



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 20, 2021**
Educational Services Building
25345 Taft Road
Novi, MI 48374



NOVI BOARD OF EDUCATION
Regular Meeting – May 20, 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. Teachers of the Year
- V. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
- VI. CONSENT AGENDA ITEMS**
 - A. Approval of Minutes
- VII. ACTION ITEMS**
 - A. Personnel Report A
 - B. Personnel Report B
 - C. NEA Calendar
 - D. Building Name – Walsh College Property
 - E. Oakland Schools 2021-2022 Budget Resolution
- VIII. INFORMATION AND DISCUSSION**
 - A. Chartwells' Contract Renewal
 - B. 2021 Summer Tax Levy
 - C. Bid Package #6 – Boiler Replacement updated to include the Gardenbrook Property and High School
 - D. Bid Package #7A – Gardenbrook Property (formerly Walsh College) Renovation
- IX. COMMITTEE REPORTS**
 - A. Capital Projects
 - B. Curriculum 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 20, 2021**

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

TOPIC: Novi Community Schools 2021 Teachers of the Year

The Novi Community School District Teacher of the Year program recognizes our teachers who have achieved the highest standards of excellence in our district. Teachers are nominated by their peers with recommendations by administration, and many times parents and students. Earlier this month, four of our finest teachers were recognized for their dedication to the students of the Novi Community School District.

This evening we present the building administrators and the 2021 Novi Teachers of the Year for board recognition.

- 🏆 Novi's 2021 Preschool Teacher of the Year – Sheila Sovel
- 🏆 Novi's 2021 Elementary Teacher of the Year – Ryan Smith
- 🏆 Novi's 2021 Middle School Teacher of the Year – Brittany Pearce
- 🏆 Novi's 2021 High School Teacher of the Year – Marci Abel

RECOMMENDATION:

That the Novi Community School District Board of Education recognize Sheila Sovel, Ryan Smith, Brittany Pearce, and Marci Abel as the 2021 Novi Teachers of the Year and extend appreciation for their commitment to excellence.

**APPROVED AND RECOMMENDED FOR
BOARD RECOGNITION**

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

Steve Matthews, Superintendent



Congratulations to

Sheila Sovel

**EARLY CHILDHOOD EDUCATION CENTER
2021**

**Outstanding Elementary School
Teacher of the Year**

**Honoring Our
Learning Leaders!**





Congratulations to

Ryan Smith

**ORCHARD HILLS ELEMENTARY SCHOOL
2021**

**Outstanding Elementary School
Teacher of the Year**

**Honoring Our
Learning Leaders!**





Congratulations to

Brittany Pearce

NOVI MIDDLE SCHOOL

2021

**Outstanding Middle School
Teacher of the Year**

*Honoring Our
Learning Leaders!*





Congratulations to

Marci Abel

NOVI HIGH SCHOOL

2021

**Outstanding High School
Teacher of the Year**

*Honoring Our
Learning Leaders!*



**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 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 May 6, 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, May 6, 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, May 6, 2021, beginning at 7:01 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 Mrs. Roney 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

AWARDS/RECOGNITIONS/PRESENTATIONS

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

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.

COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There were no comments from the audience.

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 15, 2021

It was moved by Mr. Mena and supported by Mr. Cook 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>
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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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
It was moved by Mrs. Hood and supported by Mrs. Murphy 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		

Personnel Report B

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 HumnanEX 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.

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approve Don Watchowski as the Novi community School District Athletic Director.

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

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:

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.

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Community School District Board of Education approve the recommendation as presented.

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

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

Soccer Pavilion Fiber Cable

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.

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.

Oakland Schools 2021-2022 Budget Resolution

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.

Superintendent Contract

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.

COMMITTEE REPORTS

Governance and Policy Committee

Mr. Cook, Board Vice President and Chair of the committee, reported that the committee talked about policies 3004 and 3005. He stated that they talked about moving some of the language from the administrative guidelines over to the policy for more clarification. Mr. Cook said there were a couple of items from the work session that the committee needed to talk about, so we need to schedule another committee meeting for that and to wrap up the policies from the last discussion and take them to the Board.

Diversity, Equity, and Inclusion Committee

Dr. Ruskin, Board President and Chair of the committee, reported that they had their first meeting and spent the time talking about the goals and mission statement. She stated that they looked at the Oakland County School Board's DEI mission statement and goals. Dr. Ruskin said the committee discussed the different groups that are currently working throughout the district on diversity, equity, and inclusion. She mentioned that there will be more conversation about the mission and vision of the committee.

Building Naming Committee

Mr. Cook, Board Vice President and Chair of the committee, stated that he had already given a thorough report earlier in the meeting under Information and Discussion, Building Name – Walsh Property.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of Schools, mentioned that we only have one (1) camera angle tonight because Mr. LaLonde's presence was required at the high school to help with the dance team.

He reported that the policy committee may be receiving a request from some students at the high school. Dr. Matthews stated that Skye came to our last meeting and talked about a student representative to the Board. He said that he met with Skye and three (3) other students yesterday to listen to their idea. Dr. Matthews mentioned that he suggested to them that it might be good to have a discussion with the policy committee and they may follow up on that. He stated that he told them to follow up with Ms. Holly to see when the next meeting was; they might want to get on the agenda.

Dr. Matthews reported that a survey went out to our community yesterday about the virtual school for this fall. He stated that the intent was that anybody who wanted to participate in the virtual school would complete the survey. He said that the survey will default to an in-person for the fall if parents do not complete it. Dr. Matthews reported that we will reinforce that tomorrow when he sends out his regular Friday communication to the community. He reiterated that the intent is you only complete the survey if you are interested in the virtual option and so far we have over 100 students who have expressed an interest.

Dr. Matthews stated that we asked them to consider the options and have received several questions about what it means. He said the answer is that we are building it and do not have all of the final answers, but we believe that it will be a robust, Novi curriculum taught by Novi teachers with a Novi administrator. Dr. Matthews mentioned that they have until the 14th to complete the survey.

Dr. Matthews reported that the district has to plan and staff and get things in place; this is why we cannot have a later summer due date. He stated that if COVID were to return, then we obviously would have to have the flexibility to change significantly like we did last summer. Dr. Matthews said that we did not approve our return to school plan until August last year and if things deteriorate over the summer, we would have to do the same thing this summer. He mentioned that the hope is that they will not and the in-person option will be the option for the majority of the students in our community.

Dr. Matthews reported that there are a variety of reasons why groups of students and families would like a virtual option, so we are making it available to the Novi Community School District families. He stated that this virtual school will not be open to those who live outside of the NCSD boundaries. Dr. Matthews said that this is a good option for families who have a health compromised family member, or in an exceptional skating, hockey, gymnastics, or other traveling activity. He mentioned that they can get the same high quality education at home working virtually with Novi teachers supporting them.

Dr. Matthews reported that once we have identified those students who are interested, we can begin staffing. He stated that we will communicate this clearly and roll this out throughout the summer, so they will be ready to go when school starts in the fall. Dr. Matthews said that the survey is coming out tomorrow and will come out a couple of times next week, so that we can get as many respondents as possible.

ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, reported that the house and senate finance committees are making changes to the State Aid Budget as we speak.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that this is staff appreciation week and it is only appropriate that we express our appreciation to our staff: teachers, administrators, secretaries, custodians, bus drivers, and all of the people who make this school district a special place. He expressed a genuine thank you and is appreciative of all that they do for our students.

Dr. Kinzer thanked the Suburban Collection for their efforts in promoting staff appreciation week. He also thanked the businesses for participating and said that he enjoyed the cookies, the buntini, coffee and muffin, and the list goes on. Dr. Kinzer mentioned that tomorrow is ice cream day. He congratulated Mrs. Murphy, Mr. Mena, and Mrs. Hood for their accomplishments and on the well-earned honor.

Dr. Kinzer reported that our final mentee Monday was a week ago, on the 26th of April. He stated that they had completed their PD series for our first year teachers in the district and it was very successful, all virtual, PD this year. Dr. Kinzer said that moving forward they will continue to include some virtual professional development with a blend of in-person. He mentioned that these first year teachers will never have a more challenging year and they are off to a good start.

Dr. RJ Webber, Assistant Superintendent for Academic Services, reported that the pandemic has brought about some really good things with the NEF and the Suburban Collection and the inclusivity amongst the staff this week in appreciation of them. He stated that perhaps that is something the NEF will consider going forward because of the joy throughout the district to see every teacher posting.

Dr. Webber said that speaking of staff, Emily Pohlonski has been recently named one of the state finalists of the Presidential Award for Excellence in Mathematics and Science Teaching. He mentioned that this is pretty extraordinary.

Dr. Webber reported that he and Emily have been working on a pilot grant application for his stem to create a playbook. He stated that today they received an email that we made it through the first round, which means that the Novi Community School District is now in the running for a ten thousand dollar grant to tell our stem story. Dr. Webber said that we both will get to pitch a 20 minute, shark tank inspired, education experience.

He mentioned that Emily and he will be doing a virtual session for his stem reviewers from across the state. Dr. Webber reported that they will have 10 minutes to pitch and compel with our story and to answer questions. He stated that he will be spending the weekend watching shark tank to get tips and stuff.

Dr. Webber expressed much love and respect to all of our teachers, bus drivers, paraprofessionals, and so on as things open up in the district. He said that he has had the good fortune to be around the district, in buildings, and classrooms. Although he has said this a bunch of times, he wishes that the Board and the world could see the awe-inspiring, jaw-dropping things that our staff does for our kids on a daily basis.

BOARD COMMUNICATION

Mrs. Murphy, Board Trustee, reported that she visited Novi Woods this week on Tuesday and it was really amazing. She stated that she saw some teachers teaching remotely and got to experience a teacher teaching writing, one-on-one, with at student remotely. Mrs. Murphy said that there were other teachers in classrooms and the M-Step kids were there. She mentioned that David Ascher is so positive all of the time and that the teachers in that school seem really happy there and certainly the kids were very happy to be there.

