building.

Since the adoption of the K-12 SEL competencies, we continue to embed social-emotional learning experiences in our classrooms throughout the district. Active forms of learning, such as role playing, reflection and behavioral rehearsal, provide students with opportunities to practice these skills. SEL skills are best taught when infused throughout the school day and in all aspects of a students' experience (Payton, Weissberg, Durlak, Dymnicki, Taylor, Schellinger, & Pachan, 2008). According to CASEL, research shows that embedding SEL strategies within school curricula promotes improved behavior, academic performance, and social skills (Wilson, Gottfredson, & Najaka, 2001; Durlak, Weissberg, Dymnicki, Taylor, & Schellinger, 2011). MDE (2017) provides examples of additional SEL activities that you might find occurring in PPS classrooms:

### **Self-Management**

## Monitoring Report

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Policy Type: Ends

Policy Title: Ends Policy 1.3

- K-5 All classrooms begin the day with a morning meeting that fosters a community environment. Some of the students now run the morning meetings, demonstrating their self-management skills and positively contributing to their classroom community
- Grades 6-8 Students are exposed to project-based learning which provides an educational opportunity for individuals to learn self-management skills
- Grades 9-10 Students interview people they feel could help them meet a goal to learn from
- Grades 11-12 Monitor progress toward achieving a goal, make adjustments in the plan as needed

### Self Awareness

- K-5 Students learn about their emotions and are able to articulate what emotions they are feeling
- Grades 6-8 have increased guidance around self awareness daily by trained professionals who have been trained to process emotions with students
- Grades 9-12 Students continue to learn healthy strategies to recognize contributing factors that impact their well being

### Social Awareness

- K-2 Students have class responsibilities and have a discussion about how they are helpful for the group
- 3-5 Adopt a community service project
- 
- Grades 6-8 Students draw an “Impact web” of how their actions could potentially affect others, or how a historical figure's actions affected society
- Grades 9-10 Participate in a research project to determine community need
- Grades 11-12 Students select a topic of interest or concern in the local community and compare this to concerns on the national level, considering community reaction and involvement

### Relationship Skills

- K-5 Students participate and learn restorative skills to improve or repair peer and adult relationships
- Grades 6-8 Students are reading short stories and hold discussions about the characters relationships in the story
- Grades 9-10 Students give advice to fictitious characters about how they could better maintain positive relationships
- Grades 11-12 Students write scripts that they could use in order to make a request then do peer editing to evaluate the effectiveness

### **Responsible decision-making**

- K-2 Students identify bullying and teasing situations and then brainstorm strategies on how to handle each situation
- Grades 3-5 Students role-play the different roles in bullying – bystander, “upstander”, a student who bullies, and target of bullying
- Grades 6-8 Students participate in conflict resolution to increase their own decision-making skills
- Grades 9-10 Analyze the decisions made by characters in novels and short stories
- Grades 11-12 Model advocating for personal needs in accomplishing goals

As part of Portage Public School District’s balanced assessment system, we continue to incorporate the social-emotional universal screener called the Social, Academic, and Emotional Behavior Risk Screener (SAEBRS). This is the third year of implementing the screener and the data is valuable to make decisions based on student needs. SAEBRS is designed as a universal screening tool to identify potential social-emotional learning needs and strengths. The creators of the screening tool developed it with the goal of providing teachers with an easy-to-use tool for identifying students who might need support to grow in particular social-emotional skills. As we become more experienced with this tool teachers may use it to inform their classroom practices and address specific student needs. However, the data gathered around individual students is not the correct reporting tool for Ends Policy 1.3. Instead, we are looking at The Student Experience Survey as a possible tool for reporting on Ends Policy 1.3 monitoring report.

The Student Experience Survey is administered each spring and the results are typically rolled out by the end of May or early in the following school year. This survey is administered to students Y5-12 at all of our PPS schools. The survey consists of 20 questions that students anonymously answer on a Likert scale. As a next step in the unpacking process, we will crosswalk the competencies and the survey questions to identify connections. This will allow us to use the data from the survey to pinpoint how to support our students in Self-management, Self-awareness, Social awareness, Relationship skills, and Responsible decision-making. A few survey questions are as follows:

- I set learning goals and track my progress.
- My learning is important at my school.
- I feel safe at my school.
- My teachers challenge me to think.

As we analyze the data collected from The Student Experience Survey, we look forward to it possibly becoming our baseline data for future Ends Policy 1.3 monitoring reports.

