

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

JANUARY 30, 2012

COMMUNITY ROOM

ADMINISTRATION BUILDING

8111 S. WESTNEDGE, PORTAGE, MI

6:30 P.M.

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY ROOM - ADMINISTRATION BUILDING
JANUARY 30, 2012, 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 Six Months Ended December 31, 2011**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>	
Revenues	\$ 73,711,584	\$ 29,665,344	40.25%	(1)
Expenditures	74,329,027	30,817,045	41.46%	(2)
Transfers from Site Based Fund Balance	81,401	0	0	(3)
Excess of Revenues over Expenditures	<u>\$ (536,042)</u>	<u>\$ (1,151,701)</u>		

Comparison	2009-10	2010-11
Revenues	39.27%	39.65%
Expenditures	39.66%	41.34%

Note 1 - Actual revenues for 2011-12 are greater than 2010-11 due to the receipt of 100% of the budgeted bus financing proceeds in the current year. In addition, revenues are greater due to the receipt of state aid categoricals being consistent with the budgeted amounts, compared to the 2010-11 year in which the receipt of budgeted state aid stabilization funds was not received until February of 2011. Property tax revenue is still lower as a percentage of the budget compared to the 2010-11 year.

Note 2 - Actual expenditures for 2011-12 are greater than previous years due collective bargaining agreements settled for greater than the budgeted amount.

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

Note Page

Comments or Communications

1. By Citizens

2. By Board Trustees

3. Board Committee Reports

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

December 12, 2011

The special meeting of the Board of Education of the Portage Public Schools held on Monday, December 12, 2011, was called to order by President Snyder at 5:30 p.m. in the Instructional Services Conference Room of the Administration Building.

Board Members Present: Tom Eddy, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Members Absent: Ted Hartridge and Geoff Howe

Administration Members Present: Karla Colestock, Ric Perry and Tom Zahrt

CLOSED SESSION

Motion offered by President Snyder, seconded by Mr. Rathburn, that the Board of Education move into closed session for the purpose of discussing collective bargaining strategy [Section 8 (c) of the Open Meetings Act]. Upon a roll call vote, all Trustees present voted in favor of the motion.

The Board moved into closed session at 5:30 p.m.

The Board returned to open session and recessed at 6:00 p.m.

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, December 12, 2011, was called to order at 6:32 p.m. by President Snyder in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 8 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Tom Eddy, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Ted Hartridge and Geoff Howe

DISTRICT RECOGNITIONS AND ACKNOWLEDGEMENTS

The Community Relations Manager, Mr. Tom Vance, introduced Northern High School teacher, Ms. Kathy Mirakovits. Ms. Mirakovits shared background on the proposed use of two grants she received from MEEMIC Insurance and Michigan Science Teachers Association for the 2011/12 school year. On behalf of the Board, President Snyder thanked Ms. Mirakovits for her efforts to secure this funding.

REPORTS

Superintendent's Report: Interim Superintendent, Dr. Ric Perry, shared details of the newly created Portage Education Foundation (PEF) Joyce Vliek Endowed Scholarship. Dr. Perry thanked Mr. Ted Vliek, Sr., and family for their generous donation. He reminded the audience that February 17, 2012, is the deadline for the PEF Scholarships and noted applications are available on the District web site.

Dr. Perry provided follow-up on a previous contact regarding van safety issues in the District. He reported the Transportation Department is developing a training module for drivers and confirmed this is a safe and effective mode of transportation.

Dr. Perry informed the Board of the assessment process the Portage Police Department is undergoing. He further noted he was contacted by an assessor from CALEA (Commission on Accreditation for Law Enforcement Agencies, Inc.) regarding this recertification.

Dr. Perry reported the Human Resources Department will host an unpaid student intern from Western Michigan University beginning in January.

Dr. Perry informed the Board that Mrs. Sarah Baker, Instructional Services Coordinator, was successful in securing grant funding from the Turn 2 Foundation. He thanked Mr. Derek Jeter for the support this provides to the student assistance programming in the District.

Dr. Perry shared buildings closure plans during Winter Break noting temperatures will be dialed back as well as other cost savings initiatives will be instituted in the District.

Dr. Perry thanked the teachers for focusing on students while remaining professional, patient and thoughtful during this negotiations process.

Dr. Perry introduced Mrs. Lynne Cowart, Director of Curriculum and she provided the Board with a science review. Mrs. Cowart and Dr. Perry responded to Trustee questions pertaining to: International Baccalaureate standard level, specific parent concerns, the rationale to address concerns and helping the Board understand the process.

