

**BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE  
WORK SESSION**

**NOVEMBER 8, 2010**

**COMMUNITY ROOM  
ADMINISTRATION BUILDING  
8111 S. WESTNEDGE, PORTAGE, MI**

**6:30 P.M.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORK SESSION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
NOVEMBER 8, 2010, 6:30 P.M.  
AGENDA**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**REPORTS**

1. SUPERINTENDENT'S REPORT

**COMMENTS OR COMMUNICATIONS**

1. BY CITIZENS
2. BY BOARD TRUSTEES
3. BOARD COMMITTEE REPORTS
4. BOARD LEARNING TIME

**DISCUSSION ITEMS\***

1. BOND PROJECTS
  - a. TECHNOLOGY BID
    - i. VOIP PHONE INFRASTRUCTURE
2. FUTURE FINANCIAL CONSIDERATIONS
  - a. GENERAL OPERATING FUND UPDATE
  - b. SUMMER TAX COLLECTION RESOLUTION
  - c. EDUJOB ACT FUND
  - d. ENHANCEMENT MILLAGE
  - e. OTHER
3. OTHER

**ACTION ITEM**

1. BOND PROJECTS
  - a. TECHNOLOGY BID
    - i. RECOMMENDATION TO PURCHASE – DESKTOP COMPUTERS

\* CITIZENS WISHING TO COMMENT ON DISCUSSION ITEMS WILL BE ALLOWED TO DO SO AFTER THE BOARD'S DISCUSSION.

**PORTAGE PUBLIC SCHOOLS MISSION STATEMENT**

Portage Public Schools will shape the future by empowering every student to contribute intelligently and ethically in an information rich, global society.

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**Reports**

1. Superintendent's Report

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**Comments or Communications**

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

4. Board Learning Time

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**Discussion Items**

1. Bond Projects
  - a. Technology Bid
    - i. VoIP Phone Infrastructure

Daniel J. Vomastek  
*Director of Information and  
Technology Systems*

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dvomastek@portageps.org

## MEMO

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To: Superintendent Wells  
Dt: November 4<sup>th</sup>, 2010  
Re: Recommendation to Purchase – Infrastructure: Cisco VoIP Upgrades

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### Recommendation

I recommend that the Board accept the quote from NETech for the purchase of 517 phones and related equipment to support the District's ongoing VoIP (Voice over Internet Protocol) phone system replacement for a total of \$250,164.45, proceeds coming from the 2008 Bond Funds #1 and #2.

### Background

As the Board is aware, the District is replacing its existing PBX phone system with a Cisco-based VoIP solution. This purchase will provide the required equipment to complete this replacement district-wide.

### Financial Information

An RFP was issued on October 15<sup>th</sup>, 2010. We received complete responses from two vendors, with NETech providing the lowest pricing. The table below summarizes the responses.

Vendor	Location	Total Proposal
NETech	Portage, MI	\$250,164.45
ISI	Grand Rapids, MI	\$272,263.84

This pricing includes voluntary alternates from both vendors to upgrade our core VoIP servers to better handle the added equipment. The low bid came in 50% lower than current list prices – a positive result for Portage. The purchase price matches the set budget for the expense. The purchase includes three years of warranty support and software assurance.

### Additional Information

This RFP listed specific part numbers and quantities. As we previously determined to standardize on Cisco based hardware and software for our VoIP project, all subsequent expansions of this system will require specific types and quantities of parts. We expect this equipment to have a lifespan of ten years or more.

I would be happy to answer any additional questions you or the Board may have.

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**Discussion Items**

2. Future Financial Considerations

a. General Operating Fund Update

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
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COMMUNITY ROOM - ADMINISTRATION BUILDING  
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**Discussion Items**

2. Future Financial Considerations

b. Summer Tax Collection Resolution

Karla Colestock  
*Business Manager*  
(269)323-5186 Voice  
(269)323-5189 Fax  
[kcolestock@portageps.org](mailto:kcolestock@portageps.org)

TO: Marsha Wells, Superintendent  
FROM: Karla Colestock, Business Manager  
DATE: November 3, 2010  
SUBJECT: Summer Tax Collection Resolution

**Recommendation**

That the Board of Education approve the attached resolution that authorizes the Portage Public Schools to continue our summer tax collections in 2011.

**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. By referencing the resolution passed by the Board of Education in 1995, it facilitates the approval of a summer property tax levy without having to place a notice in a newspaper of general distribution and eliminates the need to hold a public hearing. This will eliminate a great deal of confusion on the part of the public and also saves the District approximately \$500 in publication fees.

