



NOVI COMMUNITY SCHOOL DISTRICT
DEVELOPING EACH STUDENT'S POTENTIAL WITH A WORLD-CLASS EDUCATION

Board of Education 2020 Agenda

Dr. Danielle Ruskin
President

Mr. Tom Smith
Vice President

Mr. Willy Mena
Secretary

Mrs. Kathy Hood
Treasurer

Mr. Paul Cook
Trustee

Mrs. Bobbie Murphy
Trustee

Mrs. Mary Ann Roney
Trustee

Meeting Date: September 10, 2020
Educational Services Building
Board Room



NOVI BOARD OF EDUCATION
Regular Meeting - September 10, 2020
Educational Services Building
7:00 PM

AGENDA

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
- V. CONSENT ITEMS**
- V. ACTION ITEMS**
 - A. Personnel Report
 - B. OCSBA Resolutions and Bylaws Recommendations
- VI. INFORMATION AND DISCUSSION**
 - A. Extended Learning Plan
- VII. COMMENTS FROM THE AUDIENCE**
- VIII. SUPERINTENDENT'S REPORT**
- IX. ADMINISTRATIVE REPORTS**
- X. BOARD COMMUNICATION**
- VII ADJOURNMENT**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 10, 2020**

SUPERINTENDENT OF SCHOOLS

TOPIC: Consent Items

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

CONSENT ITEMS

- A. Approval of Minutes
 - a. Regular Meeting Minutes of August 20, 2020
 - b. Regular Meeting Minutes of September 3, 2020

- B. Approval of Bills
 - a. Board Report
 - b. Check Register for July 2020
 - c. Purchase Card Report for May 30, 2020 through June 30, 2020

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Consent Item(s) as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Steve Matthews, Superintendent



Minutes of Regular Meeting, August 20, 2020
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, August 20, 2020, beginning at 7:03 PM in the Educational Services Building virtually via Zoom.

Present: Dr. Ruskin (in person), Mr. Smith, Mrs. Murphy, Mr. Mena, Mrs. Hood, Mr. Cook,
and Mrs. Roney (via Zoom) (by Roll Call)

Absent:

PLEDGE OF ALLEGIANCE

Members of the audience joined with the Board in the Pledge of Allegiance.

APPROVAL OF THE AGENDA

It was moved by Mrs. Hood and supported by Mr. Cook that the Novi Board of Education approve the agenda as presented.

Ayes: 7 [Dr. Ruskin (in person), Mr. Mena, Mr. Smith, Mrs. Hood, Mrs. Murphy, Mr. Cook,
and Mrs. Roney (via Zoom)] (by Roll Call)

Nays: 0

MOTION CARRIED

REPORTS TO THE BOARD

The Ms. Janet Bloom and nine (9) students, of the First Robotics Frog Force team, summarized the wonderful experience that the team had this school year and recognized all of the sponsors who supported them through their competitions.

COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There were no comments from the audience.

CONSENT ITEMS

Items included in the Consent Items are those, which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

CONSENT ITEMS

- A. Approval of Minutes
 - a. Revised Regular Meeting Minutes of July 16, 2020
 - b. Regular Meeting Minutes of August 6, 2020

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Board of Education approve the agenda as presented.

Ayes: 7 [Dr. Ruskin (in person), Mr. Mena, Mr. Smith, Mrs. Hood, Mrs. Murphy, Mr. Cook,
and Mrs. Roney (via Zoom)] (by Roll Call)

Nays: 0

MOTION CARRIED

ACTION ITEMS

Personnel Report

Gary Kinzer, Assistant Superintendent of Human Resources, presents for your consideration the following personnel changes:

A. New Hires

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Gorny, Kimberly	NW	Administrative Asst.	New Hire	Level A	08-21-20
Stoy, Kelly	NW	Secretary	Position Chg.	Level B	08-24-20

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Barrick, Sue	NM	6 th Grade Teacher	Retirement	06-30-20
Dial, Jeanne	NM	5 th Grade Teacher	Retirement	06-30-20
Fillipps, Sharon	NM	5 th Grade Teacher	Retirement	07-31-20
Garcia, Terry	NM	Art Teacher	Retirement	06-30-20
Kelp, William	HS	Health Teacher	Retirement	06-30-20
Kidle, JoAnna	HS	ELA Teacher	Retirement	06-30-20
Kuhn, Cynthia	NM	5 th Grade Teacher	Retirement	06-30-20
McCord, William	HS	ELA Teacher	Retirement	06-30-20
Mulhall, Carol	NM	5 th Grade Teacher	Retirement	06-30-20
North, JoAnne	DF	Art Teacher	Retirement	06-30-20
Rugg, Ilona	NM	6 th Grade Teacher	Retirement	06-30-20
Schluter, Patrick	NM	P.E. Teacher	Retirement	06-30-20
Walsh, Conall	VO	3 rd Grade Teacher	Resignation	08-18-20
O'Connor, Gail	ECEC	Secretary	Retirement	08-03-20
Sad, Nicole	NATC	Special Ed Para	Resignation	08-13-20

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Kidon, Cortney	NM	6 th Grade Teacher	LOA #1-Child Care	2020-2021 School Year

It was moved by Mrs. Murphy and supported by Mr. Smith that the Novi Board of Education adopts the personnel report recommendations as presented.

Ayes: 7 [Dr. Ruskin (in person), Mr. Mena, Mr. Smith, Mrs. Hood, Mrs. Murphy, Mr. Cook, and Mrs. Roney (via Zoom)] (by Roll Call)

Nays: 0

MOTION CARRIED

Award of Commissioning Services

Correction to the Report - Plante Moran Cresa is the District's owner's representative during the 2019 Bond. Tonight, they are submitting an update as it relates to the assignment to assist and advise the District. PMC is recommending that the District administration enter into a contract agreement with Horizon Engineering, as per the attached proposal, pending final negotiation by PMC and Thrun Law Firm on behalf of NCSD.

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Board of Education approve the policy revisions are presented.

Ayes: 7 [Dr. Ruskin (in person), Mr. Mena, Mr. Smith, Mrs. Hood, Mrs. Murphy, Mr. Cook,
and Mrs. Roney (via Zoom)] (by Roll Call)

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

Mr. Mena, Board Secretary, excused himself from the meeting at 8:00 PM.

Technology Moving to 1:1 Environment Services

On June 18, 2020, the Board approved the purchase of a device refresh for staff computing devices for our staff to have agile and mobile technology devices to support student learning and district operations.

It has become clear that a flexible technology solution is needed to ensure that staff and students can continue even though they may not be physically present in our buildings. We believe that it is necessary to provide our students with devices that support their learning at school or at home.

Our District purchased devices with the support of the 2014 Bond. With this inventory, we know that we have enough devices to create a one-to-one learning program that will ensure the success of our students this year. Each PreK-1 student would receive a Novi Issued iPad and grades 2-12 would receive a Novi issued Chromebook.

This program will be evaluated before the end of the 2020-21 school year and we will report back to the Board before continuing into the 2021-22 school year.

This was presented as a report to the Board.

OCSBA Resolutions and Bylaws Recommendation

Each year, the OCSBA Resolutions and Bylaws Committee reviews our bylaws and recommends amendments to the Board of Directors and Member Districts. This year, OCSBA found that our bylaws placed restrictions the way that we conducted our business during the pandemic. Several of the proposed amendments address those restrictions during any declared local, state or national emergency.

The Board of Directors has reviewed the proposed amendments, and approves moving these recommendations forward for a vote of our Member Districts. In accordance with our bylaws, each Member District Board of Education has one (1) vote to approve the recommended amendments.

The voting period is designated as August 1, 2020 to Friday, September 11, 2020 at 5:00 PM. Results of the voting will be announced at our September 16, 2020 membership meeting.

There are three attachments to this message:

1. A ballot
2. A summary of the changes and rationale for each recommendation
3. A highlighted bylaws document showing all of the proposed changes.

This was presented tonight for information and discussion. It will come back before the Board for approval on September 10, 2020

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of School, expressed his gratitude to the staff for the work that they have done over the past several months and weeks. He reported that all of our District staff has come together to deliver services to ensure that we will be ready for the start of school, on September 8th. Dr. Matthews also expressed his gratitude to the central enrollment staff for all the work they have done to get our new families registered.

He stated that our families have asked how the District is tracking the Coronavirus and what indicators we are look at first. Dr. Matthews said that neither Oakland County nor the state (MDHHS) have given have given us a model to follow, so we created our own based on daily cases per 10,000 residents, by zip code. He mentioned that Oakland County Health has come up with a new indicator, which has the current cases by school district.

Dr. Matthews reported that the governor's Return to School Road Map indicates that if you are in phase 4, you can return to school following the required and highly recommended safety elements, which is what we (Novi) have in place. He stated that we (Novi) have created those safety protocols and worked with our administrative staff and teachers to ensure that we are doing everything we can to ensure the safety of our staff, students, and community. Dr. Matthews said that if you look at the county data, Novi is amongst the best in the county. He reported that our indicators are not rising at this time, so this continues to point to us on reopening our schools. Dr. Matthews stated that we are not at a point where we can open five (5) days a week, but our hybrid model will create rich opportunities for our students and that we will provide a high quality educational experience either through the hybrid model or through the virtual learning model. He said that more importantly, we will continue to provide a safe environment for students to return to.

ADMINISTRATIVE REPORTS

Mr. McIntyre, Assistant Superintendent of Business and Operations, updated the Board on the Plante Moran audit. He reported that the audit was going well and that the auditors hope to wrap things by Friday. Mr. McIntyre stated that we still have to do the compliance test on the bonds and the sinking funds, but it is going well.

He said that the consensus revenue estimating conference in next Monday, August 24, and he hopes to have more information to share with the Board. Mr. McIntyre mentioned that some good news was that the state aid fund is about 440 million dollars more favorable than what was originally estimated.

He reported that the district has five (5) buses that are out for auction and it closes tomorrow.

Dr. Kinzer, Assistant Superintendent of Human Resources, expressed his gratitude to Mr. McIntyre for all that he has done in just the month that he has been in Novi. He reported that Mr. McIntyre has learned an impressive amount of information around our budget and other processes, so he's off to a great start. Dr. Kinzer expressed his appreciation for Mr. McIntyre's help and support with staffing and moving the bond projects forward. He also expressed his appreciation to the principals and directors who have been working hard with staffing their buildings and the hiring process. Dr. Kinzer expressed

his gratitude and appreciation to Heather Burnside and her leadership team, with our Novi Education Association as well as our teachers and their willingness and strong desire to be in the classroom with our students. He stated that this is going to make our return to school plan successful.

Dr. Webber, Assistant Superintendent for Academic Services, reported that he cannot wait to have the kids back in the district. He stated that it has been a pure joy to work at this because the students are our customers and if we keep our North star and doing what is best for kids, that is what matters. Dr. Webber said that we had 16 participants tonight with Robotic. He mentioned that in the past we have had a lot more. Dr. Webber stated that he want kids to know that we are excited both ways, hybrid and virtual, to have you back and wants parents to please give us that grace on September 8, things will be in place.

BOARD COMMUNICATION

Mr. Cook, Board Trustee, expressed his gratitude to Mr. McDermott, Mr. Dragoo, and their crew for their work and presentation on the district's grounds. He reported that they did a masterful job throughout the summer keeping everything in tiptop shape. Mr. Cook stated that they do not get enough kudos.

Mrs. Hood, Board Treasurer, reported that it is important to point out that the Board just approved the retirement of 12 veteran teachers, so that the district can hedge some of whatever the state funding cut is going to be. She stated that in Mr. McIntyre's report if it is 400 million less than the 1.1 billion last school aid fund that they anticipated, that would be a good thing, so maybe not 700 dollars a kid cut. Mrs. Hood said that it might be more like 550 dollars. She mentioned that incenting these veteran teachers to leave weakens our district and we do not know what the state funding is going to look like until the state passes its' budget. Mrs. Hood reported that there is potential help for public schools in the Heros Act that was passes by the U.S. House and is sitting in the U.S. Senate. She stated that includes funding for state and local governments in the CARES Act. Mrs. Hood said that she wanted everyone to be conscious of that when we get our budget cuts and then say how did this happen.

She reported that coincidentally, she had received a report today from the Oakland Schools Government Relations liaison with data that the governor called the Government's Education Emergency Relief Fund, which was part of the CARES Act. Mrs. Hood stated that Governor Whitmer had 68 million dollars to distribute to districts to use to support their students who are economically disadvantaged, so about 87 dollars per student. She said this is a pittance because nobody is eligible. Mrs. Hood reported that we (Novi) only have nine (9) percent of our students who are considered economically disadvantaged, so NCSD receives no funds.

She stated that she brings this up because the leader of Michigan's Senate, Mike Shirkey from Hillsdale, said last week that Michigan does not need any more relief from the Federal Government. Mrs. Hood said that Mr. Shirkey stated the state should learn to live within their means and suffer through budget pinches in the coming years instead of demanding help through the cash shortfalls caused by the coronavirus pandemic. She pointed out that Mr. Shirkey's district covers three (3) counties and of the 35,000 students in his counties, 58 percent (20,000) are economically disadvantaged, so he is saying his students do not deserve to be fully funded or even preserved at their existing level. Mrs. Hood reported that he is saying the students in our district should tighten their belts; they do not need help.

She stated that she would like people to understand that two (2) trillion dollars of the CARES Act has already been distributed and that 16 billion went to Michigan's businesses including Mr. Shirkey's personal business. Mrs. Hood said that the CARES Act did not include any generic budget help for schools, just for the payroll for businesses. She reported that we need a little help with payroll for schools because that is our business and we employ people to teach our children.

Mrs. Hood stated we are asking our veteran teachers to leave, so that we can hire less expensive teachers and the 1.1 billion dollar shortfall that is forecasted for this year's school aid fund is a drop in the bucket compared to the taxpayer assistance and provided to private businesses. She encouraged parents and students to contact our U.S. Senators and ask them to support the Hero's Act, then maybe Michigan legislators will stop saying that we do not need help because we do.

Mrs. Roney, Board Trustee, reported that the Oakland County School Board had asked for a couple of members from each district to be a part of the DEA Committee. She stated that they had a mission and envisioned it to explore, understand, and share solutions for removing the systemic barriers to diversity, equity, and inclusion in the Oakland County public school system over the next two (2) years. Mrs. Roney said that she and Danielle are going to be part of this and that she would report back to the Board from time to time. She mentioned that they have visions, but she had to tell them about our reopening plans. Mrs. Roney report that the one of the things they talked about was how our county and state has failed to come up with any metrics that can give us a solution to know when it will be safe to open. She stated that they need to get together and come up with similar metrics because when one school system closes, that one right next door is open and why is that.

Mrs. Roney said that the other thing they talked about was that there are only two (2) school districts in Oakland County that are going five (5) days a week, but one of those is opening slowly. She mentioned that they are doing virtual for two (2) weeks and then they are going to in-person. Mrs. Roney reported that there are four (4) districts that are going hybrid, one being Novi, then the rest are virtual.

She stated that it was really shocking because they said that we had quite a few active parents. Mrs. Roney said they must have watched our Board meeting where we read the letters and we only had 10 parents. She mentioned that it is wonderful that our parents are so involved and our community is so involved whether it is good, bad, or indifferent. Mrs. Roney reported that she thinks it is wonderful the many people who are participating in our surveys. She stated that she applauds our administrators for getting the word out and then to the community for taking an active part.

