



**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 25, 2021  
Educational Services Building  
25345 Taft Road  
Novi, MI 48374



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – August 25, 2021**  
**25345 Taft Road**  
**5:30 PM**  
**AGENDA**

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
  - a. Approval of Minutes
  - b. Regular Meeting Minutes of August 5, 2021
  - c. Closed Session Meeting Minutes of August 5, 2021
  - d. Work Session Meeting Minutes of August 12, 2021
- VI. ACTION ITEMS**
  - a. Personnel Report
  - b. Bid Package #5B – Novi Meadows
  - c. Novi Education Association (NEA) Wage Reopener
  - d. Return to School Recommendation
- VII. INFORMATION AND DISCUSSION ITEMS**
- VIII. COMMENTS FROM THE AUDIENCE**
- IX. SUPERINTENDENT REPORT**
- X. ADMINISTRATIVE REPORTS**
- XI. BOARD COMMUNICATION**
- XII. CLOSED SESSION**
- XIII. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 25, 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 August 5, 2021
  - b. Closed Session Meeting Minutes of August 5, 2021
  - c. Work Session Meeting Minutes of August 12, 2021

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the Consent Item(s) as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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



**Minutes of a Regular Meeting, August 5, 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, August 5, 2021, beginning at 7:00 PM.

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

Absent:

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF THE AGENDA**

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

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

**COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**

There were ten comments from the audience regarding the return to school and mask mandate/policy.

**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 July 8, 2021

- B. Approval of Field Trips
  - a. Grand Haven Volleyball Tournament

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

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook,  
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>
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	ADNU	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>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</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>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</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

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

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook, and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook, and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

**2021 Site Improvements**

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.

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

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### Novi Woods and High School Roofing Restoration

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.

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

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### 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.

It was moved by Mr. Mena and supported by Mrs. Murphy that the Novi Community School District 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.

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook, and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

There was a brief break beginning at 8:24 PM and returning at 8:31 PM.

### INFORMATION AND DISCUSSION

#### 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.

August/September 2020			June/July 2021		
	7 day average of daily cases	Counts by day		7 day average of daily cases	Counts by day
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 –	75	55	Monday –	60	102

September 7			July 26		
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The cases by school district also show some positive trends.

	Fall 2020		Spring/Summer 2021
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.

#### COMMENTS FROM THE AUDIENCE

There were four additional comments from the audience. Three regarding the return to school and masks and one regarding DEI and hiring.

#### SUPERINTENDENT’S REPORT

Dr. Steve Matthews, Superintendent of Schools, reported that he and three (3) other administrators in the district are participating in an 18 month long course through the Michigan Superintendents’ Association called Beyond Equity. He stated that there are 17 districts in Michigan who are also participating. Dr. Matthews said they had their first meeting this week and it will be a course that helps districts think about and through how they plan for and implement issues related to DEI. He mentioned that this fits with our continuous improvement plan, which we will talk about next week.

Dr. Matthews reported we will be implementing a portion of it at the building level DEI committees as we move forward. He stated that we will continue that conversation on multiple levels over the course of the next 18 months.

Dr. Matthews presented Mrs. Hood with her an award certificate for her completion in Advocacy Skills Specialty from the MASB. He said that he was keeping it short because the Board was going into a closed session to discuss negotiation items.

#### ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, updated the Board on the Safe Routes to School Project. He reported that it is about a one-billion-dollar project that got started last Monday. Mr. McIntyre stated that we are starting at Deerfield and moving our way down to Parkview, Novi Woods, Novi Meadows, and Orchard Hills elementary schools.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that the Bard is aware of the District’s relationship with HumanEx Ventures, which is a human resources support company. He stated that they helped us develop very strong hiring protocols that our administrators worked through this past month to hire all of the teachers and other staff members that we were able to recommend.

Dr. Kinzer said that they do more than build a hiring process. He mentioned that they support professional development for our staff and support our efforts to build the best culture we can possibly have in the District.

Dr. Kinzer reported that He and Dr. Webber took a team of principals and directors to HumanEx Ventures Impact Summit, in Kalamazoo. He stated that they had the opportunity take in some really dynamic Keynote speakers' presentations and attend breakout sessions presented by some really progressive school districts from across the Midwest. Dr. Kinzer said then their own team was able to engage during their planning times and it was a really positive, impactful experience.

