

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

**JANUARY 16, 2012**

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

**6:30 P.M.**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORK SESSION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
JANUARY 16, 2012, 6:30 P.M.  
REVISED AGENDA**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**REPORTS**

1. SUPERINTENDENT'S REPORT
  - a. PERFORMANCE SERIES
  - b. REVENUE ESTIMATING CONFERENCE

**COMMENTS OR COMMUNICATIONS**

1. BY CITIZENS
2. COMMENTS BY BOARD TRUSTEES REGARDING RETREAT
3. BY BOARD TRUSTEES
4. BOARD COMMITTEE REPORTS
5. BOARD LEARNING TIME

**DISCUSSION ITEMS\***

1. NEW HIRES
2. BOND TECHNOLOGY PROJECT BIDS
  - a. TECHNOLOGY ENHANCED CLASSROOM DOCUMENT CAMERA PURCHASE RECOMMENDATION
  - b. LAPTOP COMPUTERS PURCHASE RECOMMENDATION
  - c. MIDDLE SCHOOL AND COMMUNITY EDUCATION CENTER LARGE SCREEN DISPLAY PURCHASE RECOMMENDATION
3. WEST MIDDLE SCHOOL KITCHEN EQUIPMENT PURCHASE RECOMMENDATION
4. SCIENCE RECOMMENDATIONS
5. GRAND RAPIDS BUILDING SERVICES RECOMMENDATION
6. KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY PARENT ADVISORY COMMITTEE REPRESENTATIVE
7. POLICY 2.5, FINANCIAL CONDITION AND ACTIVITIES

\* 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

THE FUTURE LEARNS HERE

## Fall 2011 Performance Series

Prepared by David Lounsbury

# Performance Series

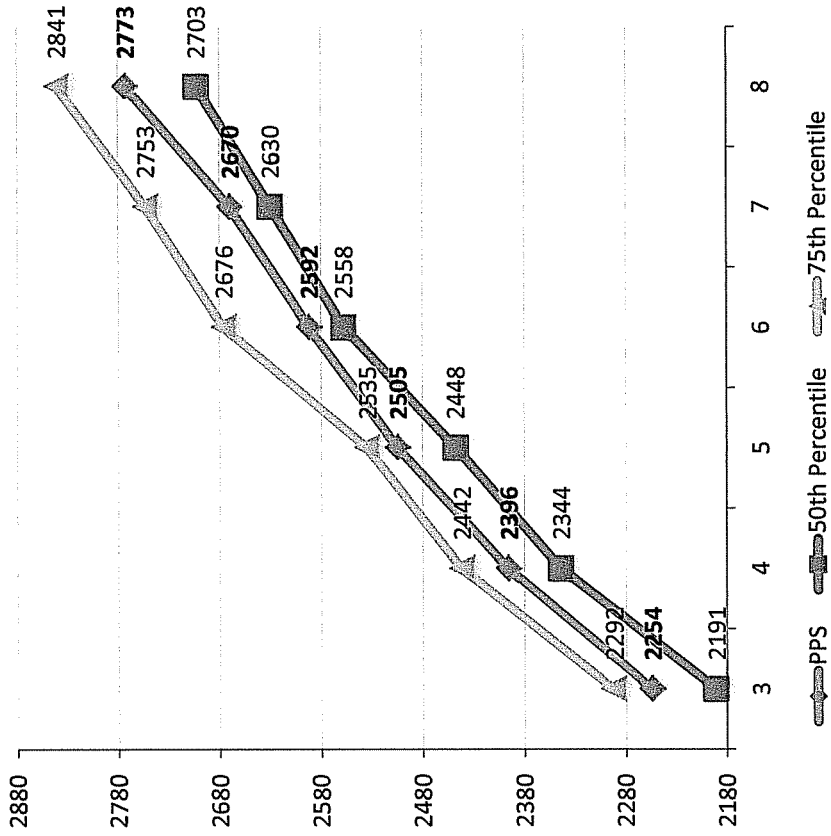
## Classroom Objectives

Objectives	Attained
1. The learner will tell time in five minute intervals using an analog clock. CC.2.MD.7.MI.2.MI.UN.02.05/MI.3.MI.UN.03.01/MI.3.MI.UN.03.02	24
2. The learner will convert time between weeks and days and/or minutes and hours. MI.4.MI.04.05	23
3. The learner will tell time to the nearest minute using an analog clock. CC.3.MD.4.MI.3.MI.UN.03.01/MI.3.MI.UN.03.02	22
4. The learner will measure time in clock terms (hours, minutes) within a story problem. MI.2.MI.UN.02.06/MI.3.MI.PS.03.12	22
5. The learner will determine the weight of a given object. CC.3.3.MD.2/MI.3.MI.UN.03.01	22
6. The learner will choose the appropriate measure for determining weight, length, or size. MI.3.MI.UN.03.01/MI.3.MI.UN.03.07	22
7. The learner will determine the volume of the figure through models. MI.5.MI.05.09	22
8. The learner will exhibit an understanding of reasonableness of results when working with measurement.	21
9. The learner will find the perimeter of a polygon. MI.4.MI.04.06	19
10. The learner will find measurements from scale drawings.	19