Mrs. Murphy reported that she knew we have not been in the schools nearly as much this year and it was just great to be back in there seeing all the learning and engagement going on amongst the students. She stated that they were all talking about the announcements and Cinco de Mayo and Star Wars because it was May 4th, may the fourth be with you. Mrs. Murphy said that Mr. Ascher does his announcements in front of a green screen and actually does them virtually, too, for the students at home; keeping them connected to everybody, which is really great. She mentioned that they, the schools, are doing a lot and making tremendous efforts to ensure that kids stay connected.

Mrs. Murphy reported that Dave Gulau, who used to help with the Athletic Boosters for many, many years, passed away and his funeral was last Saturday. She stated that he has two (2) students at Novi High School. Mrs. Murphy said that it was sudden and unexpected.

Mrs. Roney, Board Trustee, reported that the high school held their virtual art shows and that one of the students summed up the year perfectly. She stated that her artwork had things that were hung up like keys, sunglasses, some other things, and a mask. Mrs. Roney stated that it was really good and just summed up the year. She said that we have some very, very talented students.

Dr. Ruskin, Board President, reported that there are a lot of athletics going on around town, which is great. She stated that Mr. Mena is the volunteer, slash spectator, slash go to guy, but she has not had the opportunity to attend a track meet yet. Dr. Ruskin said that she has had the opportunity to watch a varsity baseball game. She mentioned that she is a big baseball fan, and really enjoys watching them play. Dr. Ruskin reported that they are really, really talented, so it is fun to watch them play. She stated that the energy of the parents in any sports or fine arts or visual arts is just extremely exciting and having missed an entire year, it really adds to not taking things for granted.

ADJOURNMENT

It was moved by Mrs. Murphy and supported by Mrs. Roney 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 8:02 p.m. The next regular meeting of the Board is scheduled for May 20, 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
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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 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>
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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>
Echales, Drew	HS/MS	Asst. Auditorium Supervisor	Resigned	05-12-21

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 20, 2021**

SUPERINTENDENT OF SCHOOLS

TOPIC: Virtual School Principal

During the 2021-2022 school year, the Novi Community School District has provided our students an in-person and a virtual learning option.

As we plan for the 2021-2022 school year we believe that there is a need to continue to virtual option. The district will create a virtual school that will continue and improve the virtual learning experience for students in grades K-12 and provides families new options.

To effectively lead our virtual school, we need an administrator.

The Novi Community School District posted the virtual school administrator position in April. We had over 50 external applications and several internal applications as well. The Superintendent, the Assistant Superintendent of Human Resources, and the Assistant Superintendent of Academics reviewed the job posting and the applications to identify how to proceed. The decision was made to focus on our internal applicants and any external applicant who had relatable skills. We identified four internal applicants and two external applicants. After the initial screening took place, one of our external candidates declined to proceed because of another job offer.

The Assistant Superintendent for Human Resources then did a HumanEX phone screening interview with four internal and one external candidate.

The five candidates then were individually interviewed by a panel of administrators.

Two candidates were forwarded to the Superintendent for a final interview.

After the interview with the Superintendent, additional conversations were held with Cabinet about the individual candidates.

I am pleased now to recommend to the board of Education that Emily Pohlonski be approved as the virtual school principal.

Ms. Pohlonski is currently a science and math teacher at Novi High School. She has been instrumental in developing our PK-12 science curriculum. She is a Content Area Leader in Science. Ms. Pohlonski serves as the faculty advisor for our HOSA program. Ms. Pohlonski also has served as a curriculum and assessment developer for organizations outside of the district.

During her interview with the Superintendent, Ms. Pohlonski demonstrated a robust vision for what the virtual school could become and how it could meet the needs of our students.

Ms. Pohlonski is creative and driven. She has a deep understanding of curriculum. She has an ability to work with teachers of all grade levels. She is organized. She has demonstrated an ability to improve teacher and student performance.

Ms. Pohlonski will be an asset to the administrative team and I am pleased that I can recommend her to the Board of Education for the virtual school principal position.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve Emily Pohlonski as the virtual school principal.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Steve Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 2021**

ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

TOPIC: 2021-2022 NEA Calendar

Administration and the Novi Education Association (NEA) have reached a tentative calendar for 2021-22. The attached calendar shows that our proposed calendar, which meets the state required days and hours.

Highlights of the calendar include:

- Teachers return on August 30 for 3 days of professional development and a classroom workday
- First day of school is Tuesday September 7
- Four professional development days are scheduled through the year for teachers to foster continued learning and to limit the need to have professional development during the school year that pulls teachers from classrooms
- Winter break is two full weeks at the end of December
- Spring break is the last week of March
- School will end Friday, June 10, 2022

RECOMMENDATION:

That the Novi Community Schools Board of Education adopt the 2021-2022 NEA Calendar.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Steve Matthews, Superintendent

2021-2022 NEA Calendar

JULY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
T=0 S=0				1 =	2 =	3
4	5 =	6 =	7 =	8 =	9 =	10
11	12 =	13 =	14 =	15 =	16 =	17
18	19 =	20 =	21 =	22 =	23 =	24
25	26 =	27 =	28 =	29 =	30 =	31
AUGUST 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 =	4 =	5 =	6 =	7 =	8
9	10 =	11 =	12 =	13 =	14 =	15
16	17 =	18 =	19 =	20 =	21 =	22
22	23 =	24 =	25 =	26 =	27 =	28
29	30 PD All	31 PD All	T=2 S=2			
SEPTEMBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
T=20 S=19			1 WD	2 PD All	3 =	4
5	6 =	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
OCTOBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
T=21 S=21					1	2
3	4	5	6	7	8 PD K-6	9
10	11 PD 7-12	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30
NOVEMBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 PD All	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 C	25 =	26 =	27
28	29	30	T=19 S=19			
DECEMBER 2021						
T=13 S=13			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 =	21 =	22 =	23 =	24 =	25
26	27 =	28 =	29 =	30 =	31 =	
JANUARY 2022						
						1
2	3	4	5	6	7	8
9	10	1	12	13	14	15
16	17 =	18	19	20	21	22
23	24	25	26	27	28 ^	29
30	31	T=20 S=20				

FEBRUARY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 =	22 PD All	23	24	25	26
27	28	T=19 S=19				
MARCH 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 PD K-6	5
6	7 PD 7-12	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 =	29 =	30 =	31 =	T=20 S=18	
APRIL 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
T=20 S=20					1 =	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
MAY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 =	31	T=21 S=21			
JUNE 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10 ^	11
12	13 =	14 =	15 =	16 =	17 =	18
19	20 =	21 =	22 =	23 =	24 =	25
26	27 =	28 =	29 =	30 =	T=8 S=8	

LEGEND: Staff = T Students = S

ALL STAFF	
WD	Teacher Work Day
PD - All	Professional Development - All Staff
PD - K-6	Professional Development - K-6
PD - 7-12	Professional Development - 7-12
=	Scheduled Breaks - No Staff or Students
C	7 hrs. Comp Time - No Staff or Students
^	Half Day - AM Staff/ Students, PM Staff Records Day

Total Staff Days (T) = 183
Total Student Days (S) = 180

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 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 was presented for information and discussion at the May 6, 2021 Board meeting and comes tonight for action.

RECOMMENDATION:

That the Novi Community School District Board of Education approve naming the property at 41500 Gardenbrook Rd. (formerly the Walsh College Property), The ROAR Center, an acronym for **R**obotics, **O**nline, and **A**dult **R**eadiness.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Steve Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 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 2021-22 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.

RECOMMENDATION 1:

That the Novi Community School District Board of Education adopts the attached resolution, supporting the ISD budget.

RECOMMENDATION 2:

That the Novi Community School District Board of Education adopts the attached resolution, disapproving the ISD budget.

**APPROVED AND RECOMMENDED
FOR ACTION**


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

Novi Community School District, Michigan (the "District")

A Regular meeting of the board of education of the District was held in the Educational Services Building in the District, on the 20th day of May, 2021 at 7:00 o'clock in the evening.

The meeting was called to order by Mr. Paul Cook, Vice President.

Present: Members Mr. Paul Cook, Mr. Willy Mena, Mrs. Kathy Hood,
Mrs. Bobbie Murphy, Mrs. Mary Ann Roney, Mr. Tom Smith

Absent: Members Dr. Danielle Ruskin

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 Mr. Paul Cook, Mr. Willy Mena, Mrs. Kathy Hood, Mrs. Bobbie Murphy, Mrs. Mary Ann Roney, Mr. Tom Smith

Nays: Members

Resolution declared adoption.

Willy Mena, Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the Novi Community School District, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular meeting held on May 20, 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.

Willy Mena, Secretary, Board of Education

Disapproval of General Fund Budget

ISD BUDGET RESOLUTION

Novi Community School District, Michigan (the "District")

A Regular meeting of the board of education of the District was held in the Educational Services Building in the District, on the 20th day of May, 2021 at 7:00 o'clock in the evening.

The meeting was called to order by Mr. Paul Cook, Vice President.

Present: Members Mr. Paul Cook, Mr. Willy Mena, Mrs. Kathy Hood,
Mrs. Bobbie Murphy, Mrs. Mary Ann Roney, Mr. Tom Smith

Absent: Members Dr. Danielle Ruskin

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 Mr. Paul Cook, Mr. Willy Mena, Mrs. Kathy Hood, Mrs. Bobbie
Murphy, Mrs. Mary Ann Roney, Mr. Tom Smith

Nays: Members

Resolution declared adoption.

Willy Mena, Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the Novi Community School District, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular meeting held on May 20, 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.

Willy Mena, Secretary, Board of Education

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Food Service Management Contract Renewal

At the May 7, 2020 Board of Education meeting, Chartwells was approved to continue to serve as the district's food service management company for the 2020-2021 fiscal year. They have been providing Food Service in the District since 2013. The current contract expires on June 30, 2021.

Chartwells manages contracts with approximately 200 school districts in Michigan. District administration has been extremely satisfied with the work performed by Chartwells and especially Evol Gazzarato, Food and Nutrition Director.

The Michigan Department of Education (MDE) is also required to approve the renewal before being presented to the Board of Education. We received the MDE approval on May 6, 2021.


The Food Service Management Contract renewal is being presented tonight for information and discussion and recommended for approval at the June 3, 2021 board meeting.

