



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

Board of Education 2021 Agenda

Dr. Danielle Ruskin
President

Mr. Paul Cook
Vice President

Mr. Willy Mena
Secretary

Mrs. Kathy Hood
Treasurer

Mr. Tom Smith
Trustee

Mrs. Bobbie Murphy
Trustee

Mrs. Mary Ann Roney
Trustee

Meeting Date: May 6, 2021
Educational Services Building
25345 Taft Road
Novi, MI 48374



NOVI BOARD OF EDUCATION
Regular Meeting – May 6, 2021
25345 Taft Road
7:00 PM

AGENDA

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. AWARDS RECOGNITIONS PRESENTATIONS**
 - A. Staff Appreciation
 - B. School Board Member Recognition
- V. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
- VI. CONSENT AGENDA ITEMS**
 - A. Approval of Minutes
- VII. ACTION ITEMS**
 - A. Personnel Report
 - B. Personnel Report B
 - C. Extended COVID-19 Learning Plan
- VIII. INFORMATION AND DISCUSSION**
 - A. Soccer Pavilion Fiber Cable
 - B. Building Name – Walsh College Property
 - C. Oakland Schools 2021-2022 Budget Resolution
 - D. Superintendent Contract
- IX. COMMITTEE REPORTS**
 - A. Governance and Policy Committee
 - B. Diversity, Equity, and Inclusion Committee
 - C. Building Naming Committee
- X. COMMENTS FROM THE AUDIENCE**
- XI. SUPERINTENDENT’S REPORT**
- XII. ADMINISTRATIVE REPORTS**
- XIII. BOARD COMMUNICATION**
- XIV. ADJOURNMENT**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

SUPERINTENDENT OF SCHOOLS

TOPICS: Staff Appreciation

In 1944, political and educational leaders began the discussion for a day to honor teachers. In 1953, Eleanor Roosevelt was successful in her argument with congress to proclaim a National Teacher's Day, in March. In 1985, the National PTA established the first week of May as Teacher Appreciation Week, with the Tuesday being National Teacher Day.

The Novi Community School District, knowing that all staff contribute to the success of all students, is recognizing, celebrating, and honoring our dedicated staff during this first week of May for all that they do every day to support our students, their families, and each other. Especially these past 13 months, in unprecedented times, they have played a critical role in educating and shaping our students. Guiding them through the challenges in a positive direction.

Tonight, we honor our staff, but the honor is ours because we have the privilege to have staff who are exceptional. We would like to take this opportunity to express our deep appreciation and acknowledge their work and dedication as a Novi Community School District staff who continue to share the vision and support the voice about the future of Novi's children.

"A good teacher can inspire hope; ignite the imagination, and instill a love of learning." ~ Brad Henry

**APPROVED AND RECOMMENDED FOR
AWARDS/RECOGNITION/PRESENTATIONS**

A handwritten signature in black ink, appearing to read "H M Matthews", written over a horizontal line.

Steve M. Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

SUPERINTENDENT OF SCHOOLS

TOPICS: School Board Member Recognition

The Novi Community School District was notified by the Michigan Association of School Boards (MASB) that three of our Board members were recognized at the April 29, 2021 OCSBA and MASB Awards Ceremony. Don Wotruba, Executive Director for MASB recognized Mrs. Bobbie Murphy, Mr. Willy Mena, and Mrs. Kathy Hood.

Mrs. Bobbie Murphy will receive the Master Board Member Award.
Mr. Willy Mena will receive the Level One Certification and the Award of Merit.
Mrs. Kathy Hood will receive the Award of Merit.

Tonight, we would like to take the opportunity to express our deep appreciation and acknowledge their work and dedication as a Board members and we continue to share their vision and voice about the future of Novi's children in their roles as Board members, community members, and dedicated volunteers.

**APPROVED AND RECOMMENDED FOR
AWARDS/RECOGNITION/PRESENTATIONS**

A handwritten signature in black ink, appearing to read "Steve M. Matthews", written over a horizontal line.

Steve M. Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

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 April 15, 2021
 - b. Work Session Minutes of April 29, 2021

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 a Regular Meeting, April 15, 2021
Novi Community School District
Board of Education**

A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, April 15, 2021, beginning at 7:00 PM.

Present: Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,
and Mrs. Roney (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 Mr. Smith that the Novi Board of Education approve the agenda as presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,
and Mrs. Roney

Nays: 0

MOTION CARRIED

COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There were eight (8) comments from the audience. Seven (7) of the comments were regarding keeping the kids in school five (5) days and touching on the mental health of students. One (1) was regarding Village Oaks Elementary and the positive year they have had this year.

CONSENT AGENDA 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 April 8, 2021
- B. Approval of Bills
 - a. Board Report
 - b. Check Register for March 2021
 - c. Purchase Card Report January 30, 2021 through February 26, 2021

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Board of Education approves the consent item(s) as presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,
and Mrs. Roney

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>

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Popour, Jerry	MAINT	Semi-skilled	Discharge	04-06-21

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Cemborski, Gretchen	TRANS	Bus Driver	LOA #1-Health	04-12-21

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,
and Mrs. Roney

Nays: 0

MOTION CARRIED

Bid Package #6: Boiler Replacement Project

On Thursday, March 11, 2021 at 1:00 PM, sealed bids were received and publicly opened for the boiler replacement project. In attendance for the bid opening were representatives from the Novi Community School District, Plante Moran Cresa, TMP Architecture, McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a Zoom meeting.

The project team conducted post bid interviews with each of the following, qualified bidders, for each bid division of work. During the post bid interview, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors.

Based upon the project team's review of the proposals and bidders, we propose the following recommendations for contract award:

Bid Division 142: HVAC

Ms. Laura Snyder

Detroit Boiler Company

Total Amount \$390,833.0

Bid Division 143: Electrical

Mr. John Arnold

J&J Electric

Total Amount \$38,750.00

Total Award Recommendation Amount: \$429,583.00

This was presented for information and discussion at the March 18, 2021 Board meeting and comes back tonight for approval.

It was moved by Mrs. Hood and supported by Mr. Cook that the Novi Community School District Board of Education award the contracts for Bid Package #6: Boiler Replacement Project in the amount of \$429,583.00, as outlined above.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,
and Mrs. Roney

Nays: 0

MOTION CARRIED

EnviroClean Contract Extension

Enviro-Clean is a family-owned business headquartered in Holland, Michigan and has been in business since 1975. Enviro-Clean employs over 1,400 cleaning staff and clean over 35,000,000 square feet of commercial facilities daily.

Environ-clean started partnering with the District to clean our facilities in the summer of 2013. They currently clean 1.55 million square feet of office/building space. The scope of service will increase with the addition of the old Walsh College building and additional space as a result of the Meadows renovation, once it is completed.

Enviro-Clean's current three-year contract expires on June 30, 2021. The Business Office has been working to finalize a contract extension to retain the services of Environ-clean, while also developing a strategy to address and improve performance.

The District will continue to be responsible for consumables, which are approximately \$88,000.00 a year.

The Business Office recommends offering a contract extension to Enviro-Clean not to exceed \$2,077,002.00 with a provision to increase the contract amount as additional square feet come online.

The proposed addendum and expiring service agreement are attached for your review.

This was presented for information and discussion at the March 18, 2021 Board meeting and comes back tonight for approval.

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approves the contract extension to Enviro-Clean not to exceed \$2,077,002.00 with a provision to increase the contract amount as additional square feet come online.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,
and Mrs. Roney

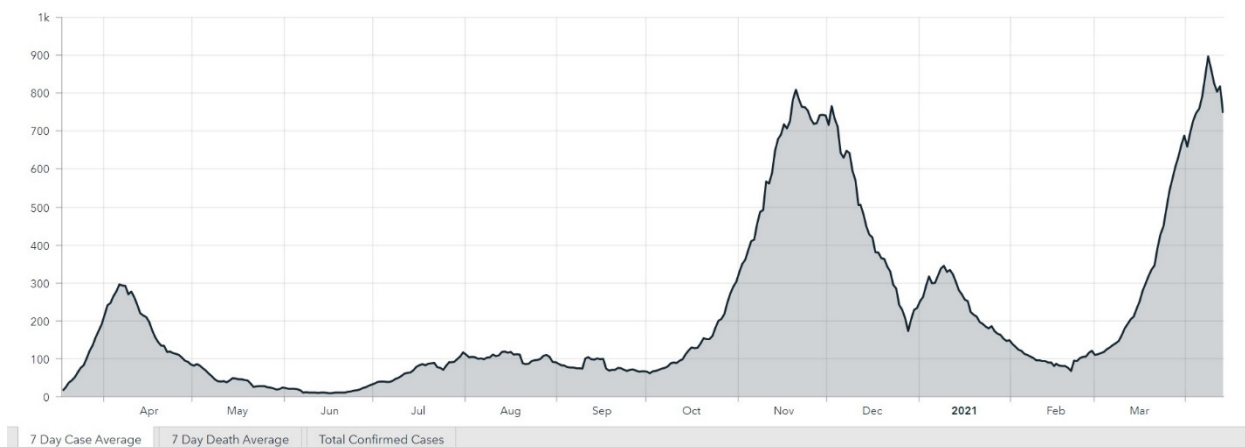
Nays: 0

MOTION CARRIED

Extended COVID-19 Learning Plan

I am well aware that COVID cases are increasing dramatically in the state and in Oakland County.

