



**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: June 3, 2021**  
**Educational Services Building**  
**25345 Taft Road**  
**Novi, MI 48374**



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – June 3, 2021**  
**25345 Taft Road**  
**7:00 PM**  
**AGENDA**

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
  - A. Approval of Minutes
  - B. MASB Membership 2021-22
  - C. MHSAA Membership 2021-22
- VI. ACTION ITEMS**
  - A. Personnel Report
  - B. Personnel Report B
  - C. Chartwells' Contract Renewal
  - D. 2021 Summer Tax Levy
  - E. Bid Package #6 – Boiler Replacement updated to include the Gardenbrook Property and High School
  - F. Bid Package #7A – Gardenbrook Property (formerly Walsh College) Renovation
- VII. INFORMATION AND DISCUSSION**
  - A. Plow Truck Purchase
  - B. 2020-2021 Final Budget
  - C. 2021-2022 Preliminary Budget
  - D. Policy Updates and Revisions
  - E. Board Operating Procedures (BOP) Updates and Revisions
- VIII. COMMITTEE REPORTS**
  - A. Governance and Policy Committee
  - B. DEI Committee
  - C. Finance Committee
- IX. COMMENTS FROM THE AUDIENCE**
- X. SUPERINTENDENT'S REPORT**
- XI. ADMINISTRATIVE REPORTS**
- XII. BOARD COMMUNICATION**
- XIII. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 3, 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 20, 2021
- B. MASB Membership 2020-21
- C. MHSAA Membership 2020-21

**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 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:

				<b>New Hires</b>	
<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 1<sup>st</sup> 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.

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.

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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](https://novi.k12.mi.us)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 3, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** Michigan Association of School Boards (MASB)

Membership in the Michigan Association of School Boards (MASB) allows the Board to be active in State school matters along with the majority of districts. The benefits and costs for MASB membership are summarized below:

**Michigan Association of School Boards (MASB)**

- I. Benefits: Legislative representation, board development programming, bargaining strategies, assistance with policy questions, frequents communications on issues and access to the MASB education resource center.
- II. Cost: Cost is based on a sliding scale dependent upon student enrollment.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve membership in Michigan Association of School Boards (MASB) for the 2021-22 school year.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Steve Matthews, Superintendent



1001 Centennial Way Suite 400  
Lansing, Michigan 48917-8249

517.327.5900  
Fed.ID # 38-1323441

# INVOICE

## 2021-2022 MEMBERSHIP RENEWAL NOTICE

Steve Matthews, Ed.D.  
Novi Community School District  
25345 Taft Rd  
Novi, MI 48374-2423

District Number: 63100  
Date: 5/5/21

The Michigan Association of School Boards appreciates the membership of your school district for the fiscal year 2021-2022 which begins July 1.

**YOUR MDE AUDITED FALL PUPIL COUNT: 6597**

**MASB SCHOOL DISTRICT 2021-2022 MEMBERSHIP: \$8,231**

**LEGAL TRUST FUND ANNUAL RENEWAL CONTRIBUTION: \$395**

**DUES RENEWAL SUBTOTAL: \$8,626**

### Dues Plus Choices \*

Video: QTY: \_\_\_\_\_ x Price: \_\_\_\_\_ = \_\_\_\_\_

Add Dues Renewal Subtotal to Dues Plus Choices for **Grand Total Payable to MASB: \$** \_\_\_\_\_

*\*See enclosure for details on this special offer for board development.*

### DIRECT FINANCIAL BENEFITS OF MEMBERSHIP:

One of the many benefits of membership with MASB is the ability for our members to participate in the SET-SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty net asset returns.

**Last year your participation resulted in returns of \$84,667.74 to your district.**

Please forward payment and copy of this invoice no later than June 30, 2021 to:  
MASB, 1001 Centennial Way, Suite 400, Lansing, MI 48917-8249 Questions? Call 517-327-5900



**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

---

May 7, 2021

Dear Board President,

On behalf of your Association's Board of Directors and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership you provide for Michigan's public schools and students.

We recognize that the last 14 months have been particularly difficult as all of us have faced more obstacles than ever, individually and collectively on behalf of public schools, during the COVID-19 pandemic.

As MASB remains committed to serving your district through advocacy, information sharing, legal service and more, we ask that you remain committed to MASB. The renewal period for your district's MASB membership is now open. We appreciate there is still uncertainty around budget, so we kept the rates the same as the last two years.

Additionally, your membership includes access to district cost savings such as:

- **SET SEG**—Health benefits consultation, a property/casualty pool and workers' compensation fund are all available.
- **Lobbying**—MASB Government Relations staff is advocating every day on behalf of public school districts to preserve the School Aid Fund and reduce unnecessary increases to your budget.
- **Legal Counsel Consultation**—MASB Legal Counsel Brad Banasik, J.D. and Assistant Director of Labor Relations and Legal Services Charis Lee, Esq. are available to work through any concerns.
- **Member Assistance Fund**—This service provides assistance to our most financially uncertain districts to access MASB training and services.
- **Board Development**—Member rates on Board Member Certification (CBA) classes, workshops, and other learning opportunities and services.

This coming year, MASB will continue to focus on helping you in any and every way we can. Your district's dues invoice has been sent to your Superintendent and we request that it be approved by your board and submitted by June 30, 2021.

If you have any questions, please call us at 517.327.5900. MASB is your Association and we will continue to get through any and all challenges together.

Sincerely,

A handwritten signature in black ink that reads "Don P. Wotruba". The signature is written in a cursive style with a large initial "D".

Don P. Wotruba, CAE  
Executive Director



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 3, 2021**

**SUPERINTENDENT**

**TOPIC:** Michigan High School Athletic Association Membership

**BACKGROUND INFORMATION:**

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of junior and senior high schools whose Board of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules.

According to Michigan Attorney General Opinion #4795 of 1977, any local board of education may voluntarily join the MHSAA by adopting the rules of the association and agreeing to enforce those rules with respect to its schools.

In order to maintain membership in the Michigan High School Athletic Association, the Board of Education must adopt a membership resolution annually.

**MEMBERSHIP RESOLUTION FOR THE YEAR:  
AUGUST 1, 2021 THROUGH JULY 31, 2022**

Novi High School and Novi Middle School, the secondary school(s) which are under the direction of the Novi Community School District Board of Education, City of Novi, County of Oakland, of the State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association; and,
- (B) further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s), the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is

hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2021 and shall remain effective until July 31, 2022, during which the authorization may not be revoked.

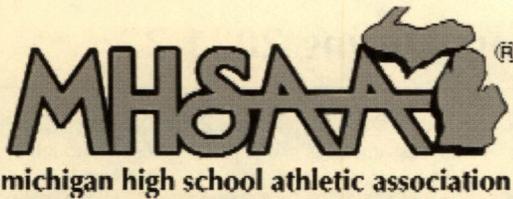
**RECOMMENDATION:**

That the Novi Community Schools Board of Education adopt the Membership Resolution attached as Exhibit A, approving membership in the Michigan High School Athletic Association, and that the Board Secretary be authorized to execute the resolution.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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

**Steve Matthews, Superintendent**



# 2021-22

1661 Ramblewood Drive  
East Lansing, MI 48823  
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2021 — through July 31, 2022

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2021-22 must be listed on the back of this form)***

Novi Community School District City/Township of Novi

County of Oakland, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2021 and shall remain effective until July 31, 2022, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Novi Community School District School(s), on the 3 day of June, 2021, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Novi Community School District Board of Education  
(Governing Body Name)

25345 Taft Road  
(Address)

Novi, MI 48394  
(City & Zip Code)

Sheila.holly@navik12.org  
(Contact E-mail)

Board Secretary Signature  
or Designee

Check if Designee

# Schools Which Are To Be MHSAA Members During 2021-22

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A.** This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B.** If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Novi High School
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools  
for either column on a separate sheet.

## Name the Member Junior High /Middle School(s)

*(member 6th, 7th and 8th-grade buildings)*

List separately from HS even if all grades are housed in the same building.

1. Novi Middle School  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8  
 Provide anticipated 2021-22 7th and 8th-grade enrollment 1098  
 Provide anticipated 2021-22 6th-grade enrollment 0
  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_
  
2. \_\_\_\_\_  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2021-22 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2021-22 6th-grade enrollment \_\_\_\_\_
  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_
  
3. \_\_\_\_\_  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2021-22 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2021-22 6th-grade enrollment \_\_\_\_\_
  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_

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

June 3, 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>
Jodoin, Debra	MS	Receptionist	Position Chg.	Level B	06-04-21

**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Stotler, Diana	District	Instructional Coach	Retirement	08-02-21

**C. Leaves of Absence**

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
Steven M. Matthews, Superintendent

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

June 3, 2021

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Interim Special Education Supervisor

Our current Special Education Supervisor Stacey Theophelis has been hired as the Executive Director of Special Education in the Clarkston Community School District. They want her to start as soon as possible. Their Board approval will not take place until June 14. Assuming the Board approves Ms. Theophelis, she will then resign effective the end of the day June 15.

For the Special Education Supervisor position in our district, I would like to appoint an interim for the 2021-2022 school year. The rationale for appointing an interim is twofold. First, this position supervises some summer programming - extended school year, birth to three, child find - so we need someone quickly. Second, our hiring process would take us at least into August after posting, conducting the initial screen, the HumanEX screen, and a panel interview. A potential outsider would then need to give notice to their current employer. Given that timeline, it would be difficult to have a person in place to help prepare for the 2021-2022 school year.

Amanda Squires is a teacher consultant currently working at the high school. She has been in the district for eight years and has demonstrated her understanding of the needs of special education students, works to support students and teachers, and provides support within the department. In consultation with the Director of Student Services, we believe she could step in and help this summer, prepare for the next school year, and provide leadership for the 2021-2022 school year.

We could then post next spring for the 2022-2023 school year.

If approved, Ms. Squires would be the interim and begin June 14 to have two days of transition with the current Supervisor.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve Amanda Squires as the Special Education Supervisor.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**



Steve Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 3, 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 was presented for information and discussion at the May 20, 2021 Board meeting and comes back tonight for approval.

**RECOMMENDATION:**

That in the best interest of the Novi Community School District, the Board of Education approve Chartwells to continue to serve as the District's food service management company by renewing their contract.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Steve Matthews, Superintendent



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  
TIFFANY D. TILLEY – SECRETARY • TOM MCMILLIN – TREASURER  
JUDITH PRITCHETT – NASBE DELEGATE • ELLEN COGEN LIPTON  
NIKKI SNYDER • JASON STRAYHORN

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](mailto:mde-fsmc-vended@michigan.gov).

Sincerely,

A handwritten signature in cursive script that reads "Diane L. Golzynski".

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

dlg:ts:ck

cc: Gregory McIntyre, Assistant 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.





