



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: **December 16, 2021**
Educational Services Building
25345 Taft Road
Novi, MI 48374



NOVI BOARD OF EDUCATION
Regular Meeting – December 16, 2021
25345 Taft Road
7:00 PM
AGENDA

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. REPORTS TO THE BOARD**
 - A. Fall Bond Update
 - B. Overview of NCSD Response, ALICE Protocols, and Preparation for Return
- V. 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.*
- VI. CONSENT AGENDA ITEMS**
 - A. Approval of Minutes
 - B. Approval of Donation(s)
- VII. ACTION ITEMS**
 - A. Personnel Report A
 - B. Personnel Report B
 - C. Novi Meadows Addition and Renovation Structure Cabling Project
- VIII. INFORMATION AND DISCUSSION**
 - A. Bid Package #9 – Theatrical Drapery and Rigging Replacement
- IX. COMMENTS FROM THE AUDIENCE**
- X. ACTING SUPERINTENDENT REPORT**
- XI. ADMINISTRATIVE REPORTS**
- XII. BOARD COMMUNICATION**
- XIII. ADJOURNMENT**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
December 16, 2021**

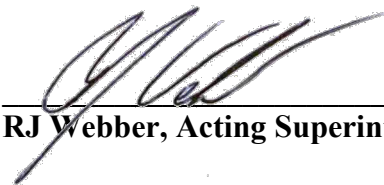
ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Fall Bond Program Update

The Capital Project Committee met on Monday, November 22, 2021, in the afternoon to go over and discuss key activities and progress update of the design team and the construction team.

Tonight, the Plante Moran CRESA team, the District's Owner's Representative, will present an update on the Fall Bond Program.

**APPROVED AND RECOMMENDED
AS A REPORT TO THE BOARD**

A handwritten signature in dark ink, appearing to be 'RJ Webber', is written over a horizontal line.

RJ Webber, Acting Superintendent



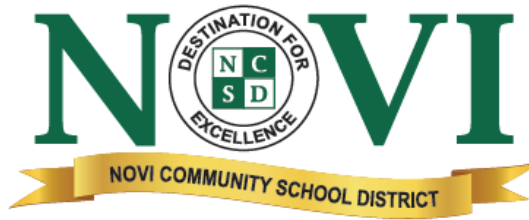
NOVI COMMUNITY SCHOOL DISTRICT

2019 BOND PROGRAM UPDATE

December 16, 2021

AGENDA:

- ☐ Bond Program Progress Update December 2021
- ☐ Bond Dashboard Update #03
- ☐ 2021-2022 Bond Projects Update



Where Have We Been?

What are the main goals of the bond program?



Educational Facilities / Program Enhancements

Improve and expand facilities and programs to support a culture of academic excellence and success for all students



Infrastructure & Equipment

Improvements to address identified infrastructure issues at all facilities



New Learning Opportunities

Create spaces that offer new opportunities for students and the Novi community



Safety & Security

Create safe and secure entrances and welcome centers at all school buildings



21st Century Tech

Upgrade technology devices and infrastructure to respond to the District's vision for 21st century learning

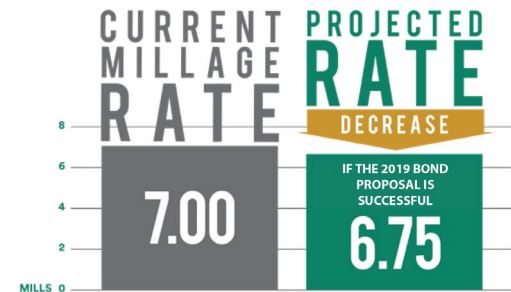
November 5 Ballot Proposals

1

\$185 million Bond Proposal

2

Renewal of the current Sinking Fund Millage



VOTE Tuesday, November 5!

Successful Bond Vote – Congratulations!



Bond Program Progress Update – December 2021

Design and Programming

- Visioning and Design for HS CTE Spaces
- Visioning and Design for HS Athletics Gateway
- Visioning Sessions for R.O.A.R. – Robotics

New Community School District
Proposed Program Schedule
12/17/2019

2019 Bond Program

New Community School District
2019 Bond Program Water Budget

New Community School District
2019 Bond Program

New Community School District
2019 Bond - P&M Action Item Log (P&M)

April 30, 2020

Mrs. Jill Minnick
Assistant Superintendent of Business and Ops
New Community School District
25345 Tift Road
New, MI 48874

RE: New Community Schools 2019 Bond
Contract Award Recommendation R

Dear Mrs. Minnick:

This letter transmits an update from Planie Moran Oresca and advise New Community School District (Athletics Project).

On April 24, 2020 the NCD received bid improvements at the Middle School in Replacements, and selective bleacher repair.

NCD received two bids for the track repair bids for selective bleacher repairs. On April with the separate low bidders for the track post bid review were conducted with the scoreboard and sound systems.

Goldberg Coatings base bid is \$9,800.00 and P&M has developed the attached over repairs will be rebid.

P&M recommends the District administer and determine pending final negotiation by.

Attached for reference is Forensic Design's Forensic Design are available at your convenience for award.

2020 Northwestern Highway, Southfield, MI

McCarthy Construction Services

March 27, 2020

Jill Minnick, Assistant Superintendent of Business and Operations
New Community Schools
25345 Tift Road
New, MI 48874

RE: New Public Schools Bid 2019
Bid Package #1 - Bid Package 1 - Security System Upgrade for Deerfield Elementary, New Woods Elementary and Parkview Elementary

SUB: Contract Award Recommendation

Dear Mrs. Minnick,

On Friday, March 20, 2020 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 New Community Schools, TMP Architecture Inc., McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated.

The project team conducted post bid interviews with each of the following, qualified bidders, for each bid division of work. During the post bid interview, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors. Based upon the project team's review of the proposals and bidders, we propose the following recommendations to New Community Schools for contract award:

Bid Division 100: Selective Demolition
Mr. Freddy Facab
D&I International Inc.
6775 Daly Rd Ste. 101
West Bloomfield, MI 48322

Base Bid	\$ 39,900.00
P&M Bond (Not Required)	\$ 0.00
TOTAL	\$ 39,900.00

Bid Division 100: Carpentry / General Trades / Ceiling and Partitions
Mr. Dave Sertone
Allied Building Services Company of Detroit Inc.
1001 Howard St
Detroit, MI 48215

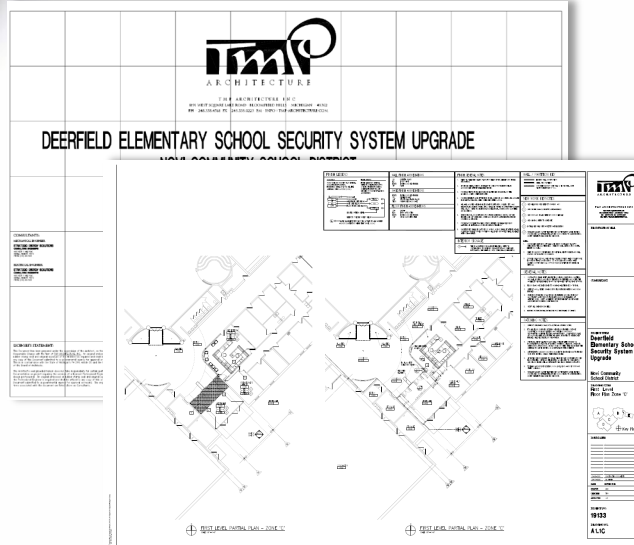
Base Bid	\$ 318,600.00
P&M Bond (Hudson Insurance Co.)	\$ 3,250.00
TOTAL	\$ 321,850.00

Bidding and Procurement

- Bid and Award of Meadows 5th/6th Addition
- Bid and Award Misc. Projects (Ongoing)
- Material Procurement Meadows



Bond Program Progress Update – December 2021

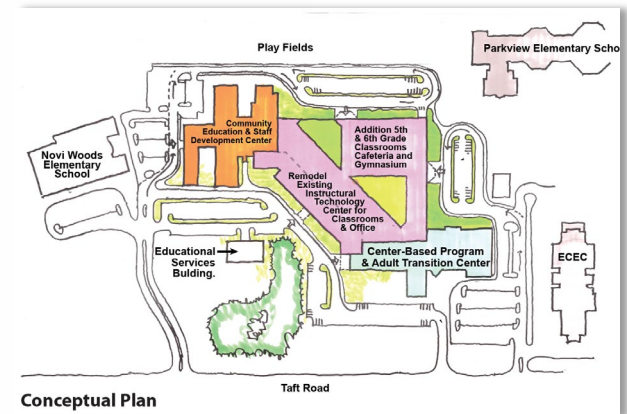


Key Planning Activities

- High School Phase II Projects
- Focused Master Planning Complete
- Land Swap Negotiations with City Ongoing
- Activity Center Planning / Location
- 2022 Market Concerns / Contingencies

Construction Planning and Coordination

- Logistics Planning and Coordination Meadows
- Subcontractor Planning and Coordination
- Procurement and Shop Drawings Meadows
- Permitting and Approvals





NOVI COMMUNITY SCHOOL DISTRICT

2019 BOND PROGRAM UPDATE

December 16, 2021

AGENDA:

- ☒ Bond Program Progress Update December 2021
- ☐ Bond Dashboard Update #03
- ☐ 2021-2022 Bond Projects Update