7 Day Average of Daily Cases



With this dramatic rise in cases the question clearly becomes what should be done.

On April 9, Governor Whitmer suggested a two-week pause for high school instruction starting April 12.

Wayne State University has paused all on-campus activity through April 26.

However, the majority of districts in Oakland County are moving forward with their current plans.

In our district, we have adopted on February 4, 2021, a model that relies on three key metrics:

1. Case counts per 10,000 residents in the Novi Community School District
2. Case count average of the three Novi zip codes
3. Case counts in Oakland County

Tracking these metrics allowed our Novi Community School District Board of Education to approve a plan that would eventually return our hybrid students to five-day per week in-person instruction. The Board of Education approved a recommendation to establish thresholds that would have to be met in each of these areas for three consecutive weeks before we could return to five-day per week in-person instruction.

At that same meeting, the Board of Education also approved a recommendation that would cause us to reconsider the five-day per week in-person model if the metrics trended in the wrong direction and met or exceeded higher thresholds for three consecutive weeks.

Based on our metrics, we returned our K-6 hybrid students to five-day per week in-person instruction on February 22 and our 7-12 hybrid students to five-day per week in-person instruction on March 1.

However, since March 1, the metrics have risen slowly each week.

	2/5	2/12	2/19	2/25	3/3	3/11	3/18	3/25	4/2	4/9	4/15
Case counts per 10,000 in NCSD	21.3	14.0	11.5	10.6	11.2	15.2	25.5	42.8	59.5	79.3	94.8

	2/5	2/12	2/19	2/25	3/3	3/11	3/18	3/25	4/2	4/9	4/15
Case count averages for Novi zip codes	47.15	34.73	26.23	20.15	16.73	18.68	25.32	40.11	60.11	89.8	120.85

	2/5	2/12	2/19	2/25	3/3	3/11	3/18	3/25	4/2	4/9	4/15
14 day avg. case count in Oakland County	168	132	98	114	120	147	235	385	582	778	870

While the metrics have risen, the reported positive cases in our district, while relatively low, have also begun to rise:

	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12
Positive NCSD cases	5	0	0	1	0	2	5	8	13	1	15

For perspective, the week of April 5 was spring break week. We did not report cases because we were not in school. However, it is known that there were several positive cases over spring break.

The positive cases by building since February 1 are important to note as well:

February/March/April Building	Total positive cases	Students	Staff
ECEC	0	0	0

Deerfield	1	1	0
Novi Woods	0	0	0
Orchard Hills	2	2	0
Parkview	0	0	0
Village Oaks	6	6	0
Meadows	7	6	1
Novi Middle School	11	10	1
Novi High School	26	22	4
Career Prep/Adult Ed	1	1	0
NATC	0	0	0
Other (transportation, district staff)	2	0	2
Total	56	48	8

These increased cases have led to an increase in the number of students that we are quarantining as a result of close contact.

The District's quarantine numbers as of April 15, 2021 are 111.

During the 2020-2021 school year, NCSD has been informed of **132 total positive** cases of COVID-19 this year. That total is amongst students, teachers, staff members, volunteers, or any other person who was present on school property or at a school function under circumstances that may result in the transmission or contraction of COVID-19 during their infectious period.

The total number is higher than the reported cases charted on the website due to some individuals testing positive without being on school property during their 48 hours prior to having symptoms.

The Board of Education and the administration made a commitment to re-examine our approach when the COVID numbers began to trend in the wrong direction and met higher thresholds for three weeks in a row.

That time is upon us.

K-6 Hybrid Return Metric	Return Target: At or below	Consider return back to hybrid target: At or above	25-Mar	2-Apr	9-Apr	16-Apr
Case counts per 10,000 residents in the Novi Community School District	30 for three consecutive weeks	45 for three consecutive weeks	Case count reported 3/11 - 3/24: 42.8	Case count reported 3/18 - 3/31: 59.5	Case count reported 3/25 - 4/7: 79.3	Case count reported 4/1 - 4/14:

Case count average of the three Novi zip codes – 48374, 48375, 48377	55 for three consecutive weeks	75 for three consecutive weeks	Friday-Thursday average for 3/19 - 3/25: 40.11	Friday-Thursday average for 3/26 - 4/2: 60.11	Friday-Thursday average for 4/2 - 4/8: 89.8	Friday-Thursday average for 4/9 - 4/15: 120.85
14 day average case counts in Oakland County	200 for three consecutive weeks	275 for three consecutive weeks	385	582	778	870
7-12 Hybrid Return Metric	Return Target: At or below	Consider return back to hybrid target: At or above	18-Mar	2-Apr	9-Apr	16-Apr
Case counts per 10,000 residents in the Novi Community School District	20 for three consecutive weeks	40 for three consecutive weeks	Case count reported 3/11 - 3/24: 42.8	Case count reported 3/18 - 3/31: 59.5	Case count reported 3/25 - 4/7: 79.3	Case count reported 4/1 - 4/14:
Case count average of the three Novi zip codes – 48374, 48375, 48377	40 for three consecutive weeks	60 for three consecutive weeks	Friday-Thursday average for 3/19 - 3/25: 40.11	Friday-Thursday average for 3/26 - 4/2: 60.11	Friday-Thursday average for 4/2 - 4/8: 89.8	Friday-Thursday average for 4/9 - 4/15: 120.85
14 day average case counts in Oakland County	140 for three consecutive weeks	225 for three consecutive weeks	385	582	778	870

We have hit the upper thresholds in all three metrics for two consecutive weeks at the K-6 level. It is clear from the trends that we will hit these thresholds next week as well.

We have hit the upper thresholds in all three metrics for three consecutive weeks at the 7-12 level.

Based on the approval of the February 4 recommendation, this requires that we identify our next move to keep our students and staff safe. The February 4 approved recommendation does not identify what we will do, but it does require that we examine options.

There are several key considerations:

1. There will be eight weeks of school left starting Monday, April 19.
2. While cases have risen the number of cases in our district remains relatively low
3. While cases are relatively low the number of cases is increasing
4. Because of increased density in our schools, quarantine numbers have risen.

5. The number of cases differ by grade level

Another key consideration is what happened during the last surge in November/December 2020. During that surge we had numbers that were similar to the numbers that we are seeing now:

	2/5	2/12	2/19	2/25	3/3	3/11	3/18	3/25	4/2	4/9	4/15
Case counts per 10,000 in NCSD	21.3	14.0	11.5	10.6	11.2	15.2	25.5	42.8	59.5	79.3	94.8

	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/30	1/6
Case counts per 10,000 in NCSD	16.7	24.3	28.6	37.4	51.6	60.2	61.7	57.4	48.3	35.5	29.5

	2/5	2/12	2/19	2/25	3/3	3/11	3/18	3/25	4/2	4/9	4/15
Case count averages for Novi zip codes	47.15	34.73	26.23	20.15	16.73	18.68	25.32	40.11	60.11	89.8	120.85

	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16
14 day avg. case count in Oakland County	126	183	270	422	607	675	680	619	496

	2/5	2/12	2/19	2/25	3/3	3/11	3/18	3/25	4/2	4/9	4/15
14 day avg. case count in Oakland County	168	132	98	114	120	147	235	385	582	778	870

Positive cases during November/ December can be compared to February/April 2021:

November/December Building	Total positive cases	Students	Staff
ECEC	4	0	4
Deerfield	2	1	1
Meadows	6	3	3
Novi Woods	1	1	0
Orchard Hills	0	0	0
Parkview	0	0	0
Village Oaks	2	1	1
Novi Middle School	1	1	0
Novi High School	9	6	3
Career Prep/Adult Ed	0	0	0
NATC	1	0	1
Other (transportation, district staff)	4	2	2
Total	30	15	15

February/March/April Building	Total positive cases	Students	Staff
ECEC	0	0	0
Deerfield	1	1	0
Meadows	7	6	1
Novi Woods	0	0	0
Orchard Hills	1	1	0
Parkview	0	0	0
Village Oaks	6	6	0
Novi Middle School	11	10	1
Novi High School	26	22	4
Career Prep/Adult Ed	1	1	0
NATC	0	0	0
Other (transportation, district staff)	2	0	2
Total	55	47	8

Total cases in the district from September 2020 through April 12, 2021:

September 2020 - April 12, 2021	Total positive cases	Students	Staff
ECEC	4	0	4
Deerfield	4	2	2
Meadows	12	7	5
Novi Woods	2	1	1
Orchard Hills	1	1	0
Parkview	2	1	1
Village Oaks	8	6	2
Novi Middle School	12	11	1
Novi High School	43	36	7

Career Prep/Adult Ed	0	0	0
NATC	1	0	1
Other (transportation, district staff)	6	2	4
Total	95	67	28

These numbers are significant, but not overwhelming. They do show that most of our positive cases have come in the past 10 weeks – February through April.

