



NOVI COMMUNITY SCHOOL DISTRICT

PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING.

Board of Education 2023 Agenda

Dr. Danielle Ruskin
President

Mr. Tom Smith
Vice President

Mr. Willy Mena
Secretary

Mrs. Mary Ann Roney
Treasurer

Mr. Paul Cook
Trustee

Mrs. Betsy Beaudoin
Trustee

Mr. Jason Michener
Trustee

Meeting Date: January 19, 2023
Educational Services Building
25345 Taft Road
Novi, MI 48374



NOVI BOARD OF EDUCATION
Regular Meeting – January 19, 2023
7:00 PM
AGENDA

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. BOARD APPRECIATION MONTH**
- V. REPORTS TO THE BOARD**
 - a. Therapy Dogs
- VI. CELEBRATIONS**
- VII. COMMENTS FROM THE AUDIENCE**

The board respectfully requests that any individual wishing to speak to the board provide their name, address, any organization they represent, keep their comments to the allotted time, and refrain from directing comments to individual members of the board, district employees, or members of the audience.
- VIII. CONSENT AGENDA**
 - a. Approval of Minutes
 - b. Approval of Field Trips
- IX. ACTION ITEMS**
 - a. Personnel Report
- X. INFORMATION AND DISCUSSION**
 - a. Elementary School Playground Equipment
 - b. Business Professionals Tournament Field Trip
- XI. SUPERINTENDENT’S REPORT**
- XII. ADMINISTRATIVE REPORTS**
- XIII. BOARD COMMUNICATION**
- XIV. ADJOURNMENT**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 19, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: Recognizing the month of January 2023 as National Local School Board Month.

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;

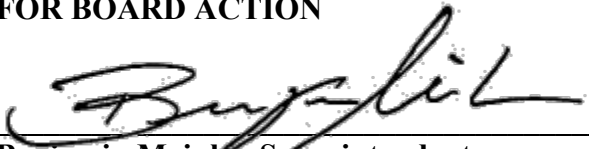
NOW, THEREFORE, be it resolved that we, the Novi Community School District, do hereby proclaim the month of January 2023 as Local School Board Month; and honor the contribution of Novi Community School District school board members:

- a) Danielle Ruskin
- b) Tom Smith
- c) Mary Ann Roney
- d) Willy Mena
- e) Paul Cook
- f) Betsy Beaudoin
- g) Jason Michener

Ayes: Members:

Nays: Members:

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Benjamin Mainka, Superintendent

Social Emotional School Therapy Dogs

Valerie Thomas
Mindfulness Therapy Dogs

Why Do Our Students Need Help

- According to the Center for Disease Control, rates of depression in children ages 3-17 has been rising.
- 1 out of every 8 teens between the ages of 13-18 suffer from some anxiety disorder according to the Anxiety and Depression Association of America

<https://www.cdc.gov/childrensmentalhealth/data.html>
<http://neatoday.org/2018/05/14/teen-suicide-prevention/>

Dogs Can Help Our Students

According to [WeAreTeachers.com](https://www.weareteachers.com), therapy dogs provide

- Social benefits
- Cognitive benefits
- Health benefits



Social Benefits

- Dogs help facilitate relationships between faculty and students
- Dogs offer companionship and comfort
- Students feel connected and confident
- Stress and aggression are reduced
- Trust and empathy are increased
- Increased stimulation of social behavior



Cognitive and Health Benefits

- Improves reading skills
- Improves memory and problem solving skills
- Lower blood pressure and heart rate
- Lowers stress hormones
- Reduces anxiety and depression



Next Steps

- Temperament the pup
- Start training the dogs as early as possible
- Expose the dog to stimulus that they would experience in the schools.
- Desensitize the dog



Set Expectation

Educate the students and staff regarding the rules of interaction with the dog.



Plan of Action

Allergy

- Clean and groom often to reduce dander
- Keep dog in different areas such as classrooms that do not have children with allergies or an office/conference room

Fear/Anxiety

- Interaction is completely voluntary
- Positive reinforcement while watching others interacting
- Handlers are made aware so they can monitor the situation closely

Health Insurance and Liability Insurance

Host Family

- Choosing the best host family
- Support during transition
- Adhere to the training
- Cost of caring for the dog



Real MTD Testimonies

- **improved the emotional well-being of our students and staff. Kids love reading to Jagger as well. I highly recommend every school invest in a therapy dog.**

Fowlerville Schools

- **smiles and laughter, comfort to students and staff, makes them smile, *Oscoda Schools***
- **joy and happiness to the students and staff. *Shepherd Schools***

Real MTD Testimonies

- joy and happiness, be that child's friend to help calm them down, very loved by all. *Brighton Schools*
- sense of calm, comfort and support, reduces our stress level, an asset. *Alma Schools*
- brought giggles and laughter, calm to staff and students, instrumental in helping students with attendance and behavioral issues, exceeded every expectation. *Beal City Schools*

Mindfulness Therapy Dogs

Questions?



