



**Minutes of a Regular Board Meeting, November 17, 2022**  
**Novi Community School District**  
**Board of Education**

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A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, November 17, 2022, beginning at 7:00 PM.

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

Absent: Mr. Cook

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

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

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

Nays: 0

**MOTION CARRIED**

CELEBRATIONS

Board members celebrated the staff for the phenomenal way they took care of our kids in a stressful situation and the timely communications that went out. They expressed their gratitude to the staff for their hard work and effort. Board members celebrated Kimberly Sinclair who took upon herself to cook for the thousand kids and it was an amazing feat.

Board members celebrated the phenomenal staff who were involved with the Washington DC trip; shuffling people around because there were not enough rooms. They thanked Megan Barnakas who organized the trip and managed everything with grace and represented our District well.

Board Member celebrated the Saturday, November 5, State Championship Marching Band competitions where Novi Wildcat Marching Band placed fourth above bands that have placed above them in the past. Bands were judged in five (5) categories: music, visual, percussion, auxiliary, and general effect. They mentioned that Novi's percussion placed first and gave our students a shout out.

Board members thanked Jason, Betsy, Chris, and Latasha for running for the school board and for traveling that difficult road of political campaigning. They mentioned that they look forward to welcoming the new trustees and celebrating our outgoing trustees.

CONSENT AGENDA

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.

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

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

Nays: 0

**MOTION CARRIED**

COMMENTS FROM THE AUDIENCE

There were two (2) comments from the audience thanking the NEF and regarding the visitor policy.

DONATIONS

Novi Athletic Boosters

The Novi Athletic Boosters is donating funds to areas of the District’s Athletic Program including: Basketball, Border Cross, Cheer, Hockey, Wrestling, Football, LaCrosse, Track, Baseball, Golf, om, Soccer, Field Hockey, Swim and Dive, and Volleyball, that totaled \$ 39,345.00.

Novi Athletic Boosters		Nov-2022
<b>Winter Grants</b>		<b>\$6,000</b>
Basketball (Boys) - Hudl		\$1,000
Basketball (Girls) - Hudl		\$1,000
Border Cross - Training Equipment		\$1,000
Cheer (Competitive) - Training Equipment		\$1,000
Hockey - Power Skating Lessons		\$1,000
Wrestling - Training Equipment		\$1,000
<b>Board Donations</b>		<b>\$3,000</b>
<i>Monetary donations earned by individuals performing NAB Board duties</i>		
Border Cross		\$250
Field Hockey		\$250
Football		\$500
Hockey		\$500
Lacrosse (Boys)		\$1,250
Track (Boys)		\$250
<b>Committee Donations</b>		
<i>Monetary donations earned by individuals/teams performing NAB Committee duties and/or running Concessions</i>		<b>\$27,490</b>
Baseball (Boys)		\$250
Basketball (Boys)		\$650
Basketball (Girls)		\$700
Border Cross		\$2,000
Cheer (Sideline)		\$2,000
Cross Country (Boys)		\$1,700
Field Hockey (Girls)		\$2,350
Football		\$6,400
Golf (Girls)		\$500
Hockey		\$2,000
Lacrosse (Boys)		\$2,000
Lacrosse (Girls)		\$1,000
Pom		\$900
Soccer (Boys)		\$690
Swim & Dive (Boys)		\$250
Volleyball		\$1,200
Wrestling		\$2,900

School Beautification	\$2,855
Sideline Chairs - Performance Gym NHS	\$2,855

It was moved by Mrs. Murphy and supported by Mr. Mena that the Novi Community School Board of Education accept the donation(s) as presented, with appreciation and thanks.

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

Nays: 0

**MOTION CARRIED**

NEF Grants and Donations

The Novi Educational Foundation (NEF) is presenting their list of donations and grants to the Board of Education in the total amount of \$12, 217.00 as attached.

It was moved by Mrs. Hood and supported by Mrs. Murphy that the Novi Community School Board of Education accept the donation(s) as presented, with appreciation and thanks.

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

Nays: 0

**MOTION CARRIED**

ACTION ITEMS

Personnel Report

Laura Carino, Assistant Superintendent of Human Resources, presented for the Board’s consideration the personnel changes.

