

**BOARD OF EDUCATION  
REGULAR BUSINESS MEETING MINUTES**

**March 23, 2009**

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, March 23, 2009, was called to order at 6:30 p.m. by President Johnson in the Community Room of the Administration Building, 8111 S. Westnedge. She welcomed an audience of 30 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Shirley Johnson, Melanie Kurdys, Deb Polderman, Dale Posthumus, Rusty Rathburn, Jennifer Whistler, and John Whyte

Board Trustees Absent: None

**REPORTS**

**Superintendent's Report:** Superintendent Wells commented on good financial news the District received regarding the earlier bond debt adding the Assistant Superintendent of Operations, Mr. Tom Noverr, and a representative from Umbaugh and Associates would be sharing details. She discussed the favorable Central High bid prices received and noted those bids and the Northern High alternatives are being reviewed. These will be agenda items at the Special Board meeting which will be held Monday, March 30, 2009, at 6:30 p.m. in the Community Room. The Superintendent briefed the audience on a revision in the Board packet correcting funding for the McCamley Field parking lot bid award to come from Bond Fund #1 as opposed to the 2009/10 Building and Site Sinking Fund. She stated all other projects are proceeding well and 12<sup>th</sup> Street Elementary is on schedule. Superintendent Wells and Mr. Noverr met with the recently elected Texas Township Supervisor, Mr. Dave Healy, about the project status and impact to the Township. Superintendent Wells reminded the community to check the District web site for construction postings.

Superintendent Wells noted the District is concluding the third marking period and participated in the Michigan Merit Exams (MME) high school version of the Michigan Education Assessment Program (MEAP). Elementary and middle school MEAP results from this past fall will be released by the State later this month and details will be provided at the April 20<sup>th</sup> Regular Business Meeting. The Superintendent commented on her inspiring visit to the Haverhill Elementary Science Fair and she thanked the Pfizer scientists, teachers, principal, staff, and numerous volunteers who contributed to the success of this event. She also congratulated and recognized several students for achievements and awards in music and poetry, and wished the Northern High Distributive Education Clubs of America (DECA) Team success at their national competition next month.

**Financial Report:** The Assistant Superintendent of Operations, Mr. Tom Noverr, presented the General Fund Condensed Statement of Revenues and Expenditures for the seven month period ending February 28, 2009. He commented on the revenue gap narrowing due to changes in the State business tax schedule and summer tax collection, also causing a loss of interest income to the District. Mr. Noverr introduced Mr. Mike Givler, a Certified Public Accountant from Umbaugh and Associates, the District's financial advisors on Bond issues.

Mr. Givler thanked Mr. Noverr, the Business Office Manager, Mrs. Karla Colestock, and their staff for their work on the 1999 Bond Refunding. He shared the positive outcome including District advantages

and nearly \$1 million in savings to the taxpayers. He responded to Trustee questions pertaining to Bond maturity date and District ratings compared to similar Districts.

## **COMMENTS OR COMMUNICATIONS**

President Johnson opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Mrs. Polderman explained guidelines the Board uses for this portion of the meeting.

Mr. Bob Schafer, 7667 Cobblewood, a citizen, shared traffic safety concerns at the newly designed Central and Northern High School sites.

Mr. Ken Dumas, 4503 Cedarcrest, a citizen and parent, inquired about response to his e-mail message to the Board and shared concerns about the District bid process and expressed support for local preference.

Mr. Posthumus responded to Mr. Dumas regarding his e-mail message. He stated it is Policy that the President responds to all messages on behalf of the entire Board so citizens do not get multiple responses. Mrs. Polderman added that is the Board's Policy.

Mr. Dumas raised several construction-related questions. President Johnson asked that Mr. Dumas contact Mr. Noverr to set up an appointment for further clarification.

Mr. Ken Popp, 10640 Abigail, a citizen, shared concerns about the District bid process, requested verification that 60% of the contracts have been awarded locally and asked for clarification of the lowest bidder.

President Johnson informed Mr. Popp that he was correct on the contracts awarded locally, everything was public information, and he should contact Mr. Noverr for further clarification and the restrictions the District must follow.

Mr. Posthumus inquired how the District is responding to Mr. Schafer's recurring concerns about traffic safety. Mr. Noverr provided background information on the ease of working with vacant property at the 12<sup>th</sup> Street Elementary site and how challenging the design work has been at both Central and Northern High School sites. The District has been working closely with the City of Portage regarding safe sites, traffic lights, entrance and exit traffic patterns, and managing numerous campuses at both sites. The City of Portage does not concur with Mr. Schafer about the railroad crossing being a safety issue.