<b>Student Experience Survey</b>	<b>2023</b>	<b>2024</b>
Student participation, Y5-12	4,893	5,389
I set learning goals and track my progress	3.51	3.60
My learning is important at my school	4.22	4.24
I feel safe at school	3.82	3.99
My teachers challenge me to think	3.94	3.99

There are short-term and long-term benefits to embedding SEL skills in our curriculum. CASEL (2019) identifies several impacts on students such as the short-term benefits of improved attitudes about self, others, tasks, and classroom and school climate. There are also long-term benefits such as positive social behaviors and relationships, academic success, fewer behavior problems, less emotional distress, less drug use, increased high school graduation, college/career readiness, safe sexual behaviors, healthy relationships, improved mental health, reduced criminal behavior, and engaged citizenship (Borowski, 2019). As we continue our learning and implementation of the K-12 SEL competencies we predict the short-term and long-term benefits will positively impact our community.

#### Sources:

Borowski, T. (2019). Casel's framework for systemic social and emotional learning ... - AWG. Measuring SEL Using Data to Inspire Practice. Retrieved April 5, 2023, from <https://measuringsel.casel.org/wp-content/uploads/2019/08/AWG-Framework-Series-B.2.pdf>

Durlak, J.A., Weissber, R.P., Dymnicki, A.B., Taylor, R.D., & Schellinger, K.B. (2011). The impact of enhancing students' social and emotional learning: A meta-analysis of school-based universal interventions. *Child Development*, 82(1), 405-432.  
DOI:10.1111/j.1467-8624.2010.01564.x

Michigan Department of Education. (2017). Social-Emotional Learning (SEL). Retrieved April 5, 2023, from <https://www.michigan.gov/mde/services/health-safety/social-emotional-learning-sel>  
Payton, J., Weissberg, R.P., Durlak, J.A., Dymnicki, A.B., Taylor, R.D., Schellinger, K.B., & Pachan, M. (2008). The positive impact of social and emotional learning for kindergarten to eighth-grade students: Findings from three scientific reviews. Chicago, IL: Collaborative for Academic, Social, and Emotional Learning.  
Wilson, D. B., Gottfredson, D. C., & Najaka, S. S. (2001). School-based prevention of problem behaviors: A meta-analysis. *Journal of Quantitative Criminology*, 17, 247-272.

## 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  
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**Note Page**

**VIII. Required Action Items**

1. KRESA Biennial Election Resolution #1 (MCL 380.614)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Resolution to Consider Designation of Electoral Representative for the June 2, 2025 Biennial Election, as presented.**



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

To: Board of Education  
From: Mark T. Bielang, Superintendent  
Date: April 9, 2025  
Re: KRESA Biennial Election and Resolution #1

**RECOMMENDATION:**

It is recommended that the Board of Education approve the Resolution to Consider Designation of Electoral Representative for the June 2, 2025 Biennial Election, as presented. The resolution is enclosed.

**BACKGROUND:**

ISD elections are held biennially. This year the ISD election will be on June 2, 2025 (at 5:00 p.m. at KRESA). As required under Section 614(2) of the Revised School Code, prior to the election constituent boards must adopt two resolutions. The first (Resolution 1) is to consider designation of their voting representative and alternate and identify the board meeting at which the Board will consider the second resolution. The second resolution (Resolution 2) designates the Board's voting representative/alternate and names the candidate(s) the Board desires its voting representative/alternate to vote for at the election. Constituent boards must consider Resolution 2 at not less than one public meeting before adopting it and adoption of that resolution cannot take place until 21 days before the election (not before May 12, 2025). There is no required timeline between considering Resolution 1 and adopting it.

To meet the requirements, at our April 14, 2025 meeting, the Board will take action on the first resolution (enclosed), Resolution to Consider Designation of Electoral Representative for the June 2, 2025 Biennial Election. The second resolution will be included on the May 5, 2025 agenda as a discussion item and for action at the May 19, 2025 meeting.

For the June 2, 2025 election, the ISD has two seats to fill, each for six-year terms. The candidate filing deadline is May 5, 2025.

Enclosure

**RESOLUTION TO CONSIDER DESIGNATION OF ELECTORAL REPRESENTATIVE FOR THE JUNE 2, 2025 BIENNIAL ELECTION**

Portage Public Schools (the "District")

A regular meeting of the board of education of the District (the "Board") was held in Portage Central High School, Room #1136, 8135 S. Westnedge, Portage, MI 49002, within the boundaries of the District, on the 14<sup>th</sup> day of April, 2025, at 6:30 o'clock in the p.m. (the "Meeting").