Project Highlights

- Educational Facilities / Program Enhancements
- New Learning Opportunity Spaces
- 21st Century Technology Upgrades
- Facility Infrastructure and Equipment
- Safety and Security Districtwide
- Overall Bond Program Budget is \$185M
- Recreational and Sinking Fund Projects is ~ \$8M
- Bonds Procured in (3) Series over 7 yrs.
- .25 Projected Mileage Rate Decrease

Current Issues

- Construction Market Volatility (Material and Labor)
- Closeout of 2021 Projects
- Visioning of 2022 Projects – HS Athletics, CTE, ROAR
- Land Swap and Property Negotiations with City
- Final Location of Activity Center
- Series II Bond Sale – Early 2022

Current Projects

- Meadow's 5th/6th Grade Building - Ongoing
- Village Oaks Secured Entry and Additions - Ongoing
- Orchard Hills Secured Entry – Ongoing
- Middle School Secured Entry and Additions – Complete
- High School Secured Entries – Ongoing
- Deerfield Elementary Roofing – Complete
- Middle School Tennis Courts – Complete
- ROAR Building Phase I – Complete
- Detention Pond Restoration Projects – Complete
- Misc. Athletics (Video and Sound) – Ongoing
- High School Pool Timing and Scoreboard – Ongoing
- High School Phase II Projects – Design
- ROAR Phase II Robotics – Design

Bond Financial Summary – October 31, 2021

NOVI COMMUNITY SCHOOL DISTRICT 2019 BOND PROGRAM	Budget	Commitments	Actuals Approved	Actual Cost to Complete	Forecasted Commitments	Unallocated Reserve Owner / Contingency	Estimate At Completion	Forecasted Over/(Under)
Districtwide Soft Costs (Professional Fees, Administrative Fees, Due Diligence)	\$ 15,722,348	\$ 12,485,170	\$ 5,028,385	\$ 7,456,785	\$ 3,237,178	\$ -	\$ 15,722,348	\$ -
Building Additions, Secured Entries, and Renovations (Elementary, MS, HS)	\$ 122,297,012	\$ 28,614,894	\$ 15,757,919	\$ 12,856,975	\$ 93,682,118	\$ -	\$ 122,297,012	\$ -
Roofing, Parking Lots, Sitework, Athletics	\$ 12,912,548	\$ 4,366,352	\$ 3,389,428	\$ 976,923	\$ 8,546,197	\$ -	\$ 12,912,548	\$ -
Furniture and Equipment	\$ 6,761,751	\$ 770,979	\$ 510,386	\$ 260,592	\$ 5,990,772	\$ -	\$ 6,761,751	\$ -
Technology	\$ 27,786,460	\$ 3,485,070	\$ 2,067,819	\$ 1,417,252	\$ 24,301,390	\$ -	\$ 27,786,460	\$ -
Owner Contingency	\$ 7,519,881	\$ -	\$ -	\$ -	\$ 489,638	\$ 7,030,242	\$ 7,519,881	\$ -
TOTALS	\$ 193,000,000	\$ 49,722,465	\$ 26,753,938	\$ 22,968,527	\$ 136,247,293	\$ 7,030,242	\$ 193,000,000	\$ -

* Original Bond Budget includes \$185M from the 2019 Bond Program and additional sources (Sinking Fund, Recreational Fund, and 2014 surplus bond funds).

Milestone Schedule per Series

Series I Bonds - \$75M (2020-2022)

- Elementary Secured Entries and Additions
- High School - Middle School Secured Entries / Additions
- Meadow's 5th / 6th Grade Building – Walsh Phase I
- Sinking Fund and Design Prime Projects
- IT Equipment and Improvements

Series II Bonds - \$55M (2022-2025)

- Continuation of Meadow's 5th / 6th Grade Building
- Remodeling at the High School / Walsh Phase II
- Sinking Fund and Design Prime Projects
- IT Equipment and Improvements

Series III Bonds - \$55M (2025-2027)

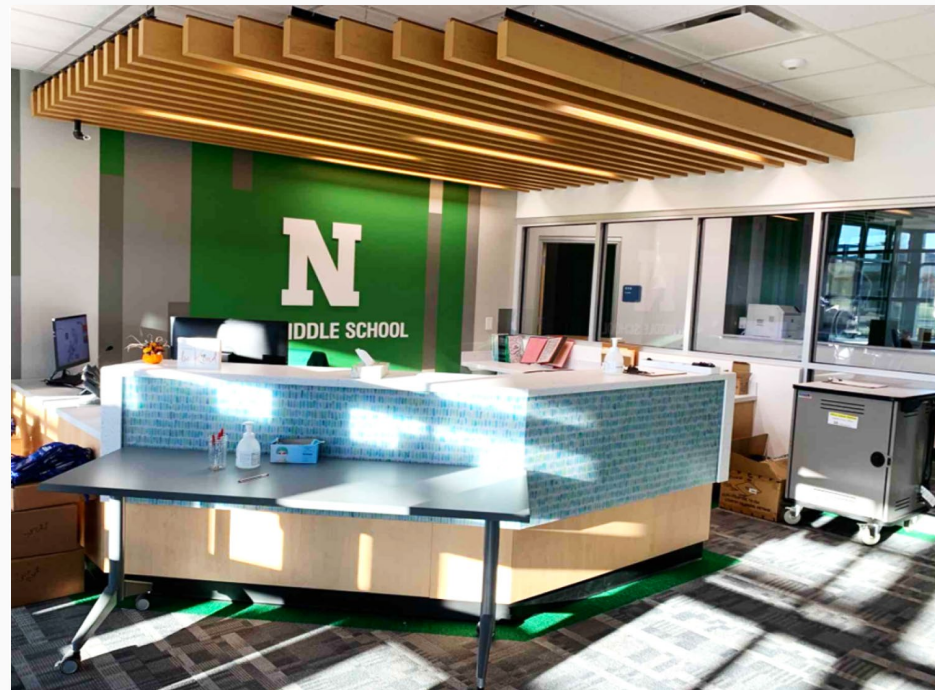
- Early Childhood and Education Improvements
- Remodeling at the Middle School and Elem. Bldgs.
- Activity Center at High School and Athletics
- Ancillary Buildings (ESB, Maintenance, Trans., etc.)
- Sinking Fund and Design Prime Projects
- IT Equipment and Improvements



2021 Current and Completed Projects



High School West Addition



Middle School Administration Offices



Middle School Music Addition



Village Oaks Media Center



Village Oaks Secured Entry / Office



Orchard Hills Media Center



NOVI COMMUNITY SCHOOL DISTRICT

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2021-2022 Bond Projects Update

2021 Completed and Ongoing Projects

- High School Secured Entry West Addition
- High School Secured Entry East Addition
- Middle School Secured Entry and Additions
- Orchard Hills Secured Entry and Additions
- Village Oaks Secured Entry and Additions
- Village Oaks Playground Equipment
- Meadows Soccer Pavilion
- R.O.A.R. Building Phase I (Adult Education)
- Deerfield Elementary Roof Replacement
- Boiler Replacements (HS, Parkview, ROAR)
- Novi Woods and HS Roofing Projects
- Educational Services Building Kitchens
- Middle School Tennis Courts
- Detention Pond(s) Phase I
- Technology Projects

Completion

December 2021
Spring 2022
September 2021
September 2021 / Ongoing
September / December 2021
Spring 2022
September 2021
September 2021
November 2021
October 2021
October 2021
September 2021
November 2021
November 2021
September 2021 / Ongoing

**** In 2021 between April and September approximately \$30M of construction work was executed as part of the 2021 Bond Program touching over a dozen projects.***

2022 Project Scope and Schedule

- Meadows 5th / 6th Grade House
- High School Athletics Gateway
- High School CTE Improvements
- ROAR Phase II – Robotics – Adult Ed.
- 2022 Site Improvement Program – Paving
- Districtwide Stage Curtain Replacements
- Pool Timing System Replacement

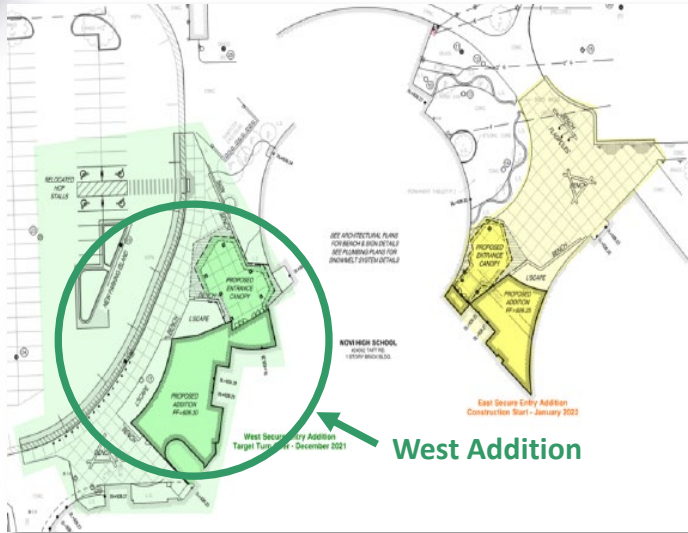
Start

Finish

Jan – 2022	Dec – 2023
Nov – 2022	Sep – 2023
Jul – 2022	Mar – 2023
Jun – 2022	Oct – 2022
Jun – 2022	Aug – 2022
Feb – 2022	May – 2022
Apr – 2022	Apr – 2022