Dr. RJ Webber, Assistant Superintendent for Academics Services, reported that shortly in your mailboxes there will be the Engage Magazine with an article in the middle of the it on the Novi Virtual School, which we are very proud to be launching this year. He stated that the article provides some better detail on what that entails.

#### BOARD COMMUNICATION

Mrs. Roney, Board Trustee, reported that Frog Force received the Chairman's Award, at the World Championship Level. She stated that they also received some other Kudos. Mrs. Roney said that they have an event coming up, Robots in the Park, and they have something on the 16<sup>th</sup> and we are all invited.

Mr. Mena, Board Secretary, reported that we had our first, hopefully, annual Novi Twilight Mile, last Saturday. He stated that there were about 60 participants, which they were pretty happy with given that this is the first year.

Mr. Mena said that they did have to delay quite a bit because there was a storm that came through for the second time. He mentioned that most of them were underneath the weight room. Mr. Mena reported that our football field can handle a lot of water, but the entire field was literally flooded where their tent was set-up. He stated that they had tarps covering the computers and stuff they use for the timing system. Mr. Mena said that one of our principals, Mr. Brickey, helped out and had to take off his shoes because the water was up over his ankles in certain parts of the field. He mentioned that within 15 minutes the entire thing had drained.

Mr. Mena reported that next week is Band Camp and the following week will be the beginnings of all of our athletics, cross country, football. He stated that this is the week where MHSAA starts allowing everyone to have practice, so there will be a lot of activity on our fields. Mr. Mena said that he was really excited to get rolling on our fall sports season.

Mrs. Murphy, Board Trustee, reported that the Novi Mental Health Alliance had their second book club this evening at the Novi Public Library, but their first kick off meeting of the year will be August 16<sup>th</sup>, which is Monday, at Border Cantina at 6:30 PM. She encouraged everyone to attend.

Mrs. Murphy stated that a nearby coalition is hosting a Festival of Hope, which is to meet local organizations that offer programs, services, and resources for individuals and families. She said that will take place on Sunday, August 22<sup>nd</sup> from noon to 4:00 PM, at the Novi Civic Center.

Mrs. Murphy mentioned that the Novi Community Coalition works closely with the Novi Mental Health Alliance and their mission is to empower youth and enrich communities. She encouraged everyone to find out a little more about what resources are out there for parents and families. Mrs. Murphy reported that there are a lot of giveaways and raffles.

Dr. Danielle Ruskin, Board President, expressed her gratitude to Mr. Cook for running the last couple of meetings, while she spent some much needed time with her family and stated that she looks forward to seeing everyone in person.

#### CLOSED SESSION

It was moved by Mrs. Murphy and supported by Mr. Smith that the Novi Board of Education Regular Board move into a Closed Session to discuss wage reopeners with our union representatives.

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

#### ADJOURNMENT

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

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 9:30 p.m. The next regular meeting of the Board is scheduled for August 25, 2021 at 5:30 p.m., at the Educational Services Building.

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Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: [novi.k12.mi.us](https://novi.k12.mi.us)



**Minutes of a Closed Session, August 5, 2021  
Novi Community School District  
Board of Education**

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A Closed Session of the Board of Trustees of Novi Community School District was held Thursday, August 5, 2021, beginning at 9:35 PM in the Novi Middle School, auditorium.

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

Absent:

Others Present: Dr. Steve Matthew, Dr. RJ Webber, Mr. Gregory McIntyre, and Dr. Kinzer

TOPIC(S) DISCUSSED

The Board moved into a closed session to discuss wage reopeners with our union representatives.

No action was taken by the Board at this meeting.

The Closed Session adjourned at 9:54 PM. The next regular meeting of the Board is scheduled for August 25, 2021 at 5:30 PM, at the Educational Service Building.

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Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: <a href="https://www.novi.k12.mi.us">novi.k12.mi.us</a>
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**Minutes of a Work Session Meeting, August 12, 2021**  
**Novi Community School District**  
**Board of Education**

A Work Session Meeting of the Board of Trustees of Novi Community School District was held on Thursday, August 12, 2021, beginning at 7:02 PM.

