



**Minutes of a Regular Meeting, January 6, 2022
Novi Community School District
Board of Education**

A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, January 6, 2022, beginning at 7:01 PM.

Present: Dr. Ruskin, Mr. Mena, Mrs. Murphy, Mr. Cook, Mr. Smith, 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. Smith that the Novi Board of Education approve the agenda as presented.

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

Nays: 0

MOTION CARRIED

NATIONAL SCHOOL BOARD MONTH RESOLUTION

Whereas, Michigan is home to more than 600 board of educations that work to enrich the lives of Michigan's students through education and directly influence instruction in Michigan's public schools; and,

Whereas, Article VIII, Section 2 of the Michigan Constitution of 1963 states that providing for the education of Michigan's children is a fundamental duty of state government; and,

Whereas, local school board members represent their community to ensure that educational opportunities are provided to the children and young adults in their community that will advance student achievement in the schools and communities in which they serve; and,

Whereas, during this month, we join with the Michigan Association of School Boards, Michigan Department of Education, local school districts and community organizations to recognize and raise awareness of the countless efforts and contributions of local school boards and school board members throughout Michigan;

NOW, THEREFORE, be it resolved that we, the Novi Community School District, do hereby proclaim the month of January 2022 as Local School Board Month; and honor the contribution of Novi Community School District school board members:

- a) Danielle Ruskin
- b) Paul Cook
- c) Willy Mena

- d) Kathy Hood
- e) Tom Smith
- f) Bobbie Murphy
- g) Mary Ann Roney

ELECTION OF OFFICERS

The Board of Education elects officers annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the first meeting in January.

At a Board Work Session, held on Thursday, December 16, 2021, all Board members discussed the Board committees and officer positions.

RECOMMENDATION:

That the Novi Board of Education elects the following officers for 2022 for the positions of:

- | | |
|------------------|----------------------------|
| • President | <u>Dr. Danielle Ruskin</u> |
| • Vice President | <u>Paul Cook</u> |
| • Secretary | <u>Willy Mena</u> |
| • Treasurer | <u>Kathy Hood</u> |

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

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

Nays: 0

MOTION CARRIED

BOARD COMMITTEE APPOINTMENTS

The Board President may identify Board members, or Board members may express an interest, for committee appointments or representation as Board liaisons. At a Board Work Session, held on Thursday, December 16, 2021, all Board members discussed the Board committees and officer positions. Board committee opportunities include:

- Novi Educational Foundation Liaison – meets the third Monday evening of the month;
- Community Education Liaison – meets the first Wednesday early morning of the month;
- OCSBA Government Relations Committee Liaison – meets on the first Wednesday of each month;
- Standing Committees:
 - Capital Projects Committee
 - Curriculum Committee
 - Finance Committee
 - Governance and Policy Committee
 - Diversity, Equity, & Inclusion (DEI) Committee (will meet quarterly)

APPOINTMENTS:

Liaisons:

Novi Educational Foundation - Kathy Hood

Community Education- Tom Smith
OCSBA - Mary Ann Roney

Capital Projects: Willy Mena (chair), Paul Cook, Tom Smith
Curriculum: Bobbie Murphy (chair), Mary Ann Roney, Willy Mena
Finance: Kathy Hood (chair), Mary Ann Roney, Danielle Ruskin
Governance and Policy: Tom Smith (chair), Paul Cook, Willy Mena
Diversity, Equity, & Inclusion: Bobbie Murphy, Kathy Hood, Danielle Ruskin *Chair TBD*

2022-2023 BOARD MEETING SCHEDULE

A tentative 2022-2023 Board of Education Meeting schedule is presented tonight for review and discussion with these meetings being held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374. The tentative schedule includes proposed dates for the Board Workshops.

It was moved by Mrs. Roney and supported by Mrs. Murphy that the Novi Community Schools Board of Education approve the 2022-2023 Board of Education Meeting calendar as presented.

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

Nays: 0

MOTION CARRIED

COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There were no comments from the audience related to agenda items.

CONSENT AGENDA ITEMS A

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 16, 2021
- B. Approval of Field Trip(s)
 - a. Michigan Music Conference

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

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

Nays: 0

MOTION CARRIED

CONSENT AGENDA ITEMS B

The Board shall, at the organizational meeting:

A. Designate depositories for school funds:

The Novi Community School District currently has accounts and investments with the following banks:

<u>BANK</u>	<u>ACCOUNT</u>
Fifth Third Bank	General Fund Checking
	Debt Fund Checking
MILAF/Fifth Third	Bond Funds
Huntington Bank	Money Market Account
CIBC Bank USA	Money Market Account
Comerica Bank	Money Market Account
Chemical Bank	Money Market Account

The Novi Community School District currently uses the following banks for purchase of investments and the ability to wire money to and from the following banks:

Bank of America	Flagstar Bank
Bank of New York Mellon	Huntington Bank
CIBC Bank USA	JP Morgan Chase Bank
Citizens Bank	Level One Bank
Comerica Bank	PNC Bank
Fifth Third Bank	TCF Bank
	Washington Trust Bank

B. Designate those persons authorized to sign checks, contracts, agreements, and purchase orders:

The Novi Community School District Board of Education currently authorizes the Assistant Superintendent of Business and Operations to sign checks; the Superintendent or designee to sign contracts, and agreements; and the Assistant Superintendent of Business and Operations to sign purchase orders.

C. Designate those persons authorized to use the safe deposit box:

The Novi Community School District Board of Education currently does not have a safe deposit box.

D. Determine fee charged to individuals who request notice of Board meetings:

The Novi Community School District Board of Education currently does not charge a fee.

E. Designate an administrator to assume the specified responsibilities of the Treasurer and/or of the Secretary:

The Novi Community School District Board of Education currently designates the Assistant Superintendent of Business and Operations to assume the specified responsibilities of the Treasurer.

The Novi Community School District Board of Education currently designates the Executive Assistant to the Superintendent to assume the specified responsibilities of the Recording Secretary.

F. Designate the Electronic Transfer Officer (ETO):

The Novi Community School District Board of Education currently designates the Assistant Superintendent of Business and Operations as the Electronic Transfer Officer (ETO).

G. Designate a law firm to represent the School Board:

The Novi Community School District Board of Education designates Thrun Law Firm to represent the District administration and Miller Johnson (formerly Lusk Albertson) to represent the Board of Education.

H. Designate a day, place and time for regular meetings which shall be held at least once every month:

The Novi Community School District Board of Education currently designates a minimum of two (2) Thursdays a month for their meetings to be held at the Educational Services Building, located at 25345 Taft Road, Novi, Michigan 48374, at 7:00 PM. All dates and times are posted on the Novi Community School District website.

It was moved by Mrs. Murphy and supported by Mr. Cook that the Novi Community Schools Board of Education accept Consent Items A through H as presented.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mrs. Murphy, Mr. Cook, Mr. Smith, 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>
Brown, Amy	OH	2 nd Grade Teacher	New Hire	BA+15	TBD
Dinsmore, Julie	ESB	Payroll Manager	New Hire		01-07-22

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Anglin, Alice	HS	Food Science Teacher	Resigned	01-03-22
Gaylord, Kelsey	District	ELD Teacher Leader	Resigned	12-17-21
McGill, Tami	VO	Special Ed Para	Resigned	01-07-22

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Stotler, Timothy	HS	Special Ed Para	LOA #2-Health	01-03-22 to 06-10-22
Weinert, Ashley	District	Psychologist	LOA #1-Child Care	11-22-21 to 06-10-22

It was moved by Mr. Mena 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. Mena, Mrs. Murphy, Mr. Cook, Mr. Smith, Mrs. Roney, and Mrs. Hood

Nays: 0

MOTION CARRIED

Bid Package #9 - 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

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Community School District Board of Education, award the contract as presented above for a total project cost of \$146,900.00.

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

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

Proposed Refunding – 2014 School Building and Site Bonds, Series I

The Novi Community School District is presenting a Bond Authorizing Resolution to be adopted by the Board. The purpose of this Bond Authorizing Resolution is to aggregate the principal amount of not to exceed Thirty Million Dollars (\$30,000,000), as finally determined upon sale thereof, for the purpose of refunding all or a portion of the Issuer's outstanding 2014 School Building and Site Bonds, Series I, dated June 19, 2014.

The bond refunding team is comprised of the following:

Bond Underwriter - Stifel Nicolaus & Company
Financial Advisor – PFM Financial Advisors LLC
Bond Counsel - Thrun Law Firm

The proposed Resolution is submitted to the Board of Education tonight for information and discussion, with approval at the next meeting of the Board of Education on January 20, 2022.

2022 School Building and site bonds, Series II

The Novi Community School District is presenting a Bond Authorizing Resolution to be adopted by the Board. The purpose of this Bond Authorizing Resolution is to aggregate the principal sum of not more than Fifty-Five Million Dollars (\$55,000,000) for the purpose of funding a portion of the Bond Project. The Bonds shall be designated 2022 School Building and Site Bonds, Series II.

The bond refunding team is comprised of the following:

Senior Bond Underwriter - Stifel Nicolaus & Company
Financial Advisor – PFM Financial Advisors LLC
Bond Counsel - Thrun Law Firm

The proposed Resolution is submitted to the Board of Education tonight for information and discussion, with approval at the next meeting of the Board of Education on January 20, 2022.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

SUPERINTENDENT REPORT

Dr. Steve Matthews, Superintendent of Schools, expressed his appreciation to Dr. Webber, Dr. Kinzer, Mr. Greg McIntyre and the administrative team for stepping in for him over the last month, while he was out due to shoulder surgery. He reported that they have earned his confidence as they have worked together over several years, 11 years, in the District. Dr. Matthews stated that their commitment to our staff and students was demonstrated as they stepped into an unexpectedly difficult situation, during December. He expressed his appreciation for their leadership. Dr. Matthews said they provided exemplary leadership for our school District.

Dr. Matthews mentioned that as we are aware, the COVID situation continues to provide us with unexpected opportunities in the District. He reported that we are trying to navigate a tight window of keeping our students in school and safe, even as COVID cases increase. Dr. Matthews stated that our students benefit from being in school, however we recognize that we must attend to the impact of COVID as well.

He said that student absences are higher than typical right now, ranging between 10 and 15 percent of our student population. Dr. Matthews mentioned that means that 85% of our students have been in school every day this week, so we will continue to monitor and adjust as we move forward, recognizing the needs of our buildings will dictate how we move forward. Dr. Matthews reported that at this point, we feel confident that we are able to navigate through the situation that we currently find ourselves in.

Dr. Matthews stated that finally, winter is upon us, so he encouraged everyone to have patience as more parents are driving students to and from school each day. He said that waiting in line is not fun, but together we can keep our students and each other safe.

ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, reported that he wanted to make the Board aware of the January Consensus Revenue Estimating Conference. He stated that it will be next Friday, January 14, at 9:00 AM. Mr. McIntyre said for those of you who do not have the link, it will be sent out to you so you can participate if you want and it will be a fun-filled day watching this.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that as it is National School Board Month, he would like to take the opportunity to thank each of the Board members in the challenging times like these. He stated that it is essential to have outstanding Board leadership and we are fortunate to have that. Dr. Kinzer thanked the Board for their contributions to the District and he looks forward to more of them.

Dr. Kinzer said that our third Mentee Monday Professional Development Session of the year will be on Monday. He mentioned that it will be a virtual session and our Instructional Coaches will be presenting to our new teachers. Dr. Kinzer reported that they will be sharing their services that they offer as well as a new professional development model that they developed. He stated that they will be rolling that out for our new teachers.

Dr. RJ Webber, Assistant Superintendent for Academic Services, reported that being School Board Month, he would like to thank our Board, and Boards across the country, for choosing to serve one of the finest public institutions in our country, which is public schools. He stated that growing up in a rural community, where everyone gets together in a space, public schools are that place where communities come together.

Dr. Webber said there is something beautiful about that aspect of public education and one of the great parts of it are the people like you. He mentioned people who are willing to step in, without any type of compensation whatsoever, but wanting to help our community be better. Dr. Webber reported that we do not always agree on everything all the time, but that is essential that we have healthy debates on several things.

