

**PORTAGE PUBLIC SCHOOLS' BOARD OF EDUCATION
REGULAR MEETING
CENTRAL HIGH SCHOOL RM #1136, 8135 S. WESTNEDGE, PORTAGE, MI 49002
NOVEMBER 17, 2025, 6:30 PM
AGENDA**

VISION STATEMENT

We are inspired to be an exceptional community grounded in fostering strengths, growth, and lifelong learning. Every student. Every future.

MISSION STATEMENT

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

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
II. REVISIONS/APPROVAL OF AGENDA	2
III. REPORTS	
1. SUPERINTENDENT'S REPORT	3
a. BOND PROJECT UPDATE	
b. FINANCIAL UPDATE	4
c. SUPERINTENDENT'S 90-DAY PRESENTATION	
IV. BOARD EDUCATION - None	
V. COMMENTS OR COMMUNICATIONS	6
1. BY CITIZENS	
2. BY BOARD TRUSTEES	
3. BOARD COMMITTEE REPORTS	
VI. CONSENT AGENDA	7
1. APPROVAL OF MINUTES	
a. NOVEMBER 3, 2025 COMMITTEE OF THE WHOLE WORK SESSION & CLOSED SESSION	8
2. PURCHASE OF SCHOOL BUSES	12
3. REVISIONS TO BYLAW 0167.3	21
VII. ASSURANCE OF DISTRICT PERFORMANCE - None	
VIII. REQUIRED ACTION ITEMS	
1. SUMMER TAX RESOLUTION (EL 2.4)	22
IX. ACTION ITEMS	
1. SET SUPERINTENDENT MIDYEAR PROGRESS REPORT (GP 3.12, MCL 380.1249b)	25
2. ADMINISTRATIVE HANDBOOK CHANGES (EL 2.3)	26
X. DISCUSSION ITEMS	
1. PURCHASE OF BOX TRUCK FOR FOOD SERVICE (OP 6320)	28
XI. ADJOURN	

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 17, 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
CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 17, 2025, 6:30 P.M.**

Note Page

III. Reports

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

 - b. Financial Update

 - c. Superintendent's 90-Day Presentation

**Portage Public Schools
General Fund Budget Progress Report by Function
2025-2026 Fiscal Year**

	Four months ended October 31, 2025				Four months ended October 31, 2024			
	Preliminary Budget 2025- 2026	% of total	Year-to-date activity	% of budget	Preliminary Budget 2024- 2025	% of total	Year-to-date activity	% of budget
Revenue:								
Local	19,978,649	16%	17,777,481	89%	19,002,147	15%	17,501,734	92%
State	89,415,376	73%	11,534,548	13%	91,538,661	74%	11,022,236	12%
Federal	1,203,264	1%	14,837	1%	1,901,369	2%	-	0%
Local payments-other districts	12,127,368	10%	2,762,758	23%	11,437,997	9%	2,312,511	20%
Other/Transfers in	<u>130,000</u>	0%	<u>-</u>	0%	<u>120,000</u>	0%	<u>-</u>	0%
Total Revenue	122,854,657	100%	32,089,622	26%	124,000,174	100%	30,836,481	25%
Expenditures:								
Instruction								
Basic Programs	62,290,929	49%	12,557,378	20%	62,518,724	49%	13,456,165	22%
Added Needs	<u>12,339,549</u>	10%	<u>2,395,409</u>	19%	<u>12,103,721</u>	10%	<u>2,210,577</u>	18%
Total Instruction	74,630,478	59%	14,952,787	20%	74,622,445	59%	15,666,743	21%
Supporting Services								
Pupil Support	11,461,290	9%	2,255,581	20%	11,194,306	9%	2,320,453	21%
Instructional Staff	8,457,575	7%	2,186,298	26%	8,530,940	7%	2,398,876	28%
General Administration	873,106	1%	297,134	34%	846,509	1%	270,098	32%
School Administration	6,601,287	5%	1,663,667	25%	6,387,409	5%	1,650,784	26%
Business	1,309,382	1%	460,948	35%	1,268,317	1%	458,005	36%
Operations and Maintenance	11,051,081	9%	3,984,832	36%	11,996,894	9%	3,620,163	30%
Transportation	5,707,490	5%	1,105,679	19%	5,102,480	4%	1,116,901	22%
Central Support Services	3,531,171	3%	1,814,100	51%	3,202,032	3%	1,663,313	52%
Other Support Services	1,942,324	2%	430,484	22%	1,837,507	1%	490,045	27%
Community Services	23,468	0%	13,761	59%	173,243	0%	23,483	14%
Childcare Services	<u>270,287</u>	0%	<u>108,774</u>	40%	<u>1,129,446</u>	1%	<u>332,366</u>	29%
Total Supporting Services	51,228,461	41%	14,321,258	28%	51,669,083	41%	14,344,489	28%
Other Financing Uses/Capital Outlay	<u>142,928</u>	0%	<u>-</u>	0%	<u>21,000</u>	0%	<u>-</u>	0%
Total Expenditures	126,001,867	100%	29,274,045	23%	126,312,528	100%	30,011,232	24%
Excess (deficiency) of revenues over expenditures	(3,147,210)		2,815,578		(2,312,354)		825,249	