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

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

Nays: 0

**MOTION CARRIED**

HS4 Door Access Management System (Maintenance, Transportation, ESB) Report

On Thursday, July 7 2022, the Novi Community School District Board of Education awarded the NCSD District Wide Card Access system contract to LaForge, LLC. The intent of the pricing was to apply to the interiors of the District Buildings.

The project team and LaForce, LLC had developed a project scope with the Novi Educational Services Building, Transportation, Maintenance, and the Meadows Soccer Pavilion for the retrofit existing interior doors. The project team has conducted a cost review of the scope of work and based up that review, they are proposing a contract amendment to be presented tonight and return for approval at the November 20, 2022 Board meeting.

Amend the contract incorporating added scope for buildings listed below, utilizing contracted unit pricing applied to access doors at the following buildings, per the attached cost quotations:

1. ESB, Transportation, Maintenance, Soccer Pavilion (Quote dated 10/26/2022)	\$ 166,830.00
Total this Amendment	\$ 166,830.00

Original Contract Amount	\$ 291,722.00
Previous Amendments	\$ 1,328,842.00
Current Amendment	<u>\$ 166,830.00</u>
Amended Contract Amount	\$ 1,787,394.00

**AWARD RECOMMENDATION AMOUNT: \$ 1,787,394.00**

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Novi Community School Board of Education the Novi Community School District Board of Education approve the amended contract, incorporating the added scope for Educational Services Building, Transportation, Maintenance, and the Meadows Soccer Pavilion as presented.

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

Nays: 0

**MOTION CARRIED**

Novi Meadows – IT Infrastructure Change Order

In a letter to the Novi Community School District, Plante Moran Cresa (PMC) updated the district on the recommended proposals associated with Bulletin #06. The bid set did not include the IT Infrastructure design documents. A final set of design documents was issued and included these missing drawings and needed to be requested.

The attached summary of costs, which totals \$162,907.99 will be funded from the previously Board approved Meadows contingency funds.

It was moved by Mrs. Murphy and supported by Mr. Smith that the Novi Community Schools Board of Education approve the attached summary of costs, totaling \$162,907.99 to be funded out of the previously approved Meadows contingency funds.

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

Nays: 0

**MOTION CARRIED**

INFORMATION AND DISCUSSION

Telecommunications Infrastructure: Phone System Upgrade

In the 2019 Bond, there is an allocation for the replacement of the telecommunications infrastructure to support the safety and operations of the District. This upgrade will route calls through Oakland Schools One Network using fiber optics versus the old copper lines. This upgrade should result in a net monthly profit of approximately \$1,000 for the District.

It is the recommendation of the administration that the Novi Board of Education award the Telecommunications Phone System Upgrade Project to Logicalis, Inc. in the amount \$218,872.42 with an additional \$32,830.87 will be budgeted and managed by the District as a project contingency.

The total project cost is \$251,703.29.

This comes tonight for information and discussion and will come back to the Board for approval at the December 1, 2022 meeting.

### Bid Package #12 – Novi Storage Addition to Maintenance Campus

On Tuesday, October 25th 2022 at 1:00 PM and Wednesday November 2<sup>nd</sup> at 1:00 PM, sealed bids were received and publicly opened for the above referenced project. In attendance for the bid opening were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., McCarthy & Smith, Inc. and interested bidders.

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 attached recommendations for a total award of \$1,134,769.

This comes before the Board tonight for information and discussion and will come back for approval at the December 1, 2022 meeting.

### Visitor Policy

The Governance and Policy Committee met on November 6, 2022 to review a Policy for Visitors and Volunteers. The sub-policy adds new language to policy 2002, as stated below. It comes tonight for Board information and discussion.

### **Policy 7010 - Volunteers**

The Board encourages the use of volunteers to support the School District. Because the safety of the School District's students is of paramount importance, every individual volunteer is required to undergo a criminal background check through the Michigan State Police Internet Criminal History Access Tool (ICHAT) before s/he is permitted to volunteer, regardless of whether or not the volunteer will work directly with students. ICHAT criminal background checks will be performed annually for each volunteer.