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



Steve Matthews, Superintendent

2020-2021 Year In Review

- Distributed 215,676 meals to date this school year through curbside pick up.
- Enacted weekend meal distribution at all schools upon return to 5 days a week.
- Online meal ordering through our Nutrislice platform for MS and HS.
- Provided nutritious free breakfast and lunch to all students in a safe manner.
- Earned FARECheck Certification through Food Allergy Research & Education organization. 
- Currently transporting all meals to OH and VO due to kitchen renovations.





STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

May 6, 2021

Dr. Steven Matthews, Superintendent
Novi Community School District
25345 Taft Road
Novi, MI 48374-2423

Re: Agreement No. 63100

Dear Dr. Matthews:

On April 28, 2021, the Michigan Department of Education (MDE) received your request for renewing its food service management company (FSMC) contract with Chartwells for the 2021-2022 school year and has approved the following:

1. Equivalent Meal Factor – change \$3.6475 current equivalent meal factor to \$3.8250 per USDA/MDE guidelines. This represents an increase of 4.86% from the previous year.
2. The Current CPI-U for December 2020 is 3.9%.
3. The current management fee of \$0.0414 per meal will increase by 3% to the new management fee of \$0.0426 per meal.
4. The current administrative fee of \$6,105 per month will increase by 3% to the new administrative fee of \$6,288 per month for 10 months.
5. The advance payment of \$175,000 will remain the same.
6. The guaranteed return amount for the 2021-2022 school year is to be determined.
7. There is no client investment planned for the 2021-2022 school year.

MDE concurs with the school district's recommendation that the contract be renewed with Chartwells for the 2021-2022 school year and be taken to the school district's Board of Education for approval. Once the board approves the contract renewal, a signed copy of the Agreement Page and the Contract Renewal Agreement must be forwarded to MDE for its files. If the school board should make any changes to the contract, these changes must be forwarded to MDE for its approval before the contract renewal can be signed by the school district.

The contract with Chartwells is for a one-year period from July 1, 2021, to June 30, 2022.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

Dr. Steven Matthews

Page 2

May 6, 2021

If MDE can be of further assistance to you or your approved FSMC, please contact the Food Service Contract Unit staff at mde-fsmc-vended@michigan.gov.

Sincerely,

A handwritten signature in black ink, reading "Diane L. Golzynski". The signature is written in a cursive style with a large, stylized "D" and "G".

Diane L. Golzynski, Director
Office of Health and Nutrition Services

dlg:ts:ck

cc: Gregory McIntyre, Assistant Superintendent



Educational Services Building

25345 Taft Road, Novi, Michigan 48374
(248) 449-1209 • Fax (248) 449-1219

MEMO

May 6, 2021

Dr. Steve Matthews
Superintendent of Schools

RE: CHARTWELLS FOOD SERVICE CONTRACT EXTENSION

The current Chartwells Food Service contract expires June 30, 2021. Due to the COVID-19 pandemic, school districts are afforded the opportunity to extend expiring food service contracts through June 30, 2022 under 7 CFR 210.16(d) and 7 CFR 225.6(h)(7). However the District will have to issue an RFP in the succeeding year.

Chartwells has management contracts with approximately 200 school districts in Michigan. They began providing food service operations in NCSD in August 2013. They served over 585,000 meals in 2019-2020. They have 42 employees of which 23 reside in Novi.

The Business Office recommends approving the contract extension for Chartwells.

Gregory R. McIntyre
Assistant Superintendent of Business and Operations

Students who are passionate, empowered, and prepared for their world and their future.

Gregory R. McIntyre, Asst. Superintendent of Business & Operations • gregory.mcintyre@novik12.org
<https://www.novi.k12.mi.us/district/busandfin/>

Novi Community Schools
School District Name

63100
District Number

7/1/2016
Date of Original Contract

Year of Renewal (circle) 5

Contract Renewal Agreement - FSMC Cost Reimbursable Contract

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning **July 1, 2021**, and ending **June 30, 2022**. The Terms and conditions of the original contract are applicable to the contract renewal.

The bidder shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal.

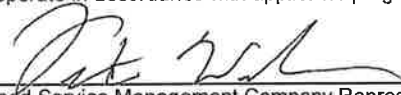
RATES MUST NOT BE ROUNDED UP. DO NOT EXCEED TWO DECIMAL PLACES.

	2020-2021 Rate	2021-2022 Rate	Percentage Change/Increase**
1. Reimbursable Breakfasts	1. _____	1. _____	1. _____
2. Reimbursable Lunches*	2. _____	2. _____	2. _____
3. A la Carte Meal Equivalents*	3. _____	3. _____	3. _____
4. Management Fee Per Meal (Breakfasts and Lunches) and Meal Equivalent (A la Carte)	4. 4.14 cents	4. 4.26 cents	4. 3%
5. Administrative Fee Per Meal or Month	5. \$6,105.00	5. \$6,288.00	5. 3%
6. Equivalent Meal Factor	6. \$3.6475	6. \$3.8250	6. 4.8%
7. At Risk Suppers*	7. _____	7. _____	7. _____
8. After School Snacks	8. _____	8. _____	8. _____
9. Advance Payment, if any		9. \$175,000.00	
10. Guaranteed Return, if any		10. _____	

*Rates must be the same.

**Percentage increase must not exceed the allowable increase established in the original contract.

By submission of this proposal, the FSMC certifies that, in the event it receives a renewal award under this solicitation, the FSMC shall operate in accordance with applicable program laws and regulations. This agreement shall not exceed one year.

Signed: 
Food Service Management Company Representative
Peter Weber, CFO, Chartwells K12
Title

2/23/2021
Date

Acceptance of Contract Renewal Agreement

Signed: _____
School Food Authority Representative

Title

Date

AGREEMENT PAGE – FSMC Contract Renewal

This bidder certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations.

This solicitation/contract, attachments, and the Request for Proposal (RFP) of the successful bidder, with addenda, if any, constitute the entire agreement between the School Food Authority (SFA) and Food Service Management Company (FSMC). The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

Date of

Original Contract: July 1, 2016

Contract Renewal Year: 5

ATTEST:

Signature of Witness for SFA

Novi Community Schools

Name of SFA

Signature of SFA Representative

Name

Title

Date

ATTEST:



Signature of Witness for FSMC

**COMPASS GROUP USA, INC., BY AND
THROUGH ITS CHARTWELLS DIVISION**

Name of FSMC



Signature of FSMC Representative

Peter Weber

Name

CFO, Chartwells K12

Title

2/23/2021

Date

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Certification of 2021 Summer Tax Levy

In order to prepare for the July 1 tax bills, the District must certify the summer tax levy no later than early June.

The 2021(2021-22 fiscal year) taxable value of the Novi Community School District is \$2,658,189,689. This represents an increase of 4.1% over the previous year's taxable value of \$2,552,958,920. Using the district's taxable value as the predominant factor, the 2021-22 budget will be based upon the millage rates on the attached schedule.

To the homeowner, the district's total millage levy will be 10.3264 mills, which is a decrease of (0.3106) mills from fiscal year 2020-21. This equates to a decrease in property taxes of (\$31.06) per \$100,000 of taxable value.

At the November 19, 2020 Board meeting, the Novi Board of Education resolved to levy 50% of the taxes in the summer and 50% in the winter.

The certification of the attached 2021 summer tax levy is presented tonight for information and will be recommended for approval at the June 3, 2021, Regular Board meeting.

**APPROVED AND RECOMMENDED
FOR INFORMATION AND DISCUSSION**

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

Steve Matthews, Superintendent

Novi Community School District

Property Taxes - 2021-2022 Total Mills Levied

Descripton of Tax	Homestead (PRE)	Industrial- Personal	Commercial- Personal	Non- Homestead (Non- PRE)
General Operating Mills (Hold Harmless Supplemental)	2.4194	2.4194	2.4194	N/A
General Operating Mills (Operating Levy)	N/A	N/A	5.2473	17.2473
Sinking Fund	0.4713	0.4713	0.4713	0.4713
Recreation Fund	0.93652	0.93652	0.93655	0.93652
Debt	6.5000	6.5000	6.5000	6.5000
Total 2021-2022 Mills to Levy	10.3272	10.3272	15.5746	25.1552
Summer 2021 Mills to Levy (50%)	5.1636	5.164	7.7873	12.5776
2020/2021 Total Mills Levied	10.6378	10.6378	15.9162	25.4362
Change in Total Mills Levied	(0.3106)	(0.3106)	(0.3417)	(0.2810)
Change in Taxes per \$100,000 of Taxable Value	(\$31.06)	(\$31.06)	(\$34.17)	(\$28.10)

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
April 15, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Bid Package #6: Boiler Replacement Project Update

At the April 15, 2021 Board meeting the Board approved Bid Package #6. Tonight, the recommendation is to update the scope of work to include the Gardenbrook property boiler replacement and the Novi High School boiler retube.

On Thursday, April 29, 2021 at 12:30 PM, a pricing review was completed for these two (2) additional projects. In attendance for the bid opening were representatives from the Novi Community School District, Plante Moran Cresa, TMP Architecture, McCarthy & Smith, Inc.

Based upon the project team's review of the scope of work and costs, we propose the following recommendations for contract award:

Bulletin #1 – Gardenbrook Boiler Replacement

Bid Division 142 : HVAC

Ms. Laura Snyder

Detroit Boiler Company

2931 Beaufait Street

Detroit, MI 48207

Base Bid	\$ 259,139.85
PLM Bond (Hudson Insurance Company)	<u>\$ 7,774.20</u>
TOTAL	\$ 266,914.05

Bulletin #2 – Novi High School Boiler Retube

Bid Division 142 : HVAC

Ms. Laura Snyder

Detroit Boiler Company

2931 Beaufait Street

Detroit, MI 48207

Base Bid	\$ 68,018.52
Boilout	ADD \$ 13,647.44
PLM Bond (Hudson Insurance Company)	<u>\$ 2,449.98</u>
TOTAL	\$ 84,115.94

BULLETIN #1 & #2 (Bid Division 142) AWARD RECOMMENDATION AMOUNT:	\$351,030.00
TOTAL DETROIT BOILER CONTRACT VALUE WITH BULLETINS #1&2:	\$741,863.00

**APPROVED AND RECOMMENDED
FOR INFORMATION AND DISCUSSION**



Steve Matthews, Superintendent



May 13, 2021

Gregory McIntyre, Assistant Superintendent of Business and Operations
Novi Community School District
25345 Taft Road
Novi, MI 48374

RE: Novi Community School District 2019 Bond Program
Bid Package #6 – Boiler Replacement at Parkview ES & ECEC Bulletins #1 & #2
(Bid Division 142)

SUBJ: Amendment Award Recommendation

Dear Mr. McIntyre,

On Thursday, April 29th 2020 at 12:30 PM, A pricing review was completed for Bulletins #1 and #2 (Bid Division 142) for an amendment to the Bid Package #6 Boiler Replacement projects. In attendance for the review were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., McCarthy & Smith, Inc. and Detroit Boiler Company.