Other districts have reported much higher numbers. The districts that surround us have reported the following numbers:

District	Positive Cases
District A	437
District B	277
District C	140
District D	378

I would attribute our success to our student and staff compliance with mitigation strategies – masks, hand washing, sanitizing desks, increased ventilation, increased attention to hard surface cleaning.

Another important question is how quickly would numbers decrease once the surge is over? It is hard to know. The last surge included holiday periods in November and December where families gathered that may have led to higher case counts. But from a high 14-day case count of 680 reported in the December 2 Oakland County Health Division report, it took eight weeks to get the 14-day daily case count to 202.

The last piece of data comes from our student athlete testing. We have tested over our student athletes this spring. There are over 600 student athletes this spring between the high school and middle school. We have administered over 1000 rapid COVID tests. We have had two positive results.

There is undoubtedly an increase of COVID in our community. The numbers – case counts per 10,000 residents in the Novi Community School District, the average of case counts in our Novi zip codes, and the 14-day case count average in Oakland County – all show a rather dramatic increase.

And, while case counts have risen in our district and in our schools, they have not risen as fast or as dramatically.

What follows are a series of recommendations. These recommendations are grouped by grade level and give options to the Board. My preferred recommendation will always be the first recommendation.

Grades 9-12

Case counts are increasing among our 7-12 bandwidth:

February/March/April Building	Total positive cases	Students	Staff
Novi High School	26	22	4

Based on the increasing case counts in Novi among students in grades 9-12, the following recommendations are made. These recommendations are made in order of priority. I believe that moving to hybrid will create space in our classrooms and provide an extra layer of safety to our students and staff. In addition, I find it difficult to recommend all virtual and allow our extra-curricular athletics to continue.

Recommendation One is my preference. But I provide additional recommendations to the Board as options.

Recommendation One

That the Novi Community School District Board of Education approve returning students in grades 9-12 to hybrid on April 19.

- Grade 9-12 Hybrid students would return to two groups - Monday and Thursday and Tuesday and Friday.
- Wednesday would be a full day of virtual instruction for both groups to meet together
- Students would stay in the hybrid format until we move below the upper target metrics whereupon we would return hybrid students to five-day per week in-person. Case counts would need to return to these levels:
 - Case counts per 10,000 in the NCSD: 40
 - Case count average in Novi zip codes: 60
 - 14-day average case count in Oakland County: 225
- If we do not hit the lower threshold by May 28, we would stay in hybrid through the end of the school year

If Recommendation One is approved there is no need to vote on recommendation two. If Recommendation One is not approved, then move on to Recommendation Two.

Recommendation Two

That the Novi Community School District Board of Education approve returning students in grades 9-12 to all virtual on April 19.

- Students would stay in the virtual format until we move below the upper target metrics whereupon we would return hybrid students to five-day per week in-person. Case counts would need to return to these levels:
 - Case counts per 10,000 in the NCSD: 40
 - Case count average in Novi zip codes: 60
 - 14-day average case count in Oakland County: 225
- If we do not hit the lower threshold by May 28, we would stay in hybrid through the end of the school year

If Recommendation One or Two is approved there is no need to vote on Recommendation Three. If Recommendation One or Two is not approved, then move on to Recommendation Three.

Recommendation Three

That the Novi Community School District Board of Education approve remaining in our current format for students in grades 9-12 – providing in-person five-day per week instruction for the hybrid students and virtual instruction for those who selected the virtual modality.

Grades 7-8

Case counts are increasing among our 7-12 bandwidth:

February/March/April Building	Total positive cases	Students	Staff
Novi Middle School	11	10	1

Based on the increasing case counts in Novi among students in grades 7-8, the following recommendations are made. These recommendations are made in order of priority. I believe that moving to hybrid will create space in our classrooms and provide an extra layer of safety to our students and staff. In addition, I find it difficult to recommend all virtual and allow our extra-curricular athletics to continue.

Recommendation One is my preference. But I provide additional recommendations to the Board as options.

Recommendation One

That the Novi Community School District Board of Education approve returning students in grades 7-8 to hybrid on April 19.

- Grade 7-8 Hybrid students would return to two groups - Monday and Thursday and Tuesday and Friday.
- Wednesday would be a full day of virtual instruction for both groups to meet together
- Students would stay in the hybrid format until we move below the upper target metrics whereupon we would return hybrid students to five-day per week in-person. Case counts would need to return to these levels:
 - Case counts per 10,000 in the NCSD: 40
 - Case count average in Novi zip codes: 60
 - 14-day average case count in Oakland County: 225
- If we do not hit the lower threshold by May 28, we would stay in hybrid through the end of the school year

If Recommendation One is approved there is no need to vote on recommendation two. If Recommendation One is not approved, then move on to Recommendation Two.

Recommendation Two

That the Novi Community School District Board of Education approve returning students in grades 7-8 to all virtual on April 19.

- Students would stay in the virtual format until we move below the upper target metrics whereupon we would return hybrid students to five-day per week in-person. Case counts would need to return to these levels:
 - Case counts per 10,000 in the NCSD: 40

- Case count average in Novi zip codes: 60
- 14-day average case count in Oakland County: 225
- If we do not hit the lower threshold by May 28, we would stay in hybrid through the end of the school year

If Recommendation One or Two is approved there is no need to vote on Recommendation Three. If Recommendation One or Two is not approved, then move on to Recommendation Three.

Recommendation Three

That the Novi Community School District Board of Education approve remaining in our current format for students in grades 7-8 – providing in-person five-day per week instruction for the hybrid students and virtual instruction for those who selected the virtual modality.

Grades K-6

Case counts remain low among our K-6 bandwidth:

February/March/April Building	Total positive cases	Students	Staff
Deerfield	1	1	0
Novi Woods	0	0	0
Orchard Hills	2	2	0
Parkview	0	0	0
Village Oaks	6	6	0
Meadows	7	6	1

Based on these lower case counts I believe that we can safely keep our K-6 students in school. While all students benefit from being in school and having daily teacher contact, I believe that the K-6 students impact is significant. Because case counts remain low in this bandwidth and because a majority of teachers are immunized, I believe that we can safely have these students remain in school.

However, there is a risk. As a result, I provide two additional options for the Board to consider.

Recommendation One

That the Novi Community School District Board of Education approve remaining in our current format for students in grades K-6 – providing in-person five-day per week instruction for the hybrid students and virtual instruction for those who selected the virtual modality.

Recommendation Two

That the Novi Community School District Board of Education approve returning students in grades K-6 to hybrid on April 26.

- Grade K-6 Hybrid students would return to two groups - Monday and Thursday and Tuesday and Friday.
- Wednesday would be a full day of virtual instruction for both groups to meet together

- Students would stay in the hybrid format until we move below the upper target metrics whereupon we would return hybrid students to five-day per week in-person. Case counts would need to return to these levels:
 - Case counts per 10,000 in the NCSD: 45
 - Case count average in Novi zip codes: 75
 - 14-day average case count in Oakland County: 275
- If we do not hit the lower threshold by May 28, we would stay in hybrid through the end of the school year

If Recommendation One is approved there is no need to vote on recommendation two. If Recommendation One is not approved, then move on to Recommendation Two.

Recommendation Three

That the Novi Community School District Board of Education approve returning students in grades K-6 to all virtual on April 26.

- Students would stay in the virtual format until we move below the upper target metrics whereupon we would return hybrid students to five-day per week in-person. Case counts would need to return to these levels:
 - Case counts per 10,000 in the NCSD: 45
 - Case count average in Novi zip codes: 75
 - 14-day average case count in Oakland County: 275
- If we do not hit the lower threshold by May 28, we would stay in hybrid through the end of the school year

RECOMMENDATIONS:

Recommendation for Grades 9-12:

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approve **recommendation three** remaining in our current format for students in grades 9-12 – providing in-person five-day per week instruction for the hybrid students and virtual instruction for those who selected the virtual modality.

Ayes: 5 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Murphy, and Mrs. Roney

Nays: 2 Mr. Cook and Mrs. Hood (by Roll Call Vote) **MOTION CARRIED**

Recommendation for Grades 7-8:

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approve **recommendation three** remaining in our current format for students in grades 7-8 – providing in-person five-day per week instruction for the hybrid students and virtual instruction for those who selected the virtual modality.

Ayes: 6 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, and Mrs. Roney

Nays: 1 Mr. Cook (by Roll Call Vote) **MOTION CARRIED**

Recommendation for Grades K-6:

It was moved by Mr. Mena and supported by Mrs. Murphy that the Novi Community School District Board of Education approve **recommendation one** remaining in our current format for students in grades K-6 – providing in-person five-day per week instruction for the hybrid students and virtual instruction for those who selected the virtual modality.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood,
and Mrs. Roney

Nays: 0 (by Roll Call Vote)

MOTION CARRIED

INFORMATION AND DISCUSSION

COMMITTEE REPORTS

Curriculum Committee

Mrs. Roney, Board Trustee and Chair of the committee, reported that they had a great meeting yesterday. She stated that they talked about some policies covering both textbooks and other instructional material including the selection of media center materials. Mrs. Roney said they went into their old policies, which the committee is going to look at some more. She mentioned that they had four (4) parents attend, the principal from Parkview, and Mr. Kortland, who lives in the district.