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

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

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

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

**WHEREAS:**

- 1. The Revised School Code provides that board members of Kalamazoo Regional Educational Service Agency, Michigan (the "ISD"), be elected biennially on the first Monday in June by an electoral body composed of one (1) person designated by the board of each constituent school district; and
- 2. The Revised School Code further provides that this Board shall consider the resolution designating its representative to the electoral body at not less than one (1) public meeting before adopting the designating resolution; and
- 3. This Board now determines it necessary and desirable to establish the first public meeting at which this Board will consider the proposed resolution designating the District's representative to the electoral body.

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

- 1. At the public meeting of this Board to be held on the 5<sup>th</sup> day of May, 2025, at 6:30 o'clock in the p.m., to be held at Portage Central High School, Room #1136, 8135 S. Westnedge, Portage, MI 49002, this Board will consider a resolution to appoint \_\_\_\_\_ as the designated representative of this District to the electoral body for the ISD biennial election to be held June 2, 2025 and \_\_\_\_\_ as an alternate in the event the designated representative is unable to attend.
- 2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

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

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

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Portage, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of the Resolution to Consider Designation of Electoral Representative for the June 2, 2025 Biennial Election adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, ROOM #1136  
APRIL 14, 2025, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Teacher & Staff Appreciation Week Proclamation

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Teacher & Staff Appreciation Week Proclamation, as presented.**



## **TEACHER & STAFF APPRECIATION WEEK PROCLAMATION**

**Whereas**, a strong effective free public education for all children is critical to our democracy at the national, state and local level; and

**Whereas**, a strong public school system makes for a strong community; and

**Whereas**, the vision of Portage Public Schools is to be *an exceptional, continuously improving learning culture with high expectations, committed to all*; and

**Whereas**, the commitment Portage Public Schools teachers and staff show to students by inspiring them to succeed academically, artistically, socially and athletically is essential to making the vision a reality; and

**Whereas**, our educators go above and beyond for our students, making a lasting contribution to their lives.

**Therefore**, the Board of Education of Portage Public Schools, does hereby proclaim **May 5-9, 2025 as Teacher & Staff Appreciation Week** in the Portage Public School District, and encourages all citizens to thank educators for their daily work.

Adopted this 14th day of April 2025  
Portage Public Schools' Board of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, ROOM #1136  
APRIL 14, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

1. Copy / Print Services (OP 6320)



To: Mark Bielang, Superintendent

From: Ryan Miller, Director of Technology and Systems

CC: Paula Johnson, Director of Finance

Date: April 1, 2025

Re: Copy/Print Contract

**RECOMMENDATION**

I recommend the Board of Education authorize the Superintendent or his designee to enter into a three year agreement (with the option to extend the agreement up to two additional years) with Adams Remco, located in Kalamazoo Michigan, for the lease of copy/print equipment along with associated maintenance and service agreements as laid out in the attached documentation. The term of this agreement will begin on July 1, 2025 and end no later than June 30, 2030. Required payments for this agreement will be taken from the general fund budgets covering the term of the agreement.

**COST BREAKDOWN**

<b>Lease Year</b>	<b>Lease Fees</b>	<b>Software / Fees</b>	<b>Estimated Copy Fees</b>	<b>Total Estimated Cost</b>
1	\$116,622.78	\$3962.11	\$72,841.67	\$193,426.56
2	\$116,622.78	\$3962.11	\$72,841.67	\$193,426.56
3	\$116,622.78	\$3962.11	\$72,841.67	\$193,426.56
4	\$0	\$4830.00	\$72,841.67	\$77,671.67
5	\$0	\$4830.00	\$72,841.67	\$77,671.67
			Equipment Credits	-\$5000.00
			<b>Estimated Total - 5 Year</b>	<b>\$730,623.01</b>

**BACKGROUND INFORMATION**

The current fleet of multifunction printers (MFPs) are in their fifth year of service, and the current fleet of printers are in their tenth year of service, and are due to be replaced. A request for proposal was issued in

January for a proposed solution, municipal lease agreement, and a per-impression (copy) charge for service and supplies. With a municipal lease, PPS becomes the owner of the machines after 3 years. The total contract value fluctuates with our actual usage of the equipment. The estimated \$731,000 for the 5 years is based on an annual average of about 13-14 million impressions per year.

### **BIDDING PROCESS**

These services were formally bid out, our team met with three finalists, and Adams Remco was the lowest qualified bidder. We have worked with Adams Remco for many years and maintain a good working relationship. We have found the equipment they provide is reliable and their service technicians have done a great job with response and minimizing downtime. The term of the lease is 3 years, and keeping with past practices, we will plan to extend the service contract for 2 additional years after the lease is paid off. Those two years we will only incur per-impression service and supplies cost. As per terms of the proposal, PPS will provide paper and staples, while Adams Remco will provide toner and replacement parts & service. I would be happy to answer any questions that the Board members have related to this recommendation.

