

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

**June 4, 2012**

The special meeting of the Board of Education of the Portage Public Schools held on Monday, June 4, 2012, was called to order by President Snyder at 5:00 p.m. in the Instructional Services Conference Room of the Administration Building, 8111 S. Westnedge.

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

Board Trustees Absent: None

Administration Members Present: Patricia Koeze and Ric Perry

**CLOSED SESSION**

**Motion offered by Mr. Rathburn, seconded by Mr. Hartridge, 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 5:00 p.m.

The Board returned to open session and recessed at 5:37 p.m.

**BOARD CANDIDATE INFORMATION MEETING**

The special meeting of the Board of Education of the Portage Public Schools held on Monday, June 4, 2012, was called to order by President Snyder at 5:41 p.m. in the Professional Development Center of the Administration Building, 8111 S. Westnedge.

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

Board Trustees Absent: None

Administration Members Present: Ric Perry and Tom Vance

Others Present: Chelsea Hammond

President Snyder facilitated the Board candidate information meeting and agenda items.

The Community Relations Manager, Mr. Tom Vance, and President Snyder reviewed the details of the election process, becoming a candidate and campaign activities.

Mr. Van Antwerp provided an overview of Board Policy Governance, including key accountabilities of the Board, Board Bylaws and the Policy Governance Model.

Mr. Hartridge reviewed the structure of the Board, its members, terms, meeting design, compensation, Board and District committees and linkage with external groups, the Board Organizational Meeting and the Administrative organization.

All Trustees shared input on the benefits of Board membership.

The Board recessed at 6:15 p.m.

## **WORK STUDY SESSION**

The work study session of the Board of Education of the Portage Public Schools held on Monday, June 4, 2012, was called to order at 6:29 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, Geoff Howe, Rusty Rathburn, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: None

## **REPORTS**

**Superintendent's Report:** Superintendent, Dr. Ric Perry, shared news of the following District employees: Mr. Mark Principe, Teacher, and bus driver, Ms. Mary Secondi; recognized at the Educator of the Year Award Banquet held by the Kalamazoo County Education Association.

Dr. Perry shared news of the Rotary International Award being presented to the Portage Rotary for their many projects benefiting Community High School.

Mrs. Lynne Cowart, Director of Curriculum, presented a MEAP (Michigan Educational Assessment Program) Item Analysis Summary Report. She recognized the elementary and middle school teaching staff and administrators for their efforts and responded to Trustee questions regarding timelines, implementation of new materials and sharing Common Core objectives with parents. Trustees thanked Mrs. Cowart for her curriculum work.

An Energy Ed Program Update was shared by Dr. Craig Ross, Community High Administrator. Dr. Ross responded to Trustee questions pertaining to contracts, the implementation process and awareness. Superintendent Perry recognized Dr. Ross for his accomplishments putting this program into practice.

## **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.

Mr. Hartridge recognized and congratulated the District graduates.

President Snyder opened the floor to Board Committee reports.

Mr. Hartridge reported the Finance Committee met and reviewed the financial Discussion Items on the agenda. He also noted the Committee plans to meet on June 5.

Mr. Howe reported the Curriculum and Assessment Committee met and discussed the MEAP Analysis Report.

President Snyder reported the Executive Committee set a Board Retreat for Tuesday, July 17, 2012.

Dr. Perry noted the Facilities Committee plans to meet on Friday, June 8.

## **DISCUSSION ITEMS**

**2012/13 Budget Planning.** The Business Manager, Mrs. Karla Colestock, presented an overview of projected expenses and revenues for the 2012/13 school year with regard to: the General Fund; School Services Fund; Building and Site Sinking Fund; Debt Retirement Fund; and the tax rate increase.

**2011/12 Final Budget Resolutions: General Fund Budget Amendment #2 Resolution.** Mrs. Colestock discussed the recommendation to adopt Amendment #2 resolution to the General Appropriations Act (General Fund) for the 2011/12 fiscal year.

**2011/12 Final Budget Resolutions: School Services Fund Budget Amendment #1 Resolution.** Mrs. Colestock shared background information on recommendation to adopt the resolution, Amendment #1 to the School Service Fund Appropriations Act for the 2011/12 fiscal year.

**2011/12 Final Budget Resolutions: Building and Site Sinking Fund Budget Amendment #2 Resolution.** Mrs. Colestock provided details on the recommendation to adopt the resolution, Amendment #2 to the Building and Site Sinking Fund Appropriations Act for the 2011/12 fiscal year.

**2011/12 Final Budget Resolutions: Debt Retirement Fund Budget Amendment #1 Resolution.** Mrs. Colestock shared background information on the recommendation to adopt the resolution, Amendment #2 to the Debt Retirement Fund Appropriations Act for the 2011/12 fiscal year.