**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 19, 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.

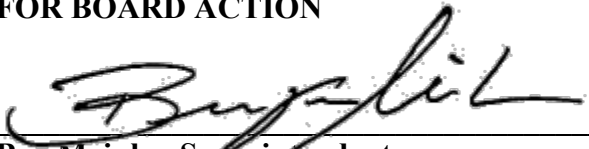
CONSENT ITEMS

- A. Approval of Minute(s)
 - a. Regular Meeting Minutes of December 15, 2022
 - b. Closed Session Minutes of December 15, 2022
 - c. Regular Meeting Minutes of January 12, 2023
 - d. Special Meeting Minutes of January 17, 2023
 - e. Closed Session Minutes of January 17, 2023
- B. Approval of Field Trip(s)
 - a. One-Act Play
 - b. Winterguard WGI Chicago Area Competition

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



Minutes of a Regular Board Meeting, December 15, 2022
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, December 15, 2022, beginning at 7:06 PM.

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

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

It was moved by Mr. Smith and supported by Mr. Cook that the agenda as presented.

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

Nays: 0

MOTION CARRIED

CELEBRATIONS

Mr. Benjamin Mainka celebrated the two (2) Board members who are leaving and have served the community and the Board with integrity and did a fantastic job. He stated that he was honored to learn alongside Mrs. Hood and Mrs. Murphy. Mr. Mainka presented the two (2) Board members token of the District's appreciation of their service both as Board members and active parents in the District.

Board members celebrated the two (2) leaving Board members articulating their appreciation of their service through the rough issues and expressing their respect of the Board members' integrity.

Board Members celebrated Coach White and our ESports Team who are now the Michigan ESports State Champions. They thanked Coach White for starting this great opportunity for the kids and stated that studies show that kids who participate in ESports have a 91 percent improvement in socialization; 83 percent improvement in communication; 78 percent improvement in leadership skills; 73 percent improvement in mental health; and a 72 percent improvement in sportsmanship.

Board members expressed their appreciation of Coach White. Coach White introduced the members of their Michigan ESports State Championship team. He stated that team members learned a lot about careers in ESports and possible college scholarships.

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. They expressed their gratitude for their help, knowledge, and support.

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

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0 **MOTION CARRIED**

COMMENTS FROM THE AUDIENCE

There were four (4) comments from the audience regarding the introduction of the teachers in attendance and thanking the outgoing Board members for their years of service.

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. Hood and supported by Mrs. Murphy that the Novi Community School Board of Education adopts the personnel report recommendations as presented.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0 **MOTION CARRIED**

Bid Package #10B – Novi Middle School

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 Middle School 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 December 15, 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. Novi Middle School	<u>\$560,348.00</u>
-----------------------	---------------------

Total this Amendment	\$560,348.00
-----------------------------	---------------------

Original Contract Amount	\$ 291,722
Previous Amendments	\$1,495,672
Current Amendment	<u>\$ 560,348</u>
Amended Contract Amount	\$2,347,742

AMENDMENT RECOMMENDATION AMOUNT	\$ 560,348
--	-------------------

This comes before the Board tonight for information and discussion and will return for approval at the December 15, 2022 Board meeting.

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.

It was moved by Mrs. Hood and supported by Mrs. Murphy that the Novi Community School District Board of Education award the contract as listed for a total award of \$560,348 and authorize the Assistant Superintendent of Business and Operations to expend the funds from the 2019 Bond Fund.

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

Nays: 0

MOTION CARRIED

Security Camera Refresh

The District has scheduled a security camera refresh and expansion. The 332 existing cameras will be refreshed and an additional 238 cameras will be installed across the District. CBTS has prepared a solution with Hanwha cameras and mounts, industry leading camera and video management systems. Professional Cabling Solutions (PCS), who partner with CBTS, will be leading the installation.

The project scope of 570 cameras will cost \$550,890.30 (five hundred fifty thousand, eight hundred and ninety dollars and thirty cents) with a contingency of 10% bringing the total cost to \$605,979.33 (six hundred five thousand, nine hundred seventy-nine dollars and thirty-three cents). This pricing is based on the Lapeer Community Schools cooperative purchasing agreement.

