

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

March 26, 2007

The special meeting of the Board of Education of the Portage Public Schools held on Monday, March 26, 2007, was called to order at 5:20 p.m. by President Shirley Johnson in the Professional Development Center of the Administration Building, 8111 S. Westnedge.

Board Trustees Present: Tom Eddy, Kathy Howland, Shirley Johnson, Linda Lueth, Wendy Mazer, Deb Polderman, and Jennifer Whistler

Board Trustees Absent: None

The Board members received an overview of a proposed millage from the Kalamazoo Regional Educational Service Agency Superintendent Dr. Craig Misner.

A motion was offered by Mrs. Polderman, supported by Mrs. Whistler, that the Board of Education move into closed session for the purpose of discussing the Superintendent contract. Motion carried unanimously.

The Board moved into closed session at 6:35 p.m.

The Board returned to open session at 7:24 p.m.

The regular meeting of the Board of Education of the Portage Public Schools held on Monday, March 26, 2007, was called to order at 7:35 p.m. by President Johnson in the Community Room of the Administration Building, 8111 S. Westnedge. She welcomed an audience of 40 people and all in attendance recited the Pledge of Allegiance.

The Board recognized District staff, students, and Board of Education members for participating in the Portage City Project 2025. The visioning document they and many other Portage residents, helped to produce will provide guidance for City leaders as they make plans for the future of this extraordinary community.

The Board received a school writing improvement goal overview from Central Elementary School teachers: Ms. Pam McGuire and Ms. Penny Russell.

A motion was offered by Mrs. Whistler, supported by Mrs. Mazer, that the minutes of the February 26, 2007 Special and Regular Meetings, March 5, 2007 Special Meeting, March 6, 2007 Special Meeting, March 7, 2007 Special Meeting, March 12, 2007 Special Meeting, March 13, 2007 Special Meeting, March 14, 2007 Special Meeting, and March 19, 2007 Special Meeting. Motion carried unanimously.

A motion was offered by Mrs. Lueth, supported by Mrs. Polderman, that the Board of Education adopt the resolution to the General Appropriations Act (General Fund) Amendment #2.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND APPROPRIATIONS RESOLUTION
AMENDMENT #2 2006/07**

Be it resolved that this shall be the general appropriations of Portage Public Schools for the fiscal year 2006/07. A resolution to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2006/07 is as follows:

Beginning Unappropriated Fund Balance	\$ 7,600,290
---------------------------------------	---------------------

REVENUES -

Local Sources	\$26,705,665
State Sources	47,493,321
Federal Sources	1,363,019
Incoming Transfers and Other Financing Sources	<u>2,299,142</u>

Total Revenues	<u>\$77,861,147</u>
----------------	----------------------------

Total Available to Appropriate	<u>\$85,461,437</u>
--------------------------------	----------------------------

Be it further resolved, that \$78,948,006 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES –

Instruction:

Basic Programs	38,697,704
Added Needs	6,725,820
Adult Education	120,038

Support Services:

Pupil	4,362,807
Instructional Staff	4,983,081
General Administration	850,199
School Administration	4,142,873
Business Services	902,508
Operations and Maintenance	9,386,419
Transportation	3,183,765
Central Services	1,855,980

Community Services	2,132,253
--------------------	-----------

Other Financing Uses:

Outgoing transfer to Athletic Fund	1,167,079
------------------------------------	-----------

Debt Service 437,480

Total Expenditure Appropriation **\$78,948,006**

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

Upon a roll call vote, all trustees present voted in favor of the resolution.

A motion was offered by Mrs. Lueth, supported by Mrs. Polderman, that the Board of Education adopt the resolution to the School Service Fund Appropriations Act Amendment #1.