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## 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.

A handwritten signature in blue ink, appearing to read "Gregory R. McIntyre", with a stylized flourish at the end.

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](mailto: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.

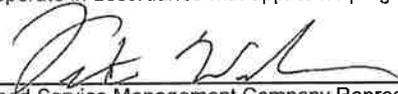
**RATES MUST NOT BE ROUNDED UP. DO NOT EXCEED TWO DECIMAL PLACES.**

	<u>2020-2021 Rate</u>	<u>2021-2022 Rate</u>	<u>Percentage Change/Increase**</u>
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

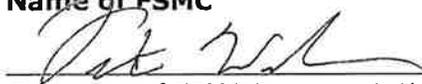
\_\_\_\_\_  
Date

**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**

June 3, 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.

**RECOMMENDATION:**

That the Novi Community School District Board of Education, in the best interest of the school district, resolve to levy 50% of the taxes in the summer.

**APPROVED AND RECOMMENDED  
FOR ACTION**



\_\_\_\_\_  
Steve Matthews, Superintendent

Novi Community School District

Property Taxes - 2021-2022 Total Mills Levied

Description 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
<b>Summer 2021 Mills to Levy (50%)</b>	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	<b>(0.3106)</b>	<b>(0.3106)</b>	<b>(0.3417)</b>	<b>(0.2810)</b>
Change in Taxes per \$100,000 of Taxable Value	<b>(\$31.06)</b>	<b>(\$31.06)</b>	<b>(\$34.17)</b>	<b>(\$28.10)</b>

Novi Community School District (the “District”)

A Regular meeting of the Board of Education (the “Board”) was held in the Educational Services Building, within the boundaries of the District, on the 3 day of June, 2021, at 7:00 o’clock in the p.m.

The meeting was called to order by Danielle Ruskin, President.

Present: Members Danielle Ruskin, Willy Mena, Kathy Hood, Paul Cook, Mary Ann Roney, Tom Smith, and Bobbie Murphy

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, THIS Board previously adopted a resolution to impose a summer tax levy to collect 50% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2021 its previously adopted ongoing resolution imposing a summer tax levy of one-half of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent of designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board’s resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2021 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2022.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent of designee is authorized and directed to negotiate on behalf of the District with The governing body of each city and/or township in which the District is located for the reasonable expenses of collection of the District’s summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Danielle Ruskin, Willy Mena, Kathy Hood, Paul Cook, Mary Ann Roney, Tom Smith, and Bobbie Murphy

Nays: Members

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Willy Mena, Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Novi community school District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a Regular meeting held on June 3, 2021, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Willy Mena, Secretary, Board of Education

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 3, 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>
<b>TOTAL</b>	<b>\$ 266,914.05</b>

**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	<b>ADD \$ 13,647.44</b>
PLM Bond (Hudson Insurance Company)	<u>\$ 2,449.98</u>
<b>TOTAL</b>	<b>\$ 84,115.94</b>

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

**RECOMMENDATION:**

That the Novi Community School District Board of Education, award the additional boiler contracts in the amount listed above for Bulletin #1 and #2.

**APPROVED AND RECOMMENDED  
FOR ACTION**



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 29<sup>th</sup> 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
<b>TOTAL</b>	<b>\$</b>	<b>266,914.05</b>

## **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	<b>ADD</b> \$	13,647.44
PLM Bond (Hudson Insurance Company)	\$	<u>2,449.98</u>
<b>TOTAL</b>	<b>\$</b>	<b>84,115.94</b>

**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 Vrubel, TMP Architecture, Inc.

# Novi Community Schools 2019 Bond Issue

## CONTRACTOR QUOTATION - WORK ITEMS DETAIL

= to be completed by Contractor  
 = predetermined or automatic calculation

Date: <b>April 19, 2021</b>		Project Name: <b>Novi Community Schools 2019 Bond Issue</b>	
Contractor: _____		A/E / A/E Project #: <b>19136B, 19141B, 19140, 20114B</b>	
Check One <input type="checkbox"/> Check if PRIME Contractor <input checked="" type="checkbox"/> Check if Subcontractor <input type="checkbox"/>		CM: <b>McCarthy &amp; Smith, Inc.</b>	

BULLETIN NO: <b>1</b>	CCD NO: _____	ASI NO: _____	Contractor CHANGE REQUEST NO: <b>1</b>
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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	\$45,766.56
2 - AIR SEPERATOR - HOWLEY AGENCY Q# 4563-1	1	ea	\$ 3,928.00	ea	\$3,928.00
3 - PUMPS W VFD EXP TANK - DEPPMANN P61059	2	ea	\$ 18,908.00	ea	\$37,816.00
4 - SHOT FEEDER - DEPPMANN P61059	1	ea	\$ 511.00	ea	\$511.00
5 - UNIT HEATER MODINE - MACOMB GROUP Q#210416MNS	1	ea	\$ 4,100.00	ea	\$4,100.00
5 - VENTING - IN/OUT	4	ea	\$ 3,500.00	ea	\$14,000.00
7 - PIPING AND FITTINGS - ETNA/MW/SATTERLUND	1	ea	\$ 19,296.79	ea	\$19,296.79
8 - Shipping/Freight (when applicable)	0	LS	\$ -	LS	\$0.00

\*\* 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
<b>Total Material Amount =</b>	<b>\$146,237.80</b>

### B. LABOR On first quotation provide breakdown of rate for review by McCarthy & Smith. Rate to included burden and 10% OH&P per contract.

Craft/Trade: BOILERMAKER Classification: FOREMEN	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 1-1/2 Time AMOUNT = c x d	TOTAL Double Time AMOUNT = e x f
		\$ 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: _____	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -

\*\* 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
<b>Total Labor Amount =</b>	<b>\$63,097.36</b>

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		\$1,875.00
2 - WELDER / GANG BOX	28		\$ 115.00		\$3,220.00
2 - _____					\$0.00
3 - _____					\$0.00

\*\* 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
<b>Total Field Equipment Amount =</b>	<b>\$5,095.00</b>

### D. UNIT PRICES: Include material, labor, all taxes other costs and fees

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	\$800.00
2 - CARTAGE	24	ea	\$ 85.00	ea	\$2,040.00

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

<b>Total Unit Price Amount =</b>	<b>\$2,840.00</b>
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### E. SUBCONTRACTOR MARK-UP

Name of Subcontractor	Amount
1 - THERMAL INSULATION SERVICES, LLC	\$4,917.00
2 - BASS	\$21,952.70
3 - ESKOS	\$15,000.00
3 - _____	\$0.00

\*\* 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
<b>Total Subcontractor Amount =</b>	<b>\$41,869.70</b>

<b>TOTAL AMOUNT FOR WORK ITEM NO.</b>			
BULLETIN NO. <b>1</b>	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
	<b>TOTAL AMOUNT FOR WORK ITEM =</b>	<b>\$266,914.05</b>

Bond % **3%**

REGISTRATION SEAL

CONSULTANT



**Strategic Energy Solutions®**  
4000 W. Eleven Mile Road • Berkley, MI 48072  
Phone 248.399.1900 Fax 248.399.1901  
www.sesnet.com  
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SES Project # 20 0351 01

PROJECT TITLE  
**Gardenbrook  
Renovations  
Boiler Room  
Upgrade**

Novi Community  
School District

DRAWING TITLE  
**ENLARGED MECHANICAL  
ROOM PLANS - ZONE A**



Key Plan no scale

ISSUE DATES


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

DRAWN  
CHECKED  
APPROVED

PROJECT NO.  
**20114B**

DRAWING NO.  
**MH4.1A**



MECHANICAL DEMOLITION NOTES

- 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.
- PRIOR TO COMMENCEMENT OF WORK, CONTRACTOR SHALL VISIT THE SITE AND BECOME FAMILIAR WITH EXISTING SITE CONDITIONS, SYSTEMS, AND UTILITIES. NOTIFY ARCHITECT OF ANY INTERFERENCES OR DISCREPANCIES.
- VERIFY DEPTH, SIZE, LOCATIONS AND CONDITION OF EXISTING UTILITIES IN THE FIELD, INCLUDING POINTS OF CONNECTION PRIOR TO STARTING ANY WORK.
- 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.
- ALL ITEMS ON DEMOLITION PLAN SHALL BE CONSIDERED EXISTING UNLESS OTHERWISE NOTED. ALL WORK INDICATED ON PLANS HAS BEEN LOCATED PER EXISTING DRAWINGS AND/OR FIELD OBSERVATION AND REQUIRES FIELD VERIFICATION.
- ALL ITEMS INDICATED WITH CROSS-HATCHING SHALL BE REMOVED COMPLETE, WITH ALL RELATED ITEMS INCLUDING HANGERS, SUPPORTS, INSULATION, CONTROLS, ETC. CAP ALL OPEN ENDED PIPES AND DUCTS.
- ALL EXISTING 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.
- 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.

DEMOLITION KEYED NOTES

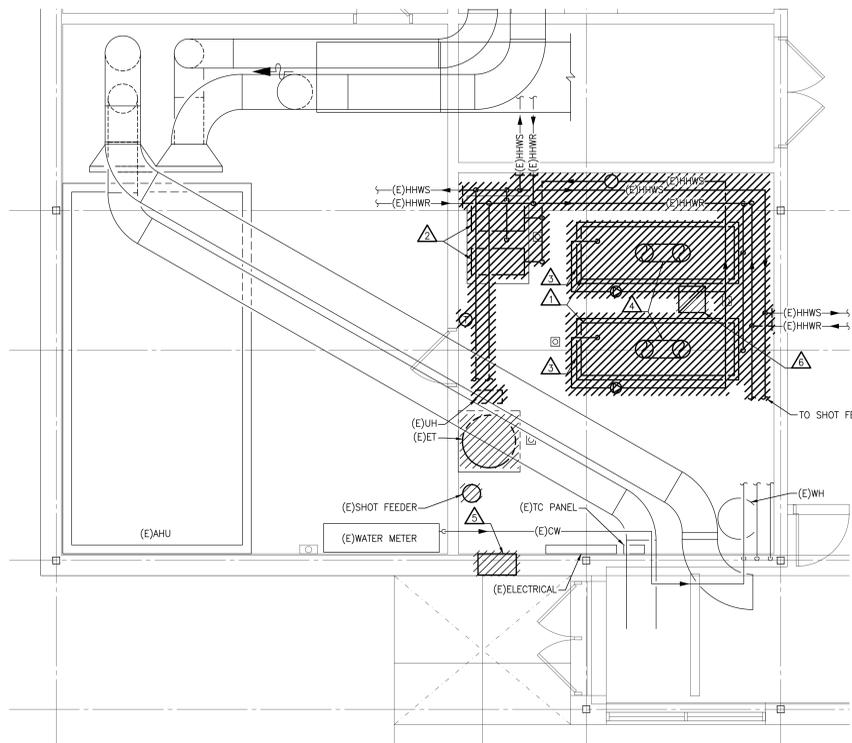
- DISCONNECT BOILER AND MAKE SAFE FOR REMOVAL. REMOVE EXISTING ASSOCIATED EQUIPMENT, INCLUDING CONTROLS, GAS TRAINS, ACCESSORIES, MISC. PIPING NOT SHOWN, ETC.
- REMOVE HEATING HOT WATER (HHW) CIRCULATING PUMPS COMPLETE, INCLUDING SUCTION DIFFUSER, TRIPLE DUTY VALVE, ETC. REFER TO NEW WORK FOR ADDITIONAL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

