



**Minutes of a Regular Meeting, July 8, 2021
Novi Community School District
Board of Education**

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

Present: Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, 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, 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, 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 th 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, 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:

- 9th grade transition
- Student discipline
- Restorative practices
- Enhancing student culture

This move provides the high school with appropriate support to meet the needs of the students and teachers and will allow the administrative staff to function at a high level.

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.

Stacey Job currently serves at the Early Childhood Education Center and is responsible for our C.A.R.E. program, state licensing for our programs, and supervising summer camp programming. In these responsibilities, she hires, trains, and evaluates staff. These are clearly administrative responsibilities. This recommendation recognizes the work that Ms. Job does and places her appropriately within the administrative structure of the district.

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.

These recommendations support the work of the district and place people in positions where they will continue to ensure that we function at a high level. These staff members have demonstrated the capacity to enhance our district and will continue to do so in the positions to which that are recommended.

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.

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

Nays: 0

MOTION CARRIED

2021 Calendar Revision

In September 30, 2020, the state legislature amended Public Act 165, section 98a of the State The 2021 Board of Education Meeting schedule was presented and approved at the Organizational meeting held at the January 7, 2021 Board meeting. At the request of a Board member, the 2021 Board of Education Meeting calendar will be discussed.

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.

If approved, this change will be posted on the website and in the Building on July 9, 2020.

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, 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, 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:

	Equipment	Installation Labor	Total
Project			
Novi High School Stadium Scoreboard, Sound System and Delay-of-Game Timers	\$84,880	\$12,500	\$98,880
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:

	Equipment	Installation Labor	Total
Project			
Novi High School Performance Gym Scoreboard, Ribbon Board and Sound System	\$266,597	\$19,500	\$286,097
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:

	Equipment	Installation Labor	Total
Project			
Novi High School Fieldhouse Scoreboard, Sound System	\$52,676	\$4,000	\$56,676
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, 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, 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:

Project	Equipment	Installation Labor	Total
Novi Soccer Stadium Scoreboard, Video Scoreboard and Sound System	\$135,155	\$9,500	\$144,655
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 an 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

come out and run a mile around the track and that they will be professionally timed. He mentioned that you will be placed into a heat with folks of your running capability. Mr. Mena reported that one Novi graduate, who was a pretty avid runner, had the best speed time of four (4) minutes and 10 seconds. He stated that there were people who can finish the mile in 10 minutes. Mr. Mena said they would make sure people are grouped together. He mentioned that it is a nighttime event, starting at nine (9) o'clock, on July 24. Mr. Mena said if you are interested, please email twilight@novitrack.com.

ADJOURNMENT

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

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

Nays: 0

MOTION CARRIED

The meeting adjourned at 7:57 p.m. The next regular meeting of the Board is scheduled for August 5, 2021 at 7:00 p.m., at the Educational Services Building.

Willy Mena, Secretary

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