This comes tonight for action due to the expected price increase in January.

It was moved by Mrs. Roney and supported by Mr. Mena that the Novi Community School District Board of Education approve the security camera refresh and expansion in the total amount of \$605,979.33 and authorize the Assistant Superintendent of Business and Operations to expend the funds from the 2019 Bond Fund.

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

Nays: 0

MOTION CARRIED

COMMITTEE REPORTS

Governance and Policy Committee

Mr. Smith, Board Trustee and Chair of the Governance and Policy Committee, reported that we did a great job in hiring Thrun for our policy and guidelines. He stated that they read through a few of the Board Operating Procedures and guidelines. Mr. Smith said they spent time on Monday going through the original Thrun document and the implementation, how we are going to actually go about changing the blue print and personalize/customize it for Novi. He mentioned that the target for completion is somewhere between three (3) to six (6) months.

Capital Projects Committee

Mr. Mena, Board Trustee and member of the Capital Projects Committee, reported for Mr. Cook stating that there was not much more that he could add to Mr. Donnelly's presentation this evening. He said that they did dig a little deeper into the land swap and covered some old business.

DEI Committee

Mrs. Murphy, Board Secretary and Chair of the Board DEI Committee, reported that it was the first

Committee of the Whole this morning at 7:30 AM. She stated that Mr. Mean, Mrs. Hood, Dr. Ruskin and Mike Giromini were in attendance. Mrs. Murphy said that she dissected the goals a little bit and talked about giving a bit more meat to it because it is more than a goal, it is an action and what that might look like. She mentioned that there is a meeting on Tuesday with Mr. Giromini and Mr. Mainka and there is going to be some interesting dialogue about potential, future revisions regarding the lens of equity in the District.

Mrs. Murphy reported that they talked about different strategies to address some of the gaps and figuring out what are the right questions to ask about why kids are struggling in certain areas. She stated that there were conversations around what we mean by Diversity, Equity, and Inclusion and what it is; how do we make sure we are all on the same page in terms of consistency throughout the District.

SUPERINTENDENT'S REPORT

Mr. Benjamin Mainka, Superintendent of Schools, reported that everyone is excited for the upcoming break. He stated that hopefully everyone can relax and rejuvenate over winter break, which starts Friday of next week. Mr. Mainka said that he really does think it is important for kids and teachers to have a break sometimes.

Mr. Mainka presented a quick legislative update with a couple of things that is typical of this time of year with the lame duck where outgoing legislators try to throw things in as they are exiting out the door. He reported that this year it is an exceptionally boring document and there are three (3) small bills and nothing of any major substance.

Mr. Mainka stated there is House Bill 577, requiring the Michigan Department of Education to develop resources for parents and guardian for children who are deaf or hard of hearing to be able to get a bit more resources. He said that House Bill 4733 provides an additional fixed annuity option for the state retirement system employees, especially new ones, access to one or more variable annuity options.

Mr. Mainka reported that the last bill is House Bill 6042, which requires school boards to work with local law enforcement and provide critical incident mapping data to assist them in case of an emergency on school grounds. He stated that this is something that Dr. Carino is already well ahead of the curve on and we have had this ball rolling for months now, so that we are able to obtain some grants for that.

Mr. Mainka reported that parents had some questions early on regarding some bus and transportation things that came up. He stated that it is always a hot topic at the beginning of the year. Mr. Mainka said that he would love to have technology to know, for example, when a child is going to be getting off the bus. He mentioned that there are some safety things that we talked about with our Security Consultants, but we are looking at new routing software and have been working with a statewide vendor and getting pricing through Oakland Schools. Mr. Mainka stated that this will open us up to options to allow for parents to then be able to have an app on their phone that will sync with PowerSchool, and be notified when their child is two (2) stops away.

Mr. Mainka reported that administration has been talking about different things and some discussion about the organizational chart. He stated that there are some needs that have been discussed across the

District and a few things to kind of sink our teeth into. Mr. Mainka said there were several positions that were in the budget since he started that the Board approved back in June. He mentioned that the high school is really running on shoe strings.

Mr. Mainka reported that their administrative team previously had another assistant principal, prior to COVID, and was never replaced. He stated that is a position that is in the budget, that we are looking to post, and we hope for a future approval. Mr. Mainka said that they had also talked about a Director of Curriculum and have been doing some internal workings with our administrative team. He mentioned that they are looking to post the Director of Curriculum and Assessment and also they have a need for leadership in their ELD population. Mr. Mainka stated that they will be looking at a Director of ELD combined with the state and federal programs including grants.