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

Absent: Mrs. Murphy

**PLEDGE OF ALLEGIANCE**

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

**ACTION ITEMS**

**Personnel Report**

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

**A. New Hires**

<b><u>Name</u></b>	<b><u>Bldg.</u></b>	<b><u>Assignment</u></b>	<b><u>Reason</u></b>	<b><u>Rate</u></b>	<b><u>Effective</u></b>
Black, Jillian	MS	Special Ed Teacher	New Hire	BA	08-30-21
Malinowski, Emily	ECEC	Speech-Language Path.	New Hire	MA+30	08-30-21
Hackbardt, Kelli	Adult Ed	Math Teacher	New Hire	Hourly	08-16-21
Holtschneider, Donna	ECEC	Preschool Teacher	New Hire	Hourly	08-30-21
Phillips, Kathleen	Adult Ed	ESL Teacher	Rehire	Hourly	08-16-21

**B. Retirements and Resignations**

<b><u>Name</u></b>	<b><u>Bldg.</u></b>	<b><u>Assignment</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
Carty, Claire	DF	2 <sup>nd</sup> Grade Teacher	Resigned	08-10-21
Littleton, Gabrielle	VO	2 <sup>nd</sup> Grade Teacher	Resigned	08-10-21
McDonald, Martin	MS	Special Ed Teacher	Resigned	08-02-21
DeAlmeida, Michelle	Adult Ed	Math Teacher	Resigned	08-09-21
Kelp, William	St. Matthew	Shared Time-P.E. Teacher	Resigned	08-04-21
Kendall, Susanne	St. Matthew	Shared Time-P.E. Teacher	Resigned	08-04-21
Rasor, Thomas	Adult Ed	ESL Teacher	Resigned	06-29-21
LaLonde, Lucas	HS/MS	Auditorium Supervisor	Resigned	08-05-21
Morgan, Alice	TRAN	Bus Driver	Retired	06-30-21

**C. Leaves of Absence**

<b><u>Name</u></b>	<b><u>Bldg.</u></b>	<b><u>Assignment</u></b>	<b><u>Reason</u></b>	<b><u>Effective</u></b>
Ferrari, Emily	MS	Special Ed Teacher	LOA #1-Personal	2021-2022 School Year

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

Ayes: 6 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Hood, Mr. Cook, and Mrs. Roney  
(by Roll Call)

Nays: 0

**MOTION CARRIED**

**INFORMATION AND DISCUSSION**

**2021-22 Board Meeting Schedule**

On January 7, 2021, at the Board's Organizational Meeting, the Board approved the 2021 meeting schedule. A tentative 2021-22 Board of Education Meeting schedule is presented tonight for review and discussion for District planning and facilities scheduling purposes.

These meetings will be held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374. The tentative schedule includes proposed dates for the Board Workshops.

#### District Improvement Plan

Dr. RJ Webber, Assistant Superintendent, presented a draft of the Michigan Integrated Continuous Improvement Process (MICIP), formerly the District Improvement Plan (DIP) to the Board this evening. He explained the goals, strategies, communication methods, family engagement, and the implementation process.

The MICIP is a pathway for districts to improve student outcomes by assessing whole child needs to develop plans and coordinate funding.

#### Report Cards, Grading, and Reporting

Dr. RJ Webber, Assistant Superintendent, along with Mr. Robert Baker, Mr. Andrew Comb, Mrs. Katy Dinkelmann, Ms. Stephanie Boersma, and Mrs. Darby Hoppenstedt lead a discussion on report cards, grading, and reporting with the Board.

They discussed assessing and grading using:

- the percentage scale, 0-100% versus the five (5) point scale;
- the POWER rubric;
- points-based classroom reporting;
- Universal Design for Learning;
- Target Based Learning; and
- assessment retaking.

#### COMMENTS FROM THE AUDIENCE

There were four (4) comments from the audience regarding DEI support and hiring. There was also a comment regarding mask mandates and one on education plans.

#### ADJOURNMENT

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

Ayes: 6 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Hood, Mr. Cook, and Mrs. Roney  
(by Roll Call)

Nays: 0

#### **MOTION CARRIED**

The meeting adjourned at 9:46 p.m. The next regular meeting of the Board is scheduled for August 25, 2021 at 5:30 p.m., at the Educational Services Building.