HVAC GENERAL NOTES

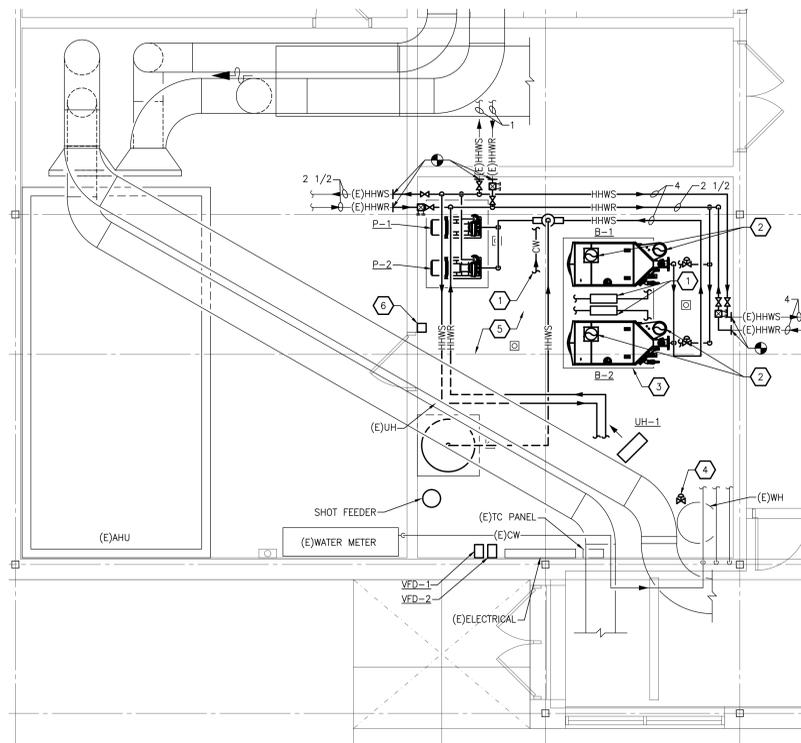
- THESE DRAWINGS ARE DIAGRAMMATIC AND INDICATE THE GENERAL EXTENT OF THE WORK. PROVIDE HVAC SYSTEMS COMPLETE PER SPECIFICATION, SMACNA STANDARDS, AND PER APPLICABLE CODES INCLUDING ALL NECESSARY OFFSETS, FITTINGS, SPECIAL RADIUS OR MITERED ELBOWS WHICH ARE REQUIRED DUE TO SPACE CONSTRAINTS OR STRUCTURAL CONDITIONS OR OTHER CONDITIONS.
- CONTRACTOR SHALL COORDINATE THEIR WORK WITH THE WORK OF ALL OTHER TRADES. ALL DUCTWORK IS TO BE ROUTED AS HIGH A POSSIBLE. PROVIDE ACCESS AROUND ALL NEW EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. VERIFY ALL CLEARANCES PRIOR TO THE FABRICATION OF ANY WORK.
- 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.
- DUCTWORK/PIPING SHALL NOT BE INSTALLED IN A LOCATION THAT RESTRICTS THE ACCESS TO MECHANICAL DEVICES REQUIRING ACCESS.
- THE CONTRACTOR SHALL PROVIDE ALL MISCELLANEOUS SUPPORTING STEEL, ETC. FOR THE PROPER INSTALLATION OF ALL MECHANICAL SYSTEMS.
- COORDINATE FLOOR, WALL, ROOF PENETRATIONS, LOUVER SIZES, PAD LOCATIONS ETC. WITH ARCHITECTURAL TRADES. SEAL ALL PIPING AND DUCT PENETRATIONS.
- THE CONTRACTOR SHALL REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR EXACT LOCATION OF GRILLES, REGISTERS, AND DIFFUSERS.
- COORDINATE AND PROVIDE ACCESS DOORS IN HARD CEILING AREAS FOR ACCESS TO BALANCING DAMPERS, ETC. REFER TO ARCHITECTURAL DRAWINGS FOR CEILING TYPES.
- 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.
- MAXIMUM LENGTH OF FLEXIBLE DUCT SHALL BE 5'-0".
- FOR EQUIPMENT VALVING, COMPONENT, AND PIPING ARRANGEMENT, REFER TO PIPING DIAGRAMS AND DETAILS.
- PAINT ALL VISIBLE INTERIOR SURFACES OF EXHAUST/RETURN GRILLES, REGISTERS AND VISIBLE ASSOCIATED DUCTWORK FLAT BLACK.
- 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.
- 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.
- DUCTWORK TO AND FROM VAV BOXES/TERMINAL UNITS SHALL BE EQUAL TO THE BOX CONNECTIONS SIZES UNLESS INDICATED OTHERWISE.
- CONNECTION TO EQUIPMENT SHALL BE VERIFIED WITH MANUFACTURER'S CERTIFIED DRAWINGS. TRANSITIONS TO ALL EQUIPMENT SHALL BE VERIFIED AND PROVIDED FOR EQUIPMENT FURNISHED.
- ALL BRANCH PIPING TO TERMINAL UNITS TO BE 3/4" UNLESS OTHERWISE NOTED.

KEYED NOTES

- 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 FAILS.
- 8" BOILER FLUE AND INTAKE UP THRU ROOF. FLUES SHALL TERMINATE A MIN. OF 3 FEET ABOVE ROOF OR 2 FEET ABOVE ANYTHING WITHIN 10 FEET, WHICHEVER IS HIGHER. TERMINATE INTAKE WITH GOOSENECK (TYP.) PROVIDE GUYS 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. TRADES. REINFORCE OPENINGS AS REQUIRED.
- CONCRETE HOUSEKEEPING PADS. MECHANICAL CONTRACTOR TO LAYOUT AND COORDINATE REQUIRED MODIFICATIONS (REDUCTIONS/ADDITIONS) OF EQUIPMENT PADS WITH ARCHITECTURAL TRADES.
- 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.
- INSULATE ALL NEW PIPING, REPAIR OR REPLACE MISSING PIPING INSULATION ON EXISTING PIPING WITHIN THE BOILER ROOM TO PROVIDE COMPLETE INSULATION ON THE HEATING HOT WATER, AND DOMESTIC WATER SYSTEMS.
- COORDINATE QUANTITY AND LOCATION OF BOILER EMERGENCY SHUT-OFF(S) BY ELECTRICAL TRADES.
- PROVIDE CONDENSATE NEUTRALIZATION KIT AND DISCHARGE OVER NEAREST FLOOR DRAIN.



ENLARGED BOILER ROOM DEMOLITION PLAN  
SCALE: 1/4" = 1'-0"



ENLARGED BOILER ROOM PLAN  
SCALE: 1/4" = 1'-0"

# 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
<b>TOTAL.....</b>	<b>\$84,115.94</b>

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.

ITEM NO.            MECHANICAL DRAWING CHANGES

- MD-1            Refer to Drawing No. M0.00 (new):
  - A.   Add new sheet to contract documents.
  
- 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  
June 3, 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**

**RECOMMENDATION:**

That the Novi Community School District Board of Education, award the contracts as listed above in the total amount of \$1,262,763.00.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read "Steve Matthews", written in a cursive style.

---

**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 10<sup>th</sup>, 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 the 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)	\$	<u>6,000.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>691,500.00</b>

**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
<b>Alternate #2-</b> 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 Vrubel, TMP Architecture, Inc.

**Novi Community School District 2019 Bond Issue**

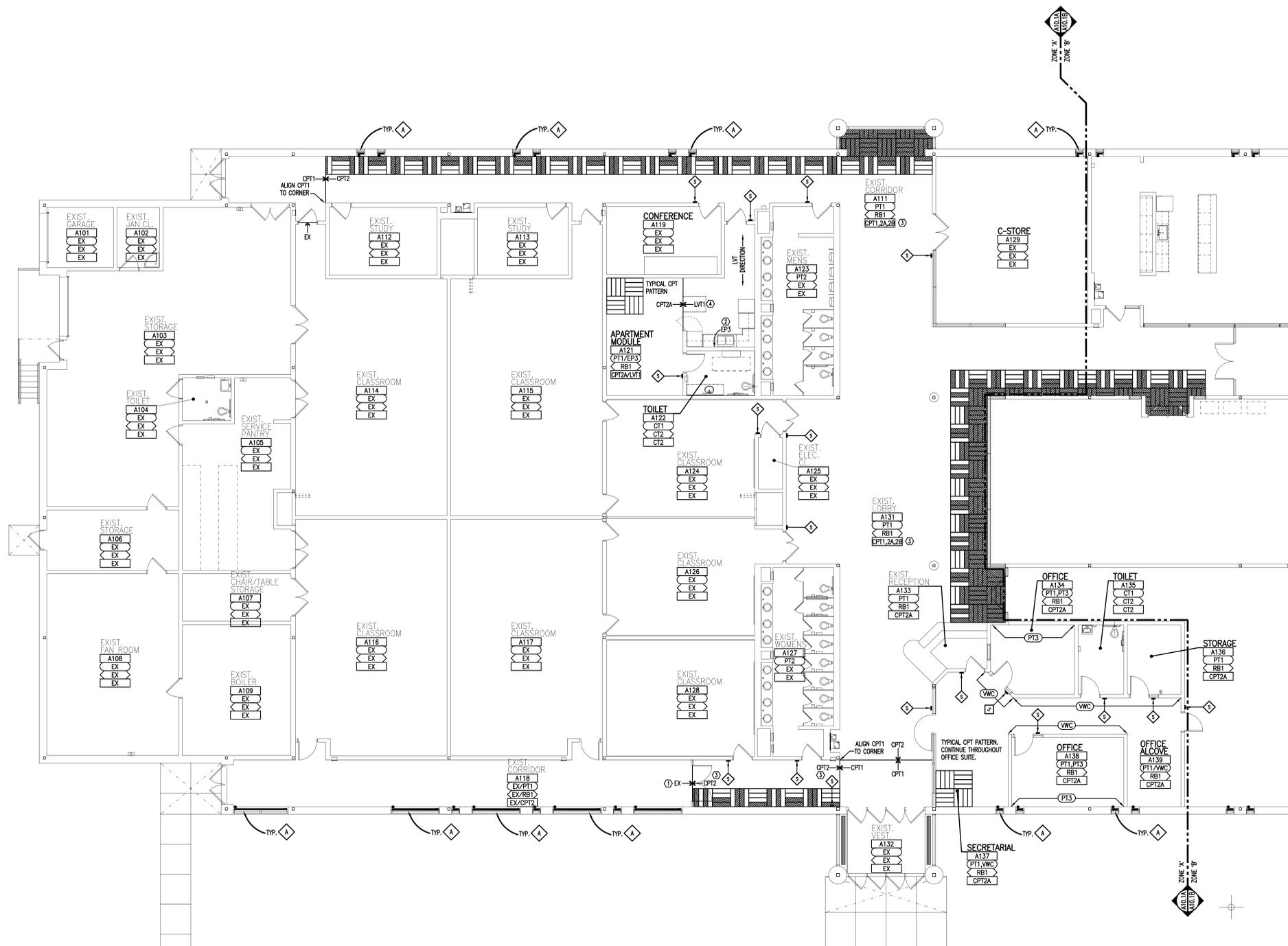
**BP#7A - Gardenbrook Renovation**

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

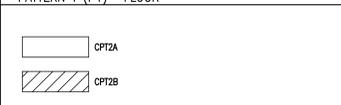
Project Location: Novi, MI 48374, United States of America

