



**Minutes of a Regular Meeting, May 20, 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 20, 2021, beginning at 7:15 PM.

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

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

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

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

Nays: 0

MOTION CARRIED

AWARDS/RECOGNITIONS/PRESENTATIONS

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

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 May 6, 2021

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

Ayes: 6 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:

				New Hires	
<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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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

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

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

Nays: 0

MOTION CARRIED

Personnel Report B

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 enhance 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 conducted the HumanEX principal phone screening interview with four internal and one external candidate.

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

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.

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Community School District Board of Education approve Emily Pohlonski as the virtual school principal.

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

Nays: 0

MOTION CARRIED

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

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Community School District Board of Education adopt the 2021-2022 NEA Calendar.

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

Nays: 0

MOTION CARRIED

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.

It was moved by Mr. Mena and supported by Mrs. Roney 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.

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

Nays: 0

MOTION CARRIED

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.

It was moved by Mrs. Hood and supported by Mrs. Murphy that the Novi Community School

District Board of Education adopts the attached resolution, supporting the ISD budget.

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

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

Chartwells' 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.

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.

Bid Package #^ - Boiler Replacement updated to include the Gardenbrook Property and High School

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) \$ 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

Bid Package #7A – Gardenbrook Property (formerly Walsh College) Renovation

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.

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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

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PLM Bond (Hudson Insurance Company) \$ 7,774.20

TOTAL \$ 266,914.05

Bulletin #2 – Novi High School Boiler Retube

Bid Division 142 : HVAC

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Base Bid \$ 68,018.52

Boilout **ADD \$ 13,647.44**

PLM Bond (Hudson Insurance Company)

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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

COMMITTEE REPORTS

Capital Projects Committee

Mr. Mena, Board Secretary and Chair of the committee, reported that they had a very packed agenda this month and a very robust meeting. He stated that they discussed COVID and market conditions and potentially how that might affect the scheduling and bids. Mr. Mena said that they were provided an update on construction projects, reviewed some smaller design projects, and discussed future projects and whether there is enough staff to handle the workload. He mentioned there was a lot of discussion on master planning, the meadow's fifth and sixth grade plan, and community concerns.

Curriculum Committee

Mary Ann Roney, Board Trustee and Chair of the committee, reported that that they had a wonderful presentation from Dr. Webber and his invited guests: Rob Baker, Andrew Combs, Angie Southworth, Stephanie Boersma, Shailee Patel, and Darby Hoppenstedt. She stated that it was on standards based grading and some other wonderful things. Mrs. Roney said that they are really excited for them to present it to the Board. She mentioned that they are doing this at the middle school and it seems to be working well.

COMMENTS FROM THE AUDIENCE

There was one comment from the audience. He commented on live streaming the meetings, the Google participation form, and teaching traditional diversity training, keep open curriculum and allow people to see themselves reflected in the reading material, in art, and the people who teach us.

SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of Schools, reported that that yesterday in Newsweek the Novi Community School District was rated the best school district in the State of Michigan. He stated that was a nice recognition.

Dr. Matthews said we are in the throes of graduation events at the high school. He mentioned that tonight there was the senior car parade. He stated that many of the Board members were able to participate. He reported that they are continuing discussions on the graduation plans, trying to figure out exactly what they will do.

Dr. Matthews stated that today the governor identified that she is lifting all outdoor restrictions on gatherings starting June 1, so we are having those discussions. He said that he sent the Board an email asking for feedback about our event on June 5, so if they could share that with him, they would like to get information out to parents as soon as possible.

Dr. Matthew reported that there are still indoor restrictions. He mentioned that they contacted Eastern Michigan and they are not doing indoor graduation events this season, so we will continue with our outdoor event.

ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, reminded the Board that the revenue estimating conference is tomorrow and what he learns he will share. He reported that he is in the middle of the budget development, so hopefully he will bring it to the June 3

meeting. Mr. McIntyre stated the he believes we are going to end the 2021 year and begin the 2021-2022 year.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that we are continuing to partner with Michigan State University that began in the fall of 2019. He stated the Michigan state University, Human Resources and Labor Relations offers a certified human resources specialist program that both dr. Webber and he have been through. Dr. Kinzer said that it is a very high quality program the MSU brought here and the district hosted school personnel from across the metropolitan area. He mentioned that they were able to offer support training for administrators as well as members of the business office and the human resources department, at no cost.

Dr. Kinzer reported that they will do the same thing in the fall only virtual. He stated that this partnership will yield the same opportunity for a new group of administrators and support staff in the district. Dr. Kinzer said that this program is all K-12 and the feedback from 2019 was very favorable.

Dr. Kinzer reported that on Monday we were dealing with an absolutely terrible day. He stated that we had great support from our EAP, our Employee Assistance Program. Dr. Kinzer said that the resources we were able to offer people in this district were tremendously valuable and he wanted to acknowledge the commitment of the Board to this program. He mentioned that it is always available to our staff and their families and was of great value on Monday and Tuesday. Dr. Kinzer expressed his gratitude to the Board.

Dr. RJ Webber, Assistant Superintendent for Academic Services, reported that he is delighted about Emily Pohlonski and making that choice to join our leadership team. He stated that he has had the pleasure of working with her for 11 years and her professionalism and ability to deliver is amazing. Dr. Webber said that our internal candidates that we had across the board are genuinely incredible people.