Mr. Mainka reported that he has a couple of quick announcements. He stated that he sits on the Chamber Board for Novi and wanted to share a save the date. Mr. Mainka said that they are hosting their annual Toast of the Town at the Suburban Showplace, on February 4, at 6:00 PM. He mentioned that the District will host a table and if anyone is interested to let him know.

Mr. Mainka reported that starting tomorrow morning, he is pairing up with Heather Burnside and starting the Listening Tours. He stated that they will start at Orchard hills and over the course of the next month and a half, they will be visiting all of the buildings. Mr. Mainka said that they will be talking about this over the course of the next month asking how we have support teachers. He mentioned they want to try and understand the problem and how they can support teachers better in their role

ADMINISTRATIVE REPORTS

Dr. Laura Carino, Assistant Superintendent of Human Resources, wished everyone a happy holiday and expressed her gratitude to staff for their hard work in September. She reported that they have done so much to get our students where they are today and do so much behind the scenes. Dr. Carino stated that they deserve a very well earned break and we are thankful of any members who are in the audience and giving up their own time to stay engaged. She thanked everyone for being here.

Dr. Carino thanked Mrs. Murphy and Mrs. Hood for their dedication and service to our students and staff. She reported that they have made very difficult decisions. Dr. Carino stated that she is grateful for their leadership and support of everyone in Novi. She wished them all the best.

Mr. Mike Giromini, Assistant Superintendent of Academic Services, echoed his colleague's sentiments. He reported that teaching is hard work, taking care of kids is hard work, and it has been a fantastic fall, but everyone deserves this break that is coming. Mr. Giromini stated that he looks forward to an awesome 2023. He expressed his deep, heartfelt thanks to Bobbie and Kathy for their leadership, their support, their guidance, and their service to our community. Mr. Giromini said that as a Novi resident, he is very proud of that and he appreciates everything they have done.

Mr. Giromini recognized Jeff. Dinkelmann, our Director of Student Growth and Accountability, for facilitating a data meeting last week with our elementary principals. He reported that it focused on iReady statistics, really working hard to continue to build capacity to better meet the needs of our kids,

and to use evidence and data to do that. Mr. Giromini stated that he appreciated Mr. Dinkelmann leading that work.

Mr. Giromini reported that he visited a classroom or two (2) at the end of last week including our Algebra 2 classes and serving as a guest evaluator for their projects. He stated that they were designing elementary playgrounds inclusive of conic sections and having to talk about the mathematics behind what they were designing. Mr. Giromini said that he had a ton of fun and it was very nice to actually have that experience and engage with those kids.

BOARD COMMUNICATION

There were no Board communications this evening.

CLOSED SESSION FOR SUPERINTENDENT EVALUATION

The Board of Education will move into a closed session for the following reasons:

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 for the purposes of an evaluation [OMA Sect.8(1)(a)].

It was moved by Mr. Smith and supported by Mrs. Murphy that the Novi Community School District Board of Education move in a closed session for the purposes of an evaluation.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

The Board went into a Closed Session at 8:30 PM.

The Board returned from the Closed Session at 9:22 PM.

APPROVAL OF SUPERINTENDENT PROFESSIONAL PRACTICE RATING

The Novi Community School District Board of Education met with Mr. Mainka to review his self-reflection and come to a consensus on the Professional Practice Rating presented in the self-reflection.

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Community School District Board of Education approves the Superintendent Professional Practice Rating of highly effective.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

ADJOURNMENT

It was moved by Mrs. Hood and supported by Mrs. Murphy that the Novi Community School District Board of Education meeting be adjourned.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Hood, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney
Nays: 0

MOTION CARRIED

The meeting adjourned at 9:25 p.m. The next regular meeting of the Board is scheduled for January 12, 2022 at 7:00 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary



Minutes of a Closed Session, December 15, 2022
Novi Community School District
Board of Education

A Closed Session of the Board of Trustees of Novi Community School District was held Thursday, December 15, 2022, beginning at 8:30 PM.

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

Absent:

TOPIC(S) DISCUSSED

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act.

Tonight, the Board moved into a closed session for purposes of an evaluation [OMA Sect. 8(1)(a)].

No action was taken by the Board at these meetings.

The Closed Session ended at 9:22 PM. The next regular meeting of the Board is scheduled for January 12, 2023 at 7:00 PM, at the Educational Service Building.