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Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: [novi.k12.mi.us](https://www.novi.k12.mi.us)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 25, 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>
Baker, Stephanie	HS	French Teacher	New Hire	BA+15	08-30-21
Benjamin, Andrea	MS	Special Ed Teacher	New Hire	MA	08-30-21
Crowley, Sarah	VO	Academic Interventionist	New Hire	MA	08-30-21
Goldberg, Erin	NM	Social Worker	New Hire	MA+30	08-30-21
Hilbers, Sarah	OH	Academic Interventionist	New Hire	MA	08-30-21
Kable, Emily	NM	6 <sup>th</sup> Grade Teacher	New Hire	BA	08-30-21
Kurtz, Ashley	OH	4 <sup>th</sup> Grade Teacher	New Hire	BA	08-30-21
Leiberman, Brooke	MS	Art Teacher	New Hire	MA	08-30-21
McKinnon, Kimberly	HS	Social Studies Teacher	New Hire	MA+15	08-30-21
Mrozek, Kristen	HS	ELA Teacher	New Hire	MA	08-30-21
Muscio, Lauryn	NM	6 <sup>th</sup> Grade Teacher	New Hire	BA	08-30-21
Rathbun, Danielle	VS	5/6 ELA/Math Teacher	New Hire	BA	09-07-21
Sweeney, Sabrina	PV	Music Teacher	New Hire	BA+15	08-30-21
Therrian, Brad	NATC	Special Ed Teacher	New Hire	BA+15	08-30-21
Tomlinson, Carly	DF	1 <sup>st</sup> Grade Teacher	New Hire	BA	08-30-21
Truitt, Amanda	NM	5 <sup>th</sup> Grade Teacher	New Hire	MA	08-30-21
Zardus, Ashley	HS	Dance Teacher	New Hire	BA	08-30-21
Devogelaere, Scott	Career Prep	ELA Teacher	New Hire	Hourly	08-31-21
Evasic, Chelsea	ECEC	Community Ed Asst.	New Hire	Level B	09-13-21



## **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>
Bazini, Emily	NW	Academic Interventionist	Resigned	08-15-21
Gray, Allison	NM	6 <sup>th</sup> Grade Teacher	Resigned	08-17-21
Massey, Kassia	OH	4 <sup>th</sup> Grade Teacher	Resigned	08-17-21
Zelinski, Michael	HS	Counselor	Resigned	08-09-21

## **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>
Janke, Shirley	ECEC	Special Ed Para	LOA #2-Personal	2021-2022 School Year
Zebrowski, Lana	NM	6 <sup>th</sup> Grade Teacher	LOA #1-Personal	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 25, 2021**

**ACTING ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Bid Package #5B - Novi Meadows Elementary**

On August 5 and August 19, 2021 at 1:00 PM, sealed bids were received and publicly opened. In attendance were representatives from the Novi Community School District, Plante Moran Cresa, TMP Architecture, Inc., McCarthy Smith, Inc. and interested bidders. Based upon the project teams' review of the proposals and bidders, we are recommending the following for contract awards:

Bid Division 101: Sitework  
Mr. Daniel Cortis  
Cortis Brothers

Base Bid	\$ 2,796,750
PLM Bond (Merchants Bonding Company)	\$ <u>28,250</u>
<b>TOTAL</b>	<b>\$ 2,825,000</b>

Bid Division 106: Masonry  
Mr. Jonathan J Snyder  
J&J Construction Company

Base Bid	\$ 2,185,489
Additional vapor barrier	\$ 345,500
Spray Foam-Metal Panels	\$ 159,000
Gym Wall demolition and replacement	\$ 30,000
Masonry knee wall	\$ 10,500
Staining of existing brick	\$ 15,500
PLM Bond (North American Specialty Insurance Company)	\$ <u>24,586</u>
<b>TOTAL</b>	<b>\$ 2,770,572</b>

Bid Division 107: Steel  
Mr. Michael Kirby  
Kirby Steel, Inc.

Base Bid	\$ 5,890,000
PLM Bond (Merchants Bonding Company)	\$ <u>60,000</u>
<b>TOTAL</b>	<b>\$ 5,950,000</b>

Bid Division 108: General Trades/Carpentry  
Mr. Grady Graham  
Graham Construction

Base Bid	\$ 2,797,030
PLM Bond (Merchants Bonding Company)	\$ <u>27,970</u>
<b>TOTAL</b>	<b>\$ 2,825,000</b>

Bid Division 114: Aluminum Entrances/Storefront/Glass/Glazing  
Mr. Ken Vanbuskirk  
\*Daniels Glass Inc.

