



**NOVI COMMUNITY SCHOOL DISTRICT**

*PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING.*

# **Board of Education 2023 Agenda**

**Dr. Danielle Ruskin**  
**President**

**Mr. Paul Cook**  
**Vice President**

**Secretary**

**Treasurer**

**Mr. Tom Smith**  
**Trustee**

**Mr. Willy Mena**  
**Trustee**

**Mrs. Mary Ann Roney**  
**Trustee**

**Meeting Date: January 12, 2023**  
**Educational Services Building**  
**25345 Taft Road**  
**Novi, MI 48374**



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – January 12, 2023**  
**7:00 PM**  
**AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. NEW BOARD MEMBER OATH OF OFFICE**
- IV. APPROVAL OF AGENDA**
- V. CELEBRATIONS**
- VI. ELECTIONS OF OFFICERS**
- VII. COMMENTS FROM THE AUDIENCE**
- VIII. CONSENT AGENDA**
  - a. Approval of Field Trip(s)
- IX. DONATIONS**
- X. ACTION ITEMS**
  - a. Personnel Report
  - b. Designate Depositories for School Funds
- XI. SUPERINTENDENT’S REPORT**
- XII. ADMINISTRATIVE REPORTS**
- XIII. BOARD COMMUNICATION**
- XIV. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**BOARD OF EDUCATION**

**TOPIC:** Election of School Board 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.

Tonight the Board will recommend and vote on the officer positions of the Board.

**Recommendation for President:**

The Novi Board of Education elects \_\_\_\_\_ as the President of the Novi Community School District Board of Education for the 2023 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nayes:

**Recommendation for Vice President:**

The Novi Board of Education elects \_\_\_\_\_ as the Vice-President of the Novi Community School District Board of Education for the 2023 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nayes:

**Recommendation for Secretary:**

The Novi Board of Education elects \_\_\_\_\_ a as the Secretary of the Novi Community School District Board of Education for the 2023 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nayes:

**Recommendation for Treasurer:**

The Novi Board of Education elects \_\_\_\_\_ as the Treasurer of the Novi Community School District Board of Education for the 2023 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nayes:

**APPROVED AND RECOMMENDED  
FOR ELECTION OF OFFICERS**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** Certification of Election and Oath of Office


We have received from the Board of County Canvassers, for the County of Oakland, the Certificate of Determination of the election results of the Novi Community School District. The official document states that it has been determined that at the regular election held on November 8, 2022, Betsy Beaudoin and Jason W. Michener were elected to six-year terms of office, expiring December 31, 2028.

The Revised School Code provides within 10 business days after notification of election or appointment to the board, each person shall file with the secretary of the board an acceptance of the office to which the person has been elected or appointed. Prior to the member-elect performing the duties of office, the Oath of Office must be administered within ten days after they have been notified of election results. This activity has already been completed for both individuals. Tonight, the Oath of Office will publically and ceremoniously be administered to the newly elected Board members.

The oath is as follows:

***"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of Member of the Board of Education of Novi Community School District, Michigan, according to the best of my ability."***

**APPROVED AND RECOMMENDED  
FOR OATH OF OFFICE**

A handwritten signature in black ink, appearing to read 'Ben Mainka', is written over a horizontal line.

**Ben Mainka, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**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.

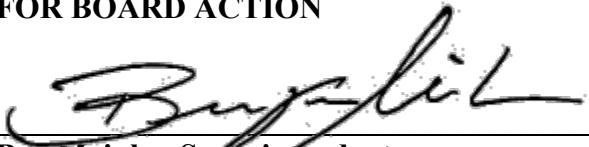
**CONSENT ITEMS**

- A. Approval of Field Trip(s)
  - a. HOSA Trip in April 2023

**RECOMMENDATION:**

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Ben Mainka, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** HOSA (Health Occupations Students of America) State Competition, Traverse City, MI, April 26 – April 29, 2023

Novi High School Teacher, Kathleen Ader, is requesting that the Novi HOSA students participate in the State HOSA competition. Approximately 300+ of our students will qualify for the State HOSA competition, which will be held in Traverse City from April 26-29, 2023. Students will travel to Traverse City by bus, leaving the high school at 3:30 PM. Students will miss two (2) full days of school to attend this trip and will stay at the Bayshore Resort.