2006/07 SCHOOL SERVICE FUND BUDGET AMENDMENT #1

	<u>Food Service</u>		<u>Athletics</u>		<u>Bookstore</u>	
	<u>Adopted</u>	<u>Amend #1</u>	<u>Adopted</u>	<u>Amend #1</u>	<u>Adopted</u>	<u>Amend #1</u>
	<u>06/07</u>	<u>06/07</u>	<u>06/07</u>	<u>06/07</u>	<u>06/07</u>	<u>06/07</u>
UNAPPR FUND BALANCE - BEG	\$ 552,274	\$ 531,246	\$ 35,719	\$ 82,822	\$ -	\$ -
REVENUES						
Student Lunches	755,475	756,140	0	0	0	0
Student Breakfasts	17,872	17,872	0	0	0	0
A La Carte	810,097	760,152	0	0	0	0
Catering Functions Including PCEC	232,229	224,026	0	0	0	0
Interest Income	17,500	33,916	0	0	0	0
Durant 31d & Other State Payments	104,204	115,705	0	0	0	0
Federal Sources - Meal Reimbursement	582,647	597,469	0	0	0	0
Commodity Values	110,000	110,000	0	0	0	0
Athletics: Gate Receipts/Passes	0	0	89,400	201,897	0	0
Donations: Kavanaugh, PAF	0	0	0	5,261	0	0
Bookstore: Candy/Supply Sales	0	0	0	0	40,000	40,000
Incoming Transfer from General Fund	0	0	1,174,035	1,167,079	0	0

TOTAL REVENUES	2,630,024	2,615,280	1,263,435	1,374,237	40,000	40,000
EXPENDITURES						
Salaries - PPS Employees	732,454	732,454	791,375	781,345	0	0
Salaries - Sodexho Marriott Employees	121,385	121,385	0	0	0	0
Fringe Expense:						
FICA	56,030	56,030	60,770	59,774	0	0
Retirement	129,937	129,937	140,048	137,750	0	0
Insurance	9,500	9,500	36,911	40,248	0	0
Workers Compensation/Other	7,327	7,327	4,063	4,138	0	0
Food Costs	989,992	956,206	0	0	0	0
Prepayment Bonus Expense	20,000	20,000	0	0	0	0
Equipment Repair	4,000	4,000	0	0	0	0
Refrigerator Repair	2,500	2,500	0	0	0	0
Waste Disposal	4,500	4,500	0	0	0	0
Uniforms	7,500	7,500	0	0	0	0
Mileage	500	500	0	0	0	0
Conferences	3,500	3,500	0	0	0	0
Supplies	108,507	96,404	106,608	232,712	0	0
Office Supplies	2,000	2,000	0	0	0	0
Transportation Costs	1,500	1,500	102,880	109,880	0	0
Truck Expense	12,350	12,350	0	0	0	0
Miscellaneous Expense	21,664	21,664	0	0	0	0
Capital Outlay - Scheduled	25,000	14,500	0	0	0	0
Capital Outlay - Point of Sale System	10,000	10,000	0	0	0	0
Small Kitchen Equipment	7,000	7,000	0	0	0	0
Equipment Rental - Vending Machines	5,000	5,000	0	0	0	0
Government Commodity Expense	110,000	110,000	0	0	0	0
Printing Services	8,000	8,000	0	0	0	0
Software Licences	6,200	6,200	0	0	0	0
PPS General Fund Indirect Cost	91,600	96,010	0	0	0	0
Sodexho Marriott Admin. Fee	39,820	39,368	0	0	0	0
Sodexho Marriott Management Fee	22,754	22,496	0	0	0	0
Athletic Trainer Support	0	0	20,780	28,390	0	0
Bookstore: Cost of Merchandise Sold	0	0	0	0	36,000	36,000
Bookstore: DECA Expense	0	0	0	0	4,000	4,000
TOTAL EXPENDITURES	2,560,520	2,507,831	1,263,435	1,394,237	40,000	40,000
EXCESS (DEFICIT)	69,504	107,449	0	(20,000)	0	0

UNAPPR FUND BAL - ENDING	<u>\$621,778</u>	<u>\$638,695</u>	<u>\$35,719</u>	<u>\$62,822</u>	<u>\$0</u>	<u>\$0</u>
---------------------------------	------------------	------------------	-----------------	-----------------	------------	------------

Upon a roll call vote, all trustees present voted in favor of the resolution.

A motion was offered by Mrs. Lueth, supported by Mrs. Polderman, that the Board of Education adopt the resolution to the Building and Site Sinking Fund Appropriations Act Amendment #1.