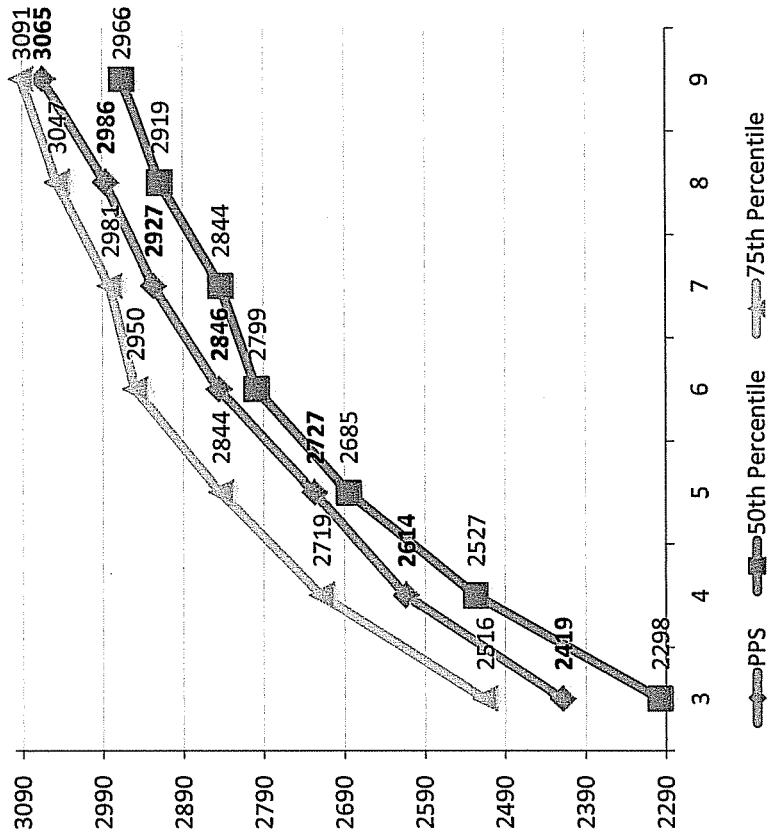
# Performance Series

## Average Scaled Scores

### Math

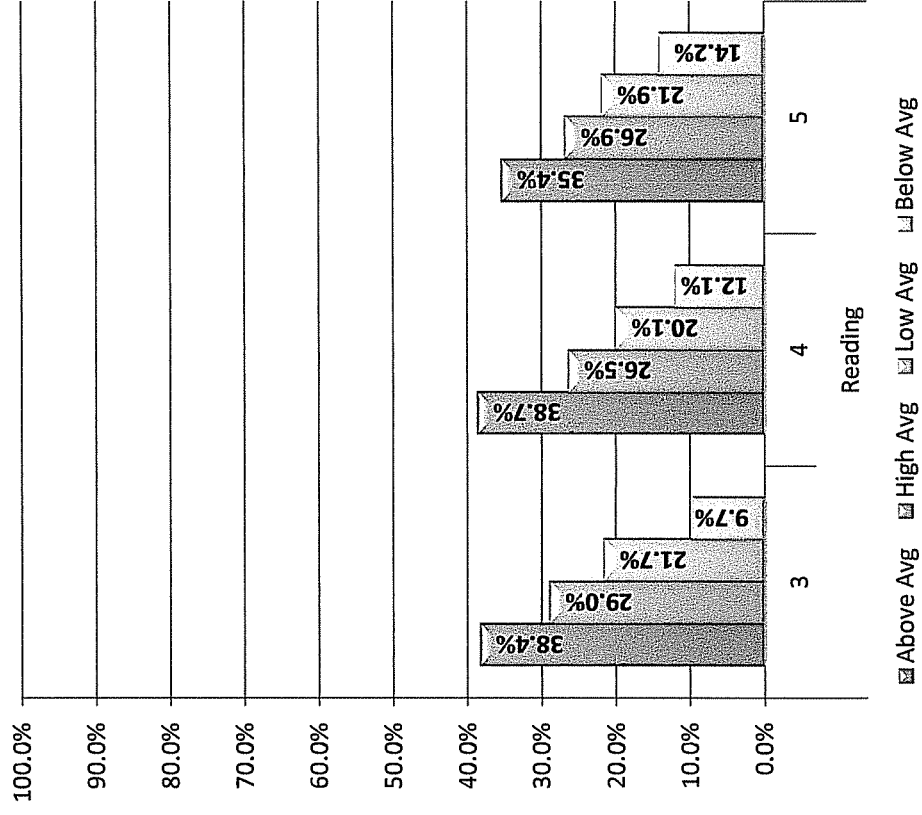
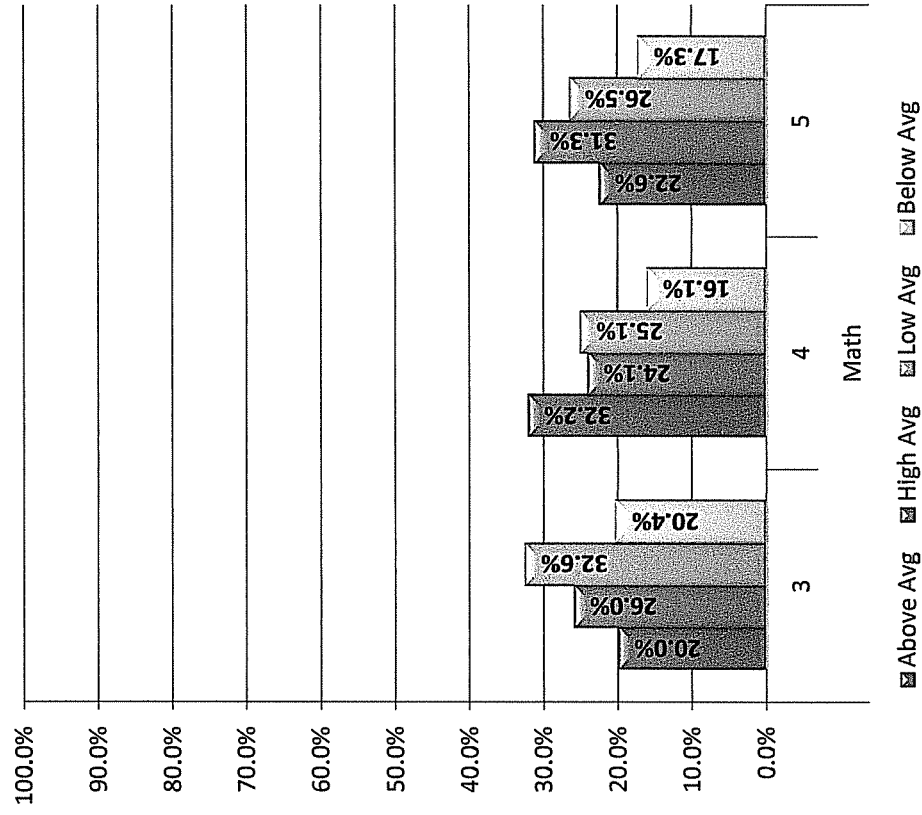


