



NOVI COMMUNITY SCHOOL DISTRICT
PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING.

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: November 4, 2021
Educational Services Building
25345 Taft Road
Novi, MI 48374



NOVI BOARD OF EDUCATION
Regular Meeting – November 4, 2021
25345 Taft Road
7:00 PM
AGENDA

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
 - *Individuals who wish to address the Board must identify themselves, their address, and any organization they may represent*
 - *The Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting*
 - *Individuals who wish to address the Board shall direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.*
 - *Behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting is strictly prohibited.*
- V. CONSENT AGENDA ITEMS**
 - A. Approval of Minutes
- VI. ACTION ITEMS**
 - A. Personnel Report
- VII. INFORMATION AND DISCUSSION**
 - A. 2021 Winter Tax Levy
- VIII. COMMENTS FROM THE AUDIENCE**
- IX. ACTING SUPERINTENDENT REPORT**
- X. ADMINISTRATIVE REPORTS**
- XI. BOARD COMMUNICATION**
- XII. ADJOURNMENT**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
November 4, 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 October 28, 2021

RECOMMENDATION:

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

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



RJ Webber, Acting Superintendent



**Minutes of a Regular Meeting, October 28, 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, October 28, 2021, beginning at 7:00 PM.

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

Absent: 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 Mr. Mena and supported by Mrs. Murphy that the Novi Board of Education approve the agenda.

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

Nays: 0

MOTION CARRIED

REPORTS TO THE BOARD

NCSD Financial Audit

Annually, school districts are required to have a financial audit completed. On October 18, 2020, the Finance Committee of the Board of Education met with the auditing firm of Plante Moran and reviewed the results of the audit for the year ended June 30, 2021. They explained the audit process and reviewed the audit documents.

Attached to this report are the draft documents that were reviewed with the Finance Committee:

1. Financial Report
2. Financial Report Letter
3. Federal Awards Single Audit Report
4. Presentation to the Board of Education

Tonight, Plante Moran will present the results of the audit of the 2020 - 2021 financial statements to the Board of Education.

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 October 7, 2021
 - b. Regular Meeting Minutes of October 14, 2021
 - c. Closed Session Minutes of October 14, 2021

- B. Approval of Bills
 - a. Report – July 2021
 - b. Check Register for July 2021
 - c. Purchase Card Report for June 1, 2021 through June 30, 2021
 - d. Report – August 2021
 - e. Check Register for August 2021
 - f. Purchase Card Report for July 1, 2021 through July 31, 2021

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Novi Community Schools Board of Education approve the Consent Item(s) as presented.

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

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>
Dixon, Chelsea	VO	Special Ed Teacher	New Hire	BA	TBD
Holman, Erica	PV	2 nd Grade Teacher	New Hire	BA	11-01-21
Yousif, Rodney	TRAN	Bus Driver	Position Chg.	Hourly	11-01-21

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Baker, Kristin	District	Psychologist	Resigned	10-29-21
Canales-Herbert, Beth	HS	ELA/Food Science Teacher	Resigned	10-22-21
Koenig, Danielle	OH	Social Worker	Resigned	10-29-21
Grebinski, Kristen	MS	Choir Teacher	Retirement	12-17-21

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

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

Nays: 0

MOTION CARRIED

Resolution for National Principal's Month

Whereas the National Association of Secondary School Principals, the National Association of Elementary School Principals, and the American Federation of School Administrators have declared the month of October 2021 as National Principals Month;

Whereas principals and assistant principals are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives as well as being entrusted with young people, the most valuable resource;

Whereas principals set the academic tone for their schools and work collaboratively with teachers and teacher leaders to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives;

Whereas the vision, dedication, and determination of a principal provides the mobilizing force behind any school reform effort;

Whereas leadership is second only to classroom instruction among all school-related factors that contribute to what students learn at school, according to research conducted by the Wallace Foundation;

Whereas the NAESP National Distinguished Principals program honors exemplary elementary and middle level public, private, and independent school leaders as well as leaders from the United States Department of Defense Schools and the United States Department of State Overseas Schools, for outstanding leadership for student learning and the profession;

