

**PORTAGE PUBLIC SCHOOLS' BOARD OF EDUCATION  
REGULAR MEETING  
CENTRAL HIGH SCHOOL RM #1136, 8135 S. WESTNEDGE, PORTAGE, MI 49002  
JUNE 30, 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.

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

**Note Page**

**II. Revisions/Approval of Agenda**

**Recommended Motion:**

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







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

**Note Page**

**VII. Consent Agenda**

1. Approval of Minutes
  - a. June 16, 2025 Committee of the Whole Work Session & Closed Session
  
2. Server Replacement

**Approve the purchase of eight video surveillance servers from Dell Technologies in an amount not-to-exceed \$175,000.00, the funds for which will come from the 2023 Bond Fund.**
  
3. Uninterruptible Power Supply (UPS) Purchase

**Approve the purchase of uninterruptible power supplies from Vector Tech Group in an amount not-to-exceed \$57,150.00, the funds for which will come from the 2023 Bond Fund.**
  
4. Musical Instrument Purchase

**Approve the purchase of musical instruments for band, orchestra, choir, and elementary music classrooms, as presented, for a total cost of \$369,576.00, the funds for which will come from the 2019 Unallocated Contingency Bond Fund.**
  
5. Purchase of Upgrades to STEM Labs

**Approve the purchase of equipment for the Technical and Applied Science classrooms at Central, North, and West Middle Schools, as presented, for a total cost of \$30,315, the funds for which will come from the 2019 Unallocated Contingency Bond Fund.**
  
6. Policy Revisions

**Approve the revisions to Bylaws 0131.1 and 0166.1, Policy 1.0, Executive Limitations 2.10, and Sheet G of the Superintendent’s Annual Evaluation Instrument, as presented.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**COMMITTEE OF THE WHOLE WORK SESSION  
JUNE 16, 2025**

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, June 16, 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, Terri Novaria, Mary Lou Rohwer, Bo Snyder, Randy Van Antwerp

Board Trustees Absent: Mark Stevenson

**REVISIONS/APPROVAL OF AGENDA**

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

**The motion carried unanimously.**

**REPORTS**

**Superintendent's Report**

**Bond Project Update**

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

The recent Woodland Elementary groundbreaking ceremony was well attended as was the final walk through of the existing Woodland Elementary.

We are moving the contents of Central, Haverhill, and Woodland Elementary to their new locations. Mr. Edwards thanked the principals involved and gave a shout out to Marti Phelps for her efforts in this big project.

At the Central Elementary project, abatement is underway, the old parking lot is being demolished, and site work is taking place. Inside, a variety of work is taking place – elevator, drywall, painting, installation of doors and glass, and furniture is arriving.

At the new Haverhill Elementary site, similar work is taking place there.

**COMMENTS OR COMMUNICATIONS**

There were no comments from the public or board members.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: meeting minutes from the May 19, 2025 Policy Governance Retreat and Regular Business Meeting, the May 28, 2025 Special Meeting, and the June 9, 2025 Special Meeting and Closed Session; and approve a two-year extension of the custodial services contract with Grand Rapids Building Services in the amount of \$2,334,900 per year for the 2025-26 and 2026-27 school years.**

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

## **ASSURANCE OF DISTRICT PERFORMANCE**

### **Monitoring Report 1.0 – Ends**

Superintendent Bielang reviewed highlights from his report.

**Motion offered by Mrs. Rohwer, seconded by Mrs. Novaria, that the Board of Education accept as presented, the Monitoring Report on 1.0, Ends, as a reasonable interpretation and evidence of compliance with policy.**

**The motion carried unanimously.**

### **Monitoring Report 2.0, Global Executive Constraint**

Superintendent Bielang briefly reviewed the report.

**Motion offered by Mr. Snyder, seconded by Ms. Larson, that the Board of Education accept Monitoring Report 2.0, Global Executive Constraint, as a reasonable interpretation and evidence of compliance with policy.**

**The motion carried unanimously.**

## **REQUIRED ACTION ITEMS**

### **MI High School Athletic Association Membership Renewal**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education approve the 2025-26 Michigan High School Athletic Association Membership Resolution, as presented.**

Per Superintendent Bielang, this is an annual action to approve membership to the Michigan High School Athletic Association. There is no cost to be a member. MHSAA only requires that members follow all of their rules and regulations.

**The motion carried unanimously.**

## **ACTION ITEMS**

### **Administrator Appointment**

**Motion offered by Mrs. Rohwer, seconded by Mrs. Novaria, that the Board of Education approve the appointment of the following administrators for Portage Public Schools effective with the 2025-26 school year: Anne Gordon as Director of Special Education/ESI for Portage Public Schools and the Southern Service Area of KRESA, and Lindsay French as the Director of Early Childhood Programs for Portage Public Schools.**

Mr. Brad Galin, Director of Human Resources, reviewed the professional background of each appointee.

**The motion carried unanimously.**

### **Set Budget Hearing**

**Motion offered by Mrs. Crawford, seconded by Ms. Larson, that the Board of Education set the budget hearing for June 30, 2025 at 6:30 p.m. as part of the Board's June 30, 2025 Regular Business Meeting agenda.**

Per President Van Antwerp, this is an annual action.

**The motion carried unanimously.**

## **DISCUSSION ITEMS**

### **2024-25 Final Budget Amendments**

Ms. Paula Johnson, Director of Finance, and Ms. Samantha Stevens, Business Manager, reviewed the final 2024-25 budget amendments as well as revenues, expenses, and the fund balance. In addition, they reviewed the preliminary 2025-26 budget for all funds, per pupil funding proposals, budgeting assumptions and fund balance history.

The budget hearing for the 2025-26 budget will be part of the Board's June 30, 2025 regular business meeting agenda. The meeting begins at 6:30 p.m. at Portage Central High School, Room #1136.

Ms. Johnson and Ms. Stevens addressed questions from Trustees.

### **Server Replacement**

Dr. Ryan Miller, Director of Information and Technology, reviewed the recommendation to purchase video surveillance servers to replace those that have reached their "end of life."

### **Uninterruptible Power Supply (UPS) Purchase**

Dr. Ryan Miller went over the recommendation to purchase uninterruptible power supplies (battery backups) to replace existing units that are in need of replacement.

### **Purchase Switches for New CEL / HAV**

Per Dr. Ryan Miller, this purchase is for network switches and licensing for the new Central and Haverhill Elementary Schools.

The Board opted to move this discussion item to action.

**Motion offered by Mrs. Crawford, seconded by Mrs. Novaria, that the Board of Education move the Purchase of Switches discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Ms. Larson, seconded by Mr. Snyder, that the Board of Education approve the purchase of Ruckus network switches and licensing from Vector Tech Group, for the new Central and Haverhill Elementary Schools, in the amount of \$163,525.00, the funds for which will come from the 2023 Bond Fund.**

**The motion carried unanimously.**

### **Curriculum Purchase**

Dr. Mackenzie Sheahan, Director of Curriculum & PD K-8 reviewed the recommendation to purchase curriculum materials for the 2025-26 school year.

The Board opted to move this discussion item to action.

**Motion offered by Mrs. Novaria, seconded by Mrs. Rohwer, that the Board of Education move the Curriculum Purchase discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the purchase of curriculum materials for the 2025-26 school year, including replacement texts, renewal of specific course materials, intervention materials, and consumable texts for grades young fives through twelfth grade for a total cost not-to-exceed \$347,000.00, the funding for which will come from the 2025-26 General Fund Budget, 35j Literacy Grant and 35a5 Early Literacy Grant.**

**The motion carried unanimously.**

### **Lake Center Lighting Project**

Mr. Johnny Edwards detailed the recommendation for a new lighting control system at Lake Center Elementary to replace the obsolete system.

The Board opted to move this discussion item to action.

**Motion offered by Mrs. Novaria, seconded by Mrs. Rohwer, that the Board of Education move the Lake Center Lighting Project discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mr. Snyder, seconded by Ms. Larson, that the Board of Education authorize Owen-Ames-Kimball Co. to issue a Notice of Pending Award, in the amount indicated for the Lake Center Lighting Project, to Parkway Electric & Communications pending confirmation that all requirements of the contract documents have been met, and furthermore, upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, a contract be awarded to Parkway Electric & Communications by Portage Public Schools, in the amount of \$760,450.00 with a sum total of all fees not-to-exceed \$893,222.00; the funds for which will come from the Building and Site Sinking Fund.**

**The motion carried unanimously.**

### **Musical Instrument Purchase**

The recommendation to purchase musical instruments for band, orchestra, choir, and elementary music classrooms was reviewed by Mr. Johnny Edwards.

### **Purchase of Upgrades to STEM Labs**

Mr. Johnny Edwards reviewed the recommendation to purchase equipment upgrades to middle school STEM labs.

### **Elementary Schools and District-Wide Improvements**

Per Superintendent Bielang, we have kept the Board informed of changes related to our projects and of the costs that increased dramatically related to those projects, primarily due to the impact of the COVID-19 pandemic. We are all aware that in order to complete the balance of elementary bond projects, technology upgrades, bus replacements, and other improvements, we will need to go to the voters with a bond proposal. This seems like the appropriate time. Based on a review by our financial advisor, we are in a great position to keep our debt millage rate at the current rate. To place the bond proposal on the ballot for the November 4, 2025 election, the Board will need to adopt a resolution soon.

Mr. Edwards added that the Board has approved temporary fixes at PCEC to get us by, but we would need to find a new location for those programs. Passage of a bond proposal would help us address that need.

### **MI Association of School Boards Membership Renewal**

Per Superintendent Bielang, our membership to MASB expires at the end of this month. President Van Antwerp cited the many advantages we have enjoyed from having this membership.

The Board opted to move this discussion item to action.

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education move the MASB Membership Renewal discussion item to action.**

**The motion carried unanimously.**

**Motion offered by Mrs. Novaria, seconded by Mrs. Rohwer, that the Board of Education approve membership renewal to the Michigan Association of Schools Boards for 2025-26, for a renewal total of \$10,469.89.**

**The motion carried unanimously.**

### **Policy Revisions**

Per President Van Antwerp, the proposed policy revisions were all reviewed by the Board at their May 19, 2025 Policy Governance Retreat and reflect additional changes recommended at the retreat. He detailed each of the changes.

### **CLOSED SESSION**

#### **Discuss Collective Bargaining Strategy and Security Planning**

**Motion offered by Mrs. Novaria, seconded by Mrs. Crawford, that the Board of Education move into closed session to discuss collective bargaining strategy and security planning, as allowed under the Open Meetings Act 15.268, Sections 8(c) and 8(k), respectively.**

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

The Board entered into closed session at 7:58 p.m. and returned to open session at 8:33 p.m.

With no further business to come before the Board, the meeting was adjourned at 8:34 p.m.

Respectfully Submitted,

Barb Atkinson  
Recording Secretary



To: Mark Bielang, Superintendent

From: Ryan Miller, Director of Information and Technology

CC: Paula Johnson, Director of Finance

Date: June 10, 2025

Re: Video Surveillance Servers

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### **RECOMMENDATION**

I recommend that the Board of Education approve the purchase of eight video surveillance servers from Dell Technologies in the amount not to exceed \$175,000. The funds for these servers will come from the 2023 Bond Fund.

### **BACKGROUND INFORMATION**

The video surveillance servers run and support our video surveillance system in the district. We currently have six surveillance servers that were installed between 2018 and 2019. The expected life of a server is approximately five years, which means that all six of these servers are considered 'end of life.' In addition, the steady increase in file sizes of video over the last five years, additional processing demands, and the addition of the new video surveillance systems at the two new elementary schools necessitates that we move to eight servers to support our district's video surveillance system. We will proactively plan for replacement of these servers in roughly five to six years, and will consider strategies to stagger replacement so that all eight will not need to be replaced within the same fiscal year.

### **BIDDING PROCESS**

Dell is a partner of the State of Michigan MiDeal program, therefore did not require the formal bidding process. For your reference, a copy of the itemized quote is attached. I would be happy to answer any questions that the Board may have on this purchase.



Ryan Miller <rlmiller@portageps.org>

**Fwd: Your Dell Quote 3000190571028.2**

2 messages

**Shane DeRidder** <sderidder@portageps.org>

Tue, May 27, 2025 at 2:40 PM

To: Chris Teugh <cteugh@portageps.org>, Ryan Miller <rlmiller@portageps.org>

Surveillance server quote refreshed to go beyond the next BoE meeting.

**Shane DeRidder**

Technical Services Coordinator

Portage Public Schools

[sderidder@portageps.org](mailto:sderidder@portageps.org)

P:269.323.5111 F:269.323.5112

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----- Forwarded message -----

From: <[Warren.Bachus@dell.com](mailto:Warren.Bachus@dell.com)>

Date: Tue, May 27, 2025 at 1:57 PM

Subject: Your Dell Quote 3000190571028.2

To: <[sderidder@portageps.org](mailto:sderidder@portageps.org)>

Cc: <[Erin.M@dell.com](mailto:Erin.M@dell.com)>



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<b>Quote Name:</b>	<b>PORTAGE PUBLIC SCHOOL DISTRICT</b>	Sales Rep	Warren Bachus
<b>Quote No.</b>	<b>3000190571028.2</b>	Phone	1(800) 4563355, 6179328
<b>Total</b>	<b>\$165,095.52</b>	Email	Warren.Bachus@dell.com
Customer #	1039513	<b>Billing To</b>	ACCOUNTS PAYABLE PORTAGE PUBLIC
			14

Quoted On	May. 27, 2025	SCHOOLS
Expires by	Jun. 26, 2025	8107 MUSTANG DR
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement	PORTAGE, MI 49002-5577
Contract Code	C000000979569	
Customer Agreement #	MHEC-04152022	
Solution ID	20391180.2	
Deal ID	29046809	

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Regards,  
Warren Bachus

Product	Unit Price	Quantity	Subtotal
PowerEdge R760XD2 Server [PowerEdge R760XD2 - [amer_r760xd2_16753]]	\$20,636.94	8	\$165,095.52
<b>Subtotal:</b>			<b>\$165,095.52</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$165,095.52</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$165,095.52</b>

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**Shipping Group Details**

<b>Shipping To</b>	<b>Shipping Method</b>
SHANE DERIDDER PORTAGE PUBLIC SCHOOLS PORTAGE PUBLIC SCHOOLS 8107 MUSTANG DR	Standard Delivery  15