High School – 2021 Construction Update



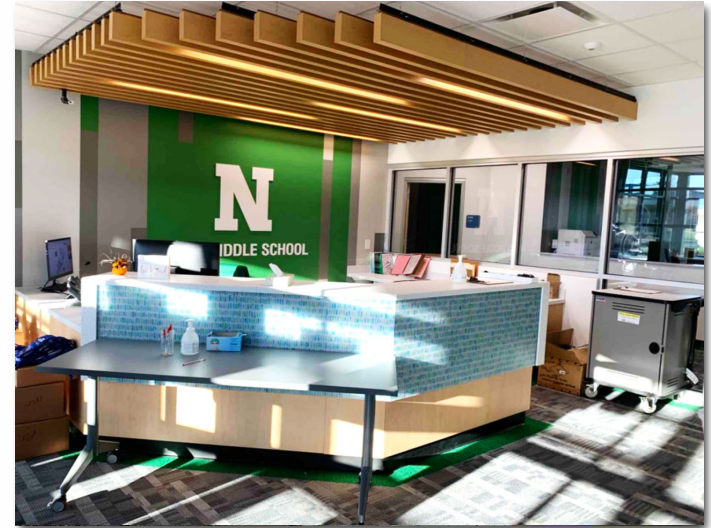
New West Secured Entry and Administration

High School – 2021 Construction Update



New West Secured Entry and Administration

Middle School – 2021 Construction Update



New Secured Entry, Administration, Music Addition

Village Oaks – 2021 Construction Update



New Secured Entry and Additions



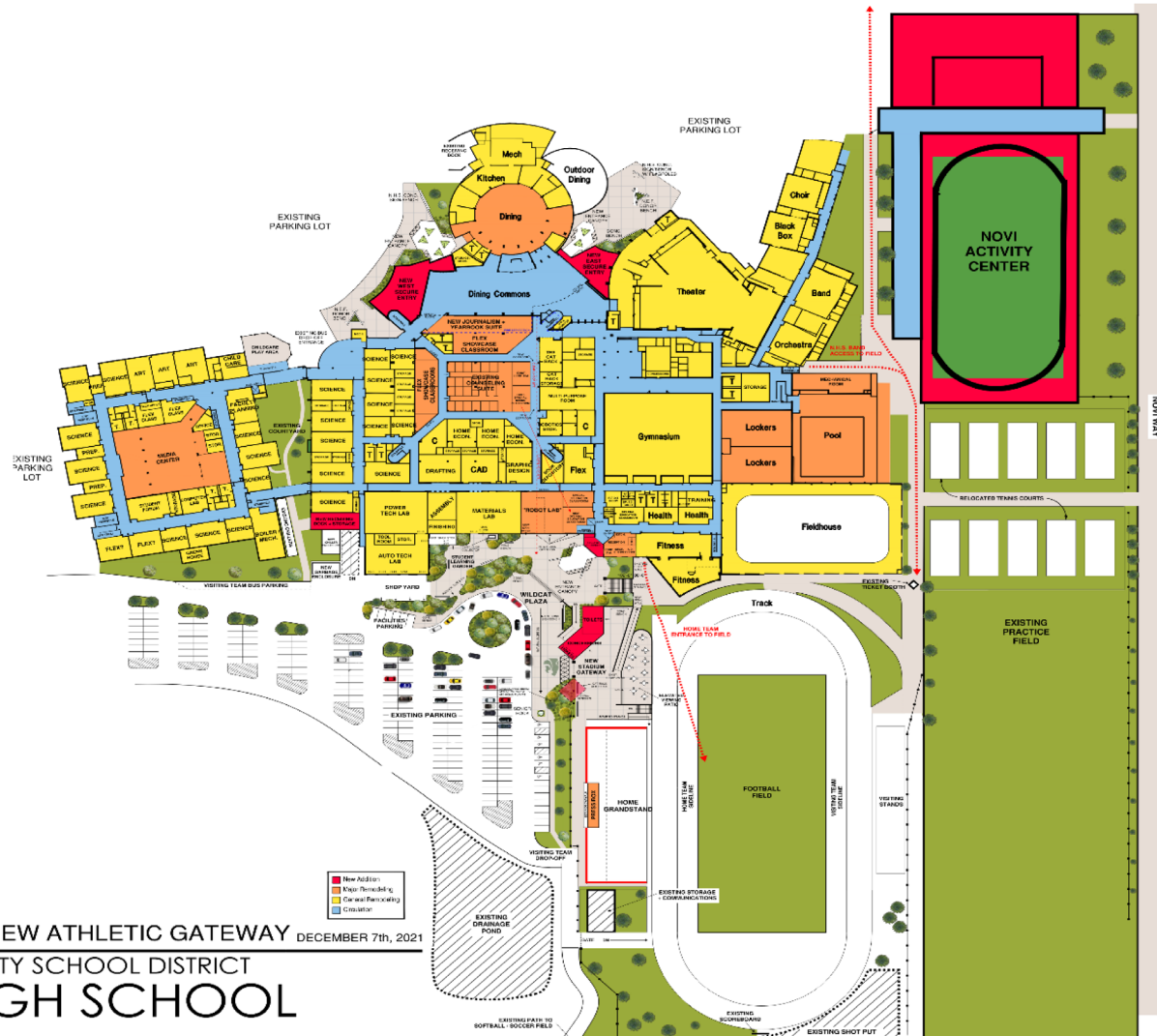
Orchard Hills – 2021 Construction Update