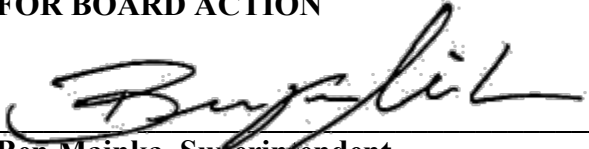
10 staff chaperones will assist on this trip. Students will be asked to pay \$365.00 to cover the expense of the hotel, bus transportation, registration fee, meals, and sub costs. Each student should bring approximately \$60.00 to cover additional incidentals. Students will compete in events, attend seminars, and learn about potential health careers. The top three (3) students in each event will qualify for Nationals held in Dallas, Texas, in June.

Subsequent Trip(s): HOSA National Leadership Conference  
Dallas, TX  
June 20-26, 2023

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the Novi High School HOSA (Health Occupations Students of America) trip to the State Competition in Traverse City, Michigan, April 26-29, 2023 and the subsequent trip for students qualifying for the HOSA National Leadership Conference in Dallas, TX, June 20-26, 2023.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Ben Mainka, Superintendent

BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

**Field Trip Title:** HOSA States

**Dates of Trip:** April 26-April 29 2023

**Group:** HOSA

**Sponsor:** Kathleen Ader

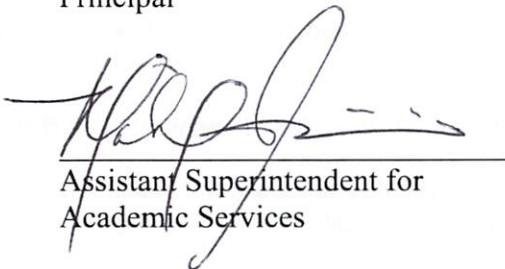
**Summary:**

On Saturday, January 28, 2023, Novi High School HOSA will compete in the Regional HOSA Leadership Conference. Over 1,000 students will compete in 52 different competitive events ranging from Clinical Nursing to Medical Photography. Students who earn top 10 in their event qualify to compete at the State Leadership Conference in Traverse City from April 27-28. Last year, Novi HOSA was again the largest chapter in the state with over 450 members. We expect numbers to be similar this year. At the State Conference students will compete in their events, attend symposiums, listen to speakers, and build medical and leadership skills. Once our numbers are finalized for our student competitors, we will be able to determine how many bus drivers and chaperones will be attending. At that time we will be able to submit Volunteer Background Authorization forms for all non-staff members.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for  
Academic Services

## CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?  
\_\_\_\_\_
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.  
\_\_\_\_\_
3. Why is the field trip the best way to achieve/reinforce the class objectives?  
\_\_\_\_\_
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they learned on this trip?  
\_\_\_\_\_

## CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request.

**Names of Chaperones:** K. Ader, M. Abel, M. Chapin-Dube, P. Scavo, S. Ebel, N. Ryan, D. Crossley, R. Shupinski, C Farris, and more as needed depending on the number of students who sign up for the trip.

Kathleen M Ader

Teacher's Signature



Assistant Principal's Signature

Summary of Trip to Present to the Board of Education for Approval:

Please construct a paragraph that summarizes your trip

In November/December (date TBD), Novi High School HOSA will compete in the Regional HOSA Leadership Conference. Over 1,000 students will compete in 52 different competitive events ranging from Clinical Nursing to Medical Photography. Students who earn top 10 in their event qualify to compete at the State Leadership Conference in Traverse City from April 27-28. Last year, Novi HOSA was again the largest chapter in the state with over 450 members. We expect numbers to be similar this year. At the State Conference students will compete in their events, attend symposiums, listen to speakers, and build medical and leadership skills. Once our numbers are finalized for our student competitors, we will be able to determine how many bus drivers and chaperones will be attending. At that time we will be able to submit Volunteer Background Authorization forms for all non-staff members.

**\*\*Please consult the field trip checklist to ensure you have submitted all appropriate forms\***



# HOSA States 2022-2023

- Congratulations on qualifying for HOSA States in Traverse City!
- Plans and costs could change based on circumstances outside of our control.