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

Mr. Whyte shared background information on the Michigan Association for Computers Users in Learning (MACUL) conference he attended with the Director of Technology Systems, Mr. Michael Batterson. He discussed building capacity, sustainability, the District's technology curve, professional development, and communities of learning.

Mrs. Kurdys informed the audience of Sunshine Week which opens communication with the public between governing bodies and a request she submitted to increase transparency for the Board and District with the community. She also provided background information on the Michigan Association

of School Boards Legislative Conference she attended. The main topic was the stimulus money and current projections.

Mr. Rathburn commented on receiving and reading e-mail messages addressed to the Board and confirmed President Johnson has been designated to respond on behalf of the Board. He acknowledged he appreciates the input and comments.

President Johnson reiterated, as Board President, she has been designated to respond on behalf of the entire Board. She confirmed messages from the community are being received; that the Board does listen to understand the position of others.

Mrs. Polderman suggested that President Johnson indicate she is responding on behalf of the Board on future correspondence and reiterated the Trustees do read all e-mail communications.

### **CONSENT AGENDA**

**Motion offered by Mrs. Whistler, supported by Mrs. Polderman, that the Board of Education approve the Consent Agenda items, as presented. Included on the Consent Agenda was the approval of the Minutes of February 23, 2009, Policy Development Meeting, February 23, 2009, Regular Business Meeting, and March 9, 2009, Committee Of The Whole Work Session. Motion carried unanimously.**

### **REQUIRED APPROVAL ITEMS**

**Motion offered by Mrs. Polderman, supported by Mr. Posthumus, that the Board of Education adopt the Resolution for Amendment #1 to the 2008/09 School Service Fund Budget, as presented.**

Mr. Noverr reviewed background information shared at the March 9<sup>th</sup> meeting.

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

**Motion offered by Mr. Posthumus, supported by Mrs. Polderman, that the Board of Education adopt the International Union of Operating Engineers Local 547 Contract Amendment, as presented.**

Superintendent Wells shared clarification background on the Amendment and Mrs. Colestock informed the Board that the Union had voted and approved this Amendment last week.

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

**Motion offered by Mr. Whyte, supported by Mrs. Polderman, that the Board of Education approve the Portage Custodial / Maintenance Association Contract pending their ratification, as presented.**

Superintendent Wells informed the Trustees this request was still pending ratification by the Association, who would be meeting this week. She shared background information pertaining to contract parameters and retroactive pay and responded to a question about the timing of this request.

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

**Motion offered by Mrs. Polderman, supported by Mrs. Whistler, that the Board of Education approve the recommend purchase of five (5) 77 passenger “IC” brand school buses at the bid price of \$84,243 per unit; and one (1) special needs lift equipped “IC” brand school bus at the bid price of \$104,291 per unit from Capital City Bus Sales in accordance with the 2008 MSBO/MAPT Aggregate Bus Purchasing Program Resolution. Funding of the total purchase cost of \$525,506 will come from the proceeds of the 2007 bond millage, as presented.**

Mr. Noverr reviewed background information on bus replacements and responded to a Trustee question pertaining to the sale of the District’s used buses. Mrs. Whistler offered accolades to the Transportation Department and the maintenance crew for their efforts to maintain the bus fleet. Mrs. Kurdys offered support for this replacement plan. Mr. Whyte shared the example of quiet cooperation when the District’s Transportation Department offered assistance to a team from Colon and thanked all involved. President Johnson also offered kudos to the Transportation Department on their safe driving record. Mr. Noverr was not able to provide the Board with an exact figure on the safe driving record but will follow up with the Board.

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

**Motion offered by Mr. Rathburn, supported by Mrs. Polderman, that the Board of Education adopt the National Incident Management System Resolution, as presented.**

The Assistant Superintendent of Instructional Services, Dr. Ric Perry, provided some background on this system of response to a critical incident, funding, and the reunification plan. He responded to Trustee questions pertaining to plan availability to parents, training cost, and the safety goal.

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

## **ACTION ITEMS**

**Motion offered by Mrs. Polderman, supported by Mr. Posthumus, that the Board of Education approve the Northern High School Technology Infrastructure bid to Buist Electric in an amount not to exceed \$399,772.00, and the Transportation and Maintenance Facility bid package 2 to Buist Electric in an amount not to exceed \$42,658.00, as presented.**

The Director of Technology Systems, Mr. Michael Batterson, shared details about this action item and responded to Trustee questions regarding vendor location and bid categories.