Mrs. Roney reported that Dr. Webber gave an explanation of why some things happen. She stated that as time went by, things got more productive. Mrs. Roney said that they were able to articulate concerns and that more discussion needs to happen. She expressed her gratitude to Mr. Mena and Mr. Smith.

Mrs. Roney finished by saying that the committee talked about how we need to respect each other more and stop the bullying. She reported that we are here for the kids and need to be respectful of everyone and their time. Mrs. Roney stated that this needs to become a positive culture where we are not this group and not that group, but one group for the kids.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

SUPERINTENDENT'S REPORT

There was no superintendent report this evening.

ADMINISTRATIVE REPORTS

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that their final mentee Monday of the year is April 26. He stated that it is a transition time for our tier one mentees, which are our first year teachers. Dr. Kinzer said that the focus of mentoring in year two (2) moves away from those essential pieces covered in year one (1) and really focuses on classroom instruction. He mentioned that now they can take some time to celebrate and make that transition to year two (2).

Dr. Kinzer expressed his gratitude to the mentoring coordinators, Rhonda Hoffman and Brian Langley. He reported that they do a fantastic job of coordinating our mentors and working with them directly. Dr. Kinzer thanked the mentors across the district who share their expertise with our young teachers. He stated that it is part of our culture and is one of the reasons we are successful.

Dr. Kinzer shared some silver linings that came out of the pandemic is that our administrators participated in a virtual career fair/job fair with our teachers. He said that instead of the

traditional job fair format, the pre-teacher prep universities across the state came together and formed a virtual job fair. Dr. Kinzer reported that the candidates, from all over the state participated and a number of administrators as well. He stated that if you have never been to a teacher job fair, it is really chaotic with a lot of people in a room and waiting in line for the candidates. Dr. Kinzer said that all of this was eliminated with the virtual format. He mentioned that it is a lot like the Zoom parent/teacher conferences where appointments are scheduled and are 10 minutes long and administrators have the opportunity to meet them, have a conversation, and move on to the next interview. Dr. Kinzer reported that he believes that they will not be traveling anymore across the state for the traditional job fairs when this can be done virtually.

Dr. Kinzer reported that this time of year we ordinarily would be recognizing recipients of the Oakland county Teacher of the Year. He stated that this program did not run this year, so the good news is that we are still running a Teacher of the Year program, in cooperation with the NEF and the Suburban Collection. Dr. Kinzer said that here is the silver lining; with Oakland Schools we are not able to recognize the preschool, but this year we are going to also recognize a preschool teacher. He mentioned that they are working through the process and will be announcing and celebrating our winners soon at a Board meeting.

Dr. RJ Webber, Assistant Superintendent for Academic Services, thanked the four (4) administrators sitting in the back of the room, David Ascher, Adva Ringle, Laura Carino, and Andrew Comb for being here. He stated that they deserve true accolades for the countless zoom meetings that took place June through July to prepare for the year and for what they sacrificed to help our community.

BOARD COMMUNICATION

Mr. Mena, Board Secretary, reported that two things that were positive this week include the finish of the basketball season and we broadcasted over 50 games this past season on the NFHS network, 35 of which were a live broadcast. He stated that we had almost 6000 total live views this year for our home basketball games and another 4000 views done via video on demand. Mr. Mena said that we have three (3) sporting locations where we have the pixalot cameras to follow the play up and down the field. He mentioned that families around the country are grateful for our service and that one dad watched all the way from Lisbon, Portugal.

Mr. Mena reported that three (3) years ago we invested in an electronic timing system for our track and field team. He stated that this improved our ability to move events along and integrated the results with our video score board. Mr. Mena said that it reports student times that are universally accepted versus the hand timing of those races. He mentioned that one of our female long distance runners was able to get an athletic scholarship at Michigan State University using the accepted electronic scoring system.

Mrs. Roney, Board Trustee, reported that last year she missed some of the end of the year events due to illness and she had heard about the car parade. She was hoping that the car parade was scheduled for this year

Mrs. Hood, Board Treasurer, congratulated the 23 musicians from the Solo and Ensemble Honors Ensemble. She reported that is a big deal and they work as hard as any athlete; it is a great accomplishment.

Mr. Cook, Board Vice-President, reported that Mr. Mena mentioned that broadcasting, but he too is there at every game doing the live stats and giving information to our play-by-play guys for basketball. He thanked Mr. Mena for being there.

Mr. Cook stated that this month is National Autism Awareness Month. He said that probably everyone has been touched by somebody with autism and there is a very broad spectrum. Mr. Cook mentioned that he has known a few people that have it and you would not know. He asked that we honor those families who are dealing with this.

Mr. Smith, Board Trustee, reported that the Novi Youth Assistance (NYA) had just completed their annual fundraiser. He stated that he is the vice chair for that program and they do valuable work for our kids in the district; for example, they provide funds for 8th graders to go on the Washington DC trip if their families cannot afford it. Mr. Smith said that this is not something that is on everyone's radar. He mentioned that they also give out scholarships and provide money for families and kids that need it. Mr. Smith reported some kids cannot afford driving school. He stated that if you were not able to contribute to the Bowl-a-Thon this year, go to the NYA website. Mr. Smith said fifty bucks can go a long way. He mentioned that David Ascher, in the audience, was the first to contribute this year and does every year.

Mr. Smith reported that he is the president of the Novi Educational Foundation (NEF) and one of the difficult things they are exploring this year is to pick one of three teachers who will get a brand new car for three years. He stated the other two get a thank you, a bouquet of flowers, and a sign. Mr. Smith said that since we have four this year, he is trying to work with Suburban Collection about a reverse raffle and instead of giving away a car to one person, there is an opportunity to give a meaningful award to all four teachers. He mentioned that he was not sure if they could come to an agreement, but he wanted to throw it out publicly that we could have one big winner or we could have winners from different buildings.

Dr. Ruskin, Board President, stated that although sometimes it feels like there is a dark cloud over us, whether it be challenging times in life, whether it be what is happening around us in the world, or whether it is what is happening outside of Novi, things that are just really overwhelming, she did not want us to forget there are really great things and it is the end of the year and with that comes the Novi Athletes getting their scholarships and local scholarships.

She reported that there are so many wonderful things happening and she appreciates all of the work that everybody does here, whether it be the administrative team, staff, our students; they had a really tough time testing this week and they really got after it. Dr. Ruskin expressed her appreciation for that.

ADJOURNMENT

It was moved by Mrs. Murphy and supported by Mr. Cook that the Novi Board of Education Regular Board meeting be adjourned

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,
and Mrs. Roney

Nays: 0

MOTION CARRIED

The meeting adjourned at 9:21 p.m. The next regular meeting of the Board is scheduled for May 6, 2021 at 7:00 p.m., at the Educational Services Building and Live Streamed on YouTube.

Willy Mena, Secretary

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



Minutes of a Work Session, April 29, 2021
Novi Community School District
Board of Education

A Work Session of the Board of Trustees of Novi Community School District was held Thursday, April 29, 2021, beginning at 7:05 PM at the Education Services Building.

Present: Dr. Ruskin, Mrs. Hood, Mr. Mena, Mrs. Murphy, Mrs. Roney, and Mr. Cook

Absent: Mr. Smith

Others Present: Dr. Steven Matthew, Dr. RJ Webber, Dr. Gary Kinzer, and Mr. Greg McIntyre

TOPIC(S) DISCUSSED

1. Fall 2021 Plans
2. Village Oaks – Potential Redistricting
3. State Budget Update
4. Process – Creating 2021-2022 Goals

The Work Session adjourned at 8:45 PM. The next regular meeting of the Board is scheduled for May 6, 2021 at 7:00 p.m.

Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: novi.k12.mi.us
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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

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>
Nelson, Levi	District	Adaptive P.E. Teacher	New Hire	BA	Fall, 2021
Hettel, Eric	MAINT	Asst. Dir. Maint./Oper.	New Hire		05-24-21
Greaves, Jason	MAINT	Semi-skilled Maint.	New Hire	Hourly	05-10-21

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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D. Administrative transfer

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Adva Ringle	ESB	Orchard Hills Principal	Internal transfer	7/1/2021

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
May 6, 2021**

SUPERINTENDENT OF SCHOOLS

TOPIC: Personnel Recommendation: Athletic Director

This winter Brian Gordon informed us of his intention to retire. This set into motion a series of events that culminates tonight with a recommendation for a new athletic director.

The Human Resources Office posted the position. There were 117 applications. The applications were screened to identify those that met the job posting requirements. We then screened 40 with the online HumanEX screener.

Dr. Kinzer then reviewed the online screener results and identified 14 to participate in a phone interview. The phone interview is also a HumanEX tool and focuses on strengths and talents.

The phone screener narrowed down the field to 6 who were invited to participate in a panel interview. The panel consisted of administrators and coaches. Students also toured the candidates and provided feedback.

The panel identified 3 candidates to move to an interview with the Superintendent. One candidate subsequently dropped out because he received an improved offer from his current employer. In the end, the two candidates were interviewed by the Superintendent.

