

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

FEBRUARY 21, 2011

COMMUNITY ROOM

ADMINISTRATION BUILDING

8111 S. WESTNEDGE, PORTAGE, MI

6:30 P.M.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.
AGENDA**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

REPORTS

1. SUPERINTENDENT'S REPORT
2. FINANCIAL REPORT

COMMENTS OR COMMUNICATIONS

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

CONSENT AGENDA

1. MINUTES OF JANUARY 17, 2011, SPECIAL MEETING, JANUARY 24, 2011, SPECIAL MEETING AND REGULAR BUSINESS MEETING, JANUARY 31, 2011, SPECIAL MEETING, FEBRUARY 7, 2011, SPECIAL MEETING AND COMMITTEE OF THE WHOLE WORK SESSION, AND FEBRUARY 9, 2011, SPECIAL MEETING
2. NATIONAL SCHOOL BREAKFAST WEEK PROCLAMATION

REQUIRED APPROVAL ITEMS

1. 2010/11 BUDGET AMENDMENTS
 - a. GENERAL FUND BUDGET AMENDMENT #1 RESOLUTION
 - b. SCHOOL SERVICES FUND BUDGET AMENDMENT #1 RESOLUTION
 - c. BUILDING AND SITE SINKING FUND BUDGET AMENDMENT #1 RESOLUTION
 - d. DEBT RETIREMENT FUND BUDGET AMENDMENT #1 RESOLUTION
2. PORTAGE SCHOOL BUS DRIVERS' ASSOCIATION 2010/11 CONTRACT RATIFICATION

ACTION ITEMS

1. CURRICULUM INSTRUCTION COUNCIL SCIENCE REVISION AFFIRMATION
2. BOND PROJECTS - CENTRAL HIGH SCHOOL/NORTHERN HIGH SCHOOL FURNITURE BIDS

*CITIZENS WISHING TO COMMENT ON DISCUSSION ITEMS WILL BE ALLOWED TO DO SO AT THE END OF THE DISCUSSION PORTION OF THE MEETING.

PORTAGE PUBLIC SCHOOLS MISSION STATEMENT

Portage Public Schools will empower every student to contribute intelligently and ethically in an information rich, global society.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Reports

1. Superintendent's Report

2. Financial Report

**Portage Public Schools
General Fund
Condensed Statement of Revenues and Expenditures
For the Seven Months Ended January 31, 2011**

| | <u>Budget</u> | <u>Actual</u> | <u>%</u> | |
|----------------------------------------|---------------------|-----------------------|----------|------------|
| Revenues | \$ 74,155,169 | \$ 34,481,222 | 46.50% | (1) |
| Expenditures | 74,895,627 | 36,378,260 | 48.57% | (2) |
| Transfers from Site Based Fund Balance | <u>129,108</u> | <u>0</u> | <u>0</u> | <u>(3)</u> |
| Excess of Revenues over Expenditures | <u>\$ (611,350)</u> | <u>\$ (1,897,038)</u> | | |

| Comparison | 2008-09 | 2009-10 |
|--------------|---------|---------|
| Revenues | 48.00% | 45.23% |
| Expenditures | 47.43% | 47.08% |

Note 1 - Actual revenues for 2010-11 are greater than previous years due to the \$165 per pupil reduction reflected in the 2009-10 state aid payments which were not yet reflected within the budget last year. Cable Access revenues carried forward for the completion of the Waylee conversion for Public Media Network use are at 100% of the adopted budget.

Note 2 - Actual expenditures for 2010-11 are greater than previous years due to the payment of the teachers retirement incentive in July, which was \$875,000 and 100% of that budgeted item.

Note 3 - Actual Expenditures for the site based fund balance are included in the expenditure line items.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Comments or Communications

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

4. Board Learning Time

**BOARD OF EDUCATION
SPECIAL MEETINGS**

January 17, 2011

The special meeting of the Board of Education of Portage Public Schools held on Monday, January 17, 2011, was called to order at 4:31 p.m. by President Hollenbeck in the Media Center at Central High School, 8135 S. Westnedge.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

Administration Present: Marsha Wells, Superintendent; Eric Alburtus, Central High School Principal; Ric Perry, Assistant Superintendent of Instruction; Tom Vance, Community Relations Manager; and Dan Vomastek, Director of Information and Technology Systems

Staff Present: Cathy Laurencig, Teacher; Kim Lummis, Assistant Principal; and Deb Ross, Teacher

PRESENTATION

The Board received a presentation on the Central High School - School Improvement Plan. Principal, Mr. Eric Alburtus, led a discussion of Central High's target goals for this year, how they were selected, the key strategies taking place and their plans to evaluate progress. Mr. Alburtus and his building chairs responded to Trustee questions.

The Board called recess at 5:23 p.m.

The special meeting of the Board of Education of Portage Public Schools held on Monday, January 17, 2011, was called to order at 5:35 p.m. by President Hollenbeck in the Community Room of the Administration Building, 8111 S. Westnedge.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

Administration Present: Marsha Wells, Superintendent; Ric Perry, Assistant Superintendent of Instruction; Tom Vance, Community Relations Manager; and Dan Vomastek, Director of Information and Technology Systems

COMMENTS OR COMMUNICATIONS

President Hollenbeck opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mr. Van Antwerp explained guidelines the Board uses for this portion of the meeting.

Mr. Tom Eddy, 8339 Brookwood, a citizen and former Board member, discussed District partnerships and achievements.

DISCUSSION ITEMS

Informal CEO Evaluation Conversation Re: Progress Toward Goals and Prioritization of Goals. President Hollenbeck provided an introduction. Superintendent Wells gave an overview of systemic processes and District achievements over the past three years and first semester accomplishments toward the 2010/11 goals. President Hollenbeck led a discussion and Board members provided feedback relative to achievement of each of the 14 goals. The timeline for secondary science curriculum goal was extended during the discussion.

The Board called recess at 8:21 p.m.

The Board reconvened at 8:31 p.m.

Revision to Policy 3.9, CEO Evaluation Process. The Board discussed revisions to Policy 3.9, CEO Evaluation Process. Minor adjustments were made to the work presented by the CEO Evaluation Committee. The revision will be brought forward for Board action on January 24. Mr. Snyder asked for the Board to conduct an evaluation discussion regarding two goal areas added with the revision: Board of Education Working Relationship and Personal Qualities and Attributes. President Hollenbeck permitted the Board to proceed with the discussion relative to their perceptions of the Superintendent.

Board Performance Self-Assessment. The Board postponed the discussion pertaining to Performance Self-Assessment and determined a date would be established to revisit this topic.

President Hollenbeck opened the floor to citizen comments regarding the Agenda Discussion Items.

Mr. Ted Hartridge, 3723 Songbird Lane, a citizen and former Board member, responded to the Board's discussion of the Superintendent's evaluation.

There being no further business to come before the Board, the meeting was adjourned at 11:14 p.m.

Respectfully submitted,

Marsha Wells
Secretary Pro Tem

**BOARD OF EDUCATION
SPECIAL AND REGULAR BUSINESS MEETING MINUTES**

January 24, 2011

The special meeting of the Board of Education of the Portage Public Schools held on Monday, January 24, 2011, was called to order at 5:02 p.m. by President Hollenbeck in the Media Center of Lake Center Elementary School, 10011 Portage Road, Portage, Michigan.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Melanie Kurdys, Rusty Rathburn, Bo Snyder and Joanne Willson

Board Trustees Absent: Randy Van Antwerp

Administration Present: Denise Bresson, Director of Curriculum and Professional Development; Dan Vomastek, Director of Information and Technology Systems; Mark Root, Lake Center Elementary School Principal; and Marsha Wells, Superintendent

Staff Present: Jenny Kitchen, Teacher; Pat Champion, Reading Specialist; Effie McCarren, Teacher; Lisa Koop, Teacher; Ben Critz, Teacher; and Beth Oudekerk, Teacher

PRESENTATION

The Board received a presentation on the Lake Center Elementary School - School Improvement Plan. Principal, Mr. Mark Root, led a discussion of Lake Center's target goals for this year, how they were selected, the key strategies taking place and their plans to evaluate progress. Mr. Root and his building chairs responded to Trustee questions.

The Board called recess at 5:55 p.m.

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, January 24, 2011, was called to order at 6:30 p.m. by President Hollenbeck in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 60 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

REPORTS

Superintendent's Report: The Community Relations Manager, Mr. Tom Vance, introduced the following journalism teachers: Ms. Cheryl Braford, Mr. Ben Neal, and Ms. Amanda Thorpe and students were recognized.

The Board received a Curriculum Presentation regarding Elementary World Language Programs and a Science proposal update from Ms. Denise Bresson, the Director of Curriculum and Instruction.

Superintendent Wells encouraged Board and community members alike to attend the upcoming musical Hairspray, presented by Central High School.

Superintendent Wells noted January is National School Board Recognition month and thanked the Board members for their hard work and dedication to Portage Public Schools.

Superintendent Wells congratulated Central Elementary custodian, Mr. Steve Verburg, for his recognition and receipt of the 2010 National C.L.E.A.N. Award.

Superintendent Wells offered her condolences to the family of Dr. Thomas Berglund, who passed away unexpectedly.

Superintendent Wells wished a speedy recovery to the young man recently involved in a car accident with a Portage school bus. She also offered best wishes to driver of the bus.

Financial Report: Assistant Superintendent of Operations, Mr. Tom Noverr, presented a financial report for the six month period ending December 31, 2010.

COMMENTS OR COMMUNICATIONS

President Hollenbeck opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mr. Van Antwerp explained guidelines the Board uses for this portion of the meeting.

Mrs. Karen Witvoet, 10722 Center, Angling Road Elementary Principal, addressed the Board in support of Superintendent Wells.

Mrs. Linda Teare, 2534 Tattersall, a citizen, addressed the Board in support of Superintendent Wells.

Mr. Bob Walker, 2812 Vanderbilt, a citizen, addressed the Board in support of Superintendent Wells.

Mr. Tom Eddy, 8339 Brookwood Drive, a citizen, announced his Board of Education candidacy.

Mr. Patrick Flynn, 7596 LaJessica Circle, a teacher, addressed the Board in support of Superintendent Wells.

Ms. Shirley Johnson, 2253 Idlewild, a citizen, addressed the Board and requested the Board and Superintendent work through this adversity.

Mr. John Baker, 9906 Pineview, a citizen, addressed the Board with his concerns regarding handicap parking and seating arrangements.

Mr. Brennan Mange, a student, addressed the Board with fiscal concerns should immediate action be taken against Superintendent Wells.

Ms. Marjorie Dykema, 6876 Towhee, a citizen, voiced her concerns with the Board regarding her retirement from Portage Public Schools.

Mr. Joe Heywood, 1603 Edington, a citizen, addressed the Board in support of Superintendent Wells.

Mr. Jim Menchinger, 7223 Leewood, a citizen, addressed the Board in support of Superintendent Wells.

Mr. Jim Chamness, 6560 S. 12th Street, a citizen, addressed concerns with the leadership at 12th Street Elementary.

Mrs. Wendy Mazer, 5124 Shepherds Glen, a citizen, voiced support for the Board.

Mrs. Judi Santek, 7537 Autumn Street, a citizen, spoke to the Board with her concerns regarding low attendance from community members at the Board meetings.