Attachments

# i. Pricing Summary - Multi-function Devices

As per the requirements outlined in this RFP, the proposer submits the following costs for consideration. Prices listed here shall be considered final – should there be conflicting pricing in any portion of a proposal, the following pricing shall supersede any discrepancy.

Price per B&W Impression up to 8"x14" .0029

Price per B&W Impression larger than 8"x14" and up to 11"x17" .0058

Price per Color Impression up to 8"x14" .029

Price per Color Impression larger than 8"x14" and up to 11"x17" .058

Annual Lease Cost for Hardware if not Included in the Above \$105,164.65

Cost to Move a Device from One Location to Another No Charge

Cost/Credit (circle one) to Dispose of Existing Multi-Function Devices \$5000\*\*

Annual Minimum Impressions Required to Secure Pricing None

Penalties Should the Annual Minimum Listed Above Not be Met None

### Additional Costs not Captured Above (provide costs and details below):

Includes (20) 4528A BW devices with Internal Finisher and Stand, (3) 6529A BW devices with 65-Sheet Multi-Tray Finishers and 2/3 Hole Punch, (29) 7529A BW devices with 65-Sheet Multi-Tray Finishers and 2/3 Hole Punch, (18) 4525AC Color devices with Internal Finisher and Stand, and (1) 4525AC with Platen Cover and Cabinet

Internal Finishers can be upgraded to 65-Sheet Multi-Tray Finishers at the time of order for an additional annual cost of \$121.94 each.

2/3 Hole Punch can be added to the Internal Finishers at the time of order for an additional annual cost of \$93.41 each

2500 Sheet External Large Capacity Trays can be added to the 6529A and 7529A at the time of order for an additional annual cost of \$155.80 each

2000 Sheet Large Capacity Trays can be added to the 4528A and 4525AC at the time of order for an additional \$23.18 each

All devices come standard with ethernet connection. Wireless cards can be added at the time of order for an additional annual cost \$147.60 each

\*\* Adams Remco will issue a \$5000 credit to Portage Public Schools upon completion of installation of the new devices and removal of the current devices

The lease is based on a three year Municipal Tax Exempt Lease with annual payments. Portage Schools will own the devices at the end of the lease term with no additional lease cost

The black and white and color cost per impression will remain the same as stated above for five years

All proposed replacement devices are new and currently in production

Cost per page included all parts, all labor, all scheduled and emergency service, and all supplies except paper and staples

## ii. Pricing Summary – Traditional Laser Printers

As per the requirements outlined in this RFP, the proposer submits the following costs for consideration. Prices listed here shall be considered final – should there be conflicting pricing in any portion of a proposal, the following pricing shall supersede any discrepancy.

Price per B&W Impression up to 8"x14" .0095

Price per Color Impression up to 8"x14" .062

Total Annual Lease Cost for B&W Hardware if not Included in the Above \$13,240.77

Per Unit Annual Lease Cost Increase if a B&W Device Were to be Upgraded to Color if not Included in the Above \$209.28

Cost to Move a Device from One Location to Another No Charge

Cost/Credit (circle one) to Dispose of Existing Traditional Laser Printers \$0

Annual Minimum Impressions Required to Secure Pricing None

Penalties Should the Annual Minimum Listed Above Not be Met None

### Additional Costs not Captured Above (provide costs and details below):

Includes (37) Lexmark M3350 BW printers with 550-Sheet Tray and Duplex, (5) Lexmark C4352 Color with 550-Sheet Paper Tray and Duplex, and (1) Lexmark C6160 Color Printer with 550-Sheet Tray, Duplex and Stapling

The black and white and color cost per impression will remain the same as stated above for five years

All proposed replacement devices are new and currently in production

Cost per page included all parts, all labor, all scheduled and emergency service, and all supplies except paper and staples

### iii. Pricing Summary - Cost Accounting Software

As per the requirements outlined in this RFP, the proposer submits the following costs for consideration. Prices listed here shall be considered final – should there be conflicting pricing in any portion of a proposal, the following pricing shall supersede any discrepancy.