Several references were checked on the recommended candidate, including his current Superintendent, his current principal, coaches in his program, his administrative assistant, and the director of the MHSAA.

I am tonight recommending Don Watchowski to be the next Athletic Director for the Novi Community School District. Mr. Watchowski is currently the Athletic Director/Assistant Principal at Royal Oak High School in the Royal Oak School District. He has served in this capacity for five years. Previously he has served in the same role for five years in the Brandon School District and one year in the Richmond School District. He has also been a successful teacher and coach. He coached baseball in Birmingham and Royal Oak.

He is a certified athletic administrator, a member of the Michigan Interscholastic Athletic Administrators Association, and a presenter at the MIAAA conferences.

He is an innovative athletic administrator. He supports unified sports. He founded both a student-athlete leadership team and coaches' leadership team at Royal Oak. He also supports the Michigan High School Athletic Association.

RECOMMENDATION: That the Novi Community School District Board of Education approve Don Watchowski as the Novi community School District Athletic Director.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Steven M. Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

SUPERINTENDENT OF SCHOOLS

TOPIC: Extended COVID-19 Learning Plan

The COVID cases in the state and in Oakland County are decreasing rapidly and moving in a positive direction, since our last Board meeting.

Counts by Day*

Date	Cases
4/29/2021	162
4/28/2021	270
4/27/2021	372
4/26/2021	505
4/25/2021	192
4/24/2021	393
4/23/2021	503
4/22/2021	496
4/21/2021	634
4/20/2021	625
4/19/2021	795
4/18/2021	299
4/17/2021	502
4/16/2021	793
4/15/2021	1,063

On April 29, Governor Whitmer announced her four (4) steps of MI Vacc to Normal plan to get Michigan back to some type of normalcy.

The majority of districts in Oakland County are moving forward with their current plans.

In our district, we have adopted on February 4, 2021, a model that relies on three key metrics:

1. Case counts per 10,000 residents in the Novi Community School District
2. Case count average of the three Novi zip codes
3. Case counts in Oakland County

Tracking these metrics has allowed our Novi Community School District Board of Education to continue to approve our five-day per week in-person instruction. The Board of Education also approved a recommendation that would cause us to reconsider the five-day per week in-person

model if the metrics trended in the wrong direction and met or exceeded higher thresholds for three consecutive weeks.

Based on our metrics, we returned our K-6 hybrid students to five-day per week in-person instruction on February 22 and our 7-12 hybrid students to five-day per week in-person instruction on March 1.

The Board of Education and the administration made a commitment to re-examine our approach when the COVID numbers began to trend in the wrong direction and met higher thresholds for three weeks in a row.

It is clear that our district trends are declining, while other districts have reported higher numbers.

I would attribute our success to our student and staff compliance with mitigation strategies – masks, hand washing, sanitizing desks, increased ventilation, increased attention to hard surface cleaning.

We continue to test our student athletes this spring. There are over 600 student athletes this spring between the high school and middle school. We have administered over 1500 rapid COVID tests. We have just a handful of positive results.

With only six (6) weeks left in our school year, my recommendation is as follows:

RECOMMENDATION:

That the Novi Community School District Board of Education approve remaining in our current format for all students, grades K-12, providing in-person five-day per week instruction for the hybrid students and virtual instruction for those who selected the virtual modality.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read "Steve Matthews", written over a horizontal line.

Steve Matthews, Superintendent

K-6 Hybrid Return Metric	Return Target: At or below	Go back to hybrid target: At or above	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr
Case counts per 10,000 residents in the Novi Community School District	30 for three consecutive weeks	45 for three consecutive weeks	Case count reported 3/18 - 3/31: 59.5	Case count reported 3/25 - 4/7: 79.3	Case count reported 4/1 - 4/14: 94.8	Case count reported 4/8 - 4/21: 78.7	Case count reported 4/15 - 4/28: 43.7
Case count average of the three Novi zip codes – 48374, 48375, 48377	55 for three consecutive weeks	75 for three consecutive weeks	Friday-Thursday average for 3/26 - 4/2: 60.11	Friday-Thursday average for 4/2 - 4/8: 89.8	Friday-Thursday average for 4/9 - 4/15: 120.85	Friday-Thursday average for 4/16 - 4/22: 135.89	Friday-Thursday average for 4/23 - 4/29: 133.05
14 day average case counts in Oakland County	200 for three consecutive weeks	275 for three consecutive weeks	582	778	870	804	589
7-12 Hybrid Return Metric	Return Target: At or below	Go back to hybrid target: At or above	2-Apr	9-Apr	16-Apr	23-Apr	23-Apr
Case counts per 10,000 residents in the Novi Community School District	20 for three consecutive weeks	40 for three consecutive weeks	Case count reported 3/18 - 3/31: 59.5	Case count reported 3/25 - 4/7: 79.3	Case count reported 4/1 - 4/14: 94.8	Case count reported 4/8 - 4/21: 78.7	Case count reported 4/15 - 4/28: 43.7
Case count average of the three Novi zip codes – 48374, 48375, 48377	40 for three consecutive weeks	60 for three consecutive weeks	Friday-Thursday average for 3/26 - 4/2: 60.11	Friday-Thursday average for 4/2 - 4/8: 89.8	Friday-Thursday average for 4/9 - 4/15: 120.85	Friday-Thursday average for 4/10 - 4/22: 135.89	Friday-Thursday average for 4/23 - 4/29: 133.05
14 day average case counts in Oakland County	140 for three consecutive weeks	225 for three consecutive weeks	582	778	870	804	589

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi Meadows Soccer Field Pavilion WAN Fiber-Optic Cable Project

IDS worked with the district technology staff and Oakland Schools to determine if it would be beneficial to do the work under the existing maintenance pricing from Amcomm Telecommunications Inc. (Amcomm) or to bid the work through the E-Rate bid process.

The quote from Amcomm through the existing maintenance pricing is \$10,365.

The bid that was received from Fiber Link, Inc. through the E-Rate bid process is \$18,369.

The district subsequently determined that, due to conduit being run from the press box to the new scoreboard location, it would be possible to run the data fiber for the pavilion from the press box as well. The revised quote from Amcomm for running fiber from the press box is \$4,797.

Please note: this does not include the cost of the conduit, nor the cost of the fiber to the scoreboard, both of which are provided for under a separate project.

IDS recommends the district approve the project award to Amcomm for \$4,797. IDS also recommends a district-managed contingency of \$500.

This project will be funded from the 2019 Bond.

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

A handwritten signature in black ink, appearing to read "Steve Matthews", is written over a horizontal line.

Steve Matthews, Superintendent

4/28/2021

Mr. Gregory McIntyre, Assistant Superintendent
Novi Community School District
25345 Taft Road
Novi, MI 48374

Project Name: Novi Community School District
WAN Fiber for Meadows Soccer Pavilion
Novi, MI

IDS Project No.: 19244-1100

Dear Mr. McIntyre

Construction of the new soccer pavilion at the Meadows field will require fiber-optic WAN cable to be run from the district head-end at the ITC building to the pavilion location. IDS worked with the district technology staff and Oakland Schools to determine if it would be more beneficial to do the work under existing maintenance pricing from Amcomm Telecommunications Inc. (Amcomm) or to bid the work via the ERate bid process.

The Quote from Amcomm via the maintenance pricing was \$10,365.

The bid received from the Fiber Link, Inc. via the ERate bid process was \$18,396.

The district subsequently determined that, due to conduit being run from the press box to the new scoreboard location, it would be possible to run the data fiber for the pavilion from the press box as well. The revised quote from Amcomm for running fiber from the press box is \$4,797.

Please note: this does not include the cost of the conduit, nor the cost of the fiber to the scoreboard, both of which are provided for under a separate project.

IDS recommends the district approve the project award to Amcomm for \$4,797. IDS also recommends a district-managed contingency of \$500.

This project will be funded from the 2019 Bond.

Sincerely,

Integrated Design Solutions, LLC

A handwritten signature in blue ink, appearing to read 'Matt McCarty', is written over a horizontal line.

Matt McCarty, PMP
Technology Project Manager

cc: File
ec: J. Mozdierz, NCSD
G. McIntyre, NCSD
K. Donnelly, Plante Moran CRESA

[https://integrateddesignsolutions-my.sharepoint.com/personal/mmccarty_ids-michigan_com/Documents/NoviWAN Fiber/WAN Fiber Letter of Recommendation.docx](https://integrateddesignsolutions-my.sharepoint.com/personal/mmccarty_ids-michigan_com/Documents/NoviWAN%20Fiber/WAN%20Fiber%20Letter%20of%20Recommendation.docx)

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

SUPERINTENDENT OF SCHOOLS

TOPIC: Building Name – Walsh College Property

With the purchase of the former Walsh College property at 41500 Gardenbrook Rd., the district needed to rename the building. Our board policy 6011 identifies how school district buildings and facilities are named. It states:

Responsibility for suggesting building and facility names to the Board will reside in a joint committee of the Board, the professional staff and citizens. Board representatives and citizens will be appointed by the President of the Board. Staff representatives will be designated by the Superintendent. The joint committee will develop and recommend suitable names to the Board. Buildings and facilities shall not be named after a person.