There is a **MANDATORY States Meeting on TBD in the Novi High School Auditorium at 6:45pm.**

At this meeting, we will go over all travel arrangements, complete necessary documents, and handout apparel and materials for the trip

**Students and at least one parent MUST attend or the student CANNOT travel to Traverse City with Novi HOSA.**

**Approximate Dates & Times:** students will be excused, as school business, for April 27th & April 28th.

Departure: Wednesday, April 26, 2023	Return: Saturday, April 28, 2023
7:00am - Students meet in assigned lecture area to drop off their bags for screening.  MUST ATTEND ALL CLASSES  3:00pm - Students meet in assigned lecture area to check-in, pick up boxed lunch, retrieve luggage, and load the buses for departure.	9:00am - Buses leave the Bayshore hotel.  1:00pm - estimated return to Novi High School Taft Parking Lot

\*Note- there will be NO late arrivals or early departures. Students MUST ride the bus both ways!

## Deadlines:

<b>Checklist:</b> In order for us to register you for HOSA States the following things must be completed by <b><u>TBD</u> (NO LATE REGISTRATION).</b> <b>All items will be found in the HOSA Schoology Group.</b>	
	Fill out the online registration Google form in the Schoology course. This form also includes food selections, codes of conduct, and roommate requests. (Not all requests will be honored).
	Pay by check or online by <b><u>TBD</u></b> with credit card in the Schoology Group
<b>Turn in the following forms in person on or before <b><u>TBD</u> by 3:00pm</b> the basket in the attendance office: (NO LATE REGISTRATION)</b>	
	Signed <b>NOVI MEDICAL RELEASE FORM (Green Form)</b>
	Signed <b>NOVI HS Field Trip Over the Counter Med Form (Blue Form)</b>
	Signed <b>FIELD TRIP PERMISSION SLIP FORM, signed by Semester 2 teachers (Separate from Packet)</b>

Students with any incomplete registration items, including payment, medical forms, field trip permission form, will **NOT** be registered for HOSA States and will not be permitted to travel with the Novi HOSA group.

There will be absolutely **NO LATE REGISTRATIONS.**

## Individual Cost options:

**Option A:** Travel with school chaperones. There will be NO late arrivals or early check-outs.

Item	Cost
States Registration	\$75
3 nights stay at Bayshore – shared rooms	\$80
Bus Costs	\$120 (depends on number of students traveling)
Chaperone Costs	\$25
Pre-paid food items (1 Jimmy John's lunch, 1 subway, 1 pizza meals, 1 nacho bar)	\$65
<b>Total to school (paid via check or online):</b>	<b>\$365</b>
Additional money for food (2 lunch, 2 dinner)	\$60 (estimate)

**\*\*Costs may change due to circumstances outside of our control\*\***

**\*\*\*If a student tests positive prior to the trip, they will receive a \$75 refund for their HOSA State registration fee only. We cannot refund bus, hotel, chaperone or food monies.\*\*\***

**Option B:** Travel with my family, family is responsible for student the entire time. Families will arrange and pay for their own hotel, transportation, and food. Students will NOT be under the supervision of Novi High School staff at any time.

Item	Cost
States Registration	\$75

**\*\*\*If a student tests positive prior to the trip, they will receive a \$75 refund for their HOSA State registration fee only.\*\*\***

**Option C:** Choose not to compete at States.

## Details:

### Hotel (where we sleep)

Bayshore Resort  
833 E Front St  
Traverse City, MI 49686

### Conference Center for Competition

Grand Traverse Resort  
100 Grand Traverse Village Boulevard  
Acme, MI 49610

## Meals: (subject to change)\*\*pay on your own prices vary in cost

<b>Lunch/Dinner Wednesday</b>	Prepaid - Subway box meal for bus ride (sandwich, chips, cookie, and water.) Prepaid - pizza and water when we arrive.
<b>Breakfast Thursday</b>	Free at the hotel
<b>Lunch Thursday</b>	Prepaid- Jimmy John's box meal ( sandwich, chips, cookie, and water.)
<b>Dinner Thursday</b>	Choose from restaurants at Grand Traverse Resort, pay on your own (\$10-\$15) Choices: <ul style="list-style-type: none"><li>- The Marketplace in the resort Gallery of Shops- offers take away food</li><li>- Sweetwater American Bistro – soups, salad sandwiches</li><li>- Jack's sports bar – burgers and sandwiches</li></ul>
<b>Late night snack Thursday</b>	Prepaid - Nacho bar at Bayshore
<b>Breakfast Friday</b>	Free at the hotel
<b>Lunch Friday</b>	Choose from restaurants at Grand Traverse Resort, pay on your own (\$10-\$15)
<b>Dinner Friday</b>	Out in Traverse City on Front Street, pay on your own (\$20-25)
<b>Breakfast Saturday</b>	Free - at the hotel

## HOSA State Dress Code:

Business attire must be worn during general sessions, testing, and symposiums.