Base Bid	\$ 1,943,818
VA #1: Use 9/16" colored Lami in lieu of 1' GL-6 DEDUCT	\$ (63,917)
VA#2: Low Voltage Door Hardware Install by Others DEDUCT	\$ (41,000)
PLM Bond (Merchants Bonding Company)	\$ <u>38,875</u>
<b>TOTAL</b>	<b>\$ 1,877,776</b>

\*3<sup>rd</sup> Low bidder. Envision Glass & Door (low bid) respectfully requested to have their bid withdrawn from consideration. Daniels Glass provided voluntary alternates at bid time that were accepted and made them the new low.

Bid Division 115: Metal Studs/GPDW/EIFS  
Mr. Brad Kimmel  
Commercial Contracting Corporation

Base Bid		\$ 4,235,097
VA #1: Alternate Metal Studs	DEDUCT	\$ (80,000)
Baffle Allowance	ADD	\$ 100,000
PLM Bond (Traveler's Surety)		<u>\$ 31,903</u>
TOTAL		\$ 4,287,000

\*2<sup>nd</sup> Low bidder. Commercial Contracting Company provided voluntary alternates at bid time that was accepted and made them the new low bidder

Bid Division 140: Plumbing  
Mr. Zachary Martin  
Professional Thermal Systems

Base Bid		\$ 1,855,000
PLM Bond (Merchants Bonding Company)		<u>\$ 20,000</u>
TOTAL		\$ 1,875,000

Bid Division 142: HVAC  
Mr. Zachary Martin  
Professional Thermal Systems

Base Bid		\$ 4,242,000
PLM Bond (Merchants Bonding Company)		<u>\$ 40,000</u>
TOTAL		\$ 4,282,000

Bid Division 143: Electrical  
Mr. Jim O'Donnell  
O'Donnell Electric

Base Bid		\$ 6,275,410
2022 Escalation Allowance	ADD	\$ 100,000
LED Baffle Fixtures	ADD	\$ 50,000
PLM Bond (Nielson, Wojtowicz, NEY & Associates)		<u>\$ 70,000</u>
TOTAL		\$ 6,495,410

**AWARD RECOMMENDATION AMOUNT: \$33,187,758.00**

**Recommendation:**

That the Novi Community School District Board of Education award the bids as recommended above for a total recommendation amount of \$33,187,758.00.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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



August 20, 2021

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

RE: Novi Community School District 2019 Bond Program  
**Bid Package #5B – Novi Meadows Elementary School**

SUBJ: Contract Award Recommendation

Dear Mr. McIntyre,

On Thursday, August 5<sup>th</sup> and August 19<sup>th</sup> 2021 at 1:00 PM, sealed bids were received and publicly opened for the above referenced project. In attendance for the bid opening were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a zoom meeting.

The project team conducted post bid interviews with each of the following, qualified bidders, for the bid divisions listed below. This recommendation is not inclusive of all bid divisions. During the post bid interview, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors. Based upon the project team's review of the proposals and bidders, we propose the following recommendations to Novi Community School District for contract award:

**Bid Division 101: Sitework**

Mr. Daniel Cortis

**Cortis Brothers**

6052 Starville Road

Marine City, MI 48039

Base Bid	\$	2,796,750
PLM Bond (Merchants Bonding Company)	\$	<u>28,250</u>
<b>TOTAL</b>	<b>\$</b>	<b>2,825,000</b>

**Bid Division 106: Masonry**

Mr. Jonathan J Snyder  
**J&J Construction Company**  
 7135 Dan McGuire Drive  
 Brighton, MI 48116

Base Bid		\$	2,185,486
Additional vapor barrier	<b>ADD</b>	\$	345,500
Spray foam – metal panels	<b>ADD</b>	\$	159,000
Gym wall demolition and replacement	<b>ADD</b>	\$	30,000
Masonry knee wall	<b>ADD</b>	\$	10,500
Staining of existing brick	<b>ADD</b>	\$	15,500
PLM Bond (North American Specialty Insurance Company)		\$	24,586
<b>TOTAL</b>		<b>\$</b>	<b>2,770,572</b>

**Bid Division 107: Steel**

Mr. Michael Kirby  
**Kirby Steel, Inc.**  
 4072 Flint Asphalt Drive  
 Burton, MI 48529

Base Bid		\$	5,890,000
PLM Bond (Great American Insurance Company)		\$	60,000
<b>TOTAL</b>		<b>\$</b>	<b>5,950,000</b>