Financial Report: The Business Manager, Mrs. Karla Colestock, presented a financial report for the five month period ending November 30, 2011. She informed the Board that the Revenue Estimating Conference will be held January 13, 2012, noted the 2012/13 budget cycle will begin in January, and shared concerns regarding the pending retirement rate increase.

COMMENTS OR COMMUNICATIONS

President Snyder opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, President Snyder opened the floor to comments from fellow Board members.

Mrs. Willson shared news of the successful Stuff the Bus event and thanked the students and parents for their generosity. She reminded the audience of holiday performances scheduled for Northern High School Winter Collage on December 20 and 22; the Central High School Choir and Orchestra on December 20; and Central High Band Collage on December 14.

Mr. Eddy thanked the Administration and Portage Education Association teams for their efforts to negotiate the 2011/12 contract. He also wished all staff, students and parents a happy holiday season.

Mr. Rathburn echoed Mr. Eddy's comments and appreciates the effort that went into this negotiations process.

President Snyder wished the audience happy holidays.

President Snyder opened the floor to Board Committee reports.

Mr. Eddy reported that the Facilities Committee intends to share District master plans with the community and noted the focus will remain on enhancing student achievement.

Mr. Rathburn informed the audience that the Portage Athletic Foundation is planning their annual Steppin' Out fundraising event for January 28, 2012.

CONSENT AGENDA

President Snyder moved Policy 3.12, Superintendent Evaluation Process from the Consent Agenda to the Required Approval Items in order to discuss a revision.

President Snyder presented the following Consent Agenda items for approval by the Board of Education: The minutes of the November 21, 2011, Special and Regular Business Meetings and November 29, 2011, Special Meeting.

There being no objections, motion carried unanimously.

REQUIRED APPROVAL ITEMS

Motion offered by Mr. Van Antwerp, seconded by Mr. Rathburn, that the Board of Education approve Policy 3.12, Superintendent Evaluation Process, as presented.

Mr. Van Antwerp provided background information on the update to Superintendent Evaluation Process Policy. President Snyder shared details on the evaluation timing, Board Retreats and goal setting.

Motion carried unanimously.

Motion offered by Mr. Van Antwerp, seconded by Mr. Eddy, that the Board of Education ratify the 2011/12 Contract with the Portage Education Association, as presented.

Dr. Perry provided background information on the Portage Education Association contract. Several Trustees offered thanks to the negotiation team of teachers and Administrators for hard work and to the teachers for putting kids first throughout the process.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**BOARD OF EDUCATION
SPECIAL MEETING MINUTES**

December 22, 2011

The special meeting of the Board of Education of the Portage Public Schools held on Thursday, December 22, 2011, was called to order by President Snyder at 7:33 a.m. in the Instructional Services Conference Room of the Administration Building, 8111 S. Westnedge.

Board Members Present: Tom Eddy, Geoff Howe, Rusty Rathburn (arrived at 7:38 a.m.), Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Members Absent: Ted Hartridge

Administration Present: Ric Perry and Tom Zahrt

REQUIRED APPROVAL ITEMS

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education adopt the Support Personnel Compensation Resolution, as presented.

The Human Resource Manager, Mr. Tom Zahrt, shared a cost analysis and provided further explanation of compensation to all employee groups. Mr. Zahrt and Dr. Perry responded to Trustee questions regarding annuities, steps and nuances with the different employee groups.

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

Motion offered by Mr. Eddy, seconded by Mr. Howe, that the Board of Education ratify the International Union Of Operating Engineers Local 324 (Food Service) 2011/12 Contract, as presented.

Mr. Zahrt noted there were no changes in this contract.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 8:10 a.m.

Respectfully submitted,

Edna Kent
Recording Secretary

Enclosure #1
December 22, 2011

PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO, STATE OF MICHIGAN

SUPPORT PERSONNEL COMPENSATION
SCHOOL BOARD RESOLUTION

Minutes of a regular meeting of the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, held on the 22nd day of December, 2011, at 7:30 o'clock a.m., Eastern Daylight Time.