New Secured Entry and Additions



High School Athletics Gateway



TOTAL GROSS SF = 530,1

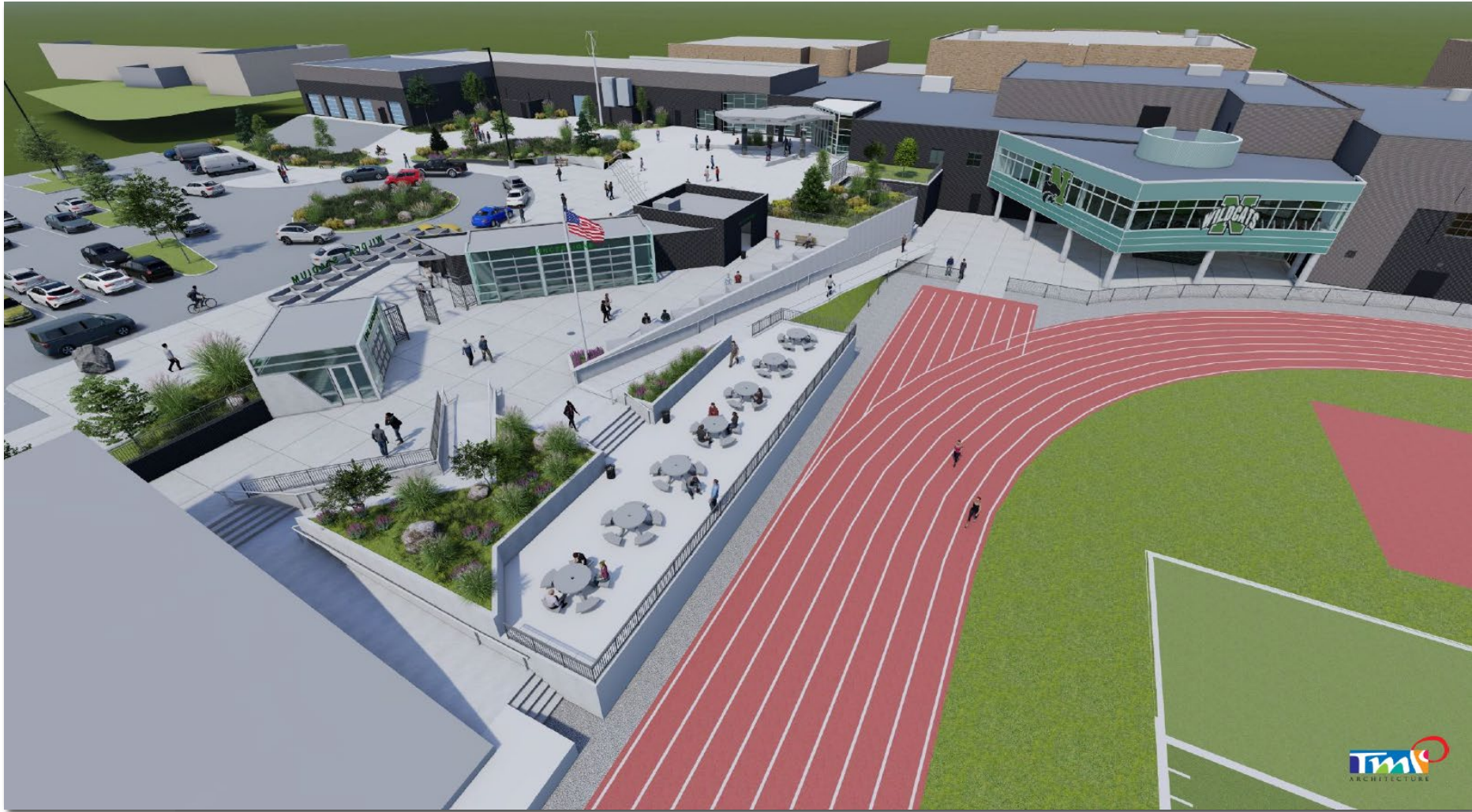


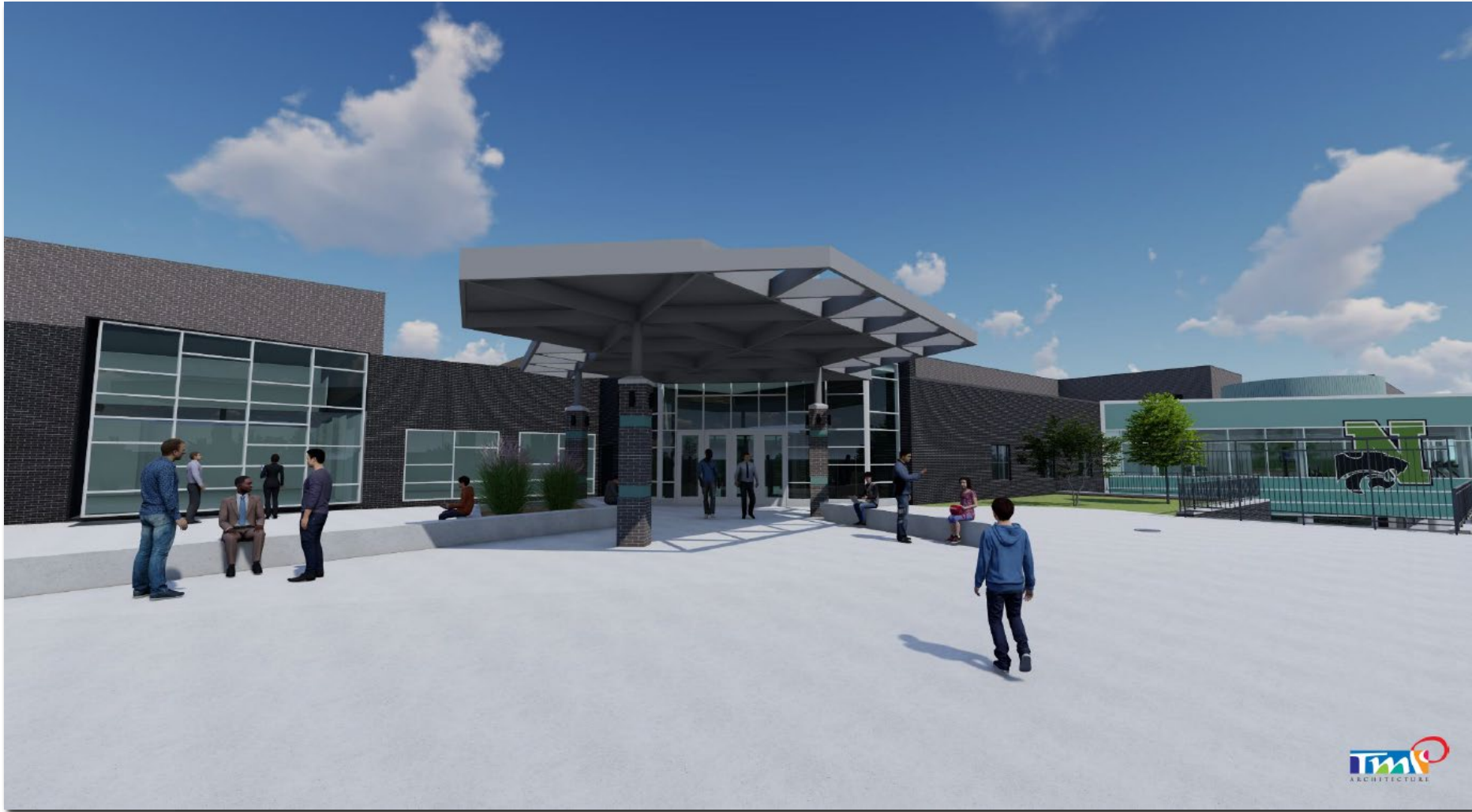


Exterior View #01



Exterior View #02

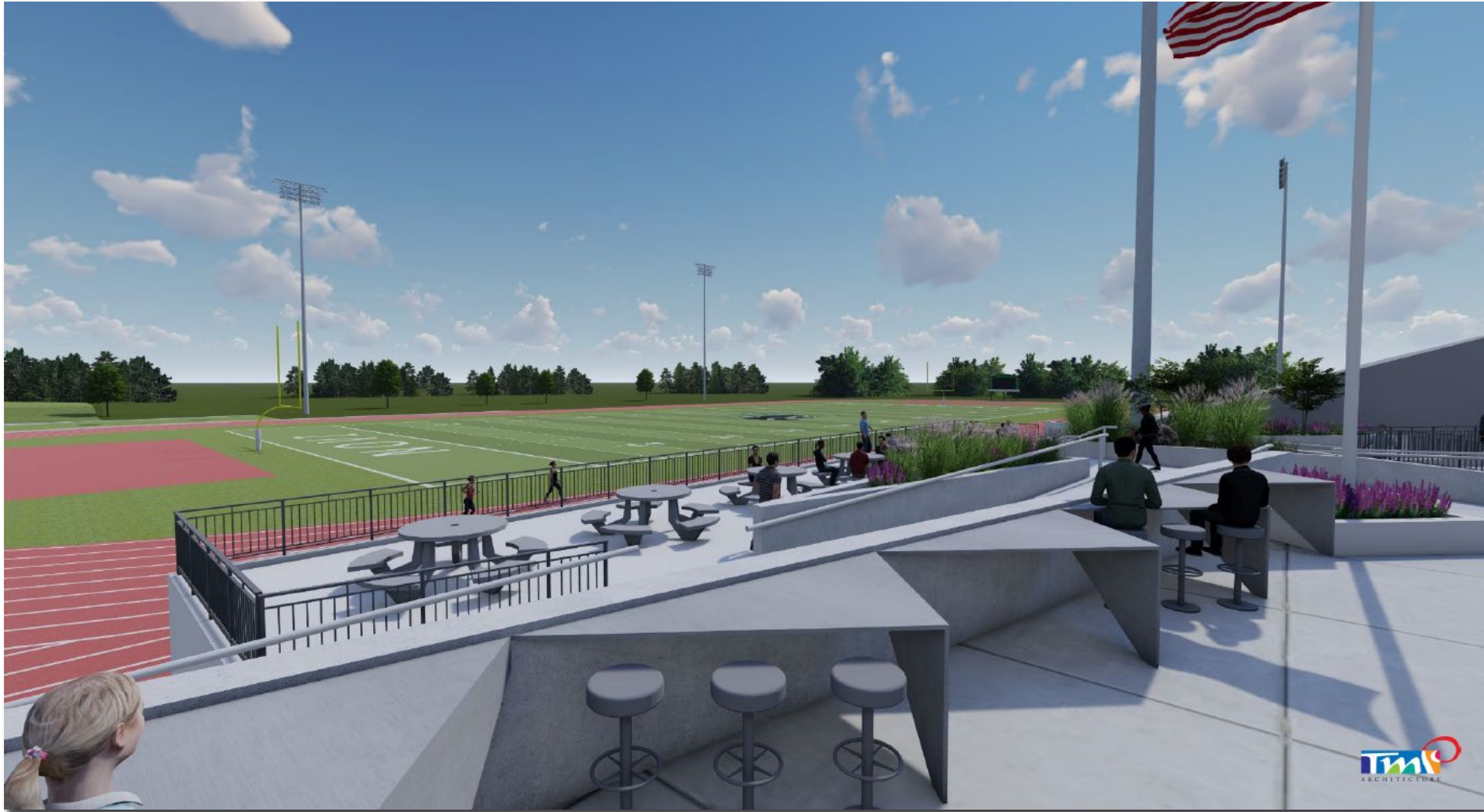








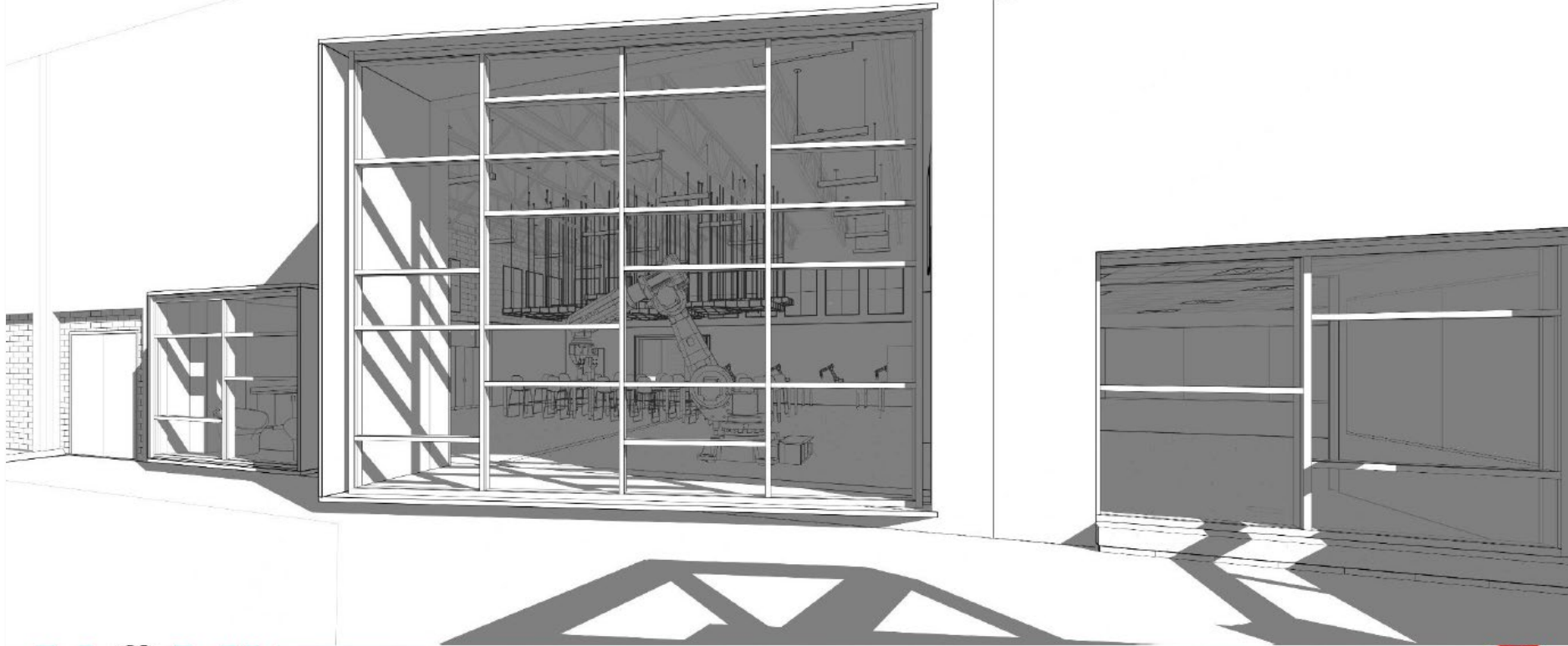




Exterior View #08



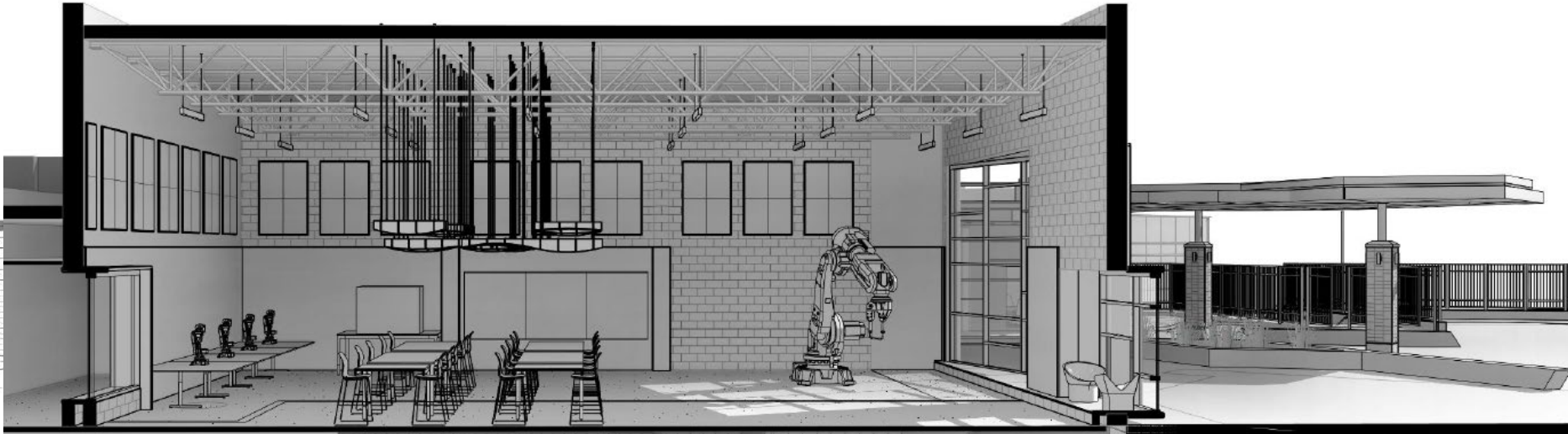
Exterior Façade - Robotics Lab



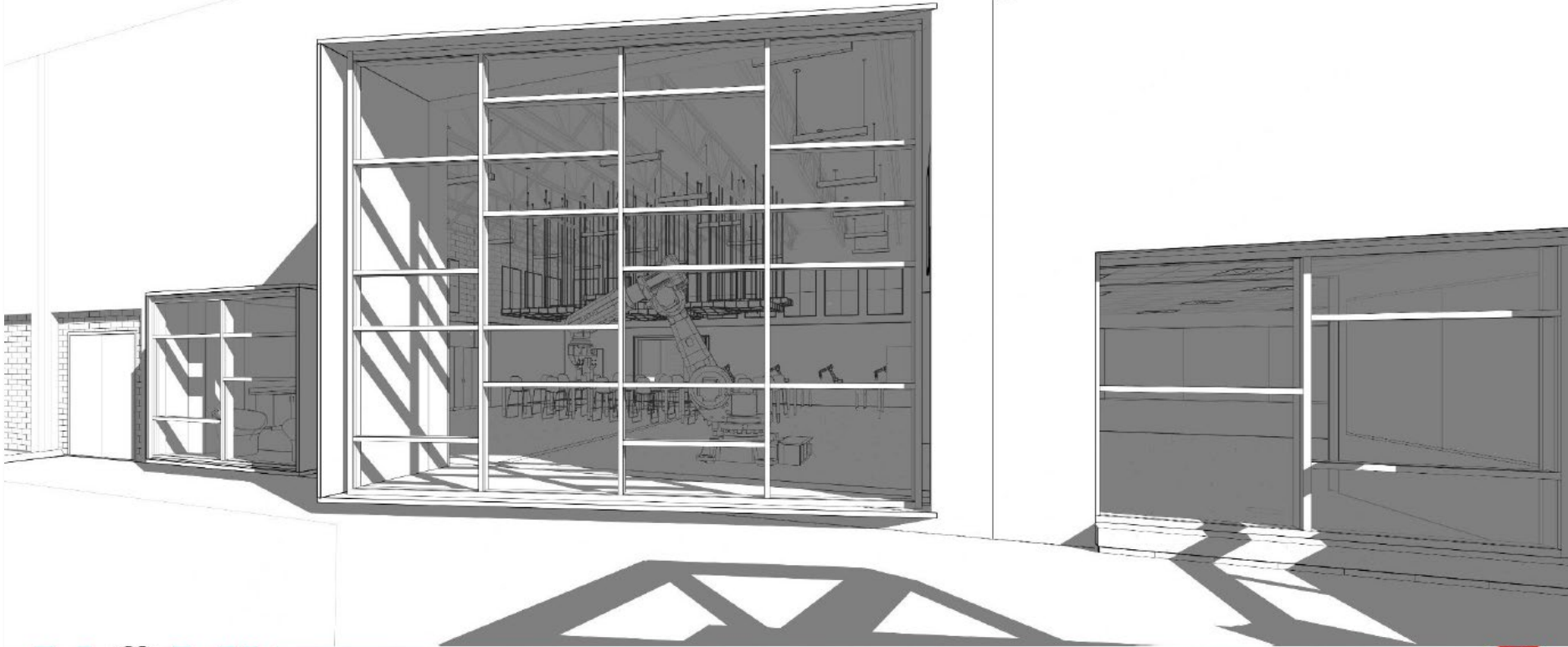
Section Perspective – Robotics Lab



Section Perspective – Robotics Lab



Exterior Façade - Robotics Lab





Exterior View #01

Meadow's 5th and 6th Building



Exterior View #02



Exterior View #03



Lobby



Welcome Center



Learning Commons #01



Meadow's 5th and 6th Building



Learning Commons #03



Learning Commons #04







Makerspace



Classroom





Dining and Performance Center #02



NOVI COMMUNITY SCHOOL DISTRICT

2019 BOND PROGRAM UPDATE

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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
December 16, 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.

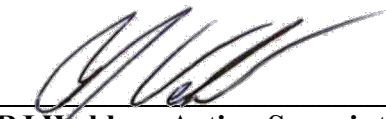
CONSENT ITEMS

- A. Approval of Minutes
 - a. Regular Meeting Minutes of December 2, 2021
 - b. Work Session Minutes of December 2, 2021
 - c. Closed Session Minutes of December 2, 2021
- B. Approval of Donation(s)
 - a. Anonymous Donation

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, December 2, 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, December 2, 2021, beginning at 7:03 PM.

Present: Dr. Ruskin, Mr. Cook, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Roney, and
Mrs. Hood (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 Mrs. Murphy and supported Mr. Mena by that the Novi Board of Education approve the agenda as amended, moving the closed session to the work session agenda.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Roney, and
Mrs. Hood

Nays: 0

MOTION CARRIED

STATUS UPDATE