### Reading



# Performance Series

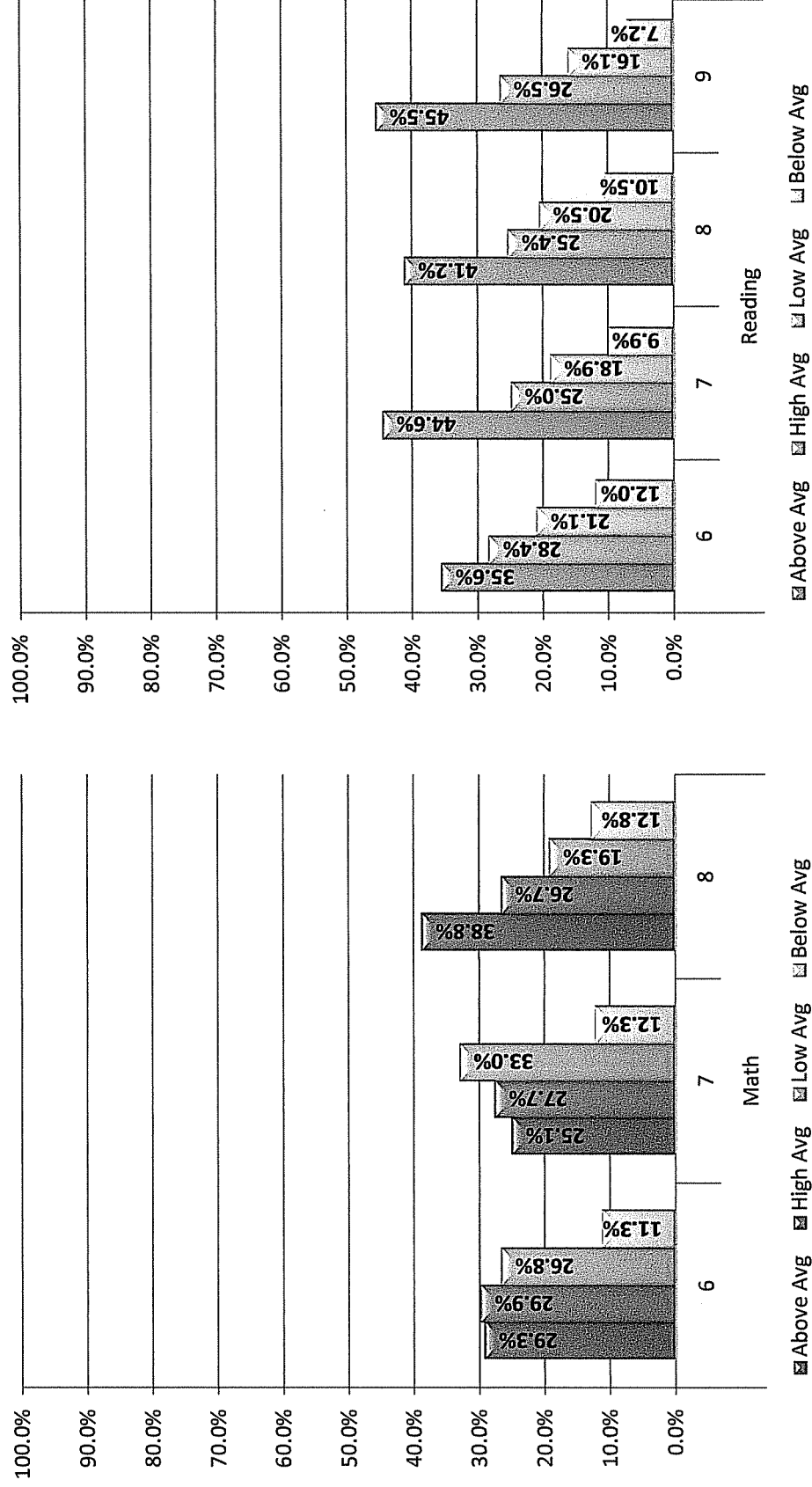
## 3rd – 5th Grade Performance Bands



**Above Avg: 76%-100% High Avg: 51%-75% Low Avg: 26%-50% Below Avg: 0%-25%**

# Performance Series

## 6th – 8th/9th Grade Performance Bands



**Above Avg: 76%-100%    High Avg: 51%-75%    Low Avg: 26%-50%    Below Avg: 0%-25%**

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
JANUARY 16, 2012, 6:30 P.M.**

**Note Page**

**Comments or Communications**

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

4. Board Learning Time

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
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**Note Page**

**Discussion Items**

1. New Hires

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

To: Ric Perry, Superintendent  
From: Tom Zahrt, Director of Human Resources  
Date: January 16, 2012  
Re: New Teacher Appointments

**RECOMMENDATION:**

It is recommended that the Board of Education approve the appointment of the following new teachers:

**Chelsea Crouch/Haverhill Elementary/Title One Teacher** – Chelsea has been working at Portage Public Schools as a Paraprofessional, and has experience as a Substitute Teacher with PESG. Chelsea earned her Bachelor of Science Degree in Elementary Education from Western Michigan University.