**Cost per year for copy/print cost accounting software** \$3962.11

**One time license costs for copy/print cost accounting software** NA

The cost per year listed above is for three years Papercut Maintenance and Support to be added to the annual lease cost

One year renewals after the initial three year period will be approximately \$4830 per year

Internal HID Card Readers can be added at the time of order for an additional annual cost of \$84.85 each

<b>Vendor:</b>	<b>US Business - Kyocera</b>	<b>US Business - Sharp</b>	<b>US Business - HP Printers</b>	<b>Applied Innovation</b>
Copier Lease	\$116,820.96	\$116,215.74	\$0.00	\$97,848.00
Printer Lease	\$0.00	\$5,634.21	\$5,634.21	\$5,960.00
# of Copiers	not specified	not specified	0	70
# of Printers	not specified	not specified	not specified	43
Per Page - Copier - BW Less than 8.5x14	\$0.0034	\$0.0029		\$0.0032
Per Page - Copier - BW Greater Than 8.5x14	\$0.0068	\$0.0058		\$0.0064
Per Page - Copier - Color Less than 8.5x14	\$0.035	\$0.029		\$0.033
Per Page - Copier - Color Greater than 8.5x14	\$0.065	\$0.058		\$0.066
Per Page - Printer - BW		\$0.0078	\$0.01	\$0.009
Per Page - Printer - Color		\$0.068	\$0.09	\$0.06
Software	\$8,229.37	\$8,229.37	\$8,229.37	\$6,259.00
Alt - ID-1 Impression	\$0.00	\$0.00	\$0.00	\$0.00
Alt - Card Printers Lease	\$4,328.80	\$4,328.80	\$4,328.80	\$6,300.00
Annual Copier B/W 12,004,128	\$40,814.04	\$34,811.97	\$0.00	\$38,413.21
Annual Copier Color 1,100,438	\$38,515.33	\$31,912.70	\$0.00	\$36,314.45
Annual Printer B/W 339,696	\$0.00	\$2,649.63	\$3,396.96	\$3,057.26
Annual Printer Color 46,611	\$0.00	\$3,169.55	\$4,194.99	\$2,796.66
<b>Additional Features (Years 1-3):</b>				
<b>Total Est. Annual (Years 1-3):</b>	<b>\$204,379.70</b>	<b>\$202,623.17</b>	<b>\$21,455.53</b>	<b>\$190,648.59</b>
Year 4 Lease				
Year 4 Per Page - Copier - BW	\$0.0034	\$0.0029		\$0.0032
Year 4 Per Page - Copier - Color	\$0.035	\$0.029		\$0.033
Year 4 Per Page - Printer - BW		\$0.0078	\$0.01	\$0.009
Year 4 Per Page - Printer - Color		\$0.068	\$0.09	\$0.06
Year 4 - Software/Fees	\$8,229.37	\$8,229.37	\$8,229.37	\$5,670.00
Year 5 - Lease				
Year 5 Per Page - Copier - BW	\$0.0034	\$0.0029		\$0.0032
Year 5 Per Page - Copier - Color	\$0.035	\$0.029		\$0.033
Year 5 Per Page - Printer - BW		\$0.0078	\$0.01	\$0.009
Year 5 Per Page - Printer - Color		\$0.068	\$0.09	\$0.06
Year 5 - Software/Fees	\$8,229.37	\$8,229.37	\$8,229.37	\$5,670.00
<b>Total Estimated (Year 4):</b>	<b>\$87,558.74</b>	<b>\$80,773.22</b>	<b>\$15,821.32</b>	<b>\$86,251.59</b>
<b>Total Estimated (Year 5):</b>	<b>\$87,558.74</b>	<b>\$80,773.22</b>	<b>\$15,821.32</b>	<b>\$86,251.59</b>
<b>Equipment Removal Costs/Credits:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Software Establishment (One Time):</b>	<b>\$9,684.40</b>	<b>\$9,684.40</b>	<b>\$9,684.40</b>	<b>\$0.00</b>
<b>5 Year Est. Investment:</b>	<b>\$797,940.96</b>	<b>\$779,100.35</b>	<b>\$105,693.63</b>	<b>\$744,448.94</b>