The project team conducted a thorough review of Detroit Boilers Bulletin costs for both the Gardenbrook Boiler Replacement and the High school Boiler Retube. During the cost review interview, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials for each of the projects. The team found that including the work with the existing boiler replacement projects at Parkview Elementary and Early Childhood Education Center would be more cost effective than a competitive bid because it would allow the contractor and district the advantage of bulk discounts in the material orders that otherwise would not be available on a single order. This also allows for an expedited installation this summer ensuring the equipment will be operational for the 2021 – 2022 heating season. Based upon the project team's review of the proposals, we propose the following recommendations to Novi Community School District for contract amendment:

Bulletin #1 – Gardenbrook Boiler Replacement

Bid Division 142 : HVAC

Ms. Laura Snyder
Detroit Boiler Company
2931 Beaufait Street
Detroit, MI 48207

Base Bid	\$	259,139.85
PLM Bond (Hudson Insurance Company)	\$	7,774.20
TOTAL	\$	266,914.05

Bulletin #2 – Novi High School Boiler Retube

Bid Division 142 : HVAC

Ms. Laura Snyder

Detroit Boiler Company

2931 Beaufait Street

Detroit, MI 48207

Base Bid	\$	68,018.52
Boilout	ADD \$	13,647.44
PLM Bond (Hudson Insurance Company)	\$	2,449.98
TOTAL	\$	84,115.94

BULLETIN #1 & #2 (Bid Division 142) AWARD RECOMMENDATION AMOUNT: \$351,030.00

TOTAL DETROIT BOILER CONTRACT VALUE WITH BULLETINS #1&2: \$741,863.00

I trust the above recommendation meets the approval of the administration and the Board of Education. I will attend the May 20th, 2021 and June 3rd, 2021 board of education meetings to address any questions or concerns that may arise.

Please feel free to contact me with any questions.

Sincerely,

Agnes Arbuckle

Agnes Arbuckle
Sr. Project Manager

cc: Mike Dragoo, Novi Community School District	Bill McCarthy, McCarthy and Smith, Inc.
Sandra Brasil, Novi Community School District	Justin Bott, McCarthy and Smith, Inc.
Kevin Donnelly, Plante Moran Cresa	Svetlana Vrabel, TMP Architecture, Inc.

Novi Community Schools 2019 Bond Issue

CONTRACTOR QUOTATION - WORK ITEMS DETAIL

= to be completed by Contractor
 = predetermined or automatic calculation

Date: April 19, 2021	Project Name: Novi Community Schools 2019 Bond Issue Bid Package #6 Parkview, ECEC & Gardenbrook Boiler Replacement
Contractor:	A/E / A/E Project #: 19136B, 19141B, 19140, 20114B
Check One <input checked="" type="checkbox"/> Check if PRIME Contractor <input type="checkbox"/> Check if Subcontractor	CM: McCarthy & Smith, Inc.

BULLETIN NO: 1	CCD NO:	ASI NO:	Contractor CHANGE REQUEST NO: 1
-----------------------	----------------	----------------	--

Description of Work:

A. MATERIALS and PURCHASED EQUIPMENT	Enter negative quantity for deleted work items.	DO NOT INCLUDE State Sales Tax.		TOTAL
Description	Quantity	Measure	Charge Price	Per
1 - Boilers - ETNA Q#S1039448	2	ea	\$ 22,883.28	ea
2 - AIR SEPERATOR - HOWLEY AGENCY Q# 4563-1	1	ea	\$ 3,928.00	ea
3 - PUMPS W VFD EXP TANK - DEPPMANN P61059	2	ea	\$ 18,908.00	ea
4 - SHOT FEEDER - DEPPMANN P61059	1	ea	\$ 511.00	ea
5 - UNIT HEATER MODINE - MACOMB GROUP Q#210416MNS	1	ea	\$ 4,100.00	ea
5 - VENTING - IN/OUT	4	ea	\$ 3,500.00	ea
7 - PIPING AND FITTINGS - ETNA/MW/SATTERLUND	1	ea	\$ 19,296.79	ea
8 - Shipping/Freight (when applicable)	0	LS	\$ -	LS
				Sub-Total Material Amount =
				6% State Sales Tax Amount =
				Sub-Total Material Amount =
				10% Overhead & Profit Mark-up (0% if Credit) =
				Total Material Amount =

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Sub-Total Material Amount = \$125,418.35

6% State Sales Tax Amount = \$7,525.10

Sub-Total Material Amount = \$132,943.45

10% Overhead & Profit Mark-up (0% if Credit) = \$13,294.35

Total Material Amount = \$146,237.80

B. LABOR											On first quotation provide breakdown of rate for review by McCarthy & Smith. Rate to included burden and 10% OH&P per contract.		
		Approved HOURLY Straight Time RATE (a)	TOTAL Straight Time HOURS (b)	Approved Hourly 1-1/2 Time Rate (c)	TOTAL 1-1/2 Time HOURS (d)	Approved Hourly Double Time Rate (e)	TOTAL Double Time HOURS (f)		TOTAL Straight Time AMOUNT = a x b	TOTAL 1-1/2Time AMOUNT = c x d	TOTAL Double Time AMOUNT = e x f		
Craft/Trade: BOILERMAKER Classification: FOREMEN		\$ 115.63	208	\$ -	0	\$ -		=	\$ 24,051.04	\$ -	\$ -		
Craft/Trade: BOILERMAKER Classification: JOURNEYMAN		\$ 107.95	336	\$ -		\$ -		=	\$ 36,271.20	\$ -	\$ -		
Craft/Trade: BOILER TECHNICIAN		\$ 115.63	24	\$ -		\$ -		=	\$ 2,775.12	\$ -	\$ -		
Craft/Trade: Classification:		\$ -		\$ -		\$ -		=	\$ -	\$ -	\$ -		
Sub-Totals =									\$ 63,097.36	\$ -	\$ -		
Sub-Total Field Labor Amount (Straight time + x1.5 time + x2 time) =									\$63,097.36				
If net credit, reduction in credit to omit 10% Overhead & Profit in labor rate =									\$0.00				
Total Labor Amount =									\$63,097.36				
** To add rows: COPY row, then INSERT COPIED CELLS, then re-number, **													
** WHEN ADDING ROWS, LINK PROPERLY TO LABOR RATE SUMMARY TAB **													

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

** WHEN ADDING ROWS, LINK PROPERLY TO LABOR RATE SUMMARY TAB **

Sub-Totals = \$ 63,097.36

Sub-Total Field Labor Amount (Straight time + x1.5 time + x2 time) = \$63,097.36

If net credit, reduction in credit to omit 10% Overhead & Profit in labor rate = \$0.00

Total Labor Amount = \$63,097.36

C. FIELD EQUIPMENT RENTALS	Enter negative quantity for deleted work items.	DO NOT INCLUDE State Sales Tax.		TOTAL
Field Equipment Description (i.e. Backhoe, manlift, etc. - Not Job Vehicles)	Quantity	Measure	Charge Price	Per
1 - PIPE THREADER	15		\$ 125.00	
2 - WELDER / GANG BOX	28		\$ 115.00	
2 -				
3 -				
				Sub-Total Field Equipment Amount =
				10% Overhead & Profit Mark-up (0% if Credit) =
				Total Field Equipment Amount =

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Sub-Total Field Equipment Amount = \$5,095.00

10% Overhead & Profit Mark-up (0% if Credit) = \$0.00

Total Field Equipment Amount = \$5,095.00

D. UNIT PRICES: Include material, labor, all taxes other costs and fees	Enter negative quantity for deleted work items.	DO NOT INCLUDE State Sales Tax.		TOTAL
Field Equipment Description (i.e. Backhoe, manlift, etc. - Not Job Vehicles)	Quantity	Measure	Charge Price	Per
1 - PERMITS	2	ea	\$ 400.00	ea
2 - CARTAGE	24	ea	\$ 85.00	ea
				Total Unit Price Amount =

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Total Unit Price Amount = \$2,840.00

E. SUBCONTRACTOR MARK-UP	Amount
Name of Subcontractor	
1 - THERMAL INSULATION SERVICES, LLC	\$4,917.00
2 - BASS	\$21,952.70
3 - ESKOS	\$15,000.00
3 -	\$0.00
Sub-Total Subcontractor Amounts =	
5% Overhead & Profit Mark-up (0% if Credit) =	
Total Subcontractor Amount =	

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Sub-Total Subcontractor Amounts = \$41,869.70

5% Overhead & Profit Mark-up (0% if Credit) = \$0.00

Total Subcontractor Amount = \$41,869.70

TOTAL AMOUNT FOR WORK ITEM NO.			
BULLETIN NO. 1	CCD NO.	ASI NO.	Contractor CHANGE REQUEST NO.