**Portage Public Schools
General Fund Budget Progress Report by Object
2025-2026 Fiscal Year**

	Four months ended October 31, 2025				Four months ended October 31, 2024			
	Preliminary Budget 2025- 2026	% of total	Year-to-date activity	% of budget	Preliminary Budget 2024- 2025	% of total	Year-to-date activity	% of budget
Salaries	61,276,322	49%	12,917,548	21%	59,014,191	47%	12,177,648	21%
Benefits	<u>44,529,686</u>	35%	<u>8,939,308</u>	20%	<u>45,351,879</u>	36%	<u>10,083,209</u>	22%
Total Salaries and Benefits	105,806,008	84%	21,856,857	21%	104,366,070	83%	22,260,857	21%
Purchased Services	13,999,493	11%	4,520,927	32%	12,227,500	10%	4,199,617	34%
Supplies	5,957,628	5%	2,066,689	35%	6,443,777	5%	2,789,885	43%
Capital outlay/Other	<u>238,738</u>	0%	<u>829,572</u>	347%	<u>3,275,181</u>	3%	<u>760,872</u>	23%
Total Expenditures	126,001,867	100%	29,274,045	23%	126,312,528	100%	30,011,232	24%

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 17, 2025, 6:30 P.M.**

Note Page

VI. Consent Agenda

1. Approval of Minutes
 - a. November 3, 2025 Committee of the Whole Work Session & Closed Session

2. Purchase of School Buses

That the Board of Education approve, as presented, the purchase of five buses - four (4) 77-passenger buses and one (1) lift bus – all from Holland Bus for a total of \$765,622.00, the funds for which will come from the 2025 bond fund (the third series from the 2021 vote).

3. Revisions to Bylaw 0167.3

That the Board of Education approve the revisions to Bylaw 0167.3 – Public Participation at Board Meetings, as presented.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

**COMMITTEE OF THE WHOLE WORK SESSION
NOVEMBER 3, 2025**

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, November 3, 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, Mark Stevenson, Randy Van Antwerp

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Novaria, seconded by Mrs. Rohwer, that the Board of Education approve the agenda as amended to add Revisions to Bylaw 0167.3 as Discussion Item X.4.

The motion carried unanimously.

REPORTS

Superintendent's Report

2024-25 Audit Presentation

Ms. Paula Johnson, Director of Finance, provided introductory remarks. Mr. Kim Lindsay, from Rehmann, the District's external auditor, shared highlights from the audit conducted for the 2024-25 school year. He gave an unmodified opinion on its financial statements, the highest of audit opinions, and reported there were no findings or reportable conditions. In addition, he reviewed assets, liabilities, fund balance, revenues, expenses and General Fund revenue sources and expenditures. He thanked Paula Johnson and her team for their work.

President Van Antwerp thanked Mr. Lindsay for the report. Trustees expressed their appreciation to Ms. Johnson and her staff for their work.

State Budget Update

Ms. Paula Johnson provided an update on the budget the state recently passed.

Bond Project Update

Mr. Russ Gerbers, Assistant Superintendent of Operations, showed photos of construction progress at the Woodland Elementary site.

Other

Ms. Michelle Karpinski, Community Relations Manager, reviewed the various methods used to promote the bond proposal on the ballot for the November 4, 2025 election.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the floor to public comments.

Kat Frink highlighted the good things happening across the district.

President Van Antwerp thanked Ms. Frink for her remarks and opened the floor to Trustee comments.

Mrs. Novaria congratulated the Portage Central Men's Soccer team on their state championship victory.

Ms. Larson agreed with Mrs. Novaria's remarks and commended our marching bands for a successful season.