Willy Mena, Secretary



Minutes of a Regular Board Meeting, January 12, 2023
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, January 12, 2023, beginning at 7:01 PM.

Present: Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Absent: by Roll Call Vote

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

Approve the Agenda

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

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

NEW BOARD MEMBER 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."

Mrs. Betsy Beaudoin was sworn into office by Dr. RJ Webber.

Mr. Jason W. Michener was sworn into office by Mrs. Tara Michener.

There was a short break beginning at 7:07 PM and ending at 7:19 PM.

CELEBRATIONS

Board members congratulated Mr. Mainka on his first snow day announcement.

Mr. Mainka reported that it was a hard call and he did have the opportunity, the day before, to hear our high school Novi Singers and our high school orchestra. He stated that we have phenomenal musicians and singers. Mr. Mainka said that it is great to see the arts being celebrated in such a way, kudos to them all for their hard work.

Board members celebrated the athletic department for keeping events going when an issue occurred in the performance gym. It was reported that they owed some basketball games and did not miss a beat keeping the events moving.

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.

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

Recommendation for President:

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Board of Education elects Dr. Danielle Ruskin 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: Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Recommendation for Vice President:

It was moved by Mrs. Beaudoin and supported by Mr. Michener that the Novi Board of Education elects Mr. Tom Smith 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: 6 Dr. Ruskin, Mr. Mena, Mr. Smith, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 1 Mrs. Roney,

MOTION CARRIED

Recommendation for Secretary:

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Board of Education elects Mr. Willy Mena 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: 4 Dr. Ruskin, Mr. Mena, Mrs. Roney, and Mr. Cook

Nays: 3 Mr. Smith, Mrs. Beaudoin, and Mr. Michener

MOTION CARRIED

Recommendation for Treasurer:

It was moved by Mr. Mena and supported by Mr. Cook that the Novi Board of Education elects Mrs. Mary Ann Roney 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: Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

COMMENTS FROM THE AUDIENCE

There were thirteen comments from the audience. Two (2) congratulating our new Board members on their elected position. One (1) introducing the teachers who were present tonight. One (1) thanking the new superintendent for being inviting and looking forward to working with him. One (1) supporting a Board member on his election to office. Eight (8) regarding Board responsibility and past actions.

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 Mr. Cook and supported by Mr. Smith that the Novi Community School Board of Education approve the Consent Item(s) as presented.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

DONATIONS

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

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

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

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

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

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

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

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

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.

It was moved by Mrs. Roney and supported by Mrs. Beaudoin that the Novi Community Schools Board of Education accept designate depositories for school funds as presented.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0 **MOTION CARRIED**

SUPERINTENDENT'S REPORT

Mr. Benjamin Mainka, Superintendent of Schools, reported that he has had a tremendous listening tour opportunity and he is so thankful to have Heather Burnside visiting with him. He stated that they have gone to three (3) buildings so far. Mr. Mainka said that some of the Board asked about some of the things that they saw and some of the teacher and cultural surveys and where the question about what is so hard, right now, about being a teacher in a public ed setting.

Mr. Mainka mentioned that there was a recent study where people with advanced degrees, doctors, lawyers, and other professionals were put in a classroom for six (6) months and they could not make it because it is really hard to be an educator. He reported that we are trying to understand how we can support them and make Novi not just a great place to raise a family and come to school, but to make Novi the place where you want to come to work and love to come to work.

Mr. Mainka reported that this is School Board Appreciation Month. He stated that there is a lot of work, time and energy that is done by school board members that people do not know about. He stated that we are going to be excited to celebrate with our Board and you at our next meeting.

ADMINISTRATIVE REPORTS

Mr. Devin Kling, Assistant Superintendent of Business and Operations, reported his son was born on the day that he was supposed to start and the District was very supportive of me when I needed them most. He expressed his gratitude. Mr. Kling stated that this is his first full week, although he did work over winter break. He said that Superintendent Mainka was generous enough to give him a tour of the facilities and he got to see all of the schools.

Mr. Kling reported that he had a Bond meeting yesterday and met with McCarthy and Smith and Plante Moran Cresa who give him an update on where we are with our 2020 Bond and 2022 Bond Series. He stated that he is working on the December Financial Statement and then the big budget and budget planning for the amendment next month.

Dr. Laura Carino, Assistant Superintendent of Human Resources, reported that she is excited to have a table of three (3) and excited that Devin is here. She stated that she looks forward to partnering with him as they begin the collective bargaining this spring.