2006/07 BLDG & SITE FUND BUDGET AMENDMENT #1

	SY 2004/05	SY 2005/06	SY 2006/07	SY 2006/07
	Actual	Actual	Adopted	Amend #1
Unappropriated Fund Balance - Beginning (Audit)	\$ 748,281	\$ 15,764	299,260	\$ 308,624
Revenues				
Tax Levy at 1.50 mills 04/05; .50 mills 05/06 and 06/07	2,899,974	1,014,916	1,065,602	1,064,891
Industrial Facilities tax	18,331	12,413	18,000	12,000
Interest Income	44,833	10,189	10,000	18,000
Interest on Delinquent Taxes	1,686	2,205	3,400	4,000
Payment in Lieu of Taxes	5,829	963	6,000	1,000
Collection of Prior Year Taxes	-	1,899	2,000	2,000
Miscellaneous Revenue	65	65	500	100
Note Receivable Collection	4,020	4,020	-	4,020
Total Revenues	2,974,738	1,046,670	1,105,502	1,106,011
Expenses				
Outgoing Transfer to Debt Retirement Fund for:				
Principal Payments on BSSF Bond Sale	1,615,000	-	-	-
Interest Payments on BSSF Bond Sale	48,668	-	-	-
Energy Conservation Projects	1,340,205	162,803	-	-
Specific Major Projects	227,924	316,517	715,000	415,340
On-going Projects	36,087	60,193	134,000	137,744
Doors	-	4,830	60,000	61,185
Other Projects	12,424	28,023	-	40,253
Flooring	422,856	181,251	-	-
Tax refund and other misc non-construction costs	4,091	193	1,000	1,000
Total Expenses	3,707,255	753,810	910,000	655,522
Projected (Deficit) Revenues Over Expenses	(732,517)	292,860	195,502	450,489
Unappropriated Fund Balance - Ending (Est)	\$ 15,764	\$ 308,624	\$ 494,762	\$ 759,113

Upon a roll call vote, all trustees present voted in favor of the resolution.

A motion was offered by Mrs. Lueth, supported by Mrs. Mazer, that the Board of Education adopt the resolution to purchase two (2) Special Needs Lift equipped Thomas C2 school buses at the bid price of \$81,092 per unit from Hoekstra Transportation, Inc. for a total cost of \$162,184 in accordance with the terms, conditions, and specifications of the 2006 MSBO/MAPT Aggregate Bus Purchase Program Board Resolution.

BOARD OF EDUCATION RESOLUTION
2006-2007 MSBO/MAPT Aggregate Bus Purchasing Program
Portage Public Schools (“School District”) Portage, Michigan

At a regular meeting of the Board of Education of Portage Public Schools, Kalamazoo County, Michigan (the “School District”), held at the Board of Education Offices at 8111 S. Westnedge Ave. Portage, Michigan 49002, on the _____ day of _____, 2007, at _____, Local Time.

PRESENT: MEMBERS: _____

ABSENT: MEMBERS: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the School District desires to participate in the 2006-2007 Michigan School Business Officials (“MSBO”) and the Michigan Association for Pupil Transportation (“MAPT”) Aggregate Bus Purchasing Program (“Bus Purchasing Program”); and

WHEREAS, the Board Finance Committee has reviewed the Bus Purchasing Program Vendor Invitation To Bid, the Vendors’ Responses to the Invitation To Bid, the Base Bus Specifications, the Bus Specification Options, the School District’s Purchase Order and the School District’s Bid Comparison Spreadsheet (collectively “Bid Documents”); and

WHEREAS, the School District understands that it is subject to all of the terms and conditions contained in the Bid Documents and any Bus Purchasing Program procedures currently in place, or as may be implemented in the future by the MSBO/MAPT; and

WHEREAS, the Board of Education understands that the sole responsibility of MSBO/MAPT in the Bus Purchasing Program is to solicit bids from Vendors, inform the Districts of the bid results and coordinate the aggregate purchase of buses; and

WHEREAS, the Board of Education understands that the School District must have at least one (1) fully paid membership in either the MSBO and/or MAPT in order to participate in the Bus Purchasing Program; and

WHEREAS, the Board of Education understands that any contracts for the purchase of school buses under the Bus Purchasing Program will be between the School District and the Bus Vendor directly; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to participate in the Bus Purchasing Program.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The School District is hereby authorized to participate in the 2006-2007 MSBO/MAPT Aggregate School Bus Purchasing Program and agrees to be bound by all of the terms and conditions contained in the Bid Documents, which Bid Documents are incorporated herein by reference.