Dr. RJ Webber, Acting Superintendent and Assistant Superintendent for Academic Services, reported that this morning parents had to have conversations with their children that they never thought they would have to have. He recited a quote from Fred Rogers, “anything that is human is mentionable, and anything that is mentionable can be more manageable. When we can talk about our feelings, they become less overwhelming, less upsetting, and less scary. The people we trust with that important talk can help us know that we are not alone.

Dr. Webber stated because in this very room, 40 people met throughout the entire day, including President Ruskin and a host of people (including one of our schools’ officers) that are in this crowd tonight. He said that they discussed what we were going to do to communicate well with our community; and what we are going to do to provide the best and safest environment to come back to our students; and how we were going to attend to, what was indeed, a very traumatic experience.

Dr. Webber mentioned that we will be back at it again tomorrow and that he knows kids want to be in school and wish that they could be in school tomorrow. He reported that every single building administrator was working together as a team. Dr. Webber stated to give you a look into what happened in this room today, one of the members of Mr. McIntyre’s team said that one of the things we will do is to make sure that every egress point in the district, every window that opens, can open. He said that this is just a piece of the story, a piece of the details that we have to think about right now.

Dr. Kinzer, Assistant Superintendent of Human Resources, reported that this morning the Oakland County Superintendent's met. He stated that they began with Participation from a number of level officials from the Governor and legislators from the Department of Education all pledging their support to districts in Oakland County. Dr. Kinzer said clearly we are at the epi center of what is happening and there were a lot of resources being made available to districts in Oakland County. He mentioned that then each superintendent gave a brief summary of what was happening in their district.