Mrs. Roney said that she does not envy Dr. Matthews job with having to come up with these metrics, so we have a rough job ahead, but we will come out shining. She expressed her gratitude to all.

Dr. Ruskin, Board President, said in regards to what Mrs. Roney said, expressed her gratitude to Mrs. Roney for stepping up to be on the Ad Hoc Committee with the Oakland County School Board Association, Diversity, Equity, and Inclusion (DEI) Committee. She reported that they are going to meet for two (2) years, so she appreciates Mrs. Roney's time and efforts. Dr. Ruskin stated that she is interest and excited to see where that team leads Oakland County Schools and maybe that can be the genesis of something that can come to fruition here in Novi. She said that she is happy to have them leading the way and to have two (2) representatives from our school board sitting there and talking through ideas and challenges.

Dr. Ruskin mentioned that she heard of another school board, whose meeting started at 6:30 tonight, had on their agenda their metrics. She expressed kudos to Dr. Matthews and his team for getting out metrics out there a couple of weeks ago. Dr. Ruskin stated that hopefully this will get the ball rolling and we will have some kind of data points and science behind the decisions that are being made here in different school districts.

Mr. Smith, Board Vice-President, reported that he has three (3) new interns who are officially underway and being trained. He stated that usually they are trained over the summer months and then when school starts, they work two (2) to five (5) hours a week. Mr. Smith said that they have been doing this for the past 10 years and every year it seems like the kids that come and work in the office are more talented and then they go off to the university. He mentioned that he would report back on this next group of three (3) students from Novi High School. Mr. Smith reported that one (1) is a junior and the other two (2) are seniors this year. He stated that the two (2) interns from last year, Noah Bean is off to the University of Michigan, in the Ross School of Business, and Paul Biberstein started at the University of Notre Dame. Mr. Smith expressed his gratitude for the support from some of the teachers at the high school.

He reminded the Board that he would like the favor of their help this year. Mr. Smith stated that last year he brought up that Mary Ann was one of the few, if not the only, Board members who attended the Novi Educational Foundation meetings. He asked the other Board members to pick a meeting once or twice a year, so that they could become familiar with what the NEF is doing and how they are looking to tackle the coming year. Mr. Smith said that they did not have the Green Gala last year, so it crippled their fundraising at a time when the district could use the support of their organization.

He mentioned that their first meeting is going to be next Thursday, from 6:30 to 8:00 PM. Mr. Smith reported that the last meeting was held at someone's home, in their backyard, where they were able to practice social distancing. He stated that there were 10, so it was a comfortable setting and depending on the weather, maybe they could do it again. Mr. Smith said otherwise they would do a Zoom meeting. He mentioned that he would have Sheila send a reminder out. Mr. Smith stated that he would defer to Dr. Ruskin to consider whether he should continue to serve as the liaison between the Board and the NEF. He encouraged the Board members to join him for two (2) or three (3) meetings a year and see how they like it.

Mrs. Murphy, Board Trustee, stated that she looks forward to when the Board can meet in person. She reported that it has been quite a while and she misses seeing everyone in person. Mrs. Murphy gave a shout out to Dr. Kinzer saying that she does not envy him trying to get all of the people on board (hired). She said that the Board will be seeing new hires, maybe at the next meeting or earlier. Mrs. Murphy expressed her gratitude for all the hard work and to Mr. McIntyre for the good news.

She mentioned that Jeanne Dial was instrumental in the science fair or Destination Imagination at Novi Meadows where the kids would create projects and the Board would do the judging. Mrs. Murphy expressed her hope that another teacher will take the charge on this moving forward. She reported that we are losing some fantastic teachers Joanna Kidle, at the high school, and Bill Kelp, whom she had the pleasure of serving on a committee with. Mrs. Murphy stated that these teachers really do love and care about students and this was not an easy decision for them to leave. She wished them all the best in whatever they tackle next and hope they have a bright future in store. Mrs. Murphy said we were

fortunate to have had them as part of our organization and in our lives. She mentioned they made a big difference in the lives of our kids.

ADJOURNMENT

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Regular Board meeting be adjourned.

Ayes: 6 [Dr. Ruskin (in person), Mr. Smith, Mrs. Hood, Mr. Cook, Mrs. Murphy
and Mrs. Roney (via Zoom)] (by Roll Call)

Nays: 0

MOTION CARRIED

The meeting adjourned at 8:49 p.m. The next regular meeting of the Board is scheduled for September 3, 2020 at 4:00 p.m., virtually via Zoom.

Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: novi.k12.mi.us/



Minutes of Regular Meeting, September 3, 2020
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, September 3, 2020, beginning at 4:01 PM in the Educational Services Building virtually via Zoom.

Present: Dr. Ruskin, Mr. Smith (in person), Mrs. Murphy, Mr. Mena, Mrs. Hood, and Mrs. Roney (via Zoom) (by Roll Call)

Absent:

PLEDGE OF ALLEGIANCE

Members of the audience joined with the Board in the Pledge of Allegiance.

APPROVAL OF THE AGENDA

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Novi Board of Education approve the agenda as presented.

Ayes: 6 Dr. Ruskin, Mr. Smith (in person), Mrs. Murphy, Mr. Mena, Mrs. Hood, and Mrs. Roney (via Zoom) (by Roll Call)

Nays: 0

MOTION CARRIED

COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

Mrs. Trumpy expressed concerns regarding hiring and the minutes of July 16, 2020.

ACTION ITEMS

Personnel Report

Gary Kinzer, Assistant Superintendent of Human Resources, presents for your consideration the following personnel changes:

A. New Hires

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Brown, Chandler	HS	ELA Teacher	New Hire	BA	09-08-20
Cojei, Madison	NM	6 th Grade Teacher	New Hire	BA	09-08-20
Ellies, Mary	VO	3 rd Grade Teacher	New Hire	MA	09-08-20
Fershtman, Daniel	HS	Spanish Teacher	New Hire	BA+15	TBD
Gallagher, Victoria	MS	Math Teacher	New Hire	BA	09-08-20
Graeser, Julia	NM	5 th Grade Teacher	New Hire	BA+15	09-08-20
Job, Alexandra	NM	5 th Grade Teacher	New Hire	BA	09-08-20
Kreutzberg, McKenna	VO	Kindergarten Teacher	New Hire	MA	09-08-20
Kroeger, Mary	MS	ELA Teacher	New Hire	MA	09-08-20
Littleton, Gabrielle	VO	2 nd Grade Teacher	New Hire	BA	09-08-20
MacDougall, Anne	NM	Art Teacher	New Hire	MA	09-08-20
Maranowski, Jordan	MS	Math/ELA Teacher	New Hire	BA	09-08-20
Murray, Chelsea	DF	Art Teacher	New Hire	BA	09-08-20
Paulisin, Joshua	VO	Kindergarten Teacher	New Hire	BA	09-08-20
Pietrzak, Nathan	NM	6 th Grade Teacher	New Hire	BA	09-08-20

Rize, Michelle	VO	1 st Grade Teacher	Position Chg.	BA	09-08-20
Schulze, Rebekah	MS	German/SS Teacher	New Hire	MA	09-08-20
Skupin, Madison	NM	5 th Grade Teacher	New Hire	BA	09-08-20
Spring, Tory	HS	ELA Teacher	New Hire	BA+15	09-08-20
Martinez De Brilanti, Martha	Career Prep	Spanish Teacher	New Hire	Hourly	09-08-20
Loeffler-Park, Cathryn	ESB	Exec. Asst.-Office of Academics	Position Chg.		09-21-20

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Sanchez, Alexandra	PV	2 nd Grade Teacher	Resigned	08-24-20
Sarrach, Jennifer	ECEC	PS Teacher (Site Sub)	Resigned	08-31-20
Wolke, Shari	HS	ELA Teacher	Resigned	09-09-20
Fairchild, Tommy	TRAN	Bus Driver	Resigned	08-20-20
Swarthout, Fred	TRAN	Bus Driver	Resigned	08-25-20

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Mimbs, Danielle	NW	2 nd Grade Teacher	LOA #1-Child Care	2020-2021 School Year
Janke, Shirley	ECEC	Special Ed Para	LOA #1-Medical	2020-2021 School Year

It was moved by Mrs. Hood and supported by Mr. Mena that the Novi Board of Education adopts the personnel report recommendations as presented.

Ayes: 6 Dr. Ruskin, Mr. Smith (in person), Mrs. Murphy, Mr. Mena, Mrs. Hood, and Mrs. Roney (via Zoom) (by Roll Call)

Nays: 0

MOTION CARRIED

ADJOURNMENT

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Regular Board meeting be adjourned.

Ayes: 6 Dr. Ruskin, Mr. Smith (in person), Mrs. Murphy, Mr. Mena, Mrs. Hood, and Mrs. Roney (via Zoom) (by Roll Call)

Nays: 0

MOTION CARRIED

The meeting adjourned at 4:28 p.m. The next regular meeting of the Board is scheduled for September 10, 2020 at 7:00 p.m., virtually via Zoom.

Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: novi.k12.mi.us/

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN**

September 10, 2020

DIRECTOR OF FINANCE

TOPIC: Approval of Bills - July 2020

The monthly bills payable for July 2020 are submitted to the Novi Board of Education for review and approval:

Net payroll		\$2,122,262.48
Withheld and employer payroll taxes		\$821,111.72
Employer and employee ORS liability		\$1,756,895.70
Expenditures of accounts payable, comprised of:		
General Fund	\$957,112.75	
Food Service Fund	\$17,942.44	
Capital Projects Fund	\$116,948.30	
Recreation Fund	\$72,632.43	
Debt Funds	\$0.00	
Sinking Funds	\$3,359.00	
Special Revenue Funds	\$7,831.68	
Pcard and EduStaff ACHs	<u>\$228,949.70</u>	
Total	\$1,404,776.30	<u>\$1,404,776.30</u>
Grand Total:		<u><u>\$6,105,046.20</u></u>

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the payment of bills for the month of July 2020 in the amount of \$6,105,046.20 , as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Steven Matthews, Superintendent

September 10, 2020

Date

Novi Community SD
Check Register Web Version
from 7/1/2020 to 7/31/2020

Check ID: AP

Vendor Name	Check Date	Check Amount
DATA MANAGEMENT INC.	07/02/2020	\$16,500.00
ENVIRO-CLEAN SERVICES INC	07/02/2020	\$8,709.28
F.A.R. MANAGEMENT INCORPORATED	07/02/2020	\$440.00
FRONTLINE TECHNOLOGIES INC	07/02/2020	\$7,416.97
KALPA SYSTEMS INC	07/02/2020	\$7,723.00
MICHIGAN ASSOCIATION OF SCHOOL	07/02/2020	\$8,626.00
THE OMNI GROUP	07/02/2020	\$9,889.00
DE-CAL INC	07/02/2020	\$6,215.00
DRAGOO, MICHAEL	07/02/2020	\$234.15
DTE ENERGY	07/02/2020	\$15,084.61
EVER KOLD REFRIGERATION	07/02/2020	\$963.00
GREAT LAKES FURNITURE SUPPLY I	07/02/2020	\$7,668.50
HUMANEX VENTURES LLC	07/02/2020	\$7,067.00
MATHESON TRI-GAS INC	07/02/2020	\$980.80
MICHIGAN INTERSCHOLASTIC FOREN	07/02/2020	\$1,399.00
OAKLAND SCHOOLS	07/02/2020	\$1,658.30
THRUN LAW FIRM P.C.	07/02/2020	\$4,439.60
MEFSA	07/10/2020	\$127.35
MISDU	07/10/2020	\$1,640.75
UNITED STATES TREASURY	07/10/2020	\$62.00
AQUATIC SOURCE LLC	07/16/2020	\$612.75
ARC DOCUMENT SOLUTIONS LLC	07/16/2020	\$110.00
ARCH ENVIRONMENTAL GROUP INC	07/16/2020	\$3,836.14
AT&T	07/16/2020	\$920.89
BEGONIA BROTHERS	07/16/2020	\$722.00
BERGER, RONEN	07/16/2020	\$56.75
CHEN, HUIPING	07/16/2020	\$85.25
CHHABRA, KASHIKA	07/16/2020	\$200.00
CITY OF NOVI WATER & SEWER DEP	07/16/2020	\$18,058.20
CONSUMERS ENERGY	07/16/2020	\$3,545.26
CORRIGAN OIL/CORRIGAN TOWING C	07/16/2020	\$272.82
DE-CAL INC	07/16/2020	\$13,705.60
DIGITAL SIGNUP	07/16/2020	\$564.40
DIRECT ENERGY BUSINESS INC	07/16/2020	\$40,323.28
DOWNRIVER REFRIGERATION SUPPLY	07/16/2020	\$95.10
DTE ENERGY	07/16/2020	\$13,824.51
ENVIRO-CLEAN SERVICES INC	07/16/2020	\$156,331.84
ESKO ROOFING & SHEET METAL INC	07/16/2020	\$339.00
EVER KOLD REFRIGERATION	07/16/2020	\$500.00
FARRIS, CATHERINE M.	07/16/2020	\$266.32
GANDHARI, VENKAT	07/16/2020	\$67.50
GHOUEGHI, JEREN	07/16/2020	\$200.00
HOCKING, GRACE	07/16/2020	\$1,000.00
IDICHERIA, CHERIAN	07/16/2020	\$100.00
INTERNATIONAL BACCALAUREATE OR	07/16/2020	\$11,650.00
JACKSON TRUCK SERVICE INC	07/16/2020	\$1,134.04
KELKAR, VISHAKHA	07/16/2020	\$2,586.46
LEE, LAURA	07/16/2020	\$1,000.00

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Vendor Name	Check Date	Check Amount
LEONARD'S SYRUPS	07/16/2020	\$160.92
OAKLAND SCHOOLS	07/16/2020	\$160.00
PURVIS & FOSTER	07/16/2020	\$3,020.00
RICOH USA INC	07/16/2020	\$300.00
SECURITY DESIGNS	07/16/2020	\$250.00
SIMMON, NICOLE OR MADELINE	07/16/2020	\$99.40
SITEONE LANDSCAPE SUPPLY LLC	07/16/2020	\$96.03
SPALDING DEDECKER ASSOCIATES I	07/16/2020	\$42,375.00
SPECHT, KATIE	07/16/2020	\$533.97
WASTE MANAGEMENT OF MICHIGAN I	07/16/2020	\$942.52
WAYNE RESA	07/16/2020	\$1,500.00
ABSOLUTELY BAFFLING MAGIC	07/16/2020	\$295.00
AETNA BEHAVIORAL HEALTH LLC	07/16/2020	\$1,850.70
ANDYMARK INC	07/16/2020	\$500.00
CONSUMERS ENERGY	07/16/2020	\$357.82
DELTACOM INC	07/16/2020	\$54.00
DTE ENERGY	07/16/2020	\$14.00
HASAN, SM	07/16/2020	\$123.75
HUMANEX VENTURES LLC	07/16/2020	\$8,000.00
JACKSON TRUCK SERVICE INC	07/16/2020	\$38.46
KUMAR, VCRATNASWAMPANDIAN MUTH	07/16/2020	\$374.00
LIFE INSURANCE COMPANY OF NORT	07/16/2020	\$21,850.00
MESSA (MICHIGAN EDUCATION SPEC	07/16/2020	\$593,858.76
NICHOLS PAPER & SUPPLY COMPANY	07/16/2020	\$78.59
PCM ELECTRICAL CONTRACTORS LLC	07/16/2020	\$8,750.00
PITSCO INC	07/16/2020	\$800.57
SAFEWAY SHREDDING LLC	07/16/2020	\$60.00
XIN, ZHOU	07/16/2020	\$826.22
AT&T LONG DISTANCE	07/23/2020	\$0.35
BABA, ASUKA	07/23/2020	\$460.00
CUMMINS BRIDGEWAY LLC	07/23/2020	\$3,059.75
DATA MANAGEMENT INC.	07/23/2020	\$56.25
DE-CAL INC	07/23/2020	\$973.80
GFL ENVIRONMENTAL USA INC.	07/23/2020	\$25.00
H-O-H WATER TECHNOLOGY INC.	07/23/2020	\$1,655.82
HP INC	07/23/2020	\$782.02
KWAK, LUCY	07/23/2020	\$29.50
NISHIMURA, YOSHIHIRO	07/23/2020	\$265.00
NOVI PUBLIC LIBRARY	07/23/2020	\$1,223.86
OBSERVER & ECCENTRIC/MICHIGAN.	07/23/2020	\$157.20
PRASAD, VASAM AMARA LINGESWARA	07/23/2020	\$70.00
PREMIER PEST MANAGEMENT	07/23/2020	\$412.00
RICOH USA INC	07/23/2020	\$1,237.19
SIRISINAHAL, NAMBUDRI	07/23/2020	\$560.00
SWARNKAR, PAYAL	07/23/2020	\$29.50
ADN ADMINISTRATORS INC	07/23/2020	\$3,656.50
ANDYMARK INC	07/23/2020	\$1,010.68
APPLE INC	07/23/2020	\$35,700.00

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Vendor Name	Check Date	Check Amount
AQUATIC SOURCE LLC	07/23/2020	\$2,277.85
AT&T	07/23/2020	\$3,130.31
AT&T	07/23/2020	\$1,233.18
DABERKO LLC	07/23/2020	\$779.10
EXECUTIVE ENERGY SERVICES LLC	07/23/2020	\$400.00
PITNEY BOWES PURCHASE POWER	07/23/2020	\$3,000.00
WAGEWORKS INC	07/23/2020	\$898.88
WHITAKER, PHYLLIS	07/23/2020	\$39.90
YOUNG REMBRANDTS	07/23/2020	\$268.20
MISDU	07/24/2020	\$1,962.50
UNITED STATES TREASURY	07/24/2020	\$62.00
		Issued: \$10,295.65
		Cancelled: \$1,121,342.82
AP Checks Processed:	107	AP Bank Total: <u>\$1,131,638.47</u>
Total Checks Processed:	107	Grand Total: \$1,131,638.47

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Check Totals by by Fund Check ID: AP

Fund	Fund Description	Status	Status Desc.	Check Amount
110	General Fund	CX	Cancelled	\$937,551.23
110	General Fund	IS	Issued	\$6,801.42
120	Special Ed	CX	Cancelled	\$160.00
130	Community Ed	CX	Cancelled	\$644.63
130	Community Ed	IS	Issued	\$295.00
140	Athletics	CX	Cancelled	\$10.47
170	Academics	CX	Cancelled	\$11,650.00
230	Recreation Fund	CX	Cancelled	\$71,408.57
230	Recreation Fund	IS	Issued	\$1,223.86
250	Food Service Fund	CX	Cancelled	\$17,701.04
250	Food Service Fund	IS	Issued	\$241.40
290	Student/School Activity Fund	CX	Cancelled	\$6,097.71
290	Student/School Activity Fund	IS	Issued	\$1,733.97
410	Building & Site/Sinking Fund	CX	Cancelled	\$3,359.00
440	2017 Capital Projects Fund	CX	Cancelled	\$74,273.30
450	2020 Capital Projects Fund	CX	Cancelled	\$42,675.00
			Total:	1,175,826.60

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
ASCHER, DAVID	1100000000-11920000	555.00	06/15/2020	MEMSPA	FY21 DUES / ACCOUNT 111113000-574100000
ASCHER, DAVID Total		555.00			
BAKER, ROBERT	1126160000-55992000	33.74	06/04/2020	THE HOME DEPOT #2737	COVID-19 SUPPLIES, TAPE FOR SOCIAL DISTANCING
BAKER, ROBERT	1111220000-55110799	70.91	06/17/2020	SAMSClub #6657	CERTIFICATE MAILING SUPPLIES
BAKER, ROBERT	1111220000-55110799	127.07	06/17/2020	STAPLES 00115659	CERTIFICATE MAILING SUPPLIES
BAKER, ROBERT	1111220000-55110799	67.65	06/18/2020	STAPLS7231572527000001	CERTIFICATE MAILING SUPPLIES
BAKER, ROBERT Total		299.37			
BEDFORD, JULIE	2929615275-57920000	250.00	06/29/2020	EMU WEB PURCHASE	CLASS REGISTRATION FOR J BEDFORD
BEDFORD, JULIE Total		250.00			
BUNKER, JEFFREY	1126160000-55993000	140.00	06/10/2020	NEW HUDSON WELDING	MTCE - REPAIR WHEEL BRACKET FOR MOWER
BUNKER, JEFFREY	1126160000-55993000	16.05	06/26/2020	MARKS OUTDOOR POWER EQ	MTCE SUMMER EQUIPMENT REPAIR
BUNKER, JEFFREY Total		156.05			
CARTER, NICOLE	2929622292-57920000	52.92	06/03/2020	LOWES #01814*	GRADUATION SUPPLIES
CARTER, NICOLE	2929622292-57920000	42.38	06/08/2020	OTC BRANDS INC	GRADUATION SUPPLIES
CARTER, NICOLE	2929622292-57920000	14.84	06/12/2020	DOLLAR TREE	GRADUATION SUPPLIES
CARTER, NICOLE	2929622292-57920000	85.40	06/18/2020	AMAZON.COM*MS0111320	GRADUATION SUPPLIES
CARTER, NICOLE	2929622292-57920000	380.00	06/19/2020	IN *SCS IMAGE GROUP	GRADUATION SUPPLIES
CARTER, NICOLE	2929622292-57920000	380.00	06/30/2020	IN *SCS IMAGE GROUP	GRADUATION SUPPLIES
CARTER, NICOLE Total		955.54			
CIANFERRA, LINDA	1524900331-55999751	178.38	06/04/2020	ESIGNS.COM	GRADUATION SIGNS W STUDENT NAMES
CIANFERRA, LINDA	1522700331-53450000	1,849.00	06/05/2020	CASAS	CASAS ASSESSMENT INCORRECT CHARGE CREDITED BACK
CIANFERRA, LINDA	1513200331-53450000	1,554.25	06/08/2020	CASAS	CASAS PURCHASED AT CORRECT PRICE
CIANFERRA, LINDA	1522700331-53450000	(1,849.00)	06/08/2020	CASAS	CASAS PURCHASED AND CREDITED BACK
CIANFERRA, LINDA	1522600331-55910000	40.81	06/08/2020	DBC*BLICK ART MATERIAL	SUPPLIES
CIANFERRA, LINDA	1522600331-55910000	237.38	06/09/2020	OFFICEMAX/OFFICEDEPT#6	OFFICE SUPPLIES
CIANFERRA, LINDA	1524900331-55999751	67.74	06/09/2020	PARTY CITY BOPIS	BALLOONS GRADUATION
CIANFERRA, LINDA	1524900331-55999751	149.75	06/09/2020	SQ *THE FLOWER ALLEY N	GRADUATION FLOWERS
CIANFERRA, LINDA	1522600331-55910000	78.76	06/10/2020	AMZN MKTP US*MY2OW59M1	OFFICE SUPPLIES
CIANFERRA, LINDA	2929625301-57920000	360.00	06/10/2020	PAYPAL *LOWELLKRIST	GRADUATION COOKIES
CIANFERRA, LINDA	1522600331-55910000	31.86	06/11/2020	AMAZON.COM*MY3HB5SU0	OFFICE SUPPLIES
CIANFERRA, LINDA	1522600331-55910000	799.00	06/11/2020	AMZN MKTP US*MY0LA0S50	OFFICE BADGE MACH
CIANFERRA, LINDA	1522600331-55910000	318.48	06/11/2020	AMZN MKTP US*MY4N125E2	OFFICE SUPPLIES
CIANFERRA, LINDA	2929625301-57920000	457.70	06/11/2020	GUILFORD PUBLICATIONS	FRAUD PURCHASE
CIANFERRA, LINDA	1524900331-55999751	182.02	06/15/2020	AMZN MKTP US*MY7UX6S42	GRADUATION

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
CIANFERRA, LINDA	1522600331-55910000	14.98	06/15/2020	AMZN MKTP US*MY9X582B2	OFFICE SUPPLIES
CIANFERRA, LINDA	2929625301-57920000	663.75	06/15/2020	GUILFORD PUBLICATIONS	FRAUD PURCHASE
CIANFERRA, LINDA	2929625301-57920000	(663.75)	06/16/2020	GUILFORD PUBLICATIONS	FRAUD CHARGE/CREDIT
CIANFERRA, LINDA	1524900331-55999751	41.75	06/16/2020	PARTY CITY BOPIS	GRADUATION
CIANFERRA, LINDA	1524900331-55999751	15.99	06/17/2020	AMZN MKTP US*MS1TW1JS1	GRADUATION
CIANFERRA, LINDA	1522600331-55910000	26.36	06/19/2020	AMZN MKTP US*MS1294NQ2	OFFICE SUPPLIES
CIANFERRA, LINDA	2929625301-57920000	(663.75)	06/22/2020	GUILFORD PUBLICATIONS	FRAUD CREDIT
CIANFERRA, LINDA	2929625301-57920000	663.75	06/24/2020	GUILFORD PUBLICATIONS	FRAUD
CIANFERRA, LINDA	1522600331-55910000	279.92	06/29/2020	AMZN MKTP US*MS5CN1Y81	O SUPPLIES
CIANFERRA, LINDA	1522600331-55910000	296.72	06/29/2020	AMZN MKTP US*MS7CT99O0	O SUPPLIES
CIANFERRA, LINDA Total		5,131.85			
COOLMAN, ROBERT	1126160000-55992000	219.98	06/02/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - BALLAST STOCK
COOLMAN, ROBERT	1126160000-55992000	328.70	06/02/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - LAMP STOCK WO 24630
COOLMAN, ROBERT	1126160000-55992000	55.20	06/03/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - BALLAST STOCK
COOLMAN, ROBERT	1126160000-55992000	131.00	06/04/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - BALLAST AND LAMP STOCK
COOLMAN, ROBERT	1126160000-55992000	120.00	06/12/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - BALLAST STOCK
COOLMAN, ROBERT	1126160000-55992000	48.00	06/24/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK
COOLMAN, ROBERT	1126113000-55992000	57.95	06/25/2020	CONSERVA ELECTRIC SUPP	NW TRANSFORMER KIT EXIT DOOR #8 - WO 23984
COOLMAN, ROBERT Total		960.83			
DIATIKAR, CHRISTINE	1122500000-53450000	21,926.00	06/01/2020	CDW GOVT #XXQ9791	MICROSOFT LICENSES - 1 YEAR
DIATIKAR, CHRISTINE	1111322822-53710000	35,665.58	06/04/2020	SCHOOLCRAFT WEB PAY	WINTER DUAL ENROLLMENT
DIATIKAR, CHRISTINE	2929661184-57920000	560.00	06/17/2020	TEAM SPORTS	INVOICE 560909/1-SB BACKPACKS
DIATIKAR, CHRISTINE	2929661184-57920000	260.00	06/17/2020	TEAM SPORTS	INVOICE 561864/1-SB APPAREL
DIATIKAR, CHRISTINE	1126103061-55510000	81.76	06/25/2020	CONSUMERS ENERGY CO	6/20 GAS - ITC
DIATIKAR, CHRISTINE	1126101061-55510000	91.84	06/25/2020	CONSUMERS ENERGY CO	6/20 GAS - ESB
DIATIKAR, CHRISTINE	1126162061-55510000	11.75	06/25/2020	CONSUMERS ENERGY CO	6/20 GAS - BOSCO
DIATIKAR, CHRISTINE	2326161000-55510000	251.86	06/25/2020	CONSUMERS ENERGY CO	6/20 GAS RM
DIATIKAR, CHRISTINE	1126161000-55510000	(251.86)	06/25/2020	CONSUMERS ENERGY CO	6/20 GAS RM REDUCTION
DIATIKAR, CHRISTINE	1126112061-55510000	460.51	06/25/2020	CONSUMERS ENERGY CO	6/20 GAS - OH
DIATIKAR, CHRISTINE	1126111061-55510000	361.57	06/25/2020	CONSUMERS ENERGY CO	6/20 GAS - VO
DIATIKAR, CHRISTINE	2929661149-57920000	531.50	06/25/2020	TEAM SPORTS	INVOICE 558348/1-BOYS TRACK APPAREL
DIATIKAR, CHRISTINE	2929661113-57920000	531.50	06/25/2020	TEAM SPORTS	INVOICE 558348/1-GIRLS TRACK APPAREL
DIATIKAR, CHRISTINE	1429300000-55997000	2,100.00	06/25/2020	TEAM SPORTS	INVOICE 571557/1-GIRLS SOCCER UNIFORMS

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
DIATIKAR, CHRISTINE	1429300000-55997000	4,170.00	06/25/2020	TEAM SPORTS	INVOICE 550195/1-GIRLS SOCCER UNIFORMS
DIATIKAR, CHRISTINE	1122500000-53450000	7,500.00	06/26/2020	KODABLE	K-5 SOFTWARE LICENSES
DIATIKAR, CHRISTINE Total		74,252.01			
DONOVAN, KATHRYN	1128300000-55910000	60.85	06/10/2020	AMER ASSOC NOTARIES	NOTARY SUPPLIES FOR KATHY DONOVAN AND KRISTEN SCHOPIERAY
DONOVAN, KATHRYN	1128300000-57910000	162.25	06/17/2020	MARIA S ITALIAN BAKERY	ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATION INTERVIEWS
DONOVAN, KATHRYN Total		223.10			
DRAGOO, MICHAEL	1126160000-53220000	10.00	06/01/2020	OAKLAND SCHOOLS-RC INT	MTCE DIRECTOR - REGISTERING FOR SCECH CREDIT HOURS ALLOWABLE FOR ATTENDING AC MEETINGS
DRAGOO, MICHAEL	1126160000-57410000	150.00	06/04/2020	MSBO	MTCE DIRECTOR - MSBO ANNUAL DUES
DRAGOO, MICHAEL	1126120000-55992000	325.12	06/11/2020	FOUNDATION BLDG 058	MS CEILING TILES
DRAGOO, MICHAEL	1126122000-55992000	325.12	06/11/2020	FOUNDATION BLDG 058	HS CEILING TILES
DRAGOO, MICHAEL	1126160000-55992000	325.12	06/11/2020	FOUNDATION BLDG 058	MTCE CEILING TILE STOCK
DRAGOO, MICHAEL Total		1,135.36			
DUQUETTE, EDWARD	1126111000-55992000	18.03	06/04/2020	FASTENAL COMPANY 01MID	VO PLAYGROUND ADA SWING REPAIR
DUQUETTE, EDWARD	1126160000-55992000	13.60	06/04/2020	GRAINGER	MTCE - CABLE TIES - DISTRICT SWING REPAIR
DUQUETTE, EDWARD	1126120000-55992000	75.06	06/04/2020	THE HOME DEPOT #2737	MS S DOCK PPE
DUQUETTE, EDWARD	1126160000-55992000	15.75	06/05/2020	ABC SUPPLY 372	MTCE SOFFIT REPAIR
DUQUETTE, EDWARD	1126160000-55980000	265.09	06/05/2020	LAWSON PRODUCTS	MTCE TOOL SHED STOCK REPLACEMENT
DUQUETTE, EDWARD	1126111000-55992000	66.88	06/08/2020	THE HOME DEPOT #2737	VO BANNER
DUQUETTE, EDWARD	1126160000-55992000	27.96	06/10/2020	THE HOME DEPOT #2737	MTCE BATTERIES FOR GROUNDS SPRINKLERS
DUQUETTE, EDWARD	1126111000-55992000	336.79	06/11/2020	DECKER EQUIPMENT	VO COAT HOOK RAIL WITH ALUMINUM CONTRUCTION
DUQUETTE, EDWARD	1126160000-55992000	30.11	06/11/2020	FASTENAL COMPANY 01MID	MTCE CABLE TIES STOCK
DUQUETTE, EDWARD	1126111000-55992000	36.59	06/11/2020	THE HOME DEPOT #2737	VO SIGNS
DUQUETTE, EDWARD	1126113000-55992000	36.59	06/11/2020	THE HOME DEPOT #2737	NW SIGNS
DUQUETTE, EDWARD	1126111000-55993000	86.63	06/11/2020	THE HOME DEPOT 2737	VO GROUNDS SUPPLIES
DUQUETTE, EDWARD	1126111000-55992000	28.29	06/15/2020	THE HOME DEPOT #2704	VO PLAYGROUND
DUQUETTE, EDWARD	1126160000-55992000	622.63	06/17/2020	DECKER EQUIPMENT	DISTRICT PENCIL SHARPENERS
DUQUETTE, EDWARD	1126111000-55992000	29.82	06/18/2020	FEDEX 393919766457	MTCE RETURN TO DECKER VO HOOKS

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
DUQUETTE, EDWARD	1126160000-55992000	350.44	06/18/2020	SOUTHPAW ENTERPRISES I	DISTRICT SENSORY SWINGS
DUQUETTE, EDWARD	1126122000-55992000	402.00	06/22/2020	REDFORD LOCK COMPANY I	HS STORE RM DOOR TO ROOF REPAIR - CORBIN
DUQUETTE, EDWARD	1126111000-55992000	964.62	06/25/2020	DECKER EQUIPMENT	VO BRONZE WALL MOUNTED SINGLE SHELF WITH HOOK
DUQUETTE, EDWARD Total		3,406.88			
FULAR, JAMES	1126160000-55993000	662.80	06/19/2020	ADVANCED TURF SOLUTION	DISTRICT HERBICIDE
FULAR, JAMES	1126160000-55993000	439.10	06/19/2020	ADVANCED TURF SOLUTION	DISTRICT HERBICIDE
FULAR, JAMES	1126122000-55993000	220.93	06/19/2020	ADVANCED TURF SOLUTION	HS GROUND TURF MGT
FULAR, JAMES	1126120000-55993000	220.93	06/19/2020	ADVANCED TURF SOLUTION	MS GROUND TURF MGT
FULAR, JAMES	1126118000-55993000	220.94	06/19/2020	ADVANCED TURF SOLUTION	NM GROUND TURF MGT
FULAR, JAMES	1126160000-55993000	109.76	06/24/2020	AMZN MKTP US*MS2SS0SQ1	DISTRICT WIDE GROUNDS SUPPLIES - BONIDE RTU SUCKER PUNCH
FULAR, JAMES Total		1,874.46			
GORDON, BRIAN	1100000000-11920000	30.00	06/03/2020	PAYPAL *MHSFCA	PREPAID EXPENSE (FY21 1429300000-57410000)
GORDON, BRIAN Total		30.00			
HANSEN, ANN	2929641352-57920000	9.44	06/26/2020	AMZN MKTP US*MS9CI2S10	SUMMER ENRICHMENT CLASS SUPPLIES
HANSEN, ANN	2929641352-57920000	15.90	06/26/2020	DOLLAR TREE	SUMMER ENRICHMENT CLASS SUPPLIES
HANSEN, ANN	2929641352-57920000	29.88	06/29/2020	AMZN MKTP US*MS5HS7W31	SUMMER ENRICHMENT CLASS SUPPLIES
HANSEN, ANN	2929641352-57920000	28.86	06/29/2020	AMZN MKTP US*MS81F2K50	SUMMER ENRICHMENT CLASS SUPPLIES
HANSEN, ANN	2929641352-57920000	20.87	06/29/2020	AMZN MKTP US*MS8JY1YH1	SUMMER ENRICHMENT CLASS SUPPLIES
HANSEN, ANN Total		104.95			
HOLLY, SHEILA	1126160000-55991000	18,204.50	06/03/2020	DISCOUNTMUGS.COM	PPE ITEMS FOR SUMMER SCHOOL, CARE, AND TO START THE FALL; FACE MASKS, HAND SANITIZER, AND DISINFECTANT WIPES
HOLLY, SHEILA	1126160000-55991000	662.93	06/05/2020	DISCOUNTMUGS.COM	PPE ITEMS FOR SUMMER SCHOOL, CARE, AND TO START THE FALL; INFRARED THERMOMETERS
HOLLY, SHEILA	1123200000-53220000	10.00	06/08/2020	OAKLAND SCHOOLS-RC INT	2019-2020 SCHOOL COMMITTEE MEETINGS REGISTRATION
HOLLY, SHEILA	1123200000-53220000	10.00	06/08/2020	OAKLAND SCHOOLS-RC INT	2019-2020 K-12 SCHOOL IMPROVEMENT TEAM MEETING REGISTRATION

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
HOLLY, SHEILA	1126160000-55991000	14.22	06/08/2020	STAPLS7231445215000001	PPE ITEMS FOR SUMMER SCHOOL, CARE, AND TO START THE FALL; DISINFECTANT WIPES
HOLLY, SHEILA	1126160000-55991000	(14.22)	06/15/2020	STAPLS7231445215001001	REIMBURSEMENT FOR PPE ITEMS FOR SUMMER SCHOOL, CARE, AND TO START THE FALL; DISINFECTANT WIPES THAT NEVER SHOWED UP
HOLLY, SHEILA	1126160000-55991000	14.22	06/15/2020	STAPLS7231445215002001	PPE ITEMS FOR SUMMER SCHOOL, CARE, AND TO START THE FALL; DISINFECTANT WIPES
HOLLY, SHEILA	1100000000-11920000	1,940.09	06/18/2020	MI ASSOC SCH ADM	MASA MEMBERSHIP DUES, DR. MATTHEWS (FY21 1123200000-57410000)
HOLLY, SHEILA	1100000000-11920000	100.00	06/18/2020	MI ASSOC SCH ADM	MASA MEMBERSHIP DUES FOR SHEILA HOLLY (FY21 1123200000-57410000)
HOLLY, SHEILA	1100000000-11920000	125.00	06/18/2020	MI ASSOC SCH ADM	MSPRA DUES FOR DR. MATTHEWS (FY21 1123200000-57410000)
HOLLY, SHEILA	1100000000-11920000	150.00	06/26/2020	MSBO	MSBO MEMBERSHIP DUES FOR SHEILA HOLLY (FY21 1123200000-57410000)
HOLLY, SHEILA Total		21,216.74			
JOB, STACEY	1100000000-11923000	59.96	06/18/2020	JOANN STORES #1933	TIE DYE FOR SUMMER CAMP TEE SHIRTS
JOB, STACEY Total		59.96			
JORDAN, CHRISTOPHER	4126122951-54110000	673.94	06/01/2020	FERGUSON ENT, INC 2000	HS KITCHEN BOILER - LAARS CONTROL BOARD - SF PG 13
JORDAN, CHRISTOPHER	1126122000-55992000	9.36	06/01/2020	THE HOME DEPOT #2737	HS KITCHEN BOILER
JORDAN, CHRISTOPHER	1126122000-55992000	20.02	06/02/2020	GRAINGER	HS KITCHEN BOILER -
JORDAN, CHRISTOPHER	1126118000-55992000	71.80	06/08/2020	GRAINGER	NM6TH GRADE ROOM 649 - LINE VOLT MECHANICAL TSTAT
JORDAN, CHRISTOPHER	1126118000-55992000	23.13	06/11/2020	DOWNRIVER REFRIG SUP C	NM 6TH GRADE RM 649 CONDENSER - ROUND RUN CAP
JORDAN, CHRISTOPHER	1126103000-55992000	89.66	06/17/2020	CONSERVA ELECTRIC SUPP	ITC FIRE ALARM BATTERIES
JORDAN, CHRISTOPHER	1126118000-55992000	27.76	06/18/2020	DOWNRIVER REFRIG SUP C	NM5 GRADE COMMENS - CONTACTOR AMP 24 V
JORDAN, CHRISTOPHER	1126118000-55992000	39.72	06/18/2020	GRAINGER	NM5 - AHU 8 W FUSE REPAIR
JORDAN, CHRISTOPHER	1126120000-55992000	71.21	06/24/2020	ETNA DISTRIBUTORS, LLC	MS DOM WATER - CHECK VALVE
JORDAN, CHRISTOPHER Total		1,026.60			
LOCRICCHIO, ANTHONY	1122500000-55110000	186.00	06/01/2020	SP * GETPIVO	DEVICE TO RECORD TEACHER INSTRUCTING FOR COVID-19 (STUDENTS NOT ON SITE)

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
LOCRICCHIO, ANTHONY	1122500000-55110000	186.00	06/01/2020	SP * GETPIVO	DEVICE TO RECORD TEACHER INSTRUCTING FOR COVID-19 (STUDENTS NOT ON SITE)
LOCRICCHIO, ANTHONY	1122500000-55110000	274.54	06/03/2020	IPEVO INC	OFF-SITE DOC CAM SOLUTION FOR TEACHERS (COVID-19)
LOCRICCHIO, ANTHONY	1122500000-55110000	274.54	06/03/2020	IPEVO INC	OFF-SITE DOC CAM SOLUTION FOR TEACHERS (COVID-19)
LOCRICCHIO, ANTHONY	1122500000-55110000	274.54	06/03/2020	IPEVO INC	OFF-SITE DOC CAM SOLUTION FOR TEACHERS (COVID-19)
LOCRICCHIO, ANTHONY	1122500000-55110000	274.54	06/03/2020	IPEVO INC	OFF-SITE DOC CAM SOLUTION FOR TEACHERS (COVID-19)
LOCRICCHIO, ANTHONY Total		1,470.16			
MATSON, MELISSA	1711322000-53450651	215.00	06/10/2020	MICHIGAN VIRTUAL U	MICHIGAN VIRTUAL ESSENTIALS CLASS TUITION - NOVI HIGH SCHOOL
MATSON, MELISSA	1722100000-53220611	10.00	06/12/2020	OAKLAND SCHOOLS-RC INT	SCECH PURCHASE - DR. RJ WEBBER (WILL REIMBURSE THE DISTRICT)
MATSON, MELISSA	1722100000-53220611	10.00	06/12/2020	OAKLAND SCHOOLS-RC INT	SCECH PURCHASE - DR. RJ WEBBER (WILL REIMBURSE THE DISTRICT)
MATSON, MELISSA	1711111000-55110611	1,532.86	06/23/2020	SCHOLASTIC EDUCATION	SCHOLASTIC SUMMER BOOK GIVEAWAY - VILLAGE OAKS
MATSON, MELISSA	1711112000-55110611	1,154.01	06/23/2020	SCHOLASTIC EDUCATION	SCHOLASTIC SUMMER BOOK GIVEAWAY - ORCHARD HILLS
MATSON, MELISSA	1711113000-55110611	547.86	06/23/2020	SCHOLASTIC EDUCATION	SCHOLASTIC SUMMER BOOK GIVEAWAY - NOVI WOODS
MATSON, MELISSA	1711114000-55110611	874.25	06/23/2020	SCHOLASTIC EDUCATION	SCHOLASTIC SUMMER BOOK GIVEAWAY - PARKVIEW
MATSON, MELISSA	1711114000-55110611	646.95	06/23/2020	SCHOLASTIC EDUCATION	SCHOLASTIC SUMMER BOOK GIVEAWAY - DEERFIELD
MATSON, MELISSA	1711118000-55110611	1,072.42	06/23/2020	SCHOLASTIC EDUCATION	SCHOLASTIC SUMMER BOOK GIVEAWAY - NOVI MEADOWS
MATSON, MELISSA Total		6,063.35			
NESMITH, RUSSELL	4126112951-54110000	1,012.80	06/04/2020	BEST PLUMBING SPECIALT	OH KITCHEN - DISPOSAL - SINKING FUND PAGE 56
NESMITH, RUSSELL	1126160000-54220000	132.21	06/10/2020	CHETS RENT ALL	VO STAKE POUNDER FOR POSTS FOR BANNERS - WO 24664
NESMITH, RUSSELL	1126160000-54220000	132.21	06/10/2020	CHETS RENT ALL	NW STAKE POUNDER FOR POSTS FOR BANNERS - 24646
NESMITH, RUSSELL	1126160000-55992000	115.04	06/11/2020	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK - URNIAL SPUD
NESMITH, RUSSELL	1126111000-55992000	7.22	06/12/2020	THE HOME DEPOT #2737	VO BANNERS

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
NESMITH, RUSSELL	1126113000-55992000	7.22	06/12/2020	THE HOME DEPOT #2737	NW BANNERS
NESMITH, RUSSELL	1126112000-55992000	874.92	06/26/2020	BEST PLUMBING SPECIALT	OH GIRLS BATHROOM 3RD GRADE - SINGLE HANDLE LAV FAUCET - WO 24691
NESMITH, RUSSELL Total		2,281.62			
OAKES, ROBERT	1126112000-55992000	813.21	06/19/2020	NATIONAL ENERGY CONTRO	OH BOILER MOTOR
OAKES, ROBERT	1126122000-55992000	408.10	06/25/2020	GRAINGER	HS E&F CHILLER PUMP - MAGNETIC MOTOR STARTER
OAKES, ROBERT Total		1,221.31			
OFILI, ALEXANDER	2929611275-57920000	37.57	06/08/2020	CVS/PHARMACY #08262	PTO GIFT
OFILI, ALEXANDER	2929611275-57920000	247.91	06/15/2020	MEIER FLOWERLAND & GRE	PTO THANK YOU GIFTS
OFILI, ALEXANDER	1124111000-53220000	250.00	06/17/2020	EMU WEB PURCHASE	PROFESSIONAL TRAINING
OFILI, ALEXANDER Total		535.48			
QUITIQUIT, PAMELA	2929612271-57920000	63.04	06/05/2020	JIMMY JOHNS - 396	MEAL FOR M. KELLY
QUITIQUIT, PAMELA	2929612733-57920000	228.00	06/10/2020	BURKE S SPORTS HAVEN	CURTAIN CORE TSHIRTS
QUITIQUIT, PAMELA Total		291.04			
REICHLEY, CARRIE	2929618275-57920000	667.50	06/18/2020	FOLLETT SCHOOL SOLUTIO	CREDIT PENDING
REICHLEY, CARRIE	2929618275-57920000	137.67	06/18/2020	FOLLETT SCHOOL SOLUTIO	CREDIT PENDING
REICHLEY, CARRIE	2929618275-57920000	79.41	06/18/2020	FOLLETT SCHOOL SOLUTIO	CREDIT PENDING
REICHLEY, CARRIE	2929618275-57920000	615.62	06/19/2020	FOLLETT SCHOOL SOLUTIO	CREDIT PENDING
REICHLEY, CARRIE	2929618275-57920000	630.51	06/19/2020	FOLLETT SCHOOL SOLUTIO	CREDIT PENDING
REICHLEY, CARRIE Total		2,130.71			
SOUTHWORTH, ANGELA	1111220706-55910000	9.99	06/17/2020	APPLE.COM/BILL	PASSING TIME MUSIC
SOUTHWORTH, ANGELA Total		9.99			
TURNER, NANCY	1126160000-55710000	446.73	06/01/2020	CORRIGAN OIL #2 - BRI	MTCE FUEL ETHANOL
TURNER, NANCY	1126600000-54910000	53.50	06/01/2020	PROTECTION ONE ALARM	ECEC ALARM SYSTEM
TURNER, NANCY	1126161000-53840000	674.25	06/01/2020	WASTE MGMT WM EZPAY	DISTRICT WASTE REMOVAL
TURNER, NANCY	2326161000-53840000	224.75	06/01/2020	WASTE MGMT WM EZPAY	REC FUND WASTE REMOVAL
TURNER, NANCY	1126160000-53450000	110.00	06/03/2020	ARC LAKESIDE BLUEPRINT	MTCE SKYSITE MONTHLY FEE
TURNER, NANCY	1126122000-55990000	183.88	06/03/2020	LEONARDS SYRUPS	HS POOL CO2 BULK
TURNER, NANCY	1126115000-54110000	397.43	06/04/2020	DE-CAL INC	DF REPAIR VACUMN BREAKER
TURNER, NANCY	4126122951-54110000	3,642.19	06/04/2020	DE-CAL INC	HS LEAKING HOT WATER PIPE SINKING FUND PAGE 11
TURNER, NANCY	4126114951-54110000	950.55	06/04/2020	DE-CAL INC	PV REMOVE BURNER BOILER 1 AND CLEAN SINKING FUND PG 13
TURNER, NANCY	1126112000-54120000	170.00	06/04/2020	NATIONAL TIME	OH REWIRED TAMPER SWITCH
TURNER, NANCY	1126160000-55730000	333.03	06/08/2020	NAPA AUTO M-2	MTCE VEHICLE MAINTENANCE
TURNER, NANCY	1126160000-55990000	90.10	06/08/2020	QUALITY FIRST AID & SA	MTCE FIRST AID
TURNER, NANCY	1127170000-55990000	116.64	06/08/2020	QUALITY FIRST AID & SA	TRANSP FIRST AID
TURNER, NANCY	4545613000-56225000	510.62	06/10/2020	ARCH ENVIRONMENTAL GRO	NW ASBESTOS SAMPLING FOR SECURE ENTRY 2019 BOND

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
TURNER, NANCY	4545615000-562250000	510.62	06/10/2020	ARCH ENVIRONMENTAL GRO	DF ASBESTOS SAMPLING FOR SECURE ENTRY 2019 BOND
TURNER, NANCY	4545614000-562250000	510.63	06/10/2020	ARCH ENVIRONMENTAL GRO	PV ASBESTOS SAMPLING FOR SECURE ENTRY 2019 BOND
TURNER, NANCY	1126160000-55710000	256.34	06/10/2020	CORRIGAN OIL #2 - BRI	MTCE ETHANOL FUEL 179 GROSS
TURNER, NANCY	1126113000-54110000	872.10	06/11/2020	CUMMINS INC - S6	NW GENERATOR MTCE
TURNER, NANCY	1126120000-54110000	862.97	06/11/2020	CUMMINS INC - S6	MS GENERATOR MTCE
TURNER, NANCY	1126120000-54110000	444.50	06/12/2020	AMERICAN SPRINKLER	MS START UP SPRINKLER SYSTEM
TURNER, NANCY	1126122000-54110000	893.50	06/12/2020	AMERICAN SPRINKLER	HS START UP SPRINKLER SYSTEM
TURNER, NANCY	1126100000-54910829	4,390.33	06/12/2020	ARCH ENVIRONMENTAL GRO	DISTRICT STORM WATER MGT
TURNER, NANCY	1126105000-54110000	31.00	06/12/2020	PREMIER PEST MANAG	NATC PEST MGT
TURNER, NANCY	1126115000-54110000	28.00	06/12/2020	PREMIER PEST MANAG	DF PEST MGT
TURNER, NANCY	1126152000-54110000	37.00	06/12/2020	PREMIER PEST MANAG	ECEC PEST MGT
TURNER, NANCY	1126101000-54110000	43.00	06/12/2020	PREMIER PEST MANAG	ESB PEST MGT
TURNER, NANCY	1126122000-54110000	33.00	06/12/2020	PREMIER PEST MANAG	HS PEST MGT
TURNER, NANCY	1126103000-54110000	28.00	06/12/2020	PREMIER PEST MANAG	ITC PEST MGT
TURNER, NANCY	1126120000-54110000	37.00	06/12/2020	PREMIER PEST MANAG	MS PEST MGT
TURNER, NANCY	1126120000-54110000	56.00	06/12/2020	PREMIER PEST MANAG	NM PEST MGT
TURNER, NANCY	1126113000-54110000	28.00	06/12/2020	PREMIER PEST MANAG	NW PEST MGT
TURNER, NANCY	1126112000-54110000	28.00	06/12/2020	PREMIER PEST MANAG	OH PEST MGT
TURNER, NANCY	1126114000-54110000	28.00	06/12/2020	PREMIER PEST MANAG	PV PEST MGT
TURNER, NANCY	1126111000-54110000	35.00	06/12/2020	PREMIER PEST MANAG	VO PEST MGT
TURNER, NANCY	1126160000-55993000	161.60	06/12/2020	TARGET SPECIALTY PROD	MTCE - SUREGUARD GROUND SUPPLIES
TURNER, NANCY	1126160000-55710000	272.59	06/15/2020	CORRIGAN OIL #2 - BRI	MTCE ETHANOL 173 GROSS
TURNER, NANCY	4126122951-54110000	21,000.00	06/15/2020	IN *ASPEN DOOR SUPPLY	HS21 DOOR REPLACEMENT - SF PG 23
TURNER, NANCY	1126160000-55991000	2,264.40	06/15/2020	KSS ENTERPRISES	MTCE - COVID 19 HND SANITISER - FIRST HALF OF ORDER
TURNER, NANCY	4445600063-56420000	999.74	06/15/2020	NICHOLS	DF COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	999.74	06/15/2020	NICHOLS	MS COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	499.86	06/15/2020	NICHOLS	ECEC COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	499.87	06/15/2020	NICHOLS	PV COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	499.87	06/15/2020	NICHOLS	MTCE COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	499.87	06/15/2020	NICHOLS	TRANSPR COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	666.48	06/15/2020	NICHOLS	NM COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	666.48	06/15/2020	NICHOLS	ESB COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	666.48	06/15/2020	NICHOLS	NW COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	999.74	06/15/2020	NICHOLS	OH COVID 19 - CLORAX SPRAYER
TURNER, NANCY	4445600063-56420000	999.74	06/15/2020	NICHOLS	VO COVID 19 - CLORAX SPRAYER
TURNER, NANCY	1126118000-55993000	2,700.00	06/15/2020	SUPERIOR GROUNDCOVER,	NM MULCH

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
TURNER, NANCY	1126111000-55993000	1,350.00	06/15/2020	SUPERIOR GROUNDCOVER,	VO MULCH
TURNER, NANCY	1126112000-55993000	1,125.00	06/15/2020	SUPERIOR GROUNDCOVER,	OH MULCH
TURNER, NANCY	1126113000-55993000	1,125.00	06/15/2020	SUPERIOR GROUNDCOVER,	NW MULCH
TURNER, NANCY	1126114000-55993000	855.00	06/15/2020	SUPERIOR GROUNDCOVER,	PV MULCH
TURNER, NANCY	1126118000-55993000	225.00	06/15/2020	SUPERIOR GROUNDCOVER,	CAREER PREP MULCH
TURNER, NANCY	1126122000-55993000	225.00	06/15/2020	SUPERIOR GROUNDCOVER,	HS MULCH
TURNER, NANCY	1126118000-55993000	225.00	06/15/2020	SUPERIOR GROUNDCOVER,	ITC MULCH
TURNER, NANCY	1126160000-54910000	3,060.00	06/22/2020	ARCH ENVIRONMENTAL GRO	MTCE - LEAD & COPPER DRINKING WATER CONSULTING
TURNER, NANCY	1126170000-54910000	473.71	06/22/2020	ARCH ENVIRONMENTAL GRO	TRANSPR - UST CLASS A/B OPERATOR CONSLTG
TURNER, NANCY	1126160000-55710000	260.97	06/22/2020	CORRIGAN OIL #2 - BRI	MTCE - ETHANOL FUEL 162 GROSS
TURNER, NANCY	1126160000-55992000	126.27	06/22/2020	PRINTNOLOGY INC	DISTRICT VIDEO CAMERA WARNING SIGN
TURNER, NANCY	1126101000-54110000	179.00	06/25/2020	DETROIT ELEVATOR COMPA	ESB ELEVATOR MAINTENANCE
TURNER, NANCY	1126101000-54120000	760.00	06/29/2020	DETROIT ELEVATOR COMPA	ESB ELEVATOR CATEGORY 1 TEST
TURNER, NANCY Total		61,443.07			
VALENTINE, CYNTHIA	1127170000-53220000	10.00	06/08/2020	OAKLAND SCHOOLS-RC INT	TRAINING
VALENTINE, CYNTHIA Total		10.00			
WEBBER, RONALD	1722100000-53450000	49.00	06/01/2020	SCREENCASTIFY PREMIUM	SCREENCASTIFY PREMIUM SOFTWARE FOR COMMUNICATION WITH COMMUNITY - DR. RJ WEBBER
WEBBER, RONALD Total		49.00			
WESNER, KIMBERLY	1100000000-11210000	9.99	06/22/2020	PRIME VIDEO*MS70J4PM0	CREDIT PENDING
WESNER, KIMBERLY Total		9.99			
WHEELER, DEANNA	1125200000-57410000	10.00	06/01/2020	OAKLAND SCHOOLS-RC INT	OAKLAND SCHOOLS SCHEH
WHEELER, DEANNA Total		10.00			
WILLIAMS, LAKEISA	1124111000-55910000	19.98	06/08/2020	AMZN MKTP US*MY4IA13J2	RUBBER STAMPS
WILLIAMS, LAKEISA Total		19.98			
WOLF, RACHAEL	1611851343-55110000	51.54	06/04/2020	AMZN MKTP US*MY25O2G81	CLASSROOM SUPPLIES
WOLF, RACHAEL	1611851343-55110000	288.99	06/08/2020	AMZN MKTP US*MY9EL8G20	CLASSROOM SUPPLIES
WOLF, RACHAEL Total		340.53			
Grand Total		187,524.93			

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 10, 2020**

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

TOPIC: Personnel Recommendations

Gary Kinzer, Assistant Superintendent of Human Resources, presents for your consideration the following personnel changes:

A. New Hires

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
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B. Retirements and Resignations

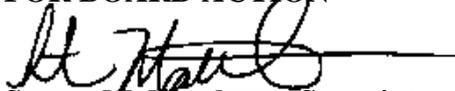
<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Janke, Janice	TRAN	Bus Driver	Position Chg.	09-01-20
Jodoin, Samantha	HS	Special Ed Para	Resigned	08-28-20

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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RECOMMENDATION: That the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Steven M. Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 10, 2020**

SUPERINTENDENT OF SCHOOLS

TOPIC: OCSBA Resolutions and Bylaws Amendments

Each year, the OCSBA Resolutions and Bylaws Committee reviews our bylaws and recommends amendments to the Board of Directors and Member Districts. This year, OCSBA found that our bylaws placed restrictions the way that we conducted our business during the pandemic. Several of the proposed amendments address those restrictions during any declared local, state or national emergency.

The Board of Directors has reviewed the proposed amendments, and approves moving these recommendations forward for a vote of our Member Districts. In accordance with our bylaws, each Member District Board of Education has one (1) vote to approve the recommended amendments.

The voting period is designated as August 1, 2020 to Friday, September 11, 2020 at 5:00 PM. Results of the voting will be announced at our September 16, 2020 membership meeting.

There are three attachments to this message:

1. A ballot
2. A summary of the changes and rationale for each recommendation
3. A highlighted bylaws document showing all of the proposed changes.

RECOMMENDATION:

That the Novi Community School District Board of Education approves all bylaws amendments as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Steve M. Matthews, Superintendent

**Member District Ballot
Proposal to Amend the Bylaws**



INTRODUCTION: The Oakland County School Boards Association (OCSBA) Resolutions and Bylaws Committee reviews and recommends amendments to the Association’s bylaws annually. The OCSBA Board of Directors has reviewed the proposed changes and recommends approval of all bylaws amendments as presented. Every Member District Board of Education has been provided with the proposed amendments and the rationale for each change.

ELIGIBILITY TO VOTE: Each Member District receives one (1) vote on proposed changes to the bylaws.

VOTING PERIOD: The designated voting period opens on August 1, 2020 and closes at 5:00 PM on Friday, September 11, 2020.

**DOES THE BOARD OF EDUCATION APPROVE ALL PROPOSED
AMENDMENTS TO THE OCSBA BYLAWS AS PRESENTED?**

The vote of the Novi Community School District School District
Insert District Name

Board of Education on September 10, 2020
Insert Meeting Date

- (check one) **YES. The Board approves all bylaws amendments as presented.**
- NO. The Board does not approve all bylaws amendments as presented.**

I **HEREBY CERTIFY** that the foregoing is a true and correct record of a vote of the Board of Education.

Willy Mena

Printed Name

Secretary, Board of Education

Signature

**Ballots must be received by OSCBA Resolutions & Bylaws Committee Chair
Marc Katz no later than 5:00 PM on Friday, September 11, 2020
Email completed & signed ballot to: marcgoBLUE1@gmail.com**

SUMMARY OF THE PROPOSED 2020 BYLAWS AMENDMENTS

As Recommended by the Resolutions and Bylaws Committee and Board of Directors



Article	Section	Page	Proposed Revision	Rationale
V	2	3	Remove “Board or”	Special meetings of the Board are addressed elsewhere (see Article VII Board of Directors Section 3).
VI	3	4	<ol style="list-style-type: none"> 1. Remove all language about nominations; change “nomination” forms to “candidate application” forms. 2. Describe members of the Election Committee as the three (3) most recently BOD members. 3. Remove nominations from the floor. 4. Add a process to fill open seats if there are fewer candidates than vacancies. 	<ol style="list-style-type: none"> 1. Candidates are not nominated, they apply and run for a seat on the Board of Directors (BOD). 2. The three most recently elected BOD members always serve on the Election Committee. 3. Interested candidates have adequate time to apply before the deadline. Not accepting nominations from the floor during an election will eliminate need to create paper ballots (solely to address floor nominations) that have never been used. Added due to COVID-19 The need for a paper ballot was a concern during online election conducted during the pandemic. 4. Board should seek candidates and appoint for one year if there are fewer candidates than vacancies.
VI	4	4	Remove “either” and “or without”	Once a member of the BOD has been elected by the members, there should be cause to remove them.
VI	5	5	Change “Nomination” to “Candidate Application” Form	Consistent language throughout document
VI	6	5	Add: ...a Director may request that an absence be excused by action of the Board. Such a request shall be made in writing to the Board President within thirty (30) days of the missed meeting.	Describe the process to seek an excused absence (previously undefined). Place responsibility on the absent BOD member.
VII	6	6	Change “present” to “serving (whether elected or appointed)”	Actions of the BOD should require a majority of the whole BOD (i.e. 5 of 9 BOD members) - the same as school boards – rather than a majority of BOD members present (i.e. 5 BOD members are needed for quorum, so as few as 3 BOD members if only 5 are present).
VIII	2	6	Remove “or without”	Once elected, officers should only be removed for cause.
VIII	4	7	Remove last sentence (In his or her absence, the Directors present thereat shall designate another presiding officer.)	The last sentence conflicts with Section 5. In the absence of the President, the Vice President assumes the duties of the President
VIII	5	7	Add 2 nd Paragraph: In the absence of both the President and VP, the Directors present thereat shall designate another presiding officer.	Describes an appropriate chain of command.

SUMMARY OF THE PROPOSED 2020 BYLAWS AMENDMENTS

As Recommended by the Resolutions and Bylaws Committee and Board of Directors



Article	Section	Page	Proposed Revision	Rationale
IX	1	8	Add “and ad hoc”	Specifically address ad hoc committees, which are not Currently described in the bylaws language.
IX	3	8	Change “twice” to “once”. Remove “At least three” and “in June”	Least restrictive language.
XI	1	10	Add 3 rd signatory “In the event that the President and/or Treasurer are absent or disabled, the Vice President may serve as signatory and approve expenditures.”	Added due to COVID-19. The organization needs a 3 rd person that can sign documents/checks, in the event that President and/or Treasurer are absent or disabled.
XI	3a 3b	10	Revise as follows: (a) Internal – Board of Directors. Annually, the association shall perform certain agreed upon procedures related to the financial records of the Association. The year-end report and supporting documentation shall be available for review by the Board of Directors prior to the annual Board of Directors and Member meetings. (b) External. An audit will only be conducted in place of the agreed upon procedures if required by law or a third party.	Accurately describe that we perform an internal financial review annually. We do not use a 3 rd party; our review is conducted by the Association Vice President, Oakland Schools Controller, and the OCSBA Treasurers (incoming and outgoing).
XVI	2	16	Add: “unless a local, state or national emergency has been declared”	Added due to COVID-19
XVI	3	16	Add “ <u>Section 3: Rules and Regulations During a Declared Emergency</u> . In the event of a declared local, state or national emergency, the Board of Directors may set aside rules and regulations within these bylaws, general or specific, regarding the conduct of their meetings and election and to conduct of the affairs of the Association.”	Added due to COVID-19 Due to specific language in our current bylaws, we were required to hold a 4 th meeting and an election (via Zoom) in June during the pandemic. The Association should have flexibility to set aside certain rules and regulations during a declared emergency.

Adopted by Board of Directors: 11/15/2017

Adopted by General Membership: 01/24/2018

Adopted by General Membership: 10/18/2018

BYLAWS
OF THE
OAKLAND COUNTY SCHOOL BOARDS ASSOCIATION

ARTICLE I
OFFICES

Section 1: Principal Office. The principal office of the Oakland County School Boards Association (the "Association") in the State of Michigan will be located at 2111 Pontiac Lake Road, Waterford Township, County of Oakland. The Association may have such other offices, either within or without the State of Michigan, as the Board of Directors of the Association may determine or as the affairs of the Association may require from time to time.

Section 2: Registered Office. The Association will have and continuously maintain a registered office and a registered agent whose office is identical with the registered office. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time by the Board of Directors of the Association.

ARTICLE II
PURPOSE

Section 1: Purpose. The purpose of the Association shall be:

- (a) To advance the quality of public education in Oakland County through the cooperative efforts of locally-elected boards of education.
- (b) To promote high standards in providing educational programs and services to meet the needs of all students.
- (c) To make available to school board members information concerning educational issues.
- (d) To conduct and sponsor meetings and programs about various aspects of education in partnership with Oakland Schools.

- (e) To promote public understanding about the role of school boards in our educational system and the need for citizen involvement in maintaining and improving our schools.
- (f) To enhance cooperation and communication among boards of education in Oakland County.
- (g) To present a strong force representing the views of school boards in Oakland County to the political representatives serving the area.
- (h) To advocate for county, state, and national legislation and governance that promotes and supports public education serviced by locally elected boards of education.

ARTICLE III MEMBERSHIP

Section 1: Members. The Association shall be organized upon a membership basis. Any publicly elected Board of Education member of a school district located in Oakland County or any elected Oakland ISD Board of Education member (referred to herein as “Member School Districts”), that is also a member in good standing in the Michigan Association of School Boards (“MASB”), is an eligible general member of this Association (referred to herein as a “Member” or collectively the “Members”).

Section 2: Voting Rights. Each Member is entitled to one vote on each matter submitted to a vote of the Members, with specific exceptions as outlined in this section. All rights to vote on business or election before the Members will be done in person.

Exceptions: Each Member School District shall have one (1) vote on any proposal to select a committee chair or vote on resolutions (as outlined in Article IX) or to amend these Bylaws (as outlined in Article XVI). Member School District votes shall be recorded upon receipt of the completed resolution or ballot indicating the vote of the Member School District’s Trustees. Member School District votes must be received prior to the deadline indicated on the ballot or resolution. Results of such Member School District voting shall be provided to all Member Districts not later than the next general membership meeting.

Section 3: Electronic Voting - Electronic voting rights are granted to the Board of Directors only to conduct emergency business. All Electronic Vote(s) will be reaffirmed at the next meeting of the Board of Directors.

Section 4: Transfer of Membership. Membership in this Association is not transferable or assignable.

ARTICLE IV – DUES

The Association shall be financed by an annual MASB grant to its County Area School Boards Association (CASBA) members, Intermediate School District membership dues in an amount not to exceed the MASB CASBA grant, and by contributions and gifts accepted by the Association.

ARTICLE V MEETING OF MEMBERS

Section 1: Annual and Regular Meetings. There shall be an annual meeting of the Members and not less than three additional, regular membership meetings each year for the purpose of appointing the Board of Directors and for the transaction of such other business as may come before the meeting. The annual meeting shall be the first Regular Meeting after July 1. The date, time, and place of all meetings shall be determined by the Board of Directors.

Section 2: Special Meetings. Special meetings of the ~~Board or~~ Members may be called by voice or email by the President or by two or more members of the Board of Directors with 30 days' notice.

Section 3: Place of Meeting. The Board of Directors may designate the place of meeting for any annual or regular meeting or for any special meeting. If no designation is made, or if a special meeting is otherwise called, the place of the meeting will be the registered office of the Association; but if all of the Members meet at any time and place and consent to the holding of a meeting, such meeting will be valid without call or notice, and at such meeting any corporate action may be taken.

Section 4: Notice of Meetings. Written notice stating the place, day and hour of any meeting of Members will be delivered, either personally or by email, to each Member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of the meeting by the Secretary. In case of a special meeting, or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called will be stated in the notice. If mailed, the notice of a meeting will be deemed to be delivered when deposited in the United States mail addressed to the Member at his or her address as it appears on the records of the Association, with postage thereon prepaid.

Section 5: Informal Action by Members. Any action required by law to be taken at a meeting of the Members, or any action which may be taken at a meeting of the Members, may be taken without a meeting if a consent in writing, setting forth

the action so taken, will be signed by all of the Members entitled to vote with respect to the subject matter thereof.

Section 6: Quorum. The presence of at least one Member from twenty-five (25%) percent of the Member School Districts will constitute a quorum at such meeting. If a quorum is not present at any meeting of Members, a majority of the Members present may adjourn the meeting without further notice.

Section 7: Involvement of Member School District Administrators. Superintendents and Administrators of Member School Districts are encouraged to participate in the Member meetings and other Association activities.

ARTICLE VI ELECTION OF BOARD OF DIRECTORS

Section 1: Eligibility. Any Member is eligible to be elected to the Association's Board of Directors. Only one Member from each Member School District is allowed to serve on the Board at any given time.

Section 2: Term. The term of office for each Director shall be for three (3) years and shall continue until his or her successor has been elected and qualified.

Section 3: Board Nominations/Election. By May 1st yearly, the Board shall ~~create~~ ~~convene~~ an Election Committee ~~comprised of the three most recently elected Members of the Board of Directors from different Member School Districts.~~ The Election Committee shall seek candidates who will create a Board with a geographical balance from throughout Oakland County. Board ~~Nomination Candidate Application~~ Forms will also be sent to all Member School Districts to be delivered to their board members for self-nominating. ~~Additional nominations may be made from the floor at the Member's June meeting.~~ ~~Candidates must submit a completed application to the Election Committee prior the deadline specified on the form. Nominations cannot be made from the floor during the meeting at which the election occurs.~~ Election of candidates from Member School Districts shall take place at the June meeting. If there are more ~~Board nominations candidates~~ than ~~offices vacancies~~ to be filled, the Member vote shall be by written ballot. ~~If there are less candidates than vacancies to be filled, the Board of Directors shall appoint a member to fill the vacancy at its next meeting. The appointee shall serve until the next scheduled election. At the next election, the Election Committee will seek candidates to fill the remainder of the three year term.~~

Section 4: Resignation/Removal. Any Director may resign by written notice to the Association. Any Director may be removed by the Members or the Board at any meeting of the Members or the Board, ~~either with or without cause,~~ by the affirmative vote of a majority of the Members or the Directors then in office (excluding the Director who is the subject of such action).

Section 5: Vacancy. If a vacancy shall occur among the Board of Directors as a result of death, resignation, removal or otherwise, the President will notify the Members of the vacancy and each Member School District shall be sent a Board **Nomination Candidate Application** Form. The Board of Directors shall appoint a member to fill the vacancy at its next meeting. The appointee shall serve for the remainder of the vacated term.

Section 6: Attendance. Failure to attend three (3) consecutive Board meetings shall constitute a resignation; however, a Director be granted an excused absence by action of the Board.

ARTICLE VII BOARD OF DIRECTORS

Section 1: General Powers. It shall be the responsibility of the Board of Directors to carry out the purposes of the Association as specified in Article II of the Articles of Incorporation.

Section 2: Regular Meetings. A regular annual meeting of the Board of Directors will be held without other notice than these Bylaws. The date and time of the annual meeting shall be determined by the Board of Directors. The Board of Directors may provide by resolution the time and place for holding of additional regular meetings of the Board without other notice than such resolution.

Section 3: Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

Section 4: Notice. Notice of any special meeting of the Board of Directors will be given at least two days by written notice delivered personally, phone, fax or E-mail to each Director's contact information as shown by the records of the Association or five days' notice by mail. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting will constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

Section 5: Quorum. A majority of the Board of Directors will constitute a quorum for the transaction of business at any meeting of the Board; but if less than

a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

Section 6: Manner of Acting. The act of a majority of the Directors present serving (whether elected or appointed), at a meeting at which a quorum is present will be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

Section 7: Compensation. Directors as such will not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Director from serving the Association in any other capacity and receiving compensation therefor.

Section 8: Informal Action by Directors. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the Directors.

Section 9: Confidentiality. The records and business of all Board of Directors proceedings shall be confidential and shall not be subject to disclosure without the Board of Directors' authorization in advance of disclosure.

ARTICLE VIII OFFICERS

Section 1: Election or Appointment. The Board of Directors, as soon as may be practical after the annual appointment of Directors in each year, shall elect from the current Board of Directors, a President, a Vice-President, a Secretary and a Treasurer of the Association.

Section 2: Term of Office. The term of office of all officers shall commence upon their election or appointment and shall continue until the next annual meeting of the Association and thereafter until their respective successors are chosen or until their resignation or removal. Any officer may be removed from office at any meeting of the Directors, with or without cause, by the affirmative vote of a majority of the Directors, whenever in their judgment the best interests of the Association will be served thereby. An officer may resign by written notice to the Association. The resignation shall be effective upon its receipt by the Association or at a subsequent time specified in the notice of resignation. The Directors shall have power to fill any vacancies in any offices occurring for whatever reason.

Section 3: Compensation. Officers as such will not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses

of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Officer from serving the Association in any other capacity and receiving compensation therefor.

Section 4: The President. The President shall be the Chief Executive Officer of the Association and shall have general and active management of the activities of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect. He or she shall execute all authorized conveyances, contracts or other obligations in the name of the Association, except where required by law to be otherwise signed and executed, and except where the signing and execution thereof shall be expressly delegated by the Directors to some other officer or agent of the Association. He or she shall preside at all meetings of the Directors. ~~In his or her absence, the Directors present thereat shall designate another presiding officer.~~

Section 5: Vice-President. The Vice-President in the order designated by the Board of Directors or, lacking such designation, by the President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

~~In the absence of both the President and Vice President, the Directors present thereat shall designate another presiding officer.~~

Section 6: The Secretary. The Secretary shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. He or she shall give, or cause to be given, notice of all meetings of the Directors for which notice may be required, and shall perform such other duties as may be prescribed by the Directors. He or she shall have the authority to execute with the President all authorized conveyances, contracts or other obligations in the name of the Association, except as otherwise directed by the Directors.

Section 7: The Treasurer. The Treasurer shall have custody of the funds and securities of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Directors. He or she shall disburse the funds of the Association as may be ordered by the Directors, taking proper vouchers for such disbursements, and shall render to the President and Directors, at the regular meetings of the Directors, or whenever they may require it, an account of all his or her transactions as Treasurer and of the financial condition of the Association. If required by the Directors, he or she shall give the Association a bond in such sum and with such surety or sureties as shall be satisfactory to the Directors for the faithful performance of the duties of his or her office and for the restoration to the Association (in case of his or her death, resignation or removal from office) of all

books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the Association.

Section 8: Bonding of Officers. All officers of the Association, if required to do so by the Board of Directors, shall furnish bonds to the Association for the faithful performance of their duties, in such amounts and with such conditions and security as the Board shall require. The Association shall assume the cost of providing any bond required hereunder.

ARTICLE IX COMMITTEES

Section 1: General. The Board of Directors may designate standing **and ad hoc** committees with such duties and powers as it may provide in order to carry out the program and purposes of the Association.

Section 2: The Government Relations Committee. The Government Relations Committee shall be a standing committee. The committee's purpose is to receive information on legislative matters for the purpose of sharing said information with the Member School Districts to advocate for, and increase awareness of, issues facing public education. The committee will meet at least 6 times per year.

Committee Membership/Leadership. At each Member School District's annual organizational meeting, a Member should be appointed to represent their Member School District at the Government Relations Committee.

A Committee Chairperson will be elected annually from the appointed Members at the first committee meeting after January 31st. Each Member School District in attendance shall have one (1) vote, which shall be cast by the Member School District's appointed representative.

Legislative Priorities. The Government Relations Committee will review/revise their Legislative Priorities annually. Revised Legislative Priorities will be submitted to the Board of Directors for approval by June 15th. Once approved by the Board, Legislative priorities will be provided to the Resolutions and Bylaws Committee and Member School Districts.

Section 3: Resolutions and Bylaws Committee. The Resolutions and Bylaws Committee shall be a standing committee and shall exercise the powers prescribed in this section. The committee's purpose is to develop and manage the resolutions and bylaws process. The committee shall meet at least **twice once** per year.

Committee Membership/Leadership. **At least three** Committee members will be appointed by the Board of Directors annually **in June**. Committee members may be reappointed for additional terms. The appointed Committee members

will elect a Committee Chairperson at the first committee meeting after appointment.

Initiation of Resolutions and Bylaws Revisions. Resolutions or bylaws revisions may be initiated by a Member School District Board, the Board of Directors, the Government Relations Committee or the Resolutions and Bylaws Committee. Once approved by the OCSBA Board of Directors, the Legislative Priorities shall be included in the resolutions drafted by the Resolutions and Bylaws Committee. All proposed resolutions and/or bylaws revisions shall be submitted in writing to the Board of Directors or Resolutions and Bylaws Committee and shall be addressed by the Resolutions and Bylaws Committee at their next meeting.

Submission to Vote. The Board of Directors shall review all proposed resolutions and bylaws amendments prior to submission to the Member School Districts.

Once reviewed by the Board of Directors, proposed resolutions and bylaws amendments shall be sent to the Member School Districts for voting. Member School Districts will be asked to vote at their next meeting. The window for Member School District voting shall be at least forty (40) calendar days and the voting deadline shall be specified on the ballot or resolution.

Resolution Adoption. Resolutions that are approved by at least nineteen (19) Member School Districts shall be the official position of the Association as interpreted and pursued by its Board of Directors.

ARTICLE X DISSOLUTION

Section 1: General. In the event of dissolution of the Association, all of the Association's assets, real and personal, shall be distributed as provided in Article VIII of the Association's Articles of Incorporation

Section 2: No Inurement. No part of the net earnings of the Association shall be distributed to or inure to the benefit of any Member, Director or Officer of the Association, as prohibited by Section 501(c)(4) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of subsequent federal tax laws), or the Michigan General Sales Tax Act or the Michigan Use Tax Act.

ARTICLE XI FIDUCIARY AND FINANCIAL RESPONSIBILITIES

Section 1: Financial Expenditures. All financial expenditures of the Association shall not exceed those within the parameters of the approved annual budget. No committee has the power to create any financial liability for the Association, unless specifically authorized by the majority of the Members. The Board of Directors approval and signatory by both the President and Treasurer are required for any expenditure exceeding \$2,500. Expenditures up to \$2,500 must be approved by either the Board President or the Treasurer. **In the event that the President and/or Treasurer are absent or disabled, the Vice President may approve expenditures.**

Section 2: Financial Reports. The Treasurer shall maintain all financial statements, reports, and budgets as follows:

- (a) Reports shall be completed on a timely basis and distributed to all Board members on a quarterly basis or upon request.
- (b) The Treasurer shall present for approval by the Board of Directors an annual budget (July 1 to June 30) by June 30th along with an annual actual income and expense report by August 30th following the end of the fiscal year.
- (c) The approved budget and annual report of income and expenditures will be presented at the first fall Member Meeting.
- (d) Annually the accounting records of the Association will be closed in preparation for any necessary IRS filings.

Section 3: Review of Financial Records.

- (a) Internal – Board of Directors. **Annually, the Association shall perform certain agreed upon procedures related to the financial records of the Association.** The year-end report and supporting documentation shall be available for review by the Board of Directors prior to the annual Board of Directors and Member meetings.
- (b) External. ~~Annually, the Association shall engage a third party to perform certain agreed upon procedures related to the financial records of the Association.~~ An audit will only be conducted in place of the agreed upon procedures if required by law or a third party.

Section 4: Fiduciary Agreement. The Board of Directors may enter into an Administrative and Financial Services Agreement with Oakland Schools to support

management of the Association. The Treasurer shall monitor the work performed by Oakland Schools under this agreement.

ARTICLE XII
INDEMNIFICATION OF OFFICERS,
DIRECTORS, EMPLOYEES AND AGENTS

Section 1: Indemnification of Directors and Officers: Claims Brought by Third Parties. The Association shall, to the fullest extent authorized or permitted by the Michigan Nonprofit Association Act or other applicable law, as the same presently exists or may hereafter be amended (the "Act"), indemnify a director or officer (the "Indemnitee") who was or is a party or is threatened to be made a party to a threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, other than an action by or in the right of the Association, by reason of the fact that he or she is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, against expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the Indemnitee in connection with the action, suit, or proceeding, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, if the Indemnitee had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that the Indemnitee did not act in good faith and in a manner which the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

Section 2: Indemnification of Directors and Officers: Claims Brought by or in the Right of the Association. The Association shall, to the fullest extent authorized or permitted by the Act or other applicable law, as the same presently exists or may hereafter be amended, indemnify a director or officer who was or is a party to or is threatened to be made a party to a threatened, pending, or completed action or suit by or in the right of the Association to procure a judgment in its favor by reason of the fact that the Indemnitee is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust, or other enterprise, whether for profit or not, against expenses, including actual and reasonable attorneys' fees, and amounts paid in settlement incurred by the person in connection with the action of suit, if the Indemnitee acted in good faith and in a manner the Indemnitee

reasonably believed to be in or not opposed to the best interests of the Association. However, indemnification under this Section shall not be made for a claim, issue, or matter in which the Indemnitee has been found liable to the Association unless and only to the extent that the court in which the action or suit was brought has determined upon application that, despite the adjudication of liability but in view of all circumstances of the case, the Indemnitee is fairly and reasonably entitled to indemnification for the expenses which the court considers proper.

Section 3: Actions Brought by the Indemnitee. Notwithstanding the provisions of Sections 1 and 2 of this Article, the Association shall not indemnify an Indemnitee in connection with any action, suit, proceeding or claim (or part thereof) brought or made by such Indemnitee; unless such action, suit, proceeding or claim (or part thereof) (i) was authorized by the Board of Directors of the Association, or (ii) was brought or made to enforce this Article and such Indemnitee has been successful in such action, suit, proceeding or claim (or part thereof).

Section 4: Approval of Indemnification. An indemnification under Sections 1 or 3 of this Article, unless ordered by a court, shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the Indemnitee is proper in the circumstances because the Indemnitee has met the applicable standard of conduct set forth in Sections 1 and 3 of this Article. This determination shall be made promptly in any of the following ways:

- (a) By a majority vote of a quorum of the Board consisting of directors who were not parties to the action, suit, or proceeding.
- (b) If the quorum described in subdivision (A) is not obtainable, then by a majority vote of a committee of directors who are not parties to the action. The committee shall consist of not less than two (2) disinterested directors.
- (c) By independent legal counsel in a written opinion.

Section 5: Advancement of Expenses. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Sections 1 or 3 of this Article shall be paid promptly by the Association in advance of the final disposition of the action, suit, or proceeding upon receipt of any undertaking by or on behalf of the Indemnitee to repay the expenses if it is ultimately determined that the Indemnitee is not entitled to be indemnified by the Association. The undertaking shall be by unlimited general obligation of the person on whose behalf advances are made but need not be secured.

Section 6: Partial Indemnification. If an Indemnitee is entitled to indemnification under Sections 1 or 3 of this Article for a portion of expenses including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement, but not for the total amount thereof, the Association shall indemnify the

Indemnatee for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the Indemnatee is entitled to be indemnified.

Section 7: Indemnification of Employees and Agents. Any person who is not covered by the foregoing provisions of this Article and who is or was an employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, may be indemnified to the fullest extent authorized or permitted by the Act or other applicable law, as the same exist or may hereafter be amended, but in the case of any such amendment, only to the extent such amendment permits the Association to provide broader indemnification rights than before such amendment, but in any event only to the extent authorized at any time or from time to time by the Board of Directors.

Section 8: Other Rights of Indemnification. The indemnification or advancement of expenses provided under Sections 1 to 7 of this Article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under the articles of incorporation, bylaws, or a contractual agreement. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking indemnification or advancement or expenses. The indemnification provided for in Sections 1 to 5 of this Article continues as to a person who ceases to be a director, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of the person.

Section 9: Liability Insurance. The Association shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee or agent of another Association, business Association, partnership, joint venture, trust or other enterprise against any liability asserted against the person and incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Association would have the power to indemnify the person against such liability under the provisions of the Act.

Section 10: Severability. Each and every paragraph, sentence, term and provision of this Article shall be considered severable in that, in the event a court finds any paragraph, sentence, term or provision to be invalid or unenforceable, the validity and enforceability, operation, or effect of the remaining paragraphs, sentences, terms, or provisions shall not be affected, and this Article shall be construed in all respects as if the invalid or unenforceable matter had been omitted.

Section 11: Definitions. "Other enterprises" shall include employee benefit plans; "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan; and "serving at the request of the Association" shall include

any service as a director, officer, employee, or agent of the Association which imposes duties on, or involves services by, the director, officer, employee, or agent with respect to an employee benefit plan, its participants or beneficiaries; and a person who acted in good faith and in a manner he or she reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be considered to have acted in a manner "not opposed to the best interests of the Association as referred to in Sections 1 and 2."

ARTICLE XIII FISCAL YEAR

Section 1: Fiscal Year. The fiscal year of the Association shall be determined by the Board of Directors.

ARTICLE XIV CONFLICTS

Section 1: Statement of Policy. It is the policy of the Association that all officers, directors, committee members and employees of the Association shall avoid any conflict between their own respective individual interests and the interests of the Association, in any and all actions taken by them on behalf of the Association in their respective capacities.

Section 2: Dealing with the Association. A contract or other transaction between the Association and one or more of its directors or officers, or between the Association and a domestic or foreign corporation, firm or association of any type or kind in which one or more of the Association's directors or officers are trustees or officers, or are otherwise interested, is not void or voidable solely because of such common trusteeship, officership or interest, or solely because such directors are present at the meeting of the Board of Directors or committee thereof at which such contract or transaction is acted upon, or solely because their votes are counted for such purpose, if any of the following conditions is satisfied:

- (a) The contract or other transaction is fair and reasonable to the Association when it is authorized, approved or ratified;
or
- (b) The material facts as to such trustee's relationship or interest and as to the contract or transaction are disclosed or known to the Board of Directors or committee thereof and the Board of Directors or committee thereof authorizes, approves or ratifies the contract or transaction by a vote sufficient for the purpose without counting the vote of any common or interested director.

Section 3: Procedure in Event of Potential Conflict of Interest. In the event that any officer, trustee, committee member or employee of the Association shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Association, such officer, director, committee member or employee shall give the Board of Directors notice of such interest or relationship and shall thereafter refrain from voting or otherwise attempting to exert any influence on the Association, its Board of Directors, or its committees, to affect its decision to participate or not to participate in such transaction.

Section 4: Special Voting Rules. Any member of the Board of Directors who has a conflict of interest on any matter involving the Association shall not be counted in determining the quorum for the meeting at which the matter is to be acted upon, even when permitted by law. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

ARTICLE XV MISCELLANEOUS PROVISIONS

Section 1: Contracts, Conveyances, Etc. All conveyances, contracts and instruments of transfer and assignment shall be approved as provided by a resolution of the Board of Directors.

Section 2: Execution of Instruments. Except as otherwise provided for herein, all Association instruments and documents, including, but not limited to, checks, drafts, bills or exchange, acceptances, notes or other obligations or orders for the payment of money, shall be signed as provided by a resolution of the Board of Directors.

Section 3: Borrowing. Loans and renewals of loans shall be contracted on behalf of the Association as provided by a resolution of the Board of Directors.

Section 4: Adjourned Meetings. A majority of the Directors present, whether or not a quorum, may adjourn any meeting to another time and place. Notice of such adjourned meeting shall be given even though the time and place thereof are announced at the meeting at which the adjournment is taken.

Section 5: Method of Giving Notices. Any notice required by statute or by these Bylaws to be given to the directors, or to any officers of the Association unless otherwise provided herein or in any statute, shall be given by mailing to such director or officer at his or her last address as the same appears on the records of the Association, and such notice shall be deemed to have been given at the time of such mailing.

Section 6: Action By Written Consent. Action required or permitted to be taken pursuant to authorized vote at any meeting of the Board of Directors or a committee thereof, may be taken without a meeting if, before or after the action, all Members of the Board of Directors or the committee consent thereto in writing. Written consent shall be filed with the minutes of the proceedings of the Board or committee. Such consent shall have the same effect as the vote of the Board or committee for all purposes.

Section 7: Participation in Meeting by Telephone. By oral or written permission of a majority of the Board of Directors, a Member of the Board of Directors or of a committee designated by the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section 7 constitutes presence in person at the meeting.

Section 8: Corporate Seal. If the Association has a corporate seal, it shall have inscribed thereon the name of the Association and the words "Corporate Seal" and "Michigan." The seal may be used by causing it or a facsimile to be affixed, impressed or reproduced in any other manner.

ARTICLE XVI AMENDMENTS AND ADDITIONS

Section 1: Amendments. These Bylaws may be altered or amended by the vote of the Member School Districts. The Board of Directors will provide written ballot with the proposed amendment(s) to each Member School District giving at least a forty (40) day period in which to vote. Each Member School District will have one vote.

Section 2: Rules and Regulations. The Board of Directors may adopt additional rules and regulations, general or specific, for the conduct of their meetings, and additional rules and regulations, general or specific, for the conduct of the affairs of the Association; provided, however, **unless a local, state or national emergency has been declared**, no such additional rule or regulation shall be inconsistent with or in contravention of any provision of the Articles of Incorporation or these Bylaws.

Section 3: Rules and Regulations During a Declared Emergency In the event of a declared local, state or national emergency, the Board of Directors may set aside rules and regulations within these bylaws, general or specific, regarding the conduct of their meetings and election and to conduct of the affairs of the Association.

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 10, 2020**

SUPERINTENDENT OF SCHOOLS

TOPIC: Extended Learning Plan

On August 20, 2020 Governor Whitmer signed into law Public Act Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s COVID-19 Preparedness and Response Plan, it is an additional plan.

The “Extended COVID-19 Learning Plan” has the following set of assurances that the district must agree to as part of the plan.

Assurances:

1. The District will make their ISD/Authorizing Body approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District’s website no later than October 1, 2020.
2. The District/PSA will create and make available on its transparency reporting link located on the District/PSA’s website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the District/PSA expected would be achieved by the end of the school year.
3. Benchmark Assessments: The District will
 - a. Select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
 - b. Administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, the District will
 - a. Provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
 - b. Expose each pupil to the academic standards that apply for each pupil’s grade level or courses in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.
5. The District, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics. Note: A determination concerning the method for delivering pupil instruction shall remain at the District Board’s discretion. Key metrics that the District will consider shall include at least all of the following:

- a. COVID-19 Cases or Positive COVID-19 tests
 - b. Hospitalizations due to COVID-19
 - c. Number of deaths resulting from COVID-19 over a 14-day period
 - d. COVID-19 cases for each day for each 1 million individuals
 - e. The percentage of positive COVID-19 tests over a 4-week period
 - f. Health capacity strength
 - g. Testing, tracing, and containment infrastructure with regard to COVID-19
6. If the District determines that it is safe to provide in-person instruction to pupils, the District will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the District.
 7. The District assures that
 - a. Instruction will be delivered as described in this plan and re-confirmed by the District Board,
 - b. The description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
 - c. The District/PSA will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after ISD approval of the plan, and every 30 days thereafter at a meeting of the Board, and
 - d. Public comment will be solicited from the parents or legal guardians of the pupils enrolled in the District/PSA during a public meeting described in PA-149.
 8. The District will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
 9. The District will ensure that two (2), 2-way interactions occur between a pupil enrolled in the District and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the District. The District will publicly announce its weekly interaction rates at each District Board meeting where it re-confirms how instruction is being delivered. The District will make those rates available through the transparency reporting link located on the District website each month for the 2020-2021 school year.