2. The Secretary of the Board is hereby authorized and directed to execute any and all documents which are necessary for the School District to participate in the Bus Purchasing Program upon the

terms and conditions contained in the Bid Documents and any of the Bus Purchasing Program procedures.

YEAS: MEMBERS: _____

NAYS: MEMBERS: _____

ABSTAIN: MEMBERS: _____

RESOLUTION DECLARED ADOPTED

Secretary, Board of Education

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Board of Education of Portage Public Schools, County of Kalamazoo, Michigan, at a regular meeting held on the ____ day of _____, 2007, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting 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.

Secretary, Board of Education

Upon a roll call vote, all trustees present voted in favor of the resolution.

A motion was offered by Mrs. Polderman, supported by Mrs. Whistler, that the Board of Education approve the playground contract: GameTime c/o Sinclair Recreation, L.L.C. for the purpose of furnishing and installing playground equipment and surfaces including the work of all trades for Curious Kids Childcare at the Portage Community Education Center for the lump sum of \$100,000.00. This purchase will be allocated to the 2006/07 General Fund. Motion carried unanimously.

The recommendation to replace portable classroom at the Community Education Center was moved from an Action item to a Discussion item.

A motion was offered by Mr. Eddy, supported by Mrs. Howland, that the Board of Education approve the updated request for purchase of a perpetual use site license of the Scientific Learning Fast ForWord core intervention product. The cost of the product is \$60,890.00. This reflects a \$28,800.00 credit. Revenue for the purchase would come from the At-Risk Grant Fund. Motion carried unanimously.

A motion was offered by Mrs. Whistler, supported by Mrs. Polderman, that the Board of Education approve tenure for the following teachers in accordance with Public Act 59 of the State of Michigan: Ms. Ginger Martin-Foster, Ms. Stacey Owens, Ms. Jessica Winstanley, Ms. Lauren Chenery, Mr. Scotty Cox, Ms. Arin Glidden, Ms. Jennifer Kitchen, Mr. Kevin Luteyn, Mr. Ryan Johnson, Ms. Cynthia Westley, Ms. Cheryl Benko, Mr. John McKenzie, Mr. David Sefton, Mr. Brett Foerster, Mr. Jeffery Rehm, Ms. Jennifer Bakos, Ms. Amber Dixon, Ms. Donna Hertel, Mr. Bryan Hill, and Mr. Frederick Searing III. Motion carried unanimously.

A motion was offered by Mrs. Howland, supported by Mrs. Lueth, that the Board of Education adopt the resolution to provide notice of the intent not to renew the employment contract of Assistant Principal Mr. Fran Grabowski.

RESOLUTION

WHEREAS, Michigan Compiled Law 380.1229 sets forth the process relative to the non-renewal of an employment contract of a school district administrators; and,

WHEREAS, Superintendent Dr. Peter McFarlane is in receipt of a recommendation to not renew the employment contract of Assistant Principal Fran Grabowski; and,

WHEREAS, Michigan Compiled Law 380.1229 indicates that Mr. Grabowski is entitled to a thirty (30) day advanced notice that the Board is considering the non-renewal of his employment contract.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Education of the Portage Public Schools hereby directs the Superintendent of Schools to provide Mr. Fran Grabowski with notice that the Board has been supplied with a recommendation regarding the non-renewal of his employment contract together with a written statement of the reasons for such recommendation.

BE IT FURTHER HEREBY RESOLVED that the Superintendent supply Mr. Grabowski with a copy of the relevant statute and another copy of his Principal's recommendation for non-renewal.

BOARD OF EDUCATION
PORTAGE PUBLIC SCHOOLS

By: _____
Shirley Johnson
Its President

By: _____
Jennifer Whistler
Its Vice President

Upon a roll call vote, all trustees present voted in favor of the resolution.

This concluded the action portion of the agenda. Mrs. Johnson then opened the meeting for comments.

Mr. Eddy shared observations and impressions from the Superintendent search. He thanked the Michigan Leadership Institute (MLI) representative Mr. Dale Schreuder and District counsel Mr. John Manske for their thorough guidance and support and shared a letter from another MLI representative, Mr. Tom Pridgeon, about the process of Superintendent selection.