Mr. Snyder expressed appreciation for all communications regarding the bond proposal.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: meeting minutes from the October 20, 2025 Policy Governance Retreat and Regular Business Meeting.

As there were no objections, the consent agenda was adopted as presented.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 2.2, Treatment of Staff

Superintendent Edwards highlighted key points from the report.

Motion offered by Dr. Stevenson, seconded by Mrs Crawford, that the Board of Education accept as presented, the Monitoring Report on 2.2, Treatment of Staff, as a reasonable interpretation and evidence of compliance with policy.

The motion carried unanimously.

Monitoring Report 2.3, Compensation and Benefits

Superintendent Edwards reviewed the report, noting specific highlights.

Motion offered by Mrs. Rohwer, seconded by Ms. Larson, that the Board of Education accept Monitoring Report 2.3 Compensation and Benefits, as a reasonable interpretation and evidence of compliance with policy.

The motion carried unanimously.

Monitoring Report 2.5, Financial Condition/Activities (External Audit Action)

The external audit report was presented earlier in the meeting under the Superintendent's Report portion of the agenda. The Board took action at this time on that report.

Motion offered by Mr. Snyder, seconded by Mrs. Crawford, that the Board of Education accept the 2024/25 Financial Report and Management Letter, as presented.

The motion carried unanimously.

DISCUSSION ITEMS

Summer Tax Resolution

Per Ms. Paula Johnson, this is an annual action item for the Board, which facilitates the approval of a summer property tax levy. Ms. Johnson responded to questions from Trustees.

Purchase of School Buses

Per Mr. Russ Gerbers, each year we replace up to six buses to maintain a safe and reliable fleet. This recommendation is for the purchase of five (5) buses to replace aging vehicles as part of the annual replacement cycle.

Purchase of Pianos

Mr. Russ Gerbers reviewed the recommendation to purchase pianos and related equipment. This will be the third and final musical instrument acquisition in a series aimed at updating our music program.

The Board opted to move this discussion item to action.

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

The motion carried unanimously.

Motion offered by Mrs. Rohwer, seconded by Ms. Larson, that the Board of Education approve the purchase of two (2) pianos and piano equipment from Sweetwater Sound for the total of \$34,388.00, the funds for which will come from the 2019 Unallocated Contingency Bond Fund.

The motion carried unanimously.

Revisions to Bylaw 0167.3

President Van Antwerp reviewed the proposed change to Bylaw 0167.3. There was no discussion or opposition to the proposed revision.

CLOSED SESSION**Consider Attorney-Client Privileged Material**

Motion offered by Mrs. Novaria, seconded by Dr. Stevenson, that the Board of Education move into closed session under Section 8(h) of the Open Meetings Act, to consider attorney-client privileged material.

Upon a roll call vote, the motion carried unanimously.

The Board entered into closed session at 7:37 p.m. and returned to open session at 8:06 p.m.

POST-CLOSED ACTION

Post-closed action was on the agenda; however, the Board opted for no action.

With no further business to come before the Board, the meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Barb Atkinson
Recording Secretary

To: Johnny Edwards, Superintendent
From: Russ Gerbers, Assistant Superintendent of Operations
CC: Paula Johnson, Director of Finance
Date: November 3, 2025
Re: 2025-2026 Bus Purchase

RECOMMENDATION

I recommend that the Board of Education approve the purchase of four (4) 77-passenger buses and one (1) lift bus from Holland Bus for a total of \$765,622 to come from the 2025 bond fund (the third series from the 2021 vote).

BACKGROUND INFORMATION

Our regular bus replacement schedule provides for the replacement of up to six buses each year. This ongoing rotation helps minimize costly repairs and maintenance associated with aging vehicles while ensuring the safety and reliability of our transportation fleet.

As part of this year's cycle, the Transportation Department has evaluated the district's oldest and highest-mileage buses—those that have exceeded their expected service life—and is recommending the purchase of five (5) new buses to replace them.

The new buses will include enhanced safety and performance features such as front and rear cameras, stability control, air disc brakes, and additional rear stop signs to further support a safe and efficient transportation experience for our students and drivers.

BIDDING PROCESS

The buses were bid using the Michigan School Business Officials (MSBO) bus purchasing program. Further documentation is attached for your reference. We have purchased buses from Holland Bus previously and have been satisfied with prompt support of any issues that we have had. We continue to take the diesel buses out of commission and replace them with gasoline buses.

I would be happy to answer any questions.