A.	Total Material Amount =	\$146,237.80
B.	Total Labor Amount =	\$63,097.36
C.	Total Field Equipment Amount =	\$5,095.00
D.	Total Unit Price Amount =	\$2,840.00
E.	Total Subcontractor Mark-up Amount =	\$41,869.70
F.	Bond Premium =	\$7,774.20
TOTAL AMOUNT FOR WORK ITEM =		\$266,914.05

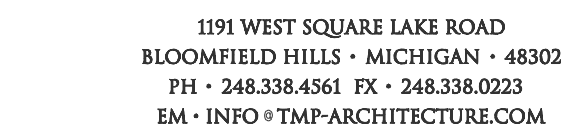
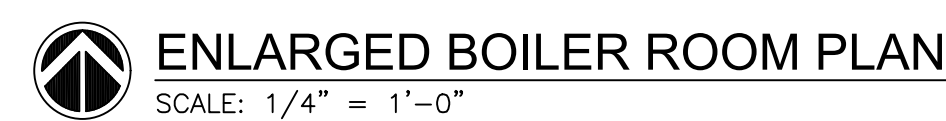
Bond % 3%

1. THESE DRAWINGS ARE DIAGRAMMATIC AND INDICATE THE GENERAL EXTENT OF WORK TO BE PERFORMED. THE EXACT EXTENT OF DEMOLITION SHALL BE AS REQUIRED BY THE NEW WORK.
2. PRIOR TO COMMENCEMENT OF WORK, CONTRACTOR SHALL VISIT THE SITE AND ASSESS THE EXISTING FACTOR OF EXISTING SITE CONDITIONS, SYSTEMS, AND UTILITIES. NOTIFY ARCHITECT OF ANY INTERFERENCES OR DISCREPANCIES.
3. VERIFY DEPTH, SIZE, LOCATIONS AND CONDITION OF EXISTING UTILITIES IN THE FIELD, INCLUDING POINTS OF CONNECTION PRIOR TO STARTING ANY WORK.
4. ANY INTERRUPTIONS OF EXISTING SERVICES AND/OR EQUIPMENT SHALL BE PERFORMED AT A TIME APPROVED IN ADVANCE BY THE OWNER'S REPRESENTATIVE SO AS NOT TO INTERFERE WITH THE PRESENT BUILDING'S OPERATION.
5. ALL ITEMS ON DEMOLITION PLAN SHALL BE CONSIDERED EXISTING UNLESS OTHERWISE NOTED. ALL WORK INDICATED ON PLANS HAS BEEN LOCATED PER EXISTING DRAWINGS AND AN ON FIELD OBSERVATION AND REQUIRES FIELD VERIFICATION.
6. ALL ITEMS INDICATED WITH CROSS-HATCHING SHALL BE REMOVED COMPLETELY, WITH ALL RELATED ITEMS INCLUDING HANGERS, SUPPORTS, INSULATION, CONTROLS, AND CAP ALL OPEN ENDED PIPES AND DUCTS.
7. ALL DUCT OR PIPE WORK TO REMAIN SHALL BE PROTECTED FROM DAMAGE, WHERE DUCT OR PIPE INSULATION HAS BEEN DAMAGED DURING DEMOLITION, THE CONTRACTOR SHALL REPAIR INSULATION AS REQUIRED TO MATCH EXISTING.
8. THE OWNER SHALL HAVE FIRST RIGHT OF REFUSAL ON ALL EQUIPMENT BEING REMOVED. ALL ITEMS REMOVED SHALL BE LEGALLY DISPOSED OF. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL EXISTING RELOCATED AND OWNER PROVIDED EQUIPMENT.

1. THESE DRAWINGS ARE DIAGRAMMATIC AND INDICATE THE GENERAL EXTENT OF THE WORK. PROVIDE HVAC SYSTEMS COMPLETE PER SPECIFICATION, SMACNA STANDARDS AND PER APPLICABLE CODES. PROVIDE NECESSARY OFFSETS, FITTINGS, SPECIAL RADIIUS OR MITERED ELBOWS WHICH ARE REQUIRED DUE TO SPACE CONSTRAINTS OR STRUCTURAL CONDITIONS OR OTHER CONDITIONS.
2. CONTRACTOR SHALL COORDINATE THEIR WORK WITH THE WORK OF ALL OTHER TRADES. ALL DUCTWORK IS TO BE ROUTED AS HIGH AS POSSIBLE. PROVIDE ACCESS AROUND ALL NEW EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. VERIFY ALL CLEARANCES PRIOR TO THE FABRICATION OF ANY WORK.
3. DUCTWORK/PIPING SHALL BE ROUTED AS HIGH AS POSSIBLE AND SHALL NOT BE LOCATED OVER ELECTRICAL EQUIPMENT/PANELS. PROVIDE REQUIRED CLEARANCE IN FRONT OF ELECTRICAL EQUIPMENT. DUCTWORK/PIPING SHALL NOT INTERFERE WITH ELECTRICAL EQUIPMENT CLEARANCE.
4. DUCTWORK/PIPING SHALL NOT BE INSTALLED IN A LOCATION THAT RESTRICTS THE ACCESS TO MECHANICAL DEVICES REQUIRING ACCESS.
5. THE CONTRACTOR SHALL PROVIDE ALL MISCELLANEOUS SUPPORTING STEEL, ETC. FOR THE PROPER INSTALLATION OF ALL MECHANICAL SYSTEMS.
6. COORDINATE FLOOR, WALL, ROOF PENETRATIONS, LOUVER SIZES, PAD LOCATIONS AND HANGERS WITH ARCHITECTURAL DETAILS. SEAL ALL PIPING AND DUCT PENETRATIONS.
7. THE CONTRACTOR SHALL REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR EXACT LOCATION OF GRILLES, REGISTERS, AND DIFFUSERS.
8. COORDINATE AND PROVIDE ACCESS DOORS IN HARD CEILING AREAS FOR ACCESS TO BALANCING DAMPERS, ETC. REFER TO ARCHITECTURAL DRAWINGS FOR CEILING TYPES.
9. BRANCH DUCTWORK TO GRILLES, REGISTERS AND DIFFUSERS SHALL BE THE SAME SIZE AS THE GRILLE, REGISTER OR DIFFUSER NECK SIZE WHERE NO DUCT SIZE IS INDICATED ON PLAN.
10. MAXIMUM LENGTH OF FLEXIBLE DUCT SHALL BE 5'-0".
11. FOR EQUIPMENT VALUING, COMPONENT, AND PIPING ARRANGEMENT, REFER TO PIPING DIAGRAMS AND DETAILS.
12. PAINT ALL VISIBLE INTERIOR SURFACES OF EXHAUST/RETURN GRILLES, REGISTERS AND VISIBLE ASSOCIATED DUCTWORK FLAT BLACK.
13. THE CEILING SPACE IS USED AS A RETURN AIR PLENUM, NO PLASTIC MATERIALS INCLUDING PVC PIPING, CONDUIT, WIRING, ETC. SHALL BE USED. ALL MATERIAL IN THE CEILING SPACE IS TO BE PLENUM RATED.
14. PROVIDE CODE REQUIRED CLEARANCE/ACCESS DOORS FOR DAMPERS, VALVES, AND CLEANOUTS LOCATED IN WALLS OR ABOVE HARD CEILINGS. COORDINATE LOCATIONS WITH ARCHITECT. REFER TO ARCHITECTURAL PLANS FOR CEILING TYPES.
15. DUCTWORK TO AND FROM VAN BOXES/TERMINAL UNITS SHALL BE EQUAL TO THE BOO CONNECTIONS SIZES UNLESS INDICATED OTHERWISE.
16. CONNECTION TO EQUIPMENT SHALL BE EQUIPPED WITH MANUFACTURER'S CERTIFIED DRAWINGS. TRANSFER TO ALL EQUIPMENT SHALL BE VERIFIED AND PROVIDED FOR EQUIPMENT FURNISHED.
17. ALL BRANCH PIPING TO TERMINAL UNITS TO BE 3/4" UNLESS OTHERWISE NOTED.

1. DISCONNECT BOILER AND MAKE SAFE FOR REMOVAL. REMOVE EXISTING ASSOCIATED EQUIPMENT, INCLUDING CONTROLS, GAS TRAINS, ACCESSORIES, MISC. PIPING NOT SHOWN, ETC.
2. REMOVE HEATING HOT WATER (HHW) CIRCULATING PUMPS COMPLETE, INCLUDING SUCTION DIFFUSER, TRIPLE VALVE, ETC. REFER TO NEW WORK FOR ADDITIONAL INFORMATION.
3. REMOVE/REWORK EXISTING CONCRETE HOUSEKEEPING PAD AS REQUIRED FOR NEW BOILER/PUMP LOCATIONS. PREP FLOOR FOR NEW WORK
4. REMOVE BOILER FLUE/BREACHING, MISCELLANEOUS HANGERS AND SUPPORTS. COORDINATE PATCHING OF ROOF WITH NEW PENETRATIONS AND ARCHITECTURAL TRADES.
5. REMOVE COMBUSTION AIR INTAKE. INSULATE AND CAP.
6. REMOVE EXISTING INTAKE HOOD AND ALL ASSOCIATED COMPONENTS COMPLETE. SEAL ROOF PENETRATION WEATHER TIGHT.

1. EXTEND COLD WATER MAKE-UP FROM EXISTING ASSEMBLY TO AIR/DIRT SEPARATOR, TEST BACK-FLOW PREVENTER, AND ADJUST PRESSURE REDUCING VALVE. NOTIFY OWNER IF BACK-FLOW FALLS.
6. BOILER FLOOR AND INTAKE UP THRU ROOF. FLUES SHALL TERMINATE A MINIMUM OF 12 FEET ABOVE ROOF. PROVIDE ANYTHING WITHIN 10 FEET, WHICHEVER IS HIGHER, TERMINATE INTAKE WITH GOOSENECK (TYP) PROVIDE GUY WIRES AS NECESSARY IF RECOMMENDED PER FLUE MANUFACTURER. BOILER ROOM ROOF IS APPROXIMATELY 16 FEET, VERIFY EXACT HEIGHT REQUIRED, PROVIDE OFFSETS IF NECESSARY TO AVOID EXISTING STRUCTURE/CONDUITS. COORDINATE ROOF OPENINGS/WORK WITH ARCH. TRACES. REINFORCE OPENINGS AS REQUIRED.
- CONCRETE HOUSEKEEPING PADS, MECHANICAL CONTRACTOR TO LAYOUT AND COORDINATE REQUIRED MODIFICATIONS (REDUCTIONS/ADDITIONS) OF EQUIPMENT PADS WITH ARCHITECTURAL TRADES.
4. PROVIDE GAS SOLENOID VALVE IN EXISTING GAS PIPING TO GAS FIRED EQUIPMENT. FIELD VERIFY VALVE SIZE. INTERLOCK SOLENOID VALVE WITH BOILER EMERGENCY SHUT-OFF. COORDINATE WITH ELECTRICAL TRADES.
5. INSULATE ALL NEW PIPING, REPAIR OR REPLACE MISSING PIPING INSULATION ON EXISTING PIPING WITHIN THE BOILER ROOM TO PROVIDE COMPLETE INSULATION, THE HEATING HOT WATER, AND DOMESTIC WATER SYSTEMS.
6. COORDINATE QUALITY AND LOCATION OF BOILER EMERGENCY SHUT-OFF(S) BY ELECTRICAL TRADES.
7. PROVIDE CONDENSATE NEUTRALIZATION KIT AND DISCHARGE OVER NEAREST FLOOR DRAIN.