**Rachel Mancino-Smith/Woodland Elementary/Title One Teacher** – Rachel has been working at Portage Public Schools as a Paraprofessional and previously served as a Long-term Substitute Title One Teacher for Portage Public Schools. Rachel earned her Bachelor of Science Degree in Education from Western Michigan University.

**Laurie Waldvogel/Central Elementary/Title One Teacher** – Laurie has been working at Portage Public Schools as a Paraprofessional. Laurie earned her Bachelor of Science Degree in Education from Grand Valley State University.

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**Note Page**

**Discussion Items**

2. Bond Technology Project Bids
  - a. Technology Enhanced Classroom Document Camera Purchase Recommendation

Daniel J. Vomastek  
Director of Information and  
Technology Systems

phone: 269.323.5113  
fax: 269.323.5101  
dvomastek@portageps.org

## MEMO

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To: Ric Perry, Ed.D., Superintendent  
Dt: January 11<sup>th</sup>, 2012  
Re: Purchase Recommendation – TEC Document Cameras

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### Recommendation

*I recommend the Board of Education approve the purchase of 275 document cameras for use with our Technology Enhanced Classroom systems from Netrix in an amount not to exceed \$54,628.75, monies coming from the 2008 Bond Funds #1 and #2.*

### Summary

- **Scope of Purchase:** document cameras required for the TEC retrofits at CMS, NMS, WMS, CEC and document camera upgrades at TWL, LCE, WOD and NHS
- **Budget vs. Cost:** \$60,000 was budgeted for this expense, as such this purchase is \$5,371.25 under budget
- **Budget Line Items Impacted:** instructional equipment line items for the above listed schools
- **Expected Years of Service:** 10 or more
- **Included Warrantee:** one year
- **Selection:** awarded to lowest qualified bidder of the HoverCam model requested

### Background

As a part of the upgrades included in our technology plan, we are outfitting each classroom with a Technology Enhanced Classroom (TEC) system which will enable our teachers to integrate modern tools and techniques into their everyday instruction. This purchase is for the document cameras used to display paper documents and other items on the large screen LCDs installed in the classrooms. In some respects, we think of these document cameras as a modern interpretation of the once ubiquitous overhead projector.

### RFP Design and Product Selection

As a part of the routine feedback we've solicited from teachers, it became clear that the document camera we first purchased, a Logitech webcam modified by Dukane, was among the chief items in the TEC design which we could improve upon. While functional, these units do not offer full-screen image quality or annotation tools at a level we would prefer. Given this and a flood of new camera offerings on the market, we decided to evaluate other options.

There are hundreds of variations of document cameras on the market today, ranging in price from a few hundred to over a thousand dollars per unit. Given the importance of this piece of

the TEC design, we spent an entire year researching cameras on-line and at trade shows, as well as obtaining samples for testing on-site. Based on our research, the HoverCam Kudos 3 was found to offer the best solution at a price we could afford.

We ordered our first 250 HoverCams last spring and have been very pleased with their operation. As such, this RFP specifically requested the HoverCam unit, but we did accept proposals on alternate units. None of these alternates were found to offer a better solution so we are recommending the lowest quote on the HoverCam.

This purchase recommendation includes enough units to complete our TEC retrofit work, as well as upgrade existing TEC classrooms which currently have DuKane units. (We will repurpose many of the DuKane units as WebCams and look to sell/donate others where possible.)

**Financial Information**

As indicated, this purchase is under budget by \$5,371.25. The purchase amount will be split between Bond 1 (\$41,915.15) and Bond 2 (\$12,713.60). Please note this total varies by \$2.75 from Netrix's response – their total was off from their unit pricing.

**Additional Information**

I would, of course, be happy to answer any additional questions you or the Board may have. A summary of RFP responses follows.

Business Services	Tabernacle Tech	Central Interconnect	Data Image Systems	Full Compass	School Tech Supply
LongBoat Key, FL	Kalamazoo, MI	Grand Rapids, MI	Walled Lake, MI	Madison, WI	Westlake Village, CA
Yes	Yes	Yes	Yes	Yes	Yes
\$7,699.45 * Total was written incorrectly. Actual total amt should be \$76,994.50	60,972.48	NB	\$ 57,475.00	NB	\$ 59,125.00
none	none	\$ 45,045.00	none	\$ 68,194.50	none

Vendor Name

Address

Familial (Yes or No)

275 HoverCam Kudos 3

Alternate

Troxell	United Digital Integrators	Valiant IMC	Precision Data	Netrix	CDW
Macomb, MI	Granger, IN	S. Hackensack, NJ	Kentwood, MI	Bannockburn, IL	Vernon Hills, IL
Yes	Yes	Yes	Yes	Yes	No Bid
NB	NB	NB	NB	\$ 54,631.50	No Bid
\$ 38,225.00	\$ 50,050.00	\$ 43,917.50	\$ 34,650.00	none	No Bid
			\$ 79,200.00		
			\$ 50,872.25		

Vendor Name

Address

Familial (Yes or No)

275 HoverCam Kudos 3

Alternate

Alternate

Alternate

**PORTAGE PUBLIC SCHOOLS  
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**Note Page**

**Discussion Items**

2. Bond Technology Project Bids
  - b. Laptop Computers Purchase Recommendation

Daniel J. Vomastek  
Director of Information and  
Technology Systems

phone: 269.323.5100  
fax: 269.323.5101  
dvomastek@portageps.org

## MEMO

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To: Ric Perry, Ed.D., Superintendent  
Dt: January 11<sup>th</sup>, 2012  
Re: Laptop Computers – Purchase Recommendation