Vendor:	DL Gallivan	Konica Minolta	Adams Remco	Precision Printer Services - Opt 1	Precision Printer Services - Opt 2
Copier Lease	\$107,787.84	\$115,544.76	\$103,382.01	\$176,158.68	\$130,905.84
Printer Lease	\$7,425.32	\$12,753.84	\$13,240.77	\$19.99	\$19.99
# of Copiers	71	71	72	71	76
# of Printers	43	43	43	44	44
Per Page - Copier - BW Less than 8.5x14	\$0.0033	\$0.0034	\$0.0029	\$0.0048	\$0.0077
Per Page - Copier - BW Greater Than 8.5x14	\$0.0066	\$0.0034	\$0.0058	\$0.005	\$0.0079
Per Page - Copier - Color Less than 8.5x14	\$0.03	\$0.039	\$0.029	\$0.031	\$0.06
Per Page - Copier - Color Greater than 8.5x14	\$0.06	\$0.039	\$0.058	\$0.035	\$0.063
Per Page - Printer - BW	\$0.0073	\$0.01	\$0.0095	\$0.005	\$0.005
Per Page - Printer - Color	\$0.045	\$0.0345	\$0.062	\$0.05	\$0.05
Software	\$3,125.20	\$7,631.65	\$3,962.11	\$4,842.20	\$4,842.20
Alt - ID-1 Impression	no bid	no bid	no bid	no bid	no bid
Alt - Card Printers Lease	no bid	no bid	no bid	no bid	no bid
Annual Copier B/W 12,004,128	\$39,613.62	\$40,814.04	\$34,811.97	\$57,619.81	\$92,431.79
Annual Copier Color 1,100,438	\$33,013.14	\$42,917.08	\$31,912.70	\$34,113.58	\$66,026.28
Annual Printer B/W 339,696	\$2,479.78	\$3,396.96	\$3,227.11	\$1,698.48	\$1,698.48
Annual Printer Color 46,611	\$2,097.50	\$1,608.08	\$2,889.88	\$2,330.55	\$2,330.55
<b>Additional Features (Years 1-3):</b>					
<b>Total Est. Annual (Years 1-3):</b>	<b>\$195,542.40</b>	<b>\$224,666.41</b>	<b>\$193,426.56</b>	<b>\$276,783.29</b>	<b>\$298,255.13</b>
Year 4 Lease					
Year 4 Per Page - Copier - BW	\$0.0033	\$0.0034	\$0.0029	\$0.0048	\$0.0077
Year 4 Per Page - Copier - Color	\$0.03	\$0.039	\$0.029	\$0.031	\$0.06
Year 4 Per Page - Printer - BW	\$0.0073	\$0.01	\$0.0095	\$0.005	\$0.005
Year 4 Per Page - Printer - Color	\$0.045	\$0.0345	\$0.062	\$0.05	\$0.05
Year 4 - Software/Fees	\$3,125.20	\$4,842.20	\$4,830.00	\$4,842.20	\$4,842.20
Year 5 - Lease					
Year 5 Per Page - Copier - BW	\$0.0033	\$0.0034	\$0.0029	\$0.0048	\$0.0077
Year 5 Per Page - Copier - Color	\$0.03	\$0.039	\$0.029	\$0.031	\$0.06
Year 5 Per Page - Printer - BW	\$0.0073	\$0.01	\$0.0095	\$0.005	\$0.005
Year 5 Per Page - Printer - Color	\$0.045	\$0.0345	\$0.062	\$0.05	\$0.05
Year 5 - Software/Fees	\$3,125.20	\$4,842.20	\$4,830.00	\$4,842.20	\$4,842.20
<b>Total Estimated (Year 4):</b>	<b>\$80,329.24</b>	<b>\$93,578.36</b>	<b>\$77,671.67</b>	<b>\$100,604.62</b>	<b>\$167,329.30</b>
<b>Total Estimated (Year 5):</b>	<b>\$80,329.24</b>	<b>\$93,578.36</b>	<b>\$77,671.67</b>	<b>\$100,604.62</b>	<b>\$167,329.30</b>
<b>Equipment Removal Costs/Credits:</b>			-\$5,000.00		
<b>Software Establishment (One Time):</b>	<b>\$9,904.00</b>	<b>\$11,005.00</b>	<b>\$0.00</b>	<b>\$19,368.80</b>	<b>\$19,368.80</b>
<b>5 Year Est. Investment:</b>	<b>\$757,189.67</b>	<b>\$872,160.93</b>	<b>\$730,623.01</b>	<b>\$1,050,927.92</b>	<b>\$1,248,792.77</b>
	*DL Gallivan bid a 2 tier color at .015/.03 per impression for less than 6% color coverage				