Mrs. Debbie Rude, 6650 Oleander Lane, a citizen, shared support for the Board.

Mr. Kurt Droppers, 1401 Lama Road, a citizen, thanked the Board for all of their hard work.

Mrs. Alissa Hartridge, 3723 Songbird Lane, a citizen, addressed the Board with concerns regarding media attention.

Mr. Dave Nicolette, 6809 Wellbury, Haverhill Elementary School Principal, addressed the Board in support of Superintendent Wells.

President Hollenbeck opened the floor to comments from fellow Board members.

President Hollenbeck shared comments to clarify quotes made in a recent news article.

Superintendent Wells responded to comments made by Mr. Chamness, informed the audience of their previous meeting and contrasting views.

Superintendent Wells addressed Ms. Dykema's concerns surrounding her retirement.

Mr. Snyder thanked the attendees for sharing their opinions.

Mr. Howe thanked the attendees for their comments and apologized for any misrepresented press coverage.

Mr. Rathburn discussed District successes and recommended Trustees become more engaged with building staff. He also urged everyone to attend the production of Hairspray. Mr. Rathburn informed the audience of the Portage Athletic Foundation's fundraisers, "Steppin Out at the State" on February 12, and plans for a golf outing. He discussed the Board's use of the Carver Governance Model.

Mr. Van Antwerp spoke in support of Superintendent Wells and the District. He discussed media coverage, District accomplishments, Policies, and a turn-around plan.

President Hollenbeck commented on numerous citizen communications he has received regarding the Board. He also discussed goals and informed the audience of Board Candidate Information meeting on Monday, January 31 at 5:30 p.m. to provide information for anyone interested in serving as a Trustee. President Hollenbeck thanked Mr. Eric Alburtus, Central High School Principal, and Mr. Mark Root, Lake Center Elementary Principal, for the informative meetings held in their buildings. He acknowledged and thanked the Trustees families.

President Hollenbeck opened the floor to Board Committee reports.

Mrs. Kurdys provided a Quality and Scorecard Ad Hoc Committee update.

The Owner's Linkage Ad Hoc Committee chair, Mr. Snyder, reported on the January 21 meeting.

Mrs. Kurdys reported on behalf of Mr. Rathburn, chair of the Facilities and Infrastructure Committee, in regards to the Tower Pinkster meeting.

President Hollenbeck, liaison on the District Advisory Council, shared the January meeting highlights.

Mrs. Willson shared an article from the American School Board Journal of January 2011 regarding how schools can engage their community.

CONSENT AGENDA

Mr. Van Antwerp requested the minutes of the January 17, 2011, Special Meeting be removed from the Consent Agenda for further discussion at a future meeting.

President Hollenbeck presented the following Consent Agenda items for approval by the Board of Education: The minutes of the December 13, 2010, Regular Business Meeting, January 10, 2011, Special Meeting and Committee of the Whole Work Session; and the Revision to Policy 3.9, CEO Evaluation Process.

There being no objections to any items, President Hollenbeck declared approval by general consent.

REQUIRED APPROVAL ITEM

Motion offered by Mr. Van Antwerp, seconded by Mr. Snyder, that the Board of Education adopt the Resolution for Regional Millage Renewal, as presented.

Upon a roll call vote, all Trustees present voted in favor of the motion.

ACTION ITEMS

Motion offered by Mr. Rathburn, seconded by Mrs. Kurdys, that the Board of Education approve the furniture, furnishings and equipment purchases as noted in Enclosure #4 for Central and Northern High Schools from the 2008 Bond Fund #1, as presented.

Motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mr. Howe, that the Board of Education authorize the purchase of musical instruments, highlighted in Attachment A, for Central and Northern High Schools from Washington Music Center, Wheaton, Maryland, at a cost not to exceed \$69,133. Funds for this purchase will come from the 2008 Bond Fund #1, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mrs. Kurdys, that the Board of Education accept the proposal from B&B Pools, Livonia, Michigan, for the purchase of new sand filters for each of the swimming pools for the sum of \$65,025. This expenditure would be from the 2010/11 Building and Site Sinking Fund, as presented.

Motion carried unanimously.

Motion offered by Mrs. Kurdys, seconded by Mr. Rathburn, that the Board of Education direct the Administration to set aside \$700,000 of bond contingency funds to ensure the District is able to maintain the current debt levy rate for the 2011/12 school year, as presented.

Mr. Noverr shared details on this recommendation.

Motion carried unanimously.

CLOSED SESSION

Motion offered by Mrs. Kurdys, seconded by Mr. Snyder, that the Board of Education move into closed session for the purpose of discussing attorney-client privileged material [Section 8 (h) of the Open Meetings Act].

Upon a roll call vote, the motion carried by a vote of 6-1.

The Board moved into closed session at 9:30 p.m.

The Board returned to open session at 10:50 p.m.

There being no further business to come before the Board, the meeting was adjourned at 10:50 p.m.

Respectfully submitted,

Lynn Adams
Recording Secretary Pro Tem

RESOLUTION FOR REGIONAL MILLAGE RENEWAL

Portage Public Schools, Kalamazoo County(ies), Michigan (the "District").

A regular meeting of the board of education of the District (the "Board") was held in the Community Room of the Administration Building, on the 24th day of January, 2011, at 6:30 o'clock in the p.m.

The meeting was called to order by Dr. Hollenbeck, President.

Present: Members Dr. Hollenbeck, Mrs. Kurdys, Mr. Van Antwerp,
Mr. Howe, Mr. Rathburn, Mr. Snyder and Mrs. Willson

Absent: Members: None

The following preamble and resolution were offered by Member Mr. Van Antwerp and supported by Member Mr. Rathburn:

WHEREAS:

1. Section 705 of the School Code of 1976, as amended, authorizes a school district to request that the question of a regional enhancement property tax be submitted to the voters by the intermediate school district at the next regular school election or at a special election, if the request is made within 180 days prior to the regular school election held in the majority of the constituent districts; and

2. This Board determines that it is in the best interest of the District to place a regional enhancement millage question before the voters at the May 3, 2011 election in accordance with Section 705 of the School Code of 1976, as amended to renew the millage that expired with the 2010 property tax levy.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This District requests Kalamazoo Regional Educational Service Agency, Michigan, to submit the question of a regional enhancement property tax for 1.5 mills for three (3) years, 2011, 2012 and 2013 to the voters at a special election to be held in each of the constituent districts located within the Kalamazoo Regional Educational Service Agency, on May 3, 2011.

2. The Superintendent or Superintendent's designee is hereby authorized to deliver a certified copy of this resolution and its attachments to the Secretary of the Board of Kalamazoo Regional Educational Service Agency on or before February 22, 2011.

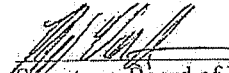
3. A regional enhancement property tax question to be submitted to the voters is set forth on Exhibit "A" attached hereto and is approved and incorporated herein by reference.

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

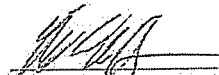
Ayes: Members Dr. Hollenbeck, Mrs. Kurdys, Mr. Van Antwerp,
Mr. Howe, Mr. Rathburn, Mr. Snyder and Mrs. Willson

Nays: Members None

Motion declared Adopted


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Kalamazoo County(ies), Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on January 24, 2011, the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.


Secretary, Board of Education

PJB/ssw

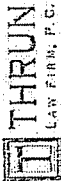


EXHIBIT "A"

REGIONAL ENHANCEMENT MILLAGE
RENEWAL PROPOSAL

Pursuant to state law, the revenue raised by the proposed millage will be collected by the intermediate school district and distributed to local public school districts based on pupil membership count.

Shall the limitation on the amount of taxes which may be assessed against all property in Kalamazoo Regional Educational Service Agency, Michigan, be increased by 1.5 mills (\$1.50 on each \$1,000.00) on taxable valuation for a period of 3 years, 2011, 2012 and 2013, to provide operating funds to enhance other state and local funding for local school district operating purposes; if approved, the estimate of the revenue the intermediate school district will collect the first year of levy, 2011, is approximately \$11,238,288 (this is a renewal of millage which expired with the 2010 tax levy)?

**BOARD OF EDUCATION
SPECIAL MEETING**

January 31, 2011

The special meeting of the Board of Education of Portage Public Schools held on Monday, January 31, 2011, was called to order at 5:30 p.m. by President Hollenbeck in the Professional Development Center of the Administration Building, 8111 S. Westnedge.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: Melanie Kurdys and Rusty Rathburn

Administration Present: Marsha Wells, Superintendent; Tom Noverr, Assistant Superintendent of Operations; and Tom Vance, Community Relations Manager

Others Present: Kevin Hoffer and Jenna Nichols

President Hollenbeck facilitated the Board candidate information meeting and agenda items.

The Assistant Superintendent of Operations, Mr. Tom Noverr, reviewed the details of the election process, becoming a candidate and campaign activities.

Mr. Van Antwerp provided an overview of Board Policy Governance, including key accountabilities of the Board, Board Bylaws and the Policy Governance Model.

President Hollenbeck and Mr. Snyder reviewed the structure of the Board, its members, terms, meeting design, compensation, Board and District committees and linkage with external groups, the Board Organizational Meeting and the Administrative organization.

Mrs. Willson provided information about the newly formed long-term Facilities Committee representatives (Mrs. Willson, Mr. Rathburn, and Mr. Van Antwerp) who will be involved with the architects in studying the remaining District facilities.

Mrs. Willson and Mr. Howe shared thoughts and reflections from their initial six months on the Board.

There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Marsha Wells
Secretary Pro Tem

**BOARD OF EDUCATION
SPECIAL MEETING AND COMMITTEE OF THE WHOLE WORK SESSION**

February 7, 2011

The special meeting of the Board of Education of Portage Public Schools held on Monday, February 7, 2011, was called to order at 5:03 p.m. by President Hollenbeck in the Media Center at Central Middle School, 8305 S. Westnedge.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

Administration Present: Marsha Wells, Superintendent; Dave Babcock, Central Middle School Principal; Denise Bresson, Director of Curriculum and Instruction; Ric Perry, Assistant Superintendent of Instruction; and Tom Vance, Community Relations Manager

Staff Present: Ann Alburtus, Teacher; Jeff Hamilton, Teacher; Chuck Haskin, Assistant Principal; Karen Prater, Teacher; Sherry Sims, Media Specialist; and Kris Winkle, Teacher

PRESENTATION

The Board received a presentation on the Central Middle School - School Improvement Plan. Principal, Mr. Dave Babcock, led a discussion of Central Middle's target goals for this year, how they were selected, the key strategies taking place and their plans to evaluate progress. Mr. Babcock and his building chairs responded to Trustee questions.

The Board called recess at 5:57 p.m.

The committee of the whole work session of the Board of Education of Portage Public Schools held on Monday, February 7, 2011, was called to order at 6:31 p.m. by President Hollenbeck in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 30 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

REPORTS

Superintendent Wells provided a Balanced Scorecard update regarding the District academic achievements and introduced the Director of Curriculum and Instruction, Ms. Denise Bresson, to elaborate. Ms. Bresson shared an update of District math assessments and thanked Mrs. Marty

Witt, Curriculum and Instruction Coordinator, for her efforts on this project. Superintendent Wells also shared updates regarding Bond project completion status, District financial status, and parent satisfaction with the District's academic reputation. Mrs. Kurdys acknowledged the Quality and Scorecard Committee will discuss this at their February 22 meeting, and requested Trustees forward any related questions to her.