A committee was developed comprised of three board members, the Superintendent, and two community members.

Several potential names were considered for the building. In a letter to the district parents, ideas were solicited for the building. The committee considered these suggestions along with additional suggestions created by the committee.

Tonight, this committee would like to recommend to the Board that the property at 41500 Gardenbrook Rd. be named **The ROAR Center**. ROAR is an acronym for **R**obotics, **O**nline, and **A**dult **R**eadiness. This name connects the purpose of the building with the Wildcat mascot of the district.

This is presented for information and discussion this evening and will return to the Board for action on May 20, 2021.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Steve Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Oakland Schools Intermediate School District Budget 2021-2022

Per the Michigan Revised School Code, Section 380.624(2), the Oakland Schools annual budget must be presented to Oakland County's 28 school districts by May 1 each year. Oakland Schools distributed three sets of the fiscal year 2020-21 proposed budget documents: a set for the Superintendent, Business Manager, and Board Treasurer, Kathy Hood.

Per section 624(2)(b), the following actions are required by the district for compliance:

- 1) Review the Intermediate School District's General Education Fund operating budget.
- 2) Not later than June 1st adopt a board resolution expressing support for or disapproval of the proposed budget.
- 3) Submit to the ISD's board of education any specific objections and proposed changes to said budget.

Per section 624, only the general operating fund budget requires a board resolution. However, the ISD has provided all of their draft budgets: Special Education, Career Focused Education, Special Revenue-Cooperative Activities, Debt Service, Capital Projects, Enterprise and Internal Service, and Grant Funds budgets.

While not a statutory requirement, the Oakland Schools Board of Education held a remote Designates Meeting on Tuesday, April 27, 2021, at 6:00pm, providing local board designates and district administrative staff an opportunity to hear a presentation on the budget and ask questions prior to finalizing a board resolution on or before June 1.

Two resolutions are attached, one supporting the ISD budget and one disapproving it. They are presented to the Board tonight for information and discussion, with adoption of one at the May 20, 2021, regular meeting.

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


Steve Matthews, Superintendent



April 5, 2021

Dear Board of Education Designate:

The Oakland Schools Board of Education and I invite you to review the enclosed proposed Oakland Schools budget for FY 2021-22. Per the Michigan School Code, Section 380.624(2), the proposed FY 2021-22 **General Fund budget** is to be submitted to its constituent district Board of Education for review. For transparency purposes, Oakland Schools has included the budgets for all of our funds in the enclosed document; however, it is only the General Fund budget upon which constituent districts vote. More details regarding timing of the Designates meeting and your board resolution appear near the end of this transmittal letter.

As you know, Oakland Schools is primarily funded by property tax dollars, and we are projecting a growth factor in Oakland Schools' property tax revenues of 2.7%. Tax revenue projections are conservative compared to Oakland County taxable value increase projections as there is concern that a Headlee rollback of our operating millage is probable for FY 2021-22. This occurs when the annual growth on existing property is greater than the rate of inflation as measured by the Consumer Price Index. Additional information will be received by June 1 regarding taxable values and the millage reduction factor.

Some of the major features of this new budget being proposed are:

COVID-19 Response

Our COVID-19 response began in 2020-21 with subsidies for Illuminate DnA and the Oakland Human Resource Consortium, elimination of ONE Network Fees, reduction in Shared Services IGA fees, carryover of CTE Regional Allocation funding and payment of 100% of CTE transportation costs. These actions on behalf of the Oakland Schools Board of Education saved constituent districts approximately \$1.9 million in 2020-21. Oakland Schools significantly reduced budgets in 2020-21 during the pandemic for items such as travel, conference fees, printing and certain other purchased services. Those budgets have been reinstated in 2021-22 as operations are expected to slowly return to pre-pandemic status. We will carefully monitor budgets and adjust them as necessary through the amendment process.

Oakland Schools has developed countless resources designed to support districts during and after the COVID-19 pandemic. These resources include but are not limited to:

- guidance for districts to consider ways to evaluate, measure, and assess well-being within their school communities,
- best practices for remote and hybrid teaching and learning, and
- curriculum, instruction, and assessment toolkits.

Oakland Schools is providing an estimated \$2 million in 2021-22 for additional learning opportunities for students and professional learning for teachers including:

- Oakland Youth Innovation Lab
- Design Studio
- Tutoring
- OSTC Supplemental Instruction

In addition to expanded programming for students and teachers, Oakland Schools also is supporting local districts financially during the pandemic in 2021-22 with the following:

- full subsidy of Illuminate DnA base costs (see Financial Subsidies for Cooperative Services)
- allowing districts to carryover the unspent portion of their CTE Regional Allocation from 2020-21 to 2021-22.

Unlike local districts, Oakland Schools has not received funding under the Elementary and Secondary School Emergency Relief Fund (ESSER Fund), the Governor’s Emergency Education Relief Fund, the Coronavirus Relief Fund distributed by MDE and will not receive funding under ESSER II. The above COVID-19 related expenditures are being funded with tax revenues and state aid ISD funding.

Literacy Essentials Oakland (LEO)

The Literacy Essentials Oakland (LEO) Project is centered on ensuring early literacy success for children in Oakland County. This five-year, \$5 million project was launched during the 2019-20 school year, and was developed with the following criteria in mind:

- Deeply rooted in research
- Builds capacity in districts
- Tailored to needs of districts
- Focus on job-embedded professional learning

Career and Technical Education

To help align ourselves with the Michigan Department of Education’s Top 10 in 10 Years goals and strategies, we are dedicating additional resources to career and technical education. In addition to providing significant resources to our four technical campuses, we included additional funds in the 2021-22 budget for career program redesign and initial funding for a CTE mobile classroom (the STEMi) which is intended to bring STEM activities to local districts beginning in Spring 2020-21. In 2019-20, we increased the CTE allocation to LEA’s by more than 25% and are continuing that level of funding in 2021-22. This will provide local districts with additional resources for their local CTE programs from elementary to high school.

Shared Services

Oakland Schools provides various services to Oakland County districts that go above and beyond our normal service model. These services include technology, business office, instruction, and truancy services provided on a cost recovery basis. Technology services are currently being provided to fifteen constituent districts and business office services are currently being provided on a limited basis to four districts through an intergovernmental agreement (IGA) with Oakland Schools.

MiPEER Consortium

In FY 2012-13, Oakland Schools and 22 Oakland County school districts formed the Michigan Partnership for Essential Education Resources (MiPEER) to select a countywide Enterprise Resource Planning system for human resource and financial applications. Since then the Consortium has engaged in standardizing the Chart of Accounts and created many best practice business process for each function (finance, human resources, budgeting, procurement). The Consortium members are converting to the PowerSchool BusinessPlus software in phases between 2015-16 and 2021-22.

Illuminate

Oakland Schools has contracted with Illuminate Education as our county-wide student assessment and data analysis tool vendor since the Fall of 2016 and all twenty-eight (28) districts and two (2) public school academies are included in the software license and support agreement.

Illuminate DnA provides teachers with one place to seamlessly build and administer formative assessments, capture and analyze multiple sources of data to inform instruction, and directs student to learning resources needed to support specific, targeted standards.

The Oakland Schools Board of Education has agreed to provide a 100% subsidy for the student assessment software and support again in 2021-22. Additional add-ons, called “Item Banks,” can be purchased through the contract at the districts’ cost.

Subsidies

The Illuminate DnA subsidy referenced above is just one of several subsidies provided by Oakland Schools. We provide multiple software products at no cost or a reduced cost to constituent districts in the areas of Career and Technical Education and curriculum and assessment. Additionally, a subsidy is provided on the per pupil cost of the PowerSchool BusinessPlus system for districts who are members of the MiPEER consortium. Communication tools such as news services and media monitoring/clipping services are provided to LEA’s at no cost. These are just a few of the financial subsidies provided in the 2021-22 budget and are exclusive of pass-through grant funds, other district allocations and the cost of dedicated staff who support student and finance/HR software and applications.

Countywide Communications Channel

The 2021-22 General Education Fund budget includes costs for a countywide communications channel in the amount of \$700,000. This multi-year project is intended to connect constituent districts to first responders via an emergency radio channel. The total cost of the project is estimated at \$1.5 million.

Personnel Costs

Step increases for those employees who are eligible are included in the 2021-22 budget; however, no across-the-board salary increases have been included in the proposed budget due to funding uncertainties at the time of publication of this budget. Decisions about salary increases, if any, will be made upon receipt of additional information including but not limited to the May Revenue Estimating Conference, final taxable value reports from Oakland County Equalization, which generally are received in May, and more concrete information on the State budget. All union salary changes including step adjustments are subject to collective bargaining.

Regarding the State-mandated retirement rate, there are 8 rates in effect, depending on the hire date of employees and their choices for eventual retirement benefits. The most common employee choice is that for Basic/MIP with Health Care Premium Subsidy, and that rate is projected to increase from 28.21% to 28.23% beginning October 1, 2021. Oakland Schools analyzed its own employee choices and has projected an overall blended retirement rate of 28.23% for 2021-22.