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### Recommendation

*I recommend the purchase of 50 laptop computers from Insight Public Sector for an amount not to exceed \$29,820.50, proceeds coming from the 2008 Bond Fund 1.*

### Summary

- **Scope of Award:** purchase of 50 laptop computers
- **Budget vs. Cost:** \$50,000 was budgeted for this expense – award is \$20,179.50 under this allocation
- **Budget Line Items Impacted:** Administrative Technical Equipment
- **Expected Years of Service:** 5-7 years
- **Included Warrantee:** 3 years
- **Selection:** Awarded to lowest overall proposer

### Background

Late this fall we released an RFP for 50 laptop computers. Most of these laptops will be used for trainings at the Technology and Training Center. The remainder will be assigned to staff members who would benefit greatly from laptop access as a part of their job assignment.

### Response and Financial Details

As noted, this purchase is significantly under budget. While we would have preferred to stay with a Dell series E computer to maintain maximum flexibility with existing accessories, the recommended option (a Lenovo 15.6 inch model – both more powerful and less expensive than the Dell model quoted) was simply too good of a deal to turn down. Please note that this purchase price reflects an alternate option proposed by Insight. This alternate response offers an upgraded laptop with a better screen, processor and hard drive – all in all a good investment for the added \$6,382.50.

A full tally of RFP responses is attached for your reference. Please let me know if you have any questions.



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JANUARY 16, 2012, 6:30 P.M.**

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**Discussion Items**

2. Bond Technology Project Bids
  - c. Middle School and Community Education Center Large Screen Display Purchase Recommendation

Daniel J. Vomastek  
Director of Information and  
Technology Systems

phone: 269.323.5113  
fax: 269.323.5101  
dvomastek@portageps.org

## MEMO

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To: Ric Perry, Ed.D., Superintendent  
Dt: January 11<sup>th</sup>, 2012  
Re: Middle School and CEC Large Screen Display Purchase Recommendation

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### Recommendation

*I recommend the Board of Education approve the purchase of 136 large screen displays from Troxell Communications, Inc. in an amount not to exceed \$321,920.16, funds coming from the 2008 Bond Fund #1.*

### Summary

- **Scope of Purchase:** large screen displays required for the technology retrofits at CMS, NMS, WMS, and CEC
- **Budget vs. Cost:** \$326,400 was budgeted for this expense, as such this purchase is \$4,479.84 under budget
- **Budget Line Items Impacted:** instructional equipment line items for the above listed schools
- **Expected Years of Service:** 15 or more
- **Included Warrantee:** four years
- **Selection:** awarded to lowest qualified bidder

### Background

As a part of the upgrades included in our technology plan, we are outfitting each classroom with a Technology Enhanced Classroom (TEC) system which will enable our teachers to integrate modern tools and techniques into their everyday instruction. This purchase is for the large screen displays, most of which will be installed in classrooms and conference areas.

### RFP Design and Product Selection

The RFP requested a Sharp 70" LED display or equivalent. In recent months, pricing for LED displays have fallen to the point where they fit within our budget. LED displays are preferred over LCD displays as they are brighter and use less energy. These displays are also slightly larger than the units installed at the high schools which will further enhance visibility – especially in those classrooms with odd layouts or installation restrictions.

### Financial Information

As indicated, this purchase is under budget by \$4,479.84. Pricing includes shipping and the extended warranty.

### Additional Information

I would, of course, be happy to answer any additional questions you or the Board may have. A summary of RFP responses follows.

Business Services	Central Interconnect	Communication Professionals	Sound Stage Systems	TPC Tech	Troxell	United Digital Integrators	CDW
Longboat Key, FL	Grand Rapids, MI	Ferrington Hills, MI	North Haven, CT	Niles, MI	Mecomb, MI	Granger, IN	Shelton, CT
Yes	Yes	Yes	Yes	Yes	Yes	Yes	No Bid
\$ 352,237.28	\$ 344,080.00	\$ 322,741.80	\$ 325,040.00	\$ 310,447.20	\$ 304,376.16	\$ 320,416.00	No Bid
None	None	\$ 1,000.00	None	\$ 2,350.02	None	\$ 2,500.00	No Bid
National Wide #1085 Meck - On Site	None Listed	West MI TV Portage, MI	West MI TV Portage, MI	West MI TV Portage, MI	West MI TV Portage, MI	None Listed	No Bid
\$ 159.88	\$ 163.00	\$ 288.23	\$ 251.88	\$ 152.71	\$ 128.00	\$ 250.00	No Bid
3 year enhanced warranty-per TV cost	1425 Coll Ave NE Grand Rapids, MI	4728 Division Weyland, MI	2135 Sprinkle Rd Kalamazoo, MI	National Storage Co 1828 Second St Kalamazoo, MI	None	None Listed	No Bid
Alternate #2 - Vendor Storage & Delivery Address of Vendor storage location	None	\$ 4,000.00	\$ 2,500.00	\$ 1,863.50	No Bid	None Listed	No Bid
Cost of storage fee for 136 units	None	\$ 2,000.00	\$ 4,000.00	\$ 1,450.00	No Bid	\$ 2,500.00	No Bid
Cost of delivery for 136 units-to 4 locations	None	\$ 6,000.00	\$ 6,500.00	\$ 3,413.50	No Bid	\$ 3,300.00	No Bid
Total cost for Storage & Delivery	None	\$ 6,000.00	\$ 6,500.00	\$ 3,413.50	No Bid	\$ 5,800.00	No Bid

Femillel (Yes or No)  
 Sharp 70" LED or equivalent  
 Shipping/delivery costs to one location  
 Alternate #1 - Warranty Service Center address  
 3 year enhanced warranty-per TV cost  
 Alternate #2 - Vendor Storage & Delivery  
 Address of  
 Vendor storage location  
 Cost of storage fee for 136 units  
 Cost of delivery for 136 units-to 4 locations  
 Total cost for Storage & Delivery

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**Discussion Items**

3. West Middle School Kitchen Equipment Purchase Recommendation

*Note: This item will be hand carried to the January 16, 2012 Board meeting.*

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education move the West Middle School Kitchen Equipment Purchase Recommendation to an action item.