The Assistant Superintendent of Instruction, Dr. Ric Perry, updated the Board on literacy and reading interventions at Northern High. He responded to Trustee questions regarding specific protocol, expanding the program and following the current students through their education at Northern. Dr. Perry informed Trustees he would follow-up with them regarding parental sign-off on the program as well as parents receiving test scores.

Superintendent Wells also shared additional Balanced Scorecard updates pertaining to the District fund balance, asset protection, and school and community relations.

The Assistant Superintendent of Operations, Mr. Tom Noverr, provided follow-up on a citizen comment from the January 24th meeting regarding handicap parking at the Administration Building.

Superintendent Wells informed the Board that Dr. Perry, Mr. Tom Zahrt, Director of Human Resources, and Mrs. Gail Van Daff, Director of Special Education, have participated in the first of two Michigan Quality Council new examiner training sessions. Dr. Perry briefed Trustees on the first session and assignments.

Superintendent Wells offered kudos to the Central High students and staff involved with the production of Hairspray for their outstanding performance. Dr. Perry thanked the staff and students from both Central and Northern High Schools for their cooperation in sharing facilities during the construction process.

COMMENTS OR COMMUNICATIONS

President Hollenbeck opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mr. Van Antwerp explained guidelines the Board uses for this portion of the meeting.

Mrs. Deb Polderman, 10180 Lloy Street, a citizen and former Board member, addressed the Board in support of Superintendent Wells.

Mr. Patrick Flynn, 7596 LaJessica, a teacher, addressed the Board in support of Superintendent Wells.

Ms. Lynne Corbus, 7443 St. George, a citizen, highlighted District achievements and addressed the Board in support of Superintendent Wells.

Mr. Bob Schafer, 7667 Cobblewood, a citizen, shared concern for semester-long science classes.

Mr. Dick Tyler, 1317 Dogwood Dr., a citizen and retired Administrator, addressed the Board in support of Superintendent Wells and inquired about the definition of a 'super-tier' District.

President Hollenbeck opened the floor to comments from fellow Board members.

Mrs. Kurdys discussed the District goal/vision of increasing academic outcomes for each child.

Mr. Snyder acknowledged the public comment the Board has received and was impressed with the engagement for a positive outcome.

Mr. Howe thanked the community for their comments and echoed the District goal to see every student succeed.

President Hollenbeck reiterated Superintendent Wells' comments on the Central High production of Hairspray. He confirmed his candidacy for another term on the Board of Education. President Hollenbeck announced the Board has listened to all comments, sought input, is responding to every contact and appreciates the advice.

Mr. Van Antwerp read a statement regarding the Board's financial stewardship, how current discord may damage support for the regional enhancement millage and the District.

President Hollenbeck opened the floor to Board Committee reports.

Mr. Rathburn provided a Facilities and Infrastructure Ad Hoc Committee report pertaining to Northern High, Central High and the Technology and Training Center. He noted further details would be provided during the Discussion portion of the meeting.

As Chair of the Audit Committee, President Hollenbeck reported on a discussion item during the official audit regarding a District Cash Flow Report. He thanked the Business Manager, Mrs. Karla Colestock and Mr. Noverr for preparing this report.

Mr. Van Antwerp shared news of a Portage Education Foundation grant to cover the registration of the following Northern High science teachers (Ms. Donna Hertel, Ms. Daniell Poulsen, Ms. Lindsey McConney and Ms. Kathy Mirakovits) to present at the National Science Teachers Association Conference. He also discussed the most current Citizen Comment Log and asked Trustees to contact him with updates or corrections.

For Board Learning Time, Mr. Howe shared an article from Phi Delta Kappa, Inc., dated 2010, entitled "A leadership conundrum: if education leaders want teachers to collaborate more, then leaders must truly lead the way and model the collaboration that they want to see among teachers. (Why Don't Teachers Collaborate?)"

DISCUSSION ITEMS

Curriculum Instruction Council Science Recommendation. The Director of Curriculum and Instruction, Ms. Denise Bresson, and the following teacher members of the secondary science staff: Ms. Cathy Laurencig, Mr. Dale Freeland, and Ms. Kelli Palsrok, discussed the review of secondary science curriculum that has taken place. Ms. Bresson and the secondary science staff received requests and responded to Trustee questions pertaining to: clarity of the parent issues, consideration

of eliminating earth science, waivers, State and District requirements, District Policies and offering a full year of earth science in the high schools. There was further discussion pertaining to the process of changing the graduation requirements.

Mid-Year Construction Manager Report and Bond Project Financial Summary: Mr. Tom Noverr introduced Mr. Ryan Leaser, the Northern High Project Manager from AVB Triangle Associations, to provide a construction update on Northern High, Central High, and the Technology and Training Center. Mr. Leaser and Mr. Noverr responded to Trustee questions regarding: timing of classroom moves and building deconstruction.

Mr. Noverr shared a Bond budget analysis financial summary regarding projected revenues, expenses, pending issues, construction contingency and contingency placeholders for both Bond Funds #1 and #2. Mr. Noverr and Superintendent Wells responded to Trustee questions pertaining to interest income, reserving \$700,000, Public Media Network revenue, the Technology and Training Center, and the 12th Street Elementary geothermal system.

The Director of Information and Technology Systems, Mr. Dan Vomastek, provided a technology Bond project budget update for both Funds #1 and #2. Mr. Vomastek responded to Trustee questions regarding the original technology plan and goals, the emergence of new lower cost devices, student computers, achievement impact, replacement strategy, consulting fees, and furniture purchases.

Bond Projects:

Central High School and Northern high School Furniture Bids. Dr. Ric Perry provided background information on two recommendations, the first for Central and Northern High School furniture purchases for teachers, administration, and Central High Media Center furnishings from SBD Commercial Interiors of Jackson, Michigan, for spring and summer 2011 delivery for an amount not to exceed \$386,452.00 from 2008 Bond Fund #1. The second recommendation was for Central and Northern High Schools computer and cafeteria furniture purchases for May 2011 delivery not to exceed \$88,688.99 from 2008 Bond Fund #1. Dr. Perry responded to a Trustee question pertaining to the redeployment of current furniture.

2010/11 Budget Amendments:

General Fund Budget Amendment #1. The Business Manager, Mrs. Karla Colestock, presented the 2010/11 General Fund Budget Amendment #1 Resolution. Mr. Noverr and Mrs. Colestock responded to Trustee questions pertaining to Public Media Network revenue and EduJob revenue and qualifying expenditures from the fund. Superintendent Wells noted EduJob funding will be discussed at a future meeting. Mrs. Colestock shared a presentation regarding the General Fund and Athletic Fund implementation of (Governmental Accounting Standards Board) GASB #54 fund balance reporting and governmental fund type definitions. She responded to Trustee questions regarding gate revenues.

School Services Fund Budget Amendment #1. Mrs. Colestock provided details about the 2010/11 School Service Fund Budget Amendment #1 Resolution noting the athletic funding removal as described in the GASB #54 presentation.

Building and Site Sinking Fund Budget Amendment #1. Mr. Tom Noverr presented an overview of the 2010/11 Building and Site Sinking Fund Budget Amendment #1 Resolution. He responded to

Trustee questions regarding Amberly Elementary projects. Mr. Noverr discussed the recommendation to move forward on Phase II of the Amberly Elementary entrance project and discussion pertained to safety, enrollment, and ties to the new entry constructed during the summer of 2010. Superintendent Wells received a consensus from the Trustees to proceed with the design of this project.

Debt Retirement Fund Budget Amendment #1. Mr. Noverr indicated the minor changes in the 2010/11 Debt Retirement Fund Budget Amendment #1 Resolution. Mr. Rathburn thanked Mrs. Colestock for her work on the budget amendments.

Mrs. Terri Novaria, 3489 Whistling Lane, a citizen, commended Ms. Bresson for the review of secondary science curriculum and response to parental concerns. She commended the Board for the science curriculum review.

CLOSED SESSIONS

Motion offered by Mrs. Kurdys, seconded by Mrs. Willson, that the Board of Education move into closed session for the purpose of discussing collective bargaining strategy and attorney-client privileged information [Section 8 (c) and 8 (h) of the Open Meetings Act].

Superintendent Wells inquired if her attendance would be requested at these closed sessions. President Hollenbeck responded he would like her to attend the collective bargaining strategy portion of the closed session but not the attorney-client privileged meeting.

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 9:20 p.m.

The Board returned to open session at 12:04 a.m.

Motion offered by Mrs. Willson, seconded by Mrs. Kurdys, that the Board President, with the assistance of the Board's legal counsel as necessary, procure copies of employment contracts, personnel files, and related documents by close of business (5 p.m.) Tuesday, February 8, 2011, for review by the Board of Education. Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 12:06 a.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**BOARD OF EDUCATION
SPECIAL MEETINGS**

February 9, 2011

The special meeting of the Board of Education of Portage Public Schools held on Wednesday, February 9, 2011, was called to order at 7:31 p.m. by President Hollenbeck in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 30 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe (departed at 9:55 p.m.), Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

Administration Present: Marsha Wells, Superintendent; Ric Perry, Assistant Superintendent of Instruction; and Tom Vance, Community Relations Manager

COMMENTS OR COMMUNICATIONS

President Hollenbeck opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mr. Van Antwerp explained guidelines the Board uses for this portion of the meeting.

Ms. Judi Santek, 7537 Autumn Street, a citizen, addressed the Board urging they focus on the District and do the best they can.

Mrs. Deb Polderman, 10180 Lloy Street, a citizen and former Board member, addressed the Board urging they work with Superintendent Wells.

Mr. Tom Eddy, 8339 Brookwood, a citizen and former Board member, asked for Trustee comments before going into Closed Session.

Mrs. Terri Novaria, 3489 Whistling Lane, a citizen, shared support for the Board and District and urged a resolution for the benefit of students.

President Hollenbeck informed the audience the Board will go into Closed Session for a continuation of their discussion from Monday and opened the floor for Trustee comments.

Mr. Howe thanked the community for all the input the Board has received.

Mrs. Kurdys acknowledged the Board has received a large volume of community contact and those comments are appreciated.

CLOSED SESSION

Motion offered by Mrs. Kurdys, seconded by Mr. Rathburn, that the Board of Education move into closed session for the purpose of discussing attorney-client privileged information [Section 8 (h) of the Open Meetings Act].

Superintendent Wells inquired if her attendance would be requested at this closed session and President Hollenbeck responded, it would not.

Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 7:46 p.m.

The Board returned to open session at 10:53 p.m.