Dr. Kinzer reported that it became very clear that the vast majority of districts in Oakland County were closed today and will be closed tomorrow. He stated that the districts talked about the level of threat in their own communities as well as their perceptions of the feelings of students, staff, and community members. Dr. Kinzer said that it was clear that we are all in this together and that there is a lot of support from one district to another in this county. He mentioned that we are all facing very challenging circumstances together.

Mr. McIntyre reported that we cannot all be silos. He stated that we talked about the assets and the experiences that we have and one of the things that we talked about was transportation and changing the whole situation for this physical school year. He stated that the things are in place.

Dr. Webber reported that to give the community an idea of who was in the room today; we were having conversations with preschool through fourth grade; fifth, sixth, seventh, and eighth, and nine through 12; our special population students with IEPs; students with 504s; our English language learners. He stated that we have 55 languages spoken in the homes of our District. Dr. Webber said that these are the kinds of protocols and challenges we are talking about to keep our kids safe. He mentioned that Don Watchowski, our Athletic Director, pointed out that from 3:00 to 9:00 it is a whole other part of the school day.

Dr. Webber reported that we invited in today transportation as well as. He stated that they invited the union president to have some perspective from our teachers and the Board president was there as well to observe and provide some input. Dr. Webber said that we are continuing to work on some pieces for the community, the most important in his mind, are resources for parents on how to work with their children as well as how we are going to work with our staff for when our children come back into our schools.

Dr. Ruskin reported that today's meeting here was really important to see happen. She stated that everybody with different perspectives. Dr. Ruskin said the observation piece, which took about an hour or so, was broken into K-4, 5-6, and 7-8. She mentioned that PreK-6 was put together and then the high school and it was very interesting to see the challenges that were being had at each level as we went down the line. Dr. Ruskin said that as the kids mature, the challenges became a different set of challenges that were observed yesterday in schools. She stated that it was enlightening and helpful.

Dr. Ruskin reported that the communication plan was talked about and the plan for the immediate response and future response. She said that Dr. Webber did a fantastic job of facilitating the meeting. Dr. Ruskin reported that there were a lot of people in the room

with really great ideas and who care about our kids and gave good perspective on where we need to go from here. She said that not from a safety point, but from a point of supporting our whole school community.

Dr. Ruskin reported that one thing that she saw today that someone, who had gone back to school, had put out a small blurb. She stated just to give people a sense of why it is so important that we get this right and work to make sure our staff and students feel safe and cared for. Dr. Ruskin said that a teacher (not a Novi teacher) said they came back to school today and it was a very messy day. Sixteen of his fifth grade students were with social workers; kids with past trauma were reliving it; kids were drawing pictures of their feelings, and the graphics the teachers were seeing were horrific (as they put it); three of the kids stayed home; one girl in the class left terrified.

Dr. Ruskin stated that it just shows that although people might wonder why you just can't get back in the classroom and get back after it, that the students need this time and our staff needs this time, so we are going to do that as a District this time.

Dr. Webber stated, here is the reality. He reported that we have come out of the pandemic of almost two years. Dr. Webber said that the people we are working with and serving are raw. He said that we are going to get this right for your kids and for our staff and for each other. Dr. Webber mentioned that being in school, being a teacher, through that whole piece, there is a different angle on it. He said that as he mentioned, 50 district were engaged in conversation that they never thought they would have to have.

Dr. Webber stated that we are in this together. He said that if he reflects on the past few months and some contentious moments in this room, it is time to become what we need to become for our kids which is a unified group or people who care deeply about making sure they are okay and we are okay. Dr. Webber mentioned that they deserve it.

Dr. Webber reported that he was an educator and educators can speak to this; just because a student may say they are okay, I'm okay, I'm alright, well draw out your feelings and that is what we find. He stated that here is the beauty and this is amazing thing; it is not just our District but public education in general, we can do something about this in a way to help our children and help our families and we will and we have great people to do it. Dr. Webber said people on this Board, all the way through our entire District; our parents are vested and they care.

Dr. Webber mentioned that his prediction is that we are absolutely going to come together on this as a community and we are going to do everything we possibly can to make sure our kids can look at their school as a place that brings joy, wonder and awe. He said and the parents when they drop them off they know, as we do, that they are okay and that is what we are going to get after.

Dr. Webber reported that tomorrow, in this very room as well, that same group of people will be meeting and dispersing to get after it again for a full day and how we attend to the needs of parents, Board members, families, our kids, and ourselves because, as

administrators, he had seen his own colleagues go through heck in the past couple of years. He stated that part of this, as well, is making sure the people who are running our buildings, running our division, our programs and our groups are well as well.

Dr. Webber said that we are going to be okay; it is not going to be easy. He mentioned that Julie Warren, back there, our SRO, and she is going to stick around and meet with us later on tonight. Dr. Webber reported that they were going to have some conversation with the Board. He stated that for the folks who do not think there is a place for police in the schools, they are wrong. Dr. Webber said that Jon Zabick and Julie Warren, today, were invaluable in our conversations; helping us to see what we can do to protect our kids

COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There was one comment from the audience who expressed her gratitude to the administration and the Board.

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 November 18, 2021
- b. Closed Session Minutes of November 18, 2021

B. Approval of Bills

- a. Report – September 2021
- b. Check Register for September 2021
- c. Purchase Card Report for August 1, 2021 through August 31, 2021
- d. Report – October 2021
- e. Check Register for October 2021
- f. Purchase Card Report for September 1, 2021 through September 30, 2021

C. Approval of Field Trip(s)

- a. Michigan Thespian Festival December 10-11, 2021
- b. Washington D.C. Trip November 8-11, 2022

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

Ayes: 7 Dr. Ruskin, Mr. Cook, 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>
Anglin, Alice	HS	Food Science Teacher	New Hire	MA	01-03-22
Welch, Claudia	OH	Social Worker	New Hire	MA	12-06-21

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Cadena, Lydia	HS	History/Journalism Teacher	Retired	01-31-22
Condon, Leslie	MS	Counselor	Retired	06-10-22
Pennycuff, Todd	HS	P.E. Teacher	Retired	12-17-21

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

Ayes: 7 Dr. Ruskin, Mr. Cook, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Roney,
and Mrs. Hood

Nays: 0

MOTION CARRIED

2021-22 Board of Education Meeting Schedule Revision

On September 9, 2021, the Board approved the 2021-2022 revised meeting schedule that included the rest of the 2021-2022 school year. A schedule conflict has appeared for June 2, 2021. That is the same date as the Novi High School Commencement Ceremony at EMU.

It is being recommended that June 2, 2021 be rescheduled for June 9, 2021.

This came before the Board at their November 18, 2021 Board meeting for information and discussion. It comes back tonight for Board action

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

It was moved by Mr. Mena and supported by Mrs. Murphy that the Novi Community School District Board of Education, approve the revised Board meeting schedule as presented.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Roney,
and Mrs. Hood

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

Novi Meadows Addition and Renovation Structure Cabling Project

IDS worked with the district technology staff, building administration, TMP, and Oakland Schools Technology to determine the structured cabling system for the Novi Meadows addition. The cabling acquired and installed will provide the necessary infrastructure for classroom and office data, wireless access, security cameras, and electronic signage.

On Tuesday November 9, at 2:00 PM, the received bids were opened and publicly read. The six firms that submitted bids were: AmComm Telecommunications, Capricorn Diversified Systems, Complete Interactive Technologies, Infinity Technology Group, Moss Audio, and Technology Solutions Unlimited.

The base bid received were:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Moss Audio	Yes	Yes	Yes	\$87,762.07
Complete Interactive Tech.	Yes	Yes	Yes	\$90,492.83
Amcomm Telecomm.	Yes	Yes	Yes	\$94,500.00
Capricorn Diversified	Yes	Yes	Yes	\$96,750.00
Infinity Tech Group	Yes	Yes	Yes	\$102,493.00
Technology Solutions Unl.	Yes	Yes	Yes	\$117,609.00

IDS recommends award of the Meadows Addition Structured Cabling project be awarded to Moss Audio in the amount of \$87,762.07. The project is within the established budget for the scope of the bond projects.

IDS also recommends a district managed contingency of \$17,553. This is 20% of the award based on potential modifications that may be necessary due to delays in construction.

The total award for this project is \$105,315.07

COMMENTS FROM THE AUDIENCE

There one (1) comment from the audience this evening expressing her sincere gratitude for all that the administration and the Board has done for the past couple of years and continues to do.

ACTING SUPERINTENDENT REPORT

Dr. RJ Webber, Acting Superintendent and Assistant Superintendent for Academic Services, expressed his gratitude to the parent and our kids. He stated that they are being asked for a lot as well right now and we will find where we need to get to. Dr. Webber said when he thinks of our administrators, our teachers that gratitude means a tremendous amount after the past two years. He mentioned that we will continue to do it as well because it is just how we are wired. Dr. Webber sent so much love to everybody out there, to your families through this difficult week and he appreciates what Dr. Ruskin read.

Dr. Webber reported to the community that we will be going into a closed session to have a conversation about what we are doing, how we protect your children and our staff and to bring some detail with Det. Warren as well. He, again, thanked the people today who came in and gave their all while they left their own kids at home. Dr. Webber stated that people who are coming to keep your kids safe are leaving their kids home.

ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, reported that today was the moment of truth and he was very appreciative of our team and the work that they were able to

do today. He expressed his gratitude to Dr. Webber for taking the lead. Mr. McIntyre stated that his leadership was exceptional. He said that tomorrow, we will have the opportunity to engage in similar conversation with teachers and administrators. Mr. McIntyre mentioned that he is equally excited about those conversations because great work will happen tomorrow as well.