No individual will be permitted to volunteer if s/he has been convicted of a misdemeanor described in, or a felony that is a "listed offense" as defined in, MCL [380.1535a](#) or MCL [380.1539b](#). If an individual has been convicted of a felony that is not a listed offense, as defined in MCL [380.1535a](#) or MCL [380.1539b](#), the individual may only be permitted to volunteer if the Board and the Superintendent both approve the volunteer assignment in writing. This policy does not grant any individual who passes an ICHAT background check with the right to be approved as a volunteer.

### **New Proposed Language:**

**Volunteers and visitors, when desiring to be present when students are in attendance during the school day, are required to produce a driver's license or state-issued identification card before being permitted around students that day. The driver's license or state-issued identification card will be used to determine whether the prospective volunteer/visitor appears on the Michigan Sex Offender Registry or a comparable registry in another state. An individual who is identified as appearing on a state registry will not be permitted to volunteer/visit that day. The Assistant Superintendent of Human Resources will review the specific circumstances surrounding the individual's inclusion on the list and may determine eligibility for a parent/guardian who wants to visit the school for future events. In cases where large numbers of visitors may be present (i.e. holiday concert), exceptions to this practice may be made assuming that the building**

**administrator ensures extensive staff supervision.**

**A volunteer is an individual serving in an unpaid position who has direct volunteer contact with students, including direct interaction or guidance of one or more children. A volunteer must be acting under the direct supervision of a staff member. Volunteers are not permitted to be alone with students at a location without a staff supervisor present. A visitor is an individual whose actions do not rise to the level of a volunteer and may include a parent, guardian, close relative, or community member who visits a school for a reason such as meeting with a staff member, dropping off or picking up a student or materials, acting in an observational capacity such as an audience member observing a performance, or someone who will not be directly interacting with or supervising students.**

## COMMITTEE REPORTS

### Governance and Policy

Mr. Smith, Board Trustee and Chair of the Governance and Policy Committee, reported that they met a week ago, on Monday, at 3:30 PM. He stated that it was a very short meeting because they had, at the prior meeting, recommended shifting firms to Thrun to update our policy and guidelines manual. Mr. Smith said that they, Dr. Carino, and Mr. Mainka spent some time discussing the proposed visitor policy. He mentioned that Justin and Carolyn, from McCarthy Smith, escorted the committee member through the new fifth and sixth grade building that is under construction. Mr. Smith reported that next summer they will break ground on the gymnasiums, band and orchestra rooms, and the new cafeteria.

### Capital Projects

Mr. Mainka reported for Mr. Cook that one of the conversations that the committee will have is going through the Master planning process as well as the current Bond. He stated that there are some major projects to consider and one is the ROAR Center as well as the phase three (3) high school with an activity center on that site. Mr. Mainka said that we will also have the sixth grade house and as we think about that facility could become and how we would best use it to serve the needs and programming needs for our students and community. He mentioned that this will be part of this master planning process. Mr. Mainka reported that we will be developing a finalized master plan by June.

### DEI Committee

Mrs. Murphy, Board Secretary and Chair of the Board DEI Committee, reported that they met this morning at 7:30 AM. She stated that Sarah David, of the District DEI Committee, came and gave an overview of the District DEI work that is being done and talked about the past 12 years and initial cohorts that have gone through a U of M program. Mrs. Murphy said that the District DEI Committee has set some goals of having a representative from each building and hoop to achieve that goal by the end of the year. She mentioned that this is an opportunity for them to come together and talk about what the different buildings are doing and then creating a more comprehensive plan.

Mrs. Murphy reported that they thought a tangible way to represent the diversity in our District was to create a calendar with all of the various holidays and special months that celebrate the different groups. She stated that having this calendar available to everyone, including teachers, would allow everyone to have a better understanding of that culture. Mrs. Murphy said that Mrs. Holly has been working hard on this calendar and it is very comprehensive. She mentioned that when you click on a

day, the historical information for that day pops up. Mrs. Murphy reported that it is live on our District website right now and show the diversity of the District. She stated that there were some high school students involved in creating this, which is another way for us to have student voice.