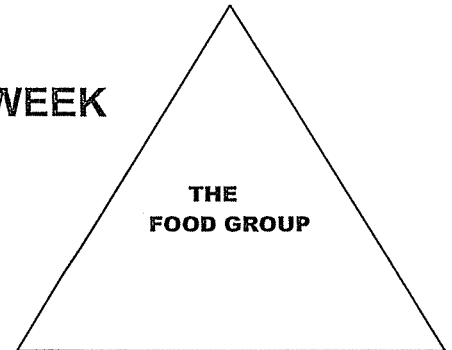
Upon returning to open session, President Hollenbeck issued the following statement: **The Board is committed to working with Superintendent Wells to resolve our differences. We want to reinforce for the community our total support for the outstanding teachers and staff of the District. We intend to move the focus of this District in a positive direction just as soon as possible.**

There being no further business to come before the Board, the meeting was adjourned at 10:54 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**PROCLAMATION
NATIONAL SCHOOL BREAKFAST WEEK
March 7 – 11, 2011**



WHEREAS, It is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers, driver personnel and substitutes that we commemorate March 7 - 11, 2011 as National School Breakfast Week. This special observance presents an excellent opportunity to emphasize research outcomes that students who eat breakfast are more alert, have improved memory and problem solving skills, and perform better on standardized tests. We encourage all citizens to recognize the dedication and skill of our school food service employees; and

WHEREAS, Each day, a total of 22 food service employees prepare and serve over 900 breakfasts a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

WHEREAS, On behalf of our young people, it is a pleasure to commend the women and men who accept and meet the challenges of school food service. The observance of School Breakfast Week is a welcome opportunity to thank these patient, caring, skilled public servants. Those involved in this pursuit should be very proud of their contribution to education. Now, therefore, be it

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate March 7 - 11, 2011 as the National School Breakfast Week, and we commend everyone who has contributed to the successful operation of our breakfast program. By working together, we can make a difference in every student's life.

Proclaimed this 21st day of February, 2011
Portage Public Schools Board Of Education

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Required Approval Items

1. 2010/11 Budget Amendments

- a. General Fund Budget Amendment #1 Resolution

(Enclosure #3)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the budget amendment Resolution #1 to the General Appropriations Act (General Fund), for the 2010/11 fiscal year, as presented. [Roll Call Vote]



To : Marsha Wells, Superintendent
From : Karla Colestock, Business Manager
Date : February 2, 2011
Subj : General Fund Budget Amendment #1 for 2010/11

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) at the February 21, 2011 Board meeting.

Background Information

This amendment to the District's operating fund represents the first of two planned revisions during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board and community as new and improved information becomes available.

The modifications incorporated in this document are the result of a number of factors that we have previously discussed:

1. Estimate changes due to information available from our 2009/10 audit. These revisions come from a detailed account analysis of budget to actual during the last school year.
2. Changes in budgets necessitated by enrollments, staffing, and program adjustments due to actual student enrollments rather than estimates. We have adjusted our foundation grant to reflect the actual amount of \$7,146, which is summarized as follows:

| Description of Foundation Grant Change | Amount |
|----------------------------------------------------------------------------------------------------------------------------------|----------------|
| Statutory Foundation Grant Allowance | \$7,316 |
| Per pupil reduction implemented in 2009/10 | (165) |
| Restoration of per pupil reduction in June, 2010 | 11 |
| Per pupil reduction implemented in 2010/11 to fund the CEPI/Adair case (replaced with a separate categorical by the same amount) | (16) |
| Effective per pupil funding amount | <u>\$7,146</u> |

3. Information received after the budget was adopted in early June, 2010.
4. This amendment includes the adoption of GASB #54, which requires the District to combine the Athletic Fund into the General Fund. The gate receipts are included as revenues, and the athletic expenditures are included with the other General Fund expenditures.

Typically the first budget amendment is the most extensive one completed during the year primarily because all salaries and fringe benefits are adjusted to actual staffing levels. This is certainly the case again this year. Page 6 is a format familiar to you from the budget adoption process in that it compares major categories and gives you projected fund balance information, which after the amendment stands at 10.45%.

After all of the proposed changes are considered, the revised budget reflects excess revenues over expenditures of \$1,353,187 for the year. The largest portions of the net change of \$1,965,000 can be identified as follows:

| Revisions | Amount |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Revenues: | |
| Overall increase in the foundation grant and property taxes, consisting of adjusting to the \$7,146 level per fte, offset by 55 more actual membership fte's than budgeted | 355,000 |
| Establishment of federal Education Jobs Funding grant | 1,910,000 |
| Increase in other State Aid Categoricals, including increase for CEPI funding of \$16 per membership fte | 252,000 |
| Increase in federal program grants based on final allocations and carryover funds | 349,000 |
| Increase in Special Education reimbursement from K/resa and state categoricals | 270,000 |
| Increase in projection for Childcare and Preschool fees | 171,000 |
| Establishment of contribution from Public Media Network towards completion of Technology and Training Center Renovation | 107,000 |
| Establishment of revenue budget for Athletic Gate Receipts and Contributions | 295,000 |
| Expenditures: | |
| Increase in estimated salaries and fringe benefits based on actual staffing and contract settlements. This includes an increase in the retirement rate over what was adopted of 1.25 basis points to 20.66%. It also includes a shift in the athletic salaries and fringe benefits from the "Outgoing Transfer" caption to the salary and fringe benefit captions. | (951,000) |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Increase in teaching supply allocation from fund balance reserve transfers | (149,000) |
| Increase in estimated contracting staffing costs, including custodians, secretaries, substitute teachers, and other non-contracted employees (includes non-employee athletic coaches). | (207,000) |
| Increase in grant allocations for professional development experiences, purchased services, and supply allocations | (203,000) |
| Increase in other purchased service allocations, including shifts from initial building supply allocations | (339,000) |
| Increase in estimated capital outlay expenditures (shifts from building supply budgets, federal grant programs, Athletic Foundation contributions, maintenance & operations, and completion of Technology and Training Center) | (277,000) |
| Various revenue and expenditure adjustments to revised estimates | <u>382,000</u> |
| Total revisions accounted for in these items | \$1,965,000 |

Please note that this amendment is being completed at a very complex time related to the economy and the State's funding of their obligations. On February 15, 2011, the Governor will release his budget recommendation for the State's 2011/12 fiscal year. This will provide us information as we begin preparation of the 2011/12 school year budget. We anticipate another difficult budget year in light of the factors that are already negatively impacting school funding across the State.

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

PORTAGE PUBLIC SCHOOLS
GENERAL FUND APPROPRIATIONS RESOLUTION
AMENDMENT #1 2010/11

Be it resolved that this resolution shall be the general appropriations of Portage Public Schools for the fiscal year 2010/11. A resolution to make appropriations; to provide for the expenditures of the 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 revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2010/11 is as follows:

Beginning Unappropriated Fund Balance (Includes the Athletic Fund) **\$ 6,636,782**

REVENUES -

| | |
|------------------------------------------------|----------------|
| Local Sources | \$22,607,286 |
| State Sources | 49,384,056 |
| Federal Sources | 5,349,095 |
| Incoming Transfers and Other Financing Sources | <u>467,636</u> |

Total Revenues **\$77,808,073**

Total Available to Appropriate **\$84,444,855**

Be it further resolved, that \$76,454,886 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES -

Instruction:

| | |
|-----------------|------------|
| Basic Programs | 38,359,005 |
| Added Needs | 7,081,065 |
| Adult Education | 96,276 |

Support Services:

| | |
|----------------------------|-----------|
| Pupil | 4,723,368 |
| Instructional Staff | 4,667,159 |
| General Administration | 547,738 |
| School Administration | 4,388,461 |
| Business Services | 977,396 |
| Operations and Maintenance | 7,283,867 |
| Transportation | 2,859,950 |
| Central Services | 1,955,320 |
| Athletics | 1,426,277 |

| | |
|----------------------------------|----------------|
| Community Services | 1,898,461 |
| Other Financing Use-Debt Service | <u>190,543</u> |

Total Expenditure Appropriation **\$76,454,886**

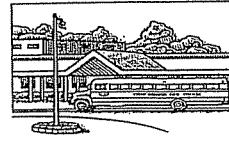
Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the 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 : Marsha Wells, Superintendent
From : Karla Colestock, Business Manager
Date : February 3, 2011
Subj : GASB #54 Implementation of Combining the General Fund and Athletic Fund

Attached you will find a presentation regarding implementing the government accounting standard #54, which is a change in the reporting structure of how the Athletic Fund will be combined with the General fund in the future. As this is a major change in our Amendment #1 presentation, Assistant Superintendent Noverr and I will make a presentation on how this will be facilitated.

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



Portage Public Schools

THE FUTURE LEARNS HERE

General Fund and Athletic Fund Implementation of

GASB #54-Fund Balance Reporting & Governmental Fund Type Definitions

Presented to Board of Education Work Study Session
February 7, 2011

1

Current GASB Presentation June 30, 2010 Audit

School Service Fund-Athletics (Page 54)

| | |
|-----------------------------------------------------------------------|------------------|
| Gate Receipt Revenues | \$ 289,360 |
| Athletic Expenses (Salary, Fringes, Supplies, Etc.) | <u>1,436,046</u> |
| Revenues (under) Expenses | (\$1,146,686) |
| Incoming Transfer from General Fund | <u>1,157,487</u> |
| Impact of SOAR Computation results in a Net Change in Fund Balance | \$ <u>10,801</u> |



2

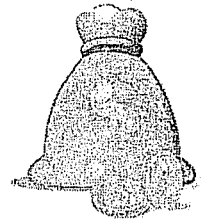
Current GASB Presentation

June 30, 2010 Audit

General Fund (Page 24)

Other Financing Sources (Uses)-
Outgoing Transfer to Athletics (\$1,157,487)*

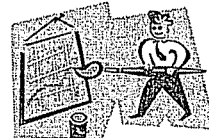
*This really is the same thing as an additional net expense of this amount.



3

Future GASB #54 Presentation

What It Would Have Looked Like at
June 30, 2010 if Implemented



General Fund

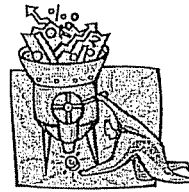
| | |
|-------------------------------------------------------------|----------------------|
| Gate Receipt Revenue (Included in Local Revenue Sources) | \$ 289,360 |
| Athletic Expenditures | <u>1,436,046</u> |
| Net Expense Impact to General Fund | <u>(\$1,146,686)</u> |

4

Future GASB #54 Presentation

Other Considerations:

- ▶ SOAR (Site Ownership of Athletic Revenues)
- ▶ Athletic Activity will continue to have a Designated Amount of Fund Balance under the new Categories in GASB #54



**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Required Approval Items

1. 2010/11 Budget Amendments

b. School Services Fund Budget Amendment #1 Resolution

(Enclosure #4)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the budget amendment Resolution #1 to the School Service Fund Appropriations Act, for the 2010/11 fiscal year, as presented. [Roll Call Vote]



To : Marsha Wells, Superintendent
From : Karla Colestock, Business Manager
Date : January 26, 2011
Subj : Resolution for School Service Fund Budget Amendment #1

RECOMMENDATION

That the Board of Education approve the attached resolution, Amendment #1 to the School Service Fund Appropriations Act, for the 2010/11 fiscal year.

BACKGROUND INFORMATION

This recommendation represents the first budget amendment to the School Service Fund for the 2010/11 year. The purpose of this amendment is to transfer the Athletic Fund budget from the School Service Fund to the General Fund per the requirements of a new government accounting standard #54, "Fund Balance Reporting and Governmental Fund Type Definitions", which is effective for the year ending June 30, 2011. Due to the substantial financial support provided by the General Fund to the Athletic Fund, this statement requires that the Athletic Fund now become a part of the General Fund.