PORTAGE, MI 49002  
(269) 323-5111

		Unit Price	Quantity	Subtotal
<b>PowerEdge R760XD2 Server [PowerEdge R760XD2 - [amer_r760xd2_16753]]</b>		<b>\$20,636.94</b>	<b>8</b>	<b>\$165,095.52</b>
Estimated delivery if purchased today: Jun. 12, 2025 Contract # C000000979569 Customer Agreement # MHEC-04152022				
Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge R760XD2 Server	210-BGSS	-	8	-
Trusted Platform Module 2.0 V5	461-AAIG	-	8	-
3.5" Chassis with up to 24 SAS/SATA Drives, PERC 11, GPU Capable, 1 or 2 CPU	321-BJLR	-	8	-
Intel Xeon Gold 5415+ 2.9G, 8C/16T, 16GT/s, 22.5M Cache, Turbo, HT (150W) DDR5-4400	338-CHSS	-	8	-
Intel Xeon Gold 5415+ 2.9G, 8C/16T, 16GT/s, 22.5M Cache, Turbo, HT (150W) DDR5-4400	338-CHSS	-	8	-
Heatsink for 2 CPU configuration, Config 3	412-BBDD	-	8	-
OCP Shroud	412-BBFK	-	8	-
Performance Optimized	370-AAIP	-	8	-
5600MT/s RDIMMs	370-BBRX	-	8	-
Unconfigured RAID	780-BCDS	-	8	-
PERC H755 Adapter, Low Profile	405-AAYY	-	8	-
Performance BIOS Settings	384-BBBL	-	8	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	8	-
No Energy Star	387-BBEY	-	8	-
Requires 30C or less Ambient Temp	379-BELZ	-	8	-
Standard Fan x6	750-BBCG	-	8	-
Dual, Hot Plug, Power Supply, Redundant (1+1) 1400W (100-240Vac)	450-AKWT	-	8	-
Riser Config 3A, Full Length, 3x16 LP Slots (Gen4), 2x16 FH Slots (Gen4)	330-BCGM	-	8	-
GPU Factory Installed Cable for R760xd2	470-BBFH	-	8	-
R760XD2 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM, DAO	329-BJKC	-	8	-
Dell Connectivity Client - Enabled	379-BFXS	-	8	-
Dell Connectivity Module	634-CYDF	-	8	-
OpenManage Enterprise Advanced	528-BIYY	-	8	-
iDRAC9, Enterprise 16G	528-CTIC	-	8	-
Secured Component Verification	528-COYT	-	8	-
Broadcom 57414 Dual Port 10/25GbE SFP28, OCP NIC 3.0	540-BCOC	-	8	-
BOSS-N1 controller card + with 2 M.2 480GB (RAID 1)	403-BCRU	-	8	-
BOSS N1 cables and Bracket for R760XD2	470-BBCP	-	8	-

iDRAC,Factory Generated Password	379-BCSF	-	8	-
iDRAC Service Module (ISM), NOT Installed	379-BCQX	-	8	-
iDRAC Group Manager, Disabled	379-BCQY	-	8	-
No Operating System	611-BBBF	-	8	-
No Media Required	605-BBFN	-	8	-
Cable Management Arm, 2U	770-BDRQ	-	8	-
ReadyRails Sliding Rails Without Cable Management Arm (B23)	770-BFDD	-	8	-
No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	8	-
Dell Luggage Tag	321-BJXD	-	8	-
PowerEdge R760XD2 Shipping	340-DGZR	-	8	-
PowerEdge R760XD2 Shipping Material	340-DGZP	-	8	-
PE R760XD2 No CCC or CE Marking	343-BBVR	-	8	-
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance 3 Years	895-9917	-	8	-
ProSupport Plus Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 3 Years	895-9923	-	8	-
Dell Hardware Limited Warranty Plus On-Site Service	896-0042	-	8	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">//www.dell.com/contactdell</a>	951-2015	-	8	-
On-Site Installation Declined	900-9997	-	8	-
64GB RDIMM, 5600MT/s, Dual Rank	370-BBRN	-	64	-
20TB Hard Drive SAS 12Gbps 7.2K 512e 3.5in Hot-Plug, AG Drive	161-BBVV	-	96	-
Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)	450-AALV	-	16	-
Broadcom 57414 Dual Port 10/25GbE SFP28 Adapter, PCIe Low Profile, V2	540-BDGV	-	8	-
NVIDIA Ampere A2, PCIe, 60W, 16GB Passive, Single Wide, Full Height GPU, V2	490-BHVR	-	8	-

<b>Subtotal:</b>	<b>\$165,095.52</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$165,095.52</b>

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**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



To: Mark Bielang, Superintendent

From: Ryan Miller, Director of Information and Technology

CC: Paula Johnson, Director of Finance

Date: June 10, 2025

Re: Uninterruptible Power Supply (UPS) Replacements

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**RECOMMENDATION**

I recommend that the Board of Education approve the purchase of uninterruptible power supplies (UPSs) from Vector Tech Group in the amount not to exceed \$57,150. The funds for the UPSs will come from the 2023 Bond Fund.

<b>Original Project Cost</b>	<b>E-Rate Reimbursement</b>	<b>Final /Actual Cost to PPS</b>
\$114,350.00	50%	\$57,150

**BACKGROUND INFORMATION**

Uninterruptible power supplies (UPSs) are commonly known as battery backups. They are rechargeable batteries used to backup the main power feeds in our network closets throughout the district. UPSs provide seamless power when there is an outage, and are necessary even when a building is equipped with a standby generator to prevent loss of power between the time of the outage and the start up of the generator.

We have 64 UPSs in the district that are slated for replacement. In order to alleviate the cost of this replacement project, we took advantage of the E-Rate program, which supports schools and libraries in the United States by providing discounts and reimbursements for qualifying purchases. Our E-Rate reimbursement rate is 50%, so the cost for this project is ½ of what it would normally be.

**BIDDING PROCESS**

The E-Rate program requires districts to issue a formal RFP and go through the competitive bidding process. Vector Tech Group was the highest rated bidder based on the E-Rate weighted rating criteria, which includes pricing, project specifications, prior experience and other factors.

For your reference, a copy of the bid tabulation sheet, rating criteria, and the E-Rate / USAC Funding Commitment Decision Letter are attached. I would be happy to answer any questions that the Board may have on this purchase.

# Funding Commitment Decision Letter

## Funding Year 2025

**Contact Information:**

Janelle Morgan  
PORTAGE PUBLIC SCHOOLS  
8107 MUSTANG DRIVE  
PORTAGE, MI 49002  
[jmorgan@elitefund.com](mailto:jmorgan@elitefund.com)

**FCC Form 471:** 251036245**BEN:** 131279**Wave:** 5**Application Nickname:** Portage PS 2025 C2 471

## Totals

<b>Total Committed</b>	<b>\$57,175.00</b>
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## What is in this letter?

**Thank you for submitting your application for Funding Year 2025 Schools and Libraries Program (E-rate) funding.** Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

## Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider must request** an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time**, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

## How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

**Note:** The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

## Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

## Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

# Funding Commitment Decision Overview

## Funding Year 2025

### Application Comments for FCC Form 471: #251036245

The applicant did not submit any RAL corrections.

### Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2599051332	Vector Tech Group	\$57,175.00	\$57,175.00	Funded

<b>FRN</b> 2599051332	<b>Service Type</b> Internal Connections	<b>Status</b> Funded
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<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$114,350.00
Total Pre-discount Charges		\$114,350.00	
<b>Discount Rate</b>		<b>50.00%</b>	
<b>Committed Amount</b>		<b>\$57,175.00</b>	

<b>Dates</b>	
<b>Service Start Date</b>	<b>7/1/2025</b>
<b>Contract Expiration Date</b>	<b>9/30/2026</b>
Contract Award Date	3/24/2025
Service Delivery Deadline	9/30/2026
Expiration Date (All Extensions)	

<b>Service Provider and Contract Information</b>	
Service Provider	Vector Tech Group
SPIN (498ID)	143049512
Contract Number	
Account Number	
Establishing FCC Form 470	250023729

<b>Consultant Information</b>	
Consultant Name	
Consultant's Employer	Elite Fund Inc
CRN	16043589

**Funding Commitment Decision Comments**

MR1: Approved as submitted.

**E-Rate Bid Assessment Worksheet**

Funding Year 2025

Project or Service Description

UPSs

**Vendor Scoring** (use additional worksheets if necessary)

Selection Criteria	Weight*	Vector Tech Group (\$114,350) - Alternate 2		Graybar (\$112,846.24)		JemTech (\$134,613.00)		People Driven Technology (\$140,373.94)		Raw Score	Weighted Score
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score		
Prices/Charges	30%	4	1.2	5	1.5	3	0.9	2	0.6		0
Prior Experience	20%	5	1	4	0.8	1	0.2	4	0.8		0
Understanding of Needs	5%	5	0.25	4	0.2	4	0.2	4	0.2		0
Financial Stability	5%	5	0.25	5	0.25	3	0.15	5	0.25		0
Personnel Qualifications	5%	5	0.25	5	0.25	3	0.15	5	0.25		0
Comply with the spirit of the district's long range technology plan	5%	5	0.25	5	0.25	3	0.15	4	0.2		0
Compatibility with district hardware/software standards as set forth within district's long range technology plan	5%	5	0.25	4	0.2	4	0.2	4	0.2		0
Provide lower long-term cost of ownership	5%	5	0.25	5	0.25	5	0.25	5	0.25		0

<b>Ability to upgrade and adapt to technological advances</b>	5%	5	0.25	5	0.25	5	0.25	5	0.25			0
<b>Completeness of response and adherence to bid specifications</b>	5%	5	0.25	4	0.2	4	0.2	4	0.2			0
<b>Summary of project implementation plan</b>	5%	5	0.25	3	0.15	4	0.2	5	0.25			0
<b>Capability of the bidder to successfully complete the installation within the required time frame</b>	5%	5	0.25	5	0.25	5	0.25	5	0.25			0
<b>Overall Ranking</b>		100%		470%		455%		310%		370%		0%

**Vendor Selected:** Vector Tech Group  
**Approved By:** Ryan Miller  
**Title:** Director of Technology

**Bid Assessment Comments, if needed:**  
 Vector Tech Group's bid included Alternate 2, which provides N1 Critical Lithium Ion w/ 10 year warranty and 15 year life expectancy

**Notes:**  
 \* Percentage weights must add up to 100%. Price must be weighted the heaviest.  
 \*\* Evaluated on a scale of 1 to 5: 1=worst, 5=best.  
 \*\*\* Weight x Raw Score



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance; Michael Pascoe, Assistant Superintendent of Instruction

Date: June 9, 2025

Re: Recommendation for Purchase of Musical Instruments

---

**RECOMMENDATION**

I recommend that the Board of Education approve the purchase of musical instruments for band, orchestra, choir, and elementary music classrooms. These costs total \$369,576. The cost for this purchase will come from the 2019 Unallocated Contingency Bond Fund.

<b>Vendor</b>	<b>Total Cost</b>
Marshall Music	\$20,286.00
Taylor Music	\$129,396.00
Washington Music	\$23,425.00
Meyer Music	\$36,998.00
Sweetwater Sound	\$104,047.00
West Music	\$54,955.00
Amazon	\$469.00
<b>Total</b>	<b>\$369,576.00</b>

**BACKGROUND INFORMATION**

We are proud to bring forward a district-wide request that represents a collaborative, K–12 effort to strengthen and support our district music programs. Over the past year, each school identified and prioritized its most pressing instrumental needs. Through this coordinated process, we developed a purchase proposal that ensures every school could receive its priority items. This project is a critical step toward quality music education for all PPS students.

Throughout this process, it became evident that one of the long-standing challenges to developing a sustainable, long-term funding plan for music equipment is the absence of a centralized inventory system for district-owned instruments. Currently, each building manages and tracks its inventory independently. However, without a unified system, it is difficult to maintain consistency across the district, anticipate replacement needs, or plan annual budgets accurately. Changes in staffing, enrollment, and curriculum needs have further contributed to gaps in the data we rely on for resource allocation.

Memo re Musical Instrument Purchase  
June 9, 2025  
Page 2

To address this, PPS has started using the Destiny/Follett data management system to track all district-owned musical instruments. This is the same platform already used effectively by our media centers to manage textbooks and other instructional materials. The system allows for district-wide visibility, tracks purchase dates and frequency of use, and provides reporting tools to help forecast the lifespan and future replacement needs of our equipment. Adopting this system is an essential infrastructure improvement that will support more accurate planning and budgeting in the years to come.

**BIDDING PROCESS**

These items were bid through a formal bidding process. In total, six responses were received for the bidding items. For your reference, a copy of the bid tab has been included. Marshall Music, Taylor Music, Washington Music, Meyer Music, Sweetwater Sound, and West Music were all chosen based on product and delivery availability. We will be making a purchase through Amazon, an approved vendor with our purchasing cooperative.

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



Enclosure

Portage Public Schools - Bid Tab

#10726 - Musical Instruments

06/02/2025@ 10:00 am

Vendor Name	Marshall Music	Taylor Music	Washington Music Center	Meyer Music	Sweetwater Sound	West Music
Location	Lansing, MI	Aberdeen, SD	Wheaton, MD	Grand rapids, MI	Fort Wayne, IN	Coralville, IA
Phone Number	517-318-9306	1-800-872-2263	301-946-8808	616-975-1122	800-222-4700	800-397-9378
Contact Name	Pete Birchler	Mary McKinney	Mandy Fried	Kelley Heise	Allison McClane	Stephanie Adams
Contact E Mail	<a href="mailto:pbirchler@marshallsmusic.com">pbirchler@marshallsmusic.com</a>	<a href="mailto:mary@taylormusic.com">mary@taylormusic.com</a>	<a href="mailto:bids@chucklevins.com">bids@chucklevins.com</a>	<a href="mailto:kheise@meyer-music.com">kheise@meyer-music.com</a>	<a href="mailto:procurementoffice@sweetwater.com">procurementoffice@sweetwater.com</a>	<a href="mailto:bids@westmusic.com">bids@westmusic.com</a>
Legal Forms						
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Iran Econ Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Status Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Addendums	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Totals</b>						
Total Cost	\$412,219.90	\$235,402.67	\$281,716.25	\$36,997.90	\$210,349.19	\$158,087.84
Shipping and Delivery	Free	Included	Included	Included	\$0.00	Included
Delivery Estimate	Provided Upon PO Submission	30 Days Unless Noted	Based on Availability at time of order	In Stock Except Special Order	Varies see additional information	See attached
Other	Instruments added to service plan free of charge	Not all items bids		Alternate Available		


6/2/25  
 Signature Date  

6/2/25  
 Signature Date



To: Mark Bielang, Superintendent

From: Johnny Edwards, Assistant Superintendent of Operations

CC: Paula Johnson, Director of Finance; Michael Pascoe, Assistant Superintendent of Instruction

Date: June 16, 2025

Re: Recommendation for Purchase of Upgrades to the Middle School STEM Labs

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**RECOMMENDATION**

I recommend that the Board of Education approve the purchase of equipment for the Technical and Applied Science classrooms at Central, North, and West Middle Schools. These costs total \$30,315. The cost for this purchase will come from the 2019 Unallocated Contingency Bond Fund.

<b>Vendor</b>	<b>Total Cost</b>
Bambulab	\$5,544.00
Rockler	\$5,399.00
Amazon	\$2,536
X-Tool	\$12,327.00
Laguna Tools	\$1,500.00
Acme Tools	\$1,800.00
Grizzly.com	\$1,209.00
<b>Total</b>	<b>\$30,315.00</b>

**BACKGROUND INFORMATION**

Each of our middle schools offers an elective STEM course designed to engage students in hands-on, project-based learning. These courses allow students to explore a variety of technologies while applying the design cycle to real-world challenges. As part of their experience, students also learn to safely use both hand and power tools to create woodworking and STEM-related projects. To ensure we provide the highest quality learning experience, some of our equipment needs to be updated. Each middle school has identified the specific items required to modernize its lab and support student success. These purchases will include essential tools and technology such as 3D printers, scroll saws, lathes, and sanders.