Whereas the NASSP National Principal of the Year program began in 1993 as a means to recognize outstanding middle level and high school principals who have succeeded in providing high-quality learning opportunities for students as well as their exemplary contributions to the profession;

Whereas the American Federation of School Administrators (AFSA) promotes the professional and occupational interests of public school principals, administrators, and supervisors across the Nation;

Whereas the celebration of National Principals Month would honor elementary, middle level, and high school principals and recognize the importance of school leadership in ensuring that every child has access to a high-quality education; and

Whereas the month of October 2021 would be an appropriate month to designate as National Principals Month: Now, therefore, be it resolved

That the House of Representatives—

- (1) honors and recognizes the contribution of school principals and assistant principals to the success of students in the Nation’s elementary, middle, and high schools; and
- (2) encourages the people of the United States to observe National Principals Month with appropriate ceremonies and activities that promote awareness of school leadership in ensuring that every child has access to a high-quality education.

NOW, THEREFORE BE IT RESOLVED THAT:

the Novi Community School District Board of Education:

- (1) recognizes the month of October 2018 as National Principals Month; and
- (2) honors the contribution of Novi Community School District principals and assistant principals:

- a) David Ascher, Novi Woods Elementary
- b) Julie Bedford, Deerfield Elementary
- c) Interim Dr. Gary Kinzer, Deerfield Elementary
- d) Laura Carino, Parkview Elementary
- e) Adva Ringle, Orchard Hills Elementary
- f) Alex Ofili, Village Oaks Elementary
- g) Lisa Fenchel, Novi Meadows Elementary
- h) John Brickey, Novi Meadows Elementary
- i) Robert Baker, Novi Middle School
- j) Katy Dinkelman, Novi Middle School
- k) Nicole Carter, Novi High School
- l) Melissa Jordan, Novi High School
- m) Ronald Kane, Novi High School
- n) Andrew Comb, Novi High School
- o) Emily Pohlonski, Novi Virtual

It was moved by Mr. Smith and supported by Mrs. Hood that the Novi Community School District’s Board of Education adopts this resolution and recognizes the month of October as National Principals month.

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

Nays: 0

Resolution declared adopted.

COMMITTEE REPORTS

Finance Committee

Mrs. Hood, Board Treasurer and Committee Chair, reported that they had their committee meeting on October 18th and reviewed the draft documentation; the same documentation that was reviewed tonight. She expressed her gratitude to Plante Moran for all of their work on a thorough audit. Mrs. Hood stated that in the bigger picture, Novi’s finance team received an unmodified opinion and that is significant. She said that we are so thankful for that.

Mrs. Hood reported that this has been a year of upheaval, unprecedented working conditions, and probably a year of more unforeseen financial risks and changes. She stated that Mr. McIntyre and Mrs. Wheeler really kept their heads down and shoulders to the grindstone. Mrs. Hood said that they delivered accurate and correct information to our public auditors and that is significant, especially when you look at the District's accountability to Michigan tax payers. She mentioned, 85 million in our general fund and a total of 110 million dollars and we can show where the money went, where it is, and Plante Moran agrees that we have done it correctly is significant.

Mrs. Hood recognized the Michigan tax payers because so much of the money that any district, any public school district, in the state gets, is sales tax. She reported that two of the six percent gathered from sales tax goes into the school aid fund, so when a student saves 500 dollars to buy their PS5, 10 dollars of their purchase goes into the school aid fund. Mrs. Hood stated that she will be very gratified the next time a student, speaking to the Board, prefaces it by saying "as a taxpayer..."

Mrs. Hood thanked Plante Moran and our team for really keeping it together and coming out with good results this year.

Governance and Policy Committee

Dr. Ruskin, Board President and Committee Member, reported that the committee reviewed four (4) policies, but will not be bringing them to the full Board until more information is gathered. She stated that no action was taken at this meeting.

COMMENTS FROM THE AUDIENCE

There were four (4) comments from the audience. One was an introduction to the Board. Two were regarding masks. One was regarding education and parent involvement.