The food service and bookstore portions of this budget are not being amended at this time as only four months of operations have been completed in the current fiscal year.

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

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND APPROPRIATIONS RESOLUTION
AMENDMENT #1 2010-11**

Be it resolved that this shall be the School Service Fund appropriations for Portage Public Schools for the fiscal year 2010/11. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2010/11 is as follows:

| | <u>Food Service</u> | <u>Bookstore</u> |
|------------------------------------------------------|---------------------|------------------|
| Beginning Unappropriated Fund Balance (Actual) | \$399,656 | \$0 |
| REVENUES: | | |
| Local Sources | 1,425,000 | 17,000 |
| State Sources | 180,090 | 0 |
| Federal Sources | 925,000 | 0 |
| Incoming Transfer from General Fund | 0 | 0 |
| | <hr/> | <hr/> |
| Total Revenues and Incoming Transfers | 2,530,090 | 17,000 |
| | <hr/> | <hr/> |
| Total Available for Appropriations | 2,929,746 | 17,000 |
| EXPENDITURES: | | |
| Food Service | 2,463,374 | 0 |
| Athletics | 0 | 0 |
| Bookstore | 0 | 17,000 |
| Outgoing Transfer to General Fund for Indirect Costs | 181,000 | 0 |
| | <hr/> | <hr/> |
| Total Expenditures and Outgoing Transfers | 2,644,374 | 17,000 |
| | <hr/> | <hr/> |
| Ending Unappropriated Fund Balance (est) | \$285,372 | \$0 |

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.

PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.

Note Page

Required Approval Items

1. 2010/11 Budget Amendments

- c. Building And Site Sinking Fund Budget Amendment #1 Resolution (Enclosure #5)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the budget amendment Resolution #1 to the Building and Site Sinking Fund Appropriations Act, for the 2010/11 fiscal year, as presented. [Roll Call Vote]

Portage Public Schools

THE FUTURE LEARNS HERE

To : Marsha Wells, Superintendent
From : Tom Noverr, Assistant Superintendent for Operations
Date : February 1, 2011
Subj : Resolution for Building and Site Sinking Fund Budget Amendment #1

RECOMMENDATION

That the Board of Education approve the attached resolution, Amendment #1 to the Building and Site Sinking Fund Appropriations Act, for the 2010/11 fiscal year.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Building and Site Sinking Fund during the current fiscal year. For your convenience the following descriptions relate to the Ref # in the column next to the amendment #1 amount:

1. Beginning fund balance was adjusted to the audited fund balance at June 30, 2010. Please note that a large portion of this positive change is due to the majority of the WMS tennis court project occurring after June 30, 2010. (See Ref #3)
2. Adjustments to expected actuals for various revenue accounts.
3. WMS had been budgeted in the 9/10 fiscal year but since most of the work wasn't completed until after June 30, 2010 by generally accepted accounting standards these costs are reflected in the 10/11 budget year. (See Ref #1)
4. Various projects adjusted to actual project cost.
5. Project bidding and commissioning the Energy Management system came in after (August 2010) initial budget was adopted in June 2010.
6. Recommendation to increase project allocation based on initial designs and discussions with property owners potentially impacted by the design.
7. An important project was added this last summer at Amberly. The hard surface play area rapidly broke up and was deemed unsafe.
8. Recommendation to increase allocation based on significant numbers of exterior doors that need to be addressed in the District. Please note that actuals in 8/9 and 9/10 were just over \$10,000. We will continue to have a need for numerous exterior door replacements in future budgets.
9. Increase allocation due to smaller sections of carpet replacements that disturbs floor tiling and thus requiring abatement.

Your approval of this recommendation would indicate that the BSSF budget would end the year with nearly a \$1.8 million fund balance. While this is down slightly from the \$1.9 million adopted amount, it is well within recommended levels. We have revised the attached BSSF Long Term Budget for the remainder of the current millage term.

The Ad Hoc Board Facilities Infrastructure committee has reviewed this budget amendment at their meeting they held today. I would be happy to answer any questions that you or Board members may have on this recommendation.

PORTAGE PUBLIC SCHOOLS
BUILDING AND SITE SINKING FUND APPROPRIATIONS RESOLUTION
AMENDMENT #1 2010/11

Be it resolved that this shall be the Building and Site Sinking Fund appropriations for Portage Public Schools for the fiscal year 2010/11. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all revenues received by Portage Public Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Building and Site Sinking Fund of Portage Public Schools for fiscal year 2010/11 is as follows:

| | |
|------------------------------------------------|-------------|
| Beginning Unappropriated Fund Balance (actual) | \$2,473,938 |
|------------------------------------------------|-------------|

Revenues:

| | |
|--------------------------------|-------------|
| Local Property Taxes | \$1,122,229 |
| Industrial Facility Taxes | 10,000 |
| Interest Income | 10,000 |
| Interest on Delinquent Taxes | 2,000 |
| Payment in Lieu of Taxes | 1,000 |
| Collection of Prior Year Taxes | <u>500</u> |

| | |
|----------------|------------------|
| Total Revenues | <u>1,145,729</u> |
|----------------|------------------|

| | |
|--------------------------------|---------------------------|
| Total Available to Appropriate | <u>\$3,619,667</u> |
|--------------------------------|---------------------------|

Be it further resolved, that \$1,846,095 of the total available to appropriate is appropriated in the amounts and for the purposes set forth below:

Expenditures:

| | |
|-------------------------------------------|--------------|
| Major Projects | \$1,505,082 |
| Roof Repair | 30,000 |
| Asphalt Repair | 43,000 |
| Toilet Partition Replacement | 10,000 |
| Carpet Replacement | 10,000 |
| District Mechanical | 55,000 |
| District Electrical | 25,000 |
| Exterior Door Replacement | 70,000 |
| Sand Filter Replacements at all Pools | 65,025 |
| Central Middle Schools-Media Center | |
| Climate Control Replacement | 9,988 |
| Various-Asbestos Abatement | 20,000 |
| Tax Refunds and Other Miscellaneous Costs | <u>3,000</u> |

| | |
|---------------------------------|---------------------------|
| Total Expenditure Appropriation | <u>\$1,846,095</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.

2010/11 BSSF PROPOSED AMENDMENT #1 - RECAP

| | SY 2008/09 Actual | SY 2009/10 Actual | SY 2010/11 Adopted | SY 2010/11 Amend #1 | Ref # |
|------------------------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------|
| Unappropriated Fund Balance - Beginning (Est) | \$ 1,247,598 | \$ 1,631,489 | \$2,195,670 | \$ 2,473,938 | 1 |
| Revenues | | | | | |
| Tax Levy at .50 mills for all years | 1,167,296 | 1,163,059 | 1,120,867 | 1,122,229 | 2 |
| Industrial Facilities tax | 10,963 | 9,774 | 11,000 | 10,000 | 2 |
| Interest Income | 23,602 | 9,595 | 15,000 | 10,000 | 2 |
| Interest on Delinquent Taxes | 1,612 | 1,987 | 1,000 | 2,000 | 2 |
| Payment in Lieu of Taxes | 1,021 | 1,013 | - | 1,000 | 2 |
| Collection of Prior Year Taxes | 1,026 | 899 | 500 | 500 | |
| Miscellaneous Revenue | 75 | - | 100 | 0 | 2 |
| Reimbursement from Bond #1 - Site Acquisition | - | 628,298 | - | - | |
| Transfer from BP #2 - 12th St. Pre Bond Site Work | - | 20,339 | - | - | |
| Note Receivable Collection | 4,020 | - | - | - | |
| Total Revenues | 1,209,615 | 1,834,964 | 1,148,467 | 1,145,729 | |
| Expenses | | | | | |
| Specific Major Projects | 650,982 | 817,813 | 1,125,000 | 1,505,082 | Next Page |
| On-going Projects | 136,876 | 143,102 | 150,000 | 173,000 | Next Page |
| Doors | 800 | 9,850 | 50,000 | 70,000 | Next Page |
| Other Projects | - | 21,145 | 105,000 | 95,013 | Next Page |
| Flooring | 36,120 | - | - | - | |
| Tax refund and other misc non-construction costs | 946 | 605 | 1,000 | 3,000 | |
| Total Expenses | 825,724 | 992,515 | 1,431,000 | 1,846,095 | |
| Projected (Deficit) Revenues Over Expenses | 383,891 | 842,449 | (282,533) | (700,366) | |
| Unappropriated Fund Balance - Ending (Est) | \$ 1,631,489 | \$ 2,473,938 | \$ 1,913,137 | \$ 1,773,572 | |

2010/11 PROPOSED AMENDMENT #1 - DETAIL

| | SY 2008/09 Actual | SY 2009/10 Actual | SY 2010/11 Adopted | SY 2010/11 Amend #1 | Ref # |
|------------------------------------------------------|----------------------|----------------------|-----------------------|------------------------|-------|
| Major Projects | | | | | |
| Site Acquisition Costs (Central and Northern Sites) | 489,188 | 141,343 | - | - | |
| West Middle School Tennis Courts Replacement | - | 5,686 | - | 255,945 | 3 |
| AMB Entrance Project | - | 6,270 | 100,000 | 116,656 | 4 |
| District Wide: Energy Management System Installation | - | - | 300,000 | 366,481 | 5 |
| Moorsbridge Carpet Replacement | - | - | 80,000 | 76,000 | 4 |
| Asphalt Project - CMS (summer '11) | - | - | 225,000 | 225,000 | |
| Asphalt Project - Woodland Redesign (summer '11) | - | - | 225,000 | 275,000 | 6 |
| Major Roofing Projects | 161,794 | 664,514 | - | - | |
| Central Middle/PCEC | - | - | 195,000 | 190,000 | 4 |
| Total Major Projects | 650,982 | 817,813 | 1,125,000 | 1,505,082 | |
| On-Going Projects | | | | | |
| Roof Repair | 26,883 | 20,723 | 30,000 | 30,000 | |
| Asphalt Repair | 11,300 | 39,891 | 20,000 | 43,000 | 7 |
| Toilet Partition Replacement | 5,007 | 4,362 | 10,000 | 10,000 | |
| Carpet Replacement | 17,862 | 4,766 | 10,000 | 10,000 | |
| Fence Repairs | 2,773 | - | - | - | |
| District Mechanical | 73,051 | 65,021 | 55,000 | 55,000 | |
| District Electrical | - | 8,339 | 25,000 | 25,000 | |
| Total On-Going Projects | 136,876 | 143,102 | 150,000 | 173,000 | |
| Exterior Door Replacement | | | | | |
| Various Exterior Doors At All Buildings | 800 | 9,850 | 50,000 | 70,000 | 8 |
| Total Doors | 800 | 9,850 | 50,000 | 70,000 | |
| Other Projects | | | | | |
| Sand Filter Replacements at Pools | - | - | 90,000 | 65,025 | 4 |
| CMS - Media Center Climate Control replacement | - | - | 15,000 | 9,988 | 4 |
| TRN - Catch Basin installation | - | 6,242 | - | - | |
| VAR - Asbestos Abatement | - | 9,403 | - | 20,000 | 9 |
| CHS - Softball Dugout | - | 5,500 | - | - | |
| Total Other Projects | - | 21,145 | 105,000 | 95,013 | |
| Flooring | | | | | |
| PCEC Tile Project | 36,120 | - | - | - | |
| Total Flooring | 36,120 | - | - | - | |