Michigan Bus Purchasing
Price Comparison Report - Spec #24669
 Oct 14, 2025 1:12 PM

Buying Organization **Holland**
 670 E 16th St
 Holland MI 49423-3738

Notes Portage 3310 Air Gas Phase I 25-26
 Product Category Conventional (2025-26 Phase 1)
 Product 77 Passenger
 Quantity 4

Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price			\$144,427.00	\$141,388.00	\$153,463.00

Chassis Options

Air Dryer

Bendix AD-IP dryer w/spin-on filter	C101	N/C	(\$231.00)	N/A
-------------------------------------	------	-----	------------	-----

Alternator

240-amp, Leece-Neville	C123	\$140.00	S/E	\$159.00
------------------------	------	----------	-----	----------

Axle, Front: minimum load

12,000 lbs.	C142	\$159.00	S/E	N/A
-------------	------	----------	-----	-----

Axle, Rear: minimum load

23,000 lbs.	C153	\$623.00	S/E	\$226.00
-------------	------	----------	-----	----------

Batteries

3 12-volt, 1,000-CCA each	C164	\$62.00	\$121.00	\$906.00
---------------------------	------	---------	----------	----------

Brakes, ESC

Electronic Stability Control for Air Brakes	C172	S/E	S/E	S/E
---	------	-----	-----	-----

Brakes, Traction Control

For air brakes	C184	S/E	S/E	S/E
----------------	------	-----	-----	-----

Engine

Cummins ISB 220hp, 600 torque, PTS2500 trans	C204	S/E	---	---
--	------	-----	-----	-----

Cummins ISB 240 hp wPTS2500 trans	C202	---	---	S/E
-----------------------------------	------	-----	-----	-----

Gasoline Engine, 7.3 L w/Ford Trans	C218	N/A	(\$3,350.00)	N/A
-------------------------------------	------	-----	--------------	-----

Fuel Tank

Increase to 100-gallon gasoline tank	C252	N/A	\$375.00	N/A
--------------------------------------	------	-----	----------	-----

Headlights

LED Headlamps	C266	13	S/E	S/E	\$657.00
---------------	------	----	-----	-----	----------

Pedals, Adjustable

Adjustable brake and accelerator pedals	C310	\$917.00	\$912.00	\$550.00
Rust Proofing				
Rust proofing fuel tank anticorrosion spray coating	C315	\$478.00	\$192.00	\$316.00
Steering				
Telescoping steering wheel	C320	S/E	N/C	N/C
Switches, Ignition				
Keyed alike	C350	N/C	\$5.00	\$23.00
Tires				
11R22.5 steer fr; mud/snow rear, Goodyear	C373	N/A	(\$32.00)	(\$410.00)
Turn Signals				
Fender-mounted, LED	C422	\$171.00	S/E	\$132.00
Warranty, Extended				
2 year/unlimited miles	C450	S/E	\$720.00	\$590.00

Body Options

Antenna				
Flexible rubber radio antenna	B170	S/E	S/E	N/A
Battery Cut Off Switch				
Add battery cut off switch	B190	S/E	S/E	S/E
Bus Lock Up System				
Front only	B221	N/A	\$64.00	S/E
Color, Interior				
Walls white	B234	N/A	S/E	S/E
Crossing Gate Arm				
Electric w/stow bracket	B241	\$280.00	\$445.00	N/C
Defogger Fans				
Increase from 2 to 3	B250	N/A	\$65.00	\$70.00
Door, Entrance				
Electric, double out, split type	B260	(\$187.00)	\$325.00	(\$263.00)
Electrical Equipment and Wiring				
Camera System, Front/Rear Back-up View, exterior	B275	N/A	S/E	N/A
Exit, Evacuation Step				
Step & handle at rear door	B310	\$245.00	S/E	\$105.00
Exit, Roof Hatch				
2 Specialty ProLo 9240 series	B324	(\$62.00)	(\$360.00)	N/A
Floor Covering				
1 piece, gray	B373	N/A	\$780.00	(\$212.00)
Mirror, Timer				
Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				