**BIDDING PROCESS**

This project is under the State Threshold for competitive bidding requirements. We will be making the purchases from a variety of sources and vendors who have items that meet the requirements and timeframes for the completion of this project. I would be happy to answer any questions you may have about this recommendation.



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

To: Board of Education  
From: Mark   
Date: June 11, 2025  
Re: Policy Updates

**Recommendation**

It is recommended that the Board of Education approve, as presented, revisions to Bylaw 0131.1-Bylaws and Policies, Bylaw 0166.1-Consent Agenda, Policy 1.0-Global Ends, Executive Limitations 2.10-Communication and Support to the Board, and sheet G of the Superintendent's Annual Evaluation Instrument.

**Background**

All of the above noted items were reviewed/discussed at the Board's May 19, 2025 Policy Governance Retreat and further updated based on those discussions.

Enclosures

Book	Policy Manual
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	
Adopted	September 14, 2015
Last Revised	November 26, 2018

### 0131.1 - BYLAWS AND POLICIES

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not ~~required to have a public hearing~~ dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, ~~or repealed by a majority vote of the Board at a regular or special~~ and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that the Board may ~~vote to waive the two (2) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law,~~ upon a vote and where compelling reasons exist, ~~cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.~~

Bylaws and policies ~~may be suspended~~ shall be adopted, amended, repealed, or suspended by a majority vote of the Board. ~~Any resolution suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board.~~

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole ~~and that are of a non-substantive nature~~. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. ~~The Superintendent is authorized to identify and make technical corrections to the policies and regulations without Board approval. Upon completion of the technical corrections, the Superintendent shall provide a brief summary of the technical corrections to the Board.~~ ~~The Board authorizes the Superintendent to make such technical corrections~~

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the "Operational Policy Manual". Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

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Legal M.C.L. 380.1201 et seq.

Book	Policy Manual
Title	CONSENT AGENDA
Code	po0166.1
Status	
Adopted	September 14, 2015

#### 0166.1 - **CONSENT AGENDA**

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings
- B. resolutions that require annual adoption, such as bank signatories, Michigan High School Athletic Association membership, etc.
- C. resignations and leaves of professional staff
- D. other items as appropriate

~~A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.~~

Any discussion of an item on the consent agenda shall be limited to a brief clarifying comment or question. No vote of the Board will be required to remove an item from the consent agenda.

A single board member's request shall cause an item on the consent agenda to be relocated on the agenda as an action item eligible for discussion.

Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent board meeting by the presiding officer.

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Mission

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

Vision

~~An exceptional, continuously improving learning culture with high expectations, committed to all!~~ We are inspired to be an exceptional community grounded in fostering strengths, growth, and lifelong learning. Every student. Every future.

Global Ends Statement

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

Ends

~~The following ends statements (long-range outcomes) all contribute to a successful graduate of Portage Public Schools. Success is based on improvement of results over time and favorable comparisons to similar schools in the state, and schools within Kalamazoo County.~~ The following ends statements establish long-range aspirational and visionary outcomes for the District that reflect community values and support the vision for the District. All of the ends statements contribute to a successful graduate of Portage Public Schools and reinforce the commitment of the Board to continuous improvement and high expectations for all students. Success is based on improvement of results over time and favorable comparisons to similar schools, and the “State of Michigan averages.”

1.1 ACADEMIC SUCCESS

- ~~1.1~~ ~~Students demonstrate progress toward mastery in English language arts and math with evidence of annual academic growth and proficiency.~~ Students demonstrate progress toward mastery of core curriculum standards evidenced by annual academic growth within grade level cohorts, growth of low achieving students, and by achieving academic proficiency.

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

1.2 LEARNING AND LEADERSHIP SKILLS

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

Internal report provided annually in March.

1.3 RESILIENCE IN LIFE

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

Internal report provided annually in April.

## POLICY TYPE: EXECUTIVE LIMITATIONS

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

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

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

1. Neglect to submit monitoring data required by the board (see policy 4.4 on Monitoring Superintendent Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.
2. Let the Board be unaware of an actual or anticipated noncompliance with any policy of the Board as soon as possible; in the case of noncompliance that could significantly impact the ability to meet organizational Ends, as soon as it is discovered.
3. Let the Board be unaware of potential non-compliance with its own policies on Governance Process and Board-Superintendent Linkage, particularly in the case of board behavior which is detrimental to the work relationship between the Board and the Superintendent.
4. Let the Board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
5. Deny the Board access to, or be uninformed by, a range of relevant perspectives, including staff and external viewpoints, as needed for fully informed board choices.
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
7. Cause the Board to operate without appropriate mechanisms and support for official board, officer or committee communications.
8. Communicate substantive governance information to an individual or segment of the board except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
9. Allow the Board to be non-compliant with legal or contractual requirements for board approval on delegated activities of the organization or offer such items on the consent agenda without providing the relevant monitoring assurance pertaining thereto.
10. Deny the Board access to incidental information requested by the Board including but not limited to:
  - a. A monthly summary of financial performance presented at the regular monthly Board meeting.
  - b. The Superintendent will at least annually provide to the Board a report on safety.
  - c. *An annual report of Niche rankings for all KRESA and contiguous school districts.*

Adopted: 9/22/08; Revised: 10/27/14, 6/26/17, \_\_\_\_/25

Internal report provided annually in September.

**G. Other Required Components of Evaluation**

Superintendent Name: \_\_\_\_\_

School Year: \_\_\_\_\_

**a. Student Growth and Assessment Data or Student Learning Objectives Metrics**

**Weight: 20%**

Student growth and assessment data used for superintendent evaluation must be the combined student growth and assessment data used in teacher/administrator evaluations for the entire district. Districts should establish a student growth model to be used for teacher and administrator evaluations.

		<b>Needing Support (1 pt)</b>	<b>Developing (2 pts)</b>	<b>Effective (3 pts)</b>	<b>Rating</b>
<b>G.a.1</b>	<p><b>Academic Success</b>                      Students demonstrate progress toward mastery of core curriculum standards evidenced by annual academic growth within grade-level cohorts, growth of low achieving students, and by achieving academic proficiency. Students demonstrate progress toward mastery in English language arts and math with evidence of annual academic growth and proficiency. Ends Policy 1.1.</p>	<p><b>Monitoring Report Not Approved.</b> Monitoring Report not submitted OR Board unable to determine compliance with policy based on reasonable interpretation and evidence presented and demands compliance by a specific date.</p>	<p><b>Monitoring Report Approved.</b>                      Reasonable interpretation and evidence demonstrates <u>some</u> compliance with Policy.  <del>Board majority requests additional information by a specific time.</del></p>	<p><b>Monitoring Report Approved.</b>                      Reasonable interpretation and evidence of compliance with Policy accepted.</p>	
<b>Component score:</b>					<b>0</b>
<b>Comments by Board of Education:</b>					

ENTER YOUR COMMENTS BELOW THIS LINE.

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

**Note Page**

**IX. Required Action Items**

1. Amended Budget Appropriation Resolutions for 2024-25 (OP 6231)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2024-25, as presented.**

TO : Mark Bielang, Superintendent  
FROM : Paula Johnson, Director of Finance  
DATE : June 26, 2025  
SUBJ : Budget Resolutions for 2024/25 Fiscal Year

**RECOMMENDATION**

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Service Funds budgets for 2024/25 by passing the attached resolutions. This should occur at the June 30, 2025 Board meeting after the public hearing on the budget.

**BACKGROUND INFORMATION**

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budgets for the 2024/25 school year.

TO : Mark Bielang, Superintendent  
FROM : Paula Johnson, Director of Finance  
DATE : June 26, 2025  
SUBJ : General Fund Budget Amendment #2 Resolution for 24/25

**Recommendation**

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2024/25 year at the June 30, 2025 Board meeting.

**Background Information**

The 2024/25 fiscal year is returning to a more normal setting while still delivering quality instruction to our students. This amendment reflects any changes since the last amendment in February to the General Fund. Below are a couple of main points:

1. This budget year has received several federal and state grant fund sources on a one-time basis. Districts did not receive a foundation allowance increase for the 24/25 fiscal year, but saw an increase in a state categorical. Any remaining special one-time COVID federal funding was spent in full by September 30, 2024.
2. Based on analysis of all revenues and expenses at year end, the General Fund expenses are predicted to exceed revenues by approximately \$889,244 with a projected unassigned fund balance as a percentage of expenditures of 17.03% up from the February amendment of 15.53%.

The amendment to the District's General (Operating) Fund represents the second and final planned revision during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our continuous budget cycle that updates the Board, staff, and community as improved information becomes available.

Our goals in completing this amendment are two-fold:

1. Informs the Board of Education on the status of carryover funds available for the upcoming fiscal year.
2. Facilitates the administration's preparation of projections made in the General Fund preliminary budget and ultimately the final budget document for 2024/25.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. The projected ending unreserved fund balance (17.03%) allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of (\$889,244) for the year, as compared to (\$2,994,328) which was adopted in February. Included in total expenditures are curriculum and extended learning committed expenditures of approximately \$639,859. The largest portions of the net change are identified as follows:

<b>Revisions</b>	<b>Amount</b>
Revenue:	
Local:	\$221,805
Change in property tax collections to reflect actual. K/RESA Enhancement millage was adjusted and there was an increase in facility rental. Interest earnings are up and local gate receipts for athletic events are also up since the first amendment.	
State:	\$3,455,972
MPSERS 147a(2) has been adjusted to forecast through year end. 147g MPSERS Healthcare Refund was added into this amendment due to being received after the February amendment. Section 31a - At Risk was also updated.	
Federal:	\$33,650
This increase is primarily a projected increase in the Medicaid reimbursement.	

Incoming Transfers & Other Transactions:	\$29,762
Actual revenue for the sale of the parcel of land on Nothern's campus was built into this amendment.	
Revenue Subtotal -	\$3,741,189
Expenditures:	(rounded)
Salaries:	\$1,483,602
All contract changes made throughout the school year are reflected along with analysis of hourly wages. Schedule B/C payments have been updated. Summer school wages were added. We also added the 147g MPSERs Healthcare Reimbursement payment to staff.	
Benefits:	(\$160,477)
Health, dental, vision, life and LTD costs have all been updated to reflect current employee elections. Corresponding FICA and retirement benefit costs have also been updated. There is a decrease in retirement costs and that is due to the decrease in UAAL costs for the 24/25 school year.	
Purchased Services:	\$126,354
All sub and contracted service costs have been updated. The majority of this increase is due to an increase in contracted employee accounts, phone costs and committed funding expenditures..	
Supplies & Capital Outlay:	\$186,626
Budgets were adjusted in 31aa - Mental Health & School safety for the remodeling of the entry ways at multiple buildings along with the upgrade to the clock, bells and PA systems at multiple buildings. Budgets were also adjusted in departments across the district.	
Expense Subtotal -	\$1,636,105
Total revisions accounted for in these items	\$2,105,084

**GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2024/25 AMENDED BUDGET #2**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2023/24</u>	<u>Amended Budget #1 2024/25</u>	<u>Amended Budget #2 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	22,303,113	27,151,123	27,151,123
<b>REVENUES:</b>			
Local Sources	30,295,814	31,943,757	32,165,562
State Sources	91,152,396	87,689,780	91,145,752
Federal Sources	4,357,211	1,902,758	1,936,408
Incoming Transfers and Other Transactions	<u>97,609</u>	<u>142,202</u>	<u>171,964</u>
Total Revenues and Other Transactions	<u>125,903,030</u>	<u>121,678,497</u>	<u>125,419,686</u>
Total Available to Appropriate	<u>148,206,143</u>	<u>148,829,620</u>	<u>152,570,809</u>

Be it further resolved that \$126,308,930 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
<b>Instruction:</b>			
Basic Programs	61,739,012	61,415,355	62,048,155
Added Needs	<u>11,370,219</u>	<u>11,611,102</u>	<u>12,177,979</u>
Total Instruction	<u>73,109,231</u>	<u>73,026,457</u>	<u>74,226,134</u>
<b>Supporting Services:</b>			
Pupil	10,540,191	11,250,648	11,289,224
Instructional Staff	7,607,205	8,616,533	8,489,806
General Administration	857,093	863,210	865,823
School Administration	6,317,731	6,449,290	6,648,458
Business Services	1,183,759	1,279,393	1,392,855
Operations and Maintenance	10,236,692	10,774,358	10,748,731
Transportation	3,987,122	4,981,447	4,623,269
Central Services	3,351,742	3,991,590	4,171,182
Athletics	<u>2,301,707</u>	<u>2,156,746</u>	<u>2,510,151</u>
Total Supporting Services	<u>46,383,242</u>	<u>50,363,215</u>	<u>50,739,499</u>
Community Services	<u>1,481,766</u>	<u>1,283,153</u>	<u>1,343,297</u>
Other Financing Use - Debt Service	<u>80,781</u>	<u>0</u>	<u>0</u>
Total Expenditure Appropriation	<u>121,055,020</u>	<u>124,672,825</u>	<u>126,308,930</u>
Excess (Deficit) of Revenues over Expenditures	<u>4,848,010</u>	<u>(2,994,328)</u>	<u>(889,244)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 27,151,123</u>	<u>\$ 24,156,795</u>	<u>\$ 26,261,879</u>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2024/25 AMENDED BUDGET #2**

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

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

**PORTAGE PUBLIC SCHOOLS**  
**2024/25 AMENDED GENERAL FUND BUDGET**  
**COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION**

	Actual 2023/24	Amended Budget #1 2024/25	Amended Budget #2 2024/25	Increase (Decrease)
<b>Revenues</b>				
Not Program Related	101,424,752	98,496,976	100,963,504	2,466,528
Program Related	24,478,278	23,181,521	24,456,182	1,274,661
Total Revenues	<u>125,903,030</u>	<u>121,678,497</u>	<u>125,419,686</u>	<u>3,741,189</u>
<b>Expenditures</b>				
Salaries	56,143,410	58,312,950	59,796,552	1,483,602
Fringe Benefits:				
FICA **	4,046,900	4,483,216	4,580,477	97,261
Retirement **	27,304,411	26,802,754	26,601,763	(200,991)
Health Insurance	9,675,100	10,240,277	10,228,881	(11,396)
Dental Insurance	699,109	749,603	770,629	21,026
Vision Insurance	133,133	135,524	137,099	1,575
Long-Term Disability	181,115	186,580	190,959	4,379
Life Insurance	45,384	47,270	49,554	2,284
Other Fringe Benefits	753,270	678,338	603,723	(74,615)
Total Fringe Benefits	<u>42,838,422</u>	<u>43,323,562</u>	<u>43,163,085</u>	<u>(160,477)</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	13,961,953	14,714,600	14,840,954	126,354
Supplies, Materials, Other	6,909,329	7,229,440	7,286,950	57,510
Capital Outlay	1,121,125	1,090,773	1,220,389	129,616
Debt Service	80,781	1,500	1,000	(500)
Total Expenditures	<u>121,055,020</u>	<u>124,672,825</u>	<u>126,308,930</u>	<u>1,636,105</u>
Excess (Deficit) of Revenues over Expenditures	<u>4,848,010</u>	<u>(2,994,328)</u>	<u>(889,244)</u>	<u>2,105,084</u>
<b>Total Fund Balance Information</b>				
Fund Balance Beginning	22,303,113	27,151,123	27,151,123	
Income (Deficit) - Allocated to Unreserved	4,848,010	(2,994,328)	(889,244)	
Estimated Ending Fund Balance	27,151,123	24,156,795	26,261,879	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,462,557	750,000	750,000	
Curriculum Committed Funds	3,426,197	2,846,296	2,835,602	
Extended Learning Committed Funds	1,217,873	1,203,121	1,168,609	
Estimated Ending Unassigned Fund Balance	<u>21,044,496</u>	<u>19,357,378</u>	<u>21,507,668</u>	
As a Percentage of Expenditures	17.38%	15.53%	17.03%	