Mrs. Murphy said that one of the next steps is defining what those terms mean as they relate to the Novi Community School District; diversity, equity, and inclusion. She mentioned that the committee said it would be great to be able to engage the students and stakeholder groups and really come up with some defining terms. She encouraged teachers/staff to be a part of that committee and to reach out to Sarah David.

#### Finance Committee

Mrs. Hood, Board Treasurer and Committee Chair, reported that the Finance Committee met this afternoon at 5:00 PM and went through the documents that Plante Moran presented this evening in their report. She stated that Plante Moran always does a nice job for us and talks to us at our level, so that we can understand the points that are important like the unqualified and modified.

#### SUPERINTENDENT'S REPORT

Mr. Benjamin Mainka, Superintendent of Schools, reported that he had heard about some things that communities can do to support Oxford one year after the tragedy. He passed out Novi's Light Up Oxford with Love packages to the Board members. He stated that in each bag is a tea light, instructions, and a white bag. Mr. Mainka gave another shout out to Sheila Holly and said that she does not get enough credit for the work she does in this District. He said that he told her that he had a little project and would like to send it home with all of the oldest kids to show unity with Oxford on the anniversary of this terrible event.

Mr. Mainka reported that the kids are going to be coming home with these and the hope is to have them shining in remembrance of the students who were lost. He stated that Sheila literally turned this room into Santa's Workshop with people and boxes. Mrs. Mainka said she coordinated everything and deserves a lot of credit for the work that she does. He showed the Board a few pictures from the day. He mentioned that it was great to see people like Sheila and our entire staff from across the District coming in to stuff bags and it was really a touching thing. Mr. Mainka reported that people were here all day stuffing 4500 bags and said these will be going home on Monday.

Mr. Mainka reported that he had the Coffee with the Superintendent this morning. He stated this is typically an event that has about five (5) people show up. Mr. Mainka said that a hundred people showed up and did not know if it was attributed to the events of the past few weeks or because Detective Warren was there or because we have really good scones. He mentioned that the topic of discussion was school safety and he challenged the group that next time our discussion is on curriculum he hopes that they all would come back.

Mr. Mainka reported that it was a great opportunity for him to talk directly to families and it is difficult to engage with nearly 7,000 students' families. He expressed his gratitude to Dr. Carino for coming stating that she has been a breath of fresh air in the school safety space and trying to coordinate a lot of the systems behind that. Mr. Mainka stated that she did a great job speaking to the families.

Mr. Mainka reported that tomorrow he has the opportunity to have his second Superintendent Student Advisory Council at the middle school. He stated that he will be meeting with the high school students the day we get back from Thanksgiving break. Mr. Mainka reminder the Board that next week is a short week due to the holiday break.

#### ADMINISTRATIVE REPORTS

Dr. Laura Carino, Assistant Superintendent of Human Resources, commended the Novi Meadows staff for the way that they cared for their students was just amazing. She reported that John and Lisa did an incredible job of making sure that staff were informed and remained calm. Dr. Carino expressed a special thank you to Detective Julie Warren and Detective John Zabick who were there, along with the Novi Police Department, making sure the building was safe for our kids to return.

Dr. Carino stated that they have a tentative agreement with the NESPA bargaining unit and they will be brining that to the Board for their review in December.

She thanked all of the staff as they are wrapping up the parent/teacher conferences and for those long days they spent preparing to share student successes, struggles, and how we wrap around and support each child. Dr. Carino, also thanked our community for attending, participating, and partnering with us. She wished everyone a Happy Thanksgiving.

Mr. Mike Giromini, Assistant Superintendent of Academic Services, acknowledged our special education department, Novi Adult Transition Center, and our SEPAC group. He reported that they held their Winter Woodland last weekend, at the ROAR Center. Mr. Giromini stated that they took pictures with Santa, therapy dogs raced around the building, students selling necklaces, reeds, and other things that they made. He said that it was a huge success.

