



**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:** **August 5, 2021**  
**Educational Services Building**  
**25345 Taft Road**  
**Novi, MI 48374**



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – August 5, 2021**  
**25345 Taft Road**  
**7:00 PM**  
**AGENDA**

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. REPORTS TO THE BOARD**
  - A. Universal Accommodations
- V. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
- VI. CONSENT AGENDA ITEMS**
  - A. Approval of Minutes
  - B. Approval of Field Trip
- VII. ACTION ITEMS**
  - A. Personnel Report
  - B. 2021 Site Improvements
  - C. Novi Woods and High School Roofing Restoration
  - D. Chromebook Purchase
- VIII. INFORMATION AND DISCUSSION ITEMS**
  - A. 2021-2022 Return to School Plans
- IX. COMMENTS FROM THE AUDIENCE**
- X. SUPERINTENDENT REPORT**
- XI. ADMINISTRATIVE REPORTS**
- XII. BOARD COMMUNICATION**
- XIII. CLOSED SESSION**
- XIV. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 2021**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Universal Accommodations

Dr. RJ Webber, Assistant Superintendent, Mr. Robert Baker, Principal of the Novi Middle School, and Mr. Andrew Comb, Assistant Principal at the Novi High School, will be presenting Universal Accommodations to the Board this evening. This report was previous presented to the Curriculum Committee at their May 27, 2021 meeting.

**APPROVED AND RECOMMENDED FOR  
REPORT TO THE BOARD**

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  
August 5, 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 July 8, 2021
- B. Approval of Field Trips
  - a. Grand Haven Volleyball Tournament

**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, July 8, 2021  
Novi Community School District  
Board of Education**

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A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, July 8, 2021, beginning at 7:00 PM.

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

Absent: Mrs. Hood and Mr. Cook

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF THE AGENDA**

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

Ayes: 5 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

**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 June 10, 2021

B. Approval of Bills

- a. Report for April
- b. Check Register for April 1 through April 30, 2021
- c. Purchase Card Report for February 28 through March 31, 2021
- d. Report for May
- e. Check Register for May 1 through May 31, 2021
- f. Purchase Card Report for April 1 through April 30, 2021

C. Approval of Field Trip(s)

- a. Orchestra Camp August 27-29, 2021
- b. Band and Orchestra Trip to New York April 2022

c. Varsity Girls' Basketball Camp July 14-16, 2021

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

Ayes: 5 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

**ACTION ITEMS**

**Personnel Report**

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

**A. New Hires**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Catner, Marissa	DF	4 <sup>th</sup> Grade Teacher	New Hire	BA	08-30-21
Gilchrist, Bethany	District	Social Worker	Position Chg.	MA+30	08-30-21
Kim, Stephen	HS	Science Teacher	New Hire	MA	08-30-21
Shoenberger, Claire	HS	Science Teacher	New Hire	BA	08-30-21
Boboige, Jacqueline	VS	Administrative Asst.	New Hire	Level A	08-09-21
Galligan, Jennifer	HS	Counseling Secretary	Position Chg.	Level B	08-09-21

**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Malhotra, Shalini	HS	Receptionist	Resigned	06-30-21
Ross, Nicole	HS	Dance Teacher	Resigned	06-11-21
Theophelis, Anastasia	ESB	Supervisor of Spec. Ed.	Resigned	06-28-21

**C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Mis, Kathleen	NW	Math Interventionist	LOA #1-Child Care	2021-2022 School Year

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

Ayes: 5 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

**Personnel Report B**

As we prepare for the 2021-2022 school year, the Superintendent is recommending two administrative moves that will support the goals and work of the district.

Angie Southworth, the current Dean of Students at Novi Middle School, would move to the Novi High School in the same position as Dean of Students. In this position, Ms. Southworth will support students and the administrative team. Primary responsibilities would include:

- 9<sup>th</sup> grade transition
- Student discipline
- Restorative practices
- Enhancing student culture

Ms. Southworth has been employed by the district since 2004. She began as a building sub and volleyball coach. Ms. Southworth moved to Meadows for one year to teach World Languages. She then moved to the middle school as a foreign language teacher and served in that capacity for twelve years. For the past two years, she has served as the Dean of Students at Novi Middle School.

Ms. Job assumed her current role when we restructured Community Education. Since that time, Ms. Job has taken on additional responsibilities as the program has grown and she has demonstrated an ability to work at a high level.

It was moved by Mrs. Roney and supported by Mrs. Murphy that the Novi Community School District Board of Education approve Mrs. Stacey Job as C.A.R.E Supervisor and Angie Southworth as Dean of Students at Novi High School.

Nays: 0

2021 Calendar Revision

The current August board meetings are set for August 5, 12, and 26 at 7:00 PM. Due to the first varsity home football game also falling on August 26, at 7:00 PM, it is suggested that this meeting be moved to August 25, at 5:30 PM. This meeting will focus on personnel recommendations and bond bid approvals.

It was moved by Mrs. Roney and supported by Mr. Smith that the Novi Community School

District Board of Education move the August 26, 2021 Board meeting, at 7:00 PM, to August 25, 2021, at 5:30 PM.

Ayes: 5 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### Administrative Contract Renewal

The administrative contracts of the following administrators expire on June 30, 2022. Based on their evaluations and their job performance, it is recommended that the Superintendent be authorized to increase compensation for the following administrators by 2% and extend the following administrative contracts through June 30, 2023.

- Assistant Superintendent of Academics
  - Dr. RJ Webber
- Assistant Superintendent of Human Resources
  - Dr. Gary Kinzer
- Assistant Superintendent of Business and Operations
  - Gregory McIntyre
- High School Principal
  - Nicole Carter
- High School Assistant Principals (3)
  - Andy Comb
  - Dr. Melissa Jordan
  - Ron Kane
- Middle School Principal
  - Robert Baker
- Middle School Assistant Principal
  - Katy Dinkelman
- Meadows Principals (2)
  - John Brickey
  - Lisa Fenchel
- Elementary Principals (4)
  - David Ascher
  - Dr. Julie Bedford
  - Dr. Alex Ofili
  - Laura Carino
- Director of Finance
  - Deanna Wheeler
- Director of Maintenance
  - Mike Dragoo
- Director of Student Services
  - Shailee Patel
- Director of Student Growth and Accountability

- Jeff Dinkelmann
- Director of Student Support Services
  - Darby Hoppenstedt
- Director of Transportation
  - Cynthia Valentine
- Director of Early Childhood Education and Community Programs
  - Ann Hansen
- Director of Adult and Alternative Education
  - Linda Cianferra
- Marketing and Public Relations Specialist
  - George Sipple

In addition, these administrators, who have been approved by the Board, will have two year contracts from July 1, 2021 – June 30, 2023. Because of their status – new hires/positions - the 2% increase does not apply.

- Elementary Principal (replacing Pam Quitiquit)
  - Adva Ringle
- Novi Virtual School Principal (new position)
  - Emily Pohlonski
- High School Dean of Students (new high school position, moving from middle school)
  - Angie Southworth
- Assistant Director of Maintenance/Operations (replacing Jacob McDermott)
  - Eric Hettel
- Director of Athletics (replacing Brian Gordon)
  - Don Watchowski
- Assistant Director of Early Childhood
  - Stacey Job

Completing the administrative team is the Interim Special Education Supervisor position which was previously approved by the Board as a one-year position filled by Amanda Squires. This position also does not receive a 2% increase.

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Novi Community School District Board of Education authorize the contracts and salary increases as noted above.

Ayes: 5      Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney      (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### Novi High School Scoreboard Projects

The Novi High School has three (3) proposed scoreboard upgrades. The first upgrade is to the NHS Stadium scoreboard where the proposal is to add a sound system and delay-of-Game timers. Three (3) quotes were received and AJ signs & installation provided the lowest quote. The team is also recommending a district managed contingency.

Equipment and Installation Labor costs are as follows:

	<b>Equipment</b>	<b>Installation Labor</b>	<b>Total</b>
<b>Project</b>			
Novi High School Stadium Scoreboard, Sound System and Delay-of-Game Timers	\$84,880	\$12,500	<b>\$98,880</b>
District Managed Contingency			\$9,900

The second upgrade is to the NHS Performance Gym where the proposal is to add a Ribbon Board and Sound System. A quote from Daktronics listing the equipment and cooperative pricing was received along with three (3) quotes for installation labor. The team is also recommending a district managed contingency.

Equipment and Installation Labor costs are as follows:

	<b>Equipment</b>	<b>Installation Labor</b>	<b>Total</b>
<b>Project</b>			
Novi High School Performance Gym Scoreboard, Ribbon Board and Sound System	\$266,597	\$19,500	<b>\$286,097</b>
District Managed Contingency			\$28,600

The third upgrade is to the NHS Fieldhouse Scoreboard where the proposal is to add a sound system. A quote from Daktronics listing the equipment and cooperative pricing was received along with three (3) quotes for installation labor. The team is also recommending a district managed contingency.

Equipment and Installation Labor costs are as follows:

	<b>Equipment</b>	<b>Installation Labor</b>	<b>Total</b>
<b>Project</b>			
Novi High School Fieldhouse Scoreboard, Sound System	\$52,676	\$4,000	<b>\$56,676</b>
District Managed Contingency			\$5,700

It was moved by Mrs. Roney and supported by Mrs. Murphy that the Novi Community School District Board of Education approve the three (3) Novi High School scoreboard upgrades as presented above.

Ayes: 5      Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney      (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### Novi High School Pool Timing System Equipment

In collaboration with District Administration, Plante Moran Cresa (PMC) is proposing the replacement of the existing pool timing system. The system is in need of replacing, so PMC procured proposals for the replacement and is recommending the new Colorado Timing Generation 7 System and Colorado Time Video Board.

The District has the option to utilize the existing Daktronics video board, however it is noted that there is no guarantee that there will be proper communication with the Colorado timing system.