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND AMENDMENT #2  
PROGRAM LEVEL SUPPORTING DETAIL**

	<u>Amended Budget #1 2024/25</u>	<u>Amendments/ Transfers</u>	<u>Amended Budget #2 2024/25</u>
<b>REVENUES:</b>			
From Local Sources:			
Property Tax Levy (17.5695 mills)	18,385,533	(49,108)	18,336,425
Regional Enhancement Millage (1.5 mills)	4,020,000	79,764	4,099,764
Earnings from Investments and Deposits	329,100	38,607	367,707
Interest on Delinquent Taxes	12,000	4,510	16,510
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	120,000	0	120,000
Other Local Sources	203,005	78,023	281,028
From State Sources:			
Foundation Grant Allowance	63,692,454	119,205	63,811,659
Other State Categoricals/Foundation Adjustments	11,571,985	2,213,257	13,785,242
From Federal Sources:			
Medicaid Administrative Outreach Program	55,000	40,000	95,000
Program Related Revenues:			
147c2 MPSERS One Time Deposit	1,327,757	0	1,327,757
147g MPSERS Health Reimbursement	0	1,048,383	1,048,383
31N6 Funding - Mental Health Support Svcs	576,800	(165,309)	411,491
American Rescue Plan Act Funds (ESSER III)	459,968	0	459,968
ARP - ESSER III Equalization Funds (11T)	214,575	0	214,575
At Risk Grant	2,961,841	282,017	3,243,858
Athletic Gate Receipts and Contributions	329,929	128,951	458,880
Childcare and Preschool Fees	1,196,448	(144,645)	1,051,803
Contributions for Instructional Programs	5,092	28,233	33,325
County Special Education and State Categoricals	12,126,493	10,498	12,136,991
Enrichment Class and Advertising Fees	2,999	2,721	5,720
Maintenance and Operations Facility Rental Fees	30,000	36,051	66,051
Online Class and IB/AP Test Fees	138,398	23,355	161,753
Other Grants	171,782	17,812	189,594
Section 31AA Funding - Mental Health Svcs & Prgms	935,480	137,145	1,072,625
Section 97 Funding - Safety & Security	547,126	0	547,126
Section 35j Funding - PD, Curriculum & Supports Grant	738,894	(186,546)	552,348
Technology Services	242,000	21,500	263,500
Title 1 Grant	777,723	(450)	777,273
Title 2 Grant	236,325	0	236,325
Title 3 Grant (English Learner & Immigrant Students)	66,571	(121)	66,450
Title 4	77,355	(5,779)	71,576
Transportation Special Education Categoricals and Billings	125,864	(16,885)	108,979
<b>TOTAL REVENUES</b>	<u>\$ 121,678,497</u>	<u>\$ 3,741,189</u>	<u>\$ 125,419,686</u>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND AMENDMENT #2  
PROGRAM LEVEL SUPPORTING DETAIL**

	Amended Budget #1 2024/25	Amendments/ Transfers	Amended Budget #2 2024/25
<b>EXPENDITURES:</b>			
<b>Instructional Services</b>			
Amberly Elementary	4,199,204	(10,402)	4,188,802
Angling Road Elementary	3,410,202	(80,868)	3,329,334
Central Elementary	3,900,887	9,127	3,910,014
Haverhill Elementary	3,908,334	(27,308)	3,881,026
Lake Center Elementary	4,583,887	91,330	4,675,217
Moorsbridge Elementary	4,692,295	(31,485)	4,660,810
12th Street Elementary	4,646,267	(43,148)	4,603,119
Woodland Elementary	3,783,207	(332)	3,782,875
Central Middle	5,634,227	(55,406)	5,578,821
North Middle	5,827,714	(28,148)	5,799,566
West Middle	5,921,250	48,397	5,969,647
Central High	11,817,997	229,305	12,047,302
Northern High	10,512,935	9,331	10,522,266
American Rescue Plan Act (ESSER III)	459,968	-	459,968
ARP - ESSER III Equalization Funds (11T)	214,575	-	214,575
Auditorium Management	214,866	1,482	216,348
Childcare and Preschool Program	1,218,112	72,377	1,290,489
Community High School Program	2,158,979	(17,856)	2,141,123
Career Tech Education	1,063,043	(27,754)	1,035,289
Education for the Arts	89,250	-	89,250
High School Athletics	1,760,360	368,334	2,128,694
Homebound Services	4,725	11,535	16,260
Instructional Services Administration	1,501,383	51,325	1,552,708
Middle School Athletics	464,139	(2,692)	461,447
Non-Public Schools- Shared Time Program	780,482	(12,502)	767,980
<b>Technology and Student Information Systems</b>			
Media Services	264,679	(1,757)	262,922
Technology Services	3,328,251	(10,987)	3,317,264
<b>Educational Supports &amp; Intervention</b>			
Special Education Program	13,320,694	8,524	13,329,218
At Risk Grant	2,961,841	282,017	3,243,858
Title 1 Grant	777,273	-	777,273
Section 31n6 - Mental Health & Support Services	576,800	(165,309)	411,491
Section 31AA Funding - Mental Health Svcs & Prgrms	935,480	137,145	1,072,625
<b>Curriculum and Professional Development</b>			
Curriculum Development	1,559,481	57,001	1,616,482
Curriculum Committed Funding	579,901	10,694	590,595
Extended Learning Committed Funding	11,752	37,512	49,264
Section 35j Funding - PD, Curriculum & Supports Grant	738,894	(185,221)	553,673
Professional Development	216,211	13,851	230,062
Title 2 Grant	236,325	-	236,325
Title 3 Grant (English Learner & Immigrant Students)	66,571	(121)	66,450
Title 4 Grant	77,355	(5,779)	71,576
Other Grants	307,855	131,659	439,514
<b>Operations</b>			
Budget and Finance	1,685,790	108,460	1,794,250
Central Services	115,370	(2,828)	112,542
Maintenance and Operations	5,388,749	15,209	5,403,958
Transportation	4,726,921	(423,642)	4,303,279
Section 97 Funding - Safety & Security	547,126	-	547,126
147c2 MPERS One Time Deposit	1,327,757	-	1,327,757
147g MPERS Health Reimbursement	0	1,115,379	1,115,379
<b>Community Relations</b>			
Communications	386,126	5,715	391,841
Community Enrichment Program	136,578	(20,779)	115,799
<b>Human Resources</b>			
Administration	817,599	(26,329)	791,270
Administration	813,158	1,049	814,207
<b>TOTAL EXPENDITURES</b>	<b>\$ 124,672,825</b>	<b>\$ 1,661,385</b>	<b>\$ 126,308,930</b>
<b>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</b>	<b>46 \$ (2,994,328)</b>	<b>\$ 2,079,804</b>	<b>\$ (889,244)</b>

**TO :** Mark Bielang, Superintendent  
**FROM :** Paula Johnson, Director of Finance  
**DATE :** June 26, 2025  
**SUBJ :** Debt Retirement Fund Budget Amendment #1 Resolution for 24/25

**RECOMMENDATION**

That the Board of Education adopt the attached resolution, Amendment #1, to the Debt Retirement Fund Appropriations Act, for the 2024/25 fiscal year at the June 30, 2025 meeting.

**BACKGROUND INFORMATION**

This recommendation represents the first amendment to the Debt Retirement Fund during the current fiscal year. The major change incorporated in this amendment is to adjust for the impact of increased levels of the various types of tax collections and debt service payments.

The net impact of this amendment indicates ending the year with revenues exceeding expenditures by approximately \$2,453,495. Our anticipated ending fund balance is expected to be \$9,772,495.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS  
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION  
2024/25 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations, to provide for the expenditures of appropriations, and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2023/24</u>	<u>Adopted Budget 2024/25</u>	<u>Amendment #1 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	6,162,051	7,317,957	7,318,954
<b>REVENUES:</b>			
Local Property Taxes* (6.85 mills for all years)	19,297,941	20,505,062	20,713,089
Payment in lieu of Personal Property Taxes-State Sources	1,413,378	1,200,000	1,426,678
Industrial Facilities Tax	506,895	475,000	590,691
Pilot payment in lieu of tax	37,412	38,000	38,987
Other Tax Revenues	1,854	3,000	5,175
Interest Income - Investments	278,960	100,000	299,625
Interest on Delinquent Taxes	10,574	9,000	13,444
Total Revenues and Other Transactions	<u>21,547,015</u>	<u>22,330,062</u>	<u>23,087,689</u>
Total Available to Appropriate	<u>27,709,066</u>	<u>29,648,019</u>	<u>30,406,643</u>

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$20,634,194 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
Principal Payments	11,595,000	12,320,000	12,320,000
Interest Payments	8,792,154	8,277,194	8,277,194
Fees	2,500	2,500	2,000
Tax Refunds	458	10,000	35,000
Total Expenditures	<u>20,390,112</u>	<u>20,609,694</u>	<u>20,634,194</u>
Excess (Deficit) of Revenues over Expenditures	<u>1,156,903</u>	<u>1,720,368</u>	<u>2,453,495</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 7,318,954</u>	<u>\$ 9,038,325</u>	<u>\$ 9,772,449</u>

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

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



**TO :** Mark Bielang, Superintendent  
**FROM :** Paula Johnson, Director of Finance  
**CC :** Johnny Edwards, Assistant Superintendent of Operations  
**DATE :** June 26, 2025  
**SUBJ :** Building & Site Sinking Fund Budget Amendment #1 Resolution for 24/25

### **RECOMMENDATION**

That the Board of Education adopt the attached resolution, Amendment #1, to the Building Site and Sinking Fund Appropriations Act, for the 2024/25 fiscal year.

### **BACKGROUND INFORMATION**

This recommendation represents the first amendment to the Building and Site Sinking Fund during the current fiscal year. Minor revenue adjustments have been made to reflect expected actuals for this year.

Expenditure adjustments were made in the ongoing project areas since the adoption of the preliminary budget in June of 2024. Major one-time projects include but are not limited to: complete gym floor refinishing at the Doghouse, floor resealing at Central Middle School, West Middle School and Central High School Gymnasiums, the roof was completed at Twelfth Street Elementary, acoustical panels at both Central High and Northern High were installed. The boiler and roof project at PCEC began and will continue into next fiscal year.

Other routine ongoing projects such as playground upgrades, glass window and roof leak repairs were also conducted. Projects continue to be analyzed in conjunction with the bond issue projects.

The BSSF budget would end the year with approximately \$6,818,936 of fund balance. The new Building Site and Sinking Fund that is starting in July of 2025 will be tracked under a separate fund and budget.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS  
BUILDING AND SITE SINKING FUND BUDGET APPROPRIATIONS RESOLUTION  
2024/25 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations, to provide for the expenditures of appropriations, and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	<u>Actual 2023/24</u>	<u>Adopted Budget 2024/25</u>	<u>Amendment #1 2024/25</u>
Total Fund Balance, Beginning of Year, July 1	6,181,045	5,987,325	6,470,123
<b>REVENUES:</b>			
Tax Levy* (.4988 mills for 23/24 and .4983 mills for 24/25)	1,394,021	1,489,000	1,491,814
Payment in Lieu of Personal Property Tax from State Sources	133,018	130,000	134,269
Industrial Facilities Tax	19,019	19,000	42,969
Interest Income	135,049	90,000	140,594
Interest on Delinquent Taxes	770	-	967
Payment in Lieu of Taxes	2,724	2,775	2,836
Collection of Prior Year Taxes	165	-	10,970
	<u>1,684,766</u>	<u>1,730,775</u>	<u>1,824,419</u>
Total Revenues and Other Transactions			
Total Available to appropriate	<u>7,865,811</u>	<u>7,718,100</u>	<u>8,294,542</u>

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4988 mills on all property classifications.

Be it further resolved that \$1,475,606 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

**EXPENDITURES:**

**Major Projects**

Northern AEF Parking Lot	472,484	-	-
CHS Pool Roofing Project	-	-	10,000
Gym Floor Refinishing	192,075	109,000	109,506
12th Street Elementary Roof	10,423	-	223,912
LCE Sign	-	-	27,385
CHS Push Door System	3,200	-	-
CHS Weight Room Flooring	11,422	-	-
NHS Weight Room Flooring	20,083	-	-
WMS Weight Room Flooring	8,186	-	-
NMS Kitchen Flooring	-	4,000	18,750
CHS Baseball/Softball Improvement	8,900	-	-
12th Street Kiln Exhaust Project	1,095	25,000	25,000
LCE Kiln Exhaust Project	1,095	25,000	25,000
CHS Auditorium Acoustical Project	-	12,000	6,000
NHS Auditorium Acoustical Project	-	12,000	6,000
PCEC Boiler Replacement	37,353	460,000	273,668
PCEC Roof Replacement	-	-	302,100
12th Street Clock Wiring	-	-	5,000
LCE Clock Wiring	-	-	4,370
Stable Fire Alarm System	1,342	-	12,078
12th Street Elementary Sign	13,000	65,000	62,000
Portage Northern Skylight Repair	-	25,000	24,837
LCE Interior/Exterior Lighting	-	-	34,000
Northern Curtain Wall (Facelift)	395,760	-	-
	<u>1,176,418</u>	<u>737,000</u>	<u>1,169,606</u>
Total Major Projects			

	Actual 2023/24	Adopted Budget 2024/25	Amendment #1 2024/25
<b>Ongoing Projects</b>			
Roof Repair	15,556	35,000	35,000
Glass	6,094	10,500	5,000
Fencing	734	25,000	6,000
Sidewalk Concrete Repair	-	30,000	3,500
Casework	344	5,000	-
Asbestos Abatement	17,615	75,000	110,000
Asphalt Repair	2,140	30,000	20,000
Carpet Replacement	34,890	60,000	12,500
District Mechanical	122,310	150,000	105,000
District Electrical	18,568	36,750	5,000
<b>Total On-Going Projects</b>	<u>218,250</u>	<u>457,250</u>	<u>302,000</u>
<b>Exterior Door Replacement</b>			
Various Exterior Doors At All Buildings	-	5,000	-
<b>Other Projects</b>			
Grounds replacement-playgrounds	-	35,000	1,000
Drinking Fountains	998	3,000	-
<b>Total Other Projects</b>	<u>998</u>	<u>38,000</u>	<u>1,000</u>
<b>Tax Refunds</b>	<u>22</u>	<u>6,000</u>	<u>3,000</u>
<b>Total Expenditures</b>	<u>1,395,687</u>	<u>1,243,250</u>	<u>1,475,606</u>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>289,078</u>	<u>487,525</u>	<u>348,813</u>
<b>Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)</b>	<u><u>\$6,470,123</u></u>	<u><u>\$6,474,850</u></u>	<u><u>\$6,818,936</u></u>

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

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

**TO :** Mark Bielang, Superintendent  
**FROM :** Paula Johnson, Director of Finance  
**DATE :** June 26, 2025  
**SUBJ :** School Service Fund Budget Amendment #1 Resolution for 24/25

**RECOMMENDATION**

That the Board of Education adopt the attached resolution, Amendment #1, to the School Service Fund Appropriations Act, for the 2024/25 fiscal year at the June 30, 2025 meeting.