SUPERINTENDENT REPORT

Dr. Steve Matthews, Superintendent of Schools, reported that our Novi High School tennis team placed fourth in the state and congratulated them. He stated that the Novi High School volleyball team won the KLAA tournament, defeating Northville along the way, so well done. Dr. Matthews said that our Novi High School football team plays West Bloomfield tomorrow night, in the first round, in the MHSAA playoffs. He wished them good luck.

Dr. Matthews mentioned that he will not be present at the next Board meeting. He reported that he is heading to Washington DC with over 300 of our eighth grade students and many other staff members. Dr. Matthews expressed his deep appreciation of our staff especially Kenny Fenchel, who organizes the trip every year. He stated that these staff members have committed time and energy to give our students this opportunity and he is appreciative of that.

ADMINISTRATIVE REPORTS

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, congratulated Mr. McIntyre and Mrs. Wheeler for working closely with the business office. He reported that watching them do their work, the level of scrutiny over all purchases in the District, is astounding. Dr. Kinzer stated that they do an absolutely fantastic job, so he was not surprised at the outcome of our audit.

Dr. Kinzer said that, this week, he found a wonderful reminder of why he served as a building administrator for 18 years of his career. He mentioned that being so close to our students and staff has been just a joy to him. Dr. Kinzer reported that he loves his job in central office and he will be happy to get back to it full-time, but he is loving his time at Deerfield as well. He stated that it is a great school with fantastic teachers and students.

Dr. Kinzer gave a quick update on the Deerfield principal hiring process. He said that the posting closed last week and we had approximately 80 applicants who were screened. Dr. Kinzer mentioned that we use an online screener as our first step in the process, for 25 of them. He reported that he will be conducting phone interviews with a dozen of those candidates in the next couple of weeks.

Dr. Kinzer stated that from there they will recommend about four (4) or five (5) of them to move forward to a panel interview, which will happen later in November. He said that Dr. Matthews will meet with the candidates that remain at the end of the process. Dr. Kinzer mentioned that at the end of the process they will do reference checking and make an offer. He reported that they will be prepared to bring a recommendation to the Board on December 16th.

Dr. RJ Webber, Assistant Superintendent for Academic Services, reported that if you listen really carefully, you might be able to hear the first choir concert in two (2) years happening at the Novi Middle School right now. He stated that driving from his home and seeing the youngsters getting out with their tuxes on is one of the beautiful things about our community public schools. Dr. Webber said that we lift up the artist.

Dr. Webber mentioned that this is principal appreciation month. He reported that he had never served in a really great building, as a teacher, unless there was a truly great leader in that space. Dr. Webber stated that the difference a high quality principal makes to the entire environment is extraordinary and we are very fortunate that so many serve here beside us.

He said that they had a meeting today with the folks from iReady and they got to look at their data from Fall 2020, pre-pandemic, to Fall 2021. Dr. Webber mentioned that Brene Brown has a quote that resonated with him, "What separates privilege from entitlement is gratitude." He reported that he was here to express his sincere gratitude to our students, teachers, administrators, and parents because what he saw today absolutely melted his mind.

Dr. Webber stated that as they looked at the reading data from Fall 2020 to the reading data this Fall, coming out of the pandemic, our students improved by three (3) points. He said that when he saw the graphic what struck him the most is that graphic was simply an affirmation of data, an affirmation of everything that this community put into taking care of their children over what has been an exceptionally difficult year and a half.

Dr. Webber mentioned that as a dad here, an employee here, and a person who served for 12 years, he is exceptionally grateful. He reported never take for granted numbers like that because as the folks that iReady said, who give this assessment to 11 million kids around the country, they have not seen this. Dr. Webber thanked everyone.

BOARD COMMUNICATION

Mr. Smith, Board Trustee, reported that Tuesday is election day and our kids are off. He stated that the Friends of Novi Schools, a new organization supporting our kids and teachers, will be hosting a private screening for the film, Dear Evan Hansen, at Imagine Theater. Mr. Smith said that he ran the idea past Principal Carter and her team, at the high school. He mentioned that he is thrilled to report that as of yesterday there are 166 students signed up to watch a movie that he stumbled into because he and his daughter wanted to see a musical.