Dr. Webber stated that in the past two years with COVID he has seen, not only in Novi, but across the country this month is even more poignant for school board members. He said that he and Dr. Ruskin both watched the school board meeting shortly after the Oxford shooting. Dr. Webber mentioned, how many institutions after something like that, have people who live in the community, go on stage, and answer questions from a community that is hurting and stand in that breach and take it.

Dr. Webber reported that we live in a time where people are still trying to dodge accountability and we have school board members, who do not get paid a dime, show up and say ask me anything you want. He stated, so thank you for that; it is not easy and you do great work for our kids and for our future.

Dr. Webber said that he would like to say, he dropped off his son at Novi Meadows today and as he drove by, Principal Brickey and his teachers were out there. He mentioned that we have a bus driver shortage and obviously a labor shortage and these folks are standing out there in 15-degree

weather, for an hour and a half in the morning, making sure the kids got into school on time. Dr. Webber stated that it is important to realize how many people are genuinely filling in and doing so many different things to make sure that we can open every day.

Dr. Webber reported that he was in an Oakland County High-Risk Response Team meeting yesterday and the question was how COVID impacts what they do and the operation of the courts. He stated, imagine this, and we cannot just leave 30 kids in a room without an adult for six (6) hours. Dr. Webber said, in our business there has to be someone with kids. He said, so for every substitute teacher who answers the call, every bus driver who gets up and comes in, to every hall monitor we have, to everyone who gets up in a very difficult situation so our kids can live the life they deserve, he said thank you.

Dr. Webber thanked the school Board, to each person being at that table, seeing what you do, how much you care, and the grace you have been able to manage over the past two (2) years has been a great model for our kids, so sincerely, thank you.

BOARD COMMUNICATION

Mr. Cook, Board Vice-President, reported that, to add to what Dr. Webber was saying about those that have stepped up, gone out, and helped out, the middle school drop-off, Principal Baker has been out directing traffic with lightsabers because they have a pretty good line with a thousand students coming in at one time. He stated that it literally blocks off another mile and hopefully we can find a resolution to this bus driver issue quickly.

Mr. Cook said that he missed the December 16 meeting because he attended Mrs. Grebinski's last performance, which was awesome. He mentioned that the kids sang their hearts out and from what he has heard, they are a little disappointed that she is not still there.

Mrs. Hood, Board Treasurer, reported that she attended her last Government Relations Committee meeting last night, at the Oakland County School Board. She stated there is a new School Safety Committee that has been formed and she does not know if it is just the House or the House and the Senate in Michigan and Kelly Breen, the House Representative is on that committee. Mrs. Hood encouraged everyone to call her if they have concerns or questions.

Mrs. Hood said she thought that everyone on the Board received an email from Birgit McQuisten, for the Oakland County School Board's Association Dinner, which is next Wednesday, January 19 at 6:00 PM. She mentioned that the topic the speaker will be talking about is the state of the superintendency. Mrs. Hood reported they are calling it the care and feeding of your superintendent. She stated that she wanted to bring this to our attention.

Dr. Danielle Ruskin, Board President, thanked Mrs. Hood for serving in that role and stated that Mrs. Roney will be stepping into that position. She expressed her appreciation for Mrs. Hood and Mrs. Roney's time-consuming commitment, past and present.

Dr. Ruskin stated that she hoped everyone had a great new year. She reported that there has been a lot going on. Dr. Ruskin said there have been holidays where people have experienced

tragedies in their family. She expressed her condolences to Mr. Cook and his family for the loss of his 96-year-old legacy of a father, who served as a school board member.

CLOSED SESSION

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session to discuss the superintendent evaluation.

It was moved by Mrs. Murphy and supported by Mr. Cook that the Novi Board of Education Regular Board move into a Closed Session.

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

Nays: 0

MOTION CARRIED

ADJOURNMENT

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

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

Nays: 0

MOTION CARRIED

The meeting adjourned at 7:40 p.m. The next regular meeting of the Board is scheduled for January 20, 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