

**BOARD OF EDUCATION  
SPECIAL MEETING**

**August 3, 2010**

The special meeting of the Board of Education of Portage Public Schools held on Tuesday, August 3, 2010, was called to order at 3:03 p.m. by President Hollenbeck in the Community Room of the Administration Building, 8111 S. Westnedge.

Board Trustees Present: Kevin Hollenbeck, Geoff Howe, Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson (departed meeting at 5:08 p.m.)

Board Trustees Absent: None

**COMMENTS OR COMMUNICATIONS**

President Hollenbeck opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing as no citizens came forward, President Hollenbeck closed this portion of the meeting.

**ACTION ITEM**

**Motion offered by Mr. Rathburn, supported by Mr. Van Antwerp, that the Board of Education approve all packages of Project 2331 for Video Surveillance Systems at Northern High, 12<sup>th</sup> Street Elementary, and Lake Center Elementary be awarded to Engineered Protection Systems, Inc. (EPS) of Grand Rapids, Michigan, in an amount not to exceed \$75,200.30, as presented. Proceeds for this would come from 2008 Bond Funds 1 and 2.**

The Director of Information Systems and Assessments, Mr. Dan Vomastek, provided background information on the Technology Bid Proposal. Mr. Vomastek and Mr. Chris Hamilton, Secant Technologies, Technology Consultant, responded to Trustee questions pertaining to the distribution and placement of cameras at each building, project budget, long-term planning, software upgrades, equipment compatibility, band width, licensing, Bond funds to update remaining buildings, and favorable pricing due to volume purchased. Trustees and Superintendent Wells discussed minimizing voting at Work Study Sessions.

**Motion carried unanimously.**

**DISCUSSION ITEMS**

**School Bus Replacement Recommendation.** Mr. Rathburn shared background on the previous decision to delay bus replacement until Northern High School remodeling and reconstruction was further along. The Assistant Superintendent of Operations, Mr. Tom Noverr, provided details on the recommendation to purchase of five (5) 77 passenger "IC" brand school buses at the bid price of \$84,404 per unit; and one (1) special needs lift equipped "IC" brand school bus at the bid price of

\$99,110 per unit from Midwest Transit Equipment of Michigan in accordance with the terms, conditions, and specifications of the Portage Public Schools Request for Proposal. Funding for the total purchase cost of \$521,128 would come from the 2008 Bond Fund #1. Mr. Noverr and the Transportation Manager, Mr. Louk Markham, responded to Trustee questions regarding: the bus purchase cycle, pricing, manufacturers, service history, revenue from the sale of old buses, maintenance costs, warranties, outsourcing, loans, and inspections. Mr. Noverr noted this recommendation would come back to the Board as an Action Item on August 23.

**Energy Management System Installation Bid.** Mr. Tom Noverr shared details of the qualified low bid of ControlNet L.L.C. of Kalamazoo for District-wide temperature controls and an energy profiling and management system in the amount of \$335,525. All eligible funding for this proposal would come from the 2010/11 Building and Site Sinking Fund. Any balance of funding, as determined necessary by our independent auditors and legal counsel, would come from the 2010/11 General Fund. Mr. Noverr, Mr. Bob Small, Maintenance/Facilities Supervisor, and Mr. Bob Langerak, from Fishbeck, Thompson, Carr & Huber, Inc., responded to Trustee questions regarding: controlling costs, Energy Education savings, the District-wide impact, funding for the project, Bond project goals, cost savings and payback details, voluntary alternatives, implementation of the system, and equipment life cycles and maintenance or repairs. Superintendent Wells noted the Administration would follow-up on questions with Bond counsel and provide an update to the Board. Mr. Noverr noted this recommendation would come back to the Board as an Action Item on August 23.

**District Storage Unit Bid.** Mr. Rathburn shared Bond Committee discussion on the storage building. Mr. Tom Noverr provided background information on the bid from TJ Construction of Sparta for a District-wide storage building on 12<sup>th</sup> Street Elementary property in the amount of \$46,990. Funding for this project would come from the 2008 Bond Fund #2. Mr. Noverr, Mr. Small, and Mr. John Spencer, Owner's Representative, responded to Trustee questions regarding: impact on neighboring residents, security of the unit, and permits.

**Long-Term Financial Planning:**

**General Fund, Current Conditions.** Superintendent Wells highlighted the budget development guidelines and Policy used to frame the current budget. Mr. Noverr provided a General Fund 2010/11 update of reductions and adjustments, state and local assumptions and uncertainties, 2011/12 projections, and millage considerations. He responded to Trustee questions pertaining to the county-wide enhancement millage and energy costs.

**General Fund, Potential Future Conditions.** Mr. Noverr shared best and worst case scenarios for 2011/12 based on a budget impact analysis of District assumptions and variables. He responded to Trustee questions regarding the voluntary severance plan and the most current information on the employee retirement contribution increase.

**General Fund, Potential Financial Options.** Superintendent Wells discussed the District's future financial volatility and the need to examine multiple areas of operation to ensure efficiency and secure additional resources, when possible. She provided background on a chart of potential future options for consideration noting it was a work in progress and will be very beneficial in February while planning for the 2011/12 year. Discussion that followed pertained to estimates of program

costs, the projected shortfall, and target numbers to raise revenue or reduce expenditures in order to maintain the 7% fund balance threshold. Trustees provided feedback and additional items for consideration. The Superintendent asked that further recommendations for consideration be routed to her.

**Building and Site Sinking Fund, Current Conditions and Facilities Study Process.** The Board postponed the discussion pertaining to Long-Term Financial Planning of the Building and Site Sinking Fund (Current Conditions and Facilities Study Process) for their next Work Study Session.

#### **CLOSED SESSION**

**Motion offered by Mr. Rathburn, supported by Mrs. Kurdys, 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 5:38 p.m.

The Board returned to open session at 6:30 p.m.

There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Edna Kent  
Recording Secretary