**Bid Division 108: General Trades / Carpentry**

Mr. Grady Graham  
**Graham Construction**  
 3399 Fashion Square Boulevard  
 Saginaw, MI 48603

Base Bid		\$	2,797,030
PLM Bond (Travelers)		\$	27,970
<b>TOTAL</b>		<b>\$</b>	<b>2,825,000</b>

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

Mr. Ken VanBuskirk  
**\*Daniels Glass Inc.**  
 21250 W. Seven Mile Road  
 Detroit, MI 48219

Base Bid		\$	1,943,818
VA #1: Use 9/16" colored lami in lieu of 1" GL-6	<b>DEDUCT</b>	\$	63,917
VA#2:Low Voltage Door Hardware Install by Others	<b>DEDUCT</b>		41,000
PLM Bond (VCT Insurance)		\$	38,875
<b>TOTAL</b>		<b>\$</b>	<b>1,877,776</b>

\*3<sup>rd</sup> Low bidder. Envision Glass & Door (low bid) respectfully requested to have their bid withdrawn from consideration. Daniels Glass provided voluntary alternates at bid time that were accepted and made them the new low

**Bid Division 115: Metal Studs / GPDW / EIFS**

Mr. Bradford Kimmel

**Commercial Contracting Corporation**

4260 North Atlantic Boulevard

Auburn Hills, MI 48326

Base Bid		\$	4,235,097
VA #1: Alternate Metal Studs	<b>DEDUCT</b>	\$	(80,000)
Baffle Allowance	<b>ADD</b>	\$	100,000
PLM Bond (Traveler's Surety)		\$	31,903
<b>TOTAL</b>		<b>\$</b>	<b>4,287,000</b>

\*2nd Low bidder. Commercial Contracting Company provided voluntary alternates at bid time that was accepted and made them the new low bidder

**Bid Division 140: Plumbing**

Mr. Zachary Martin

**Professional Thermal Systems**

1256 Fendt Dr

Howell, MI 48843

Base Bid		\$	1,855,000
PLM Bond (United States Fire Insurance Company)		\$	20,000
<b>TOTAL</b>		<b>\$</b>	<b>1,875,000</b>

**Bid Division 142: HVAC**

Mr. Zachary Martin

**Professional Thermal Systems**

1256 Fendt Dr

Howell, MI 48843

Base Bid		\$	4,242,000
PLM Bond (United States Fire Insurance Company)		\$	40,000
<b>TOTAL</b>		<b>\$</b>	<b>4,282,000</b>

**Bid Division 143: Electrical**

Mr. Jim O'Donnell

**O'Donnell Electric**

8505 N Main St

Whitmore Lake, MI 48189

Base Bid		\$	6,275,410
2022 Escalation Allowance	<b>ADD</b>	\$	100,000
LED Baffle Fixtures	<b>ADD</b>	\$	50,000
PLM Bond (Nielson, Wojtowicz, Neu & Associates)		\$	70,000
<b>TOTAL</b>		<b>\$</b>	<b>6,495,410</b>

\*2nd Low bidder. Apparent low bidder, Amcomm Telecommunications' has not completed comparable projects of this size and value.

**AWARD RECOMMENDATION AMOUNT: \$33,187,758.00**

I trust the above recommendation meets the approval of the administration and the Board of Education. I will attend the August 25, 2020 board of education meeting to address any questions or concerns that may arise.

Please feel free to contact me with any questions.

Sincerely,

*Agnes Arbuckle*

Agnes Arbuckle  
Sr. Project Manager

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

Novi Community School District 2019 Bond Issue  
 BP#5B Novi Meadows Elementary School  
 Prepared by McCarthy & Smith, Inc. Bids Received on August 5th and August 19th  
 Project Location: Novi, MI, United States of America  
 Date : 08/20/2021