Mr. Giromini mentioned a point of clarification with regards to his conference on virtual schools. He reported that it was about virtual and hybrid learning, held in Dallas, and hosted by a group called The Learning Accelerator. Mr. Giromini stated that it is the group that our Novi Virtual School is working with and thinking about action steps they can take to improve the programming. He said that he was there along with Tammy Raffle, our Student Success Coach and Emily Pohlonski. Mr. Giromini mentioned that it was a great opportunity to learn, collaborate, and support our work.

Mr. Giromini reported that the November 8 District Provided Professional Development (DPPD) day Was very successful. He stated that they continued their work on the MiCIP plan, the Understanding by Design curriculum work, and the Advantage Math Recovery training. Mr. Giromini said the nest DPPD is not until February 21<sup>st</sup>. He thanked the planning team for their work on that.

Mr. Giromini reported that he, Dr. Carino, and Jennifer Kerbrat attended the Professional Construction Trade Program in Howell, hosted by the Operating Engineers 224. He stated that they learned about construction trade opportunities that exist for careers as well as pre-apprenticeship programs that are available. Mr. Giromini said that it was helpful for us to think about potential programming for our students.

#### BOARD COMMUNICATION

A Board member recognized Tammy Raffle, at the Novi Virtual, because it was brought to his



attention that the virtual school has undertaken a new initiative to recognize students. He stated that he talked with Principal Polonski about the work they are doing touched him with regards to a student and about all of the reasons why a student may choose or be required to attend the virtual school. The Board member said that he thinks it is awesome and would love an update on the fantastic work that staff and Tammy are undertaking with this new initiative. He congratulated them.

A Board member reported that a couple of kids would like to start a fishing club and who do they need to talk to about the process.

A Board member reported that he attended the band competition at Ford Field and said that it was excellent and Novi band gets the whole school like balance. He stated that the amount of time that other districts put in for band is a lot different than ours. The Board member said that it is a big deal when anytime someone finishes in the top four (4); it is basically like winning the championship based on the difference in the amount of time. He congratulated our band members and community.

A Board member mentioned the Mr. LeTarte and his calls produce the Cats Eye New twice a week and it is available to everyone to view on YouTube. He reported that in one of the recent episodes he got a glimpse of the new video podcast room. The Board member stated that it would be nice to get some details and it is going to be fun for kids.

A Board member report that he attended a middle school basketball game. He stated that he looks forward to transitioning into the winter season. The Board member said that tryouts are happening for high school basketball. He mentioned that he is looking forward to a future report on this and using all of the technology that was invested in the gym.

A Board member reported that there is a big event tomorrow Novi will host schools from across the state for the semi-final football games. He stated that Novi was chosen by the MHSAA because of the great facilities that we have and the great reputation we have. The Board member said that the game will be live on WJR, Fox Sports, and Bally Sport Detroit.

A Board member reported that she and Ben went to the Oakland County School Board meeting and they talked about the IT that we are going to share with Oakland County. She stated that a person talked about all of the services we are using, but most importantly, Amber Zarb did a wonderful job with the statistics on mental health. The Board member said that what struck her the most was that 20 percent of the children in school have thought about suicide. She mentioned that when she gets the program that they are sending out, she will send it to the Board. The Board member reported that it is a snapshot of the mental health services. She stated that she thought it would be good for the DEI to look at because it is an awesome tool.

A Board member expressed kudos to SEPAC and the special education department for the wonderful Sensory Friendly Winter Woodland event. She reported that the NATC students had all kinds of things to purchase and they are just so proud of the things they are selling. The Board member said that it is a great event and so special to see kiddos see Santa. She mentioned that SEPAC is doing great things and this followed the amazing safety event that had 100 participants. The Board member reported that they are pack in action after the pandemic and putting their hearts and souls in it. She stated that the parent has been volunteering for several years.

A Board member paid tribute to a woman who was her mentor when she first came on the Board, Carol Elfring. She stated that Carol served on the Board for 12 years and was president multiple times. The Board member said that prior to that she was very active as a PTO president. She mentioned that Carol lost her very long battle on Monday.

ADJOURNMENT

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

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

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 8:43 p.m. The next regular meeting of the Board is scheduled for December 1, 2022 at 7:00 p.m., at the Educational Services Building.

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Bobbie Murphy, Secretary