The Board is still required to notify all taxing jurisdictions before January 1, 2011 of our intent to levy summer taxes. In previous years we have limited our summer tax collection to the City of Portage due to the collection costs that the other taxing units have proposed.

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

**PORTAGE PUBLIC SCHOOLS**

**RESOLUTION ON SUMMER TAX COLLECTIONS**

**WHEREAS**, this Board of Education by resolution on **December 11, 1995**, determined to impose a summer tax levy to collect all of school property taxes, including debt service, upon property located within the district, beginning with 1996 and continuing from year to year until specifically revoked by this Board of Education.

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

1. This Board of Education pursuant to 1976 PA 451, as amended (the "School Code"), hereby invokes its previously adopted ongoing resolution imposing a summer tax levy of all school property taxes, including debt service, upon property located within the district and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this districts located to collect those summer taxes.

2. The Superintendent, or his/her designee, is authorized and directed to forward to the governing body of each city and/or township in which this district is located 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 each such city and/or township agree to collect the summer tax levy for 2011 in the amount as specified in this resolution. Such forwarding of the resolution and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 2011.

3. Pursuant to and in accordance with Section 1613(1) of the School Code, the Superintendent or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer tax levy that the city and/or township may bill under MCLA 280.1611 or MCLA 280.1612. 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 are hereby rescinded.

AYE: \_\_\_\_\_

NAY: \_\_\_\_\_

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

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**Discussion Items**

2. Future Financial Considerations

c. EduJob Act Fund

**Portage Public Schools  
Federal Grant Summary  
October 25, 2010**

**For the Year Ending June 30, 2011**

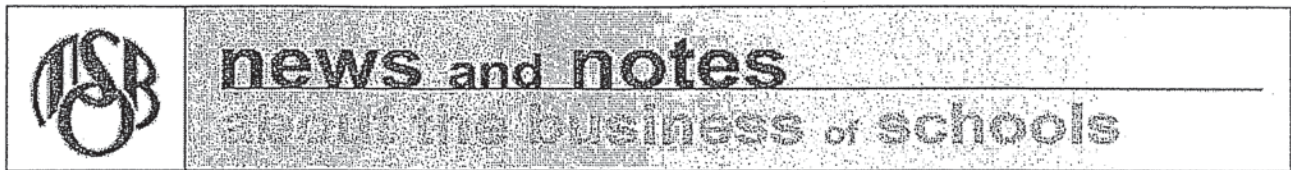
**American Recovery and Reinvestment Act**

\$184 million statewide  
Preliminary allocation of \$997,710 for Portage Public Schools  
\$116 per pupil fte  
June 30, 2011 is the final year for spending these funds.

**Education Jobs Fund**

\$316 million statewide  
Preliminary allocation of \$1,889,930 for Portage Public Schools  
\$220 per pupil fte  
2 year grant began August 10, 2010; ends September 30, 2012

Expenses must be incurred at the building level.  
Expenses must be incurred for salaries and fringe benefits.  
Expenses can be used to retain current staff; rehire laid off staff  
or hire new staff.  
Expenses cannot be used for Central Administration  
salaries and fringe benefits.



October 29, 2010

### **Education Jobs Fund—Review of FAQs and Time and Effort Reporting Update**

As a follow up to the MBSO/MDE Workshop that was held on Tuesday, October 26, 2010 in Lansing, a quick review of the [Education Jobs Fund Guidance](#) from the U.S. Department of Education (USED) may answer some of the questions that were asked about the use of funds.

#### **D-1. For what purposes may an LEA use its Ed Jobs funds?**

An LEA must use its funds only for compensation and benefits and other expenses, such as support services, necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, or secondary educational and related services.

#### **D-2. What categories of expenses may an LEA support with Ed Jobs funds?**

For purposes of this program, the phrase “compensation and benefits and other expenses, such as support services” includes, among other things, salaries, performance bonuses, health insurance, retirement benefits, incentives for early retirement, pension fund contributions, tuition reimbursement, student loan repayment assistance, transportation subsidies, and reimbursement for childcare expenses.

#### **D-3. Which employees may an LEA support with Ed Jobs funds?**

An LEA may use the funds to pay the salaries of teachers and other employees who provide school-level educational and related services. In addition to teachers, employees supported with program funds may include, among others, principals, assistant principals, academic coaches, in-service teacher trainers, classroom aides, counselors, librarians, secretaries, social workers, psychologists, interpreters, physical therapists, speech therapists, occupational therapists, information technology personnel, nurses, athletic coaches, security officers, custodians, maintenance workers, bus drivers, and cafeteria workers.