Mr. McIntyre expressed his gratitude to Dr. Ruskin, Jon Zabick, and Julie Warren for stepping up to the plate and getting it done. He stated that he is so proud of everyone and now we are ready to rock and roll.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, expressed his appreciation to the team and the work that they were able to take on. He reported that Dr. Webber's leadership was exceptional. Dr. Kinzer stated that talented and very dedicated administrators stepped up to the plate as they have done for a long time. He said that tomorrow they would have the opportunity to engage in similar conversations with our teacher and our staff. Dr. Kinzer mentioned that he was equally excited about those conversations because great work will happen tomorrow as well. He reported that there is no doubt in his mind that we will be prepared for our students next week.

BOARD COMMUNICATION

Mr. Cook, Board Vice-President, reported that the hockey coach had his 100th win. He stated that that is a milestone that should be celebrated.

Dr. Danielle Ruskin, Board President, reported that she did not want to reiterate what everyone had said, but that she saw amazing work being done today. She stated that it was not just one individual or one leader, but it was a team and that is what is important. Dr. Ruskin said that one of the comments that came out of today was if you noticed yesterday, at school, things were kind of even keel with hills and valleys and people were in shock and just trying to understand how their day was going to look, whether it be staff members or students.

Dr. Ruskin stated then they went home and social media can make things spiral out of control especially for teenagers and things got real ramped up and by the evening things were in the space where kids' anxiety and staff members' and parents' anxieties were extremely high.

She mentioned that she has been watching very closely Mike Bouchard's news conferences and he is doing an exceptional transparent job of sharing information with the community and today he shared a few things. Dr. Ruskin reported that he said it is important to remind your kids that social media comments of things that they think are funny and putting things on social media is not funny. She stated that making a threat because you may think you will not have to go to school the next day is problematic. She stated that the prosecutor was there and she was very stern and said that it is a 20-year felony, so a 12, 13, or 14, or 16 year olds who makes a slight mistake, can impact their lives forever.

Dr. Ruskin said that it is important for parents to have these conversations and those are good reminders and that is part of our role as people who raise these children in our community to just remind them of those things. She mentioned that one of the other facts he made really clear because the social media did spiral out of control, where people are sharing screenshots and things like that, is he does not want to detour people from sharing, but sharing them amongst each

other and individuals is not helpful. Dr. Ruskin stated that it is causing this situation and this fear and this agony for parents and children. She reported that those are two (2) things that we can use as a community in to potentially help make sure things are moving along in a positive space.

Mrs. Murphy, Board Trustee, reported that parents need to be their kids' frontal lobes right now because their frontal lobes are not developed. She stated that they do not have that ability to make that judgement to discern for themselves until they are 24 to 26. Mrs. Murphy said that if they are vacillating back and forth as to whether it is good or bad, encourage them to come to you to help them give them a good sense of whether it is something that should or could be done. She mentioned just having that open dialogue and letting them know that you understand.

Mrs. Roney, Board Trustee, reported that she was watching a lot of conferences, too and the Oakland County Sherriff and most law enforcement agencies offer gun locks for free, so if you have one they will help you.

CLOSED SESSION

It was moved by Mr. Mena and supported by Mrs. Murphy the Novi Community School District Board of Education move into a Closed Session to discuss District land.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Roney, and Mrs. Hood

Nays: 0

ADJOURNMENT

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

Ayes: 7 Dr. Ruskin, Mr. Cook, Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Roney, and Mrs. Hood

Nays: 0

MOTION CARRIED

The meeting adjourned at 8:31 p.m. The next regular meeting of the Board is scheduled for December 2, 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



Minutes of a Work Session, December 2, 2021
Novi Community School District
Board of Education

A Work Session of the Board of Trustees of Novi Community School District was held Thursday, December 2, 2021, beginning at 8:03 PM.

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

Absent:

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

TOPIC(S) DISCUSSED

The Board discussed committee assignments and officers for the 2022 year.

No action was taken by the Board at this meeting.

The Work Session adjourned at 8:31 PM. The next regular meeting of the Board is scheduled for December 16, 2021 at 7:00 PM, at the Educational Service Building.

Willy Mena, Secretary

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



Minutes of a Closed Session, December 2, 2021
Novi Community School District
Board of Education

A Closed Session of the Board of Trustees of Novi Community School District was held Thursday, December 2, 2021, beginning at 8:37 PM.

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

Absent:

Others Present: Dr. RJ Webber, Mr. Gregory McIntyre, Dr. Kinzer, and Det. Julie Warren

TOPIC(S) DISCUSSED

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, Pursuant to Section 8(k) of the Open Meetings Act, the Board will move into a closed session to address potential threats to the safety of students and staff. (MCL 15.268(k)).

The Board moved into a closed session to school safety.

No action was taken by the Board at this meeting.

The Closed Session adjourned at 9:58 PM. The next regular meeting of the Board is scheduled for December 16, 2021 at 7:00 PM, at the Educational Service 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
December 16, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND FINANCE

TOPIC: Anonymous Donation

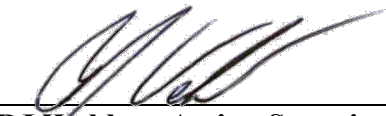
The Novi Community School District is in receipt of an anonymous donation for \$15,001.
The anonymous donor would like the funds to be used for the following purposes:

Department/Program	Impact	Estimate Cost
Physics	Purchase Vernier Track and Cart System With five physics teachers, this system is essential for classroom instruction Currently system can only support four teachers	\$1,000
Band	Purchase music stands and music for solo and ensemble performances	\$1,000
Scholarship	Support any graduating Senior with a 2.5 GPA or higher that plans to become an educator at the primary or secondary level with (2) \$1,000 scholarships and (1) \$1,000 scholarship for Spec Ed Educator	\$3,000
Football Program	Purchase headsets for game day communication	\$7,000
Special Education	Purchase coffee/snack cart to be used on the Novi 4 All Mobile Market Meet the needs of 30 transition students academically and socially Other	\$3,000 \$1
Total		<u>\$15,001</u>

RECOMMENDATION:

That the Novi Community School District Board of Education accept and approve the anonymous donation of \$15,001.00, for the purposes listed above, with thanks and gratitude.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



RJ Webber, Acting Superintendent

NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
OFFER OF GIFT TO SCHOOL DISTRICT

The following is offered as a gift to the Novi Community School District:

DONATED BY: **Anonymous Donor**
Name of Organization/Individuals

DONATED TO: **Novi Community School District**
Specify School/Department

25345 Taft Road
Address

Novi, MI 49374
City/State/Zip

Immediately
December 16, 2021

DESCRIPTION: **\$15,001.00**

PURPOSE AND/OR INTENDED USE:

Department/Program	Impact	Estimate Cost
Physics	Purchase Vernier Track and Cart System With five physics teachers, this system is essential for classroom instruction Currently system can only support four teachers	\$1,000
Band	Purchase music stands and music for solo and ensemble performances	\$1,000
Scholarship	Support any graduating Senior with a 2.5 GPA or higher that plans to become an educator at the primary or secondary level with (2) \$1,000 scholarships and (1) \$1,000 scholarship for Spec Ed Educator	\$3,000
Football Program	Purchase headsets for game day communication	\$7,000
Special Education	Purchase coffee/snack cart to be used on the Novi 4 All Mobile Market Meet the needs of 30 transition students academically and socially Other	\$3,000 \$1
Total		\$15,001

* Novi Community School District takes no responsibility in estimating the fair market value of this gift for tax purposes.

This gift is offered with the knowledge that upon acceptance it becomes the property of Novi Community School District and is subject to the same controls and regulations that govern the use of all school owned property. It is also understood that the Board of Education may refuse at its discretion the acceptance of this gift.

Accepted by the Board of Education

December 16, 2021

Date

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
December 16, 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>
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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>
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Lee, Agnes	OH	2 nd Grade Teacher	Retired	12-17-21
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Malbon, Jody	ESB	Payroll Manager	Resigned	01-07-22
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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>
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Ellies, Mary	VO	3 rd Grade Teacher	LOA #1-Child Care	01-03-22 to 06-30-22
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RECOMMENDATION: That the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Steven M. Matthews, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
December 16, 2021**

SUPERINTENDENT OF SCHOOLS

TOPIC: Administrative Hire

Dr. Steve Matthews, Superintendent, recommends the following administrative hire:

Name: Melissa Lane
Building: Deerfield
Assignment: Principal
Reason: New hire
Effective Date: 1/31/2022

Dr. Julie Bedford, principal of Deerfield Elementary School, informed the Superintendent of her intent to retire in October 2021.

Several steps were taken to develop an understanding of the needs of Deerfield. Staff and parents both had an opportunity to give a perspective of what qualities were needed in the next principal of Deerfield. Cabinet also considered the position and the needs of the students and staff.

The initial posting generated almost 80 applicants.

Based on our online pre-screener, 11 candidates were selected for the first round of telephone interviews. These interviews were conducted by Dr. Kinzer. From that screening, six (6) were selected for in-person interviews before a panel of district administrators, Deerfield staff, and Deerfield parents. One (1) of the six (6) candidates was an internal Novi teacher.

The committee recommended three candidates to the Superintendent.

The Superintendent interviewed the three candidates on Tuesday, November 23rd. Based on these interviews, the panel interview, the leadership profile developed through HumanEX, and discussions with Cabinet, Melissa Lane is recommended to be the next principal of Deerfield Elementary School.