Rosco, Eye-Max LP, heated	B537	\$41.00	S/E	N/A
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$309.00	\$265.00	\$132.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$373.00
Power Source				
12-volt power source in driver's area	B615	S/E	S/E	S/E
Radio & Public Address System				
AM/FM radio, PA System inside & outside	B623	\$647.00	\$597.00	\$503.00
Seat, Driver's				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$42.00
Seat, Driver's Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	S/E
Step Tread				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
Stepwell				
Stainless steel	B755	N/A	\$545.00	\$843.00
Stop Arm Signals				
Safe Fleet, Electric, HI-Viz Illuminated stop sign, front and rear	B767	N/A	\$261.00	N/A
Storage Compartment, Large (90-105")				
With light, gas spring & lock (each)	B775	\$788.00	\$1,530.00	\$1,423.00
Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$269.00
Storage Pouch				
Mounted on barrier behind driver	B782	\$21.00	\$16.00	\$50.00
Tail Pipe				
Exhaust Exit, Left Side	B803	N/A	(\$120.00)	\$39.00
		Configured Price \$149,573.00	\$145,691.00	\$159,986.00

Dealer Options

Protect camera system install		\$2,200.00
Black reflective lettering		\$200.00
Stainless steel LH exhaust	15	\$0.00
Delete light monitor		(\$50.00)

Delete Pre-trip activation		\$0.00	
Protect camera system install	\$2,200.00		
Protect camera system install			\$2,200.00
relocation park brake to lower dash		\$0.00	
	<u>Hoekstra</u>	<u>Holland</u>	<u>Midwest Transit</u>
	Unit Price \$151,773.00	\$148,041.00	\$162,186.00
	Total Price \$607,092.00	\$592,164.00	\$648,744.00
	Grand Total \$607,092.00	\$592,164.00	\$648,744.00

Michigan Bus Purchasing
Price Comparison Report - Spec #24671
 Oct 14, 2025 1:14 PM

Buying Organization **Holland**
 670 E 16th St
 Holland MI 49423-3738

Notes Portage 3310 SN Air Gas Phase I 25-26

Product Category Conventional (2025-26 Phase 1)

Product 77 Passenger

Quantity 1

	Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price				\$144,427.00	\$141,388.00	\$153,463.00

Chassis Options

Air Dryer

Bendix AD-IP dryer w/spin-on filter

C101

N/C

(\$231.00)

N/A

Alternator

240-amp, Leece-Neville

C123

\$140.00

S/E

\$159.00

Axle, Front: minimum load

12,000 lbs.

C142

\$159.00

S/E

N/A

Axle, Rear: minimum load

23,000 lbs.

C153

\$623.00

S/E

\$226.00

Batteries

3 12-volt, 1,000-CCA each

C164

\$62.00

\$121.00

\$906.00

Brakes, ESC

Electronic Stability Control for Air Brakes

C172

S/E

S/E

S/E

Brakes, Traction Control

For air brakes

C184

S/E

S/E

S/E

Engine

Cummins ISB 220hp, 600 torque, PTS2500 trans

C204

S/E

Cummins ISB 240 hp wPTS2500 trans

C202

S/E

Gasoline Engine, 7.3 L w/Ford Trans

C218

N/A

(\$3,350.00)

N/A

Fuel Tank

Increase to 100-gallon gasoline tank

C252

N/A

\$375.00

N/A

Headlights

LED Headlamps

17

C266

S/E

S/E

\$657.00

Pedals, Adjustable

Adjustable brake and accelerator pedals	C310	\$917.00	\$912.00	\$550.00
---	------	----------	----------	----------

Rust Proofing

Rust proofing fuel tank anticorrosion spray coating	C315	\$478.00	\$192.00	\$316.00
---	------	----------	----------	----------

Steering

Telescoping steering wheel	C320	S/E	N/C	N/C
----------------------------	------	-----	-----	-----

Switches, Ignition

Keyed alike	C350	N/C	\$5.00	\$23.00
-------------	------	-----	--------	---------

Tires

11R22.5 steer fr; mud/snow rear, Goodyear	C373	N/A	(\$32.00)	(\$410.00)
---	------	-----	-----------	------------

Turn Signals

Fender-mounted, LED	C422	\$171.00	S/E	\$132.00
---------------------	------	----------	-----	----------

Warranty, Extended

2 year/unlimited miles	C450	S/E	\$720.00	\$590.00
------------------------	------	-----	----------	----------

Body Options**Air Conditioning**

Thermo King Michigan TM-552-MS, center-plenum, dual discharge system w/TM-21 compressor, 103,000 BTU (includes 5-yr warranty)	B129	\$17,900.00	\$17,400.00	\$18,400.00
---	------	-------------	-------------	-------------

Antenna

Flexible rubber radio antenna	B170	S/E	S/E	N/A
-------------------------------	------	-----	-----	-----