Business attire is defined as:

### Females

One of the following: Business suit, HOSA Blazer coordinated with dress, blouse with a skirt or dress slacks (skirts & dresses must be no more than two inches above the knee and not tight), a skirt or dress slacks, blouse and/or sweater, blouses and/or dresses must have sleeves and no bare midriffs, dress shoes and stockings: Open-toed shoes without stockings, flip-flop, and sandals will not be permitted.

### Males

One of the following: Business suit or coordinated slacks and blazer with collared dress shirt and necktie, HOSA blazer coordinated with slacks, collared shirt and necktie, dress slacks, collared dress shirt, neck tie with optional sweater, dress shoes and socks. No athletic shoes or sandals will be permitted.

**HOSA Activity Night – MUST wear State HOSA Shirt provided by Michigan HOSA at States**

## **Itinerary for Option A (subject to change):**

For more details, please see the attached HOSA States Itinerary.

When students are not competing they should:

- attend seminars and leadership sessions,
- study in one of the Grand Traverse common areas,
- or swim in one of the pools **if there is a NOVI HS chaperone present.**

**\*Note-** there will be NO late arrivals or early departures. Students **MUST** ride the bus both ways!

### **Wednesday, April 26, 2023**

7:00am Bag Drop at Auditorium Lobby - Meet in Assigned Lecture Area for Short Meeting

### **MUST ATTEND ALL CLASSES**

3:00pm	Meet in bus turn around for check in & pick up boxed lunches
3:30	Bus leaves
8:00pm	Arrive at Grand Traverse for Orientation.
10:00pm	Drive to BayShore for check in and Late night Pizza?
11:00pm	Bed Check

**\*\* HOSA Curfew times are different from Novi Bed Check times. We will adhere to the NOVI schedule for curfews on each day\*\***

### **Thursday, April 27, 2023**

8am-10am	Eat free breakfast at hotel
10:45am	Pick up boxed Jimmy John's lunch in hotel common room
11:00am	Get on bus - drive to GT - bring bag for the day including swimsuit, towel, stuff to do
12:00 noon	competition begins
2:00-5:00pm	Exhibitors and Career Fair
5:00pm	Voting delegate briefing (Candidates/Delegates do check-in with Advisors at 4:45pm)
5:30pm	Dinner on your own at a Grand Traverse Restaurant
6:00pm	Mandatory Check-in - in the Grand Traverse Lobby Piano
7:00pm	Symposium
9:00pm	Opening Session - Awards #1
10:00pm	Return to Bayshore Hotel for Nacho bar
11:00pm	Bed Check

**\*\* HOSA Curfew times are different from Novi Bed Check times. We will adhere to the NOVI schedule for curfews on each day\*\***

**Friday, April 28, 2023**

6:00am	Free breakfast opens at the Bayshore hotel.
6:30am	Bus A (maybe B too) leaves, bring bag for the day including swimsuit/stuff to do
8:00am	First event begins
9:30am	Bus B, C, D, & E leave bring bag for the day including swimsuit/stuff to do
12-3:30pm	Lunch on your own at Grand Traverse Resort Restaurants, Seminars, Events, etc.
3:30pm	State Officer Election
4:30pm	Get on Bus
5:00pm	Dinner on Front Street - Students choose restaurant, dinner on their own
7:00pm	Get on Bus to return to Grand Traverse Resort
7:30pm	Team Picture on the Grand Staircase
8:00pm	Grand Awards Ceremony
10:00pm	HOSA Activity Night (Must wear HOSA shirt provided with registration)
12:00 midnight	Return to Bayshore Hotel; immediate bed check.