Vendor:	Precision Printer Services - Opt 3	American Office Solutions	Printer Source Plus - MFP Opt 1	Printer Source Plus - MFP Opt 2
Copier Lease	\$0.00	\$114,117.43	\$126,615.20	\$138,238.55
Printer Lease	\$19.99	\$7,112.31	\$0.00	\$0.00
# of Copiers	0	71	71	71
# of Printers	44	42	0	0
Per Page - Copier - BW Less than 8.5x14		\$0.00368	\$0.003	\$0.003
Per Page - Copier - BW Greater Than 8.5x14		\$0.00736	\$0.006	\$0.006
Per Page - Copier - Color Less than 8.5x14		\$0.0339	\$0.03	\$0.03
Per Page - Copier - Color Greater than 8.5x14		\$0.0678	\$0.06	\$0.06
Per Page - Printer - BW	\$0.0050	\$0.0079		
Per Page - Printer - Color	\$0.050	\$0.059		
Software		\$10,793.97	\$4,842.20	\$4,842.20
Alt - ID-1 Impression	no bid	no bid	no bid	no bid
Alt - Card Printers Lease	no bid	no bid	no bid	no bid
Annual Copier B/W 12,004,128	\$0.00	\$44,175.19	\$36,012.38	\$36,012.38
Annual Copier Color 1,100,438	\$0.00	\$37,304.85	\$33,013.14	\$33,013.14
Annual Printer B/W 339,696	\$1,698.48	\$2,683.60	\$0.00	\$0.00
Annual Printer Color 46,611	\$2,330.55	\$2,750.05	\$0.00	\$0.00
<b>Additional Features (Years 1-3):</b>				
<b>Total Est. Annual (Years 1-3):</b>	<b>\$4,049.02</b>	<b>\$218,937.40</b>	<b>\$200,482.92</b>	<b>\$212,106.27</b>
Year 4 Lease				
Year 4 Per Page - Copier - BW		\$0.00368	\$0.003	\$0.003
Year 4 Per Page - Copier - Color		\$0.0339	\$0.03	\$0.03
Year 4 Per Page - Printer - BW	\$0.0050	\$0.0079		
Year 4 Per Page - Printer - Color	\$0.050	\$0.059		
Year 4 - Software/Fees		\$10,793.97	\$4,842.20	\$4,842.20
Year 5 - Lease				
Year 5 Per Page - Copier - BW		\$0.00368	\$0.003	\$0.003
Year 5 Per Page - Copier - Color		\$0.0339	\$0.03	\$0.03
Year 5 Per Page - Printer - BW	\$0.0050	\$0.0079		
Year 5 Per Page - Printer - Color	\$0.050	\$0.059		
Year 5 - Software/Fees		\$10,793.97	\$4,842.20	\$4,842.20
<b>Total Estimated (Year 4):</b>	<b>\$4,029.03</b>	<b>\$97,707.66</b>	<b>\$73,867.72</b>	<b>\$73,867.72</b>
<b>Total Estimated (Year 5):</b>	<b>\$4,029.03</b>	<b>\$97,707.66</b>	<b>\$73,867.72</b>	<b>\$73,867.72</b>
<b>Equipment Removal Costs/Credits:</b>			\$0.00	\$0.00
<b>Software Establishment (One Time):</b>	\$0.00	\$37,294.76	\$8,804.00	\$8,804.00
<b>5 Year Est. Investment:</b>	<b>\$20,205.12</b>	<b>\$889,522.26</b>	<b>\$757,988.22</b>	<b>\$792,858.27</b>

Vendor:	Printer Source Plus - MFP Opt 3	Printer Source Plus - Print Opt 1	Printer Source Plus - Print Opt 2	Printer Source Plus - Print Opt 3	Xerox
Copier Lease	\$167,471.53	\$0.00	\$0.00	\$0.00	\$130,224.24
Printer Lease	\$0.00	\$205.43	\$11,152.46	\$4,702.34	\$12,018.57
# of Copiers	71	0	0	0	72
# of Printers	0	1	47	47	42
Per Page - Copier - BW Less than 8.5x14	\$0.003				\$0.0035
Per Page - Copier - BW Greater Than 8.5x14	\$0.006				\$0.0035
Per Page - Copier - Color Less than 8.5x14	\$0.03				\$0.0325
Per Page - Copier - Color Greater than 8.5x14	\$0.06				\$0.0325
Per Page - Printer - BW		\$0.003	\$0.003	\$0.003	\$0.0075
Per Page - Printer - Color		\$0.03	\$0.03	\$0.03	\$0.0690
Software	\$4,842.20				\$4,842.20
Alt - ID-1 Impression	no bid	no bid	no bid	no bid	\$0.00
Alt - Card Printers Lease	\$2,637.56	no bid	no bid	no bid	\$6,926.64
Annual Copier B/W 12,004,128	\$36,012.38				\$42,014.45
Annual Copier Color 1,100,438	\$33,013.14				\$35,764.24
Annual Printer B/W 339,696	\$0.00	\$1,019.09	\$1,019.09	\$1,019.09	\$2,547.72
Annual Printer Color 46,611	\$0.00	\$1,398.33	\$1,398.33	\$1,398.33	\$3,216.16
<b>Additional Features (Years 1-3):</b>					
<b>Total Est. Annual (Years 1-3):</b>	<b>\$241,339.25</b>	<b>\$2,622.85</b>	<b>\$13,569.88</b>	<b>\$7,119.76</b>	<b>\$230,627.57</b>
Year 4 Lease					
Year 4 Per Page - Copier - BW	\$0.003				\$0.0035
Year 4 Per Page - Copier - Color	\$0.03				\$0.0325
Year 4 Per Page - Printer - BW		\$0.003	\$0.003	\$0.003	\$0.0075
Year 4 Per Page - Printer - Color		\$0.03	\$0.03	\$0.03	\$0.0690
Year 4 - Software/Fees	\$4,842.20				\$4,842.20
Year 5 - Lease					
Year 5 Per Page - Copier - BW	\$0.003				\$0.0035
Year 5 Per Page - Copier - Color	\$0.03				\$0.0325
Year 5 Per Page - Printer - BW		\$0.003	\$0.003	\$0.003	\$0.0075
Year 5 Per Page - Printer - Color		\$0.03	\$0.03	\$0.03	\$0.0690
Year 5 - Software/Fees	\$4,842.20				\$4,842.20
<b>Total Estimated (Year 4):</b>	<b>\$73,867.72</b>	<b>\$2,417.42</b>	<b>\$2,417.42</b>	<b>\$2,417.42</b>	<b>\$88,384.76</b>
<b>Total Estimated (Year 5):</b>	<b>\$73,867.72</b>	<b>\$2,417.42</b>	<b>\$2,417.42</b>	<b>\$2,417.42</b>	<b>\$88,384.76</b>
<b>Equipment Removal Costs/Credits:</b>	\$0.00				\$20,700.00
<b>Software Establishment (One Time):</b>	\$8,804.00				\$12,737.94
<b>5 Year Est. Investment:</b>	<b>\$880,557.21</b>	<b>\$12,703.38</b>	<b>\$45,544.47</b>	<b>\$26,194.11</b>	<b>\$902,090.18</b>