BID PACKAGES	Final Total Award Recommendation w/ Bond		PLM Bond	# of Bids Received	Bid Range		Apparent High Address
	Company	Total Cost w/Bond & Scope Adjustments			Low	High	
BD 101: Sitework	Cortis Brothers Trucking & Excavating	\$2,825,000	\$28,250	2	\$2,825,000	\$3,674,811	Fessler & Bowman, Inc. 4099 Eagles Nest Ct, Flushing, MI 48433, USA
BD 102: Asphalt Paving / Site Concrete	Bid Under Review	\$738,700	\$3,700	4	\$738,700	\$778,870	Nagle Paving Company 39525 West 13 Mile Road, Novi, MI 48377 US
BD 103: Selective Demolition	Bid Under Review	\$907,700	\$18,000	6	\$662,900	\$1,295,400	Homrich 3033 Bourke Street, Detroit, MI 48238, United States of America
BD 104: Concrete Footings & Foundations	Bid Under Review	\$1,674,735	\$25,735	4	\$1,526,590	\$1,959,481	Fessler & Bowman, Inc. 4099 Eagles Nest Ct, Flushing, MI 48433, USA
BD 105: Interior Concrete Flatwork	Bid Under Review	\$1,972,400	\$24,600	5	\$1,797,400	\$2,368,642	Midtown Group, LLC 5650 West Jefferson Avenue, Detroit, MI 48209, United States of America
BD 106: Masonry	J&J Construction Company	\$2,770,572	\$24,586	8	\$2,210,072	\$4,200,000	Davenport Masonry, Inc. 1445 North Edgar Road, Mason, MI 48854 US
BD 107: Steel	Kirby Steel, Inc.	\$5,950,000	\$60,000	5	\$5,950,000	\$8,148,045	B & A Structural Steel LLC 50775 Richard West Boulevard, New Baltimore, MI 48051 US
BD 108: Carpentry / General Trades	Graham Construction	\$2,825,000	\$27,970	8	\$2,825,000	\$4,944,800	The Spieker Company 2541 Tracy Road, Northwood, OH 43619, United States of America
BD 109: Roofing	Bid Under Review	\$1,723,800	\$25,800	2	\$1,723,800	\$2,818,000	Royal Roofing 2445 Brown Road, Orion charter Township, MI 48359 US
BD 110: Metal Panels	Bid Under Review	\$1,967,200	\$27,600	2	\$1,967,200	\$2,532,500	Liberty Sheet Metal 4715 22 Mile Rd, Shelby Charter Township, MI 48317
BD 114: Aluminum Entrances / Storefronts / Glass / Glazing	Daniels Glass Inc.	\$1,877,776	\$38,875	9	\$1,647,840	\$2,898,700	Modern Mirror & Glass Co. 20809 Kraft Boulevard, Roseville, MI 48066
BD 115: Metal Studs / Drywall / GPDW / EIFS	Commercial Contracting Corporation	\$4,287,000	\$31,903	5	\$4,192,300	\$4,976,000	ANM Construction Co. Inc. ANM Construction Co. Inc. 5531 Lyon Industrial Drive, Lyon charter Township, MI 48165
BD 116: Hard Tile	Bid Under Review	\$454,720	\$5,620	6	\$431,730	\$668,370	Eldorado Tile & Marble Co. 6506 Cotter Avenue, Sterling Heights, MI 48314 US
BD 118: Carpet / Resilient Tile Flooring	Bid Under Review	\$655,900	\$3,900	6	\$655,900	\$1,283,160	Turner Brooks 28811 John R Rd, Madison Heights, MI 48071, USA
BD 120: Painting	Bid Under Review	\$404,500	\$21,430	8	\$355,000	\$890,000	Continental Contracting Co., LLC 23450 Telegraph Road, Southfield, MI 48033, United States of America
BD 124: Wood Flooring	Bid Under Review	\$217,850	\$2,000	1	\$217,850	\$250,000	Foster Specialty Floors 30681 Wixom Rd, Wixom, MI 48393
BD 128: Educational Casework	Bid Under Review	\$271,300	\$1,500	4	\$241,390	\$404,000	FCI Group LLC 3355 Lahring Rd, Linden, MI 48451, United States of America
BD 131: Athletic Equipment	Bid Under Review	\$76,635	\$707	2	\$69,165	\$76,635	Bareman & Associates, Inc. 2197 Pine Ridge Drive, Jenison, MI 49428, USA
BD 136: Gym Bleachers	Bid Under Review	\$204,540	\$1,100	2	\$134,020	\$204,540	Architectural Systems Group LLC 92 Veterans Drive, Holland, MI 49423 US
BD 137: Food Service Equipment	Bid Under Review	\$626,496	\$3,427	2	\$626,496	\$634,161	Stafford-Smith, Inc 29273 Dequindre Rd, Madison Heights, MI 48071, USA
BD 138: Traction Elevators	Bid Under Review	\$100,800	\$1,000	4	\$80,800	\$210,105	28451 Schoolcraft Road, Livonia, MI 48150 US Schindler Elevator Corporation
BD 140: Plumbing	Professional Thermal Systems	\$1,875,000	\$20,000	7	\$1,875,000	\$3,477,487	Long Mechanical, Inc. 190 East Main Street, Northville, MI 48167 US
BD 141: Fire Suppression	Bid Under Review	\$651,024	\$11,294	4	\$651,024	\$738,352	Wolverine Fire Protection 8067 N Dort Hwy, Mt Morris, MI 48458, USA
BD 142: HVAC	Professional Thermal Systems	\$4,282,000	\$40,000	7	\$4,282,000	\$5,210,000	Johnson & Wood, LLC Johnson & Wood, LLC 3234 Associates Dr, Burton, MI 48529, USA
BD 143: Electrical	O'Donnell Electric	\$6,495,410	\$70,000	3	\$4,926,000	\$6,888,000	Metro Electric Engineering Technologies 110 E Pond Dr, Romeo, MI 48065, USA
BD 190: Interior Architectural Woodwork / Millwork	Bid Under Review	\$595,000	\$7,300	4	\$546,800	\$741,800	Trend Millwork, LLC 1300 John A Papalas Dr, Lincoln Park, MI 48146, USA
Total Bids with Bond		\$46,431,058	\$526,297	120		\$62,271,859	
Total Bond Budget for Novi Meadows Elementary		\$42,000,000					
Owner Contingency		\$4,431,058					
VARIANCE		\$0					