Battery Cut Off Switch

Add battery cut off switch	B190	S/E	S/E	S/E
----------------------------	------	-----	-----	-----

Bus Lock Up System

Front only	B221	N/A	\$64.00	S/E
------------	------	-----	---------	-----

Color, Interior

Walls white	B234	N/A	S/E	S/E
-------------	------	-----	-----	-----

Crossing Gate Arm

Electric w/stow bracket	B241	\$280.00	\$445.00	N/C
-------------------------	------	----------	----------	-----

Defogger Fans

Increase from 2 to 3	B250	N/A	\$65.00	\$70.00
----------------------	------	-----	---------	---------

Door, Entrance

Electric, double out, split type	B260	(\$187.00)	\$325.00	(\$263.00)
----------------------------------	------	------------	----------	------------

Electrical Equipment and Wiring

Camera System, Front/Rear Back-up View, exterior	B275	N/A	S/E	N/A
--	------	-----	-----	-----

Exit, Evacuation Step

Step & handle at rear door	B310	\$245.00	S/E	\$105.00
----------------------------	------	----------	-----	----------

Exit, Roof Hatch

2 Specialty ProLo 9240 series	B324	(\$62.00)	(\$360.00)	N/A
-------------------------------	------	-----------	------------	-----

Floor Covering

1 piece, gray	B373	N/A	\$780.00	(\$212.00)
---------------	------	-----	----------	------------

Floor Tracking System				
4 floor rows/1 row over windows/L-track/1 WC (each) (Qty: 5)	B380	(\$1,855.00)	\$3,700.00	\$2,210.00
Mirror, Timer				
Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				
Rosco, Eye-Max LP, heated	B537	\$41.00	S/E	N/A
Mirrors, Rearview				
Rosco Open View ES, remote, heated, split view	B575	\$309.00	\$265.00	\$132.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$355.00	\$220.00	\$373.00
Power Source				
12-volt power source in driver's area	B615	S/E	S/E	S/E
Radio & Public Address System				
AM/FM radio, PA System inside & outside	B623	\$647.00	\$597.00	\$503.00
Seat, Driver's				
National, air ride w/o arm rests	B663	\$115.00	\$192.00	\$42.00
Seat, Driver's Belt				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Seats, Child Restraint				
Sabre, 36" track mount (per seat) (Qty: 4)	B698	\$1,600.00	---	---
36" IMMI Sabre ICS - (2) ICS, (2) lap belts, track mount (per seat) (Qty: 4)	B677.4	---	---	\$2,300.00
IMMI 36"-3-pt (Qty: 4)	B677.8	N/A	N/C	N/A
Seats, Passenger				
Deduct for delete seat (per seat) (Qty: 11)	B705	(\$2,662.00)	(\$4,906.00)	(\$1,485.00)
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Seats, Track-mounted				
36" seat (Qty: 4)	B729	\$1,516.00	N/C	\$296.00
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	S/E
Step Tread				
Pebble tread w/metal backing	B750	S/E	N/A	N/A
Stepwell				
Stainless steel	B755	N/A	\$545.00	\$843.00
Stop Arm Signals				
Safe Fleet, Electric, HI-Viz Illuminated stop sign, front and rear	B767	N/A	\$261.00	N/A
Storage Compartment, Large (90-105")				
With light, gas spring & lock (each)	B775	\$788.00	\$1,530.00	\$1,423.00

Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$269.00
Storage Pouch				
Mounted on barrier behind driver	B782		\$21.00	\$16.00
Tail Pipe				
Exhaust Exit, Left Side	B803	N/A	(\$120.00)	\$39.00
Wheelchair Entry				
Midship lift door w/Braun NL9191B, 34" wide	B828		\$6,704.00	\$5,937.00
Wheelchair Securements (L-Track)				
Q-Straint Q-8300-A1QRT (each) (Qty: 5)	B854		\$3,920.00	\$2,470.00
Configured Price			\$176,696.00	\$170,292.00
				\$185,042.00

Dealer Options

Protect camera system install			\$2,200.00	
Black reflective lettering			\$200.00	
Stainless steel LH exhaust			\$0.00	
Delete light monitor			(\$50.00)	
Delete Pre-trip activation			\$0.00	
Protect camera system install		\$2,200.00		
Protect camera system install				\$2,200.00
B720 2 lap belts per location			\$816.00	
relocation park brake to lower dash			\$0.00	
			Hoekstra	Holland
Unit Price			\$178,896.00	\$173,458.00
				Midwest Transit
Total Price			\$178,896.00	\$173,458.00
				\$187,242.00
Grand Total			\$178,896.00	\$173,458.00
				\$187,242.00