Ms. Lane began her educational career as an elementary teacher in the Birmingham Public Schools, where she taught first, second, and third grades. After teaching for 11 years, Ms. Lane was assigned the position of Instructional Specialist at Pembroke Elementary School in Birmingham, where she provided direct instructional support to teachers as well as district wide professional development.

In 2017, Ms. Lane was selected to serve as principal at North Road Elementary School in the Fenton Area Public Schools. As a principal in Fenton, Ms. Lane has successfully led her school in developing strong instructional practices centered on data and research-based pedagogy.

Ms. Lane demonstrated a deep knowledge of teaching and learning, supporting students, working with parents, and supporting staff. Most importantly, she clearly articulated her deep concern for and support for students. Ms. Lane is knowledgeable of MTSS, understanding data, developing teams, and supporting all the students in her care, as the building principal.

Ms. Lane is a proven leader and will serve the Deerfield community well.

RECOMMENDATION:

That the Novi Community School District Board of Education approve Melissa Lane as the new principal for Deerfield Elementary School.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Steven M. Matthews, Superintendent

**BOARD OF
EDUCATION
NOVI COMMUNITY SCHOOL
DISTRICT NOVI, MICHIGAN
December 16, 2021**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi Meadows Addition and Renovation Structure Cabling Project

IDS worked with the district technology staff, building administration, TMP, and Oakland Schools Technology to determine the structured cabling system for the Novi Meadows addition. The cabling acquired and installed will provide the necessary infrastructure for classroom and office data, wireless access, security cameras, and electronic signage.

On Tuesday November 9, at 2:00 PM, the received bids were opened and publicly read. The six firms that submitted bids were: Amcomm Telecommunications, Capricorn Diversified Systems, Complete Interactive Technologies, Infinity Technology Group, Moss Audio, and Technology Solutions Unlimited.

The base bid received were:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Moss Audio	Yes	Yes	Yes	\$87,762.07
Complete Interactive Tech.	Yes	Yes	Yes	\$90,492.83
Amcomm Telecomm.	Yes	Yes	Yes	\$94,500.00
Capricorn Diversified	Yes	Yes	Yes	\$96,750.00
Infinity Tech Group	Yes	Yes	Yes	\$102,493.00
Technology Solutions Unl.	Yes	Yes	Yes	\$117,609.00

IDS recommends award of the Meadows Addition Structured Cabling project be awarded to Moss Audio in the amount of \$87,762.07. The project is within the established budget for the scope of the bond projects.

IDS also recommends a district managed contingency of \$17,553. This is 20% of the award based on potential modifications that may be necessary due to delays in construction.

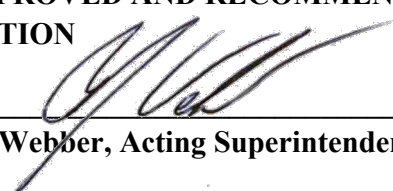
The total award for this project is \$105,315.07.

This comes before the Board tonight for information and Discussion and will come back for approval at the December 16, 2021 Regular Board meeting.

RECOMMENDATION:

That the Novi Community School District Board of Education award the Novi Meadows Addition Structured Cabling project to Moss Audio in the amount of \$87,762.07 and approve the recommended district managed contingency of \$17,553 for a project total of \$105,315.07.

**APPROVED AND RECOMMENDED FOR BOARD
ACTION**



RJ Webber, Acting Superintendent

November 23, 2021

Mr. Gregory McIntyre
Novi Community School District
Assistant Superintendent of Business and Operations
Educational Services Building
25345 Taft Road
Novi, MI 48347

Project Name: Novi Community School District
Structured Cabling
Novi Meadows Addition and Renovation
Novi, Michigan

IDS Project No.: 19244-1000 BP04

Dear Mr. McIntyre

As part of the 2019 School Bond approved by the Novi community, plans and specifications were developed to acquire and install the structured cabling system for the Novi Meadows Addition. This project includes the installation and appropriate termination of Category 6 and fiber optic cabling in the new addition at Meadows Elementary School. The request for proposals (RFP) was issued on Tuesday, October 19, 2021.

IDS worked with the district technology staff, building administration, TMP, and Oakland Schools technology staff to determine the structured cabling needs for the addition at Meadows. The cabling acquired and installed will provide the necessary infrastructure for classroom and office data, wireless access, security cameras, and electronic signage.

On Tuesday, November 9 at 2:00 PM received bids were opened and publicly read. Six firms submitted bids: Amcomm Telecommunications, Capricorn Diversified Systems, Complete Interactive Technologies, Infinity Technology Group, Moss Audio, and Technology Solutions Unlimited.

Received base bids were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Moss Audio	Yes	Yes	Yes	\$87,762.07
Complete Interactive Tech.	Yes	Yes	Yes	\$90,492.83
Amcomm Telecomm.	Yes	Yes	Yes	\$94,500.00
Capricorn Diversified	Yes	Yes	Yes	\$96,750.00
Infinity Tech Group	Yes	Yes	Yes	\$102,493.00
Technology Solutions Unl.	Yes	Yes	Yes	\$117,609.00

There were no mandatory alternates in this bid.

The RFP design allowed vendors to submit proposals that utilized a variety of approved manufacturers' products to provide a system that meets the districts desired outcomes. The RFP also requested that the vendor extend bid pricing for 24 months after the date of substantial completion. This will allow the district to use bid pricing on subsequent projects such as the Meadows renovation phase, the High School, and the R.O.A.R building.

Interviews were conducted with four vendors based on compliant bids.

The apparent low bidder, Moss Audio, met the requirements of the project as specified and designed. References for the proposed solutions were contacted and considered in the evaluation process. Due to supply-chain shortages, vendors are wary of their ability to maintain pricing over an extended period. With this bid, Moss Audio agrees to limit price increases to the lesser of their actual materials cost or 10% over the next 24 months.

IDS recommends award of the Meadows Addition Structured Cabling project be awarded to Moss Audio in the amount of \$87,762.07. The project is within the established budget for the scope of the bond projects.

IDS also recommends a district managed contingency of \$17,553. This is 20% of the award based on potential modifications that may be necessary due to delays in construction.

The total award for this project is \$105,315.07

Thank you for your attention to this matter. If you need further assistance, please contact me.

Sincerely,

Integrated Design Solutions, LLC



Matt McCarty, PMP
Project Manager

cc: File

ec: A. Locricchio, NCSD
J. Mozdierz, NCSD
G. Kinzer, NCSD
K. Donnelly, PM

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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL
DISTRICT NOVI, MICHIGAN**
December 16, 2021

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi Theatrical Drapery and Rigging Replacement

On Thursday November 18, 2021, at 1:00 PM, sealed bids were received and publicly open. In attendance were representatives from the Novi Community School District, McCarthy & Smith, Inc., TLS Sales, Inc., and interested bidders. It was determined that seven of the District buildings warranted replacement of theatrical drapery and rigging due to deterioration of the fabrics' fire retardant properties, over the years.

The project team conducted post bid interviews and based on the project team's review of the proposals and bidders, they are recommending the following to Novi Community School District for contract award:

Bid Division 134: Theatre & Stage Rigging

Mr. Patrick Burns

North Coast Studios, Inc.

29181 Calahan Rd.

Roseville, MI 48066

Base Bid	\$ 123,637.00
Allowance	\$ 20,000.00
PLM Bond (CIA Financial)	<u>\$ 3,263.00</u>
TOTAL	\$ 146,900.00

AWARD RECOMMENDATION AMOUNT: \$146,900.00

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



RJ Webber, Acting Superintendent



December 8, 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 #9 – Theatrical Drapery & Rigging (Elementary Buildings,
Middle School and High School)**

SUBJ: Contract Award Recommendation

Dear Mr. McIntyre,

On Thursday, November 18th, 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, McCarthy & Smith, Inc., TLS Sales, Inc., and interested bidders. Bids were opened, recorded, and tabulated through a zoom meeting.

Through inspection, it was determined that seven building warranted replacement of theatrical drapery and rigging due to deterioration of the fabrics fire retardant properties over the years.

The project team conducted post bid interviews with the each of the following, qualified bidders, for the bid division listed below. 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 recommendation to Novi Community School District for contract award:

Bid Division 134: Theatre & Stage Rigging

Mr. Patrick Burns

North Coast Studios, Inc.

29181 Calahan Rd.

Roseville, MI 48066

Base Bid	\$	123,637.00
Allowance	\$	20,000.00
PLM Bond (CIA Financial)	\$	3,263.00
TOTAL	\$	146,900.00

AWARD RECOMMENDATION AMOUNT: \$146,900.00

I trust the above recommendation meets the approval of the administration and the Board of Education. I will attend the December 16, 2021 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
Sandra Brasil, Novi Community School
District
Kevin Donnelly, Plante Moran Cresa

Bill McCarthy, McCarthy and Smith, Inc.

Kyle Callus, McCarthy & Smith, Inc.

Novi Community School District 2019 Bond Issue
 BP#9 Novi Theatrical Drapery & Rigging
 Prepared by McCarthy & Smith, Inc. Bids Received on November 18th, 2021
 Project Location: Novi, MI, United States of America
 Date : 12/16/2021

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 134: Theatre & Stage Rigging	North Coast Studios, Inc.	\$146,900	\$3,263	2	\$126,900	\$165,000	TLS Sales Inc. 3313 Yellowstone Dr, Ann Arbor, MI 48105, USA
Total Bids with Bond		\$146,900	\$3,263	2	\$ 126,900.00	\$165,000	
Total Bond Budget for Novi Theatrical Drapery & Rigging		\$170,000					
VARIANCE		\$23,100					