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the West Middle School Kitchen Equipment Purchase Recommendation, as presented.

PORTAGE PUBLIC SCHOOLS  
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**Discussion Items**

4. Science Recommendations

## MEMO

**TO:** Superintendent Perry  
Board of Education Members

**FROM:** Lynne Cowart

**DATE:** January 09, 2012

**RE:** Science Recommendations

The following recommended changes and additions to the science curriculum were approved by the District Curriculum and Instruction Council on December 14, 2011 and are supported by the Administration. Approval of these recommendations by the Board of Education is requested.

### Summary of CIC Science Recommendations

#### Middle School

1. The curriculum for grades 5 – 7 should be integrated across science disciplines including GLCEs from earth, physical and life science.

**Issue addressed:** All Middle School GLCEs need to be taught by the end of 7<sup>th</sup> grade since they are tested at the beginning of 8<sup>th</sup> grade.

2. An Honors Earth Science Class (Science Plus) should be implemented at the 8<sup>th</sup> grade level for advanced students. Students who pass the class will receive .5 HS credit for Earth Science – fulfilling the Earth Science graduation requirement.

**Issue addressed:** Parent concerns that advanced science students had to “double up” on science at the HS in order to meet Earth Science requirement.

#### High School

1. Honors Chemistry 2 and Honors Physics 2 should be added to the high school course offerings.

**Issue addressed:** Parent concerns that advanced students were unable to complete a full year of advanced chemistry and physics without taking IB Chemistry or Physics. Honors Chemistry 1 and Honors Physics 1 are already offered.

**Note:**

The proposal to add one year offerings of IB-SL Chemistry and IB-SL Physics was tabled with the request for more information to be presented at the May CIC meeting.

**Issue addressed:** Parent concerns that students do not have a one year IB Physics or Chemistry option. The HS science teachers expressed serious concerns regarding the limited time available to adequately teach IB-SL Chemistry or Physics in one year. Administrators share their concern. The issue will be studied further for possible solutions. No action is requested at this time.

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**Discussion Items**

5. Grand Rapids Building Services Recommendation

**Craig Ross, Ed.D.**  
*Community Education  
Administrator*  
Phone: 269.323.6755  
Fax: 269.323.6790  
cross@portageps.org

To: Ric Perry, Superintendent  
From: Craig Ross, Community Education Administrator  
Date: January 16, 2012  
Re: Grand Rapids Building Services Recommendation

**RECOMMENDATION:**

It is recommended that the Board of Education approve the three-year extension of the Custodial Services Contract with Grand Rapids Building Services, Inc., as presented. It is further recommended that the Board of Education not approve the Day-Time Staff Option, as presented.

**BACKGROUND:**

The current three-year contract with GRBS was initiated in August 2009 and will expire in August 2012. The purchase of over \$300,000 worth of equipment was factored into the fees charged to Portage Public Schools for custodial services, based on the anticipated length of the initial contract (3 years). By moving to a repair and replace schedule for equipment management, GRBS has been able to offer the district substantial savings for a three-year contract extension: \$200,000 (\$50,000 per year for three years plus a \$50,000 extension bonus).

The District's working relationship with GRBS has consistently improved over the last two years, and we currently have many GRBS employees in our buildings who are performing well and who are appreciated by staff.

GRBS has also offered the district a Day-Time Staff Option that would result in financial savings, but would require the termination of day-time PPS custodial employees. The Board has previously not been in favor of this action, and the acceptance of this option is not part of the current recommendation.



Richard Perry, Superintendent  
Rob Olsen, Assistant Superintendent  
Craig Ross, Director of Energy and Operations  
Bob Small, Supervisor of Maintenance  
Portage Public Schools

November 3, 2011

Good morning Gentleman,

Yesterday, it was my privilege to thank our leadership team from across the State of Michigan for their dedication and results on behalf of our customers and GRBS. Specific to Portage, Lester Hughes won the Rookie of the Year Award and Bob Cheeseman won the Supervisor of the Year award for their contributions to Northern Middle and Northern High School respectively. This was from over 100 candidates up for these awards. Dana Dhaene and Sherry Leist were also final nominees. It was a fantastic celebration of service and commitment. I hope you will be able to join us next year. We will be highlighting their achievements in your winter staff newsletter.

I met with Rob, Craig and Bob a couple of weeks ago to talk about the square footage expansions, continual improvement opportunities and extension reductions. This letter serves to follow up on those items.

1. We have determined there is a net increase for cleanable square footage at Central High School of 50,000 feet.
2. Waylee has 2 leased rooms, 6 rooms that were demolished, and the old gym area that is now storage we are not cleaning for approximately 10000 sq feet.
3. The administration tech wing of cleanable space (3 classrooms and common hall) also closed down from its previous cleaning for approximately 4000 sq feet. The rest of the square footage that is now closed was space we were never assigned to clean.