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

Board of Education meetings are held for the purpose of conducting the business of the school district. The Board recognizes the importance of letting the public express themselves on district matters and welcomes community input at our board meetings.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation. The rules shall be administered and enforced by the presiding officer of the meeting. Respectful, civil conduct is expected of all those attending a board meeting in order to model the behavior expected of Portage students.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the designated public participation portion(s) of a meeting.
- C. Attendees must register their intention to speak during the public participation portion of the meeting by completing the Speaker Registration Form at the beginning of the meeting. **Each speaker must provide their name, state whether they reside within district boundaries, and specify the topic of their remarks.**
- D. Individuals may not register others to speak during public participation.
- E. Participants must first be recognized by the presiding officer and may not be called in the order in which they have signed the Speaker Registration Form.
- F. Each statement made by a participant shall be limited to three (3) minutes duration.
- G. Speakers may not yield any of their speaking time to others.
- H. No participant may speak more than once.
- I. Participants shall direct all comments to the Board and not to staff or other participants.
- J. The presiding officer may:
 1. interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest);
 2. request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
 3. request that speakers provide a written copy of their comments and supporting documents to the Board Secretary if available;
 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
 6. request that signs be removed if they create an obstruction between the Board and the audience or if they are disruptive in the meeting;
 7. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business;
 8. acknowledge and thank each speaker.
- J. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- K. Speakers should present comments in a respectful and courteous manner. Names of individuals should not be mentioned when bringing matters to the attention of the Board. Speakers should refrain from mentioning any student by name and should contact the Superintendent directly regarding personnel matters. The District has a legal obligation to provide due process for both students and employees.

The Board may permit individuals to attend meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

Audio or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience, including signs.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 17, 2025, 6:30 P.M.**

Note Page

VIII. Required Action Items

1. Summer Tax Resolution (EL 2.4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the Annual Summer Tax Resolution that authorizes Portage Public Schools to continue its summer tax collections in 2026, as presented.



TO: Johnny Edwards, Superintendent
FROM: Paula Johnson, Director of Finance
DATE: October 29, 2025
SUBJECT: Summer Tax Collection Resolution

Recommendation

That the Board of Education approve the attached Annual Summer Tax Resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2026.

Background Information

Attached is a resolution regarding the authorization of summer tax collections, which was prepared by Thrun Law Firm. This resolution is similar to the resolution that has historically been approved by the Board each year. It facilitates the approval of a summer property tax levy.

The Board is still required to notify all taxing jurisdictions by December 31, 2025 of our intent to levy summer taxes. In previous years, we have limited our summer collection to the City of Portage due to the collection costs that the other tax units have proposed. In conjunction with the other Districts in Kalamazoo County who levy taxes in the City of Kalamazoo, we continue to analyze the possibility of collecting summer taxes with them as they have updated their charter with regard to tax collections.

As almost 95% of our operating tax collections come from the City of Portage, the summer tax collection allows the District to continue operating without state aid collections in the month of September. Without the summer tax collection, the District would need to borrow operating funds for cash flow purposes.

I would be happy to answer any questions that you or Board members may have on this resolution.

Attachment

Annual Summer Tax Resolution

Portage Public Schools, County of Kalamazoo, State of Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held in Portage Central High School, 8135 S. Westnedge Avenue, Portage, MI 49002, within the boundaries of the District, on the 17th day of November, 2025, at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District within the City of Portage, and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2025 its previously-adopted ongoing resolution imposing a summer tax levy, with respect to the City of Portage, of 100% of annual school property taxes, including debt service, upon property located within the District within the City of Portage, and continuing from year-to-year until specifically revoked by the Board, and requests that the City of Portage collect those summer taxes.

2. The Superintendent, the Director of Finance and Treasurer, or a designee thereof, is authorized and directed to forward to the governing body of the City of Portage a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that the City of Portage agree to collect the summer tax levy for 2026 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the City of Portage's governing body on or before December 31, 2025.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent, the Director of Finance and Treasurer, or a designee thereof, is authorized and directed to negotiate on behalf of the District with the governing body of the City of Portage for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

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

Ayes: Members _____

Nays: Members _____

Resolution declared _____.