PPS BLDG & SITE FUND .5000 MILLAGE - LONG TERM BUDGET

| | SY 2008/09 Actual | SY 2009/10 Actual | SY 2010/11 Amend #1 | SY 2011/12 Projection | SY 2012/13 Projection | SY 2013/2014 Projection | SY 2014/2015 Projection |
|------------------------------------------------------|----------------------|----------------------|------------------------|--------------------------|--------------------------|----------------------------|----------------------------|
| Unappropriated Fund Balance - Beginning (Est) | \$ 1,247,598 | \$1,631,489 | \$2,473,938 | \$1,773,572 | \$1,677,234 | \$1,416,896 | \$1,404,996 |
| Revenues | | | | | | | |
| Tax Levy at .50 mills | 1,165,571 | 1,163,059 | 1,122,229 | 1,088,562 | 1,088,562 | 1,100,000 | 1,100,000 |
| Industrial Facilities tax | 10,962 | 9,774 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Interest Income | 23,601 | 9,595 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Interest on Delinquent Taxes | 1,612 | 1,987 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Payment in Lieu of Taxes | 1,021 | 1,013 | 1,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Other Tax Revenues (net of refunds) | 1,882 | 294 | (2,500) | 1,100 | 1,100 | 1,100 | 1,100 |
| Reimbursement from Bond #1 - Site Acquisition | - | 628,298 | - | - | - | - | - |
| Transfer for BP #2 - Pre Bond Work | - | 20,339 | - | - | - | - | - |
| Note Receivable Collection | 4,020 | - | - | - | - | - | - |
| Total Revenues | 1,208,669 | 1,834,359 | 1,142,729 | 1,113,662 | 1,113,662 | 1,125,100 | 1,125,100 |
| Expenses | | | | | | | |
| Available for Projects (TBD) and/or Debt Mill. Issue | 528,081 | 174,444 | 543,614 | 300,000 | 400,000 | 600,000 | 400,000 |
| Phase 2 Amberly Entrance Security | - | - | - | 215,000 | - | - | - |
| Energy Management System Installation | - | - | 366,481 | - | - | - | - |
| Major Roof Projects (See Page 9) | 161,794 | 664,514 | 190,000 | 110,000 | 299,000 | 112,000 | 276,000 |
| Asphalt Projects (See Page 10) | - | - | 500,000 | 385,000 | 475,000 | 225,000 | 475,000 |
| On-going Maintenance Allocations (See Page 11) | 134,103 | 143,102 | 173,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Doors (Another On-Going Maintenance Allocation) | 800 | 9,850 | 70,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Total Expenses | 824,778 | 991,910 | 1,843,095 | 1,210,000 | 1,374,000 | 1,137,000 | 1,351,000 |
| Projected Revenues Over Expenses | 383,891 | 842,449 | (700,366) | (96,338) | (260,338) | (11,900) | (225,900) |
| Unappropriated Fund Balance - Ending (Est) | \$1,631,489 | \$2,473,938 | \$1,773,572 | \$1,677,234 | \$1,416,896 | \$1,404,996 | \$1,179,096 |

PPS LONG TERM BLDG & SITE FUND BUDGET - OVERVIEW

| | SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|--|------------|------------|------------|------------|------------|--------------|------------|
| | Actual | Adopted | Amend #1 | Projection | Projection | Projection | Projection |

| | | | | | | | |
|------------------------|---------|--|--|--|--|--|--|
| Site Acquisition Costs | 489,188 | | | | | | |
| Asbestos Abatement | 36,120 | | | | | | |
| Fencing | 2,773 | | | | | | |

528,081

Total Specific Projects

PPS LONG TERM BLDG & SITE FUND BUDGET - OVERVIEW

| | SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|------------------------------------|------------|----------------|------------|------------|------------|--------------|------------|
| | Actual | Actual | Amend #1 | Projection | Projection | Projection | Projection |
| Site Acquisition Costs | | 141,343 | | | | | |
| WMS Tennis Courts Replacements | | 5,686 | | | | | |
| MBE Carpet Replacement | | - | | | | | |
| AMB Entrance Project | | 6,270 | | | | | |
| TRN Catch Basin | | 6,242 | | | | | |
| Various Bldgs - Asbestos Abatement | | 9,403 | | | | | |
| CHS Softball Dugout | | 5,500 | | | | | |
| Total Specific Projects | | 174,444 | | | | | |

PPS LONG TERM BLDG & SITE FUND BUDGET - OVERVIEW

| | SY 2008/09 Actual | SY 2009/10 Actual | SY 2010/11 Amend #1 | SY 2011/12 Projection | SY 2012/13 Projection | SY 2013/2014 Projection | SY 2014/15 Projection |
|-------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| WMS Tennis Courts replacement | | | 255,945 | | | | |
| AMB Entrance Project | | | 116,656 | | | | |
| Moorsbridge Carpet Replacement | | | 76,000 | | | | |
| CMS, NMS, WMS Sand Filters Replacement | | | 65,025 | | | | |
| Various Buildings - Asbestos Abatement | | | 20,000 | | | | |
| CMS Media Center Climate Control | | | 9,988 | | | | |
| Target for Specific Projects available for adoption in the yearly budget by Board of Education | | | | | | | 543,614 |

PPS LONG TERM BLDG & SITE FUND BUDGET - OVERVIEW

| SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|------------|------------|------------|------------|------------|--------------|------------|
| Actual | Actual | Amend #1 | Projection | Projection | Projection | Projection |

Target for Specific Projects available for adoption in the yearly budget by Board of Education

300,000

PPS LONG TERM BLDG & SITE FUND BUDGET - OVERVIEW

| SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|------------|------------|------------|------------|------------|--------------|------------|
| Actual | Actual | Amend #1 | Projection | Projection | Projection | Projection |

Target for Specific Projects available for adoption in the yearly budget by Board of Education

400,000

PPS LONG TERM BLDG & SITE FUND BUDGET - OVERVIEW

| SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|------------|------------|------------|------------|------------|--------------|------------|
| Actual | Actual | Amend #1 | Projection | Projection | Projection | Projection |

Target for Specific Projects available for adoption in the yearly budget by Board of Education

_____ 600,000

PPS BLDG & SITE FUND .5000 MILLAGE REQUEST - ROOF WORK

| | SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|--------------------------------------------------------------------------------------------|------------|------------|------------|------------------------------------|-----------------------------------------------|--------------|------------|
| | Actual | Actual | Amend #1 | Projection | Projection | Projection | Projection |
| <u>Summer 2008-09 Projects</u> Amberly and Woodland | 161,794 | | | | | | |
| <u>Summer 2009 Projects</u> ANG, WMS, CHS, NHS | | 664,514 | | | | | |
| <u>Summer 2010 Projects</u> CMS and PCEC | | | 190,000 | | | | |
| <u>Summer 2011 Projects</u> NHS Haverhill Total | | | | 55,000 55,000 <u>110,000</u> | | | |
| <u>Summer 2012 Projects</u> Central Elementary North Middle NHS Gym Roof Total | | | | | 50,000 18,000 231,000 <u>299,000</u> | | |
| <u>Summer 2013 Projects</u> NMS Gym Roof | | | | | | 112,000 | |
| <u>Summer 2014 Projects</u> Moorsbridge | | | | | | | 276,000 |

PPS BLDG & SITE FUND .5000 MILLAGE REQUEST - ASPHALT WORK

| | SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|--------------------------------------------------------------------------|------------|------------|------------|------------|------------|--------------|------------|
| | Actual | Actual | Amend #1 | Projection | Projection | Projection | Projection |
| <u>Summer 2011 Projects</u> | | | | | | | |
| Central Middle School | | | 225,000 | | | | |
| Woodland Redesign | | | 275,000 | | | | |
| Total | | | 500,000 | | | | |
| <u>Summer 2012 Projects</u> | | | | | | | |
| Community Education - North and West Lots (Pending Facility Master Plan) | | | | 250,000 | | | |
| West Middle School - Back loading/parking area | | | | 75,000 | | | |
| Moorsbridge - Bus loop and loading area | | | | 60,000 | | | |
| Total | | | | 385,000 | | | |
| <u>Summer 2013 Projects</u> | | | | | | | |
| Angling Road Redesign | | | | | 275,000 | | |
| Central Elementary | | | | | 200,000 | | |
| Total | | | | | 475,000 | | |
| <u>Summer 2014 Projects</u> | | | | | | | |
| North Middle School | | | | | | 225,000 | |
| Total | | | | | | 225,000 | |
| <u>Summer 2015 Projects</u> | | | | | | | |
| Haverhill Redesign | | | | | | | 275,000 |
| Amberly Elementary | | | | | | | 200,000 |
| Total | | | | | | | 475,000 |

PPS BLDG & SITE FUND .5000 MILLAGE REQUEST - ON-GOING ALLOCATIONS

| | SY 2008/09 | SY 2009/10 | SY 2010/11 | SY 2011/12 | SY 2012/13 | SY 2013/2014 | SY 2014/15 |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual | Actual | Amend #1 | Projection | Projection | Projection | Projection |
| On-Going Projects | | | | | | | |
| Roof Repair and Inspections | 26,883 | 20,723 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Asphalt Repair | 11,300 | 39,891 | 43,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Toilet Partition Replacement | 5,007 | 4,362 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Flooring/Carpet Replacement | 17,862 | 4,766 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| District Mechanical | 73,051 | 65,021 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 |
| District Electrical | - | 8,339 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Total On-Going Projects | 134,103 | 143,102 | 173,000 | 150,000 | 150,000 | 150,000 | 150,000 |

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Required Approval Items

1. 2010/11 Budget Amendments

d. Debt Retirement Fund Budget Amendment #1 Resolution

(Enclosure #6)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the budget amendment Resolution #1 to the Debt Retirement Fund Appropriations Act, for the 2010/11 fiscal year, as presented. [Roll Call Vote]



To : Marsha Wells, Superintendent
From : Karla Colestock, Business Manager
Date : February 2, 2011
Subj : Resolution for Debt Retirement Fund Budget Amendment #1

RECOMMENDATION

That the Board of Education approve the attached resolution, Amendment #1 to the Debt Retirement Fund Appropriations Act, for the 2010/11 fiscal year at the February 21, 2011 meeting.

BACKGROUND INFORMATION

This recommendation represents the first amendment to the Debt Retirement Fund for 2010/11. The changes in this fund at this time are adjustments for various revenue and expenditure estimates.

The net impact of this amendment is to modify our projected loss by (\$6,215) to (\$943,869). While the net change to this fund isn't significant, an important component of our strategy to manage the debt millage in 2011/12 includes the use of fund balance so we wanted to confirm that our amended ending fund balance estimate is very close to our adopted estimate. Our fund balance is within all guidelines established by both the Departments of Treasury and Education. We will be utilizing this fund balance as was planned for with the 2008 bond issue.