The “Hard Cap” for employee health care costs remains in effect for all labor groups. The hard cap dollar limits that employers may pay are subject to annual adjustment based on the medical price index, over which the school district has no jurisdiction. Oakland Schools has projected growth in the medical price index of **3.3%**. If this projection proves to be accurate, the dollar limits that will be in effect will grow to:

	Plan year beginning after 1/1/21	Plan year beginning after 1/1/22*
Family	\$ 19,210.66	\$ 19,844.61
Individual plus one	\$ 14,730.96	\$ 15,217.08
Single	\$ 7,043.89	\$ 7,276.34

**projected, assuming growth in the Medical CPI of 3.3%*

PA-18 Special Education Funding

Oakland Schools receives property tax revenue for support of Special Education programs. In FY 2021-22 there is growth projected in property tax revenue of 2.7%. The base distribution of PA-18 funding to local school districts is budgeted to increase approximately \$3.8 million or 2.8%. Additionally, \$3.9 million is budgeted for other LEA distributions for group home expenditures, reimbursements to

districts for education incarcerated youth, special education program startup and extraordinary expenditures and capital. In FY 2020-21, Oakland Schools distributed additional PA-18 funds totaling \$5.6 million above the base distribution.

Planning for the Future

Oakland Schools is dedicated to sound financial planning and preparing for the economic uncertainties in the future. In that regard, we utilize a five-year forecast that is updated with each budget amendment and incorporates projections from Oakland County Equalization for taxable values. We also maintain a five-year capital plan that is updated annually to prepare for necessary improvements and upgrades to facilities and equipment. The organization pre-funds at least three years and up to five years of the capital plan requirements.

Please be assured that we will continue to work hard to ensure that the budget reflects our continued commitment to increasing student achievement, using economies of scale to decrease operating costs for local districts, customizing and regionalizing programs and services to meet the diverse needs of our constituent school districts, and assisting schools and districts in meeting state and federal mandates.

Per the Michigan School Code, Section 380.624(2), the proposed FY 2021-22 **General Fund budget** is to be submitted to its constituent districts' Boards of Education for review by May 1. Not later than June 1, the board of each constituent district shall adopt a resolution of support or non-support of the **General Fund budget**. A presentation of the budget to our 28 local school district business managers is scheduled to occur at their meeting of the Oakland County School Business Officials on April 23, 2021. The Oakland Schools Board of Education will then hold a Designates Meeting on April 27 at 6:00 PM, providing local board designates and district administration an opportunity to review the General Fund budget prior to submitting their board's resolution to Oakland Schools on or before June 1, 2021. Please note that while Oakland Schools provides all of our fund budgets to our constituent districts for review, LEA Designates are only voting on the General Fund budget.

The Oakland Schools Board of Education will hold a Truth in Budgeting hearing on June 1, and will consider the FY 2021-22 proposed budget documents for approval during its regular meeting that night. Should you have any questions regarding the budget, please contact my office at 248.209.2424. All questions will receive prompt replies.

Sincerely,



Dr. Wanda Cook-Robinson
Superintendent

cc: District Superintendent
District Business Manager

Support for General Fund Budget

ISD BUDGET RESOLUTION

_____, Michigan (the "District")
A _____ meeting of the board of education of the District was held in the
_____ in the District, on the ____ day of _____, 2021
at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed General Fund budget no later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district General Fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district General Fund budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district General Fund budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district General Fund budget.

2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adoption.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2021, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Disapproval of General Fund Budget

ISD BUDGET RESOLUTION

_____, Michigan (the "District")
A _____ meeting of the board of education of the District was held in the
_____ in the District, on the ____ day of _____, 2021
at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed General Fund budget no later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district General Fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district General Fund budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has reviewed the proposed intermediate school district General Fund budget and has determined that it disapproves of certain portions of the proposed intermediate school district General Fund budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objection and proposed changes that this board has to the budget.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adoption.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2021, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 6, 2021**

SUPERINTENDENT OF SCHOOLS

TOPIC: Superintendent Contract Extension

The current contract between the Novi Community School District Board of Education and Superintendent Dr. Steve Matthews was extended in June 2019 for three (3) years commencing on July 1, 2019 through and including June 30, 2022

The 2020-2021 school year was the second year of the contract, and the Superintendent is requesting the following considerations in the contract.

The contract was reviewed and revised by the Superintendent Contract Committee. The following revisions are recommended:

Compensation -

1. There are two sections of the current contract that address compensation and they provide conflicting direction to the Board.
 - a. Section 2, Paragraph 2 - **Salary** states:
 - i. The Board of Education hereby retains the right to adjust the annual salary of the Superintendent effective July 1, 2020 and effective each July 1st thereafter.
 - b. Section 14, **Evaluation** states:
 - i. At least annually, but no later than the last day of December of each year during the term of this contract, . . . upon completion of the formal evaluation, the Board of Education shall consider any salary adjustment
 - c. Issues to consider
 - i. All staff receive compensation increases in July – at the end of the current school year and before the new school year begins
 - ii. Salary decisions for 2021-2022 and beyond cannot be made yet because the state budget is unknown.
 - iii. Retirement is based on “average yearly compensation” calculated on the school year calendar
 - d. Recommendation
 - i. Contract language changes:
 1. Paragraph 2 Salary:
 - a. The Superintendent’s salary for fiscal year 2021-2022 shall be determined during the 2021-2022 budget discussions along with other administrator contract salary revisions.
 - b. The Board of Education hereby retains the right to adjust the annual salary of the Superintendent effective July 1, 2021 and effective each July 1st thereafter. Compensation increases would be based on the school year calendar and take effect on July 1.
 2. Revision to Paragraph 14 Evaluation

- a. Strike language on salary adjustment to make it consistent with paragraph 2
 - i. Upon completion of the formal evaluation, the Board of Education shall consider any ~~salary adjustment and/or~~ contract modification/renewal/extension and take formal action on that consideration by no later than ninety (90) days following the completion of the evaluation.
- 3. Add language connecting salary increase to evaluation
 - a. When considering a salary adjustment, the Board of Education will take into consideration the previous Superintendent evaluation. On the most current evaluation, the Superintendent must have earned an effective or highly effective evaluation to receive an increase in compensation.

Annual Terms

- 1. The Superintendent has difficulty taking all of the allotted vacation days. The Superintendent does not get paid for unused vacation days either yearly or at the end of the contract. Vacation has been especially problematic in this pandemic year.
 - a. Contract language change:
 - i. Current language:
 - 1. Superintendent may roll over up to ten (10) days of unused vacation days each year of the contract, not subject to accrual.
 - b. Recommendation:
 - i. Superintendent may roll over up to ~~ten (10)~~ twenty (20) days of unused vacation days each year of the contract, not subject to accrual.

Contract extension

- 2. The current contract is a three-year contract approved in 2019. The Superintendent requested that the contract be extended during discussions with the contract committee. State law allows the Superintendent contract to be five years in length. The following request was made by the Superintendent and discussed in the contract committee:
 - a. Section 1 - **Term of Contract**
 - i. July 1, 2021 –June 30, 2026
 - 1. 5-year contract
 - b. State law allows up to a five-year contract

The attached contract comes to the Board for information and discussion at this, the first board meeting in May. The revised contract would be effective from July 1, 2021, up to and including June 30, 2026.

APPROVED AND RECOMMENDED FOR
INFORMATION AND DISCUSSION



Steve M. Matthews, Superintendent

THE NOVI COMMUNITY SCHOOLS SCHOOL DISTRICT

CONTRACT OF EMPLOYMENT FOR SUPERINTENDENT OF SCHOOLS

1. **Term of Contract.** It is hereby agreed between THE NOVI COMMUNITY SCHOOL S SCHOOL DISTRICT (hereafter referred to as the “School District”) and DR. STEVE MATTHEWS (hereafter referred to as the “Superintendent” or “Administrator”), that the School District shall employ Dr. Steve Matthews as Superintendent of Schools for a period of ~~three~~ **five (5) school calendar** years commencing on July 1, 20**19**~~21~~, up to, and including June 30, 20**22**~~26~~.
2. **Salary.** **The Superintendent’s salary for fiscal year 2021-2022 shall be determined during the 2021-2022 budget discussions along with other administrator contract salary revisions.** Should the Superintendent be assigned or transferred to another administrative position, the salary paid shall be that as established by the board for that position.

The Board of Education hereby retains the right to adjust the annual salary of the Superintendent effective July 1, **2021** and effective each July 1st thereafter. **Compensation increases would be based on the school year calendar and take effect on July 1.** The salary adjustment shall not include an increase of more than 1.5% of the annual salary and will be considered in each year of the contract. Any adjustment shall be dependent on performance, economic factors, and budget considerations. **When considering a salary adjustment, the Board of Education will take into consideration the previous Superintendent evaluation. On the most current evaluation, the Superintendent must have earned an effective or highly effective evaluation to receive an increase in compensation.**

Consistent with the provisions of Section 1250 of the Revised School Code, Administrator’s job performance and job accomplishments will be significant factors in determining any adjustment to Administrator’s compensation. Any increase in salary made during the term of this Contract shall be in the form of a written amendment and when executed by Administrator and the Board, shall become a part of this contract.