**BACKGROUND INFORMATION**

This recommendation represents the first amendment to the School Service Fund for the 2024/25 year. The purpose of this amendment is to amend the food service, bookstore, and school activities funds to align with the expected results for the current 2024/25 year.

The Food Service portion of this budget is being amended to reflect information based on operations under Chartwells. The revenues have been adjusted based on the participation trends to date. The adopted budget expense categories were analyzed based on the current year expectations and adjusted accordingly. All changes to the Food Service projections were completed jointly by Chartwells staff and me.

Overall, the Food Service operation is projected to have expenses exceeding revenues of approximately \$206,865. This overage relates to the MDE required spend down plan for projects we have brought to the Board for approval. Fund balance is projected at approximately \$3,049,154. This has generated another Excess Fund Balance Spend down plan that will continue into the 2025/26 school year. Both the Michigan School Meals Program and the Extended Summer Food Service Program have provided thousands of free meals to our students during the school year. The General Fund could receive up to approximately \$120,000 a year in indirect costs annually from the Food Service Program.

The bookstore portion of this budget reflects the combined projected operations of the CHS and NHS school bookstores.

The school activities portion of this budget was adjusted slightly to account for current year activity since the adoption of the preliminary budget.

I would be happy to answer any questions the board may have regarding this amendment.

**PORTAGE PUBLIC SCHOOLS  
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION  
2024/25 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2024/25. A resolution to make appropriations, to provide for the expenditures of appropriations, and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2024/25 is as follows:

	Food Service		Bookstore		School Activities	
	Adopted 2024/25	Amendment #1 2024/25	Adopted 2024/25	Amendment #1 2024/25	Adopted 2024/25	Amendment #1 2024/25
Total Fund Balance, Beginning of Year, July 1	2,474,668	3,256,019	-	-	1,226,401	1,239,496
<b>REVENUES:</b>						
Local Sources	520,600	509,972	17,500	17,390	1,775,000	1,750,000
State Sources	1,915,198	2,311,906	-	-	-	-
Federal Sources	2,257,471	2,170,900	-	-	-	-
Total Revenues and Other Transactions	4,693,269	4,992,778	17,500	17,390	1,775,000	1,750,000
Total Available to Appropriate	7,167,937	8,248,797	17,500	17,390	3,001,401	2,989,496

Be it further resolved that \$5,199,643 of the Food Service total, \$16,101 of the Bookstore total and \$1,700,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>						
Food Service	5,287,121	5,079,643	-	-	-	-
Bookstore	-	-	17,500	16,101	-	-
Student Activities	-	-	-	-	1,690,000	1,700,000
Outgoing Transfer to General Fund for Indirect Costs	120,000	120,000	-	-	-	-
Total Expenditures and Outgoing Transfers	5,407,121	5,199,643	17,500	16,101	1,690,000	1,700,000
Excess (Deficit) of Revenues over Expenditures	(713,852)	(206,865)	0	1,289	85,000	50,000
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 1,760,816	\$ 3,049,154	\$ -	\$ 1,289	\$ 1,311,401	\$ 1,289,496

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

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

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

**Note Page**

**IX. Required Action Items**

2. 2025-26 Budget Resolutions (OP 6220, 6230)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Fund, and School Services Funds budgets for 2025-26, as presented.**

TO : Mark Bielang, Superintendent  
FROM : Paula Johnson, Director of Finance  
DATE : June 26, 2025  
SUBJ : Budget Resolutions for 2025/26 Fiscal Year

RECOMMENDATION

That the Board of Education adopt the attached resolutions for the General Fund, Debt Retirement Fund, Building & Site Sinking Funds, and School Service Funds budgets for 2025/26 by passing the attached resolutions. This should occur at the June 30, 2025 Board meeting after the public hearing on the budget.

BACKGROUND INFORMATION

The attached resolutions are a recap of the information presented in the budget document. This is the formal method of adopting the budgets for the 2025/26 school year.

## **2025/2026 EXECUTIVE SUMMARY**

### **GENERAL FUND (OPERATIONS)**

This is the 32nd year of post Proposal A budgeting, and over 76% of our revenues continue to be controlled by our enrollment through the State foundation grant, categoricals, and the K/RESA regional enhancement and special education millages. The State has not finalized its 2025/26 School Aid Fund budget at the time of this budget adoption. Based on Consensus Revenue Estimating numbers from May, state revenues were slightly higher than target levels for the School Aid Fund, but were below projection levels for the General Fund. We are hopeful that this will bring a favorable increase in the per pupil foundation allowance for next year, even though an increase wasn't received last year in the per pupil foundation allowance. There is still a high level of economic uncertainty in the market that could affect inflationary levels. The draft budget included in your packet has an assumption of a \$392 increase in the per pupil foundation allowance for 2025/26. The District is still under a Headlee rollback for our operating millage limiting the levy to 17.5695 mills instead of 18 mills. This represents approximately a \$446,769 reduction in property tax collection for the General Fund. Based on taxable values for 2025, we didn't roll back any further. Enrollment is budgeted at 8,541.37 students with a foundation grant level of \$10,000 per pupil FTE. This is down 44.38 (FTE) students from the final 2024/25 blended enrollment after section 25e changes. Shared-time program services to all grade levels at the parochial schools will continue, as well as the limitation on the FTE that can be claimed to a .75 level. The county-wide enhancement millage levied by K/RESA for operational purposes was renewed in May 2023 and will continue to provide additional tax revenues of approximately \$4.2 million for 2025/26. Voters in Kalamazoo County also renewed the K/RESA Special Education millage in May 2021 for 1.5 mills over six years, which also continues to provide the District with continued funding totaling approximately \$7.9 million dollars. These millages help offset the modest increases in the foundation grant and support our expenditure increases, primarily in the salary and benefit areas. All State Aid Categoricals will be updated with the first General Fund Budget amendment.

The District has incorporated compensation step increases for most employee groups in the preliminary budget. With the retirement reform, the legislature has continued to allocate a portion of the School Aid Fund revenues to help fund the gap between the unfunded liability cap percentage and the true retirement rate for 2025/26. It has been predicted this funding will continue with the 2025/26 budget. Michigan Department of Education has issued guidance for the treatment of these funds, and categorical revenues have been created to account for these funds. The retirement expense was budgeted differently for 2025/26 than in years past. Most employees' retirement costs were budgeted at their retirement plan rate instead of a flat percentage rate for all employees. This includes the UAAL rate portion; the District has to remit the same amount of funds to the Office of Retirement Services each month after it is received through state aid. We have incorporated our proportionate share of the health insurance increase going into effect January 1, which is projected to be 10%, depending on the employee group involved. This increase is composed of both the premium and the Affordable Care Act taxes that are no longer being subsidized by our insurance carrier.

The 2025/26 adopted budget is projected to have expenditures exceeding revenues by approximately \$3,147,210. The District is estimated to end the 2024/25 year with an unassigned fund balance of approximately 17.04% of budgeted expenditures, and the 2025/26 year is estimated to end the year at 15.08%.

While this level may be adequate in the short-term, we are monitoring the ongoing salary and benefit expense pressures that will carry forward in the upcoming years and continue to align the expenditures with revenues. Short and long-term concerns like enrollment due to demographic changes and economic conditions bear ongoing monitoring for budget impact. Other budget uncertainties relate to the impact of utility and fuel rates and usage.

#### DEBT RETIREMENT FUND

This fund is projected to have planned excess expenditures over revenues of approximately \$538,855. This could change based on current open Tax Tribunal cases at the State of Michigan. Property taxable value changes from Kalamazoo County will be incorporated into the next amendment, but the millage rate will remain unchanged at 6.85 mills in 2025/26 in order to retire principal and interest payments for the 2016, 2019, 2021 & 2025 bond issues outstanding. Personal Property Tax Reform continues in 2025/26, and the District has budgeted for a reimbursement from the State of approximately \$1,420,000.

#### BUILDING SITE AND SINKING FUND

In August of 2024 the District's building site and sinking fund was approved under the revised spending parameters to also include transportation vehicles, security improvements and technology in addition to the previous allowable expenditures that have been spent in the 2019 building site and sinking fund 2025 is the first year the new building site and sinking fund will levy property taxes. This 2024 building site and sinking fund is projected to have excess revenues over expenditures of approximately \$1,113,352. The millage rate for 2025/26 will roll back slightly to .4980 mills, down from .4983 mills. The building site and sinking fund experienced its first Headlee rollback in 2020/21. The current 2024 building site and sinking fund levy is set to expire in December of 2029.

The previous building site and sinking fund that was approved in 2019 will continue to have approved projects budgeted, but will not be collecting property tax revenue. Significant projects are scheduled district wide. All expenditures meet ballot language as approved by voters and state requirements implemented with education funding reform. The 2019 building site and sinking fund is projected to have expenditures exceeding revenues of \$1,764,534 as part of its spend down process.

#### SCHOOL SERVICE FUND

This fund operates the food service, bookstore, and school activities programs. The food service program is projected to operate with excess expenses of \$748,522. This is planned due to the spend down plan of excess fund balance. Two budget recommendations from Lansing have suggested that breakfast and lunch offerings be offered for free next year, so we have incorporated that into the preliminary budget. Lunch pricing could still be brought to the board

for approval this summer as a precautionary measure if a budget is passed late and Michigan Free Meals are not included. A la carte prices will be published in the fall. Milk prices will increase by ten cents. Food service continues to operate without requiring General Fund assistance and will contribute approximately \$120,000 back to the General Fund to cover indirect costs. The bookstore operations will break even, with profits being distributed to the organizations running each bookstore. The student activity fund has been included in the budget process due to the implementation of GASB84. This fund represents the activity that occurred in the prior trust and agency fund.

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2025/26 ADOPTED BUDGET**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2025/26. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2025/26 is as follows:

	<u>Actual 2023/24</u>	<u>Amended Budget #2 2024/25</u>	<u>Adopted Budget 2025/26</u>
Total Fund Balance, Beginning of Year, July 1	22,303,113	27,151,123	26,261,879
<b>REVENUES:</b>			
Local Sources	30,295,814	32,165,562	32,106,017
State Sources	91,152,396	91,145,752	89,415,376
Federal Sources	4,357,211	1,936,408	1,203,264
Incoming Transfers and Other Transactions	<u>97,609</u>	<u>171,964</u>	<u>130,000</u>
Total Revenues and Other Transactions	<u>125,903,030</u>	<u>125,419,686</u>	<u>122,854,657</u>
Total Available to Appropriate	<u>148,206,143</u>	<u>152,570,809</u>	<u>149,116,536</u>

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 17.5695 mills on Non-Homestead property.

Be it further resolved that \$126,001,867 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
Instruction:			
Basic Programs	61,739,012	62,048,155	62,275,661
Added Needs	<u>11,370,219</u>	<u>12,177,979</u>	<u>12,339,549</u>
Total Instruction	<u>73,109,231</u>	<u>74,226,134</u>	<u>74,615,210</u>
Supporting Services:			
Pupil	10,540,191	11,289,224	11,482,290
Instructional Staff	7,607,205	8,489,806	8,472,843
General Administration	857,093	865,823	873,106
School Administration	6,317,731	6,648,458	6,601,287
Business Services	1,183,759	1,392,855	1,309,382
Operations and Maintenance	10,236,692	10,748,731	11,051,081
Transportation	3,987,122	4,623,269	5,707,490
Central Services	3,351,742	4,171,182	3,531,171
Athletics	<u>2,301,707</u>	<u>2,510,151</u>	<u>1,937,324</u>
Total Supporting Services	<u>46,383,242</u>	<u>50,739,499</u>	<u>50,965,974</u>
Community Services	<u>1,481,766</u>	<u>1,343,297</u>	<u>298,755</u>
Other Financing Use - Debt Service	<u>80,781</u>	<u>-</u>	<u>121,928</u>
Total Expenditure Appropriation	<u>121,055,020</u>	<u>126,308,930</u>	<u>126,001,867</u>
Excess (Deficit) of Revenues over Expenditures	<u>4,848,010</u>	<u>(889,244)</u>	<u>(3,147,210)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>27,151,123</u>	<u>26,261,879</u>	<u>23,114,669</u>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2025/26 ADOPTED BUDGET**

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2025.

**PORTAGE PUBLIC SCHOOLS**  
**2025/26 GENERAL FUND BUDGET**  
**COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION**

	<u>Actual</u> <u>2023/24</u>	<u>Amended</u> <u>Budget #2</u> <u>2024/25</u>	<u>Adopted</u> <u>Budget</u> <u>2025/26</u>	<u>Increase</u> <u>(Decrease)</u>
<b>Revenues</b>				
Not Program Related	101,424,752	100,963,504	101,734,554	771,050
Program Related	24,478,278	24,456,182	21,120,103	(3,336,079)
<b>Total Revenues</b>	<u>125,903,030</u>	<u>125,419,686</u>	<u>122,854,657</u>	<u>(2,565,029)</u>
<b>Expenditures</b>				
Salaries	56,143,410	59,796,552	61,276,322	1,479,770
Fringe Benefits:				
FICA **	4,046,900	4,580,477	4,723,041	142,564
Retirement **	27,304,411	26,601,763	26,654,861	53,098
Health Insurance	9,675,100	10,228,881	11,167,641	938,760
Dental Insurance	699,109	770,629	823,187	52,558
Vision Insurance	133,133	137,099	200,131	63,032
Long-Term Disability	181,115	190,959	190,780	(179)
Life Insurance	45,384	49,554	51,890	2,336
Other Fringe Benefits	753,270	603,723	718,155	114,432
<b>Total Fringe Benefits</b>	<u>42,838,422</u>	<u>43,163,085</u>	<u>44,529,686</u>	<u>1,366,601</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	13,961,953	14,840,954	13,999,493	(841,461)
Supplies, Materials, Other	6,909,329	7,286,950	5,957,628	(1,329,322)
Capital Outlay	1,121,125	1,220,389	115,310	(1,105,079)
Debt Service	80,781	1,000	123,428	122,428
<b>Total Expenditures</b>	<u>121,055,020</u>	<u>126,308,930</u>	<u>126,001,867</u>	<u>(307,063)</u>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>4,848,010</u>	<u>(889,244)</u>	<u>(3,147,210)</u>	<u>(2,257,966)</u>
<b>Total Fund Balance Information</b>				
Fund Balance Beginning	22,303,113	27,151,123	26,261,879	
Income (Deficit) - Allocated to Unreserved	4,848,010	(889,244)	(3,147,210)	
<b>Estimated Ending Fund Balance</b>	27,151,123	26,261,879	23,114,669	
Estimated Non-Spendable and Assigned				
Fund Balance Restrictions	1,462,557	750,000	750,000	
Curriculum Committed Funds	3,426,197	2,835,602	2,207,527	
Extended Learning Funds	1,217,873	1,168,609	1,161,109	
<b>Estimated Ending Unassigned Fund Balance</b>	<u>21,044,496</u>	<u>21,507,668</u>	<u>18,996,033</u>	
<b>As a Percentage of Expenditures</b>	17.38%	17.03%	15.08%	