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. 9646 Marine City Hwy, Casco , MI 48064
<b>Total Bids with Bond</b>		<b>\$1,262,763</b>	<b>\$1,091,208</b>	<b>\$11,555</b>	<b>13</b>	<b>\$1,102,763</b>	<b>\$1,435,913</b>	
<b>Total Bond Budget for Meadows Site Improvements &amp; Soccer Pavilion</b>		<b>\$1,265,844</b>						
<b>VARIANCE</b>		<b>\$3,081</b>	<b>UNDER BUDGET</b>					




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

FINISH LEGEND	
<b>ROOM TAGS</b> ROOM NAME AND NUMBER PLUS GENERAL ROOM FINISH INFORMATION. FINISH TAGS SHALL APPLY TO ALL LIKE MATERIALS WITHIN A ROOM (U.O.A.).	<b>FINISH LEGEND</b> FINISH LEGEND IS GENERAL. REFER TO SPECIFICATIONS FOR SPECIFIC FINISH INFORMATION. MULTIPLE FINISH TYPES ARE DENOTED BY NUMBER FOLLOWING ABBREVIATION.
CLASSROOM ← ROOM NAME 101 ← ROOM NUMBER PT ← WALL FINISH (SEE BELOW) RB ← BASE (SEE BELOW) CPT ← FLOOR FINISH (SEE BELOW)	← PT-P ← RB ← CPT-P DENOTES PATTERN DETAIL REFER TO "SPECIFIC NOTES" BELOW ← PL ← PLASTIC LAMINATE TYPE/COLOR (TAG APPLIES TO ALL CABINETS AND/OR COUNTERTOPS WITHIN THAT SPACE, U.O.A.)
WALL FINISH ABBREVIATIONS	
CT CERAMIC TILE DEC1 DRY ERASE COATING - WHITE EP EPOXY PAINT EX EXISTING (NO NEW FINISH) FWC FABRIC WALL COVERING PT PAINT 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	
1. REFER TO REFLECTED CEILING PLANS FOR CEILING TYPES, HEIGHTS AND FINISH INFORMATION. 2. AT CERAMIC TILE LOCATIONS, INSTALLER TO USE APPROPRIATE TROWEL TO ACCOMMODATE DIFFERENT TILE THICKNESSES. 3. REFER TO STRUCTURAL DRAWINGS FOR DEPRESSED SLAB LOCATIONS, INDICATIVE OF MUDSET BEDS AT CERAMIC TILE. SLOPE MUDSET TO DRAINS. REFER TO ARCHITECTURAL DRAWINGS FOR DRAIN ELEVATIONS AND LOCATIONS. 4. PROVIDE ANTI-FRACTURE MEMBRANE AT ALL THINSET CERAMIC FLOOR TILE LOCATIONS, UNLESS OTHERWISE NOTED. 5. PROVIDE RESILIENT BASE AT TOE KICK OF ALL CASWORK AND BEHIND ALL MOVABLE EQUIPMENT/APPLIANCES, WHEN SCHEDULED WITHIN A ROOM. 6. 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. 7. REFER TO SPEC. SECTION 012300 FOR COMPLETE LIST AND DESCRIPTION OF ALTERNATES. 8. 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. 9. PROVIDE APPROPRIATE TRANSITION STRIPS BETWEEN DISSIMILAR FLOORING MATERIALS AT VERTICAL AND/OR HORIZONTAL APPLICATIONS. 10. 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. 11. WHEN CARPET IS SPECIFIED WITHIN A ROOM, ALL EXPOSED VERTICAL SIDES OF STAIR SHALL BE CARPETED. 12. FLOORING CONTRACTOR SHALL INSTALL INSERTS TO MATCH ADJACENT FLOORING MATERIAL AT ALL ELECTRICAL FLOOR BOX COVERS AS REQUIRED. 13. FOR MORE INFORMATION REGARDING THRESHOLDS AT TILE INSTALLATIONS, SEE DOOR SCHEDULE SHEET.	
SPECIFIC NOTES	
① EXISTING FINISHES TO REMAIN. ② EP3 AT BACKSPASH ONLY. ③ UNLESS OTHERWISE INDICATED, CONTINUE CPT2A THROUGHOUT SPACE IN MATCHING PATTERN. ④ STAGGER INSTALLATION METHOD FOR LVT, DIRECTION AS INDICATED ON DRAWING.	
WINDOW TREATMENT LEGEND	
 WINDOW TREATMENT CONTROL MECHANISM LOCATION 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 - 248.386.4861 FX - 248.386.0223  
 BM - INFO@TMP-ARCHITECTURE.COM

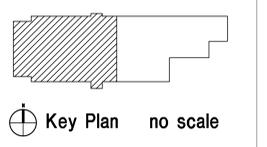
REGISTRATION SEAL

CONSULTANT

PROJECT TITLE  
**Gardenbrook Renovations**

Novi Community School District

DRAWING TITLE  
**Finish Plan - Zone 'A'**



ISSUE DATES

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

PROJECT NO.  
**20114**  
 DRAWING NO.  
**A10.1A**

Drawing File: C:\Users\j2020\OneDrive\Documents\201114\2011\_Henrietta\A10114\_A10.1A.dwg  
 Apr 09, 2021 - 3:30pm



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 3, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Plow Truck Purchase**

The maintenance vehicle fleet has greatly improved through replacement of vehicles over the past several years. As part of our original replacement plan, we need to replace a 2009 plow truck that we rely on heavily. The vehicle has been driven 42,748 miles mostly for plowing as well as 10,000+ miles in reverse. This truck requires many repairs and is no longer reliable. This purchase has been budgeted for in the 2021-2022 budget.

A 2022 F-350 plow truck with a snowplow and all necessary plow flasher lighting is needed. The best price for the F-350 truck and outfitting is available through the Macomb County cooperative bid (#21-18 T.11) using Signature Ford as the dealer. The cost of this vehicle is **\$32,429**.

NBC Truck Equipment will provide and install a 9' 6" Western MVP3 snowplow and controls, roof mounted strobe light and tail light strobes for \$8,563. A hydraulic lift gate is to be added to this vehicle for the cost of \$3,360. They will also need approximately 2 weeks to outfit this vehicle. The state bid pricing for outfitting this vehicle with the plow, light package, and lift gate is **\$11,923**.

The truck would be ready approximately 12 weeks from the time of approval. Total expenditure for the vehicle and snowplow package is **\$44,352**. This purchase is necessary to keep the maintenance vehicle fleet operational and in good working order.

This comes tonight for information and discussion and will come back for approval at the June 10, 2021 regular meeting of the Board.

**APPROVED AND RECOMMENDED FOR  
INFORMATION AND DISCUSSION**

  
\_\_\_\_\_  
Steve Matthews, Superintendent



# Novi Community School District

45495 Eleven Mile Road, Novi, MI 48374

Ph: (248) 449-1241 Fax: Business Office: (248) 449-1249

Email: [michael.dragoo@novik12.org](mailto:michael.dragoo@novik12.org)

## MEMO

Date: 5/18/2021  
To: Greg McIntyre  
From: Mike Dragoo  
Re: 2022 Ford F-350 Plow truck with Lift Gate

The maintenance vehicle fleet has greatly improved through replacement of vehicles over the past several years. As part of our original replacement plan, we need to replace a 2009 plow truck that we rely on heavily. The vehicle has been driven 42,748 miles mostly for plowing as well as 10,000+ miles in reverse. This truck requires many repairs and is no longer reliable. This purchase has been budgeted for in the 2021-2022 budget.

A 2022 F-350 plow truck with a snowplow and all necessary plow flasher lighting is needed. The best price for the F-350 truck and outfitting is available through the Macomb County cooperative bid (#21-18 T.11) using Signature Ford as the dealer. The cost of this vehicle is **\$32,429**.

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The truck would be ready approximately 12 weeks from the time of approval. Total expenditure for the vehicle and snowplow package is **\$44,352**. This purchase is necessary to keep the maintenance vehicle fleet operational and in good working order.