He mentioned that he sincerely hopes that we work on a vision to provide some path to leadership for the people within our district. Dr. Webber reported that it is not enough to hire people, but you have to keep great people and the way you do that is to give them opportunities to grow.

He stated that today he and Ms. Pohlonski presented to the My STEM Network, for a playbook on pilot grants for STEM. Dr. Webber said they made it through the first cut and that is was refreshing to work with people who recognize our STEM programming as being exemplary in the State of Michigan. He mentioned that that they articulated it very well.

Dr. Webber reported that they had the opportunity today for the shark tank presentation. He stated that his hope is that the Board would avail them 10 minutes to present their presentation, to show the real joy of presenting with Ms. Pohlonski and to get thoughtful questions around the opportunities that we are providing from a K-12 perspective.

Dr. Webber said that our children have so many opportunities and so many people helped us to get where we are today. He mentioned that one of the most exciting newer piece is with the NEF

in a grant with Bosch. Dr. Webber reported that we will be co-creating an outdoor learning center with our middle school students, employing everything from micro bits to metal shop to wood shop to our 3D printing to solar panels to cameras and so on.

He stated that our K-12 science curriculum is stunning, thanks to our teachers and our community who invested the money. Dr. Webber said that the vision we have is to put the cameras on this property so second and third graders, who are studying different animals, can actually key in from their classroom to see these. He mentioned that we are going to put some game cameras out at night so the kids can actually see that natural world right here in Novi.

Dr. Webber reported that they will know if they were able to get the grant. He stated then what is going to happen is the State of Michigan will pay us ten thousand dollars to tell our story that will be shared throughout the State of Michigan as a way to help districts that need to find ways towards STEM.

Dr. Webber said that part of the Bosch and NEF grant, around the gardens, will help other human beings and it is such a beautiful thing, especially after this week and the tragedy we went through with Tanya. He mentioned that it is important to recognize that we must try to make as many tiny changes as we can to make it a better place. Dr. Webber expressed his appreciation to those who are a part of Feed the Need efforts for the past six years.

He also expressed his appreciation to Mrs. Roney, the Curriculum Committee chair, Robert Baker, Andrew Comb, Angie Southworth, and Stephanie Boersma who led the presentation on standards based grading and universal accommodations. Dr. Webber reported that he talked about it today with the Interschool Council group and three (3) parents emailed after to express their gratitude for the direction that we are going. He stated that it will be a Board presentation and a Board policy to consider because from a policy standpoint, it would truly help children.

BOARD COMMUNICATION

Mrs. Murphy, Board Trustee, reported that she had the opportunity to attend the boys track meet, the KLAA conference meet. She stated after a year of pandemic watching the kids' camaraderie was almost better than watching the competition. Mrs. Murphy said it was not just teammates, but the opposing team as well. She mentioned that they were even cheering the last place finishers. Mrs. Murphy said it was a great thing.

Mr. Mena, Board Secretary, reported that we do have a lot of real special kids that participate in track and field and he sees the same thing at our home meets, the support that these kids get. He stated that they might not be your typical athlete participating in an event and our kids congregate at the finish line cheering those kids on. Mr. Mena said that the support is just incredible and pulls on your heart strings.

Mr. Smith, Board Trustee, highlighted the work that the NEF is doing, as Dr. Webber pointed out. He reported that it is always interesting how we do some things and no one hears about it and with other things, everyone has an opinion. Mr. Smith stated that one small thing they did was to provide literature to the high school regarding the Flint water crisis that shed light on that subject. He said that Dr. Webber brought up the STEM program, which will benefit every student in the

district. Mr. Smith mentioned that some people sit on their phones and watch falcons at the Detroit Zoo, so allowing our kids this opportunity to watch an outdoor space would be great.

Mr. Smith reported that the NEF Executive Board had the opportunity to read the applications, peer reviews, and principal letters for the four (4) Teachers of the Year. He stated that it was hard to pick because all four (4) were phenomenal, which led to the decision of asking the Suburban Collection for a block of money that would allow us to honor and appreciate not only teachers, but the staff that support them as well. Mr. Smith expressed his gratitude to everyone in the community that supported the NEF over the years and to please continue that support in the future.

Mr. Smith thanked Kathy Hood for going out and spending some extra time on the committees that she serves on and listening to the ISD budget and her willingness to do that. He said that she does a great job.

Mrs. Hood, Board Treasurer, reported that that she would like to return some kindness as Mr. Smith was going through all other things that the NEF provides to our district raising money and returning it back to kids with really phenomenal programs and different things. She stated that Mr. Smith also participates in the Novi Youth Assistance. Mrs. Hood said that she has attended some of their meeting as a spectator and the truly good work that Mr. Smith does is greatly appreciated. She mentioned that he spends a lot of time up here thanking others and she wanted to acknowledge some of the terrific things brought to our district.

Mrs. Roney, Board Trustee, reported that she wanted to give a shout out regarding the unified robotics meet this Saturday, at Novi High School, in the competition gym. She stated that it starts at 1:00 PM and we will see what our amazing students have accomplished. Mrs. Roney said the award ceremony should begin around 4:00 PM.

ADJOURNMENT

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

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

Nays: 0

MOTION CARRIED

The meeting adjourned at 8:30 p.m. The next regular meeting of the Board is scheduled for June 3, 2021 at 7:00 p.m., at the Educational Services Building.

Willy Mena, Secretary

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