**PORTAGE PUBLIC SCHOOLS**  
**2025/26 GENERAL FUND BUDGET OVERVIEW**  
**NON-PROGRAM REVENUES AND K-12 STATE AID CALCULATION**

	<u>Amended Budget #2 2024/25</u>	<u>Proposed Budget 2025/26</u>
<b>REVENUES:</b>		
From Local Sources:		
Property Tax Levy (17.5695 mills)	18,336,425	18,225,001
Regional Enhancement Millage (1.5 mills)	4,099,764	4,203,600
Earnings from Investments and Deposits	367,707	177,500
Interest on Delinquent Taxes	16,510	14,000
Reimbursements from Other Funds:		
Accounting Services and Indirect Costs	120,000	120,000
Other Local Sources	281,028	205,803
From State Sources:		
Foundation Grant Allowance	63,811,659	66,733,464
Other State Categoricals/Foundation Adjustments	13,785,242	12,843,189
From Federal Sources:		
Medicaid Administrative Outreach Program	95,000	50,000
<b>TOTAL NON PROGRAM REVENUES</b>	<u><u>\$ 100,913,335</u></u>	<u><u>\$ 102,572,557</u></u>

**Y5-12 STATE AID CALCULATION FOR 2025/26**

Blended count membership		8,541
Projected Foundation Grant per pupil (based on estimated \$392 increase)		\$ 10,000
Gross Foundation Grant Guaranteed		\$ 85,413,700.00
Less Revenue Generated on Non-Homestead Millage, Ren Zone & Headlee Rollback		<u>\$ 18,680,226</u>
Net Foundation Grant in Recommended Budget		<u>\$ 66,733,474</u>
Y5-12, Alternative Education, and Shared-Time Program Students Foundation Grant		65,299,764
Special Education Foundation Grant		<u>1,433,700</u>
Total		<u><u>\$ 66,733,464</u></u>

**PORTAGE PUBLIC SCHOOLS**  
**2024/25 and 2025/26 GENERAL FUND BUDGET OVERVIEW**  
**PROGRAM REVENUES and EXPENDITURES**

	2024/25			2025/26		
	Program Revenues	Program Expenses	Budget 2024/25	Program Revenues	Program Expenses	Budget 2025/26
<b>Instructional Services</b>						
Amberly	1	4,188,802	4,188,801	0	4,351,870	4,351,870
Angling Road	0	3,329,334	3,329,334	0	3,455,081	3,455,081
Central Elementary	0	3,910,014	3,910,014	0	4,084,350	4,084,350
Haverhill	0	3,881,026	3,881,026	0	4,165,439	4,165,439
Lake Center	0	4,675,217	4,675,217	0	4,571,664	4,571,664
Moorsbridge	560	4,660,810	4,660,250	0	4,841,235	4,841,235
12th Street	0	4,603,119	4,603,119	0	4,534,213	4,534,213
Woodland	0	3,782,875	3,782,875	0	4,013,939	4,013,939
Central Middle	0	5,578,821	5,578,821	0	5,718,279	5,718,279
North Middle	0	5,799,566	5,799,566	0	6,079,633	6,079,633
West Middle	9,000	5,969,647	5,960,647	0	6,021,735	6,021,735
Central High	121,904	12,047,302	11,925,398	63,000	12,004,479	11,941,479
Northern High	63,613	10,522,266	10,458,653	31,350	10,932,418	10,901,068
American Rescue Plan Act (ESSER III)	459,968	459,968	0	0	0	0
ARP - ESSER III Equalization Funds (11T)	214,575	214,575	0	0	0	0
Auditorium Management	0	216,348	216,348	0	190,799	190,799
Childcare and Preschool Program	1,051,803	1,290,489	238,686	654,978	883,049	228,071
Community High School Program	0	2,141,123	2,141,123	0	2,133,512	2,133,512
Career Tech Education	0	1,035,289	1,035,289	0	1,203,323	1,203,323
Education for the Arts	0	89,250	89,250	0	88,934	88,934
High School Athletics	410,735	2,128,694	1,717,959	140,000	1,703,549	1,563,549
Homebound Services	0	16,260	16,260	0	15,268	15,268
Instructional Services Administration	0	1,552,708	1,552,708	0	1,572,095	1,572,095
Middle School Athletics	48,145	461,447	413,302	9,400	349,775	340,375
Non-Public Schools- Shared Time Program	0	767,980	767,980	0	759,851	759,851
<b>Information and Technology Systems</b>						
Media Services	0	262,922	262,922	0	267,796	267,796
Technology Services	263,500	3,317,264	3,053,764	365,020	3,670,403	3,305,383
<b>Special Education/At Risk Programs</b>						
Special Education Program	12,136,991	13,329,218	1,192,227	12,900,985	14,016,675	1,115,690
At Risk Grant	3,243,858	3,243,858	0	3,360,161	3,360,161	0
Title 1	777,273	777,273	0	777,273	777,273	0
Section 31n6 - Mental Health & Support Svcs	411,491	411,491	0	416,500	416,500	0
Section 31AA Funding - Mental Health Svcs & Prgrms	1,072,625	1,072,625	0	623,279	623,279	0
<b>Curriculum, Instruction, and Assessment</b>						
Curriculum Development	0	1,616,482	1,616,482	0	1,888,797	1,888,797
Curriculum Committed Funding	0	590,595	590,595	0	628,075	628,075
Extended Learning Committed Funding	0	49,264	49,264	0	7,500	7,500
Section 35j Funding - PD, Curriculum & Supports Grant	552,348	553,673	1,325	301,159	301,159	0
Professional Development	0	230,062	230,062	0	196,003	196,003
Title 2 Grant	236,325	236,325	0	236,325	236,325	0
Title 3 Grant (English Learner & Immigrant Students)	66,450	66,450	0	66,165	66,165	0
Title 4 Grant	71,576	71,576	0	73,501	73,501	0
Other Grants	189,594	439,514	249,920	120,504	363,390	242,886
<b>Operations</b>						
Budget and Finance	0	1,794,250	1,794,250	0	1,809,840	1,809,840
Central Services	0	112,542	112,542	0	118,839	118,839
Maintenance and Operations	66,051	5,403,958	5,337,907	50,000	5,744,132	5,694,132
Transportation	108,979	4,303,279	4,194,300	89,000	5,486,740	5,397,740
Section 97 Funding - Safety & Security	547,126	547,126	0	0	0	0
147c2 MPERS One Time Deposit	1,327,757	1,327,757	0	0	0	0
147g MPERS Health Reimbursement	1,048,383	1,115,379	66,996	0	0	0
<b>Community Relations</b>						
Communications	0	391,841	391,841	0	520,267	520,267
Community Enrichment Program	5,720	115,799	110,079	3,500	10,938	7,438
Human Resources	0	791,270	791,270	0	911,013	911,013
Administration	0	814,207	814,207	0	832,606	832,606
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,506,351</b>	<b>\$ 126,308,930</b>	<b>\$101,802,579</b>	<b>\$ 20,282,100</b>	<b>\$ 126,001,867</b>	<b>\$ 105,719,767</b>
<b>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</b>			<b>\$ (889,244)</b>			<b>\$ (3,147,210)</b>

**PORTAGE PUBLIC SCHOOLS  
BUILDING AND SITE SINKING FUND #41 BUDGET APPROPRIATIONS RESOLUTION  
2025/26 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2025/26. A resolution to make appropriations, to provide for the expenditures of appropriations, and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year 2025/26 is as follows:

	<u>Actual 2023/24</u>	<u>Amendment #1 2024/25</u>	<u>Adopted 2025/26</u>
Total Fund Balance, Beginning of Year, July 1	6,181,045	6,470,123	6,813,936
<b>REVENUES:</b>			
Tax Levy at .4988 mills for 23/24, .4983 for 24/25, 0 mills for 25/26	1,394,021	1,491,814	-
Payment in Lieu of Personal Property Tax from State Sources	133,018	134,269	-
Industrial Facilities Tax	19,019	42,969	-
Interest Income	135,049	140,594	65,000
Interest on Delinquent Taxes	770	967	-
Payment in Lieu of Taxes	2,724	2,836	-
Collection of Prior Year Taxes	165	10,970	200
Total Revenues and Other Transactions	<u>1,684,766</u>	<u>1,824,419</u>	<u>65,200</u>
Total Available to Appropriate	<u>7,865,811</u>	<u>8,294,542</u>	<u>6,879,136</u>

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 0 mills on all property classifications for 2025/26.

Be it further resolved that \$1,829,734 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

**EXPENDITURES:**

**Major Projects:**

<b>Asphalt Projects:</b>			
Northern AEF Parking Lot	472,484	-	-
CHS Pool Roofing Project	-	10,000	-
Gym Floor Refinishing	192,075	109,506	84,000
Administration Building Canopy	-	-	25,000
12th Street Elementary Roof	10,423	223,912	-
LCE Sign	-	27,385	-
CHS Push Button Door System	3,200	-	-
CHS Weight Room Flooring	11,422	-	-
NHS Weight Room Flooring	20,083	-	-
WMS Weight Room Flooring	8,186	-	-
NMS Kitchen Flooring	-	18,750	-
CHS Baseball/Softball Improvement	8,900	-	-
12th Street Kiln Exhaust Project	1,095	25,000	-
LCE Kiln Exhaust Project	1,095	25,000	-
CHS Auditorium Acoustical Project	-	6,000	-
NHS Auditorium Acoustical Project	-	6,000	-
PCEC Boiler Replacement	37,353	273,668	177,112
PCEC Roof Replacement	-	302,100	201,400
12th Street Clock Wiring	-	5,000	-
LCE Clock Wiring	-	4,370	-
Stable Fire Alarm System	1,342	12,078	-
12th Street Elementary Sign	13,000	62,000	62,000
Portage Northern Skylight Repair	-	24,837	-
LCE Interior/Exterior Lighting	-	34,000	859,222
Northern Curtain Wall (Facelift)	395,760	-	-
Total Major Projects	<u>1,176,418</u>	<u>1,169,606</u>	<u>1,408,734</u>

	Actual 2023/24	Amendment #1 2024/25	Adopted 2025/26
On-Going Projects			
Roof Repair	15,556	35,000	35,000
Glass	6,094	5,000	10,000
Fencing	734	6,000	5,000
Sidewalk Concrete Repair	-	3,500	20,000
Casework	344	-	5,000
Asbestos Abatement	17,615	110,000	95,000
Asphalt Repair	2,140	20,000	30,000
Carpet Replacement	34,890	12,500	-
District Mechanical	122,310	105,000	150,000
District Electrical	18,568	5,000	16,000
<b>Total On-Going Projects</b>	<b>218,250</b>	<b>302,000</b>	<b>366,000</b>
Exterior Door Replacement			
Various Exterior Doors At All Buildings	-	5,000	-
Other Projects			
Grounds replacement-playgrounds	-	1,000	-
Drinking Fountains	998	-	50,000
<b>Total Other Projects</b>	<b>998</b>	<b>1,000</b>	<b>50,000</b>
Tax refunds	22	3,000	5,000
<b>Total Expenditures</b>	<b>1,395,688</b>	<b>1,480,606</b>	<b>1,829,734</b>
Excess (Deficit) of Revenues over Expenditures	289,078	343,813	(1,764,534)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$6,470,123</u>	<u>\$6,813,936</u>	<u>\$5,049,402</u>

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2025.

**PORTAGE PUBLIC SCHOOLS  
BUILDING AND SITE SINKING FUND #42 BUDGET APPROPRIATIONS RESOLUTION  
2025/26 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Building and Site Sinking Fund appropriations of Portage Public Schools for the fiscal year 2025/26. A resolution to make appropriations, to provide for the expenditures of appropriations, and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for the fiscal year

	<b>Adopted 2025/26</b>
Total Fund Balance, Beginning of Year, July 1	-
<b>REVENUES:</b>	
Tax Levy at .4980 mills for 25/26	1,560,252
Payment in Lieu of Personal Property Tax from State Sources	-
Industrial Facilities Tax	43,000
Interest Income	12,000
Interest on Delinquent Taxes	200
Payment in Lieu of Taxes	2,900
Collection of Prior Year Taxes	-
Total Revenues and Other Transactions	1,618,352
Total Available to Appropriate	1,618,352
*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of .4980 mills on all property classifications for 2025/26.	
Be it further resolved that \$500,000 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:	
<b>EXPENDITURES:</b>	
Technology Chrome Books	250,000
Transportation Vans	250,000
Total Major Projects	500,000
Tax refunds	5,000
Total Expenditures	505,000
Excess (Deficit) of Revenues over Expenditures	1,113,352
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$1,113,352

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2025.

**PORTAGE PUBLIC SCHOOLS  
DEBT RETIREMENT BUDGET APPROPRIATIONS RESOLUTION  
2025/26 ADOPTED BUDGET**

Be it resolved that this resolution shall be the Debt Retirement appropriations of Portage Public Schools for the fiscal year 2025/26. A resolution to make appropriations, to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for the fiscal year 2025/26 is as follows:

	<u>Actual 2023/24</u>	<u>Amendment #1 2024/25</u>	<u>Adopted Budget 2025/26</u>
Total Fund Balance, Beginning of Year, July 1	6,162,051	7,318,954	9,039,322
<b>REVENUES:</b>			
Local Property Taxes (6.85 mills for all years)	19,297,941	20,505,062	21,425,362
Payment in lieu of Personal Property Taxes-State Sources	1,413,378	1,200,000	1,420,000
Industrial Facilities Tax	506,895	475,000	116,000
Pilot payment in lieu of tax	37,412	38,000	40,000
Other Tax Revenues	1,854	3,000	5,000
Interest Income - Investments	278,960	100,000	175,000
Interest on Delinquent Taxes	10,574	9,000	9,000
	<u>21,547,015</u>	<u>22,330,062</u>	<u>23,187,862</u>
Total Revenues and Other Transactions			
	<u>27,709,066</u>	<u>29,649,016</u>	<u>32,227,184</u>
Total Available to Appropriate			

\*In compliance with Section 16 of the Uniform Budgeting and Accounting Act, this includes a tax levy of 6.85 mills on all property classifications.

Be it further resolved that \$23,726,717 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
Principal Payments	11,595,000	12,320,000	13,705,000
Interest Payments	8,792,154	8,277,194	10,009,717
Fees	2,500	2,500	2,000
Tax Refunds	458	10,000	10,000
	<u>20,390,112</u>	<u>20,609,694</u>	<u>23,726,717</u>
Total Expenditures			
Excess (Deficit) of Revenues over Expenditures	<u>1,156,903</u>	<u>1,720,368</u>	<u>(538,855)</u>
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	<u>\$ 7,318,954</u>	<u>\$ 9,039,322</u>	<u>\$ 8,500,466</u>

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect on July 1, 2025.