March 4, 2021

Novi Community Schools  
Attn: Mike Dragoo  
45495 Eleven Mile Rod  
Novi, MI 48374

Dear Mike Dragoo:

Price on 2021 Vehicle Macomb County Contract Bid 21-18:

<b>2021 Ford F350 Regular Cab 4x4 Pickup 8' Box in Silver</b>	<b>\$32,429.00 ea</b>
<b>Snow Plow and Lighting</b>	<b>\$8,563.00 ea</b>
<b>Liftgate</b>	<b>\$3,360.00 ea</b>
<b>Total Delivered Price</b>	<b>\$44,352.00 ea</b>

**\* Truck will be a 2022 Model Year**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

**Order Cutoff Date: TBD.**

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

Macomb Co# 21-18. T.10  
**2021 F-350 SRW Models**  
**Reg. Cab, SuperCab, Crew Cab**  
**Major Standard Equipment**

**MECHANICAL**

- Brakes – Four-Wheel Disc Anti-lock Brake System (ABS)
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
- Transmission – Ten-Speed Automatic Transmission with Selectable Drive Modes: Normal, Tow/Haul, Eco & Deep Sand/Snow
- Fuel Tanks
  - 29 Gallon (Diesel Engine) – 142" or 148" Wheelbase
  - 34 Gallon (Diesel Engine) – 160" or 164" Wheelbase
  - 34 Gallon (Gas Engine) – NA 176" Wheelbase
  - 48 Gallon (Gas Engine) – 176" Wheelbase
  - 48 Gallon (Diesel Engine) – 176" Wheelbase

**EXTERIOR**

- Bumpers – front & rear, black painted
- Doors
  - Two (Regular Cab only)
  - Four (SuperCab/Crew Cab only)
- Front License Plate Bracket
- Fender vents – front
- Front License Plate Bracket
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
- 2-Ton mechanical
- Lamps – pickup box and cargo area
- Manual Locking Hubs (4x4)
- Moldings – tailgate and box-rail
- Pickup box – partitionable & stackable
- Spare tire, wheel, lock & frame mounted carrier
- Tailgate – Removable w/key lock
- "Three-Blink" lane change signal
- Tow hooks – front, two (2)
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels
  - 17" Argent Painted Steel w/painted hub covers/center ornaments
  - Manual Locking Hubs (4x4)
  - Spare tire, wheel, lock & carrier
- Windshield wipers – intermittent

**INTERIOR/COMFORT**

- 2.3" Productivity Screen in IP Cluster
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Convenience
  - Coat hooks – LH/RH color-coordinated
  - Dash top tray
  - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
  - Handles, grab – driver & front-passenger
  - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
  - Map lights – dual (front and rear w/Crew Cab)
  - Powerpoint, auxiliary
- Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric
- Instrument panel – color-coordinated w/dual glove box, 4 air registers w/positive shut off, powerpoint
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
  - Mirror – rearview 11.5" day/night
  - Outside Temperature Display
  - Overhead console w/dual storage bins and map lights (NA Regular Cab)
  - Powerpoint – auxiliary two (2) in instrument panel
  - Scuff plates – front, color-coordinated
  - Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest (manual lumbar – driver's side), front center-seat w/integrated restraint
  - Steering – power
  - Steering damper

- Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror
- Window – Rear, fixed
- Windshield wipers – intermittent

**SAFETY/SECURITY**

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Passenger frontal and side airbag/curtain
  - Passenger side airbag deactivation switch
- Belt-Minder® (front safety belt reminder)
  - chime & flashing warning light on I/P if belts not buckled
- Center High-mounted Stop Lamp (CHMSL)
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Driver and passenger frontal airbag; passenger side deactivation Switch
- Headlamps – Quad beam jewel effect halogen
- Individual Tire Pressure Monitoring System (TPMS)
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
  - Rear View Camera
- Safety belts – w/height adjustment D-ring
- Safety Belts
  - Belt-Minder® front safety belt reminder – chime and flashing warning light on instrument cluster if belts not buckled
  - Color-coordinated w/height adjustment (front-outboard seating positions only)
- SecuriLock® Passive Anti-Theft System (PATS); includes MyKey® owner controls feature
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)
- Safety Canopy® System (incl. side-curtain airbags)
- SecuriLock® Passive Anti-Theft System; includes MyKey® owner controls feature (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control
- Underhood service light

**DRIVER ASSIST**

- AutoLamp (Auto On/Off Headlamps)
- Automatic High Beam
- Hill Start Assist

**FUNCTIONAL**

- Alternator 157 Amp
- Axle
  - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2
  - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4
- Rear – Non-Limited-Slip
- Audio – AM/FM stereo/MP3 Player (four (4))
- Battery
  - Gas engine – 650-CCA, 72-AH (XL only)
  - Diesel engine – 750-CCA, 78-AH, dual
- FordPass™ Connect 4G Wi-Fi Modem
  - 4G LTE Wi-Fi hotspot connects up to 10 devices!
  - Remotely start, lock and unlock vehicle.
  - Schedule specific times to remotely start vehicle
  - Locate parked vehicle
  - Check vehicle status
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front
- Rear axle
  - Non-Limited-Slip
- SYNC®
  - Enhanced Voice Recognition Communication and Entertainment System
  - 911 Assist®
  - 4.2" LCD Center Stack screen
  - AppLink®

**10000# GVWR Regular Cab 8 Ft. Box, 142"WB, 10300# GVWR**

[ ] Base Price 4x2 (F3A/610a)	\$25,887.00
<b>[x] Base Price 4x4 (F3B/610a)</b>	<b>\$28,344.00</b>
[ ] Base Price 4x4 (F3B/610a), (6.7L Diesel Engine)	\$26,129.00

**10000# GVWR SuperCab 6 3/4 Ft. SHORT Box, 148"WB, 10400# GVWR**

[ ] Base Price 4x2 (X3A/610a)	\$27,941.00
[ ] Base Price 4x4 (X3B/610a)	\$30,398.00

**10300# GVWR SuperCab 8 Ft. Box, 164"WB, 10700# GVWR**

[ ] Base Price 4x2 (X3A/610a)	\$28,116.00
[ ] Base Price 4x4 (X3B/610a)	\$30,573.00

**10100# GVWR Crew Cab 6 3/4 Ft. SHORT Box, 160" WB, 10500# GVWR**

[ ] Base Price 4x2 (W3A/610a)	\$29,027.00
[ ] Base Price 4x4 (W3B/610a)	\$31,508.00

**10500# GVWR Crew Cab 8 Ft. Box , 176" WB, 10800# GVWR**

[ ] Base Price 4x2 (W3A/610a)	\$30,712.00
[ ] Base Price 4x4 (W3B/610a)	\$31,680.00

<u>Available Standard Options</u>	<u>Option</u>	<u>Price</u> <u>Reg.&amp;Super/Crewcab</u>
[ ] 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto.	99T/44G	10,495.00
[ ] 7.3L 2V DECVT NA PFI V8 Gas/TorqShift 10-Spd Auto.	99N/44G	2,045.00
[ ] CNG/LPG Fuel Capable Engine (w/ 6.2L only)	98F	315.00
[ ] Engine Block Heater	41H	100.00
[ ] Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
[ ] Seat, Vinyl High Back Buckets (Regular Cab only)	LS	355.00
[ ] Seats, Cloth High Back Buckets	4S	515.00/615.00
[ ] Tires, LT245/75Rx17E All-Terrain (5)	TBM	165.00
<b>[x] Tires, LT265/70R17E OWL All-Terrain (4)(Spare is BSW)</b>	<b>TCD</b>	<b>455.00</b>
[ ] Tires, LT275/65Rx18E BSW A/S (5)	TCH/64F	455.00
[ ] Tires, LT275/70Rx18E BSW All-Terrain 4x4 ONLY	TDX/64F	620.00
[ ] CNG/LPG Prep Fuel Capable Engine	98F	315.00
[ ] Engine Idle Shutdown (avail. w/6.7L diesel Only)	63T	250.00
[ ] Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R	250.00
<b>[x] Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry</b>	<b>90L/54K</b>	<b>915.00/1125.00cc</b>
[ ] Powercode Remote Start System ( <b>Req. Power Equip. Grp 90L</b> ) 76S		250.00
[ ] Privacy Glass with Heated Backlight/Rear Window Defrost	43B/924	90.00
<b>(Requires Power Equipment 90L/54K)</b>		
[ ] Dual Alternators, Diesel only (total of 377 amps)	67B	115.00
<b>[x] Alternator 240 amp (6.2L Gas Only)</b>	<b>67E</b>	<b>85.00</b>
[ ] Alternator 397 amp w/Dual Batteries (78 Amp.) (7.3L Gas Only)	67B/86M	325.00
[ ] Alternator 397 amp (6.7L Diesel Only)	67B	115.00
[ ] Dual Batteries (78 Amp.) (Gas Engines Only)	86M	210.00
[ ] 110V/400W Outlet (Includes 240 Amp Alternator 67E)	43C/67E	260.00
[ ] Keys Extra (Regular) \$75.00 x ___ =	Sig	75.00 ea
[ ] Keys Extra (With Power Group) \$220.00 x ___ =	Sig	220.00 ea
<b>[x] Trailer Brake Controller</b>	<b>52B</b>	<b>270.00</b>

<input type="checkbox"/>	Transmission Power Take-Off Provision	62R	280.00
<input checked="" type="checkbox"/>	<b>Cab Steps Molded Black</b>	<b>18B</b>	<b>320.00/445.00</b>
<input checked="" type="checkbox"/>	<b>Reverse Vehicle Aid Sensor</b>	<b>76R</b>	<b>245.00</b>
<input type="checkbox"/>	Roof Clearance Lights	592	80.00
<input type="checkbox"/>	Tailgate Step, Incl. Tailgate Assist, Step & Handle	85G	375.00
<input type="checkbox"/>	Speed Control	525	235.00
<input checked="" type="checkbox"/>	<b>Upfitter Switches (6) located in overhead console)</b>	<b>66S</b>	<b>165.00</b>
<input type="checkbox"/>	Upfitter Interface Module	18A	295.00
<input type="checkbox"/>	10,000 GVWR Package	68D	100.00
<input type="checkbox"/>	4x4 Off-Road Pkg (Incl. Skid Plates, E-Locking Axle & AT Tires)	17X/X3E/TBM	950.00
<input checked="" type="checkbox"/>	<b>Snow Plow Prep Package(N/A with 67H)</b>	<b>473</b>	<b>250.00</b>
<input type="checkbox"/>	Camper Package	471	160.00
<input type="checkbox"/>	Snow Plow/Camper Package	47B	245.00
<input type="checkbox"/>	Suspension Package, Heavy Service(N/A with 473)	67H	125.00
<input type="checkbox"/>	<b>XL Decor Group</b> (Chrome front and rear step bumper, Bright chrome hub covers and center ornaments)	17F	220.00
<input checked="" type="checkbox"/>	<b>XL Value Pkg (Chrome front and rear step bumper, Bright Chrome Hub Covers and Center Ornaments &amp; Cruise Control)</b>	<b>96V</b>	<b>395.00</b>
<input type="checkbox"/>	<b>Fleet Drivers Assistance Package</b> (Power Equipment Group, 96F/90L BLIS® (Blind Spot Information System) w/Cross-Traffic Alert And Trailer Tow (BLIS sensor in taillamp), Lane-Keeping Alert, Pre-Collision Assist with Automatic Emergency Braking (AEB) And Forward Collision Warning		1910.00
<input type="checkbox"/>	<b>STX APPEARANCE PACKAGE</b> (AM/FM Stereo MP3 player (speakers; four (4) with Regular Cab, six (6) with SuperCab and Crew Cab), Bright Chrome Grille, Bright Hub Covers, Chrome Front and Rear Step Bumpers, Cruise Control, STX Fender Vent Badge, 18" Sparkle Silver Painted Cast Aluminum Wheels (648), and LT275/65Rx18E BSW A/S (TCH) (4x2)/LT275/65Rx18E OWL A/T (TDU) (4x4)	17S	2155.00
<input type="checkbox"/>	Pickup Box Delete ( <b>8' box only</b> )( <b>Not Available w/7.3L V8</b> )	66D	(465.00)
<input type="checkbox"/>	Rearview Camera Prep Kit for <b>Box Delete</b> (Includes Cab Wiring, Frame Wiring to the rear most cross member, and Video Display	872	415.00
<input type="checkbox"/>	Heavy Service Package for Pickup Box Delete Only	63R	125.00
<input type="checkbox"/>	Spare Tire & Rim (for Box delete only)	512	295.00
<input checked="" type="checkbox"/>	<b>Axle, Electronic Locking</b>	<b>X3E</b>	<b>390.00</b>
<input type="checkbox"/>	Daytime running Lights	942	45.00
<input type="checkbox"/>	Skid Plate Package	41P	100.00
<input type="checkbox"/>	Box Link Cleats	66B	75.00
<input type="checkbox"/>	Drop in Plastic Bedliner	85L	350.00
<input checked="" type="checkbox"/>	<b>Tough Bed(Spray-in-bedliner)</b>	<b>85S</b>	<b>595.00</b>
<input type="checkbox"/>	Bed Mat(N/A w/85S Tough Bed Spray-in-Bedliner)	85M	180.00
<input type="checkbox"/>	Splash Guards/Mud Flaps	61S/62S	130.00
<input type="checkbox"/>	Wheel Well Liner (Front)	61L	180.00
<input type="checkbox"/>	Wheel Well Liner Front and Rear	61N	325.00
<input type="checkbox"/>	Exterior Backup Alarm	76C	140.00
<input type="checkbox"/>	LED Box Light (Not Available with LED Warning Strobes 91S)	66L	60.00
<input type="checkbox"/>	LED Warning Strobes-Amber	91S	675.00