Mrs. Mazer offered thanks to the parents, staff, and community members for their important commitment to excellence in Portage Schools. She offered accolades to numerous bands (concert, symphonic, jazz, wind ensemble, chamber orchestra, and Legends) from both Central and Northern High Schools as well as Central, North, and West Middle Schools on their successful and busy month.

President Johnson congratulated Northern High School's Distributive Education Clubs of America (DECA is now referred to as DECA Marketing Association) group and wished them success as they head to national competition. She announced that the Board will be voting on the new Superintendent this Wednesday, March 28, at 6 p.m. in the Community Room.

Ms. Kacie MacLagan, 709 Flamingo, aunt of a North Middle student, spoke in support of the North Middle School Assistant Principal Mr. Fran Grabowski.

Ms. Mildred Taraszka, 410 Marylynn Ln., a community member, explained why she voted "no" on the Bond proposal.

A North Middle School student spoke in support of the North Middle School Assistant Principal Mr. Fran Grabowski.

Ms. Mary Beth Adams, 6544 Hampton, a parent, spoke in support of the North Middle School Assistant Principal Mr. Fran Grabowski.

Ms. Sharon Houseman, 5718 Deerfield St., a bus driver, spoke in support of a contract.

Ms. Mary Secondi, 8410 Tranquil St., a bus driver, spoke about changed driving routes and support of a contract.

Superintendent McFarlane congratulated Mrs. Mazer, Mrs. Polderman, and Mrs. Whistler for receiving Michigan Associations of School Board (MASB) Certification Awards. He added that Mrs. Whistler also received an Award of Merit from MASB. He thanked all the Trustees, noting the District is receiving an Honorable Board Award status for all their hard work. The Superintendent informed the audience of the recent Crossroads Diversity Workshop held last Friday and thanked the Human Resources Manager Mrs. Vickie Herzberg and the Community Education Administrator Mr. Craig Ross for organizing it and Central High School Principal Mr. Eric Alburtus for hosting the event. Superintendent McFarlane also recognized the following 2007 Excellence In Education educator incentive grant recipients: Ms. Kathy Mirakovits, Ms. Susan Pullo, Mr. Kris Winkel, Dr. Celeste Shelton-Harris, and Ms. Mary Roobol. The Superintendent spoke about local legislators that touted supporting public schools during their campaigns last summer and now, in light of possible cuts to school funding, stated he continues to remind these legislators to fully support education. He urged community members to voice their concerns about cuts to school funding as well. The Superintendent congratulated all Haverhill Elementary staff on the safety achievement of an accident-free year. Finally, the Superintendent discussed individual and press rights under the Constitution and stated over the past several weeks the District's responsibility has been questioned. He stated the District recognizes and honors those rights, but stressed that with those rights come corresponding responsibilities.

President Johnson added that our legislators voted to do away with the single business tax knowing full well how that would impact Michigan's budget.

Initiating the reports portion of the meeting, Mrs. Lueth presented the Treasurer's Report of Bills Approved for Payment as of February 21, 2007, and March 7, 2007, General Fund bills in the amount of \$6,136,154.97, and Building & Site Fund bills in the amount of \$1,344.00, for a grand total of \$6,137,498.97.

Received a Board Committee report from Mrs. Lueth regarding the Finance Committee.

A discussion was led by the Assistant Superintendent of Operations Mr. Tom Noverr regarding the replacement of portable classrooms at the Community Education Center. This item will come before the Board as an action item at the Special Meeting scheduled for Wednesday, March 28, 2007 at 6:00 p.m.

A brief legislative update was received from Mrs. Whistler pertaining to a possible pro-ration. She also emphasized to the community how critical their voice is to our local legislators. Our legislators have stated they have not heard from their constituents.

A motion was offered by Mrs. Lueth, supported by Mrs. Polderman, that the Board of Education move into closed session for the purpose of discussing a student discipline. Motion carried unanimously.

The Board moved into closed session at 9:21 p.m.

The Board returned to open session at 9:34 p.m.

A motion was offered by Mrs. Lueth, supported by Mrs. Howland, that the Board of Education expel a student from the Portage Public School District. Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary