



**Minutes of a Regular Meeting, December 16, 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 16, 2021, beginning at 7:01 PM.

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

Absent: Mr. Cook, Mr. Smith, Mrs. Roney

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 Mrs. Hood by that the Novi Board of Education approve the agenda as amended, moving the closed session to the work session agenda.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mrs. Murphy, and Mrs. Hood

Nays: 0

MOTION CARRIED

REPORTS TO THE BOARD

Fall Bond 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, Kevin Donnelly, of Plante Moran CRESA, presented an update on the Fall Bond Program.

Overview of NCSD Response, ALICE Protocols, and Preparation for Return

At the December 2, 2021 Board meeting, Dr. RJ Webber, Acting Superintendent and Assistant Superintendent for Academics Services, Dr. Gary Kinzer, Assistant Superintendent of Human Resources, and Mr. Greg McIntyre, Assistant Superintendent of Business and Operations presented a status update in response to the Oxford School District Event. They described in detail the emotional health and safety discussions that took place with all District administrators and explained the discussions that were to continue the following day.

Tonight, Dr. Webber gave an overview of the three (3) day discussions and training that took place and gave a snapshot of the District's response to school safety.

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 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

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

Ayes: 4 Dr. Ruskin, Mr. Mena, Mrs. Murphy, and Mrs. Hood

Nays: 0

MOTION CARRIED

ACTION ITEMS

Personnel Report A

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>
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B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Lee, Agnes	OH	2 nd Grade Teacher	Retired	12-17-21
Malbon, Jody	ESB	Payroll Manager	Resigned	01-07-22

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Ellies, Mary	VO	3 rd Grade Teacher	LOA #1-Child Care	01-03-22 to 06-30-22

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

Ayes: 4 Dr. Ruskin, Mr. Mena, Mrs. Murphy, and Mrs. Hood

Nays: 0

MOTION CARRIED

Personnel Report B

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.

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

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

Ayes: 4 Dr. Ruskin, Mr. Mena, Mrs. Murphy, 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: 4 Dr. Ruskin, Mr. Mena, Mrs. Murphy, and Mrs. Hood

Nays: 0

MOTION CARRIED

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

It was moved by Mr. Mena and supported by Mrs. Murphy 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.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mrs. Murphy, and Mrs. Hood

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

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)	\$ 3,263.00
TOTAL	\$ 146,900.00

AWARD RECOMMENDATION AMOUNT: \$146,900.00

COMMENTS FROM THE AUDIENCE

There no comments from the audience.

ACTING SUPERINTENDENT REPORT

Dr. RJ Webber, Acting Superintendent and Assistant Superintendent for Academic Services, expressed his gratitude to everyone. He reported that the past two (2) and a half weeks has been very difficult. Dr. Webber stated that it was one of our communities that was very close to some of you. He said that every time we drop our kids off at school, we believe that they are going to have a great day and come back and that did not happen in Oxford. Dr. Webber mentioned that many of you prayed, sent love and care towards that community and he just wanted to say, as a public educator, thank you.

Dr. Webber reported that he watched the Oxford School Board meeting two (2) nights ago. He stated that the administrators, school board members, counselors who had the grace to take the anger and the frustration of some of the community members is really a testament. Dr. Webber said that school board members are not paid any money. He mentioned that they live in the community, go to the bakery, go to the grocery store, and his heart went out watching that Board meeting.

Dr. Webber reported how they did what a representative democracy should do, which is interact with each other. He stated that he thought that in some of our worst moments we can find some of our best moments of who we are.

Dr. Webber said that for the teachers, kids, and everyone, he was going to really enjoy the next two (2) weeks like he never enjoyed them before. He mentioned that he could not thank the people in the room and everyone in the district enough for the past few weeks. Dr. Webber remarked that he had never seen anything like it and the way that everyone came together as a community was a beautiful thing about our country and about public education. He wished everyone a great holiday season.

ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, stated that to build upon what Dr. Webber had been saying, what an amazing team we have here. He said that he was glad Dr. Ruskin had a chance to witness what he has been with since he has been here and that is the amazing administration, teachers, and support staff. Mr. McIntyre expressed his gratitude to everyone for the.