PRESENT: Members Tom Eddy, Geoff Howe, Rusty Rathburn (arrived at 7:38 a.m.), Bo Snyder, Randy Van Antwerp and Joanne Willson

ABSENT: Members Ted Hartridge

The following preamble and resolution were offered by Member Mrs. Willson and supported by Member Mr. Snyder :

In light of the recent contract settlement with the Portage Education Association, in order to adjust the remaining support personnel to comparable levels of concessions, it is so moved that the following compensation adjustments be approved by the Board pending the signing of letters of agreement with the affected groups represented by current collective bargaining agreements and contracts:

1. School Bus Drivers' Association – advancement of steps and the equivalent to 1 day's pay for appreciation.
2. Custodian/Maintenance Association – advancement of steps and the equivalent to 1 day's pay for appreciation.
3. Portage Association of Educational Office Personnel – advancement of steps and the equivalent to 1 day's pay for appreciation.
4. Administration – advancement of steps and the reinstatement of annuities associated with appreciation for longevity.

Resolved this 22 day of December, 2011

AYES: Members Tom Eddy, Geoff Howe, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

NAYS: Members _____

Resolution declared adopted .

Randy Snyder for Ted Hartridge
Secretary, Board of Education

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on December 22, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

RHM Snyder for Ted Hertidge
Secretary, Board of Education

**BOARD OF EDUCATION
POLICY GOVERNANCE SESSION MINUTES**

January 9, 2012

The policy governance session of the Board of Education of the Portage Public Schools held on Monday, January 9, 2012, was called to order at 4:05 p.m. by President Snyder in the Conference Room at the Technology and Training Center, 8107 Mustang Drive, Portage, Michigan.

Board Trustees Present: Tom Eddy, Ted Hartridge, Geoff Howe, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: None

Administration Present: Sarah Baker, Instructional Services Coordinator; Ric Perry, Interim Superintendent and Tom Vance, Community Relations Manager

Others Present: Mike Washburn, Facilitator

POLICY GOVERNANCE SESSION

Mike Washburn facilitated discussions which included updates on District Goals, Informal Superintendent Evaluation and Superintendent Search Timing.

CLOSED SESSION

Motion offered by Mrs. Willson, seconded by Mr. Rathburn, that the Board of Education move into closed session for the purpose of discussing periodic personnel evaluations [Section 8 (a) of the Open Meetings Act].

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

The Board moved into closed session at 6:10 p.m.

The Board returned to open session and recessed at 8:00 p.m.

The Board reconvened at 8:10 p.m.

ACTION ITEM

Motion offered by Mr. Rathburn, seconded by Mr. Eddy, that the Board of Education moves the recommendation to not pursue the Superintendent Search at this time to an action item.

Upon a roll call vote, motion passed with Mr. Eddy, Mr. Howe, Mr. Rathburn and President Snyder voted in favor of the motion; Mr. Hartridge, Mr. Van Antwerp and Mrs. Willson voted against the motion.

Motion offered by President Snyder, seconded by Mr. Rathburn, that the Board of Education not pursue the Superintendent Search at this time.

Upon a roll call vote, motion passed with Mr. Eddy, Mr. Howe, Mr. Rathburn and President Snyder voted in favor of the motion; Mr. Hartridge, Mr. Van Antwerp and Mrs. Willson voted against the motion.

There being no further business to come before the Board, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Ted Hartridge
Secretary Pro Tem

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

January 16, 2012

The special meeting of the Board of Education of the Portage Public Schools held on Monday, January 16, 2012, was called to order by President Snyder at 5:02 p.m. in the Media Center of the Angling Road Elementary School, 5340 Angling Road.

Board Members Present: Tom Eddy, Ted Hartridge, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Members Absent: Geoff Howe

Administration Members Present: Ric Perry, Mark Root, Tom Vance and Heather Yankovich

PRESENTATION

Angling Road Elementary School Principal, Ms. Heather Yankovich, facilitated a report on Angling Road Elementary School updates. Ms. Yankovich responded to Trustee questions.

The Board called recess at 6:00 p.m.

The work study session of the Board of Education of the Portage Public Schools held on Monday, January 16, 2012, was called to order at 6:30 p.m. by President Snyder in the Community Room of the Administration Building, 8111 S. Westnedge. He welcomed an audience of 8 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Tom Eddy, Ted Hartridge, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Geoff Howe

REPORTS

Superintendent's Report: Interim Superintendent, Dr. Ric Perry, acknowledged and recognized Martin Luther King Day. He discussed the District's observance as well as local celebrations marking this occasion.

Dr. Perry briefed the audience that Superintendent Evaluation discussions took place at the January Board Retreat. He thanked the Trustees for their feedback and looks forward to incorporating their ideas.

Dr. Perry shared the Principals timeline for Performance Evaluation Training noting this is the first step to move into compliance with the requirements of the new legislation. The Board will continue to receive updates and adjustments that occur during the development of this important new requirement.

Dr. Perry removed the Discussion Item pertaining to the West Middle School Kitchen Equipment Purchase Recommendation from the agenda for further analysis. He noted, should the equipment fail

altogether before the next scheduled Board Meeting, Trustees could be called to a Special Meeting for this item.

Dr. Perry introduced Mrs. Lynne Cowart, Director of Curriculum, who shared an update on the Fall 2011 Performance Series. Mrs. Cowart and Dr. Perry responded to Trustee questions.

The Business Manager, Mrs. Karla Colestock, provided a follow-up summary of the Revenue Estimating Conference held on January 13. She discussed the consensus on the 2011/12 school year as well as the projections for the 2012/13 school year. Mrs. Colestock and Dr. Perry responded to Trustee questions.

COMMENTS OR COMMUNICATIONS

President Snyder 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. Hartridge explained guidelines the Board uses for this portion of the meeting.

Mr. Jeff Plunkett, 1377 Cliff Barnes Drive, President of the Custodial and Maintenance Union, shared support for the Interim Superintendent, Dr. Perry.

Ms. Judi Santek, 7537 Autumn Street, a citizen, shared support for the Interim Superintendent, Dr. Perry, and disappointment that this was not a unanimous vote by the Board.

Mrs. Terri Novaria, 3489 Whistling Lane, a parent, discussed parent changes recommended regarding the science curriculum, thanked the Board, Dr. Perry, and Ms. Denise Bresson, School Improvement and Professional Development Specialist, for resolutions to the curriculum. Mrs. Novaria shared a request for further changes to the International Baccalaureate science curriculum.

President Snyder opened the floor to comments from fellow Board members regarding the January Retreat.

President Snyder shared a summary of the January 9, 2012, Board Retreat noting action items are not routine at these meetings. He acknowledged the tight timeline and challenging schedules forced the Board vote on January 9. This agenda item was added in order to allow all Trustees the opportunity to address the public on this matter.

Mr. Van Antwerp noted his support for Dr. Perry, yet he was in favor of proceeding with a national search. His decision was based on the fact that top tier districts conduct national searches; the search conducted in the spring of 2011 was weak; it would unite the community behind the Superintendent and it would help the Board make this important decision.

Mr. Hartridge was in favor of proceeding with a national search as the selection of a Superintendent and periodic evaluations are crucial for student achievement. He proposed a District-wide survey be conducted by the Superintendent search firm selected in November, Hazzard, Young, Attea & Associates, Ltd., regarding academic and community wide expectations.

Mrs. Willson was in favor of proceeding with a national search and echoed comments made by Mr. Van Antwerp and Mr. Hartridge. She supports a community survey by Hazzard, Young, Attea & Associates, Ltd., regarding leadership expectations in order to move the District from good to great.

Mr. Rathburn noted he voted not to proceed with the Superintendent search at this time commenting he is impressed with Dr. Perry's engaging management style and was reluctant to threaten District momentum.

Mr. Eddy noted he voted not to proceed with the Superintendent search at this time and acknowledged he appreciates Dr. Perry's communications with the Board. He acknowledged a search at this time would slow down the teacher evaluation process.

President Snyder thanked all Trustees for their comments on this issue. He noted he voted not to proceed with the Superintendent search at this time and believes Dr. Perry is exceeding expectations.

President Snyder opened the floor to additional comments from fellow Board members.

Mrs. Willson offered condolences to the family and friends of a retired teacher, Mrs. Ragotzy.

Mr. Hartridge urged all to attend the Central High School's Performing Arts production of The Phantom of the Opera.

Mr. Rathburn reminded the audience of the Northern High School's Drama Department production of And A Child Shall Lead. He thanked Mrs. Novaria for working with the Administration on the science curriculum revisions.

Mr. Eddy applauded all involved in the science curriculum revisions.

President Snyder opened the floor to Board Committee reports.

Mr. Hartridge reported the Finance Committee met and discussed the suggestion by District Auditors Rehmann & Robson to add the following prefix to Policy 2.4, Financial Planning/Budgeting: "It is the policy of the Board of Education to comply with all applicable laws, regulations, and the provisions of federal and state grant agreements in the conduct of its financial operations. The Board of Education instructs the Superintendent to develop appropriate operating procedures to ensure such compliance." Mr. Hartridge commended Mrs. Colestock and the Business Office for their efforts. President Snyder noted, as all Trustees were in consensus with this suggestion made by the District Auditors, this item would appear on the January 30, 2012, Consent Agenda for approval.

Mr. Rathburn urged all to attend the Portage Athletic Foundation Fundraiser, "Steppin' Out" on January 28, 2012, at the State Theatre.

President Snyder reported the Executive Committee discussions pertained to the Board holding an additional Retreat in March in order to conduct Dr. Perry's formal review and discuss his contract. President Snyder confirmed Dr. Perry's title remains Interim Superintendent and he discussed the next steps of articulating a vision statement and mission process.

For Board Learning Time, Mr. Eddy shared the Board Norms and Code of Ethics the Trustees adopted on November 21, 2011, noting both will be posted in the Community Room.

DISCUSSION ITEMS

New Hires. Dr. Perry shared background information on the new employees, Ms. Chelsea Crouch, Ms. Rachel Mancino-Smith and Ms. Laurie Waldvogel.

Bond Technology Project Bids: Technology Enhanced Classroom Document Camera Purchase Recommendation. Mr. Dan Vomastek, Director of Information and Technology Systems, provided background information on the recommended purchase of 275 document cameras for use with 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.

Bond Technology Project Bids: Laptop Computers Purchase Recommendation. Mr. Vomastek shared information on the recommendation to purchase 50 laptop computers from Insight Public Sector for an amount not to exceed \$29,820.50, proceeds coming from the 2008 Bond Fund #1.

Bond Technology Project Bids: Middle School and Community Education Center Large Screen Display Purchase Recommendation. Mr. Vomastek provided details on the recommended 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.

Science Recommendations. Mrs. Lynne Cowart, Director of Curriculum, shared the recommended changes and additions to the science curriculum that were approved by the District Curriculum and Instruction Council (CIC) on December 14, 2011, and are supported by the Administration. A summary of the CIC Science Recommendations for Middle School are: 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 7th grade since they are tested at the beginning of 8th grade. 2) An Honors Earth Science Class (Science Plus) should be implemented at the 8th 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.

A summary of the CIC Science Recommendations for High School are: 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.

Grand Rapids Building Services Recommendation. Dr. Craig Ross, Community Education Center Administrator, discussed the recommendation to approve the three-year extension of the Custodial Services Contract with Grand Rapids Building Services, Inc. Dr. Ross further recommended that the Board of Education not approve the Day-Time Staff Option presented.

Kalamazoo Regional Educational Service Agency Parent Advisory Committee Representative. Mrs. Gail Van Daff, Director of Special Education, provided background information on the nomination of Ms. Patti Chen to the Special Education Parent Advisory Committee at KRESA

(Kalamazoo Regional Educational Service Agency). This appointment would be for a three-year term expiring in the 2014-15 school year.

Policy 2.5, Financial Condition and Activities. Mr. Van Antwerp led a discussion pertaining to Policy 2.5, Financial Condition and Activities, highlighting changes to 2.5.7 and 2.5.11 that clarify wording upon advice from legal counsel.

Community Survey. An additional agenda item was brought forward by Mr. Hartridge. He discussed a request that Hazzard, Young, Attea & Associates, Ltd., (the firm selected to conduct a Superintendent search) conduct a survey regarding academic and community wide expectations.

President Snyder opened the floor for comments on the Discussion Items.

Mr. Jeff Plunkett, 1377 Cliff Barnes Drive, President of the Custodial and Maintenance Union, shared comments regarding the contract with Grand Rapids Building Services and inquired about student workers.

Mrs. Terri Novaria, 3489 Whistling Lane, a parent, clarified that parents are pleased with the recommended changes to the science curriculum.

There being no further business to come before the Board, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS

2.4 POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. It is the policy of the Board of Education to comply with all applicable laws, regulations, and the provisions of federal and state grant agreements in the conduct of its financial operations. The Board of Education instructs the Superintendent to develop appropriate operating procedures to ensure such compliance.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Risk the organization incurring those situations or conditions described as unacceptable in the Board's policy Financial Condition and Activities.
2. Develop a budget without conducting a formal process for planning for the future of the organization.
3. Plan the expenditure in any fiscal year that causes 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. Develop a budget without employing credible projections of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
 - A. Develop a budget which does not include "full costing" to include all sources of revenue and expense whether or not they are revenues, gifts, or grants.
5. Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

POLICY TYPE: EXECUTIVE LIMITATIONS

2.5 POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES*

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, 1/30/12



PROCLAMATION COLLABORATIVE MARKETING EFFORT

WHEREAS, the Portage community values the collective strength of its municipal resources for the most efficient and affordable services; and

WHEREAS, it is imperative that the key governmental agencies work together as closely as possible to ensure the highest quality of life for the residents of this community; and

WHEREAS, the Portage District Library helps citizens access the world of information in a friendly atmosphere, and is a valued community resource for life-long learning; and

WHEREAS, the Portage Public Schools, "The future learns here," provides quality teaching and learning for success beyond high school; and

WHEREAS, the City of Portage, provides affordable housing with low taxes, safe and well-maintained neighborhoods, world-class healthcare, enriching activities and entertainment and a unique parks system that connects citizens to each other and to the natural world, making Portage a place for opportunities to grow.; and

NOW, THEREFORE, BE IT RESOLVED, that the Portage District Library Board, the Portage Public Schools Board of Education, and the Portage City Council do hereby proclaim the launch of a collaborative marketing effort to increase the quality of life through governmental cooperation.

Proclaimed this 30th day of January, 2012

Portage Public Schools Board of Education

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

Note Page

Required Approval Items

1. New Hires

a. New Teacher Appointments

(Enclosure #5)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the appointment of the following new teachers: Ms. Chelsea Crouch, Ms. Rachel Mancino-Smith and Ms. Laurie Waldvogel, as presented.

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.

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

Note Page

Required Approval Items

2. Grand Rapids Building Services Recommendation

(Enclosure #6)

Recommended Motion:

Motion offered by _____, seconded by _____, 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.

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:

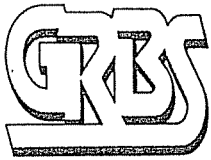
It is recommended that the Board of Education approve the three-year extension of the Custodial Services Contract with Grand Rapids Building Services, Inc., as presented. It is further recommended that the Board of Education not approve the Day-Time Staff Option, as presented.

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.

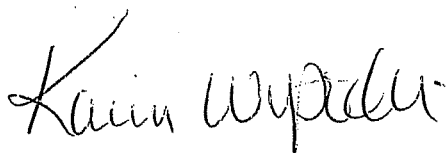
As you know, we are in the process of completing a large equipment purchase of over \$300,000.00 over the last three years of equipment purchases. We are now able to move to a repair and replace program which will cut this prorated amount in half, reducing the price to Portage Public Schools effective 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

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

Note Page

Action Items

1. Bond Technology Project Bids
 - a. Technology Enhanced Classroom Document Camera Purchase Recommendation (Enclosure #7)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the purchase of 275 document cameras for use with 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, as presented.

Portage Public Schools

THE FUTURE LEARNS HERE

Daniel J. Vomastek
Director of Information and
Technology Systems

phone: 269.323.5113
fax: 269.323.5101
dvomastek@portageps.org

MEMO

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

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.

Portage Public Schools
 November 2011 Document Cameras
 PPS Project No. 10540
 December 9, 2011 - 10:30 AM

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

Note Page

Action Items

1. Bond Technology Project Bids
 - b. Laptop Computers Purchase Recommendation (Enclosure #8)

Recommended Motion:

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



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

phone: 269.323.5100
fax: 269.323.5101
dvomastek@portageps.org

MEMO

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

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.

Portage Public Schools

Fall 2011 Laptops

PPS Project No. 10539

December 9, 2011 - 11:00 AM

Vendor Name	Address	Familial (Yes or No)	Brand	50 laptop computers	50 Intel Wireless display -optional	50 Bluetooth Radio-optional	50 USB 3.0-optional	Alternate laptop computers	Alternate laptop computers	Alternate laptop computers
DakTech	Fargo, ND	Yes	Custom Build	\$ 46,950.00	Included	Included	Included			
Ewiz Express Corp/Superbliz	San Jose, CA	Yes	Acer (HP for Alt)	\$ 34,090.50	No Bid	No Bid	No Bid			
Insight Public Sector	Tempe, AZ	Yes	Lenovo	\$ 23,438.00	Included	NA	Included			
Sehi	Rochester Hills, MI	Yes	HP	\$ 42,250.00	Included	Included	NA	\$ 40,650.00	\$ 59,200.00	
Sehi (Alternate bid)	Rochester Hills, MI	Yes	HP	\$ 48,550.00	Included	Included	NA	\$ 47,100.00	\$ 60,350.00	
								\$ 42,750.00		

Vendor Name	Address	Familial (Yes or No)	Brand	50 laptop computers	50 Intel Wireless display -optional	50 Bluetooth Radio-optional	50 USB 3.0-optional
Trivalent	Portage, MI	Yes	Dell	\$ 38,499.50	\$ 39,368.00	\$ 39,050.50	\$ 39,918.50
Howard Technologies	Ellisville, MS	Yes	Custom Build	\$ 55,200.00	No Bid	No Bid	No Bid
Logicalis	Colorado Springs, CO	Yes	HP	\$ 40,740.00	No Bid	No Bid	No Bid
CDW-G	Vernon Hills, IL	No Bid		No Bid	No Bid	No Bid	No Bid

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

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Action Items

1. Bond Technology Project Bids
 - c. Middle School and Community Education Center Large Screen Display Purchase
Recommendation (Enclosure #9)

Recommended Motion:

Motion offered by _____, seconded by _____, that 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, as presented.



Daniel J. Vomastek
Director of Information and
Technology Systems

phone: 269.323.5113
fax: 269.323.5101
dvomastek@portageps.org

MEMO

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

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	Centirel Interconnect	Communication Professionals	Sound Stage Systems	TPC Tech	Troxell	United Digital Integrators	CDW
Longboat Key, FL	Grand Rapids, MI	Farmington Hills, MI	North Haven, CT	Niles, MI	Mecomb, MI	Greengr. 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	\$ 304,378.16	\$ 320,416.00	No Bid
None	None	\$ 1,000.00	None	\$ 2,350.02	None	\$ 2,500.00	No Bid
National Wide #1065 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	\$ 183.00	\$ 286.23	\$ 251.89	\$ 152.71	\$ 129.00	\$ 280.00	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	Nelnone Storage Co 1828 Second St Kalamazoo, MI	No Bid	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	\$ 2,500.00	No Bid
Cost of storage fee for 138 units	None	\$ 2,000.00	\$ 4,000.00	\$ 1,450.00	No Bid	\$ 3,300.00	No Bid
Cost of delivery for 138 units-to 4 locations	None	\$ 6,000.00	\$ 6,500.00	\$ 3,413.50	No Bid	\$ 5,800.00	No Bid
Total cost for Storage & Delivery							

Vendor Name

Address

Femillel (Yes or No)

Sharp 70" LED or equivalent

Shipping/delivery costs to one location

Alternate #1 - Werrenty 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 138 units

Cost of delivery for 138 units-to 4 locations

Total cost for Storage & Delivery

**PORTAGE PUBLIC SCHOOLS
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Action Items

2. Science Recommendations

(Enclosure #10)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the recommended changes and additions to the science curriculum that were approved by the District Curriculum and Instruction Council (CIC) on December 14, 2011, and are supported by the Administration, as presented.



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 7th grade since they are tested at the beginning of 8th grade.

2. An Honors Earth Science Class (Science Plus) should be implemented at the 8th 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.

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

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Action Items

3. Kalamazoo Regional Educational Service Agency Parent Advisory Committee Representative(Enclosure #11)

Recommended Motion:

Motion offered by _____, seconded by _____, that the Board of Education approve the nomination of Ms. Patti Chen to the Special Education Parent Advisory Committee at KRESA (Kalamazoo Regional Educational Service Agency). This appointment would be for a three-year term expiring in the 2014-15 school year, as presented.

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

Sincerely,

The KRESA Parent Advisory Committee

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

Note Page

Discussion Item

1. West Middle School Kitchen Equipment Purchase Recommendation (Enclosure #12)

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
Food Services Department
8111 S. Westnedge Ave., Portage, MI 49002
269.323.5155

M E M O

TO: Karla Colestock, Business Manager
FR: Susan Livingston, DDS
DA: January 20, 2012 *ML*
RE: WMS Equipment Purchase Recommendation

*I concur
with this
recommendation.
KC 1/23/12*

For the 2011-12 school year the Food Group budget includes a large capital expenditure for the purchase of replacement equipment at the West Middle School satellite operation. During the first week of January a large crack was discovered in the boiler system of our main satellite steam cooking equipment. As a result, it has been determined that for the safety reasons that we replace the equipment as soon as possible.

An RFP was generated for (1) One – Two Compartment Floor Model, Gas Fired Convection Steamer with 10 pan capacity and (2) Two – 40 gallon Gas Fired Tilting Steam Jacketed Kettles to replace the existing equipment. Attached is a list of the 10 bids that were received after advertising this RFP on the www.bid4michigan.com website.

After a review of the submitted proposals, I would like to make the following purchasing recommendations:

1. Purchase One – South Bend GSX-10HE Two Compartment Floor Model, Gas Fired Convection Steamer with 10 pan capacity from the low bidder, Great Lakes West for a total cost of \$ 11, 365.22.
2. Purchase Two – South Bend KTLG-40 40 gallon Gas Fired Tilting Steam Jacketed Kettles from Great Lakes West for a cost of \$ 31,423.92. Great Lakes was the low bidder.

I would be happy to answer any questions you have on these purchases.

WMS Equipment Replacement Quotes										
Vendor Name	Great Lakes West	Michigan Restaurant Services	Stafford Smith	Sam Tell	Calico Industries	Wolpert Equipment	HPS - alternate	Aldevra	HPS	Thompson-Little
Address	Mattawan, MI	Nashville, MI	Kalamazoo, MI	Farmingdale, NY	Maryland	Saginaw, MI	Middleville, MI	Portage, MI	Middleville, MI	North Carolina
Double Steamer - Qty one	\$ 10,702.53	\$ 10,746.00	\$ 11,088.00	\$ 11,667.80	\$ 12,398.00	\$ 11,690.00	\$ 14,029.00	\$ 15,348.42	\$ 16,140.00	\$ 9,966.48
Brand and Model #	South Bend GSX-10HE	South Bend SX-55GC	Vulcan CS24GA10-	Vulcan S24GA10-BSC	Solaris SX-55GC-S	South Bend SX-55GC	Market Forge STHE-	Vulcan SC24GA10-	Cleveland 24CGA10.2	Vulcan S24GA
Steamer Filter	\$ 662.69	\$ 695.00	\$ 615.08	\$ 629.30	included	\$ 750.00	included	included	included	included
Lift Gate Delivery Fee	included	included	included	included	included	included	included	\$ 140.79	included	included
Delivery Time Frame	4 wks	4-5 wks (poss. 2-3 wks)	3-4 wks	4 wks	4 wks	4-6 wks	4 wks	4 wks	3 wks	6 wks
Total for (1) Steamer	\$ 11,365.22	\$ 11,441.00	\$ 11,703.08	\$ 12,297.10	\$ 12,398.00	\$ 12,440.00	\$ 14,029.00	\$ 15,489.21	\$ 16,140.00	\$ 9,966.48

WMS Equipment Replacement Quotes										
Vendor Name	Great Lakes West	Michigan Restaurant Services	Wolpert Equipment	Stafford Smith	Sam Teil	Calico Industries	HPS - alternate	HPS	Aldevra	Thompson-Little
Address	Mattawan, MI	Nashville, MI	Saginaw, MI	Kalamazoo, MI	Farmingdale, NY	Maryland	Middleville, MI	Middleville, MI	Portage, MI	North Carolina
Gas Steam Jacketed Kettles	\$ 27,832.80	\$ 27,180.00	\$29,168.00	\$29,878.00	\$31,520.40	\$31,796.00	\$ 37,319.00	\$40,306.00	\$ 41,782.36	\$28,490.30
Qty two - totals	South Bend KTLG-40	South Bend KTLG-40	South Bend KTLG-40	Vulcan VGLT 40	Cleveland KGL40-T	Solaris GLT-40-K	Market Forge FT-	Blodgett 40G-KLT	Vulcan K40GLT	Vulcan VGLT 40
Brand and Model #										
Spring Assembly Covers	\$ 1,607.12	\$ 1,758.00	\$ 1,802.00	\$ 1,060.00	\$ 2,459.16	\$ 2,488.00	Included	Included	\$ 1,204.06	\$ 811.08
Faucets for kettles	Included	\$ 690.00	\$ 604.00	\$ 412.02	\$ 639.72	\$ 688.00	Included	Included	\$ 397.80	\$ 349.64
Two 2" tangent draws	\$ 1,984.00	\$ 1,890.00	\$ 1,916.00	\$ 2,820.70	\$ 2,010.52	\$ 2,296.00	Included	Included	\$ 3,967.42	\$ 2,672.52
Pan Support not requested but included	Included	-	-	-	-	-	Included	-	-	-
Lift Gate Delivery Fee	Included	Included	Included	Included	Included	Included	Included	Included	\$ 140.79	Included
Delivery Time Frame	4 wks	4-5 wks (poss. 2-3 wks)	4-6 wks	6 wks	4 wks	4 wks	4 wks	3 wks	4 wks	6 wks
Warranty Period	1 year	1 year	1 year	2 years	1 year	1 year	2 years	1 year	1 year	1 year
Total for (2) Steam Kettles	\$ 31,423.92	\$ 31,518.00	\$33,490.00	\$34,170.72	\$36,629.80	\$37,268.00	\$ 37,319.00	\$40,306.00	\$ 47,492.43	\$32,323.54