**Motion carried unanimously.**

**Motion offered by Mrs. Polderman, supported by Mrs. Whistler, that the Board of Education approve the Northern High School Media Center furniture purchases in an amount not to exceed \$108,668.40, as presented.**

Dr. Ric Perry provided background information and responded to a Trustee question that Category F is being deferred.

**Motion carried unanimously.**

**Motion offered by Mr. Posthumus, supported by Mrs. Polderman, that the Board of Education approve the McCamley Field Parking Lot Bid Award for completion this summer: Robert Bailey Contractors, Inc. for \$147,999.13, as presented. Funds for this project would come from the 2007 Bond Fund #1.**

Mr. Noverr reviewed background information and responded to a Trustee question about this bid being significantly under budget.

**Motion carried unanimously.**

**After a brief conversation, President Johnson tabled the revision to Policy 3.9, Board Committee Structure, for further discussion at the April 2, 2009, Governance meeting.**

**President Johnson tabled the Board Committee Charge recommendation for further discussion at the April 2, 2009, Governance meeting.**

#### **CLOSED SESSION**

**Motion offered by Mrs. Whistler, supported by Mrs. Polderman, that the Board of Education move into closed session for the purpose of discussing attorney-client privileged information. Upon a roll call vote, all Trustees present voted in favor of the motion.**

The Board moved into closed session at 7:52 p.m.

The Board returned to open session at 8:10 p.m.

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

Respectfully submitted,

Edna Kent  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
SCHOOL SERVICE FUND APPROPRIATIONS RESOLUTION  
AMENDMENT #1 2008/09**

Be it resolved that this shall be the School Service Fund appropriations for Portage Public Schools for the fiscal year 2008/09. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2008/09 is as follows:

	<u><b>Food Service</b></u>	<u><b>Athletics</b></u>	<u><b>Bookstore</b></u>
Beginning Unappropriated Fund Balance (Actual)	\$693,396	\$80,592	\$0
<b>REVENUES:</b>			
Local Sources	1,879,589	243,643	21,000
State Sources	127,882	0	0
Federal Sources	843,153	0	0
Incoming Transfer from General Fund	0	1,165,117	0
Total Revenues and Incoming Transfers	2,850,624	1,408,760	21,000
Total Available for Appropriations	3,544,020	1,489,352	21,000
<b>EXPENDITURES:</b>			
Food Service	2,598,928	0	0
Athletics	0	1,428,760	0
Bookstore	0	0	21,000
Outgoing Transfer to General Fund for Indirect Costs	181,000	0	0
Total Expenditures and Outgoing Transfers	2,779,928	1,428,760	21,000
Ending Unappropriated Fund Balance (est)	\$764,092	\$60,592	\$0

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

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

**BOARD OF EDUCATION RESOLUTION**  
**2008-2009 MSBO/MAPT Aggregate Bus Purchasing Program**

Portage Public Schools, 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 \_\_\_\_\_, 2009, 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 2008-2009 Michigan School Business Officials ("MSBO") and the Michigan Association for Pupil Transportation ("MAPT") Aggregate Bus Purchasing Program ("Bus Purchasing Program"); 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 2008-2009 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 Assistant Superintendent for Operations 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**

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 \_\_\_\_\_, 2009, 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

## **ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

AT A MEETING OF THE PORTAGE PUBLIC SCHOOLS BOARD OF EDUCATION, ON \_\_\_\_\_, 2009,

RESOLUTION - ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM IN PORTAGE PUBLIC SCHOOLS, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

WHEREAS, the Board of Education of Portage Public Schools does hereby find as follows:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS and that it is necessary and desirable that all Federal, State, and local governments, emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local government organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, school districts are by tradition an integral part of local government, their use of NIMS should be achieved in close coordination with other components of the local government within an integrated local government plan, and since the Incident Command System components of NIMS are already an integral part of city/county incident management standardized procedures for managing personnel, communications, facilities and resources;

WHEREAS, compliance with NIMS will improve the Portage Public School's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Education of Portage Public Schools, City of Portage, Kalamazoo County, Michigan, that the National Incident Management System (NIMS) is established as the standard for incident management.

Dated: \_\_\_\_\_

Portage Public Schools Board of Education, City of Portage, Kalamazoo County, Michigan.