**Total Price \$32,429.00 ea**

Colors for F-350

<u>Exterior Colors</u>		<u>Interior Steel (Grey)</u>
Race Red	[PQ]	[ ]
Antimatter Blue Metallic	[HX]	[ ]
<b>Iconic Silver Metallic</b>	<b>[JS]</b>	<b>[x]</b>
Agate Black	[UM]	[ ]
Oxford White	[Z1]	[ ]
Carbonized Gray Metallic	[M7]	[ ]
Stone Gray	{D1}	[ ]
<b>SPECIAL PAINT</b>		
<b>School Bus Yellow Add \$660.00</b>	<b>[BY]</b>	<b>[ ]</b>
<b>Omaha Orange Add \$660.00</b>	<b>[MB]</b>	<b>[ ]</b>
<b>Green Gem Add \$660.00</b>	<b>[W6]</b>	<b>[ ]</b>

**Mike Roland**  
28130 Groesbeck Hwy.  
Roseville, MI 48066  
e-mail: [mroland@nbct.com](mailto:mroland@nbct.com)



**Q032111**

Phone: (586) 774-4900  
Fax: (586) 772-1280  
Cell: (586) 484-7335

## QUOTATION

March 4, 2021

Signature Ford  
Attn. Bill Campbell  
1960 E. Main Street  
Owosso, MI 48867

Ph# 888-923-5338

We are pleased to submit the following quotation for your consideration:  
**Re: Novi Community School District**

### **ONE (1) WESTERN 9 ½' MVP<sup>3</sup> FLARED WING V-PLOW**

- **31" - 39" High, Flared Wing 14 Gauge Steel Moldboard**
- Six (6) Trip Springs
- Blade Guides
- Eight (8) Vertical Ribs
- Power Bar Full Width
- 1 ¾" x 11" UltraLock Double Acting Angle Cylinders
- Plowing Width @ Full Angle - 8' 6"
- Plowing Width @ Full Scoop - 8' 2"
- Plowing Width @ Full "V" - 8' 7"
- Trip Edge Design
- 70° Attack Angle
- 1 ¼" Center Pin
- Steel Top Center Gap Cover And Formed Center Cutting Edge Prevent Snow Leakage
- FloStat™ Hydraulics
- Isolation Module, Flex Fleet Electrical
- **Cabcommand Control**
- **NightHawk** Low Profile Halogen Headlights
- ¾" x 6" High Carbon Steel Cutting Edge
- **UltraMount System 2**
  - **Stand And Connecting Hook Combined Into One Rotating Device**
  - **Removable Receiver Bracket For Better Off Road Ground Clearance**
  - **Pivot Bar**
- UltraFinish Baked On Powder Coat – On Metal Parts
- **Two Winter** Warranty
- **Western MVP3 Plow Rubber Snow Deflector**



**Mike Roland**  
28130 Groesbeck Hwy.  
Roseville, MI 48066  
e-mail: [mroland@nbcte.com](mailto:mroland@nbcte.com)



**Q032111**  
Phone: (586) 774-4900  
Fax: (586) 772-1280  
Cell: (586) 484-7335

**SAFETY LIGHTING PACKAGE**

- Four Corner Strobe Package Two (2) Buyers 8892400 Three LED Hide-A Strobe Mounted One In Each Tail Lights And Two (2) Buyers 8891900 Six LED Strobes Mounted On Grill
- One (1) Star Warning Systems 9100LED Amber Mini Bar Mounted On Cab Roof
- Corner Strobes & Highlighter Wired To OEM Switch
  
- 12 VDC Electronic Back-Up Alarm

**TOTAL INVESTMENT ----- \$8,563.00**

**PRICES FOR THE ABOVE INSTALLED ON CUSTOMER SUPPLIED VEHICLE  
THE ABOVE PRICES DO NOT INCLUDE LOCAL, STATE OR FEDERAL TAXES**

Sincerely,  
NBC Truck Equipment, Inc.

Michael Roland  
Sales Representative



**Mike Roland**  
28130 Groesbeck Hwy.  
Roseville, MI 48066  
e-mail: [mroland@nbcte.com](mailto:mroland@nbcte.com)



**Q032110**

Phone: (586) 774-4900  
Fax: (586) 772-1280  
Cell: (586) 484-7335

**Q U O T A T I O N**

March 4, 2021

Signature Ford  
Attn. Bill Campbell  
1960 E. Main Street  
Owosso, MI 48867

Ph# 888-923-5338

We are pleased to submit the following quotation for your consideration:  
**Re: Novi Community School District**

**ONE (1) TOMMY GATE MODEL G2-60-1542 TP27 LIFTGATE**

- 1,500 Lbs. Capacity 55" x 27" + 4" One Piece **Steel Treadplate Platform**
- **Dual Hydraulic Cylinders Lift** The Platform From Both Sides.
- The Main Frame Box Contains The Electrical & Hydraulic Systems.
  - Full-Size Pump And Motor Unit.
  - A Pressure Relief Valve Helps Prevent Overloading The Platform.
  - Cylinder-Mounted Flow Control Valves Prevent Rapid Uncontrolled Platform Descent In The Event Of A Hose Failure.
- Curbside Side Toggle Switch Control With Steel Guard • 150 AMP Circuit Breaker
- Hard Chrome Lift Arm Pins With Composite Bushings
- License Plate Mount recessed Into Main Frame Box
- Platform Drop Chain Covers Provide A Quieter Ride
- **Winter Grade Hydraulic Oil**
- **In Cab Shut Off Switch**
- **Rear Camera And Sensor Bar**

**TOTAL INVESTMENT -----\$3,360.00**

**Optional:**

**55" x 38" + 4" Steel Treadplate Two Piece Folding Platform ----- Add \$168.00**

**55" x 42" + 7" Steel Treadplate Two Piece Folding Platform ----- Add \$241.00**

**55" x 27" + 6" Extruded Aluminum One Piece Platform ----- Add \$588.00**

**55" x 38" + 6" Extruded Aluminum Two Piece Folding Platform -- Add \$731.00**



**Mike Roland**  
28130 Groesbeck Hwy.  
Roseville, MI 48066  
e-mail: [mroland@nbcte.com](mailto:mroland@nbcte.com)



**Q032110**

Phone: (586) 774-4900  
Fax: (586) 772-1280  
Cell: (586) 484-7335

**55" x 48" + 6" Extruded Aluminum Two Piece Folding Platform --- Add \$991.00**  
**Bolt-On LED Light Kit ----- Add \$393.00**  
**Dual Control standard Control + Remote Pendant ----- Add \$369.00**  
**Galvanized Liftgate Frame and Housing ----- Add \$585.00**  
*(Galvanized Frame Requires Aluminum Platform Option)*

**PRICES FOR THE ABOVE INSTALLED ON CUSTOMER SUPPLIED VEHICLE  
THE ABOVE PRICES DO NOT INCLUDE LOCAL, STATE OR FEDERAL TAXES**

Sincerely,  
NBC Truck Equipment, Inc.

Michael Roland  
Sales Representative



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

June 3, 2021

**DIRECTOR OF FINANCE**

**TOPIC: 2020-2021 Final Budget Amendment**

On December 17, 2020, the Board of Education approved the 2020-2021 General Fund Budget. A final amendment to the budget reflecting all the changes known at this time has been created and is presented to the Board of Education tonight.

The 2020-2021 Final Budget Amendment is presented for information and discussion tonight and recommended for approval at the June 10, 2021 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

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

June 3, 2021

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: 2021-2022 Preliminary Budget**

The State requires that all school districts adopt a budget for the upcoming fiscal year by June 30 of each year. The proposed budget document for the 2021-2022 fiscal year has been prepared based on projections and estimates, including student enrollment, which will be known at a later date. The proposed budget document is presented to the Board tonight for review.

The budget adoption process for an upcoming fiscal year must include a public budget hearing; a notice of such public hearing, which must appear in the local newspaper at least six (6) days prior to the hearing; a budget document, made available for public inspection including the proposed property tax millage rate; and Board adoption of the budget in the form of a 2021-2022 General Appropriations Act resolution.

Once the public budget hearing has taken place, the Board adopts the budget. This year, the public hearing will be held Thursday, June 10, 2021, at 7:30 p.m. at the regular meeting of the Board of Education. The notice will appear in the local newspaper on Thursday, June 2, 2021, and the budget document will be available for public inspection at the Educational Services Building beginning Friday, June 6, 2021.

The proposed budget document is presented to the Board tonight for review, with adoption in the form of a 2021-2022 General Appropriations Act resolution (draft resolution attached) at the June 10, 2021 Regular Board meeting.