**Saturday, April 29, 2023**

7am	Eat Free Breakfast at Bayshore Hotel
8:00am	Check out
8:30am	Team Meeting in Lobby
9:00am	Bus leaves (no stops)
1:00pm	Estimated return to Novi High School (parents MUST pick up on time)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Gifts to the District

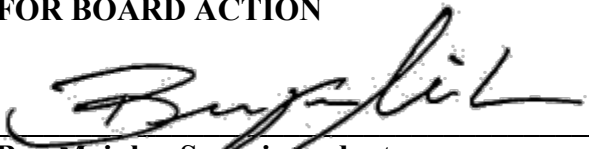
The Band Boosters is presenting donations to the Novi Community School District as listed below. These generous donations total \$ 11,746.12.

<b>Item</b>	<b>Program</b>	<b>Amount</b>
Winter Percussion Mallets/ Sticks/Drum Heads	Novi Winter Percussion/Novi Band Boosters	\$1500.00
Winter Percussion Uniforms	Novi Winter Percussion/Novi Band Boosters	\$1560.00
Performance Floor Tarp	Novi Winterguard/Novi Band Boosters	\$2976.70
Winterguard Varsity Uniforms	Novi Winterguard/Novi Band Boosters	\$2359.42
Winter Percussion Show Music	Novi Winter Percussion/Novi Band Boosters	\$1350.00
Winter Percussion Show Drill	Novi Winter Percussion/Novi Band Boosters	<u>\$2000.00</u>
Total Donations:		<b>\$11,746.12</b>

**RECOMMENDATION:**

That the Novi Community Schools Board of Education accept the donation(s) as presented, with appreciation and thanks.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Ben Mainka, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Gifts to the District

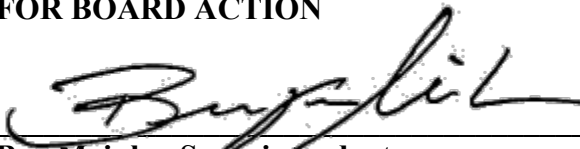
Robotics is presenting donations to the Novi Community School District as listed below. These generous donations total \$ 51,000.00.

<b>Item</b>	<b>Program</b>	<b>Amount</b>
FIRST IN Michigan Donation	Teams 21453, 21456, 6294, 21790	\$6000.00
MAGNA Donation	Team 503 Frog Force and Team 14077	\$20,500.00
AUTODESK Donation	Team 503 Frog Force	\$4000.00
MAGNA Donation	Teams: 11129, 21453, 21456	\$4,500.00
Panasonic Donation	Team 503 Frog Forces	\$10,000.00
NISSAN	Team 11254	\$1,000.00
R&E Landscaping	Team 11254	<u>\$5,000.00</u>
Total Donations:		<b>\$51,000</b>

**RECOMMENDATION:**

That the Novi Community Schools Board of Education accept the donation(s) as presented, with appreciation and thanks.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Ben Mainka, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

**TOPIC:** Personnel Recommendations

Laura Carino, 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>
Jantz, Angela	DF	Administrative Asst.	Resigned	12-23-22
Nannoshi, Raniya	NATC	Special Ed Para	Resigned	12-23-22
Savela, Sarah	ECEC	Comm. Ed Assistant	Resigned	01-10-23

**C. Leaves of Absence**

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



**Benjamin Mainka  
Superintendent**



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 12, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Designate Depositories for School Funds

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:

**BANK**

Fifth Third Bank

MILAF/Fifth Third

Huntington Bank

CIBC Bank USA

Comerica Bank

Chemical Bank

**ACCOUNT**

General Fund Checking

Debt Fund Checking

Bond Funds

Money Market Account

Money Market Account

Money Market Account

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

Bank of New York Mellon

CIBC Bank USA

Citizens Bank

Comerica Bank

Fifth Third Bank

Flagstar Bank

Huntington Bank

JP Morgan Chase Bank

Level One Bank

PNC 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.

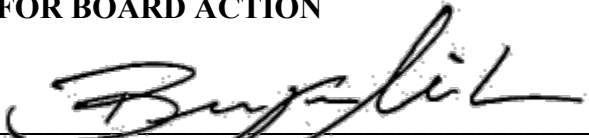
**H. Designate a day, place and time for regular meetings which shall be held at least once every month:**

The Novi Community School District Board of Education currently designates a minimum of one (1) Thursday a month for their regular meetings of the Board 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.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education accept designate depositories for school funds as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
A handwritten signature in black ink, appearing to read 'Ben Mainka', is written over a horizontal line.

**Ben Mainka, Superintendent**