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

PORTAGE PUBLIC SCHOOLS
DEBT RETIREMENT FUND APPROPRIATIONS RESOLUTION
AMENDMENT #1 2010/11

Be it resolved that this shall be the Debt Retirement Fund appropriations for Portage Public Schools for the fiscal year 2010/11. A resolution to make appropriations; to provide for the expenditure or appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the Debt Retirement Fund of Portage Public Schools for fiscal year 2010/11 is as follows:

Beginning Unappropriated Fund Balance \$ 1,577,638

Revenues:

| | |
|------------------------------|--------------|
| Local Property Taxes | \$10,189,841 |
| Industrial Facilities Tax | 91,000 |
| Pilot Payment in Lieu of Tax | 9,000 |
| Other Tax Revenues | 5,000 |
| Interest Income | 20,000 |
| Interest on Delinquent Taxes | <u>7,000</u> |

Total Revenues 10,321,841

Total Available to Appropriate \$11,899,479

Be it further resolved, that \$11,265,710 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

| | |
|---------------------|---------------|
| Principal Reduction | \$5,330,000 |
| Interest | 5,914,710 |
| Fees | 1,000 |
| Tax Refunds | <u>20,000</u> |

Total Expenditure Appropriation \$11,265,710

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
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Required Approval Items

2. Portage School Bus Drivers' Association 2010/11 Contract Ratification (Enclosure #7)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education ratify the 2010/11 Contractual Agreement with the Portage School Bus Drivers' Association, as presented.



Tom Zahrt
Director of Human Resources
Phone: 269.323.5152
Fax: 269.323.5158
tzahrt@portageps.org

MEMORANDUM

TO: The Board of Education
FROM: Tom Zahrt, Director of Human Resources
RE: 2010/11 Portage School Bus Drivers' Association Contract
DATE: January 31, 2011

Recommendation

It is recommended that the Board of Education ratify the 2010/11 Contractual Agreement with the Portage School Bus Drivers' Association.

Background

I am pleased to bring forward for the Board's approval this tentative agreement with the Portage Bus Drivers' Association. Over the course of the last several months, both bargaining teams worked diligently and professionally to come to an agreement on the 2010/11 contract.

Key Aspects of the agreement are provided below:

- Drivers on the Tier I scale will receive a 1.5% wage increase effective January 31, 2011 with no advancement of steps
- Drivers hired after 1/29/10 will not receive an increase at this time
- Drivers insurance premium share will go from a 5% premium share to a 10% premium share on MESSA Choices II beginning January 31, 2011
- We agreed to hold off on the purchase of jackets for Drivers for the 2010/11 school year saving the District approximately \$5,000
- It was also agreed that we would pilot a safety bonus for any driver that does not have a preventable accident for the 2010/11 school year

The items listed above will go into effect immediately upon approval.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Action Items

1. Curriculum Instruction Council Science Recommendation

(Enclosure #8)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the Curriculum Instruction Council's recommended changes to the science course offerings for the 2011/12 school year, as presented.

Portage Public Schools
THE FUTURE LEARNS HERE

Date: February 1, 2011

To: Marsha Wells, Superintendent

From: Denise Bresson, Director of Curriculum and Instruction *DB*

RE: Curriculum Instruction Council Science Recommendations

Recommendation:

The Curriculum Instruction Council recommends that the following changes be made to the science course offerings for the 2011-2012 school year:

- Combine Biology 1 and Biology 2 into a single course called Biology (recommended at the 10th grade level).
- Add an honors, non-IB option called Honors Biology (recommended at the 10th grade level).
- Recommend moving Earth Science from 10th to 11th grade.

These recommendations were made with the understanding that the science curriculum be reviewed 6-12, including IB options, following the adopted Curriculum Review Process. Further, members asked that if in the review process, a different model emerges, that it be brought forward. In that case, PPS would phase in changes to ensure that students are not negatively impacted by a change. Additionally, several CIC members advised that the Science Review Team evaluate the possibility of waiving Earth Science, particularly for students pursuing IB at the Higher Level. Lastly, the middle school Earth Science pilot proposal was withdrawn pending further study.

Background:

In 2009, K-8 teachers conducted an analysis of the curriculum, in comparison with the new State K-7 and High School Content Expectations. Teachers adjusted the curriculum to reflect the new standards at all grade levels. As a part of this change, all content previously taught in 8th grade was moved to grades 5-7 and some content from high school Biology and Earth Science was moved to the 8th grade. These adjustments were implemented in the 2010-2011 school year.

This year, the 8-12 science teachers reviewed their curriculum and program to ensure continued alignment to the High School Content Expectations and to ensure that the content and structure of our program prepared students for the next level of science, as well as the ACT/MME. Another goal of the review was to address key parent concerns.

After evaluating teacher, parent, and counselor feedback regarding the high school program, there was a consensus that the science program needed further review, to include the middle school program and an analysis of IB offerings.

Next Steps:

- Form a full curriculum review team that includes science teachers, administrators, IB Coordinators, counselors, parents, university personnel, and special educators.
- Obtain continued stakeholder input through meetings, surveys, CIC, PTO's, and DAC.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Action Items

2. Bond Projects – Central High School/Northern High School Furniture Bids
 - a. Furniture Purchases for Portage Central High School and Portage Northern High School from 2008 Bond Fund #1 (Enclosure #9)

Recommended Motion:


Motion offered by _____, seconded by _____, that the Board of Education authorize the Central High and Northern High School furniture purchases as noted in Enclosure #9 from SBD Commercial Interiors of Jackson, Michigan, for spring and summer 2011 delivery for an amount not to exceed \$386,452.00 from 2008 Bond Fund #1, as presented.

Portage Public Schools

THE FUTURE LEARNS HERE

Richard Perry Ed.D., Assistant Superintendent of Instructional Services
e-mail: rperry@portageps.org
8111 South Westnedge Avenue, Portage, MI 49002

work phone: 269.323.5161

To: Marsha Wells, Superintendent
From: Ric Perry, Assistant Superintendent for Instruction
Date: February 7, 2011 
Subject: Furniture Purchases for Portage Central High School and Portage Northern High School from 2008 Bond Fund #1

RECOMMENDATION

It is recommended that the Board of Education authorize the following Portage Central High School and Portage Northern High School furniture purchases as presented below from SBD Commercial Interiors of Jackson, Michigan, for spring and summer 2011 delivery for an amount not to exceed \$386,452.00 from 2008 Bond Fund #1:

Teacher / Administration / PCHS Media Center Furnishings:

- Bid Category A – Metal Caseloads- the purchase of teacher desks, filing cabinets, and bookshelves at a cost not to exceed \$127,832.00
- Bid Category B – Task & Guest Seating- the purchase of teacher, multi-purposed, and administrative chairs at a cost not to exceed \$81,504.00
- Bid Category C – Laminate Desks- the purchase of laminate desks for administrative offices at a cost not to exceed \$22,017.00
- Bid Category D – Benches & Tables- the purchase of reception furniture at a cost not to exceed \$7,245.00
- Bid Category E – Boomerang Tables- the purchase of classroom teaching tables at a cost not to exceed \$40,002.00
- Bid Category F – Tables- the purchase of faculty planning, and media center tables at a cost not to exceed \$33,858.00
- Bid Category G – Wood Shelving- the purchase of wood shelving at a cost not to exceed \$54,330.00
- Bid Category H – Soft Seating- the purchase of media center chairs at a cost not to exceed \$15,142.00
- Bid Category L – Reception Station- the purchase of a reception station at a cost not to exceed \$2,778.00*
- Bid Category S – Media Center Signage- the purchase of signage at a cost not to exceed \$1,744.00*

\$386,452.00 Total

* Performance bond costs have been deducted since not required for categories less than \$10,000. Amounts totaling less than \$10,000 that are not marked by an asterisk, did not include a performance bond cost in the bid amount and therefore reflect the same amount shown on the bid tab.

BACKGROUND INFORMATION

The steering committees for both Portage Central and Portage Northern met with District and TMP staff to discuss furniture needs and desires for the remodeled high schools. Furniture plan layouts were reviewed along with product samples for the selection of basis-of-design products. By December of last year, the steering committee provided information as to the desired products for teacher and administrative staff furniture. Key considerations during the furniture selection process were as follows:

- Function, quality, and expected life of the product
- Design and appearance
- Ergonomics and comfort
- Cost
- Product warranty

PROJECT BIDDING INFORMATION

TMP Architecture prepared and distributed documents specifying furniture items for the teacher workstations, faculty planning areas, Administrative office and reception furniture as well as all of the furniture for Central's new Media Center, as Bid Categories A-S on January 12, 2011. The request for sealed bids was publicly advertised in the local newspaper, on the District and state websites, and by calling furniture dealers that have worked for District or for TMP and have previously bid on projects. The documents were also provided to the four (4) construction services plan rooms used for building construction documents. Bidding documents were reviewed by at least eighteen (18) furniture dealers and eleven (11) dealers submitted bids on January 26, 2011. All base bids that conformed to the bidding documents were considered.

The lowest qualified bids* are being recommended for all categories. After the bids were received, steering committee members reviewed samples of the approved equal products.

*Note for Bid Category D: The lowest bidder opted to withdraw their bid. An item within the category was missed and they were not able to uphold their bid amount. Bid Category G: The Brodart Woodshelving Company is only willing to honor a 5-year warrantee. The next low bidder will provide a lifetime warranty and has furnished all of the District's recent wood shelving installations in 12th Street, Lake Center, and Portage Northern's Media Centers.

The recommended vendor, SBD Commercial Interiors, has performed well on previous projects within the District, including both new elementary schools and Northern High School's Media Center. Also, SBD would be providing products from the same manufacturer for multiple bid categories. This will give the

District a cohesive look not just within each building, but also between the two high schools. This manufacturer also offers a lifetime warranty on all of their products.

The recommendations can be viewed in the post-bid tabulation sheets (attached). TMP has had post-bid conversations with them to verify that they have included the full scope of work per category and that their bids conform to the documents.

It should be noted that a portion of this bid included items that are to be paid out of the Technology budget. Of the \$386,452.00, the metal bookshelves for classrooms and computer tables for Central's Media Center computer lab totaled \$29,733.60.

We have a team of people evaluating existing furniture items within the existing building to determine what will be re-used in the new building and other items that may be distributed for other uses within the District.

Upon approval of this recommendation, TMP will work with Portage Public School's Purchasing Department to issue purchase orders in a timely manner. Due to the phasing of construction schedules, delivery of these products is scheduled to take place in three phases:

Phase I – Portage Central High School, May 2nd – May 13th, 2011

Phase II – Portage Northern High School, July 25th – August 5th, 2011

Phase III – Portage Northern High School, August 22nd – August 26th, 2011

I would be happy to answer any questions that you or the Board members may have on this recommendation. A representative from our architectural firm, TMP Architecture, will also be available this evening to answer any technical questions.