**APPROVED AND RECOMMENDED  
FOR INFORMATION AND DISCUSSION**



Steve Matthews, Superintendent



## Vision

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

# **2020-2021 Final General Fund Budget 2021-2022 Original General Fund Budget**

Presented for Information and Discussion – June 3, 2021

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## 2020-2021 General Fund Final Budget Summary

	2020-21 Revised Budget	2020-21 Final Budget	Increase (Decrease)
Revenues	\$81,359,719	\$83,489,526	\$2,129,807
Expenditures	\$81,159,625	\$80,524,721	\$(634,904)
Incr (Decr) to Fund Balance	\$200,094	\$2,964,805	
Beginning Fund Balance	\$ 11,097,682	\$ 11,097,682	
Ending Fund Balance	\$ 11,297,776	\$ 14,062,487	
Ending Fund Balance, % of Expenditures	13.92%	17.45%	

# 2020-2021 General Fund Final Budget Resolution

- General Appropriations Resolution
- Resolution for Final Budget by the Board of Education
- General Fund Budget - June 3, 2021

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2020-2021: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2020-21 as follows:

<b>REVENUE:</b>		
Local		\$24,045,075
State		48,248,997
Federal		7,321,522
Incoming Transfers & Other Transactions		<u>3,873,932</u>
<b>TOTAL REVENUE AND INCOMING TRANSFERS</b>		<b>\$83,489,526</b>
<b>FUND BALANCE AS OF JULY 1, 2020</b>		<b><u>11,097,682</u></b>
<b>TOTAL AMOUNT AVAILABLE TO APPROPRIATE</b>		<b><u>\$94,587,208</u></b>
<b>BE IT FURTHER RESOLVED</b> , that \$94,587,208 of the total available to appropriate in the <b>GENERAL FUND</b> is thereby appropriated in the amounts and for the purposes set forth below:		
<b>EXPENDITURES:</b>		
Basic Programs		\$43,025,782
Added Needs		9,043,047
Adult Education		314,028
Pupil Services		5,460,064
Instructional Support Services		5,349,358
General Administration		596,705
School Administration		3,682,552
Business Services		882,798
Maintenance/Operations & Security		6,119,938
Transportation		1,744,306
Central Services		2,094,396
Athletics		1,110,965
Community Services		1,100,781
<b>TOTAL EXPENDITURES</b>		<b>\$80,524,721</b>
<b>TOTAL APPROPRIATED</b>		<b><u>\$80,524,721</u></b>
<b>FUND BALANCE AS OF JUNE 30, 2021</b>		<b><u>\$14,062,487</u></b>

# 2021-2022 General Fund Original Budget Resolution

- General Appropriations Resolution
- Resolution for Original Budget by the Board of Education
- General Fund Budget - June 3, 2021

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2021-2022: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2021-22 as follows:

**REVENUE:**

Local	\$26,441,700
State	50,188,434
Federal	1,471,666
Incoming Transfers & Other Transactions	<u>3,875,333</u>

TOTAL REVENUE AND INCOMING TRANSFERS \$81,977,133

FUND BALANCE AS OF JULY 1, 2021 14,062,487

TOTAL AMOUNT AVAILABLE TO APPROPRIATE \$96,039,620

**BE IT FURTHER RESOLVED**, that \$94,397,087 of the total available to appropriate in the **GENERAL FUND** is thereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

Basic Programs	\$43,666,599
Added Needs	9,232,920
Adult Education	318,328
Pupil Services	5,580,224
Instructional Support Services	5,397,246
General Administration	606,851
School Administration	3,952,491
Business Services	943,555
Maintenance/Operations & Security	5,807,153
Transportation	1,809,861
Central Services	2,361,518
Athletics	1,114,905
Community Services	1,1125,482

TOTAL EXPENDITURES \$81,917,133

TOTAL APPROPRIATED \$81,917,133

FUND BALANCE AS OF JUNE 30, 2022 \$14,122,487

# 2021-2022 Budget Millage Rates

	General	Hold		Sinking	
	Operating Mills	Harmless Mills	Recreational Mills	Fund Mills	Debt Mills
<b>Homesteads:</b>					
Current Authorized	0.0000	5.4900	0.9800	0.4932	6.5000
Headlee Deduct	0.0000	0.0114	-0.0435	-0.0219	N/A
Hold Harmless Deduct	N/A	3.0592	N/A	N/A	N/A
MBT Exemption	<u>0.0000</u>	<u>0.0000</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
2021-22 Millage Rate	0.0000	2.4194	0.9365	0.4713	6.5000
<b>Industrial Personal Property</b>					
Current Authorized	18.0000	5.4900	0.9800	0.4932	6.5000
Headlee Deduct	0.0000	0.0114	-0.0435	-0.0219	N/A
Hold Harmless Deduct	N/A	3.0592	N/A	N/A	N/A
MBT Exemption	<u>18.0000</u>	<u>0.0000</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
2021-22 Millage Rate	0.0000	2.4194	0.9365	0.4713	6.5000
<b>Commercial Personal Property</b>					
Current Authorized	18.0000	5.4900	0.9800	0.4932	6.5000
Headlee Deduct	-0.7527	0.0114	-0.0435	-0.0219	N/A
Hold Harmless Deduct	N/A	3.0592	N/A	N/A	N/A
MBT Exemption	<u>12.0000</u>	<u>0.0000</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
2021-22 Millage Rate	5.2472	2.4194	0.9365	0.4713	6.5000
<b>Non-Homesteads:</b>					
Current Authorized	18.0000	N/A	0.9800	0.4932	6.5000
Headlee Deduct	-0.7527	N/A	-0.0435	-0.0219	N/A
Hold Harmless Deduct	N/A	N/A	N/A	N/A	N/A
MBT Exemption	<u>0.0000</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
2021-22 Millage Rate	17.2473	N/A	0.9365	0.4713	6.5000
<b>Debt Series</b>					
2014 Debt					1.4000
2016 Debt (Refunding)					0.8600
2016 Debt (Refunding)					0.2000
2017 Debt(Refunding)					1.7200
2017 Debt					0.3800
2020 Debt					<u>1.9400</u>
2021-22 Millage Rate					6.5000

## 2020-2021 General Fund Final Budget Revenues

	2020-21 Revised Budget	2020-21 Final Budget	Increase (Decrease)
Local Revenues	\$25,697,809	\$24,045,075	\$ (1,652,734)
State Revenues	\$48,405,530	\$48,248,997	\$(156,533)
Federal Revenues	\$3,456,680	\$7,321,522	\$3,864,842
Incoming Transfers, Other	\$3,799,700	\$3,873,932	\$74,232
<b>Total Revenues</b>	<b>\$81,359,719</b>	<b>\$83,489,526</b>	<b>\$2,129,807</b>

# 2020-2021 General Fund Final Budget Expenditures

	2020-21 Revised Budget	2020-21 Final Budget	Increase (Decrease)
Basic Programs	43,609,744	43,025,782	(583,962)
Added Needs	9,388,100	9,043,047	(345,053)
Adult Education	123,306	314,024	190,718
<b>Total Instruction Services</b>	<b>\$ 53,121,150</b>	<b>\$ 52,382,853</b>	<b>\$ (738,297)</b>
Pupil Support Services	5,539,672	5,460,064	(79,608)
Instructional Support Services	5,359,201	5,349,358	(9,843)
<b>Total Pupil and Inst Support Services</b>	<b>\$ 10,898,873</b>	<b>\$ 10,809,422</b>	<b>\$ (89,451)</b>
General Administration	526,559	596,705	70,146
School Administration	4,094,961	3,682,552	(412,409)
Business Services	894,033	882,798	(11,235)
Operations & Maintenance, Security	4,920,498	6,119,938	1,199,440
Transportation	2,141,373	1,744,306	(397,067)
Central Services	1,938,529	2,094,396	155,867
Athletics and Other Support Services	1,045,205	1,110,965	65,760
Community Services	1,578,444	1,100,781	(477,663)
<b>Total Other Support Services</b>	<b>\$ 17,139,602</b>	<b>\$ 17,332,441</b>	<b>\$ 237,839</b>
<b>Total Expenditures</b>	<b>\$ 81,159,625</b>	<b>\$ 80,524,721</b>	<b>\$ (634,904)</b>

# 2021-2022 General Fund Revised Budget Next Steps

- Monitor State Budget for 2021-2022 Fiscal Year
- Explore revenue streams
- Remain flexible to pivot based on COVID-19 conditions
- Monitor ESSER funds, allowable use and spending timeline
- Monitor funding cliff (2023)

# 2021-2022 Food Service Budget Resolution

**General Appropriations Resolution  
Resolution for Original Budget by the Board of Education  
Food Service Fund Budget - June 3, 2021**

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2021-2022: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **FOOD SERVICE FUND** of the Novi Community School District for the fiscal year 2021-22 as follows:

**REVENUE:**

Local Revenue	\$696,500
State Revenue	91,394
Federal Revenue	<u>1,517,648</u>
TOTAL REVENUE	2,305,542
FUND BALANCE AS OF JULY 1, 2021	<u>789,824</u>
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	\$3,095,366

**BE IT FURTHER RESOLVED**, that \$3,095,366 of the total available to appropriate in the **FOOD SERVICE FUND** is thereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

Non-Instruction:	\$2,207,217
TOTAL EXPENDITURES	\$2,207,217
TOTAL APPROPRIATED	<u>\$2,207,217</u>
FUND BALANCE AS OF JUNE 30, 2022	<u>\$888,149</u>

# 2021-2022 Rec Fund Budget Resolution

General Appropriations Resolution		
Resolution for Revised Budget by the Board of Education		
Novi Community School District		
Recreation Fund Budget as of June 3, 2021		
RESOLVED, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2021-22: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.		
BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the RECREATION FUND of the Novi Community School District for the fiscal year 2021-22 as follows:		
REVENUE:		
Local Revenues		\$ 2,328,517
TOTAL REVENUE		2,328,517
FUND BALANCE AS OF JULY 1, 2021		1,084,202
TOTAL AMOUNT AVAILABLE TO APPROPRIATE		\$ 3,412,719
BE IT FURTHER RESOLVED, that \$3,412,719 of the total available to appropriate in the RECREATION FUND is thereby appropriated in the amounts and for the purposes set forth below:		
EXPENDITURES:		
Maintenance/Operations & Security		1,343,709
Community Services		674,075
Transfer to General Fund		133,172
TOTAL EXPENDITURES		2,150,956
TOTAL APPROPRIATED		2,150,956
FUND BALANCE AS OF JUNE 30, 2022		\$ 1,261,763

# 2021-2022 Student Activity Budget Resolution

General Appropriations Resolution	
Resolution for Revised Budget by the Board of Education	
Novi Community School District	
School Activity Fund Budget as of June 3, 2021	
RESOLVED, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2021-22: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.	
BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the SCHOOL ACTIVITY FUND of the Novi Community School District for the fiscal year 2021-22 as follows:	
REVENUE:	
Other School Activity Income	\$ 1,855,511
TOTAL REVENUE	1,855,511
FUND BALANCE AS OF JULY 1, 2021	1,240,136
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	\$ 3,095,647
BE IT FURTHER RESOLVED, that \$3,095,647 of the total available to appropriate in the RECREATION FUND is thereby appropriated in the amounts and for the purposes set forth below:	
EXPENDITURES:	
Other School Activity Expenditures	1,855,511
TOTAL EXPENDITURES	1,855,511
TOTAL APPROPRIATED	1,855,511
FUND BALANCE AS OF JUNE 30, 2022	\$ 1,240,136