I would anticipate this being a net change in cleaning of 36,000 sq feet, if this is agreeable with you, which would result in a \$36,000/year increase in billing, which I can make effective October 1, 2011, so as not to go back further for accounting purposes. I will plan to make that adjustment.

From the other items we discussed:

1. **Equipment improvement.**
  - a) We are ordering 2 motor upright units for each building, 2 for each high school. KSS has presented several options and the selection and placement has a deadline of Thanksgiving Break. We believe these units will perform the same, but perception means everything so we are changing out our units.
  - b) We have set up demos for extractors by Thanksgiving and once selected, we will add six new units to the Portage program (unless another option is elected below) by Christmas.

- c) We are having an all-day Certified Equipment repair class IN Portage on November 17 to add to our personnel on site who can complete equipment repair and preventative maintenance.
- d) Equipment upkeep is reviewed in our quarterly Quality Walks and our twice/month inspections.
- e) We have created a bonus structure for the Certified Equipment Techs (who are to be OTHER personnel than the supervisory team so there is depth in the system) for completing their assessments and preventative maintenance for each unit three times per year.
- f) Should radios break due to mishandling by GRBS staff, of course we are willing to pay for replacement. We understand this is a system that may need to be replaced as a whole from being out of date. Should Portage wish to transfer to cell phones or another system of communication, GRBS is willing to negotiate our participation in the cost of this transition.
- g) We have ordered and received a new Wide Area Vacuum as requested for Central High School given the new square footage of carpeted hallways.

## 2. Quality Improvements:

- a) The E mail and Principal Recap and Quality Reports are to be reviewed Quarterly with Craig, Bob and Rob. These reports show work in progress but also trends and solutions. Karin and Jason will be present at these meetings to ensure commitment from the top of both organizations in this significant and important area of service to Portage Public Schools
- b) I have been working with Mike on doing a better job communicating follow up on items presented in email format. To ensure confidence in Mike and his team's follow up, Portage needs more information on what has occurred. Overall, Mike is perceived by Portage to be responsive, but lacking in progress towards more permanent solutions. Mike was in the mode to just say thank you and follow up quietly instead of supplying that information, thinking that was more customer service oriented. I appreciate his low drama and professionalism, but it would lead others to believe his follow up is not complete. I have seen significant increase in communication that is showcasing the discussion and solutions with each e mail response, and will continue to monitor Mike throughout the year personally.
- c) We have made a couple of leadership moves that have settled in, especially at Central High School. Additionally, we have added a night Field Supervisor position that will be focused on filling in higher level positions, walk downs of substitute work, following up on quality issues or trends, training and inspection. This position was previously filled by a person who kept being used for day time fill in. Since we are regularly filling in for long term leave of absence situations this year as we did last, we needed to address this opening with a more permanent solution. We believe this will assist Mike and his team in making less mistakes to the daily and weekly schedule.
- d) We have a great leadership team in Portage with consistency of staffing for all five of these positions over the last two years. The word in 2012 is "Ownership." We are no longer the "new guy," and that needs to kick in with everyone involved. Our training seminars will be focused on promoting ownership of our buildings for security and cleanliness.
- e) We will continue to encourage our WOW program with your teachers and staff. I appreciate the willingness of your teachers and principals who give compliments to our staff. We pass on not only your kind words, but a bonus and recognition in our newsletters. It is meaningful to hear from the customers we service nightly that our hard work is being noticed. We know ownership increases when our team members feel part of the Portage team.

**Extension Language:** It is the desire of GRBS and we believe Portage Public Schools to continue our relationship, and we have the ability to offer a financial incentive to do so.

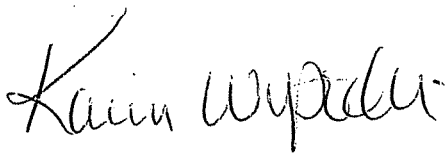
As you know, we are in the process of completing a large equipment purchase of over \$300,000.00 over the last three years of equipment purchases. We are now able to move to a repair and replace program which will cut this prorated amount in half, reducing the price to Portage Public Schools effective August 1, 2012 by \$50,000.00/year. **If Portage agrees to a three year extension commitment by February 1, 2012, we will give you a \$50,000.00 extension bonus** in June of 2012, so it hits the school books in fiscal 2011/12 school year. Additionally, at the end of three years (August 2015,) we will produce records of our equipment purchases and repairs. Any remaining amount we did not use over those three years for repair and replacement will be returned to Portage Public Schools.

**Day Time Staff Option:** We also know you have considered replacing your daytime staff with GRBS employees. Our price of \$37,440.00 per person continues. With the 12 personnel you currently have on staff during the day, we believe **this is a savings of over \$240,000 per year plus \$30,000.00 per year** that you have historically spent on filling in for long term absences. When our day staff is absent, we fill in at no charge.

We appreciate your commitment to these in house team members, but if you end up switching to our staff members, **we will also be able to purchase a Truck Mount Carpet Extraction unit at no additional expense to Portage** and clean every carpet in the district twice/year using this unit. This prevents needing to use the current outsourced vendor for this work saving you even more money. We are able to do this at no additional charge because we do not have 4 weeks of vacation for our full time year round staff making our summer team more efficient than the Portage Day personnel can be, and we would use that extra resource to purchase the unit which is over \$50,000.00. Additionally, this add on affords a full time additional manager to Portage Public Schools which we would dedicate for higher level facilities repair and maintenance training and staff over site in addition to Mike's position. We want to assure you that if you decide to change, it will result in quality personnel with a good program and carpet extraction and management enhancements. We understand you will have year one costs for unemployment, but this is likely **over a \$280,000.00 - \$300,000.00 annual savings for the district** from the contractor who has successfully proven we can provide quality day personnel for your district.