**Bond Technology Project Bids: Video Surveillance: Cameras and Installation.** The Director of Information and Technology Systems, Mr. Dan Vomastek, provided details on the recommendation to approve the purchase and installation of video surveillance cameras as per the proposal submitted by EPS, Inc., in an amount not to exceed \$184,805.24, using monies from the 2008 Bond Funds 1 and 2. Mr. Vomastek responded to a question regarding the location of the equipment.

**Bond Technology Project Bids: Surveillance System Servers.** Mr. Vomastek shared background information on the recommendation to purchase nine video surveillance servers as per the proposal submitted by Dell, Inc., in an amount not to exceed \$41,355.27, using monies from the 2008 Bond Funds 1 and 2.

**Bond Technology Project Bids: VMWare Host Servers.** Mr. Vomastek provided details on the recommendation to approve the purchase of ten VMWare host servers as per the proposal submitted by Dell, Inc., in an amount not to exceed \$55,245.00, funding coming from the 2008 Bond Fund 1. Mr. Vomastek responded to questions regarding service, hand held devices and proposals coming in under budget.

**Proposed Board of Education Meeting Schedule From July 2012 through January 6, 2014.** Dr. Perry cited changes in the timing of Board elections and shared the recommendation that the Board approve the proposed meeting schedule from July 2012 through January 6, 2014. The Superintendent provided an update on the discussions taking place with the City of Portage to utilize the City Chambers for Regular Business Meetings.

**Revised Organizational Structure.** Superintendent Perry discussed changes to the organizational structure that would split the Curriculum and Human Resources position. President Snyder noted the Board does not normally take action on Discussion Items during a Work Study Session.

**Motion offered by Mr. Rathburn, seconded by Mr. Eddy, that the Board of Education move the revised organizational structure recommendation to an action item.**

**Motion carried unanimously.**

**Motion offered by Mr. Howe, seconded by Mr. Rathburn, that the Board of Education approve the revised organizational structure, as presented.**

**Motion carried unanimously.**

Trustees thanked Mrs. Lynne Cowart for her assistance in the Curriculum Department this year.

**Administration Building Relocation.** Dr. Perry informed the Board the administration is working on the proposed relocation of the Administration Building to the Technology and Training Center (TTC). The Superintendent discussed utilizing Building and Site Sinking Funds for this move; modifying plans with Tower Pinkster to fit the District needs; an anticipated move date of October or November 2012; plans to move specific programs; continuing to hold Work Study Sessions in the TTC; Technology Bond status; and deconstruction of the Administration Building. Dr. Perry received consensus from the Board that the Administration proceed with relocation planning.

**Administrator Appointments: New Secondary Director of Instruction and Assessment Appointment.** Dr. Perry shared background information on the appointment of Mr. Larry Killips to the position of Secondary Director of Instruction and Assessment beginning July 1, 2012.

**Administrator Appointments: New Elementary Director of Instruction and Assessment Appointment.** Dr. Perry shared background information on the appointment of Mr. Mark Root to the position of Elementary Director of Instruction and Assessment beginning July 1, 2012.

**Administrator Appointments: New Elementary Principal Appointment.** Dr. Perry shared background information on the appointment of Mrs. Kelly Jensenius to the position of Elementary School Principal at Lake Center Elementary School beginning July 1, 2012.

**Administrator Appointments: New Middle School Principal Appointment.** Dr. Perry shared background information on the appointment of Mr. Denny Roehm to the position of Middle School Principal at West Middle School beginning July 1, 2012.

**Administrator Appointments: New Director of Finance Appointment.** Dr. Perry shared background information on the appointment of Mrs. Karla Colestock to the position of Director of Finance beginning July 1, 2012.

**Administrator Appointments: New Director of Facilities, Enrichment and Communications Appointment.** Dr. Perry shared background information on the appointment of Dr. Craig Ross to the position of Director of Facilities, Enrichment and Communications beginning July 1, 2012.

Trustees congratulated all Administrators for their dedication to the profession.

**Personnel Reduction Resolution.** Dr. Koeze, Director of Human Resources, provided details on the Board Resolution to Layoff personnel and responded to a Trustee question.

**Visioning / Strategy.** President Snyder discussed the status of the visioning / strategy process, next steps in order to collect community input, and acknowledged Mr. Van Antwerp as the point person to coordinate this project with Mr. Blaine Lam, Lam and Associates. President Snyder noted the Board is seeking Trustee input for further Executive Committee review in preparation for the July 17, 2012 Board Retreat.

There being no further business to come before the Board, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Edna Kent  
Recording Secretary