Option 1 – Colorado Timing System (Generation 7) and Colorado Time Video Board    \$102,645.00

Option 2 – Colorado Timing System (Generation 7) and Daktronics Video Board      \$140,685.00

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

District Board of Education approve the replacement of the pool timing equipment with option 1, the Colorado Timing System (Generation 7) and the Colorado Time Video Board in the amount of \$102,645.00.

Ayes: 5 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### Novi Meadows Scoreboard Project

A team consisting of district athletic, technology and administrative staff worked with Integrated Design Solutions, Foresite Design, Daktronics, Plante Moran and others to determine the needs for a project to provide and install a new video scoreboard and sound system for the Novi Meadows Soccer Stadium. A quote from Daktronics listing the equipment and cooperative pricing was received along with three (3) quotes for installation labor. The team is also recommending a district managed contingency.

Equipment and Installation Labor costs are as follows:

	<b>Equipment</b>	<b>Installation Labor</b>	<b>Total</b>
<b>Project</b>			
Novi Soccer Stadium Scoreboard, Video	\$135,155	\$9,500	<b>\$144,655</b>
Scoreboard and Sound System			
District Managed Contingency			\$14,500

It was moved by Mrs. Roney and supported by Mrs. Murphy that the Novi Community School District Board of Education approve the equipment purchase from Omnia Partners Cooperative in the amount of \$135,155 and an award to AJ Signs & Installation in the amount of \$9,500 along with a district managed contingency of \$14,500 for a total project cost of \$144,655.

Ayes: 5 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### INFORMATION AND DISCUSSION

##### Professional Audit Services

On January 21, 2021, the Board approved the contract extension with Plante Moran for their external, independent auditing services for the fiscal years ending June 30, 2021, 2022, and 2023.

Plante Moran has performed auditing services for the district since 2012.

This report comes to the Board tonight as an informational update to the June Audit and includes the Pre-Audit Letter and the Engagement Letter. The Engagement Letter details the Scope of Services, Timing of Services, and Fees and Payment.

#### COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

#### SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of Schools, reported that work continues throughout the

district preparing for the fall. He stated that bond projects are ongoing at Village Oaks, Orchard Hills, Novi High School, Novi Meadows, Novi Middle School, Parkview, and the Early Childhood Education Center and they are progressing well. Dr. Matthews said that it is a difficult construction season with supply chain issues and the recent spat of rainy weather, but our construction manager, McCarthy Smith, is working hard to ensure that the schools will be ready this fall. He mentioned that it is anticipated that Village Oaks will take more time than originally planned due to the delay in securing permits, but there is a plan in place to ensure that school will begin smoothly at Village Oaks.

Dr. Matthews reported that we continue to monitor the COVID numbers and the impact of the Delta Variant throughout the state. He stated that the Michigan Department of Health and Human Services has ended all COVID restrictions, while schools are encouraged to continue the mask policies and social distancing. Dr. Matthews said that it is difficult to enforce those rules when the rest of the state is exempt. He mentioned that this is why we will continue to monitor the numbers and to look for signs that things continue to move in a positive, or stable, direction this summer.

Dr. Matthew reported that this summer we have moved to a mask optional policy at our summer school and at our K-8 refresher courses and that indications are it is working well. He stated that some students come to school with a mask and some students come to school without a mask. Dr. Matthews said that our staff, by and large, is not masked because they have been vaccinated. He mentioned that we are encouraging parents to continue to monitor their children and if they are sick or exhibiting signs of illness, then we encourage them to keep their children home.

Dr. Matthews reported that we did have one student who tested, or had a pending test, because they felt ill who actually came to school this week. He stated that Cathy Farris, our district nurse, investigated and found that students who were around that student had been vaccinated so there was no need to quarantine anyone, but this student will be home pending their test results. Dr. Matthews said that the summer school is off to a strong start. He mentioned that there are over 350 students earning high school credit and there are over 300 students in our K-8 refresher courses as well.

Dr. Matthews reported that he had visited the high school several times, observing the students who were engaged and learning. He encouraged everyone to continue to take advantage of the Novi Public Library's summer reading program because reading is one of the most impactful way to improve a student's performance.

#### ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, updated the Board on the following items. He stated that Trustee Roney had asked him if he was happy with the budget. Mr. McIntyre said that he was happier than he was three (3) weeks ago although he could be happier. He mentioned that he was pleased to announce that the equalization payment is included in the budget, so that represents about 4.6 million dollars to the school District and our foundation allowance is going up about 171 dollars, so that represents about another 1.2 million that is coming into this District.



Mr. McIntyre emphasized the District's spend down plan, how we treat that money, which would be 40/30/20/10, so we do not reach that funny cliff. He reported that one thing that worries him is that by law now the new minimum foundation allowance is 8,700. He stated that they did not use the categorical, that is in the law now, to get us up there, so the question is can we sustain that absence of the federal dollars. Mr. McIntyre said that we need to be taking a look at that. He mentioned that he wants to be respectful of the federal money that we have and that he wants to spend down responsibly, so we do not get ourselves in trouble.

Mr. McIntyre reported that Evol Gazzarato, our on-site Chartwells' manager, has accepted another position within Chartwells and she will be the regional director to the Oakland Center, at Oakland University. He stated that her position was posted internally with Chartwells, on Tuesday and externally on Wednesday, so he has been guaranteed a smooth transition by the end of the month.

Mr. McIntyre said that the Safe Routes to School Program was supposed to start on July 6, but was delayed. He mentioned that he called the City of Novi and MDOT had not approved everything for the contractor to begin, so the pre-construction meeting has not been scheduled yet. Mr. McIntyre reported that he is part of that meeting, so he will keep the Board in the loop. He stated that the schools which will be impacted are Deerfield, Orchard Hills, Novi Woods, Novi Middle School, Novi Meadows, and Parkview. Mr. McIntyre said that the Safe Routes to School Program encourages children, K-8, to walk or bike to school.

Mr. McIntyre reported that his team met internally to discuss cyberattacks and ransomware. He stated that his team, including Dr. Matthews, met last week with Moz, from Oakland Schools. Mr. McIntyre said they are putting together a plan to try to address some of these issues. He mentioned that there will be some training coming from Middle Cities, our insurance carrier, on what to do and how to recognize phishing and things like that. Mr. McIntyre reported that we are trying to prepare ourselves, so that we do not become a victim of what is going on. He stated that school districts are one of the most attacked industries out there, so we will be careful on that.

#### BOARD COMMUNICATION

Mrs. Roney, Board Trustee, stated that she hopes everyone is having a great summer and safe summer.

Mrs. Murphy, Board Trustee, reported that the last day to purchase the NEF bricks is coming soon, July 16. She stated that it is a way to do a remembrance. Mrs. Murphy said that you can get a 4x4 brick or an 8x8 brick with either three (3) or six (6) lines and so many characters per line. She mentioned that you can also have a small symbol on it depending on the size and the cost starts at a hundred dollars. Mrs. Murphy reported that these bricks will be placed into the front area of the high school after it has been redone and future sales will be placed in the back. She stated that you get to choose where you want your brick. Mrs. Murphy said that you can check the Novi Educational Foundation website and purchase your brick

Mr. Mena, Board Secretary, reported that a Novi Twilight Run was something that they had wanted to do and had one scheduled for a few weeks ago. He stated that was cancelled because of bad weather and was rescheduled for July 24. Mr. Mena said that it is for anyone who wants to

## ADJOURNMENT

Ayes: 5 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

**MOTION CARRIED**

Willy Mena, Secretary

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**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 2021**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Novi Varsity Volleyball Trip to Grand Haven, August 19-20, 2021

Kacy Byron, Head Varsity Volleyball Coach, is requesting that the Novi Varsity Volleyball team attend the Grand Haven Volleyball Tournament. The volleyball tournament will take place at Grand Haven High School, on August 20th. The Novi Varsity Volleyball team will be transported to Grand Haven by parent chaperones that will all be background checked prior to the event and will each ride home with their respective parents at the conclusion of the tournament. Student-Athletes will stay at the Hampton Inn of Holland on Ferch Street.

The cost for each Student-Athlete is approximately \$40 to cover the cost of food for lunch and dinner on Friday, August 19<sup>th</sup>, before the tournament. This trip will be chaperoned by three varsity coaches from the high school. These coaches have completed background checks on file with the district. This is a Novi Varsity Volleyball tradition.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the Novi Varsity Volleyball Trip to Grand Haven, Michigan on August 19-20, 2021

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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

BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

**Field Trip Title:** Grand Haven Volleyball Tournament

**Dates of Trip:** August 19, 2021 - August 20, 2021

**Group:** Novi Varsity Volleyball Team

**Sponsor:** Kacy Byron, Head Varsity Volleyball Coach


**Summary:**


Kacy Byron, Head Varsity Volleyball Coach, is requesting that the Novi Varsity Volleyball team attend the Grand Haven Volleyball Tournament. The volleyball tournament will take place at Grand Haven High School, on August 20th. The team is requesting approval to spend the night in Grand Haven on Friday, August 19<sup>th</sup>, prior to the tournament starting. The Novi Varsity Volleyball team will be transported to Grand Haven by parent chaperones that will all be background checked prior to the event and will each ride home with their respective parents at the conclusion of the tournament.

Student-Athletes will stay at the Hampton Inn of Holland on Ferch Street. The cost for each Student-Athlete is approximately \$40 to cover the cost of food for lunch and dinner on Friday, August 19<sup>th</sup>, before the tournament. This trip will be chaperoned by three varsity coaches from the high school. These coaches have completed background checks on file with the district. This is a Novi Varsity Volleyball tradition. Approval from former Athletic Director, Brian Gordon was granted as the tournament fees were pre-paid in the Spring of 2021, when all tournament dates were selected for this upcoming season.

We thank you very much for the consideration of this trip and are deeply apologetic for the late request to the Board of Education.