**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 17, 2025, 6:30 P.M.**

Note Page

IX. Action Items

1. Set Superintendent Midyear Progress Report (GP 3.12, MCL 380.1249b)

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
PORTAGE CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 17, 2025, 6:30 P.M.**

Note Page

IX. Action Items

1. Administrative Handbook Changes (EL 2.3)

Recommended Motion

Motion offered by _____, seconded by _____, that the Board of Education approve the administrative handbook changes, as presented.



Bradley D. Galin, MBA, SPHR
Director of Human Resources
Phone: 269.323.5152
bgalin@portageps.org

To: Board of Education
From: Bradley Galin, MBA, SPHR
Date: November 17, 2025
Re: Administrator Handbook Recommendations

RECOMMENDATION:

It is recommended that the Board of Education approve changes to the Administrator Handbook as presented.

Background

The administrator handbook has been updated with the following changes:

Change to the health insurance to reflect change from ABC 1 to ABC 2.5 and a change in how HSA contributions are made.

Language to allow a different retirement date for 52-week administrators other than the end of a school year.

Changes to the request process for administrators attending conferences to allow for more consistent tracking of conference attendance.

Update to the administrator pay scale as part of the handbook to comply with new requirements from the Office of Retirement Services. This update reflects the changes already approved by the Board following the contract settlement with the PEA

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION – REGULAR BUSINESS MEETING
CENTRAL HIGH SCHOOL, ROOM #1136
NOVEMBER 17, 2025, 6:30 P.M.**

Note Page

X. Discussion Items

1. Purchase of Box Truck for Food Service (OP 6320)

To: Johnny Edwards, Superintendent
From: Russ Gerber, Assistant Superintendent of Operations
CC: Paula Johnson, Director of Finance
Date: November 17, 2025
Re: Box Truck for Food Service

RECOMMENDATION

I am recommending that the Board of Education approve the purchase of a 2026 Econoline-450 with Box Truck and liftgate from Bob Maxey Ford in Detroit, MI for a total of \$74,900 to come from the Lunch Fund Excess Fund Balance.

BACKGROUND INFORMATION

The Food Service Department currently operates a daily delivery program that transports meals and supplies from the central kitchen to multiple satellite elementary school sites. These deliveries include breakfast, lunch, milk, and other food service items essential to the daily meal programs at each school. Reliable transportation is critical to maintaining consistent meal service schedules and ensuring food safety during transit.

The existing box truck used for these deliveries has become increasingly unreliable due to age and mileage. Frequent mechanical issues and downtime have resulted in delivery delays, increased maintenance costs, and logistical challenges for food service operations. To maintain compliance with food safety regulations and ensure efficient service to all elementary schools, the purchase of a new food service box truck is necessary. This investment will support continued timely meal delivery and reduce long-term maintenance expenses associated with the current aging vehicle.

At the same time, we will retire the current box truck we use for Food Service that is in a constant state of disrepair. The district last purchased a box truck for food service in 2012, and this investment ensures we continue providing safe, dependable, and cost-effective transportation for our food service program.

BIDDING PROCESS

The passenger vans were competitively bid with Bob Maxey Ford. being the lowest bidder who best fits the needs and requirements of the transportation department. A bid tab has been attached to this recommendation for your review. The increase in price from the bid tab is an adjustment in moving up from the F350 (\$69,865) to the F450(\$74,900). I would be happy to answer any questions.

Bid Tab RFP# 20472 Food Service Truck
Responses Due 10/10/2025 @ 10:00 AM

Vendor Name	Bob Maxey Ford	Freightliner of Kalamazoo	Spirit Ford, INC
Location	Detroit, MI	Mattawan, MI	Ann Arbor, MI
Phone Number	313-420-1092	616-719-9100	248-403-1781
Contact Name	Frank Kurta	Eric Schultz	Michael White
Contact Email	frank.kurta220@gmail.com	erics@ftlgr.com	michaelw@spiritforddundee.com
Legal Forms			
Iran	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Familial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Legal Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Vehicle Make/ Model	2025 Ford Econoline w/Box Truck	Freightliner M2-106	Ford Econoline E350 or 450 Cutaway
Vehicle Year	2026	2027	2026
Cubic Feet of Cargo:	890	970	840
Unit Price Delivered	\$69,865.00	\$113,160.00	\$77,848.00
Total Price	\$69,865.00	\$113,160.00 + Tariff costs	350- \$77,848 450- \$79,838
Estimated Delivery	70-90 days aro	April 2026	90 to 120 days aro
MISC		Tariff to be added*	

Signature  10/10/25

Signature  10-10-25