**Novi Community School District  
General Appropriations Resolution  
Resolution for Final Budget by the Board of Education  
General Fund Budget - June 3, 2021**

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2020-2021: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2020-21 as follows:

**REVENUE:**

Local	\$24,045,075
State	48,248,997
Federal	7,321,522
Incoming Transfers & Other Transactions	<u>3,873,932</u>
TOTAL REVENUE AND INCOMING TRANSFERS	\$83,489,526
FUND BALANCE AS OF JULY 1, 2020	<u>11,097,682</u>
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$94,587,208</u>

**BE IT FURTHER RESOLVED**, that \$94,587,208 of the total available to appropriate in the **GENERAL FUND** is thereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

Basic Programs	\$43,025,782
Added Needs	9,043,047
Adult Education	314,028
Pupil Services	5,460,064
Instructional Support Services	5,349,358
General Administration	596,705
School Administration	3,682,552
Business Services	882,798
Maintenance/Operations & Security	6,119,938
Transportation	1,744,306
Central Services	2,094,396
Athletics	1,110,965
Community Services	<u>1,100,781</u>
TOTAL EXPENDITURES	\$80,524,721
TOTAL APPROPRIATED	<u>\$80,524,721</u>
FUND BALANCE AS OF JUNE 30, 2021	<u>\$14,062,488</u>

**Novi Community School District  
General Appropriations Resolution  
Resolution for Original Budget by the Board of Education  
General Fund Budget - June 3, 2021**

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2021-2022: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2021-22 as follows:

**REVENUE:**

Local	\$26,441,700
State	50,188,434
Federal	1,471,666
Incoming Transfers & Other Transactions	<u>3,875,333</u>
TOTAL REVENUE AND INCOMING TRANSFERS	\$81,977,133
FUND BALANCE AS OF JULY 1, 2021	<u>14,062,488</u>
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$96,039,621</u>

**BE IT FURTHER RESOLVED**, that \$96,039,621 of the total available to appropriate in the **GENERAL FUND** is thereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

Basic Programs	\$43,666,599
Added Needs	9,232,920
Adult Education	318,328
Pupil Services	5,580,224
Instructional Support Services	5,397,246
General Administration	606,851
School Administration	3,952,491
Business Services	943,555
Maintenance/Operations & Security	5,807,153
Transportation	1,809,861
Central Services	2,361,518
Athletics	1,114,905
Community Services	<u>1,125,482</u>
TOTAL EXPENDITURES	\$81,917,133
TOTAL APPROPRIATED	<u>\$81,917,133</u>
FUND BALANCE AS OF JUNE 30, 2022	<u>\$14,122,488</u>

## Novi Community School District General Fund Budget Comparison

	2020-2021 Final <u>Budget</u>	2021-2022 Original <u>Budget</u>	Increase <u>(Decrease)</u>
<b>Revenues</b>			
Local Revenues	24,045,075	26,441,700	2,396,625
State Revenues	48,248,997	50,188,434	1,939,437
Federal Revenues	7,321,522	1,471,666	(5,849,856)
Incoming Transfers and Other Transactions	3,873,932	3,875,333	1,401
<b>Total Revenues</b>	<b><u>\$83,489,526</u></b>	<b><u>\$81,977,133</u></b>	<b><u>\$ (1,512,393)</u></b>
<b>Expenditures</b>			
<b>Instruction</b>			
Basic Programs	43,025,782	43,666,599	640,817
Added Needs	9,043,047	9,232,920	189,873
Adult Education	314,028	318,328	4,300
<b>Total Instruction Services</b>	<b><u>\$52,382,857</u></b>	<b><u>\$53,217,847</u></b>	<b><u>\$ 834,990</u></b>
<b>Pupil and Instructional Support</b>			
Pupil support Services	5,460,064	5,580,224	120,160
Instructional Support services	5,349,358	5,397,246	47,888
	<b><u>\$10,809,422</u></b>	<b><u>\$10,977,470</u></b>	<b><u>\$ 168,048</u></b>
<b>Other Support Services</b>			
General Administration	596,705	606,851	10,146
School Administration	3,682,552	3,952,491	269,939
Business Services	882,798	943,555	60,757
Operations Maintenance Security	6,119,938	5,807,153	(312,785)
Transportation	1,744,306	1,809,861	65,555
Central Services	2,094,396	2,361,518	267,122
Athletics	1,110,965	1,114,905	3,940
Community Services	1,100,781	1,125,482	24,701
<b>Total Other Support Services</b>	<b><u>\$17,332,441</u></b>	<b><u>\$17,721,816</u></b>	<b><u>\$ 389,375</u></b>
<b>Total Expenditures</b>	<b><u>\$80,524,720</u></b>	<b><u>\$81,917,133</u></b>	<b><u>\$1,392,413</u></b>
<b>Net Change in Fund Balance</b>	<b><u>\$2,964,806</u></b>	<b><u>\$60,000</u></b>	
<b>Beginning Fund Balance</b>	<b>\$11,097,682</b>	<b>\$14,062,488</b>	
<b>Ending Fund Balance, Projected</b>	<b>\$14,062,488</b>	<b>\$14,122,488</b>	
<i>Fund Balance as a Percent of Expenditures</i>	17.46%	17.24%	

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

June 3, 2021

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Policy Updates and Revisions

The Governance and Policy Committee met on May 25, 2021. They reviewed and discussed the following policies and are bringing them before the Board for information and discussion with these recommended updates and revisions.

The committee's suggested changes are marked in red below.

**Policy 3004 – Textbooks and Other Instructional Materials**

Existing Policy Verbiage:

~~The Board delegates to the Superintendent the authority to purchase and recommend to the Board, for its approval, instructional materials, including textbooks that are compatible with the School District's curriculum. The Superintendent may utilize well qualified administrators and teachers to assist in the selection of instructional materials, including textbooks, to be recommended to the Board.~~

**Committee Recommendation:**

The Board of Education shall approve all textbooks used as part of the educational program of this District.

"Textbook", for purposes of this policy, shall mean the principal source(s) of instructional material for any given course of study, in whatever form the material may be presented.

The Superintendent, along with qualified administrators and teachers, shall be responsible for the selection and recommendation of textbooks for Board consideration. In considering the approval of any proposed textbook, the Board will weigh its decisions based on recommendations related to:

- A. suitability for the maturity level and educational accomplishment of the students who will be using the material
- B. freedom from bias
- C. relationship to the curriculum adopted by the Board
- D. cost

**Policy 3005 – Selection of Media Center Materials**

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent is authorized to make or approve

purchases for the media center and may receive recommendations for such purchases from professional staff members, parents and students.

**Committee Recommended Additions:**

Media Center materials will: support and be consistent with the general educational goals of the School District; meet high standards of quality in factual content, artistic and literary value, and presentation; be appropriate for the age, emotional development, ability level and social development of students for whom materials are selected; have aesthetic, literary, scientific or social value; be current and up-to-date; and, be selected to reflect our diverse society. The selection of materials on controversial issues will be directed towards maintaining a diverse collection representing various points of view.

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. In addition, s/he shall periodically, provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

**Policy 3002 – Parental Involvement**

The Board strongly encourages and supports the involvement of parents in their children's education. The Superintendent will develop and implement regulations, in consultation with parents, which will include:

- The manner in which the School District will cooperate with parents of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will permit parents to review the School District's curriculum, textbooks and teaching materials;
- The manner in which the School District will permit parents to observe instructional activities, other than testing and assessments, in which their students are enrolled and present; and
- The manner in which the School District will permit the disclosure or use of student information for purposes of sales or marketing.

**Committee Recommendation is to make the sections below a sub policy of 3002.**

**Policy 3002.1 – Parental Involvement in Title I Programs**

Parental involvement is also considered a key component of federal Title I programs. In order to help build a partnership between home and school for purposes of Title I, the School District:

- Informs parents of the program, the reasons for their children's participation and the specific instructional objectives;

- Trains parents to work with their children to attain instructional objectives;
- Trains teachers and other staff involved in Title I programs to work effectively with the parents of participating students;
- Consults with parents on a regular basis;
- Provides opportunities for parents to be involved in the design, operation and evaluation of the program; and
- Provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

The Superintendent will develop and implement regulations that are compliant with Title I. The regulations are to support the above principles and actions and also assure that services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the School District.

This comes before the Board tonight for information and discussion. It will come back to the Board for approval at the June 10, 2021 regular meeting of the Board.

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



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**Steve Matthews, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 3, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Novi Community School District Board of Education Operating Procedures Manual

The Governance and Policy Committee met on May 25, 2021 to discuss the Board Operating Procedures Manual. It comes before the Board tonight with the following recommended additions and revisions for information and discussion.

Recommended Addition:

**Virtual Meetings –**

If governmental mandate(s) have ruled that governmental bodies must meet virtually and/or the city has declared and state of emergency, then the Board of Education will meet through a virtual platform. Further, the Board shall have a method in place for:

- A. The meeting to stream live for the public to be able to view;
- B. a communication platform for the public to be able to participate during the times designated on the meeting agenda.

**Public Comment Placement on Committee Agendas**

Committees

Selection and Operation of Board Committees

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- D. Minutes and notes of committee meetings will be posted in ~~the Google Drive Board Books~~.
- E. The Public Comment portion of the Committee meeting agenda, shall be place towards the bottom of the committee agenda to afford the public time to hear the committee discussion.

Recommended Revisions:

**Committees**

Selection and Operation of Board Committees

- A. Committees are appointed by the Board President.
- B. Responsibilities of each standing committee **shall be outlined in the Committee Charter:**
  - 1. Finance – To review the annual district budget, budget amendments and audit report.
  - 2. Governance and Policy – To review and recommend revisions to Board policies and Board Operating Procedures.
  - 3. Legislative – To review new legislation, its impact on the district, and recommend resolutions for adoption.
  - 4. Capital Projects – To review and recommend proposed construction projects and updates and maintenance projects to existing facilities.

- 5. Curriculum – To review and recommend proposed new or revised curriculum and resources.
- C. Ad Hoc committees may be assigned for a specific need or purpose, but will be time-limited. They will meet on an as needed basis.
- D. Minutes and notes of committee meetings will be posted in [the Google Drive Board Books](#).

## **Board Calendar Revision**

### **Annual Calendar of the Board Agenda Items**

- A. In addition to monthly agenda items listed above, the items below, as scheduled in the following annual outline, **and athletics, boosters, and clubs** may be **scheduled and** presented:

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



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Steve Matthews, Superintendent