Mr. Smith reported that this is a wonderful film that touches on many aspects of mental health, the LGBTQ plus community, anxiety, depression, medication, suicide, a lot of things that our young kids are dealing with on a regular basis. He stated that it is important that they have an opportunity to be able to see this with others that they can relate to in a safe environment. Mr. Smith said that there is an 11:00 AM arrival time and the screening will start at 11:30 AM.

Mr. Smith reported that November 5th is the Novi Youth Assistance annual breakfast from 7:30 AM to 8:30 AM at the Civic Center. He stated that it is an opportunity for us to recognize those in the community that support that organization and the work that they do for all kids in our community.

Mr. Smith said that a week ago last Wednesday, at the Novi Civic Center, the Novi Youth Assistance hosted Judy Lipton, who is a social worker and caseworker. He mentioned that she gave a talk for two (2) hours on ADHD and anxiety and the methods to work with those students as parents. Mr. Smith reported that they had 36 people attend, which for a Wednesday night in Novi, is a great turnout.

Mr. Smith thanked Andrea Smith, his co-chair of that organization; Elisa Shields, our caseworker; and Maria, the coordinator for all those programs. He stated that they are just trying to make a difference on day at a time. Mr. Smith said that they will be hosting their annual adopt a family in early December. He mentioned that he was thrilled to announce that they are partnering with the Chamber of Commerce, who will have their annual holiday luncheon on Tuesday, December 14th. Mr. Smith reported that you are encouraged to show up at the door with your ticket and a wrapped unused gift that will be donated to NYA.

Mrs. Murphy, Board Trustee, said thank you for championing our students. She reported that she is excited every year for the trip to the capital. Mrs. Murphy stated that there are a few things that they have had to cut out, but they have added some additional things, so it will be interesting.

She asked about some fraudulent charges. Mrs. Murphy mentioned that does not happen that often, but we have processes in place to catch them especially given the audit.

Dr. Ruskin, Board President, wished the football team good luck tomorrow. She stated that she knows they are on top, eighth in the state. Dr. Ruskin said they are reigning state champions, so it will be a challenging game, but our boys have been working their tails off and are up for it, so good luck to them tomorrow.

ADJOURNMENT

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

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

Nays: 0

MOTION CARRIED

The meeting adjourned at 7:55 p.m. The next regular meeting of the Board is scheduled for November 4, 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

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
November 4, 2021**

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

TOPIC: Personnel Recommendations

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

A. New Hires

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
McGill, Tami	VO	Special Ed Para	New Hire	Level B	TBD

B. Retirements and Resignations

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

C. Leaves of Absence

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

RECOMMENDATION: That the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



RJ Webber, Acting Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
November 4, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Certification of 2021 Winter Tax Levy

At the September 23, 2021 regular Board meeting, the Novi Board of Education formally certified the revised 2021-22 tax levies as listed below:

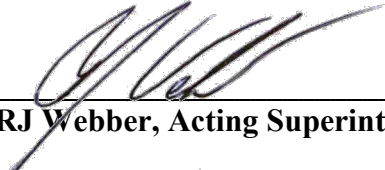
HOMESTEAD	<u>Mills</u>
<u>Levy Description</u>	
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	9.1832
INDUSTRIAL-PERSONAL	
<u>Levy Description</u>	
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	9.1832
COMMERCIAL-PERSONAL	
<u>Levy Description</u>	
General Operating Mills	5.2473
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	14.4305
NON-HOMESTEAD	
<u>Levy Description</u>	
General Operating Mills	17.2473
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	25.1551

50% of the taxes in the summer and 50% in the winter. Thus, the 2021 winter tax levy is:

HOMESTEAD	<u>Mills</u>
<u>Levy Description</u>	
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	4.0195
INDUSTRIAL-PERSONAL	
<u>Levy Description</u>	
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	4.0195
COMMERCIAL-PERSONAL	
<u>Levy Description</u>	
General Operating Mills (Hold Harmless)	2.6237
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	6.6432
NON-HOMESTEAD	
<u>Levy Description</u>	
General Operating Mills (Hold Harmless)	8.6236
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	12.5774

This report is presented for Information and Discussion. It is recommended for approval at the next board meeting.

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



RJ Webber, Acting Superintendent