**PORTAGE PUBLIC SCHOOLS  
SCHOOL SERVICE FUND BUDGET APPROPRIATIONS RESOLUTION  
2025/26 ADOPTED BUDGET**

Be it resolved that this resolution shall be the School Service Fund appropriations of Portage Public Schools for the fiscal year 2025/26. A resolution to make appropriations, to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2025/26 is as follows:

	Food Service		Bookstore		School Activities	
	Amendment #1 2024/25	Adopted 2025/26	Amendment #1 2024/25	Adopted 2025/26	Amendment #1 2024/25	Adopted 2025/26
Total Fund Balance, Beginning of Year, July 1	2,474,668	1,760,816	-	-	1,239,496	1,239,496
<b>REVENUES:</b>						
Local Sources	520,600	482,100	17,390	20,500	1,750,000	1,775,000
State Sources	1,915,198	2,381,950	-	-	-	-
Federal Sources	2,257,471	2,150,189	-	-	-	-
Total Revenues and Other Transactions	4,693,269	5,014,239	17,390	20,500	1,750,000	1,775,000
Total Available to Appropriate	7,167,937	6,775,055	17,390	20,500	2,989,496	3,014,496

Be it further resolved that \$5,762,761 of the Food Service total, \$18,000 of the Bookstore total and \$1,675,000 of the School Activities total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>						
Food Service	5,287,121	5,642,761	-	-	-	-
Bookstore	-	-	16,101	18,000	-	-
Student Activities	-	-	-	-	1,750,000	1,675,000
Outgoing Transfer to General Fund for Indirect Costs	120,000	120,000	-	-	-	-
Total Expenditures and Outgoing Transfers	5,407,121	5,762,761	16,101	18,000	1,750,000	1,675,000
Excess (Deficit) of Revenues over Expenditures	(713,852)	(748,522)	1,289	2,500	0	100,000
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 1,760,816	\$ 1,012,294	\$ 1,289	\$ 2,500	\$ 1,239,496	\$ 1,339,496

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

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated. This appropriations resolution will take effect July 1, 2025.

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

**Note Page**

**IX. Required Action Items**

3. Resolution to Set 2025 Tax Rates (MCL 380.1611)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Resolution to Set 2025 Tax Rates for Summer and Winter Taxes, as presented.**



**TO :** Mark Bielang, Superintendent  
**FROM :** Paula Johnson, Director of Finance  
**DATE :** June 24, 2025  
**SUBJ :** Resolution to Set 2025 Tax Rates

### RECOMMENDATION

That the Board of Education adopt the attached resolution which sets tax rates for both summer and winter levies.

### BACKGROUND INFORMATION

The attached resolution sets the tax millage rates for our 2025/26 fiscal year for the General Fund (operating), Debt Retirement Fund, and Building & Site Sinking Fund as called for in our budget appropriation acts.

You will notice that this resolution continues a 100% summer tax collection for General, Debt Retirement, and Building and Site Sinking Fund millages in the City of Portage. A summer tax collection program, where available and cost effective, is extremely critical to our operating cash flow. Our studies indicate that the District would have to borrow funds if we did not have a summer tax collection program in the City of Portage.

Related to the City of Kalamazoo and Pavilion and Texas Townships, the administration is recommending that we collect all of our taxes during the winter levy. Due to the small amount of non-homestead property in these units, and the collection expenses we would pay for summer tax collection, we will keep the levy in December.

The County-wide Enhancement Millage that was renewed by the voters in May, 2023, and the Special Education Millage that was renewed in the May, 2021 election. They will be levied by K/RESA and distributed to each local school district in Kalamazoo County.

Please let me know if you have any questions regarding this recommendation.

**RESOLUTION TO SET 2025 TAX RATES  
FOR SUMMER AND WINTER TAXES**

**Portage Public Schools**

Be it resolved that millage rates for the Portage Public School District, Kalamazoo County District #45, be set as follows for the 2025/26 fiscal year, and that the Board of Education President and Secretary be authorized to certify the following rates:

**City of Portage**

In Mills

	<b><u>2025 Summer Tax Rate</u></b>	<b><u>2025 Winter Tax Rate</u></b>	<b><u>Total Rate</u></b>
Operating (Non-Homestead Only)	17.5695	0	17.5695
Building & Site Sinking	0.4980	0	0.4980
Debt Retirement	<u>6.8500</u>	<u>0</u>	<u>6.8500</u>
Total School Tax Rate	<u>24.9175</u>	<u>0</u>	<b><u>24.9175</u></b>

**City of Kalamazoo, Pavilion Township, Texas Township**

In Mills

	<b><u>2025 Summer Tax Rate</u></b>	<b><u>2025 Winter Tax Rate</u></b>	<b><u>Total Rate</u></b>
Operating (Non-Homestead Only)	0	17.5695	17.5695
Building & Site Sinking	0	0.4980	0.4980
Debt Retirement	<u>0</u>	<u>6.8500</u>	<u>6.8500</u>
Total School Tax Rate	<u>0</u>	<u>24.9175</u>	<b><u>24.9175</u></b>

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

**Note Page**

**X. Action Items**

1. Approve Resolution to Submit Bond Proposal (MCL 168.312)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Resolution to Submit School Improvement Bond Proposition for the November 4, 2025 Election, as presented.**



TO: Board of Education  
FROM: Mark Bielang  
DATE: June 11, 2025  
SUBJ: Resolution to Submit Bond Proposal

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

### **RECOMMENDATION**

That the Board of Education adopt the enclosed resolution, which places a Bond Proposal for continuation of Elementary Schools District-Wide Improvements for \$132,400,000 on the November 4, 2025 election ballot and directs the Secretary of the Board of Education to file this resolution with the County Clerk who serves as the Election Coordinator.

### **BACKGROUND INFORMATION**

The current proposal continues to address facility needs at the elementary school level, the PCEC facility (Early Childhood Education and Community High School), technology, and buses, and is part of a continuum of facility needs the District has identified through the Facility Master Planning Process.

First, for some perspective. In 2019, a district-wide steering committee was formed to review and update the Master Facility Plan with an eye on facility needs at the elementary level. The plan was updated and presented to the Board in June 2019. The recommendations included the following:

- Replace AMB, ANG, CEL, HAV, and WOD
- Renovate MBE
- Address the facilities necessary to house Community HS and Curious Kids/Early Childhood programs
- Conduct a feasibility study of existing district sites
- Develop Elementary Educational Specifications
- Phase in the elementary projects
- Continue to upgrade and improve district technology
- Place a bond issue on the ballot to implement the plan

During the 2019-2020 school year, Elementary Educational Specifications were developed and a feasibility study was conducted. The results were presented to the board in early 2020. The Board developed a plan to move forward and hired Perspectives, Inc. to conduct a community survey to gauge support of the plan. The survey was conducted in late March 2020 and results reported to the Board and community in late April. Due to the impact of COVID-19, the Board delayed efforts to move forward.

Once again, a community survey was conducted by Perspectives, Inc. and the results were presented to the Board on May 3, 2021. The survey indicated community support for the plan, which included the following:

- Replace AMB, ANG, CEL, HAV, and WOD at their existing school sites
- Renovate MBE
- Create a home for Curious Kids/Early Childhood programs and Community High School
- Acquire school buses
- Acquire and install district technology

The total cost of this plan was expected to cost \$175,725,000 based on cost estimates developed in 2018. Voters approved the plan in August 2021 and we were able to keep our annual debt millage at 6.85 mills. Shortly after the bond issue was approved, costs for labor and materials skyrocketed due primarily to the impact of the COVID-19 pandemic. Costs increased by approximately 30% based on information previously provided to the Board.

We began implementing our plan knowing that we would likely encounter a shortfall at some point. Toward that end, we are completing and will be occupying two new elementary schools - Central and Haverhill - this fall and begin construction of Woodland Elementary School this summer. Preliminary conceptual design work has begun for Amberly and engagement sessions held at Angling Road and Moorsbridge elementary schools. We have also completed some emergency-type work at the Community Education Center on Milham so that the life expectancy of that building is extended by a few years.

The remaining bond funds will not allow us to complete the projects as presented. Also, since the original plan was developed in 2019, additional needs have surfaced, plans have been refined, and costs have been further analyzed. Our financial condition remains strong. Based on a review by our financial advisor, we are in a great position to keep our debt millage rate at or below the current rate in finishing this part of the plan, continuing to purchase school buses, and acquiring technology across the district.

The enclosed resolution has been developed by our bond counsel for our use. It reads very closely to what we asked last time (see enclosed redlined version) and has been modified to allow us to fund needs that have arisen since the last vote.

Enclosures

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

**RESOLUTION TO SUBMIT SCHOOL IMPROVEMENT BOND PROPOSITION  
(NOVEMBER 4, 2025 ELECTION DATE)**

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At a regular meeting of the Board of Education (the “Board”) of the Portage Public Schools, County of Kalamazoo, State of Michigan (the “School District”), held in the School District on June 30, 2025, at 6:30 p.m., prevailing Eastern time.

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

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

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

WHEREAS, the Board determines that it is necessary for the health, safety and welfare of the School District for the purpose of erecting and completing new school buildings and other facilities, including buildings to replace existing elementary schools; remodeling, equipping, reequipping, furnishing and refurnishing and constructing additions to school buildings and other facilities in the school district; acquiring school buses; acquiring and installing instructional technology, technology infrastructure and equipment in and connecting new and existing school district building and other facilities; and acquiring, preparing, developing, and improving sites, including playfields, playgrounds, school buildings and other facilities and structures? (collectively, the “Projects”), a copy of which is attached as Exhibit A; and

WHEREAS, the School District is of the opinion that in order to finance the Projects, a school improvement bond proposition, a copy of which is attached as Exhibit A (the “Bond Proposal”), should be submitted to the electors at the school election to be held November 4, 2025; and

WHEREAS, it is necessary and desirable for the School District to borrow the sum of not to exceed One Hundred Thirty-Two Million Four Hundred Thousand Dollars (\$132,400,000) pursuant to the Bond Proposal, and if authorized by the qualified electors of the School District, issue bonds of the School District in multiple series, for the purpose of defraying the cost of the Projects, including costs of issuing such bonds; and

WHEREAS, it is necessary and desirable to submit the Bond Proposal to the School District’s electors on November 4, 2025; and

WHEREAS, in order for the Bond Proposal to be submitted to the School District's electors

on November 4, 2025, it is necessary for the Board of Education to certify the wording of the Bond Proposal to the Clerk of Kalamazoo County (the “School District Election Coordinator”), as required by Act 116, Public Acts of Michigan, 1954, as amended.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Bond Proposal is hereby certified to the School District Election Coordinator for submission to the School District’s electors on November 4, 2025. The Superintendent or his designee, on behalf of the Secretary of the Board of Education, is hereby authorized and directed to file this resolution and/or complete any such forms, certificates or documents as may be required by the School District Election Coordinator to evidence the foregoing certification and/or submission by no later than 4:00 p.m. on August 12, 2025.

2. The School District Election Coordinator is hereby authorized and directed to: (a) post and publish notice of last day of registration and notice of election for the November 4, 2025 election; and (b) have prepared and printed ballots for submitting the Bond Proposal at the November 4, 2025 election, which ballots shall be in the form appearing in Exhibit A, or the propositions shall be stated as proposals on the voting machines, which ballots may include other matters presented to the electorate on the same date.

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

AYES: Members \_\_\_\_\_  
\_\_\_\_\_

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

RESOLUTION DECLARED ADOPTED.

**EXHIBIT A**

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

**Elementary Schools and District-Wide Improvements**

Shall the Portage Public Schools, County of Kalamazoo, State of Michigan, borrow the principal sum of not to exceed One Hundred Thirty-Two Million Four Hundred Thousand Dollars (\$132,400,000) and issue its general obligation unlimited tax bonds for the purpose of defraying the cost of the following projects to create a modern learning environment for students and for health, safety, security, energy conservation and other purposes:

- Erecting and completing new school buildings and other facilities, including buildings to replace existing elementary schools;
- Remodeling, equipping, reequipping, furnishing and refurnishing and constructing additions to school buildings and other facilities in the school district;
- Acquiring school buses;
- Acquiring and installing instructional technology, technology infrastructure and equipment in and connecting new and existing school district building and other facilities; and
- Acquiring, preparing, developing, and improving sites, including playfields, playgrounds, school buildings and other facilities and structures?

The annual debt millage required to pay the debt service on the School District's proposed and outstanding bonds is estimated to remain at or below the 2025 levy of 6.85 mills. The estimated millage to be levied in 2026 to service this issue of bonds is 0.74 mills (\$0.74 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds of this issue is 1.68 mills (\$1.68 per \$1,000 of taxable value). The bonds may be issued in multiple series, payable in the case of each series in not to exceed 30 years from the date of issue of such series.

(Under State law, expenditure of bond proceeds must be audited and bond proceeds may not be used to pay teacher or administrator salaries, routine maintenance or repair costs or other School District operating expenses.)

YES

NO

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

**Note Page**

**X. Action Items**

2. Administrative Contract Extensions (EL 2.5)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education authorize the Superintendent to issue administrator contract extensions, as presented, not to extend beyond June 30, 2027, and with additional compensation in the aggregate, as approved by the Board as part of the initial 2025/2026 budget.**



Every student. Every future.

Mark T. Bielang  
*Superintendent*  
Phone: 269.323.5147  
fax: 269.323.5149  
[mbielang@portageps.org](mailto:mbielang@portageps.org)

To: Board of Education  
From: Mark T. Bielang  
RE: Administrative Contracts Renewals  
Date: June 30, 2025

**RECOMMENDATION**

It is recommended that the Board of Education authorize the Superintendent to issue Administrator contract extensions, not to extend beyond June 30, 2027, and with additional compensation in the aggregate, as approved by the Board as part of the initial 2025/2026 budget, for the following individuals:

ALBURTUS, ERIC A	HS Principal
BAILEY, SIDNEY, IV	MS Assistant Principal
BLASINGAME, DARRYL D	EL Principal
CARSON, JENNIFER A*	EL Principal
CROUCH, ZACHARY A	EL Principal
CUGNETTI, KIMBERLY	MS Principal
DEVISSER, ABBY	ESI Supervisor
FUEHR, ANDREW	EL Principal
GALIN, BRADLEY D	Director of HR
HINGA, KELLY	HS Assistant Principal
HOSTETLER, JENNIFER A	Dean of Students - CoHS
JENSENIUS, KELLY L	Director of Elementary Instruction
JOHNSON, PAULA	Director of Finance
KAYLOR, AJA S	HS Assistant Principal
MCCARREN, EFTHIMIA P	ESI Supervisor
MCCULLOUGH, ALEXANDRA C	EL Principal
MEDD, CRAIG A	MS Assistant Principal
MESSENGER, JASON	MS Principal
MILLER, RYAN	Director of Technology
PASCOE, MICHAEL	Assistant Supt. Of Instruction
PATTERSON, DYLAN	HS Assistant Principal
SALISBURY, TAMA R	HS Assistant Principal
SHEAHAN, MACKENZIE	Director of Curriculum
SPEAKER-GERSTHEIMER, TRACY I	Director of Curriculum
THOMSEN, TRAVIS S	MS Principal
WAGENAAR, SARA L	EL Principal
WAGNER, CLINTON J	HS Principal
WALKER, JUSTIN E	MS Assistant Principal
WEBSTER, KATIE M	ESI Supervisor
WILLIAMSON, ESSENCE D*	EL Principal
ZONTS, JEREMY A	EL Principal

## **BACKGROUND**

Policy 2.5.11, Financial Condition and Activities, indicates that the Superintendent “shall not make any adjustment to the salary or length of any Administrator contract without prior approval by the Board of Education of these parameters for the Administrative group in total.”

Additionally, Policy 2.5.7 prohibits the Superintendent from contracting for “...equipment, goods, or services in excess of \$100,000.” All Administrators except two (listed with asterisks) exceed the \$100,000 threshold.

The contracts of the Administrators listed above are due to expire on June 30, 2026. My recommendation is to extend the contracts for the above listed Administrators through June 30, 2027, essentially providing the Administrators with a two-year contract. Two Administrators will remain on one-year contracts for the 2025/2026 school year, James Shafer and Tracey Lowder.

All of the Administrators listed above are currently employed by the District. Contracts for the following Administrators were previously approved by the Board and are not part of this recommendation:

- |                   |                                   |
|-------------------|-----------------------------------|
| 1. Anne Gordon    | Director of Special Education/ESI |
| 2. Lindsay French | Director of Early Childhood       |

Regarding salary for the group in total: The 2025/2026 board-approved budget currently only includes a step increase to the group which amounts to approximately \$87,249.50 or 1.93 percent to the aggregate over the previous year.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
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**Note Page**

**X. Action Items**


3. Approve Agreement Between PPS & WPLL (EL 2.6)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the agreement between Portage Public Schools and West Portage Little League, as presented.**



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

To: Board of Education  
From: Mark   
Date: June 25, 2025  
Re: Agreement Between PPS & WPLL

**RECOMMENDATION**

The Board of Education approve the agreement between Portage Public Schools and West Portage Little League, as presented.

**BACKGROUND**

The last known agreement the District had with West Portage Little League (WPLL) dated back to 2014. We could not find an executed copy of that agreement and WPLL could not either. Both parties felt it would be appropriate to have a new agreement in place moving forward related to the use of the 12th Street Complex. The terms of the current agreement are very similar to what we put in place in 2014. WPLL is expected to provide an annual report to the District about improvements to the property, plans for the future, and a recap of how the fields have been used in the previous year. This report should be coming to the Board in October or November of each year.

Marti Phelps and I met earlier this month with the current President of WPLL, Ben Kirby, to talk through the provisions of the agreement and make the edits to the previous agreement.

The agreement is enclosed.

**AGREEMENT**  
**Between**  
**PORTAGE PUBLIC SCHOOLS**  
**And**  
**WEST PORTAGE LITTLE LEAGUE ORGANIZATION**

It is the intention of Portage Public School District, 8107 Mustang Drive, Portage, MI 49002; 269.323.5000 (District) to enter into this Agreement with the West Portage Little League Organization (Association) to manage, maintain, support and improve the 12th Street Complex as an athletic facility for community use.

Accordingly, the following provisions apply to this Agreement:

1. The Association will procure and provide a broad form comprehensive general liability policy in the total amount of \$5 million for all activities at the 12th Street Complex. The Association shall name the District, its Board of Education, officials, officers, employees and agents as additional insured on such insurance policy. The Association shall provide the District with a Certificate of Insurance each year of this agreement and shall provide at least thirty (30) days written notice to the District in event of cancellation, termination, material modification, or non-renewal of the policy.
2. To the extent permitted by law, the Association shall defend, indemnify, and hold harmless the District, its Board of Education, officials, officers, employees and agents from any and all liability, claims, damages, suits, costs, or expenses arising out of the Associations use of the 12th Street Complex.
3. Scheduling of the 12th Street Complex will be conducted by the Association. Annually, the Association will provide the District with the names and phone numbers of individuals to contact for scheduling activities at the 12th Street Complex.
4. Subleasing of the 12th Street Complex for the purpose of generating profit is strictly prohibited.
5. The Association will be responsible for the management and maintenance of the 12th Street Complex in a good and usable condition at its own expense.
6. The Association may contract with the District for any maintenance and/or support services as may be required from time to time.
7. The Association may make capital improvements to the 12th Street Complex. Any such improvements valued at \$5,000 or more will be presented to the District for approval and shall be in compliance with all applicable building codes, regulations, ordinances, or any other law.

8. The District will inherit/retain all improvements to the 12th Street Complex in the event the Association dissolves or discontinues this Agreement. Full rights and responsibilities for maintenance, management, and scheduling will return to the District.
9. In the event the District must discontinue this Agreement, the District will provide six (6) month notice to the Association.
10. The Association may bid to purchase the 12th Street complex property shall the District desire to sell such property.
11. The Association will provide, on an annual basis (on or about September 1), a written report to the District that includes the following information:
  - a. Community/group usage
  - b. Summary of improvements
  - c. Statement about how the property was managed and maintained.
  - d. Anticipated improvements during the upcoming twelve (12) months.This report shall be submitted to the Superintendent of Schools or Designee. A representative of the Association may be asked to present the report at a Board of Education meeting.
12. The 12th Street Complex will retain its status as a public school facility. Applicable rules, regulations, and policies of the State of Michigan and the District will be enforced by the Association. The following District rules, as amended from time to time, govern the use of buildings and grounds. These rules are not to be deemed as all-inclusive:
  - a. The drinking of intoxicating beverages or liquors or the use of any illegal drugs anywhere in or on the school premises is prohibited. Restrictions as set forth in appropriate policy regarding smoking on district premises and weapon free school zone must be enforced.
  - b. Persons attending events at the 12th Street Complex must confine themselves to the Complex unless otherwise approved.
  - c. Disorderly conduct of any kind is prohibited.
  - d. The use of buildings and grounds is granted for designated/legitimate purposes only. The Association shall assume full responsibility for any unlawful act committed in the exercise of this Agreement.
13. This Agreement shall be effective as of the date upon which the last of the parties listed below has signed the Agreement and shall remain in effect for a period not to exceed five (5) years provided that provisions contained herein are complied with/not violated, as determined by the District. Any amendments or changes to the provisions in this Agreement shall be in writing.

---

Signature of WPLL Representative

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Printed Name & Title of WPLL Signer

---

Date signed

---

Signature of PPS Representative

---

Printed Name & Title of PPS Signer

---

Date signed

12th Street Complex - West Portage Little League



**PORTAGE PUBLIC SCHOOLS  
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**Note Page**

**X. Action Items**

4. Approve Superintendent Contract (EL 4.5)

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Superintendent Contract of Employment with Johnny Edwards for a three-year period July 1, 2025 and ending on June 30, 2028, as presented.**

**PORTAGE PUBLIC SCHOOLS  
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**X. Action Items**

5. Retiree Proclamation

**Recommended Motion**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the 2024-25 Retiree Proclamation, as presented.**



## **PROCLAMATION RECOGNITION AND COMMENDATION FOR RETIRING EMPLOYEES**

**WHEREAS,** the following certified and classified employees have announced their intention to retire from Portage Public Schools, namely,

Mark Bielang, Jeanine Mattson-Gearhart, and Chris Riker.

**WHEREAS,** they have faithfully served and supported the students and staff of this community; and

**WHEREAS,** they supported great teaching and learning in classrooms; and

**WHEREAS,** they took phone calls or answered e-mail at all hours of the day; and

**WHEREAS,** appropriate recognition of their dedicated and devoted service shall come to the attention of the entire community.

**NOW, THEREFORE, BE IT RESOLVED,**

that the Board of Education of the Portage Public Schools takes great pleasure in recognizing the contributions of these administrators, and expresses its sincere gratitude for their contributions to Portage Public Schools, and further wishes them a healthy, happy, and rewarding retirement.

Proclaimed this 30th day of June, 2025  
Portage Public Schools' Board of Education

**PORTAGE PUBLIC SCHOOLS  
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**XI. Discussion Items**

1. Revisions to Operational Policies 5610 & 5611 (BL 0131.1)

Should the Board opt to move this discussion item to action, the following motions are recommended.

**Recommended Motion to Move to Action**

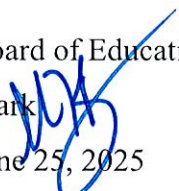
**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to move the discussion item Revisions to Operational Policies 5610 & 5611 to action.**

**Recommended Motion to Approve**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the revisions, as presented, to Operational Policy 5610 - Emergency Removal, Suspension, and Expulsion of Students and Operational Policy 5611 - Due Process Rights.**



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

To: Board of Education  
From: Mark   
Date: June 25, 2025  
Re: Policy Updates

**Recommendation**

It is recommended that the Board of Education approve, as presented, revisions to Operational Policies 5610-Emergency Removal, Suspension, and Expulsion of Students and 5611-Due Process Rights.

**Background**

Changes being recommended to these two policies were initiated by administration to provide consistency in language and more accurately capture existing practices. These were reviewed at the Board's Policy Committee's April meeting to clarify that the Board continues to delegate authority to the Superintendent to handle student suspensions and expulsions... except where the law requires board member participation in certain reinstatement situations.

The policies with the proposed revisions are enclosed.

Book	Policy Manual
Section	5000 Students
Title	Copy of EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS
Code	po5610 draft revisions 6.30.25
Status	
Adopted	September 14, 2015
Last Revised	October 12, 2020
Prior Revised Dates	11/26/2018

### 5610 - **EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

#### **Factors to be Considered Before Suspending or Expelling a Student**

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

**Except as otherwise noted in this policy, the Superintendent will act on behalf of the Board.**

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

#### **Restorative Practices**

The Superintendent shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the Superintendent decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### Due Process

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The Director of Educational Supports & Intervention Special Education shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent or designee may suspend a student for a period not to exceed 10 school days without holding a formal due process hearing. For consideration of a long-term suspension or expulsion, while the student is on a 10 school day suspension, a due process hearing must be held and a decision in writing from the Superintendent, on behalf of the Board, provided to the parent/guardian, adult student or emancipated minor stating whether the student will be suspended long-term or expelled, the length of the suspension or expulsion and any requirements to be met prior to return (such as reinstatement or re-entry meeting) or if the student may return to school at the conclusion of the 10 day suspension (or sooner) and any conditions for the return.

~~For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.~~

### Emergency Removal or Short-Term Suspension

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. The Board designates the Superintendent or designee as its representative at any hearings regarding the appeal of an emergency removal or short-term suspension. The appeal decision shall be final and not subject to appeal.

### Long-Term Suspension or Expulsion

Due process set out in Policy 5611 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days. The Superintendent, on behalf of the Board, will make the final decision regarding long-term suspension or expulsion following a due process hearing. That decision is final and not subject to appeal.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard.

The Superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum;
- B. standards of behavior for all students in accordance with District Board policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

#### **Persistent Disobedience or Gross Misconduct/CSC Against Another District Student**

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

#### **Physical and Verbal Assault**

Unless a different determination is made after consideration of the factors identified above, the District shall permanently expel a student in grade six or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five (5) and below for a period of time as determined at the Superintendent's Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

## **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the **Superintendent Board** the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

**There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Superintendent determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.**

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the District's weapon-free school zone, together with the name of the District, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

### **Reinstatement**

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor **or expelled for any other reason for a period of 180 school days** may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a **written** request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or

emancipated minor may submit a **written** request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

- C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a **written** request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the **written** request for reinstatement to the Superintendent.
- E. Within ten (10) school days after receiving the petition, the **Superintendent, on behalf of the Board,** shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
- F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the **Superintendent/Board.** The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following the:
1. extent to which reinstatement would create a risk of harm to students or school staff;
  2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
  3. age and maturity of the student;
  4. student's school record before the expulsion incident;
  5. student's attitude concerning the expulsion incident;
  6. student's behavior since the expulsion and the prospects for remediation;
- G. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
1. abide by a behavior contract involving the student, his/her parents, and an outside agency;
  2. participate in an anger management program or other counseling activities;
  3. cooperate in processing and discussing periodic progress reviews;
  4. meet other conditions deemed appropriate by the committee;
  5. accept the consequences for not fulfilling the agreed upon conditions.

The ~~Board~~ **Superintendent, on behalf of the Board,** shall make ~~its~~ a decision no later than **five (5) school days** ~~the next regular Board meeting~~ following the committee's submission of its recommendations. The **reinstatement** ~~Board's~~ decision shall be final and is not subject to appeal.

In the event a student who has been ~~permanently~~ expelled from another school **district for any reason (but has not been reinstated)** requests admission to this District, ~~in making its decision, the Board shall follow the same procedure for reinstatement it has established in paragraphs A-F, above,~~ **shall be followed for the reinstatement of a student.**

Students expelled for **180 school days for** reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition ~~the Board~~ for reinstatement **as established in paragraphs A-F above.** ~~The Board~~ **The Superintendent** may, at **his/hers** discretion, consider the petition upon any standards and with any procedures it determines appropriate under the circumstances.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Superintendent for offenses found in the Student Code of Conduct.

The Superintendent is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See Policy 5630.01)

### **Due Process Rights**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following:

#### **A. Students Subject to Short-Term Suspension**

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent **or designee** whose decision will be final **and not subject to appeal**.

#### **B. Students Subject to Long-Term Suspension and Expulsion**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefor, and must also be given an opportunity to appear before the Board with a representative **at a due process hearing** to answer the charges. **The hearing will be private.** The student and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony ~~to the Board~~, and a summary of the facts to which the witnesses will testify. **While the student is on a 10 school day suspension, the due process hearing must be held and a decision in writing from the Superintendent, on behalf of the Board, provided to the parent/guardian, adult student or emancipated minor stating whether the student will be suspended long-term or expelled, the length of the suspension or expulsion and any requirements to be met prior to return (such as reinstatement or re-entry meeting) or if the student may return to school at the conclusion of the 10 school day suspension (or sooner) and any conditions for the return. The post-hearing decision is final and not subject to appeal.** ~~At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school.~~

~~The Superintendent shall develop procedures to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents.~~

### **Corporal Punishment**

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or District through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- A. restrain or remove a student who refuses to comply with a request to behave or report to the office;
  - B. quell a disturbance threatening physical injury to self or others;
  - C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense;
- or

**D.** the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the District contracts for services.

The Superintendent shall provide guidelines, including a list of alternatives to corporal punishment.

**Removal, Suspension, and Expulsion of Students with Disabilities**

The District shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

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State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012

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## 5611 - DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines which District Administrators shall use when dealing with students:

For purposes of this policy, the Board authorizes the Superintendent to act on its behalf.

### A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent or designee whose decision will be final and is not subject to appeal.

### B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefor, and an opportunity to appear with a representative at a due process hearing before the Superintendent to answer the charges. The hearing will be private. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Superintendent, and a summary of the facts to which the witnesses will testify. While the student is on a 10 school day suspension, the due process hearing must be held and a decision in writing from the Superintendent, on behalf of the Board, provided to the parent/guardian, adult student or emancipated minor stating whether the student will be suspended long-term or expelled, the length of the suspension or expulsion and any requirements to be met prior to return (such as reinstatement process or re-entry meeting) or if the student may return to school at the conclusion of the 10 day suspension (or sooner) and any conditions for the return. At the student's request, the hearing may be private. The post-hearing decision is final and not subject to appeal. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610).

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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