This comes before the Board tonight as information and discussion. The Board will be asked to approve the plan on September 24, 2020, in order to comply with the requirement to have the plan approved by the ISD no later than October 1, 2020.

**APPROVED AND RECOMMENDED FOR
BOARD INFORMATION AND DISCUSSION**


Steve M. Matthews, Superintendent



Novi Community School District

Extended COVID-19 Learning Plan as Described in Public Act 149, Section 98a

August 27, 2020

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access.

District educational goals must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020 for approval. ISDs will transmit the approved plan to the superintendent of public instruction and the state treasurer.

District Extended COVID-19 Learning Plans should be submitted to the ISD or Authorizing Body as a PDF file.

Novi Community School District Extended COVID-19 Learning Plan

Address of School District/PSA: 25345 Taft Rd. Novi, MI 48374

District Code Number: 63100

District Website Address: www.novi.k12.mi.us

District Contact and Title: Dr. Steve Matthews, Superintendent

Sheila Holly, Assistant to the Superintendent

District Contact Email Address: steven.matthews@novik12.org

sheila.holly@novik12.org

Name of Intermediate School District: Oakland Schools

Date of Adoption by Board of Education:

Assurances

1. The District will make their board approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District's website no later than October 1, 2020.
2. The District will create and make available on its transparency reporting link located on the District website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the District/PSA expected would be achieved by the end of the school year.
3. Benchmark Assessments: The District will
 - Select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
 - Administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, the District will
 - Provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
 - Expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.
5. The District, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics. Note: A determination concerning the method for delivering pupil instruction shall remain at the District Board's discretion. Key metrics that the District will consider shall include at least all of the following:
 - COVID-19 Cases or Positive COVID-19 tests
 - Hospitalizations due to COVID-19
 - Number of deaths resulting from COVID-19 over a 14-day period
 - COVID-19 cases for each day for each 1 million individuals
 - The percentage of positive COVID-19 tests over a 4-week period
 - Health capacity strength
 - Testing, tracing, and containment infrastructure with regard to COVID-19

6. If the District determines that it is safe to provide in-person instruction to pupils, the District will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the District.
7. The District/PSA assures that
 - Instruction will be delivered as described in this plan and approved by the District Board,
 - The description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
 - The District will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after the approval of the plan, and every 30 days thereafter at a meeting of the Board, and
 - Public comment will be solicited from the parents or legal guardians of the pupils enrolled in the District/PSA during a public meeting described in PA-149.
8. The District will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
9. The District will ensure that two (2), 2-way interactions occur between a pupil enrolled in the District and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the District. The District will publicly announce its weekly interaction rates at each District Board meeting where it re-confirms how instruction is being delivered. The District will make those rates available through the transparency reporting link located on the District website each month for the 2020-2021 school year.

President of the Board of Education

Date

Learning Plan Narrative

Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

The COVID-19 global pandemic is impacting our school community in a number of ways:

- The closure of our schools since March 16 was traumatic for our students, families, and staff.
- Complete online learning was provided from March 16, 2020, through June 12, 2020, we anticipate that many students may have significant gaps in their learning.
- The COVID-19 pandemic has exacerbated issues related to equity of learning opportunity among our students.

As we return to school in the fall, our first priority will be to ensure the well-being of all members of our school community. Both student and staff mental health will be a priority as we return to school this fall in both a hybrid and virtual format.

The Novi Community School District will have a robust approach to attending to Mental & Social and Emotional Health in an effort to support the needs of students and develop community within the classroom and school environment. As educators, we know that relationships are key to learning and developing our school community is vital. We will have a focus on Social Emotional Learning as we return to school and will continue this work throughout the year. Teachers and certified mental health professionals will build upon structures and evidence-based practices that have been an instrumental component of education in Novi. We will continue with more intentionality to issues that are relevant to our current health, social and educational climate. Some of the structures we will be building upon are Restorative Practices, Leader in Me, Positive Behavioral Intervention Supports, Second Step, Playworks and Trauma Informed approaches. We will also implement new supports as needed.

We recognize some students will require more intensive support. We will use our Multi-Tiered System of Support to provide support that is varied and appropriate to the needs of our students. We also recognize the needs of our staff. We will attend to their emotional and instructional needs as we return to school and throughout the year. We will continue to use the Employee Assistance Program (EAP) as an opportunity for support for our staff and their families.

Key Points

- Proactive approach to focus on the Mental & Social-Emotional Health of students and staff
- Provide time and space for staff and students to intentionally focus on building relationships and foster a strong classroom community of learners
- Leverage structures and practices already in place while adding new strategies to support the needs of students across each level
- Utilize our Multi-Tiered System of Supports (MTSS) to provide interventions in varying degrees of intensity to attend to the needs of each student

Because of the wide range of experiences students had during the remote learning portion of the 2019-2020 school year, we anticipate that students will come to school in the fall of 2020 with a wider than usual range of competencies. We expect that many students will be behind and will need opportunities to catch up.

In addition, teachers will need opportunities to collaborate with each other as they examine student work and determine what comes next in the learning for each student.

As the Novi Community School District plans to begin the school year providing families with a choice of either hybrid or virtual learning, we will need to ensure that there are structures in place to ensure student engagement and achievement for all. This plan will focus on teaching and learning with an emphasis on equity for all learners and the well-being of students and staff.

Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. The District/PSA must establish all of its goals no later than September 15, 2020.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section: (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils; (b) The District/PSA benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and (c) the District's/PSA's educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, the District/PSA will administer the same benchmark assessment or benchmark assessments that it administered to pupils in previous years.

The educational goals for this year can be divided into two areas.

Curricular, subject specific goals

In our online curriculum warehouse – [Atlas Rubicon](#) – curricular, subject specific goals are listed. An example, can be found in [3rd grade math](#). The curriculum map provides the overarching question, the essential/focus questions, the target standards and content expectations, and the key concepts.

These curricular, subject specific goals remain the same for the 2020-2021 school year. Regardless of the modality – hybrid learning or virtual learning – the expectation is that teachers will teach to these goals.

Within the unit abstract contained in each curriculum map, a target goal is identified. For example, in 3rd grade math Unit 2 it states: *Progression of Fact Fluency*: By the end of Unit 2, students should be able to use strategies to **fluently multiply all products of one-digit numbers and 1, 2, 5, and 10**. Again, these facts will become useful "helper facts" for other strategies taught in later units.

The core of our curricular approach is rooted in Understanding By Design (UBD), including robust professional development to attend to curricular design/implementation.

Benchmark Assessments

Benchmark assessments in reading and mathematics will be administered twice to students in grades K-12. NCSD will utilize iReady K-6/NWEA 7-10/DRC 11-12. These assessments will be administered once in the first nine weeks of the school year, and again prior to the last day of school. Formative assessments will provide information to inform our progress toward our goals over the course of the year. Student performance will be reported to parents in the fall and the spring.

As a means of continuous improvement in teaching and learning, all teachers have received professional development in, and commit to the use of, the formative assessment process.

Additionally, we will continue to engage stakeholders in the district's balanced assessment system, including publicly sharing aggregate and student subgroup performance reports.

Goal 1 - All students (K-8) will improve benchmark assessment performance in Reading/ELA from Fall to Spring.

- All teachers will use the formative assessment process to support adjustment to teaching and learning, to support meaningful student progress towards mastery of Reading/ELA academic standards.
- Results from Reading/ELA benchmark assessments, local Reading/ELA summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

Goal 2 - All students (K-8) will improve benchmark assessment performance in Mathematics from Fall to Spring.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.
- Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

Instructional Delivery & Exposure to Core Content

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

The Novi Community School District instructional plan is described in detail in our [COVID-19 Preparedness and Response Plan](#) that was created in response to the Governor's Executive Order 2020-142.

Novi Community School District students will have two options for learning this fall.

Option One

- Hybrid learning with at-home learning experiences
 - This option provides two days of in-person instruction with small class sizes that will provide for the ability to social distance.
 - Students will come either Monday/Thursday or Tuesday/Friday.
 - At home learning experiences will be provided on the other three days.
 - One day a week all hybrid students in a class will meet for a virtual classroom experience
 - Teachers will provide in-person learning for students in a normal classroom setting
 - With low class sizes there will be an opportunity for more individual and personalized attention to students
 - Instruction will be done in classrooms

Option Two

- Complete virtual learning
- Novi teachers will provide virtual learning using Schoology as a learning management system
 - Other technology options that teachers will utilize include Zoom, Google classroom, and SeeSaw
- Students will follow the traditional school day
- Teachers will provide instruction to the whole class, in small groups, and individually to students.

In both formats students will receive both synchronous and asynchronous instruction from the teacher.

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil's grade level or course in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.

The Novi Community School District has its curriculum available to students and parents online. An introduction is provided on our district website [here](#). Detailed information on content standards and expectations can be found on Novi's [Atlas Rubicon](#) site.

These online resources have guided our teacher leaders over the summer as they have prepared instructional units for this fall. The goal is the same – provide high quality instructional programs that teach our content standards and expectations.

The Novi Community School District Office of Academics and our Content Area Leaders have provided guidance to our teachers and administrators on how to make both hybrid and virtual instruction successful. The focus has been on ensuring that we continue to teach the content standards and expectations in meaningful and engaging ways.

Additional guidance for [online and virtual instruction](#) has been provided by Oakland Schools. These toolkits will guide teachers to implement instructional approaches to meet the range of student needs as they return to school in the fall, identify assessment ideas that allow students to demonstrate understanding in a variety of ways, assess and provide instruction in the content areas in face-to-face, virtual, and blended classroom environments, and incorporate well-being and SEL/trauma-informed practices into instruction.

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

Our teachers will provide assessments and grades throughout the fall.

The NCSD will continue to utilize our prior grading and reporting practices. MiStar will be the vehicle for delivery of student progress. We will also utilize Schoology and Seesaw to provide ongoing feedback.

Equitable Access

- If delivering pupil instruction virtually, please **describe** how the District/PSA will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

The Novi Community School District distributed 6025 technology devices – iPads and Chromebooks in August. The district’s plan is to ensure that every student has a district device or that the student has their own device to use throughout the course of this year. The district communicated with every family and provided them with multiple opportunities to receive a district device for their student to use during the course of the 2020-2021 school year. During the first week of school teachers will monitor so that if a student does not have a device one can be supplied to him/her. NCSD is also providing wireless hotspots to families who lack regular internet access.

- **Please describe** how the District will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.

The NCSD Special Education Department is dedicated to providing free and appropriate educational opportunities for students with disabilities and will align with Oakland County Health Division recommendations. Our special education staff will continue working with families to collaboratively identify the most essential services for each student that can be provided both directly and indirectly in virtual or hybrid learning environments. Student plans will be adjusted, as needed, in coordination with families. We recognize that each student will have an individual plan based on the learning model selected by a student's family.

NCSD will continue to support our students with IFSPs and IEPs in the following programs:

- Birth to 3/Early On
- Early Childhood/Pre-K Special Education Programs & Services
- K-12
- Novi Adult Transition Center (NATC)
- Career Prep
- Novi students who attend Center-Based Programs in Oakland County

The Special Education Department will follow MARSE and IDEA policies and procedures for students with disabilities. This includes following child find requirements, evaluations, eligibility, and providing accommodations, aids and related services to students who are eligible under MARSE criteria for disabilities. The District will adhere to health guidelines during evaluations and when providing accommodations, aids, and related services.

NCSD will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. At the same time, NCSD will be mindful that students have had changes to their typical learning environment when initiating the referral process. Some evaluation procedures can be completed in virtual learning situations and other evaluations require in person contact with students or observations of students in school settings. NCSD will conduct evaluations and in-person while adhering to public health guidelines for the safety of students and staff.

NCSD is committed to providing families an opportunity to have meaningful participation in the special education process. We will continue to conduct virtual IEP meetings.

- **Optional Considerations for District/PSA Extended COVID-19 Learning Plans:**
- In addition to the students with disabilities noted above, please describe how the District/PSA will ensure that the needs of other vulnerable student populations are met.

The Student Services Department will follow all district and federal Section 504 policies and procedures for compliance under Section 504. This includes:

- Adhering to child find requirements, evaluations, eligibility, and providing accommodations, aids and related services to students who are eligible under Section 504.
- Following required social distancing protocols during evaluations and when providing accommodations, aids, and related services.

The Student Services Department will:

- Support students with Section 504 Accommodation Plans
- Demonstrate good faith effort to provide accommodations and related services to students with 504 Plans
- Provide services in the areas of: Social Worker, Occupational Therapy, Physical Therapy, Speech and Language Services, and Oakland Schools Consultant support, as stated on student's 504 plans. NCSD will provide these supports using several methods, which may include Zoom, Google Meets, or other platforms.
- Will work to ensure accessibility, including accommodations to their general education learning, as well as individual student needs
- If we in good faith cannot provide services on the 504 plan, the District will provide a Notice document to families.

NCSD will continue to identify, locate, and evaluate students suspected of having a qualifying disability under Section 504. NCSD will conduct evaluations remotely and in-person, while adhering to public health guidelines for the safety of students and staff.

- In-person learning: All federal and district policies and procedures will be adhered to in order to meet compliance under Section 504
- Remote learning: Individual needs will be reviewed to determine how to best support and provide accommodations, aids, and services so students identified under Section 504 can access curriculum

The English Language Development (ELD) program will continue living into the vision of providing every English Learner access to equitable high-quality content and language instruction, delivering an impactful and inclusive educational experience. The English Language Development program will continue to support English Learners, whether in-person or virtually, focusing on the four components of language development: Speaking, Listening, Reading, and Writing. The ELD team will follow the district plans for in-person or virtual learning. The ELD program will continue to follow best practices and guidance provided by the Michigan Department of Education.

- During In-Person instruction
 - English Language Development Teachers will continue teaching language development along with teaching core content
 - English Learners will continue to be identified for appropriate levels of English Development support based on multiple data points, such as the latest WIDA ACCESS 2.0 For ELLs proficiency scores
 - English Language Development interventions will continue to provide intensive language-based instruction to English Learners who are struggling with language development
 - English Language Development teachers will begin the year by collecting further proficiency data to ensure they are able to meet students' needs using the WIDA Model assessment, and other local assessments such as i-Ready
- During virtual instruction
 - English Language Development teachers will also continue to teach language and content, with further emphasis on developing oral language skills
 - The English Language Development program will continue to provide English Language Development intervention to select students who are identified as in need of additional support to further develop their language skills
 - English Language Development teachers will continue to collaborate with core teachers and the special education team to support English Learners in their 7 classes, whether online or in person