CONSULTANT

Novi Community
School District

04-09-2021	BULLETIN NO. 1
DATE:	ISSUED FOR

DRAWN

CHECKED

APPROVED

PROJECT NO.

20114B

DRAWING NO.

MH4.1A

Detroit Boiler Company

FURNISHING & REPAIRING POWER HOUSE EQUIPMENT

SMOKE STACKS
TANKS AND BINS
BOILER REPAIRS
BREECHINGS
CONVEYORS
HOPPERS
BOILERS

Phone: (313) 921-7060
Fax: (313) 921-7068
E-mail: detboiler@aol.com

2931 BEAUFIT STREET
DETROIT, MICHIGAN 48207

May 3, 2021

McCarthy & Smith
24317 Indoplex Circle
Farmington Hills, MI 48335

Attention: Justin Bott

Subject: Repairs to the Two (2) Johnston Hot Water Heating Boilers Built in 1993,
State of Michigan Boiler Numbers – M-374944-M and M-374945-M

Location: Novi High School, 24062 Taft Rd., Novi, MI 48375

Proposal#: 0103-21

Ms. Bott,

We are pleased to quote a price of **\$ 84,115.94** to furnish labor, material, tools, supervision, and insurance to Retube and Boilout (2) Johnston boilers at the above referenced facility per your recent request. Below is an outline of the repairs proposed:

- DBC will remove all existing tubes, Clean the tube sheets and the water side of the boiler.
- DBC will supply and install new 2.5"x .105mw tubes in both boilers.
- DBC will supply and install all new gaskets for hand holes, manways, Level control and the fireside door.
- DBC will fill and hydro test both boilers after the install is complete.
- DBC will Boilout both boilers using Redlyme Product.
- Each boiler will take approx. 8 hours to run the product through and drain.
- Boiling out after the re-tube is recommended by the manufacturer.

The cost breakdown for the above is as follows:

Retubing

Labor.....	\$38,455.76
Material and Equipment.....	\$29,562.76

Boilout

Labor.....	\$ 4,918.80
Redlyme.....	\$ 8,008.64
Cartage and Equipment.....	\$ 720.00

Bond (3%).....	\$ 2,449.98
----------------	-------------

TOTAL..... \$84,115.94

The above priced is based on the ability to perform the job before construction season starts in mid-June.

The above price does not include any repairs outside the above scope of work.

The above price does not include any ACM handling and/or removal.

The above price is based on working Monday through Friday, excluding weekends and/or Holidays with no overtime included.

Please add State of Michigan Sales/Use tax, if applicable, or furnish State of Michigan Sales/Use tax exemption certificate.

Payment Terms: Due upon completion. Price is firm for 30-days and is subject to change. An original copy of this sheet must be signed by the purchaser or an authorized representative of the purchaser and sent back to Detroit Boiler Company with a Purchase Order before any action is taken.

Date Accepted: _____, 2021.

BY _____ (Purchaser)

_____ (Signature)

Respectfully submitted,

Laura Snyder

Laura Snyder

President

DETROIT BOILER COMPANY



BULLETIN

DATE: April 22, 2021

PROJECT: Parkview Elementary School Boiler Room Upgrade / Early Childhood Education Center / Gardenbrook Renovations / Novi High School Boiler Room Upgrade

TMP PROJECT NO.: 19136B / 19141B / 20114B / 19140

BULLETIN NO.: Two (2)

BID PACKAGE NO: Six (6)

This Bulletin, issued after award of contracts, describes a proposed deviation from the contract documents for the above project. All work shall conform with the standards and intent of the contract documents. Each contractor whose work is affected shall submit, within (14) days, an itemized proposal for performing this work. This Bulletin **IS NOT** an authorization for making a change.

The following Drawings are issued with this Bulletin.

Drawing Nos.: Novi High School Boiler Room Upgrades (19140): TS.1, M0.00, M4.00

ITEM NO. SPECIFICATION CHANGES

SC-1 Refer to Section 000101 – TITLE (not reissued):

A. Add new project name as follows:

Novi High School (19140)

SC-2 Refer to Sections 000110, 000115, 008200.01, 012500, 012500.01, 013000, 013000.01, 014000, 014100, 014216, 014219, 014533, 015000, 016000, 017000, 017329, 017800, 017900, 024100, 220005, 220505, 220519, 220523, 220553, 220719, 221005, 221006, 223000, 230005, 230505, 230516, 230519, 230523, 230553, 230593, 230719, 230800, 230913, 230915, 230925, 232113, 232114, 232123, 232500, 235100, 235216, 26005, 260505, 260519, 260533.13, 260533.16, 262913 (not reissued):

A. Add new project number 19140 to the Specification Sections header.

Novi High School (19140):

ITEM NO. ARCHITECTURAL DRAWING CHANGES

AD-1 Refer to Drawing No. TS.1 (new):

A. Add new sheet to contract documents.

<u>ITEM NO.</u>	<u>MECHANICAL DRAWING CHANGES</u>
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MD-1	Refer to Drawing No. M0.00 (new): A. Add new sheet to contract documents.
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MD-2	Refer to Drawing No. M4.00 (new): A. Add new sheet to contract documents.
------	--

END OF BULLETIN NO. 2 - BID PACKAGE NO. 6

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 20, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Bid Package #7A: Gardenbrook Renovation

On Monday, May 3, 2021 at 1:0 PM, Sealed bids were received and publicly opened. In attendance for the bid opening were representatives from the Novi Community School District, Plante Moran Cresa, TMP Architecture, McCarthy & Smith, Inc.

The project team conducted post bid interviews with each of the following, qualified bidders. Based on the team's review, they are proposing the following recommendations:

Bid Division 108: General Trades / Carpentry

Mr. Aaron White

The Spieker Company

2541 Tracy Road

Northwood, OH 48009

Base Bid \$ 685,500.00

PLM Bond (USI Insurance Services) \$ 6,000.00

TOTAL \$ 691,500.00

Bid Division 114: Aluminum Entrances / Storefront / Glass / Glazing

Mr. Ken VanBuskirk

Daniels Glass Inc.

21250 W Seen Mile Road

Detroit, MI 48219

Base Bid \$ 62,758.00

PLM Bond (VCT Insurance) \$ 1,155.00

TOTAL \$ 63,913.00

Bid Division 140 / 142 : Plumbing & HVAC

Mr. Paul Bowers

Contrast Mechanical, Inc.

15825 Leone Dr,

Macomb MI, 48042

Base Bid \$ 147,600.00

Alternate #2- Dual Terminal Units \$ 160,000.00

PLM Bond (Travelers Insurance) \$ 1,400.00

TOTAL \$ 309,000.00

Bid Division 143: Electrical

Mr. John Munro

Munro Electric

48590 Downing Street

Wixom, MI 48393

Base Bid \$ 195,350.00

PLM Bond (Westfield Insurance Company) \$ 3,000.00

TOTAL \$ 198,350.00

AWARD RECOMMENDATION AMOUNT: \$1,262,763.00

**APPROVED AND RECOMMENDED
FOR INFORMATION AND DISCUSSION**



Steve Matthews, Superintendent



May 13, 2021

Gregory McIntyre, Assistant Superintendent of Business and Operations
Novi Community School District
25345 Taft Road
Novi, MI 48374

RE: Novi Community School District 2019 Bond Program
Bid Package #7A – Gardenbrook Renovations

SUBJ: Contract Award Recommendation

Dear Mr. McIntyre,

On Monday, May 3rd 2021 and May 10th, 2021 at 1:00 PM, sealed bids were received and publicly opened for the above referenced project. In attendance for the bid opening were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., 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 to Novi Community School District for contract award:

Bid Division 108: General Trades / Carpentry

Mr. Aaron White
The Spieker Company
2541 Tracy Road
Northwood, OH 48009

Base Bid	\$	685,500.00
PLM Bond (USI Insurance Services)	\$	6,000.00
TOTAL	\$	691,500.00

Bid Division 114: Aluminum Entrances / Storefront / Glass / Glazing

Mr. Ken VanBuskirk
Daniels Glass Inc.
21250 W Seen Mile Road
Detroit, MI 48219

Base Bid	\$	62,758.00
PLM Bond (VCT Insurance)	\$	<u>1,155.00</u>
TOTAL	\$	63,913.00

Bid Division 140 / 142 : Plumbing & HVAC

Mr. Paul Bowers
Contrast Mechanical, Inc.
15825 Leone Dr,
Macomb MI, 48042

Base Bid	\$	147,600.00
Alternate #2- Dual Terminal Units	\$	160,000.00
PLM Bond (Travelers Insurance)	\$	<u>1,400.00</u>
TOTAL	\$	309,000.00

Bid Division 143: Electrical

Mr. John Munro
Munro Electric
48590 Downing Street
Wixom, MI 48393

Base Bid	\$	195,350.00
PLM Bond (Westfield Insurance Company)	\$	<u>3,000.00</u>
TOTAL	\$	198,350.00

AWARD RECOMMENDATION AMOUNT: \$1,262,763.00

I trust the above recommendation meets the approval of the administration and the Board of Education. I will attend the May 20th, 2021 and June 3rd, 2021 board of education meetings to address any questions or concerns that may arise.