Dr. Carino said that they are already looking forward to the upcoming job fairs. She mentioned that they registered for Michigan State and they are looking at U of M as well as other organizations to

recruit fantastic teachers. Dr. Carino reported that one of their goals is to increase the diversity of our staff, so that we can enhance our wonderful and amazing Novi educators.

Dr. Carino stated that she is looking forward to subbing in Ms. Jarjis' room tomorrow at Novi Woods. She said that she is going back to her first grade roots. Dr. Carino congratulated our new Board members.

Mr. Mike Giromini, Assistant Superintendent of Academic Services, reported that he is very appreciative of this team. He stated that he just learned we have over 35 students participating in the Novi Unified Basketball team. Mr. Giromini said that it is such a wonderful experience with our special ed students and our general ed peers. He mentioned that working together they get to build community and they get to have fun.

Mr. Giromini stated that an athletic director once told him that Unified sports is the truest form of sport and he thinks that is true. He said that the highlight of our next big game is that it is against Northville, on February 3, at 7:00 PM. Mr. Giromini mentioned that it is a home game.

BOARD COMMUNICATION

A new Board member reported that he is really looking forward to serving the community and the staff, working with the rest of the Board. He stated that they are looking forward to a great 2023.

A new Board member echoed those sentiments and stated she is honored to serve all of and looking forward to build bridges and figure out how everybody is going to move forward. She welcomed Mr. Kling and congratulated him and his wife on their son. The new Board member reported that it was wonderful to have all hands on deck at this point. She thanked the high school teachers who came out stating that it was nice to see their faces. The new Board member thanked everyone who spoke this evening.

ADJOURNMENT

It was moved by Mr. Michener and supported by Mrs. Roney that the Novi Community School District Board of Education Regular Board meeting be adjourned.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0

MOTION CARRIED

The meeting adjourned at 8:11 p.m. The next regular meeting of the Board is scheduled for January 19, 2023 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary



**SPECIAL SESSION MINUTES, JANUARY 17, 2023
NOVI COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**

A Special Session Meeting of the Board of Trustees of Novi Community School District was held on Tuesday, January 17, 2023, beginning at 5:34 PM in the Educational Services Building.

Present: Dr. Ruskin, Mr. Cook, Mrs. Roney, Mr. Mena, Mrs. Beaudoin, Mr. Michener, and Mr. Smith
by Roll Call

Absent:

PLEDGE OF ALLEGIANCE

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

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

CLOSED SESSION

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Community School District move into a closed session.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Roney, Mr. Mena, Mr. Smith, Mrs. Beaudoin, and Mr. Michener
Nays: 0 **MOTION CARRIED**

The Board moved into a closed session at 5:36 PM.

The Board returned from the closed session at 8:11 PM.

ADJOURNMENT

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Community School District Board of Education meeting be adjourned.

Ayes: 7 Dr. Ruskin, Mr. Cook, Mrs. Roney, Mr. Mena, Mr. Smith, Mrs. Beaudoin, and Mr. Michener
Nays: 0 **MOTION CARRIED**

The meeting adjourned at 8:13 PM. The next regular meeting of the Board is scheduled for January 19, 2023 at 7:00 PM, at the Educational Services Building.

Willy Mena, Board of Education Secretary



Minutes of a Closed Session, January 17, 2023
Novi Community School District
Board of Education

A Closed Session of the Board of Trustees of Novi Community School District was held Tuesday, January 17, 2023, beginning at 5:36 PM.

Present: Dr. Ruskin, Mr. Smith, Mr. Mena, Mr. Cook, Mr. Michener, and Mrs. Beaudoin
by Roll Call

Absent:

TOPIC(S) DISCUSSED

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act.

Tonight, the Board moved into a closed session Attorney/Client Privilege – OMA - Section 8(1)(h).

No action was taken by the Board at these meetings.

The Closed Session ended at 8:11 PM. The next regular meeting of the Board is scheduled for January 19, 2023 at 7:00 PM, at the Educational Service Building.

Willy Mena, Board of Education Secretary

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 19, 2023**

ASSISTANT SUPERINTENDENT OF ACADEMIC SERVICES

TOPIC: One-Act Competitive Play Field Trip

Each year, the One Act Competitive Play takes its thespian talents to the stage representing Novi High School. This trip offers students the opportunity to compete at the regional and state levels. Due to the competitive nature of the One-Act play competition, Ms. McKaig was not sure if the students would qualify to compete until last week. The State competitions will take place at Central Michigan University.