The annual salary shall be paid in equal installments in accordance with the policy of the Board of Education governing payment to professional staff members in the School District. The exception to this would be any performance based compensation (merit) adopted by the Board of Education for Administrator’s in the District.

3. **Representation.** The Superintendent shall devote his full time and energy to the performance of his duties in a timely, faithful, diligent, efficient and fiscally responsible manner. The Superintendent further warrants, represents and affirms to the School District:
 - A. That he is fully qualified to serve as Superintendent of Schools and agrees to maintain all certifications, credentials and qualifications in accordance with the

laws of the State of Michigan and the rules and regulations of the Department of Education.

If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position assigned as required herein, this Contract shall automatically terminate and the Board shall have no further obligation hereunder;

- B. That he is competent to perform the duties for which he is hired, is possessed of the requisite skill and knowledge to enable him to do so, and that he will faithfully serve and be regardful of the interests of the School District;
 - C. That he will perform all duties in accordance with the law and with such care and skill as is necessary to prevent injury to the property, good will and interests of the School District; and
 - D. That he will not acquire any interests adverse to that of the School District.
4. **Termination.** The School District may terminate this Agreement, without liability hereunder for salary and/or fringe benefits for reasons which are not arbitrary or capricious. Acts or omissions constituting cause as determined by the board, shall include, but not be limited to, the following: if the Superintendent commits any act of moral turpitude, dishonesty, fraud, insubordination, incompetency, inefficiency or misconduct; in the event, in the view of the School Board, he is no longer qualified to serve as Superintendent of Schools or he has not acted in a manner in the best interest of the School District, or if he violates any of the terms or covenants of his Agreement.
5. **Dispute of Discharge.** In the event of any dispute between the parties relating to the discharge of Administrator during the term of this Contract, the parties hereby agree to submit to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the National Rules for the Resolution of Employment Disputes of, and administered by, the American Arbitration Association. Arbitration under this provision shall be conducted pursuant to the terms of the Michigan Arbitration Act, MCL 691.1681 et seq and MCR 3.602.

The parties intend that this process of dispute resolution shall be inclusive of all contract and statutory claims advanced by Administrator arising from Administrator's discharge during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all claims for damages or other relief. However, this agreement to arbitrate does not restrict Administrator from filing a claim or charge with any state or federal agency (such as Equal Employment Opportunity Commission or to the Michigan department of Civil Rights), and does not apply of any claims for unemployment compensation or workers' compensation which may be brought by Administrator. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.

This agreement to arbitrate means that Administrator is waiving his right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, Administrator shall have the right to representation by counsel of his choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery and the right to a fair hearing. However, Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.

The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and Administrator, subject to the right of Administrator to seek to tax such fees as costs against the Board.

Any Claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eight (180) days of the effective date of the Administrator's discharge during the term of this Contract. The Decision and Award of the arbitrator shall be final and binding and judgment thereon may be entered in the 6th Circuit Court of Michigan (Oakland County), pursuant to MCL 691.1681 et seq.

Any Arbitration claim shall be filed within one hundred eighty (180) days of the adverse Board action.

6. **Annual terms.** Superintendent is employed on the basis of fifty-two (52) weeks of work per contract/fiscal year (July 1 through June 30) as scheduled by the Board. Superintendent shall be granted vacation time of twenty-five (25) days per fiscal year. Superintendent may roll over up to ~~ten (10)~~ **twenty (20)** days of unused vacation days each year of the contract, not subject to accrual. Administrator shall not receive any additional compensation in lieu of use of vacation days. Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. All scheduling of vacation is subject to the approval of the Board.
7. **Nonrenewal or Expiration.** The Board specifically reserves the right to nonrenew this contract or any extension of the contract regardless of cause or reason. Pursuant to Section 1229 of the Revised School Code, if the Board of Education intends to let the Superintendent's contract expire, it must provide the Superintendent with written notification of the Board's decision not to renew the contract at least ninety (90) days prior to the contract's expiration date. If the Board does not comply with this requirement, the Superintendent's contract is automatically renewed for an addition on (1) year period.
8. **Incapacitation.** In the event of Superintendents mental and/or physical incapacity to perform the duties of his office, he shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Superintendent shall first exhaust an accumulated sick leave and accrued vacation time, with the balance of the ninety (90) work day period to

be unpaid. Upon utilizing leave under this provision, Superintendent shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

9. **Tenure.** This Contract shall not be deemed to grant the Superintendent continuing tenure in the capacity of Superintendent of Schools or any other administrative position within the District. It is further understood that the failure of the Board of Education to re-employ the Superintendent at the conclusion of this Contract, in any capacity other than a classroom teacher, shall not be deemed a breach of this Contract or a discharge or demotion within the terms of the Michigan Teacher Tenure Act.
10. **Business Expenses.** The Superintendent shall be reimbursed for reasonable and necessary expenditures which are incurred in acting on the business of the School District. This includes a limited number of conferences and workshops held in the State of Michigan, attendance at which would not require an overnight stay. Superintendent may attend, at District expense, one national and one out of town, in state conference each year. Additional conferences/workshops may be attended with prior Board approval.

Superintendent will be paid a monthly stipend of four hundred (\$400) dollars per month to cover automobile and mileage expenses incurred in acting on the business of the district. Any additional expenditures will be reimbursed upon presentation of an itemized and detailed accounting of such expenditures and receipts relating thereto in the form required by the School District and in conformity with applicable laws and the regulations of the Internal Revenue Service.

11. **Insurance.** The Board agrees to pay the premium amount for errors and omissions coverage for Superintendent while engaged in the performance of a governmental function and while the Superintendent is acting within the scope of his authority. The policy limits for this coverage shall be not less than \$5,000,000. The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Superintendent the sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Superintendent. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Superintendent as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).
12. **Benefits/Compensation.** In addition to the Superintendent's salary provided for in Paragraph 2 of this Contract, the School District shall provide the Superintendent with the following:
 - A. Paid membership in national and state professional organizations appropriate to the Superintendent's position, as approved by the Board of Education.

- B. Health care insurance, if elected, with full family coverage, under the group policy provided the Novi Community School Administrator's Group, including dental care insurance and vision insurance, subject to employee contribution as determined by the Board and in accordance with state law.
- C. The Superintendent may enter in a salary reduction agreement to fund a tax-sheltered annuity under Section 403(b) of the Internal Revenue Code of 1954 in accordance with the policies of the School District.

All additional fringe benefits not specifically addressed in this Contract that are granted to all Novi Community Schools Administrators' Group members shall be granted the Superintendent. Failure of an insurance company to provide any of the benefits which they have contracted for, for any reason, shall not result in liability to the School District, nor shall such failure be considered a breach by the School District of any obligations it owes to the Superintendent.

13. Medical Examination. The Superintendent agrees to have an annual physical examination by a licensed physician, the cost to be paid by the School District and the results of said physical examination to be supplied to said Board and treated as confidential information. The Superintendent agrees to submit to such comprehensive medical and/or mental examinations by a District-appointed physician, hospital or clinic, when, in the Board of Education's judgment, such examination is necessary to determine if the Superintendent can perform the essential job duties of his positions, or to determine reasonable accommodations necessary to permit him to perform the essential job duties, or when such examination is otherwise job-related and consistent with business necessity. The cost of the physical and/or mental examinations shall be borne by the School District and the Superintendent shall sign such medical release forms, and other documents, which are necessary to permit the Board of Education to receive all of the medical records and physician reports of the physical and/or mental examinations for the purposes provided for in this paragraph.

14. Evaluation. At least annually (following the School Year Calendar July 1 through June 30), but no later than the last day of ~~December~~ **May** of each year during the term of this contract, the Board of Education shall review with the Superintendent, his performance as Superintendent as required by MCL 380.1249 and MCL 380.1249b. using an evaluation instrument with multiple rating categories, one that takes in to account data on student growth as a significant factor and established performance goals, and one that is mutually agreeable and in compliance with the above mentioned laws. Upon completion of the formal evaluation, the Board of Education shall consider any ~~salary adjustment and/or~~ contract modification/renewal/extension and take formal action on that consideration by no later than ninety (90) days following the completion of the evaluation.

The School District and Superintendent shall fulfill all aspects of this Contract, any exceptions thereto being by mutual consent of the Board and the Superintendent.

The School District's waiver of a breach of any provisions of this Agreement by the Superintendent shall not operate or be construed as a waiver of any subsequent breach by the Superintendent. No waiver shall be valid unless in writing and approved by the Board of Education of the School District.

Any provision of this Agreement prohibited by the laws of the United States or the State of Michigan shall be ineffective to the extent of such prohibition only without invalidating the remaining provisions of this Agreement.

This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified or rescinded by a prior contemporaneous statement to understanding of either such party, or any person on their behalf; the Agreement may be amended, modified, rescinded or otherwise altered during its term by written agreement signed by each of the parties hereto.

This Agreement is subject to approval by the School District's Board of Education.