#### **D-4. What are the statutory prohibitions on an LEA’s use of Ed Jobs funds?**

The statute prohibits LEAs from using Ed Jobs funds for general administrative expenses as that term is defined by the National Center for Education Statistics (NCES) in its Common Core of Data. These prohibited expenses are administrative expenditures related to the operation of the superintendent’s office or the LEA’s board of education, including the salaries and benefits of LEA-level administrative employees. The statute also prohibits LEAs from using Ed Jobs funds for other LEA-level support services expenditures as that term is defined in the Common Core of Data. These prohibited activities include the payment of expenditures for fiscal services, LEA program planners and researchers, and human resource services.

#### **D-5. May an LEA use Ed Jobs funds to pay the salaries and benefits of an LEA-level**

**administrative official who also teaches or has other school-level responsibilities?**

For an individual with both LEA-level and school-level responsibilities, an LEA may use Ed Jobs funds to pay only that portion of the employee's salary and benefits associated with the time spent on allowable (i.e., school-level) activities. The LEA must maintain documentation substantiating that amount of time.

**D-6. May an LEA use Ed Jobs funds to change previously established employee salary schedules or to reduce the number of furlough days?**

Yes. An LEA may use Ed Jobs funds, for example, to restore reductions in salaries and benefits and to implement salary increases for the 2010-2011 school year. In addition, an LEA may use the funds for any additional salary and benefits costs associated with the elimination of furlough days that had been scheduled for the 2010-2011 school year. An LEA may not use Ed Jobs funds to compensate employees for any period prior to August 10, 2010, the date of enactment of the Act.

**D-7. May an LEA use Ed Jobs funds to pay the compensation and benefits of individuals who provide school-level services but are not employees of an LEA?**

No. An LEA may not use the funds to pay for contractual school-level services by individuals who are not employees of an LEA (e.g., janitors employed by an outside firm). However, an LEA that contracts with another LEA to provide educational and related services may use Ed Jobs funds to pay that portion of the contract associated with the salaries and benefits of the employees of the LEA providing the services.

As you implement your plans for the use of the Education Jobs Funding or have other questions, please forward them to me, [rdwan@msbo.org](mailto:rdwan@msbo.org), and I will follow up with MDE or USED to get additional guidance.

Bob

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**Discussion Items**

2. Future Financial Considerations

d. Enhancement Millage

e. Other

3. Other

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**Action Item**

1. Bond Projects
  - a. Technology Bid
    - i. Recommendation To Purchase – Desktop Computers

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education accept the recommendation to purchase 363 desktop computers from Trivalent Group, Inc., for an amount not to exceed \$248,655.00 proceeds coming from the 2008 Bond Funds #1 and #2, as presented.

Daniel J. Vomastek  
Director of Information and  
Technology Systems

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dvomastek@portageps.org

## MEMO

To: Marsha Wells, Superintendent  
Dt: October 20, 2010  
Re: Recommendation to Purchase – Desktop Computers

### Recommendation

*I recommend the purchase of 363 desktop computers from Trivalent Group, Inc. for an amount not to exceed \$248,655, proceeds coming from the 2008 Bond Funds 1 and 2.*

### Background

This October, an RFP was issued for the replacement of desktop computers in our elementary computer labs and media centers. The computers currently in use have reached the end of their useful life and will be recycled. The increased performance of these replacements will free up time for instruction as well as provide a viable platform for our upcoming software upgrades. We expect these new computers to have a useful life of five to seven years.

### Response and Financial Details

We received responses from six vendors. The results are summarized below:

Vendor	Location	Brand	Cost
Lake Center Computers	Portage, MI	Custom built by Vendor	\$289,311
Trivalent	Portage, MI	Dell	\$248,655
Ace Computers	Arlington Heights, IL	Ace	\$238,128
Netrix	Bannockburn, IL	HP	\$317,625
Sehi	Rochester Hills, MI	HP	\$304,557
JPK Micro Supply	City of Industry, CA	Custom built by Vendor	\$217,800

We are recommending the Trivalent bid over the low bids for the following reasons:

- Trivalent has a local presence in Portage.
- We currently have a large investment in Dell technologies; as such our staff is familiar with the units.
- As per our current service agreement with Dell, our hardware specialists may perform warrantee work on Dell computers. They have direct access to Dell's part ordering system, and PPS is reimbursed by Dell for warrantee work they perform. This warrantee agreement covers three years.
- We find the Dell hardware to be of superior design and construction compared to the low bids.

This purchase is slightly under our revised budget of \$700 per desktop – a total of \$5,445.

Please let me know if you have any questions.