Please feel free to contact me with any questions.

Sincerely,

Agnes Arbuckle

Agnes Arbuckle
Sr. Project Manager

cc: Mike Dragoo, Novi Community School District	Bill McCarthy, McCarthy and Smith, Inc.
Sandra Brasil, Novi Community School District	Justin Bott, McCarthy and Smith, Inc.
Kevin Donnelly, Plante Moran Cresa	Svetlana Vrabel, TMP Architecture, Inc.

Novi Community School District 2019 Bond Issue

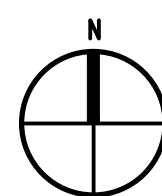
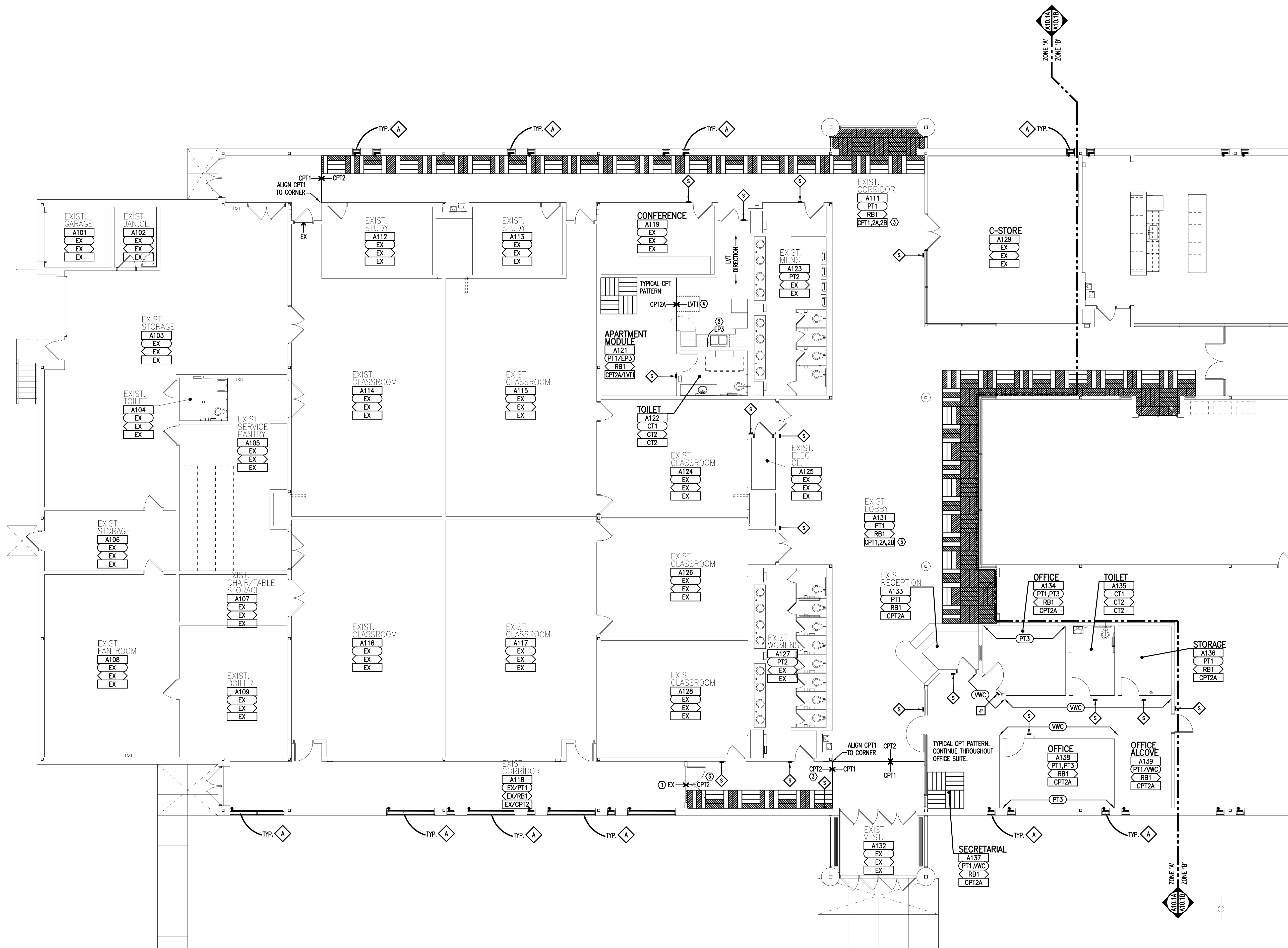
BP#7A - Gardenbrook Renovation

Prepared by McCarthy & Smith, Inc. Bid Received on May 3, 2021 Rebid on May 10, 2021

Project Location: Novi, MI 48374, United States of America

Date: 5/13/2021

BID PACKAGES	Final Total Award Recommendation w/ Bond		Base Bid	PLM Bond	# of Bids Received	Bid Range		Apparent High Address
	Company	Total Cost w/Bond & Scope Adjustments				Low	High	
BD 108: General Trades / Carpentry	The Spieker Company	\$ 691,500	\$685,500	\$6,000	3	\$691,500	\$857,000	Spartan Construction Group 11800 Merriman Rd. Livonia, MI 48150
BD 114: Aluminum Entrances / Storefront / Glass / Glazing	Daniels Glass Inc.	\$ 63,913	\$62,758	\$1,155	1	\$63,913	\$63,913	Daniels Glass Inc. 2150 West Seven Mile Road , Detroit, MI 48219
BD 140 / BD 142: Plumbing & HVAC	Contrast Mechanical	\$ 309,000	\$147,600	\$1,400	4	\$149,000	\$222,000	Core Mechanical Inc. 8751 Whiteford Road, Suite 201, Ottawa Lake, MI 49267
BD 143: Electrical	Advance Contracting And Electrical Service	\$ 198,350	\$195,350	\$3,000	4	\$198,350	\$293,000	Great Lakes Power & Lighting, Inc. Marine City Hwy, MI 48064 9646 Casco ,
Total Bids with Bond		\$1,262,763	\$1,091,208	\$11,555	13	\$1,102,763	\$1,435,913	
Total Bond Budget for Meadows Site Improvements & Soccer Pavilion		\$1,265,844						
VARIANCE		\$3,081	UNDER BUDGET					



FINISH PLAN - ZONE 'A'
SCALE: 1/8" = 1'-0"

FINISH LEGEND

ROOM TAGS	FINISH LEGEND
ROOM NAME AND NUMBER PLUS GENERAL ROOM FINISH INFORMATION. FINISH TAGS SHALL APPLY TO ALL LIKE MATERIALS WITHIN A ROOM (U.O.N.).	FINISH LEGEND IS GENERAL. REFER TO SPECIFICATIONS FOR SPECIFIC FINISH INFORMATION. MULTIPLE FINISH TYPES ARE DENOTED BY NUMBER FOLLOWING ABBREVIATION.
CLASSROOM 101 PT RB CPT	ROOM NAME ROOM NUMBER WALL FINISH (SEE BELOW) BASE (SEE BELOW) FLOOR FINISH (SEE BELOW) DENOTES PATTERN DETAIL REFER TO "SPECIFIC NOTES" BELOW
	PT-P RB CPT-P
	PL
	PL - PLASTIC LAMINATE TYPE/COLOR (TAG APPLIES TO ALL CABINETS AND/OR COUNTERTOPS WITHIN THAT SPACE, U.O.N.)

WALL FINISH ABBREVIATIONS

CT	CERAMIC TILE
DEC1	DRY ERASE COATING - WHITE
EP	EPOXY PAINT
EX	EXISTING (NO NEW FINISH)
FWC	FABRIC WALL COVERING
PT	PAIN
VWC	VINYL WALL COVERING

BASE FINISH ABBREVIATIONS

CPT	CARPET
CT	CERAMIC TILE
EX	EXISTING (NO NEW FINISH)
NB	NO BASE, WALL FINISH EXTENDS TO FLOOR
RB	RESILIENT BASE

FLOOR FINISH ABBREVIATIONS

CPT	CARPET
CT	CERAMIC TILE
EX	EXISTING (NO NEW FINISH)
LVT	LUXURY VINYL TILE

GENERAL NOTES

- REFER TO REFLECTED CEILING PLANS FOR CEILING TYPES, HEIGHTS AND FINISH INFORMATION.
- AT CERAMIC TILE LOCATIONS, INSTALLER TO USE APPROPRIATE TROWEL TO ACCOMMODATE DIFFERENT TILE THICKNESSES.
- REFER TO STRUCTURAL DRAWINGS FOR DEPRESSIONED SLAB LOCATIONS, INDICATIVE OF MUDDSET BEDS AT CERAMIC TILE. SLOPE MUDDSET TO DRAINS. REFER TO ARCHITECTURAL DRAWINGS FOR DRAIN ELEVATIONS AND LOCATIONS.
- PROVIDE ANTI-FRACTURE MEMBRANE AT ALL THINSET CERAMIC FLOOR TILE LOCATIONS, UNLESS OTHERWISE NOTED.
- PROVIDE RESILIENT BASE AT TOE KICK OF ALL CASEWORK AND BEHIND ALL MOVABLE EQUIPMENT/APPLIANCES, WHEN SCHEDULED WITHIN A ROOM.
- ALL WALL MOUNTED MECHANICAL EQUIPMENT (DIFFUSERS, GRILLES, ETC.) AND ELECTRICAL EQUIPMENT (PANELS, ETC.) SHALL BE PAINTED TO MATCH THE ADJACENT WALL COLOR. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR QUANTITIES AND LOCATIONS.
- REFER TO SPEC. SECTION 012300 FOR COMPLETE LIST AND DESCRIPTION OF ALTERNATES.
- WHERE REMOVAL OR MODIFICATION TO A FINISH MATERIAL IS SHOWN, BUT NEW FINISHES ARE NOT SCHEDULED, PATCH AND REPAIR TO MATCH EXISTING FINISH CONDITION AS REQUIRED.
- PROVIDE APPROPRIATE TRANSITION STRIPS BETWEEN DISSIMILAR FLOORING MATERIALS AT VERTICAL AND/OR HORIZONTAL APPLICATIONS.
- CARPET EDGES SHALL BE CAPTURED BY NOSING. NOSING SHALL BE MITERED AT ALL OUTSIDE AND INSIDE CORNER CONDITIONS. ALL EDGES OF CARPET SHALL BE SEALED WITH A SEAM-SEALER.
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- FLOORING CONTRACTOR SHALL INSTALL INSERTS TO MATCH ADJACENT FLOORING MATERIAL AT ALL ELECTRICAL FLOOR BOX COVERS AS REQUIRED.
- FOR MORE INFORMATION REGARDING THRESHOLDS AT TILE INSTALLATIONS, SEE DOOR SCHEDULE SHEET.