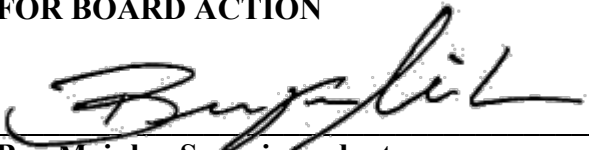
The trip is being coordinated by Ms. Heather McKaig, sponsor and NHS teacher, who will be accompanying the group of 22 students along with 2 chaperones. The students will pay \$45.00 to cover the cost of lodging at the Spring Hill Suites. Students will travel by school bus.

The Regional Competition is being held at Henry Ford Utica II and is not an overnight trip and therefore does not need Board approval. These are annual trips.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the One-Act Competitive Play Competitions, February 17-18, 2023, at Central Michigan University.

**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: OA State Finals

Dates of Trip: February 17 & 18, 2023

Group: Theater Department


Sponsor: Heather McKaig

Summary:

The One Act State Finals is the final weekend in the MIFA One Act play tournament. Schools qualify at a District and then Regional competitions prior to that weekend. Novi will not know whether or not we will qualify until the one Act Regional Competition is complete on February 4-6. At the One Act State Finals, each school that has qualified performs their show, and receives both oral and written feedback. Students also see shows from across the state and can earn individual awards for their work both on and off stage.

The site locations for both Regionals and State Finals were finalized during Novi's winter break. Ms. McKaig then was able to make a hotel reservation. Because Ms. McKaig did not have the information prior to the break, she did not feel that she should fill out forms. After receiving guidance from Emily Pohlonski she will fill out all paperwork for all potential trips (including the State Finals) in June when building use forms for the next school year are filled out.

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


Principal


Assistant Superintendent for
Academic Services

1/10/23

2/17-/18/23

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Heather McKaig Other Staff Members Attending: Justin Jarvis

Have you coordinated this trip in previous years?: Yes If yes, when? Last Year

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip

TRIP INFORMATION

Title of Field Trip:	<u>One Act State Finals</u>	Organization/Club/Course Name:	<u>One Act Play</u>
Date(s) of Trip:	<u>Feb. 17 & 18, 2023</u>	School Days Missed (by students):	<u>1</u>
Field Trip Destination:	<u>Central Michigan Univ.</u>	City/State:	<u>Mt. Pleasant, MI</u>
Departure Time:	<u>6:00 AM on 2/17/23</u>	Departure Location:	<u>Tennis Courts of HS</u>
Arrival Time:	<u>11:00 PM on 2/18/23</u>	Arrival Location:	<u>Central MI Univ.</u>
Cost per Student:	<u>\$45.00</u>	Items included in cost:	<u>Hotel</u>
Trip Funded By:	<u>Students</u>		

LODGING

Lodging name: SpringHill Suites Contact Number: 989-837-2700

Number of students attending: 22 Number of Chaperones: 2

Cost Per Student: \$45.00 Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. IBe sure to include enough chaperones to support your group size.

Names of Chaperones:

TRANSPORTATION

Method of Transportation (select one): School Bus

School Bus: Tentative school bus confirmation made by H. McKaig (email) on 1/10/23
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: \$45.00 Funded By (select one): Student

Address of Destination 800 Joe Mann Blvd, Midland Pickup Location Tennis Courts at HS

Group One Act Play Pickup Building HS

Of Adults 2 # Of Students 22 Parking Facilities Lot

Departure Time 6:00 AM on 2/17/23 Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time 8:00 AM on 2/17/23 Special Equipment Needed N/A

Time Leaving Destination 9:00 PM on 2/18/23 Does the Bus Need to Stay with the Group? No

Approx. Return Time 11:00 PM on 2/18/23

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME 6:00 AM END TIME 11:00 PM TOTAL # OF HOURS 41 x Hourly Rate Below = 1575

(B) # OF MILES TO DESTINATION 113 x 2 = 226 TOTAL MILES x \$3.00 678
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL 2253

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

N/A: extra-curricular

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

N/A: extra-curricular

3. Why is the field trip the best way to achieve/reinforce the class objectives?

N/A: extra-curricular

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

N/A: extra-curricular

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

APPROVAL

Heather McKaig (electronic)

Sponsor's Signature



Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 19, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Winter Guard WGI Chicago Area Competition

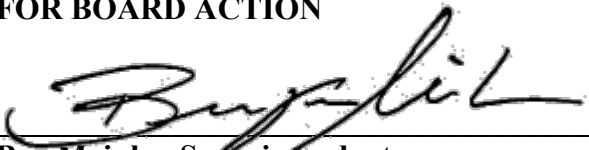
Lela Neal, Winter Guard Sponsor, is requesting that members of the Novi Winter Guard Varsity team compete in the Winter Guard International regionals held in Frankfort, Illinois. 11 students will travel with their respective parents/guardians to the competition and will stay at the EVEN Hotel and Suites.