Mr. McIntyre reported that we had a family loss in the transportation department and he went over there. He thanked Dr. Webber and Darby Hoppenstedt for setting up counseling. Mr. McIntyre stated that there were about 14 or 15 of us and they really needed that. He said there was a lot of sharing, a lot of tears, and a lot of reflecting and some of it hit home. Mr. McIntyre mentioned that at the end of the 45 minutes, they ended up in a better place and it was much needed.

Mr. McIntyre reported that it has been a pretty tough year and he wanted to wish everyone a happy holidays. He stated to the Board, thank you for your support throughout the entire year. Mr. McIntyre said to his cabinet teammates, and hopefully Dr. Matthews is watching, to all of his co-workers, the entire Novi community, and all of the parents who came in at night, wrote emails,

we advocate for their kids. He sent his thanks to all and to all of the kids, just have a happy holiday season. Mr. McIntyre said let us come back in January rejuvenated and get at it again.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, extended his best wishes to the entire school community, our administrators, our teachers, our staff members, the Board, and the entire community. He said, enjoy a restful break. Dr. Kinzer stated that he is looking forward to coming back in the new year and said thank you.

BOARD COMMUNICATION

Mrs. Murphy, Board Trustee, stated that she really hopes that people can use this time to regroup and restore and all of those things that we need so desperately, periodically throughout the year, especially now. She said that she hopes people would be able to enjoy their families, hug their kids a lot, even if they do not want to be hugged, and just enjoy the time together.

Mr. Mena, Board Secretary, reported that there is a basketball tournament at the high school, coming on Tuesday. He stated that they are hosting a five-team basketball tournament. Mr. Mena said that the exciting news is, if anyone has ever spent time in the performance gym, the sound system there is horrible, the new sound system is supposed to ship, from Daktronics, tomorrow. He mentioned that they are going to try to get it installed during the holiday. Mr. Mena wished everyone a really great holiday.

Mrs. Hood, Board Treasurer, wished everyone a happy holiday and happy two-week break. She reported that she was thinking about the report they had tonight and when she was leaving home to come here, she had a moment of anxiety. Mrs. Hood stated that she is so exhausted thinking about this and she is just a spectator.

Mrs. Hood said that she is so grateful and thankful for all of the people who interact with our kids and really across Oakland County. She mentioned to get up in the morning, come here, and be ready for those little faces looking at them is something that she could not imagine having to do. Mrs. Hood expressed her double thanks for all.

Dr. Danielle Ruskin, Board President, thanked Dr. Webber, as the acting superintendent, with his cabinet. She reported that the three (3) of them have been just remarkable, the communication. Dr. Ruskin stated she knows that Dr. Matthews has been sorely missed and he had no idea when he planned his surgery that this would be the next crisis at hand. She said that she knows they (the cabinet members) have been in communication with him, but she thanked them for their work, their transparency, and their communication with all of them and the community. Dr. Ruskin mentioned that it has been fantastic, in a time where things are extremely challenging.

Dr. Ruskin reported she had the opportunity to watch the school Board meeting. She stated that although it was heartbreaking to see the angst, the wanting to find fault, and all of that, she felt that as a whole the Oxford Community was so impressive. Dr. Ruskin said the parents, even in moments of extreme anger, went up and shared that in a professional way, just to communicate. She mentioned that the Board members and superintendent, in Oxford, know that they are in crisis and doing the absolute best that they can for the moment.

Dr. Ruskin reported that she shared with cabinet that with every tragedy there is opportunity and there is so much to be learned, so that we can figure out what our next plan of action is and what we need to do to continue to improve. She stated that she is looking forward to a two (2) week break with her kids and looking forward to January, when we come back. Dr. Ruskin mentioned that it is not going to be all roses and we are going to be back taking care of the situation at hand, but hopefully the rest and relaxation of the children and staff will bring some comfort and we will be ready to go again. She thanked everyone who sits here, listens and participates and is part of that circle that Dr. Webber shared.

ADJOURNMENT

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

Ayes: 4 Dr. Ruskin, Mr. Mena, Mrs. Murphy, and Mrs. Hood

Nays: 0

MOTION CARRIED

The meeting adjourned at 8:40 p.m. The next regular meeting of the Board is scheduled for January 6, 2022 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