RP/cew

Attachments

| ASG | Custer Office Environments | Dew-EL Corporation | Farnell Contracting | Kentwood Office Furniture | Krueger International (KI) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Project Name: Portage Central H.S. & Portage Northern H.S. Portage Public Schools TMP Project No.: 08132 & 08137 Bid: Furniture Bid Due: January 26, 2011 | 92 Veterans Drive Holland MI 49423 616-386-9588 616-396-1962 ltr@asginc.com Attn: Terry Evieward | 217 Grandville Ave. SW Grand Rapids, MI 49503-2602 616-456-6322 jlsalikow@custeroffice.com Attn: Lane Laisikow | 30037 Reef Arrow Hwy Paw Paw, MI 49079 269-217-9349 616-396-6668 FAX mlk@ellul@ellul.com Attn: Mike Tully | 3063 Brighton Rd. S.E. Grand Rapids, MI 49512 616-957-2320 616-957-2361 FAX julie@krentwoodoffice.com Attn: Julie Tompkins | 426 W. 10th St. Traverse City, MI 49684 231-963-4065 andy@krueger.com Attn: Andy Balleger |
| Bid Category A: Metal Caseworks (Teacher desks/filing/bookshelves) | No Bid | No Bid | No Bid | \$178,252.89 | No Bid |
| Bid Category B: Task & Guest Seating | No Bid | \$105,106.00 | No Bid | \$102,521.39 | \$109,948.63 |
| (Teacher Chairs/Admin. Chairs/Multi-Purpose) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category C: Laminated Desks (Administrative Offices) | No Bid | No Bid | No Bid | No Bid | \$7,681.96 |
| Bid Category D: Benches and Occasional Tables (Reception Furniture) | No Bid | No Bid | No Bid | No Bid | \$49,213.76 |
| Bid Category E: Boomerang Tables (Classroom Teaching Table) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category F: Tables (Faculty Planning/Admin./PCHS Media Center) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category G: Wood Shelving (PCHS Media Center) | \$74,560.00 | No Bid | \$50,892.00 | No Bid | No Bid |
| Bid Category H: Soft Seating (PCHS Media Center) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category J: Computer Tables (PCHS Media Center Labs) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category K: Huddleboards (Community Conference Rooms) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category L: Reception Station (PCHS Athletic Director's Secretary) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category M: Recovery Lounge (PCHS Health Room) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category N: Book Cart (PCHS Media Center) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category P: Literature Displays (PCHS Media Center & Counseling Reception) | No Bid | No Bid | No Bid | No Bid | No Bid |
| Bid Category Q: Fireproof Files (PCHS Student Records) | No Bid | No Bid | No Bid | \$6,258.91 | No Bid |
| Bid Category R: Copy Cam (Alternate) (Community Conference Rooms) | No Bid | No Bid | No Bid | \$9,917.39 | No Bid |
| Bid Category S: Media Center Signage (PCHS Media Center) | No Bid | No Bid | No Bid | No Bid | No Bid |

| Project Name: Portage Central H.S. & Portage Northern H.S. Portage Public Schools TMP Project No.: 08132 & 08137 Bid: Furniture Bid Due: January 25, 2011 | Michigan Office Environments 1777 Portage Road Kalamazoo, MI 49007 269-343-0630 ext. 22 269-343-0930 FAX Susan.K@pchs.com Alin: Gary Dowling | SBD- Commercial Interiors 208 E. Washington, Suite 307 Jackson, MI 49203 517-786-3909 517-786-3065 FAX Susan@sbdsbd.com Alin: Douglas McKillop | School Specialty 1000 N. Gilewind Appleton, WI 54911 988-388-3224 X 3474 988-388-6344 FAX BShark@schoolspecially.com Alin: Bryan Shark | West Michigan Office Environments 9306 S. Washtenaw Ave. Kalamazoo, MI 49005 269-344-0758 269-344-5516 FAX blongest@wmi.com Alin: Jeff Blongest | Workspace Solutions 751 Commerce Lane Farmington, MI 49004 269-342-2000 269-342-2337 FAX jinesley@workspacesolutions.com Alin: Jon Hensley |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid Category A: Metal Caseloads (Teacher desks/filing/bookshelves) | \$248,356.81 | \$127,832.00 | No bid | \$157,122.50 | No Bid |
| Bid Category B: Task & Guest Seating (Teacher Chairs/Admin. Chairs/Multi-Purpose) | \$83,009.56 | \$81,504.00 | No bid | No Bid | No Bid |
| Bid Category C: Laminate Desks (Administrative Offices) | \$37,005.31 | \$22,017.00 | No bid | No Bid | No Bid |
| Bid Category D: Benches and Occasional Tables (Reception Furniture) | \$8,424.40 | \$7,870.00 | No bid | No Bid | No Bid |
| Bid Category E: Boomerang Tables (Classroom Teaching Table) | \$51,038.70 | \$48,477.00 | No bid | No Bid | No Bid |
| Bid Category F: Tables (Faculty Planning/Admin./PCHS Media Center) | \$38,391.30 | \$33,858.00 | No bid | No Bid | \$34,547.00 |
| Bid Category G: Wood Shelving (PCHS Media Center) | No Bid | \$54,330.00 | \$70,308.64 | No Bid | No Bid |
| Bid Category H: Soft Seating (PCHS Media Center) | \$15,846.04 | \$15,142.00 | No Bid | No Bid | \$15,600.00 |
| Bid Category J: Computer Tables (PCHS Media Center Labs) | No Bid | \$23,188.00 | \$17,955.20 | No Bid | No Bid |
| Bid Category K: Huddleboards (Community Conference Rooms) | \$17,636.29 | No Bid | No bid | No Bid | No Bid |
| Bid Category L: Reception Station (PCHS Athletic Director's Secretary) | \$5,260.96 | \$2,803.00 | No bid | No Bid | No Bid |
| Bid Category M: Recovery Lounge (PCHS Health Room) | No Bid | \$601.00 | \$499.49 | No Bid | No Bid |
| Bid Category N: Book Cart (PCHS Media Center) | No Bid | \$163.00 | \$128.72 | No Bid | \$145.00 |
| Bid Category P: Literature Displays (PCHS Media Center & Counseling Reception) | No Bid | \$6,624.00 | \$6,290.28 | No Bid | No Bid |
| Bid Category Q: Fireproof Files (PCHS Student Records) | \$6,886.81 | \$8,652.00 | \$10,054.52 | No Bid | \$6,930.00 |
| Bid Category R: Copy Cam (Alternate) (Community Conference Rooms) | No Bid | No Bid | No bid | No Bid | No Bid |
| Bid Category S: Media Center Signage (PCHS Media Center) | No Bid | \$1,769.00 | No bid | No Bid | No Bid |

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
FEBRUARY 21, 2011, 6:30 P.M.**

Note Page

Action Items

2. Bond Projects – Central High School/Northern High School Furniture Bids
 - b. Computer tables for Northern High School and computer and cafeteria tables for Central High School from 2008 Bond Fund #1 (Enclosure #10)

Recommended Motion:


Motion offered by _____, seconded by _____, that the Board of Education authorize the Central High and Northern High School furniture purchases as noted in Enclosure #10 for May 2011 delivery for an amount not to exceed \$88,688.99 from 2008 Bond Fund #1, as presented.

Portage Public Schools

THE FUTURE LEARNS HERE

Richard Perry Ed.D., Assistant Superintendent of Instructional Services
e-mail: rperry@portageps.org
8111 South Westnedge Avenue, Portage, MI 49002

work phone: 269.323.5161

To: Marsha Wells, Superintendent
From: Ric Perry, Assistant Superintendent for Instruction
Date: February 2, 2011 
Subject: Computer tables for Northern High School and computer and cafeteria tables for Central High School from 2008 Bond Fund #1

RECOMMENDATION

It is recommended that the Board of Education authorize the following Portage Central High School & Portage Northern High School furniture purchases for May 2011 delivery not to exceed \$88,688.99 from 2008 Bond Fund #1:

Computer Furniture Bid

| | | |
|------------------------------------------|-----------------------|-------------|
| Bid Category A – Computer tables for NHS | Great Lakes Furniture | \$24,208.00 |
| Bid Category B – Computer tables for CHS | Dew El Furniture | \$36,926.00 |

Cafeteria Bid

| | | |
|----------------------------------------------|----------------------|-------------|
| Bid Category A – 10' Mobile Cafeteria Tables | Holland Desk & Chair | \$28,554.99 |
|----------------------------------------------|----------------------|-------------|

BACKGROUND

The steering committee for Portage Central and Northern High Schools met with District to discuss furniture needs and desires for their business classrooms and computer lab areas. TMP provided blueprint drawings of the space and worked with the District and steering committee staff to layout available space for furniture while still considering wiring for technology equipment. For the cafeteria tables TMP provided blueprint drawings of the space and worked with the District and steering committee staff to layout available space for furniture while still leaving open the appropriate egress areas per safety codes.

PROJECT BIDDING INFORMATION

Computer tables:

Portage Public Schools sent bids out on January 16, 2011 to 14 vendors as well as advertised in the Kalamazoo Gazette and on the State of Michigan construction website. On January 26th bids were received from six (6) vendors. The responses were reviewed and evaluated by the Portage Central and Northern High steering committee and District staff.

The low qualified bid for both categories is recommended and is within budget allocations.

Cafeteria tables:

Portage Public Schools sent bids out on January 6, 2011 to 11 vendors as well as advertised in the Kalamazoo Gazette and on the State of Michigan construction website. On January 20th bids were received from six (6) vendors. One response did not meet our bid specifications. The other responses were reviewed and evaluated by the Portage Central High steering committee, District staff and TMP representatives.

The low bid conforms to the specifications and is recommended for this purchase. This is the same product brand that was ordered for Portage Northern High, 12th Street and Lake Center Elementary cafeterias. Biofit has provided a 15 year warranty on these tables.

The existing furniture currently being used at Portage Central in their cafeteria will be evaluated for re-use within the District at other buildings

Portage Public Schools
 CHS Cafeteria
 PPS Project No. 10519
 January 20, 2011 -- 2:00 PM

**Vendor Name
 and Address**

| | | | | | | |
|-----------------------|--------------------------------------|------------------------------------------|-------------------------------------|---------------------------------|--------------|-------------------------------------------------------------------|
| Dew EI Holland, MI | | | | | | * Did not meet bid specs Nelson Adams South El Monte, CA |
| \$ 32,915.00 | Great Lakes Furniture Holland, MI | Holland Desk & Chair Grand Rapids, MI | School Specialties Mansfield, OH | Stafford Smith Kalamazoo, MI | | |
| | \$ 31,813.00 | \$ 28,554.99 | \$ 30,939.52 | \$ 31,164.00 | \$ 21,748.84 | |
| | | \$ | | | | |
| | | \$ 27,986.30 | | | | |

Bid Category A

Alternate

Portage Public Schools
 CHS/NHS Classroom Computer Furniture
 PPS Project No. 10520

January 28, 2011 -- 1:00 PM

| Vendor Name and Address | Custer Workpiece Grand Rapids, MI | Dew El Holland, MI | Great Lakes Furniture Holland, MI | SBD Belleville, MI | School Specialties Mansfield, OH | Versa Tables.com Los Angeles, CA |
|----------------------------|--------------------------------------|-----------------------|--------------------------------------|-----------------------|-------------------------------------|-------------------------------------|
| Familial (Yes or No) | Y | Y | Y | Y | Y | Y |
| Bid Category A | \$ 61,881.95 | \$ 52,632.00 | \$ 24,208.00 | \$ 59,568.00 | \$ 33,145.92 | \$ 59,908.00 |
| Bid Category B | \$ 45,361.79 | \$ 36,926.00 | No Bid | \$ 38,440.00 | \$ 26,089.58 | \$ 43,638.00 |
| Bid Category C (optional) | \$ 11,119.41 | \$ 23,862.00 | \$ 23,862.00 | \$ 10,578.00 | \$ 9,348.00 | \$ 9,594.00 |