The attached Field Trip form has been reviewed and approved by:

  
Principal of Novi High School

  
RJ Webber, Ed.D.  
Assistant Superintendent for Academic Services

# Overnight, Out of State or Out of Country Field Trip Request Form

Please refer to the Overnight Field Trip Rules and Responsibilities in the online Teacher Handbook, in the Field Trips section. Please observe these guidelines and use the health form and Emergency Treatment Authorization language from that document in your policies.

To apply for an overnight, out of state, or out of country field trip, please completely fill out this form and attach all required (**bolded**) documents before submitting the request to the Assistant Principal in charge of field trips. Note that first-time trips will require two School Board sessions for discussion and approval. Repeat trips require one School Board meeting. However, all paperwork must be fully completed **at least** a week before a School Board meeting.

The following bold items are required elements and should be attached to this form. The additional italicized items should be attached if available.

- **Trip Itinerary – departure and arrival times, special events/performances/competitions**
- **Criminal History Release Form**– located online on the HR web site
  - **Required for chaperones not employed by the district**
- **Parent Information Packet (what you distribute to parents describing the trip)**
- **Health Form & Emergency Treatment Authorization (collected and in possession of trip coordinator) – may be part of the Parent Information Packet**
- *Policies/Procedures/Rules provided by event or competition you plan to attend (if available)*
- *Rooming List (provided to Assistant Principal in charge of field trips before departure on trip)*
- *District Bus Field Trip Request form and map to destination, if school bus transportation will be used*
- *Guest Teacher Request (tan) for each teacher who will miss school time for the trip*

**The following are required if students will miss class time due to the trip:**

- Field Trip Permission Form ( collected by sponsor and returned to Attendance Office after the trip)
- List of students participating in the trip (must be provided to the Attendance Office before departure)

1. Title of Field Trip/Formal Name of the Activity or Event: Grand Haven Volleyball Tournament

2. Organization/Club/Course Name: Novi Varsity Volleyball

3. Field Trip Coordinator(s) – Staff Member(s): Kacy Byron, Head Varsity Volleyball Coach

4. Other Attending Chaperones: Madison Kielty (Assistant Varsity Coach), Zack Byron (Assistant Varsity Coach), Nicki Karr (Student-Athlete Parent), Jen Vellucci (Student-Athlete Parent), Debbie Calanchi (Student-Athlete Parent), and Priya O’Kronley (Student-Athlete Parent)

5. Have you coordinated this trip in previous years? **Yes** If yes, when? 2018 and 2019 (prior to Covid-19)

- If not, what is the most recent overnight trip you’ve coordinated? *(List group, date and trip destination)*
- If you’ve never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience (required)? \_\_\_\_\_

6. Date(s) of Trip: August 19, 2021 - August 20, 2021
- Students will miss the following school dates: Students will not miss any school as this tournament is before school starts.
7. Departure Time and Location: 10 a.m. at Novi High School
8. Approximate Time Returning to NHS: 6 p.m. on August, 20th after the tournament concludes
9. Field Trip Destination (City, State): Grand Haven, MI
10. Trip cost to the student: \$40
- Items included in cost: lunch and dinner
  - If not paid for by student, who is funding the trip? Hotel Costs for Student-Athletes are paid for by fundraising money out of the Novi Volleyball Athletic Account
11. Transportation Details: Student-Athletes will be riding to Grand Haven with player's parents who all will be background checked / Student-Athletes will be riding home from the tournament with their respective parents
12. Lodging name and contact number in emergency: Hampton Inn of Holland, (616) -399- 8500
13. Number of students attending: 14 Student-Athletes
14. Total number of chaperones: Seven

**For curricular trips, please complete #16-19.**

15. What is the class objective that ties into the proposed trip?
- 

16. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
- 

17. Why is the field trip the best way to achieve/reinforce the class objective?
- 

18. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they learned on this field trip? \_\_\_\_\_

19. Tentative school bus confirmation made by:

Teacher/applicant signature: Kacy Byron

## Field Trip Post - Summary Sheet: Overnight/Out of State/Out of Country

Write a brief statement about the purpose and outcome of the event. Be sure to include the names of the student participants (unless there are too many to name individually such as band/choir), the outcome of any competition, highlights of the trip or event, and finally, recommendations to continue participating. This can be written below or typed on a separate sheet.

[illegible]

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 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><i>Name</i></u>	<u><i>Bldg.</i></u>	<u><i>Assignment</i></u>	<u><i>Reason</i></u>	<u><i>Rate</i></u>	<u><i>Effective</i></u>
Barnes, Bethany	VS	5-6 Math/Science Teacher	New Hire	MA	08-30-21
Bianchini, Maria	MS	Special Ed Teacher	New Hire	BA+15	08-30-21
Chinn, Rebecca	HS	Counselor	New Hire	MA+15	08-19-21
Eldan, Lara	MS	Literacy Specialist	New Hire	MA	08-30-21
Elenbaas, Blakely	VO	Special Ed Teacher	New Hire	MA	08-30-21
Masserant, Kelsey	HS	Special Ed Teacher	New Hire	MA	08-30-21
Allerton, Elizabeth	ECEC	PS Teacher (Site Sub)	Position Chg.	Hourly	08-30-21
Cross, Elizabeth	ESB	Accounting Assistant	New Hire		08-16-21
Landau, Denise	ESB	HR Admin. Asst.	New Hire	Level A	08-16-21
Martinez, Deborah	NW	CARE Leader	New Hire	Level B	08-30-21
Rathinavel, Sadhana	VO	Special Ed Para	New Hire	Level B	08-30-21
Rzucidlo, Kathryn	TBD	Special Ed Para	New Hire	Level B	08-30-21
Sad, Nicole	NATC	Special Ed Para	Rehire	Level B	08-30-21
Vartanian, Knar	ECEC	Special Ed Para	New Hire	Level B	08-30-21
Otte, Jennifer	TRAN	Perm. Sub Driver	Position Chg.	Hourly	09-07-21
Schultz, Andrea	TRAN	Perm. Sub Driver	Position Chg.	Hourly	09-01-21
Summers, Timothy	TRAN	Perm. Sub Driver	Position Chg.	Hourly	09-08-21



## **B. Retirements and Resignations**

<u><i>Name</i></u>	<u><i>Bldg.</i></u>	<u><i>Assignment</i></u>	<u><i>Reason</i></u>	<u><i>Effective</i></u>
Decker, Erica	PV	4 <sup>th</sup> Grade Teacher	Resigned	08-02-21
Lecher, Lori	VO	ESL Teacher	Resigned	08-10-21
McKaig, Heather	HS	English Teacher	Retired	06-28-21

## **C. Leaves of Absence**

<u><i>Name</i></u>	<u><i>Bldg.</i></u>	<u><i>Assignment</i></u>	<u><i>Reason</i></u>	<u><i>Effective</i></u>
Cemborski, Gretchen	TRAN	Bus Driver	LOA #2-Health	2021-2022 School Year
Milliken, Katrina	HS	Social Worker	LOA #2-Health	2021-2022 School Year

**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  
August 5, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS**

**TOPIC: 2021 Site Improvements Program**

On July 1, 2021 bids for site improvement projects that includes the pond clean-up and restoration at the middle school and high school were opened and publicly read aloud.

Three (3) bids for this project were received and have been analyzed and tabulated. Mid-American Group was the lowest qualified bidder with a base bid of \$226,687.80. Plante Moran Cresa ("PMC") conducted reference checks for Mid-American Group and reference were very positive.

It is recommended that the Board of Education award the 2021 Site Improvements Program to Mid-American Group, in the amount of \$553,437.10, with a 10% contingency of 55,343.71 for a total of \$608,780.81 to be funded from the 2019 Bond Program. Attached are the letters of recommendation and bid tabulation from SME and PMC.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education award the 2021 Site Improvements Program to Mid-American Group, in the amount of \$553,437.10, with a 10% contingency of 55,343.71 for a total of \$608,780.81 to be funded from the 2019 Bond Program.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



**Steve Matthews, Superintendent**



July 27, 2021

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

RE: Novi Community Schools 2019 Bond Program  
Contract Award Recommendation for 2021 Site Improvement Program

Dear Mr. McIntyre

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Novi Community School District (NCSD) in its selection and procurement of bids for the 2021 Site Improvement Program. This update represents the mutual efforts of the NCSD administration, PMC, and SME.

On July 01, 2021 the project team received (3) three bids for the 2021 Site Improvement Program which includes pond clean-up and restoration at the Middle School and High School. After receipt of bids, NCSD, PMC, and SME conducted post bid reviews with both Mid-American Group and RBV Contracting. Concluding post bid reviews, the low bidder Mid-American Group was determined as the lowest qualified bidder. PMC also conducted reference checks for Mid-American Group and references provided were very positive.

Pricing received from Mid-American Group is \$553,437.10 and it's the team's recommendation that an award be made in the amount noted above with a 10% contingency added for a total of \$608,780.81.

This work is within budgets established for the 2019 Bond Program and work is anticipated to start mid-August and extend to early October 2021. Attached for reference is SME's recommendation package that includes their recommendation along with bid results received on July 01, 2021.

PMC is available at your convenience to answer any questions you may have regarding this recommendation for award.

Sincerely,

Plante Moran Cresa

A handwritten signature in black ink, appearing to read 'Kevin Donnelly', with a stylized, cursive script.

Kevin Donnelly  
Vice President

Enclosures:     SME Recommendation Letter / Package Dated: July 19, 2021

Cc:     Dr. Steve Matthews, NCSD  
         Dr. Gary Kinzer, NCSD  
         Michael Dragoo, NCSD  
         Greg VanKirk, PMC  
         Keith Toro, SME



The Kramer Building  
43980 Plymouth Oaks Blvd.  
Plymouth, MI 48170-2584

T (734) 454-9900

[www.sme-usa.com](http://www.sme-usa.com)

July 19, 2021

Mr. Michael Dragoo  
Director of Maintenance and Operations  
Novi Community School District  
25435 Taft Road  
Novi, Michigan 48374

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

RE: Letter of Recommendation for Award  
2021 Site Improvements Program  
Novi Community School District  
Novi, Michigan  
SME Project No. 086268.00

Dear Mr. Dragoo:

SME is pleased to recommend to the Novi Community School District (NCSD) that the 2021 Site Improvements Program be awarded to a single firm, Mid-American Group of Newport, Michigan.

Our recommendation is based upon review of the submitted bid documents and the post bid interview conducted by the Owner's review team and members of Mid-American Group. The Owner's review team also reviewed documentation and recommendation letters from previous similar projects that Mid-American Group successfully completed in the recent past. The scope of construction recommended for award includes the Base Bid of the program and associated unit prices. The base bid includes cleanout and maintenance of the connected detention ponds west of Novi Middle School and Deerfield elementary school, and cleanout and maintenance of one pond at Novi High School. These ponds do not fall under Michigan Environment, Great Lakes & Energy (EGLE) permitting authority.

No voluntary alternates were submitted by Mid-American Group. The total recommended contract award to Mid-American Group is \$553,437.10

If you have any questions regarding the recommendation, review process, or the scope of services, please do not hesitate to contact me at (734) 377-4046 (mobile).

Very truly yours,

**SME**

Keith D. Toro, PE  
Senior Consultant

Attachment: Bid Tabulation

# NCSO 2021 Site Improvement Project

SME Project No. 086268.00

## Bid Tabulation

July 14, 2021

Item	Description	Quantity	Unit	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid - Novi Middle School											
				Engineer's Estimate		D&R Earthmoving LLC		RBV Contracting, Inc.		Mid-American Group	
101	Mobilization/demobilization (3% maximum)	1	LS	\$8,000.00	\$8,000.00	\$12,750.00	\$12,750.00	\$24,300.00	\$24,300.00	\$11,000.00	\$11,000.00
102	<b>ALLOWANCE:</b> Obtain SESC Permit from Oakland County WRC, includes review fees, bonds, deposits, and inspection fees	1	ALW	\$15,000.00	\$15,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
103	Furnish, install, and maintain storm sewer structure inlet filters per Oakland County WRC Specifications (Contractor to be reimbursed based on submitted receipts)	10	EA	\$100.00	\$1,000.00	\$350.00	\$3,500.00	\$200.00	\$2,000.00	\$250.00	\$2,500.00
104	Furnish, install, and maintain stabilized construction access pads and construction staging pads per Oakland County WRC Specifications	10,600	SF	\$1.00	\$10,600.00	\$2.00	\$21,200.00	\$1.50	<b>\$15,900.00</b>	\$1.48	\$15,688.00
105	Furnish, install, and maintain tree protective fencing per plan	1	LS	\$1,500.00	\$1,500.00	\$7,500.00	\$7,500.00	\$8,600.00	\$8,600.00	\$2,400.00	\$2,400.00
106	Furnish, install, and maintain rip rap per detail at existing end sections	660	SF	\$2.00	\$1,320.00	\$10.00	\$6,600.00	\$6.00	\$3,960.00	\$7.61	\$5,022.60
107	Furnish, install, and maintain temporary traffic control, barricades, and signage (Contractor to submit on site traffic control plan for Owner review and approval)	1	LS	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00	\$2,500.00	\$2,500.00	\$8,300.00	\$8,300.00
108	Utility locate - contact MISS DIG and retain private utility locator to mark on site utilities	1	DAY	\$1,500.00	\$1,500.00	\$10,000.00	\$10,000.00	\$2,000.00	\$2,000.00	\$950.00	\$950.00
109	Locate existing utilities on site using soft dig techniques	1	DAY	\$2,500.00	\$2,500.00	\$12,000.00	\$12,000.00	\$3,500.00	\$3,500.00	\$2,400.00	\$2,400.00
110	Remove sediments and debris from ex. end sections; dispose of in legal manner.	10	EA	\$250.00	\$2,500.00	\$1,000.00	\$10,000.00	\$425.00	\$4,250.00	\$320.00	\$3,200.00
111	Remove sediments and debris from ex. overflow structures. Dispose of in legal manner	2	EA	\$250.00	\$500.00	\$2,500.00	\$5,000.00	\$975.00	\$1,950.00	\$320.00	\$640.00
112	Remove existing invasive pond vegetation per plan; dispose of in legal manner	14,750	SF	\$2.00	\$29,500.00	\$4.00	\$59,000.00	\$3.00	\$44,250.00	\$1.93	\$28,467.50
113	Excavate sediments to a depth of 12" and remove invasive pond vegetation per plan; dispose of at Type II landfill	127,500	SF	\$3.00	\$382,500.00	\$4.10	\$522,750.00	\$4.00	\$510,000.00	\$2.90	\$369,750.00
114	Remove broken 12" RCP pipe, replace in kind; match existing inverts; provide ground cover over the pipe	20	LF	\$50.00	\$1,000.00	\$200.00	\$4,000.00	\$250.00	\$5,000.00	\$182.00	\$3,640.00
115	Restore area of eroded bank and re-establish cover over existing storm sewer pipe	400	SF			\$15.50	\$6,200.00	\$7.50	\$3,000.00	\$9.00	\$3,600.00

**Submitted  
\$15,600 Math  
Error**

# NCSD 2021 Site Improvement Project

SME Project No. 086268.00

## Bid Tabulation

July 14, 2021

Item	Description	Quantity	Unit	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
116	Clean-up and site restoration	1	LS	\$5,000.00	\$5,000.00	\$275,000.00	\$275,000.00	\$153,050.00	\$153,050.00	\$11,000.00	\$11,000.00
117	General conditions	1	LS	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$38,600.00	\$38,600.00	\$21,000.00	\$21,000.00
<b>Base Bid - Novi Middle School SUBTOTAL:</b>					\$474,920.00						
10% Contingency (Engineer's Est ONLY)					\$47,492.00						
<b>Novi Middle School TOTAL:</b>					<b>\$522,412.00</b>		<b>\$1,000,000.00</b>		<b>\$834,860.00</b>		<b>\$501,558.10</b>

Item	Description	Quantity	Unit	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
<b>Base Bid - Novi High School</b>											
201	Mobilization/demobilization (3% maximum)	1	LS	\$1,800.00	\$1,800.00	\$6,000.00	\$6,000.00	\$1,800.00	\$1,800.00	\$3,000.00	\$3,000.00
202	<b>ALLOWANCE:</b> Obtain SESC Permit from Oakland County WRC, includes review fees, bonds, deposits, and inspection fees	1	ALW	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
203	Furnish, install, and maintain storm sewer structure inlet filters per Oakland County WRC Specifications (Contractor to be reimbursed based on submitted receipts)	4	EA	\$100.00	\$400.00	\$250.00	\$1,000.00	\$200.00	\$800.00	\$250.00	\$1,000.00
204	Furnish, install, and maintain stabilized construction access pads and construction staging pads per Oakland County WRC Specifications	1,300	SF	\$1.00	\$1,300.00	\$2.50	\$3,250.00	\$1.50	\$1,950.00	\$1.68	\$2,184.00
205	Furnish, install, and maintain tree protective fencing per plan	1	LS	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$4,600.00	\$4,600.00	\$2,400.00	\$2,400.00
206	Furnish, install, and maintain temporary traffic control, barricades, and signage (Contractor to submit on site traffic control plan for Owner review and approval)	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$650.00	\$650.00	\$4,150.00	\$4,150.00
207	Utility locate - contact MISS DIG and retain private utility locator to mark on site utilities	1	DAY	\$1,500.00	\$1,500.00	\$8,000.00	\$8,000.00	\$2,000.00	\$2,000.00	\$950.00	\$950.00
208	Locate existing utilities on site using soft dig techniques	1	DAY	\$2,500.00	\$2,500.00	\$15,000.00	\$15,000.00	\$3,500.00	\$3,500.00	\$2,400.00	\$2,400.00
209	Remove sediments and debris from ex. end sections; dispose of in legal manner	2	EA	\$250.00	\$500.00	\$1,500.00	\$3,000.00	\$425.00	\$850.00	\$320.00	\$640.00
210	Remove sediments and debris from ex. overflow structures; dispose of in legal manner	2	EA	\$250.00	\$500.00	\$2,200.00	\$4,400.00	\$975.00	\$1,950.00	\$320.00	\$640.00
211	Remove existing invasive pond vegetation per plan; dispose of in legal manner	5,500	SF	\$2.00	\$11,000.00	\$4.00	\$22,000.00	\$3.00	\$16,500.00	\$2.13	\$11,715.00
212	Restore areas of eroded bank	700	SF	\$10.00	\$7,000.00	\$15.00	\$10,500.00	\$7.50	\$5,250.00	\$9.00	\$6,300.00
213	Clean-up and site restoration	1	LS	\$5,000.00	\$5,000.00	\$83,350.00	\$83,350.00	\$7,500.00	\$7,500.00	\$4,000.00	\$4,000.00

NCSD 2021 Site Improvement Project

SME Project No. 086268.00

Bid Tabulation

July 14, 2021

Item	Description	Quantity	Unit	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
214	General Conditions	1	LS	\$10,000.00	\$10,000.00	\$31,000.00	\$31,000.00	\$3,350.00	\$3,350.00	\$2,500.00	\$2,500.00
Base Bid - Novi High School SUBTOTAL:					\$55,500.00		\$200,000.00		\$60,700.00		\$51,879.00
10% Contingency (Engineer's Est ONLY)					\$5,550.00		*Adds to \$203,000 Math Error				
Novi Middle School TOTAL (from above):					\$522,412.00		\$1,000,000.00		\$834,860.00		\$501,558.10
Base Bid - NCSD 2021 Site Improvement Project TOTAL:					\$577,912.00		\$1,200,000.00		\$895,560.00		\$553,437.10



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS**

**TOPIC: Site Improvement Program - Roofing Projects**

On July 2, 2021, two (2) bids for the roofing projects at Novi Woods Elementary School and Novi High School, received from qualified bidders. Both bids presented tonight have been reviewed with the contractors and it was determined that Grunwell Cashero Co. was the lowest qualified bidder.

The team is recommending that the project be awarded to Grunwell Cashero Co in the amount of \$99,000.00 with a 10% contingency of \$9,900 for a total cost of \$108,900.00. This purchase will be funded from the 2019 Bond Program and the work will extend through September 2021.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education award the 2021 Roofing Projects to Grunwell Cashero Co in the amount of \$99,000.00 with a 10% contingency of \$9,900 for a total cost of \$108,900.00. This purchase will be funded from the 2019 Bond Program

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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



July 27, 2021

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

RE: Novi Community Schools 2019 Bond Program  
Contract Award Recommendation for 2021 Leak Restoration – Novi Woods and High School

Dear Mr. McIntyre

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Novi Community School District (NCSD) in its selection and procurement of bids for the 2021 Leak Restoration Program. This update represents the mutual efforts of the NCSD administration, PMC, and StructureTec.

On July 02, 2021 the project team received (2) two bids for the 2021 Site Improvement Program which includes leak and roofing restoration at Novi Woods and Novi High School. After receipt of bids, NCSD, PMC, and StructureTec conducted post bid reviews with both bidders. Concluding post bid reviews, the low bidder Grunwell Cashero Co. was determined as the lowest qualified bidder.

Pricing received from Grunwell Cashero Co. is \$99,000.00 and it's the team's recommendation that an award be made in the amount noted above with a 10% contingency added for a total of \$108,900.00.

This work is within budgets established for the 2019 Bond Program and work is anticipated to start mid-August and extend through September 2021. Attached for reference is StructureTec's recommendation package that includes their recommendation along with bid results received on July 02, 2021.

PMC is available at your convenience to answer any questions you may have regarding this recommendation for award.

Sincerely,

Plante Moran Cresa



Kevin Donnelly  
Vice President

Enclosures:     StructureTec's Recommendation Package Dated: July 07, 2021

Cc:     Dr. Steve Matthews, NCSD  
         Dr. Gary Kinzer, NCSD  
         Michael Dragoo, NCSD  
         Greg VanKirk, PMC  
         Matthew Polhemus, StructureTec



# **2021 LEAK RESTORATION BID RECOMMENDATION PACKAGE**

**NOVI WOODS ELEMENTARY  
NOVI HIGH SCHOOL  
NOVI, MICHIGAN**

**FOR**

**NOVI COMMUNITY SCHOOLS**

**MR. MIKE DRAGOO  
MR. KEVIN DONNELLY**

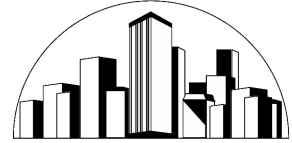
**PROJECT NO. T21087.RST4  
JULY 2021**

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July 7, 2021

Mike Dragoo  
Director, Maintenance / Operations  
Novi Community Schools  
25345 Taft Road  
Novi, MI 48374

Kevin Donnelly  
VP, Project Management  
Plante Moran, PLLC  
27400 Northwestern Hwy  
Southfield, MI 48307

**RE: NOVI COMMUNITY SCHOOLS • NOVI WOODS ELEMENTARY & NOVI HIGH SCHOOL, NOVI, MICHIGAN • 2021 LEAK RESTORATION • BID RECOMMENDATION PACKAGE • PROJECT NO. T21087.RST4**

Dear Mr. Dragoo & Mr. Donnelly:

The 2021 Leak Restoration project was released to the public on June 18, 2021. A pre-bid meeting was held on June 21, 2021, to review the scope of work outlined in the specifications. The bids were due on July 2, 2021, and the results were publicly read. Pursuant to the bid opening on the above referenced project, we are submitting the following recommendations.

Bids were received from two (2) out of three (3) Contractors that obtained bidding documents and attended the Pre-Bid Meeting. Please refer to the Bid Tabulation Sheet enclosed with this letter for a summary of all prices received for the project.

On July 6, 2021, we met with the two (2) bidders, Grunwell Cashero Co. and DC Byers Company over the phone to confirm comprehension of the specifications and required scope of work, and it appears that everything is in order. The project work items include the following per bid scope:

Base Bid #1 includes General Conditions and Mobilization costs:

- Mobilize and stage workforce at Novi Woods Elementary.
- Mobilize and stage workforce at Novi High School.
- Administrative assistance in managing the project.

Base Bid #2 includes Wet Sealing Skylight Mullion Caps at Novi High School:

- Clean and prep glazing units for sealant installation.
- Reset all displaced vertical mullion caps.
- Seal the entire perimeter of the skylight unit.

Base Bid #3 includes Remove and Replace Masonry Through-Wall Counterflashing at Novi High School:

- Cut out masonry units above existing roof-to-wall counterflashing.
- Remove pre-finished counterflashing.
- Replace with stainless steel through-wall counterflashing to match existing.
- Replace masonry units with weeps above counterflashing.

Base Bid #4 includes Remove and Replace EIFS Through-Wall Counterflashing at Novi Woods Elementary:

- Cut out bottom portion of EIFS panel to expose the existing counterflashing along the entire perimeter of the north penthouse.
- Remove existing counterflashing and replace with new pre-finished galvanized through-wall counterflashing.
- Patch back EIFS panels to cover the top of the new counterflashing.

Base Bid #5 includes Installing End Dams at the Window Sills at Novi High School Alcove Windows:

- Remove masonry units at the end of the window opening at the window sill.
- Install new pre-finished galvanized end dams that match the existing color of the window frame.
- Install sealant along sill edge and the perimeter of the end dam.
- Replace masonry units that were removed.

Base Bid #6 includes Applying Sealant along the Sill of the Novi High School Alcove Windows with Weeps:

- Clean and prep window sill trim for sealant installation.
- Install foam weeps every 24" O.C.
- Apply sealant in between foam weeps and tool to profile.

Based on the bids received, and our understanding of your available budget and schedule, we recommend award of the project contract to Grunwell Cashero, which should consist of the Base Scope of Work and Performance & Payment Bonds, for a total contract amount of \$99,000.00.

Following acceptance of the bid for the Work, a Notice to Proceed and/or a Purchase Order should be provided to the contractor. This should be done within sixty (60) days of the bid opening, to guarantee bid prices. We will be contacting you shortly with recommendations on project management requirements for the construction phase, including scheduling the Pre-Construction Conference.

Thank you for the opportunity to work with you on this project. Should you have any questions regarding the recommendations presented herein, or if we may be of further assistance, please contact our office.

Respectfully,

**StructureTec.**



Matthew W. Polhemus  
Associate Project Manager  
Roofing Division



Ian T. Steenhagen, P.E.  
Director  
Data Management Services

cc: Sergio E. Pagés / STEC CRM

Enclosures: Bid Tabulation Sheet  
Recommended Bidders Bid Package  
Scope Review Vetting Form

**Novi Community School District  
2021 Leak Restoration Program**

	DC Byers Company	Grunwell Cashero Co.
<b>Addenda Acknowledged</b>		
Addendum No. 1	YES	YES
Addendum No. 2	YES*	YES
<b>Base Bid</b>		
General Conditions and Mobilization	\$17,250.00	\$15,000.00
Wet Seal all Skylight Glazing Joints	\$79,660.00	\$45,000.00
10 LF of Masonry through Wall Flashing Installation	\$15,740.00	\$5,000.00
Install 205 LF of New Pre-Finished Galvanized EIFS Through Wall Flashing	\$52,960.00	\$27,000.00
Replace 4 Window Sill End Dams at Roof Level Windows.	\$14,800.00	\$6,000.00
Apply 30 LF of Window Sealant with Weeps	Included Above	\$1,000.00
<b>Schedule - Base Bid</b>		
Projected start date:	8/1/2021	8/16/2021
Total working days to complete Base Scope of Work:	TBD	15
Dates for Substantial and Final Completion:		
Substantial:	TBD	9/3/2021
Final:	9/30/2021	9/3/2021
<b>TOTALS</b>	<b>\$180,410.00</b>	<b>\$99,000.00</b>
<b>Unit Prices</b>		
a. Replace existing, damaged face brick with new units (\$/EA)	\$85.00	\$75.00
b. Remove/replace brick masonry areas (\$/SF)	\$350.00	\$100.00
c. Tuckpoint damaged/deficient mortar joints (\$/LF)	\$25.00	\$12.00
d. Replace sheet metal counterflashing. (\$/LF)	\$1,574.00	\$60.00
e. Replace existing sealant (\$/LF).	\$19.00	\$12.00
f. Replace window sill flashing (\$/LF).	\$1,574.00	DNB
<b>Hourly Rate Basis - Labor (Including Overhead &amp; Profit)</b>	<b>ST</b>	<b>OT</b>
Laborer (\$/HR)	DNB	DNB
Supervisor (\$/HR)	\$96.85	\$140.89
Foreman (\$/HR)	\$96.85	\$140.89
Journeyman (\$/HR)	\$92.25	\$134.24
<b>Attachments Included</b>		
Bid Bond or Certified Check	YES	YES
Certificate of Insurance	YES	YES
Iranian Sanctions Act	YES	YES
Signed Familial Disclosure Statement (form attached)	YES	YES

DNB - Did Not Bid

\* Verified via call on 7/6/2021



**RECOMMENDED BIDDER'S  
BID PACKAGE**

## SECTION 00402

## BID FORM FOR RESTORATION

Project Novi Schools - 2021 Leak Restoration

Bid Due: July 2, 2021 by 3:00 pm local time

Bid To: Greg McIntyre

Name of Bidder: Grunwell Cashero-Co.

## 1.01 GENERAL

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to complete all Work as specified or indicated in the Bidding Documents.
- B. Bidder accepts all of the terms and conditions of the Bidding Documents including without limitation those dealing with the disposition of Bid Security. This Bid will remain open for 60 days after the day of Bid opening.
- C. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents that:
1. Bidder has examined a complete set of the Bidding Documents including any Addenda herein, receipt of which shall be acknowledged.

Date	Addendum Number
<u>6/28/2021</u>	<u>Addendum 1</u>
<u>6/30/2021</u>	<u>Addendum 2</u>
<u>- -</u>	<u></u>

2. Bidder has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work, and has made such independent investigations as Bidder deems necessary.

3. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any other agreement or rules of any group, association, organization or corporation; Bidder has not directly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or a corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over the Owner.
4. The Bidder agrees that the prices set forth are correct and that no mistake or error has occurred in the Bidder's computations.
5. The Bidder understands that the Owner will not be liable for any amount in excess of the Bid Amount, except as expressly stated in written Change Orders duly executed and delivered by the Owner.
6. The Bidder declares that in preparing this Bid, all labor, materials and products are available to meet the completion date.
7. The Bidder agrees that the Owner reserves the right to accept or reject this Bid, or any portion thereof.

## 1.02 BID DOCUMENTS

- A. The following documents are attached to and made a condition of this Bid, unless noted otherwise:

1. Required Bid Security in the form of 5% of the base bid.
2. Identify all products, subcontractors and other persons and organizations proposed for those portions of the Work listed below.

Description of Work	Products / Manufacturer / Installer
a. Demolition	Grunwell Cashero Co.
b. Masonry Restoration	Grunwell Cashero Co.
c. Skylight Wet Seals	Grunwell Cashero Co.
d. Sheet Metal Components	Grunwell Cashero Co.
e. Sealants	Grunwell Cashero Co.
f. Exterior Insulation & Finish System	Grunwell Cashero Co.
g. Warranty Provisions	Grunwell Cashero Co.

- B. Lump Sum Amount for Base Bid (Reference Section 01100 for a listing of work scope to be included in each line item below).

### 1. Base Bid:

1. General Conditions and Mobilization	\$ 15,000.00
2. Wet Seal 3,500 LF of Skylight Glazing Joints.	\$ 45,000.00
3. Install 10 LF of New Stainless Steel Masonry Through Wall Flashing.	\$ 5,000.00

## StructureTec.

27,000.00

4. Install 205 LF of New Pre-Finished  
Galvanized EIFS Through Wall Flashing.
5. Install 4 New window sill end dams at roof  
level windows.
6. Apply 30 LF of window sealant with weeps.

\$ 6,000.00

\$ 1,000.00

Total

\$ 99,000.00

### C. Bonds

1. Cost for the performance and payment bonds shall be included in the General Condition and Mobilization line item above.

### D. Scheduling: The Bidder agrees to have all labor, materials, equipment, etc., available to start and complete the Project as follows:

1. Projected starting date: 8/16/2021 (date)
2. Total working days to complete Base Scope of Work: 15 (days)
3. Dates for Substantial and Final Completion:
  - a. Substantial: 09/03/2021 (date)
  - b. Final: 09/03/2021 (date)

### E. Unit Pricing

1. Unit prices will be used to determine the cost to be added to or deducted from the Contract Sum for minor changes to the work, as defined by the Owner. Unit prices shall include labor, material, overhead, profit and taxes.
2. Quote unit prices on:

a. Replace existing, damaged face brick with new units.	75.00	\$ /ea.
b. Remove/replace brick masonry areas.	100.00	\$ /sq.ft.
c. Tuckpoint damaged/deficient mortar joints.	12.00	\$ /lin.ft.
d. Replace sheet metal counterflashing.	\$60.00	\$ /lin.ft.
e. Replace existing sealant.	12.00	\$ /lin.ft.
f. Replace window sill flashing.	N/A	\$ /lin.ft.

- F. All additional hourly work directed by the Owner shall be done during the duration of the contract at the hourly rates indicated below:


HOURLY RATE BASIS – LABOR (INCLUDING OVERHEAD AND PROFIT)

TITLES	STRAIGHT TIME	OVERTIME
Laborer	\$69.66 /Hr. \$	\$101.75 /Hr. \$
Supervisor	\$108.62 /Hr. \$	\$159.53 /Hr. \$
Foreman	\$96.11 /Hr. \$	\$141.15 /Hr. \$
Journeyman	\$91.68 /Hr. \$	\$134.68 /Hr. \$



### 1.03 ACCEPTANCE OF PROPOSAL

The Bidder, by its officers and its agents or representatives present at the time of filing this Bid, being duly sworn on their oaths, say that neither they nor any of them have in any way directly or indirectly entered into any arrangement or agreement with any Bidder, or with any officer of any contracting parties whereby such affiant or affiants has paid or is to pay such other Bidder or officer any sum of money, has given, or intends to give to such other Bidder or officer anything of value whatever; that such affiant of affiants has not directly or indirectly, entered into any arrangement or agreement with any other free competition in the letting of the Contract sought for by the attached Bids; that no inducement of any form or character other than that which appears on the face of the Bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the Bid or awarding of the Contract; that this Bidder has no agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Contract sought by this bid.

By Grunwell Cashero Co.  
(Corporation Name)  
Michigan  
(State of Incorporation)  
By Anthony Sabo   
(Name of Person Authorized to Sign)  
Vice President  
(Title)

(Corporate Seal)

Attest \_\_\_\_\_  
(Secretary)

Business Address 1041 Major Street  
Detroit MI 48217

Phone No. 313-843-8440 Fax No. 313-843-9060

Date 07-02-2021

1.04 ATTACHMENTS

A. Contractor shall provide the following attachments:

1. Bid Bond or Certified Check
2. Certificate of Insurance
3. Iranian Sanctions Act
4. The Familial Disclosure Statement (form attached)

END OF SECTION 00402



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VTC Insurance Group 37000 Grand River Ave Ste 150  Farmington Hills MI 48335	CONTACT NAME: Marlene Miller PHONE (A/C, No, Ext): (248) 471-0970 E-MAIL ADDRESS: marlenemiller@vtcins.com FAX (A/C, No): (248) 471-0641
INSURED Grunwell-Cashero Co. 1041 Major Avenue  Detroit MI 48217	INSURER(S) AFFORDING COVERAGE INSURER A: Amerisure Insurance Company INSURER B: Submissions INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 19488

## COVERAGES

CERTIFICATE NUMBER: 21-22 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP20676111002	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA20676301101	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined single \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CU20676321002	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		WC20676181002	1/1/2021	1/1/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B				ZUP31M46720	1/1/2021	1/1/2022	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

\*\*Informational Purposes Only\*\*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark Provo/MEAA

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**CERTIFICATION OF COMPLIANCE WITH IRAN ECONOMIC SANCTIONS ACT  
(PA 517 of 2012)**

All Bidders must complete this certification form to indicate compliance with Public Act 517 of 2012, an act to prohibit persons who have certain economic relationships with Iran from submitting bids on requests for proposals with this state, political subdivisions of this state, and other public entities; to require bidders for certain public contracts to submit certification of eligibility with the bid; to require reports; and to provide for sanctions for false certification. This statement must be submitted with the Form of Proposal.

By submitting this sworn and notarized statement with our Form of Proposal, we are certifying to:

(School District / Name) Novi Community School District

that we are in compliance with Public Act 517 of 2012.

PRINT:

Company Name Grunwell Cashero Co.

Street Address 1041 Major St.

City / State / Zip Detroit MI 48217

Company Officer Mark E. Schneider

Title CRO / SEN

Officer's Signature [Signature] Date 7/6/21

State of Michigan

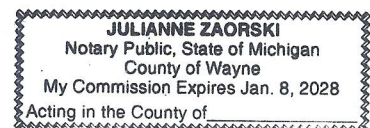
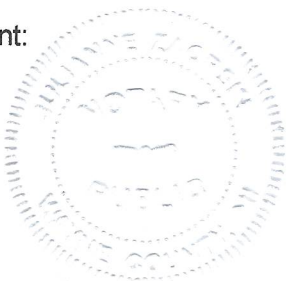
Wayne (County) [Signature] (Signature)

Notary Public: Julianne Zaorski (Printed Name)

Subscribed and sworn to before me this 1<sup>st</sup> (day) of July (month) of year 20 21.

My commission expires: 1-8-28

Seal Imprint:



## Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. This bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the \_\_\_\_\_ will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the \_\_\_\_\_ are: \_\_\_\_\_.

☐ **The following are the familial relationship(s):**

<u>Owner / Employee Name</u>	<u>Related to</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

☒ **There is no familial relationship that exists** between the owner or any employee of the bidder and any member of the Novi Community School District.

BIDDER'S FIRM NAME GRUNWEL CASTANO CS

BY (SIGNATURE) [Signature]

PRINTED NAME AND TITLE MARK E SCHNEIDER CRO/SOA

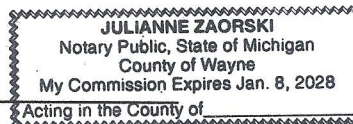
Subscribed and sworn before me, this 1<sup>st</sup> Seal:

day of July, 20 21, a Notary Public

in and for Wayne County, MI

[Signature]  
(Signature)  
NOTARY PUBLIC

My Commission expires 1-8-28





## Bid Bond

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES: CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

KNOW ALL MEN BY THESE PRESENTS, that we  
**Grunwell-Cashero Co**  
1041 Major Avenue, Detroit, MI 48217

(Here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and  
**Fidelity and Deposit Company of Maryland**  
1299 Zurich Way, Schaumburg, IL 60196

(Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of as Surety, hereinafter called the Surety, are held and firmly bound unto  
**Novi Community School District**  
25345 Taft Road, Novi, MI 48374

(Here insert full name and address or legal title of Owner)

as Oblige, hereinafter called the Oblige, in the sum of Dollars (\$ ), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

**2021 Leak Restoration**

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this **1st Day of July, 2021**

(Witness)

**Grunwell-Cashero Co**

(Principal)

(Seal)

(Title)

**Fidelity and Deposit Company of Maryland**

(Surety)

(Seal)

(Title) **Susan L Small, Attorney-in-Fact**

**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **T. J. Griffin, T. L. Young, Susan L. Small, Steven K. Brandon, John L. Budde, Patrick E. Williams and Terence J. Griffin, all of Farmington, Michigan, EACH**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 17th day of June, A.D. 2019.



**ATTEST:**  
**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

By: Robert D. Murray  
Vice President

By: Dawn E. Brown  
Secretary

**State of Maryland  
County of Baltimore**

On this 17th day of June, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public  
My Commission Expires: July 9, 2023



## EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

### CERTIFICATE

I, the undersigned, Secretary of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies,  
this 1st day of July, 2021.



*Brian M. Hodges*

By: Brian M. Hodges  
Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[www.reportsfclaims@zurichna.com](mailto:www.reportsfclaims@zurichna.com)  
800-626-4577

**SCOPE REVIEW VETTING  
FORM**



## SCOPE REVIEW MEETING

Client:	<u>Novi Community School District</u>	Project:	<u>2021 Leak Restoration</u>
Facility:	<u>Novi Woods Elementary &amp; Novi High School</u>	Project No.	<u>T21087</u>
Location:	<u>25195 &amp; 24062 Taft Rd. Novi, MI 48374 &amp; 48375</u>	Date / Time:	<u>07/02/21</u>
StructureTec:	<u>Matthew Polhemus</u>	Contractor:	<u>Grunwell-Cashero</u>
StructureTec:		Contractor Contact:	<u>Nick Mueller</u>

### Administrative Requirements

1. Do you understand the intent of the project?	<u>Yes</u>
2. Have you received and reviewed Addendum #1?	<u>Yes</u>
3. Have you received and reviewed Addendum #2?	<u>Yes</u>
4. Did you receive all sheets listed in the Table of Contents in the Project Manual?	<u>Y</u>
5. Have you completely reviewed all of the technical specifications and drawings in the Manual?	<u>Y</u>
6. Do you have any exceptions to the requirements of the Project Manual?	<u>NO</u>
7. Did you find or are you aware of any discrepancies in the Project Manual?	<u>NO</u>
8. Did you find or are you aware of any conflicts between the technical specifications and drawings?	<u>NO</u>
9. Did you find or are you aware of any violations of local codes or ordinances in the Project Manual?	<u>NO</u>
10. Was your firm present at the Pre-bid Meeting?	<u>Y</u>
11. Is your bid package submittal in accordance with the Project Manual?	<u>Y</u>
12. Did you visit the project site?	<u>Y</u>
13. Do you accept the site "as is"?	<u>Y</u>
14. Did you review the contractual conditions for this project?	<u>Y</u>
15. Do you have any exceptions to the contractual conditions for this project?	<u>N</u>
16. Did you include all costs necessary to implement the contractual conditions in your bid package?	<u>Y</u>
17. Did you include all necessary permits and licenses in your bid package?	<u>N</u>
18. Does your bid submittal comply with the wage scale requirements?	<u>Y</u>
19. Have you provided for and included Performance Bonds in your bid?	<u>Y</u>
20. Have you provided for and included Payment Bonds in your bid?	<u>Y</u>
21. Have you reviewed the contract template for this project?	<u>N</u>
22. Will you execute the contract without modification?	
23. Have you reviewed the insurance requirements for this project?	<u>Y</u>
24. Can you meet the minimum insurance requirements?	<u>Y</u>
25. Will work be performed by union or non-union work forces?	<u>UNION</u>
26. Have you included all supervision and management costs for this project in your bid submittal?	<u>Y</u>
27. Have you included all necessary overtime supervision and management costs for this project in your bid submittal?	<u>N</u>



28. Does your bid include project manager participation in progress meetings at the site?	Y
29. Will your on-site supervisor have the ability to provide the Owner and Consultant with digital photographs upon request and as necessary?	Y
30. Will your on-site supervisor have access to email at the project site?	N

**Safety**

31. Have you included a full-time on-site safety coordinator?	N
32. Will the on-site safety coordinator be a working member of the crew?	Y
33. Will the on-site foremen have safety training and certification?	Y
34. Did you review the safety requirements for this project?	Y
35. Did you include all costs to comply with the safety requirements of the project in your bid submittal?	Y
36. Will your project submittals include a project specific safety plan?	Y
37. Do you have any exceptions to the safety requirements of this project?	N
38. Did you find or are you aware of any discrepancies in the safety requirements for this project?	N
39. Have you included all rough carpentry for temporary barricades necessary to complete the project?	Y
40. Have you included all necessary code required temporary signage for the project?	Y
41. Have you included the necessary on-site fire extinguishers?	Y
42. Have you included the necessary traffic control requirements for delivery of materials to the site?	Y
43. Have you included flagging personnel for the delivery of materials to the site?	N
44. Have you included all of the costs necessary to provide proper protection to the general public around the project site?	Y
45. Have you included all of the costs necessary to safely store materials and equipment at the job site?	Y
46. What is your EMR rating?	.94

**Schedule**

47. Have you developed a detailed schedule for this project?	N
48. Does the schedule comply with the requirements of the Project Manual?	Y
49. What is your planned starting date? Weather dependent.	8-16-21
50. How many work days do you anticipate it will take to complete the project?	28
51. Does your substantial completion date comply with the requirements of the Project Manual?	Y
52. Does your schedule require extensive overtime work?	N
53. Does your bid submittal include all costs for the necessary and potential overtime requirements to meet the schedule requirements of this project?	N
54. Does your schedule require any work to be completed prior to the Notice-to-Proceed?	Y
55. Have you included typical "bad weather" days in your project schedule?	Y
56. Did you include costs to make-up for "bad weather" days on Saturday?	N
57. Does your schedule require 2 <sup>nd</sup> or 3 <sup>rd</sup> shift work? "Subcontractors only"	N
58. If your schedule requires 2 <sup>nd</sup> or 3 <sup>rd</sup> shift work, have you included all of those costs in your bid submittal?	N



**Construction Requirements**

59. Are you using any subcontractors for this project?	N
60. Is all subcontractor work for this project included in your bid submittal package?	N
a. Subcontractor / Scope:	
b. Subcontractor / Scope:	
c. Subcontractor / Scope:	
61. Any materials/manufacturers considered not identified in bidding documents?	N
62. Are there any materials with long lead times that may affect the schedule?	N
63. Project Specific Requirements	
a. Perform typical roof repairs using compatible materials.	N
b. Demolition debris shall be carefully handled in order to safely complete the work	Y
c. Contractor provided dumpsters and chutes	Y
d. Daily house-keeping	Y
e. Existing decking shall be cleaned and prepared as outlined in the Project Manual	Y
f. Final clean-up	Y

**Miscellaneous Items**

64. Do you accept responsibility for additional consulting fees and expenses for re-inspection of your work that is deemed to be unsatisfactory by the Owner?	Y
65. Do you accept responsibility for additional consulting fees and expenses for schedule delays directly attributable to the contractor?	Y
66. Are any temporary office facilities included in your bid submittal?	N
67. Did you include the necessary generators for electricity?	Y
68. Did you include temporary restroom facilities?	Y
69. Do you anticipate using any off-site storage areas?	N

**Action Items** Contractor shall provide a Safety Activity Plan and detailed schedule with the material submittal package.

StructureTec: \_\_\_\_\_

Date: \_\_\_\_\_

7/7/21

Contractor: \_\_\_\_\_

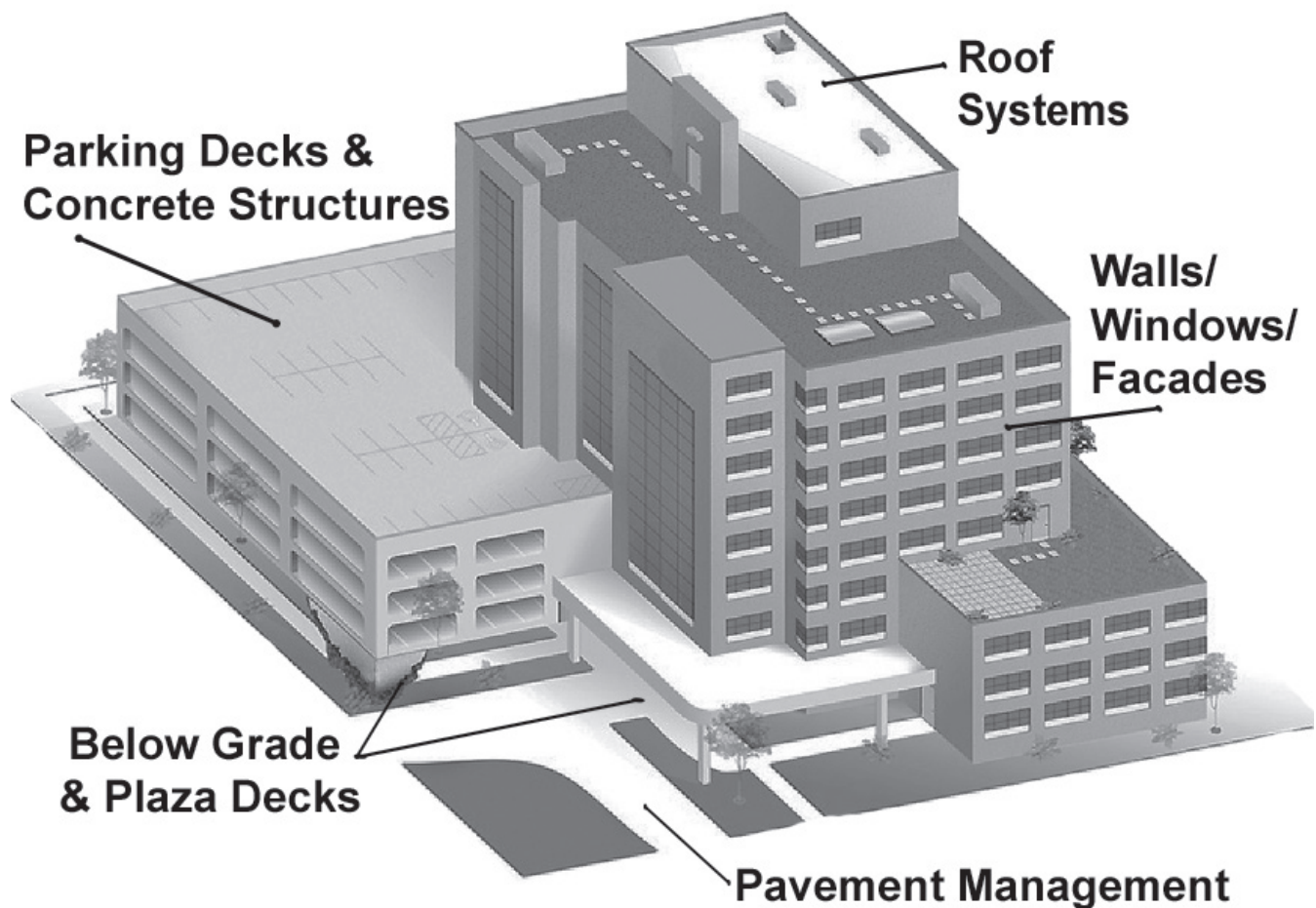
Date: \_\_\_\_\_

Grunwell-Cashero A.A. 7-6-21

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**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Technology: Chromebook Purchase**

The federal government created the Emergency Connectivity Fund (ECF) this summer to assist school districts in providing devices for students to narrow the homework gap. The intent of the program is to reach those students in need to provide devices for home use and school. Nationwide, the total allocation for this fund is \$7.1 billion.

Based on the District enrollment and free and reduced percentage, we anticipate 200 students will be eligible for a device through the ECF funding.

The administration is recommending the Novi Board of Education approve the following purchases from the General Fund in the total amount of \$73,000. The pricing for these purchases is based on the REMC Educational Cooperative Bid. The purchase is contingent upon the Federal Government's acceptance of the District's ECF submission. If the Government awards the \$73,000 to the District, the District will be reimbursed through the ECF. If the ECF request is not awarded, the District will not proceed with the purchase.

The Administration is requesting the Novi Community School District award to Presidio in the amount of \$73,000 (seventy-three thousand dollars) for the purchase of 200 - 2 in 1 Dell 3100 Chromebooks with 8 gigabytes of RAM. The purchase is contingent upon the approval of the district ECF application. The funding source is the Emergency Connectivity Funding and the General Fund.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education award to Presidio in the amount of \$73,000 (seventy-three thousand dollars) for the purchase of 200 - 2 in 1 Dell 3100 Chromebooks with 8 gigabytes of RAM.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



**Steve Matthews, Superintendent**



**Technology Services**  
25345 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

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August 5, 2021

Dr. RJ Webber,  
Assistant Superintendent for Academic Services  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

**Re: Purchase 200 Devices Through ECF (Emergency Connectivity Fund) Federal Program**

The federal government created the Emergency Connectivity Fund (ECF) this summer to assist school districts in providing devices for students to narrow the homework gap. The intent of the program is to reach those students in need to provide devices for home use and school. Nationwide, the total allocation for this fund is \$7.1 billion.

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Sincerely,

Jeffrey Mozdierz, Director of Technology- Field Services, Oakland Schools  
Anthony Locricchio, Senior Technology Coordinator - Field Services, Oakland Schools

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

Anthony Locricchio, Senior Technology Coordinator – Field Services, Oakland Schools • [anthony.locricchio@oakland.k12.mi.us](mailto:anthony.locricchio@oakland.k12.mi.us)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** 2021-2022 Return to School Plans

The beginning of the 2021-2022 school year on September 7, 2021, will look different the first day of school on September 8, 2020. In September 2020, we started school with two options – hybrid for in-person learning and virtual. In September 2020, the in-person option was a hybrid consisting of both in-person and at-home days.

For September 2021, the Novi Community School District will again begin the year with two options. We will continue the virtual option for families who opted in during our spring enrollment. Our in-person option will be a return to five-day per week in-person. We have about 350 K-12 students registered for our virtual school, while the rest of our students will be in-person.

However, it is important to note that there is still a COVID risk. But our experience, research, and the vaccine have created a much different situation than existed in September 2020.

The daily counts and 7-day averages this year compared to last year show some positive trends.

<b>August/September 2020</b>			<b>June/July 2021</b>		
	<b>7 day average of daily cases</b>	<b>Counts by day</b>		<b>7 day average of daily cases</b>	<b>Counts by day</b>
Monday – August 10	110	110	Monday – June 28	15	14
Monday – August 17	111	67	Tuesday – July 6	19	8
Monday – August 24	96	78	Monday – July 12	29	37
Monday – August 31	91	65	Monday – July 19	31	27
Monday – September 7	75	55	Monday – July 26	60	102

The cases by school district also show some positive trends.

	<b>Fall 2020</b>		<b>Spring/Summer 2021</b>
8/13 – 8/26	6.7	6/24 – 7/7	1.5

8/20 – 9/2	9.1	7/1 – 7/14	1.8
8/27 – 9/9	8.8	7/8 – 7/21	4.9
9/3 – 9/16	12.2	7/15 – 7/28	8.2

When looking death rates between January 2020 through July 24, 2021, we can see that COVID had a differential impact based on age. There were 603,504 deaths in this 19-month period attributed to COVID. ([Provisional COVID-19 Deaths by Sex and Age | Data | Centers for Disease Control and Prevention \(cdc.gov\)](#)) Of those, 340 were children between the ages of 0-17 – or less than 1% of the total deaths attributed to COVID. By comparison, during this same period for this same age group there were 831 deaths attributed to pneumonia. The COVID deaths for age 0-17 were markedly different than the risk for older Americans. There were 31,090 COVID deaths in the 45-54-year-old range, 96,318 in the 50-64-year-old range, and 134,601 deaths in the 65-74-year-old range.

The CDC states that for young children the “risk of serious complications is higher for flu compared with COVID-19” and that for adolescents the “risk of serious COVID-19 illness is less than in child younger than five.” (<https://www.cdc.gov/flu/symptoms/flu-vs-covid19.htm>)

The Centers for Disease Control (CDC) is trying to balance concerns about the Delta variant and its impact and the benefit of offering five-day per week in-person learning for students. The CDC emphasizes that children should return to full-time in-person learning in the fall with proper prevention strategies in place. (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>)

The CDC identifies a series of prevention strategies. In our district, we currently support the following CDC prevention strategies:

- Promoting vaccination
- Improve ventilation
- Handwashing and respiratory etiquette
- Staying home when sick with follow up testing
- Cleaning and disinfecting

On July 18, 2021, the American Academy of Pediatrics (AAP) came out with a recommendation that all students should wear a mask in school. (<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>)

The latest CDC guidance for schools states that the CDC “recommends universal indoor masking for all teachers, staff, students, and visitors to schools, regardless of vaccination status.” The CDC recently recommended that fully vaccinated people should wear a mask in public indoor settings in areas of “substantial or high transmission.” Currently, Oakland County is in the substantial or high transmission bandwidth, recently moving to that category the week of August 2.

We must also recognize that children under the age of 12 cannot currently receive a vaccine.



In Michigan all emergency COVID orders from the Michigan Department of Health and Human Services (MDHHS) were rescinded effective June 22, 2021, including the mask mandate. The Governor recently stated that she does not expect another pandemic order in the “near future and maybe not ever.” (<https://www.bridgemi.com/michigan-health-watch/cdc-recommends-indoor-mask-use-dont-expect-mandates-michigan>)

With these conflicting recommendations and data, we must continue to recognize that for any age serious illness from COVID can occur. Incidents of serious illness have been noted in people of all ages but those at increased risk for serious illness include older adults, people with medical conditions, and pregnant and recently pregnant people.

It is important to note as well that we cannot mandate the COVID vaccine because it is still classified as experimental.

There is some disagreement over what needs to occur on school buses. The CDC mandates masks on public transportation. I would not consider buses public transportation and thus they would be exempt from the mandate. This is, as of yet, unresolved.

Finally, an important consideration is that the MDHHS, the CDC, and the AAP provide recommendations and not mandates. Some in our community support these recommendations and some do not. Currently we have mandated vaccinations in our state and students must have them before they can attend school with a few medical exemptions. But now, in our polarized society, school districts are left to decide how to proceed.

Our recent experience has shown us this:

- Last spring, we administered over 2000 COVID tests to our spring athletes and less than 1% came back positive.
- This summer we had a mask optional policy in our Preschool – 12<sup>th</sup> grade summer programming. We had one student quarantine because of a pending COVID test that proved to be negative.
- This summer many of our high school students wore masks even though it was optional.

I recognize that our responsibility is to provide safe school environments. I also recognize that we should follow guidance from experts, in this case scientists and doctors who study infectious disease. The dilemma that I am faced with is that the data presents a muddled picture.

Some might argue that we should err on the side of caution. I would suggest that we create a plan that provides us with a cautious but realistic approach to supporting staff and students.

As I consider the information available and the approach we should take this fall to in-person instruction, I would recommend the following:

- Promote vaccination for staff
- Promote vaccination for students who are eligible
- Option for continued wearing of masks – recommend, but not require, wearing of masks
- Emphasize handwashing and respiratory etiquette and provide hand sanitizer and disinfectant wipes

- Emphasize cleaning and disinfecting.
- Only quarantine students and staff who are positive and monitor others
- Create social distance when possible (lunchrooms, media centers)
- Emphasize that if students or staff are sick they should stay home.

**APPROVED AND RECOMMENDED  
FOR BOARD INFORMATION**

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

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**Steve Matthews, Superintendent**



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Moving to a Closed Session

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session to discuss wage reopeners with our union representatives.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education move into a Closed Session to discuss wage reopeners with our union representatives.

**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