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 25, 2021**

**ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

**TOPIC: NEA Wage Re-Opener**

After meeting several times this summer with the Novi Education Association (NEA), a tentative agreement was reached on the wage reopener. The NEA has approved the agreement. It comes before the Board for approval this evening. The agreement would go into effect on the September 10<sup>th</sup> pay for teachers.

**Recommendation:**

That in the best interest of the Novi Community School District, the Novi Board of Education approve the NEA wage re-opener as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD INFORMATION**



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**Steve Matthews, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 25, 2021**

**SUPERINTENDENT OF SCHOOLS**

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

On August 24, the Oakland County Health Division issued a mask mandate for schools. The statement reads, in part,

NOW, THEREFORE, IT IS HEREBY ORDERED that all Educational Institutions and all Persons in Educational Settings must adhere to the following rules:

- a. The Educational Institutions shall ensure that people in pre-kindergarten through grade twelve consistently and properly wear a facial covering while inside any enclosed building or structure of the institution.
- b. The Educational Institutions shall ensure that all persons, regardless of vaccination status, providing service to any persons in pre-kindergarten through grade twelve properly and consistently wear a facial covering while inside any enclosed building or structure of the institution.

Here in Novi all of our buildings up through and including our Novi Adult Transition Center and adult ESL and adult education will follow this health department mandate. This is an indoor mandate. Outside activities are not required or mandated to wear masks. But we will of course work to ensure that our students interact as safely as possible outdoors as well.

In addition to abiding by this Oakland County Health Division mask mandate, I would make the following recommendations to the Board of Education for our fall 2021 return to school. I would ask the Board of Education to approve these recommendations:

1. As mandated by the Oakland County Health Division, require masks indoors in all our Novi Community School District buildings up through and including the Novi Adult Transition students and our adult ESL and adult and alternative education programs.
2. Promote vaccination for all staff.
3. Promote vaccination for students who are eligible.
4. Provide hand sanitizer and disinfectant wipes in schools.
5. Emphasize handwashing/hand sanitizing.
6. Emphasize cleaning and disinfecting, especially of high touch points during the day.
7. Quarantine only students and staff who test positive for COVID and monitor others.
8. Create social distance when possible.
9. Decrease close interactions in classrooms by, for example, having desks face one direction.
10. Ensure students disinfect hands with hand sanitizer before and after using common classrooms equipment.

11. Emphasize that if students or staff are sick, they should stay home.
12. Increase fresh air ventilation within classroom spaces.
13. No guests in the buildings.
14. No school assemblies that cannot create appropriate social distance.
15. Masks will be required on buses per the mandate of the CDC.

**RECOMMENDATION:** That the Novi Community School District Board of Education approve the return to school recommendations presented above.

**APPROVED AND RECOMMENDED  
FOR BOARD INFORMATION**

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

**Steve Matthews, Superintendent**