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CENTRAL HIGH SCHOOL, ROOM #1136  
APRIL 14, 2025, 6:30 P.M.**

**Note Page**

**X. Discussion Items**

2. PCEC Roof Repair (OP 6320)



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

Cc: Paula Johnson, Director of Finance

Date: April 14, 2025

Re: Portage Community Education Center (PCEC) Roof Repair

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### **RECOMMENDATION**

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue a Notice of Pending Award, in the amount indicated for the PCEC roof repair, to Apex Industrial Roofing, LLC, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, a contract will be awarded to Apex Industrial Roofing, LLC. by Portage Public Schools, in the amount of \$371,407 with a sum total of all fees not to exceed \$442,780. The funds will come from the Building and Site Sinking fund.

### **BACKGROUND INFORMATION**

The PCEC was originally built in 1951. Over the course of time, the roof has had countless repairs. During heavy rains and storms, the roof often leaks and requires contractors to patch portions of the roof. This then leads to replacement of ceiling tiles on the inside of the school. To extend the life of the building for another six to seven years, an investment to repair or restore the roof is necessary. This is short of a complete roof replacement, but a responsible way to invest in the building without spending too much money.

### **BIDDING PROCESS**

The roof repair work was competitively bid with Apex Industrial Roofing, LLC. being the lowest qualified bid. A bid tab has been attached to this recommendation for your review.

I would be happy to answer any questions.



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



	Bid Category	Contractor	Base Bid	Alternate No. 01 - Safety Walkway	Total
1	Roofing	Apex Industrial Roofing, LLC	363,965	7,442	371,407
	General Conditions	Owen-Ames-Kimball Co.	17,427	48	17,475
	Preconstruction Services	Owen-Ames-Kimball Co.	1,200		1,200
	CM Fee	Owen-Ames-Kimball Co.	12,205	240	12,445
		Subtotal	394,797	7,730	402,527
	Building Contingency		39,479	774	40,253
		<b>Billing Subtotal/Award</b>	434,276	8,504	442,780



**Portage Public Schools  
PCEC Roof Restoration  
Motion Recommendation  
Construction Manager: Owen-Ames-Kimball Co.**

**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	Roofing	Apex Industrial Roofing, LLC	\$371,407
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Owner: Portage Public Schools  
 Project Name: PCEC Roof Restoration  
 Owen-Ames-Kimball Co. - Construction Manager  
 Bid Opening: 4/2/2025 @ 2:30pm



Bid Category No. 01 - Roofing					
Contractor	Bid Bond	Addendum	Base Bid	Alternate No. 01 - Safety Walkway	Notes
Apex Industrial Roofing LLC (Bronson, MI)	Y	1	\$363,965	\$7,442	
Hoekstra Roofing Company (Kalamazoo, MI)	Y	1	\$449,575	\$9,200	

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136  
APRIL 14, 2025, 6:30 P.M.**

**Note Page**

**XI. Closed Session**

1. Discuss Collective Bargaining Strategy (OMA)

**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).**

**ROLL CALL VOTE.**