We are proud and appreciative of our relationship in Portage Public Schools. This has been a huge undertaking for both of our teams, and our focus for the future is to become integral and recognized as part of the Portage family for many years to come. Please let me know if you have any questions on any of these items.

Sincerely,



Karin Wysocki  
President  
GRBS Inc.  
800-441-4463  
[kwysocki@grbsinc.com](mailto:kwysocki@grbsinc.com)

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
JANUARY 16, 2012, 6:30 P.M.**

**Note Page**

**Discussion Items**

6. Kalamazoo Regional Educational Service Agency Parent Advisory Committee Representative

Gail Van Daff  
*Special Education Director*

phone: 269.323.5010  
fax: 269.323.5011

TO: Ric Perry, Superintendent

FROM: Gail Van Daff, Director of Special Education

DATE: January 3, 2012

RE: **Kalamazoo Regional Educational Service Agency (KRESA) Parent Advisory Committee (PAC) Representative**

**RECOMMENDATION:**

It is recommended that the Board of Education approve the nomination of **Patti Chen** to the Special Education Parent Advisory Committee at KRESA. The appointment is for a three-year term which will expire in school year 2014-2015.

**BACKGROUND:**

The Parent Advisory Committee (PAC) is a committee of parents, special education directors and Kalamazoo RESA staff. The PAC participates in the evaluation of programs, serves as a resource for other parents and advises the school administrators in matters related to quality programs and services. PAC meetings are held on the third Tuesday evening of each month during the school year at the Kalamazoo Regional Educational Service Agency.

**PARENT BACKGROUND:**

Mrs. Chen is the parent of an elementary student who receives special education services. She has been very involved with her child's educational needs and has worked closely with school personnel to ensure her child's success in Portage Public Schools. Additionally, she was highly recommended by Candi Bush, Executive Director of *Parent-to-Parent of Southwest Michigan*, a non-profit community organization that provides services to families of children with special needs. We feel she would serve our district well as a representative on the Parent Advisory Committee.

**ATTACHMENT:**

Kalamazoo RESA Parent Advisory Committee letter to special education parents



*Enhancing your school and community*

*Service Center*  
1819 E. Milham Road  
Kalamazoo, MI  
49002-3035

*Croyden Avenue School*  
4606 Croyden Ave.  
Kalamazoo, MI  
49006-3901

*Youth Opportunities Unlimited*  
422 E. South St.  
Kalamazoo, MI  
49007-3870

1601 S. Burdick St.  
Kalamazoo, MI  
49001-2779

16587 Enterprise Dr.  
Three Rivers, MI  
49093-7901

*Juvenile Home School*  
1424 Gull Road  
Kalamazoo, MI  
49048-1664

*Valley Center School*  
3122 Lake Street  
Kalamazoo, MI  
49048

*Young Adult Program*  
422 E. South St.  
Kalamazoo, MI  
49007-5809

*Early Childhood Education*  
3410 Laird  
Kalamazoo, MI  
49008

Kalamazoo  
Regional Educational  
Service Agency

269.385.1500  
www.kresa.org

Dear Parent/Guardian:

We would like to introduce ourselves to parents/guardians whose children receive special education services. Some of these services include: speech therapy, occupational therapy, physical therapy, an early intervention program for children birth to six years of age, or instruction from a special education teacher.

As many of us know, there are times when we all have questions or concerns regarding special education and the Individualized Education Planning Team (IEPT) process. We in the Parent Advisory Committee (PAC) may not have all the answers, but we may be a resource for those questions or concerns.

The Kalamazoo Regional Educational Service Agency (KRESA) Parent Advisory Committee (PAC) is a committee of parents, special education directors, and KRESA staff. The PAC participates in the evaluation of programs, serves as a resource for other parents, and advises the school administrators in matters related to quality programs and services.

To contact your school district's PAC representative, go to the KRESA website at <http://www.kresa.org> and click on special education, or call KRESA at 250-9323.

PAC meetings are open to the public and are usually held at KRESA, 1819 East Milham Road, Kalamazoo. Off-site meetings will be announced on KRESA's website prior to the meeting date.

Tentative dates for 2011-2012 meetings (7:00-8:30 p.m.) are:

- Tuesday, September 20, 2011      Tuesday, October 18, 2011
- Tuesday, November 15, 2011      Tuesday, January 17, 2012
- Tuesday, February 21, 2012      Tuesday, March 20, 2012 (6:30-8:30)
- Tuesday, April 17, 2012      Tuesday, May 15, 2012

Sincerely,

*The KRESA Parent Advisory Committee*

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMUNITY ROOM - ADMINISTRATION BUILDING  
JANUARY 16, 2012, 6:30 P.M.**

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7. Policy 2.5, Financial Condition and Activities

## POLICY TYPE: EXECUTIVE LIMITATIONS

### 2.5 POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES*

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With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

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

1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.
2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues.
3. Allow annual unassigned fund balances to fall below 7%. (The Board of Education authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation.)
4. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances.
5. Allow payroll obligations to be unsettled or untimely.
6. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
7. Make any contractual commitment for equipment, goods, or services in excess of greater than \$100,000. Splitting physical asset orders to avoid this these limits is not acceptable.
8. Acquire, encumber or dispose of real property.
9. Allow receivables to go uncollected beyond a reasonable period of time without aggressively pursuing their collection.
10. Commit expenditures from a flexible fund to cover expenses in a more restricted fund.
11. Make any adjustment to the salary or length of any administrator contract without prior approval by the Board of Education of these parameters for the administrative group in total.

Adopted: 9/22/08

Revised: 10/23/08, 5/18/09, 3/22/10, 6/20/11, 1/ /12