SPECIFIC NOTES

- EXISTING FINISHES TO REMAIN.
- EP3 AT BACKSPLASH ONLY.
- UNLESS OTHERWISE INDICATED, CONTINUE CPT2A THROUGHOUT SPACE IN MATCHING PATTERN.
- STAGGER INSTALLATION METHOD FOR LVT, DIRECTION AS INDICATED ON DRAWING.

WINDOW TREATMENT LEGEND

	WINDOW TREATMENT
	CONTROL MECHANISM LOCATION
A	TYPE 'A' - MANUAL, 3% OPEN SHADE

PATTERN DETAILS (FLOORS/WALLS)

PATTERN 1 (P1) - FLOOR

	CPT2A
	CPT2B

INTERIOR SIGNAGE

THIS IS AN INTERIOR SIGNAGE IDENTIFICATION. REFER TO SPECIFICATIONS FOR INTERIOR SIGNAGE TYPE AND SCHEDULED INFORMATION



TMP ARCHITECTURE INC
1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS, MICHIGAN 48302
PH - 248.338.4561 FX - 248.338.0223
EM - INFO@TMP-ARCHITECTURE.COM

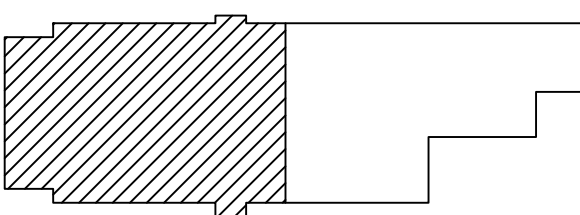
REGISTRATION SEAL

CONSULTANT

PROJECT TITLE Gardenbrook Renovations

Novi Community School District

DRAWING TITLE Finish Plan - Zone 'A'



Key Plan no scale

ISSUE DATES

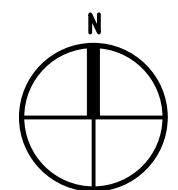
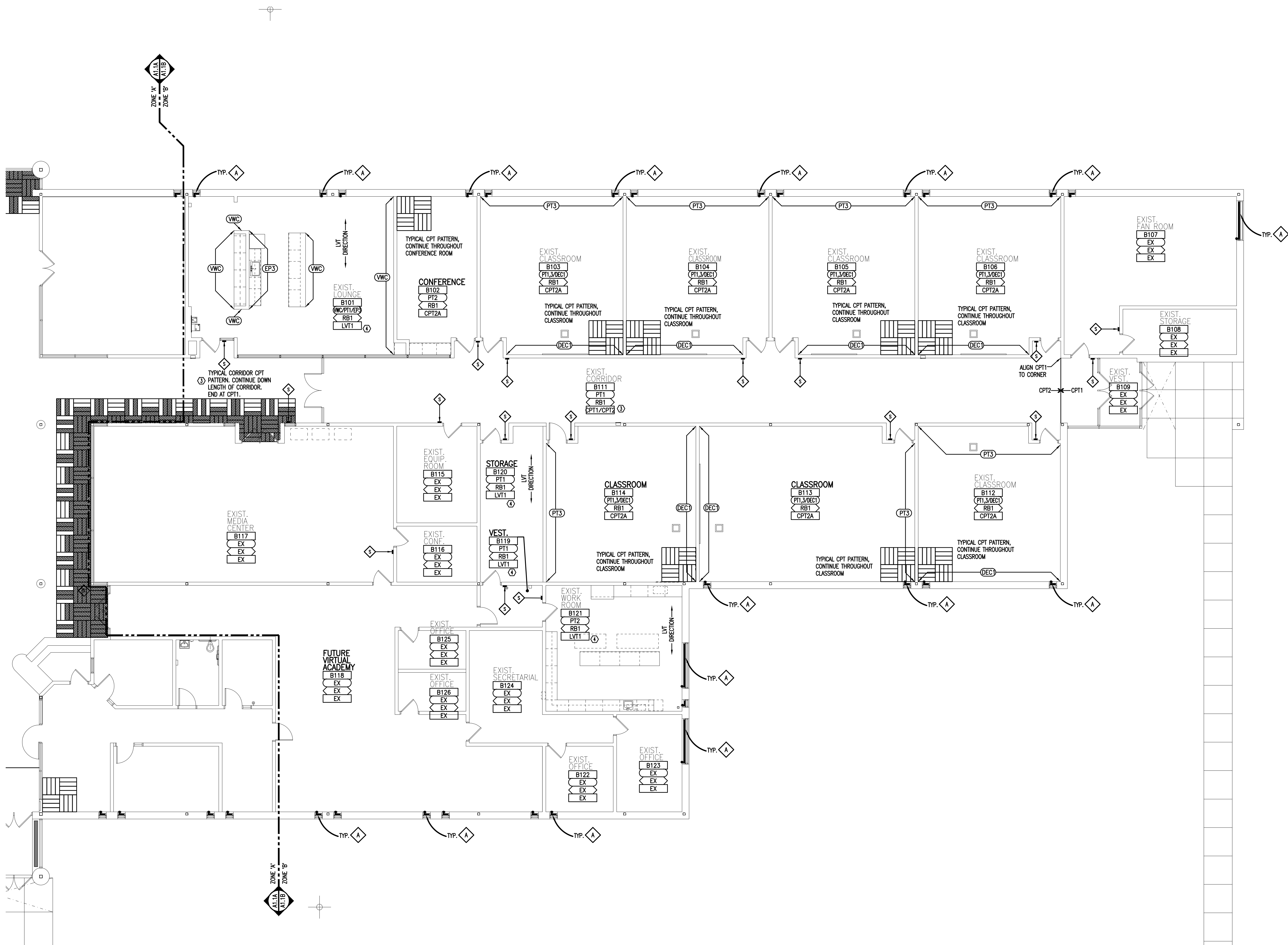
DATE	ISSUED FOR:
04/09/21	BIDS / CONSTRUCTION DOCUMENTS
DRAWN	SMW
CHECKED	...
APPROVED	JJC

PROJECT NO.

20114

DRAWING NO.

A10.1A



FINISH PLAN - ZONE 'B'
SCALE: 1/8" = 1'-0"

FINISH LEGEND

ROOM TAGS	FINISH LEGEND
ROOM NAME AND NUMBER PLUS GENERAL ROOM FINISH INFORMATION. FINISH TAGS SHALL APPLY TO ALL LIKE MATERIALS WITHIN A ROOM (U.O.N.).	FINISH LEGEND IS GENERAL. REFER TO SPECIFICATIONS FOR SPECIFIC FINISH INFORMATION. MULTIPLE FINISH TYPES ARE DENOTED BY NUMBER FOLLOWING ABBREVIATION.
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	DENOTES PATTERN DETAIL
	PL - PLASTIC LAMINATE TYPE/COLOR (TAG APPLIES TO ALL CABINETS AND/OR COUNTERTOPS WITHIN THAT SPACE, U.O.N.)

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CT	CERAMIC TILE
DEC1	DRY ERASE COATING - WHITE
EP	EPOXY PAINT
EX	EXISTING (NO NEW FINISH)
FMC	FABRIC WALL COVERING
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VWC	VINYL WALL COVERING

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CPT	CARPET
CT	CERAMIC TILE
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NB	NO BASE, WALL FINISH EXTENDS TO FLOOR
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FLOOR FINISH ABBREVIATIONS

CPT	CARPET
CT	CERAMIC TILE
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LVT	LUXURY VINYL TILE

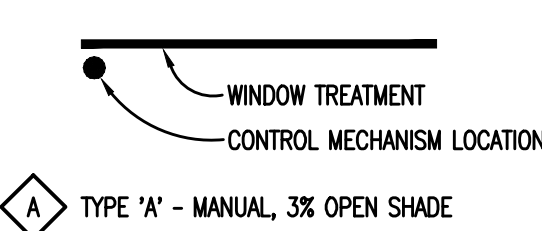
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SPECIFIC NOTES

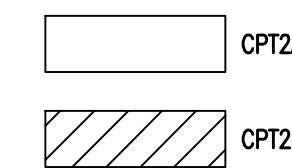
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WINDOW TREATMENT LEGEND



PATTERN DETAILS (FLOORS/WALLS)

PATTERN 1 (P1) - FLOOR



INTERIOR SIGNAGE

THIS IS AN INTERIOR SIGNAGE IDENTIFICATION. REFER TO SPECIFICATIONS FOR INTERIOR SIGNAGE TYPE AND SCHEDULED INFORMATION



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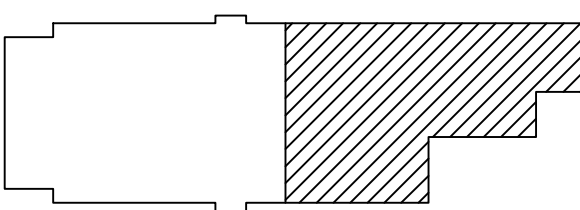
REGISTRATION SEAL

CONSULTANT

PROJECT TITLE Gardenbrook Renovations

Novi Community School District

DRAWING TITLE Finish Plan - Zone 'B'



Key Plan no scale

ISSUE DATES

DATE	ISSUED FOR:
04/09/21	BIDS / CONSTRUCTION DOCUMENTS
DRAWN	SMW
CHECKED	...
APPROVED	JJC

PROJECT NO.

20114

DRAWING NO.

A10.1B