The cost to students will be \$234 to cover the cost of lodging, two (2) meals, and competition fees. Student will not miss any school for this competition.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Winter Guard WGI Chicago Area Competition to Frankfort, Illinois from February 24 through February 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: Winterguard WGI Chicago Area Competition

Dates of Trip: February 24 & 26, 2023

Group: Winter Guard

Sponsor: Lela Neal

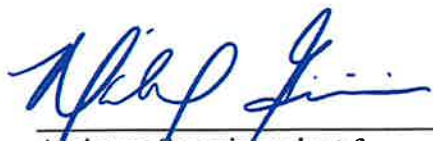
Summary:

Members of the Novi Varsity Winter Guard team are planning to compete at the Winter Guard International Regionals that will be held in Frankfort, IL. Students will be charged \$234 to cover the cost of lodging, transportation, two meals, and competition fees. The group of 11 students will travel with their respective parents/guardians to the competition and will be staying with their parents, in addition to being supervised by color guard director, Lela Neal. The team performs in the preliminary round of competition on the morning of February 25 and, if they qualify, will perform the evening on February 25. If the team does not qualify for Finals, they will watch Finals. The competition will not impact student attendance at school and there will be opportunities for students to do homework while in Illinois. The trip will officially end on the morning of February 26, at which time parents will transport students back to Novi. The team hopes to have your support to compete at this exciting level of competition.

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



Principal



Assistant Superintendent for
Academic Services

1/16/23

2/24/23-2/26/23

Date of Request (12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORMField Trip Coordinator: Lela Neal Other Staff Members Attending: _____Have you coordinated this trip in previous years?: YES NO If yes, when? 2022, 2019

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

In addition to my trip experience, 4 of the 5 chaperones have attended and helped coordinate the trip. The main parent coordinator, Kim McKnight, coordinated last year as well.

****It is required that one chaperone has previously coordinated an overnight trip******TRIP INFORMATION**

Title of Field Trip: Winterguard WGI Chicago Area Competition Organization/Club/Course Name: Winter Guard

Date(s) of Trip: 2/24/23 - 02/26/23 School Days Missed (by students): None missed

Field Trip Destination: Frankfort High School City/State: Frankfort, IL

Departure Time: 4:00 pm Departure Location: Novi High School Band Room

Arrival Time: 8:00 pm Arrival Location: Tinley Park, IL (hotel location)

Cost per Student: \$234 Items included in cost: Lodging, transportation, two meals, competition entry

Trip Funded By: Activity Fees, Parents

Please indicate which account number will be used to pay for:

Transportation: Account # N/A Guest Teacher(s): Account # N/A Trip Cost: Account # N/A**TRANSPORTATION/LODGING**Method of Transportation (circle): School Bus Charter Bus Private Car Walking OtherSchool Bus: Tentative school bus confirmation made by _____ on _____
name dateCharter Bus: Company N/A Contact #: _____Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with field trip request. A copy of each driver's license, insurance and registration will also be required.Lodging name: EVEN Hotel & Suites Address: 18501 Convention Center Dr, Tinley Park, Illinois 60477 Contact #: (708) 444-1100Number of students attending: 11 Number of Chaperones: 5Cost Per Student: \$150 Funded By (circle): Student Other: _____

CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

To provide students with an advanced opportunity to perform at a midwest regional event.

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

Winter guard rehearsals lead to the performance at the Regional in Frankfort.

3. Why is the field trip the best way to achieve/reinforce the class objectives?

The Regional opportunity is a natural progression for winter guards at the performance level Novi has achieved.

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?

We will conduct post-trip meetings with parents and students to further enhance future trip opportunities.

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: Michelle Tarkanyi, Ryan Crockett, Kim McKnight, Nicole Cromwell, Amy Krupkin - all previously authorized via background checks submitted for marching band.



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

Members of the Novi Varsity Winter Guard team are planning to compete at the Winter Guard International Regionals that will be held in Frankfort, IL. Students will be charged \$234 to cover the cost of lodging, transportation, two meals, and competition fees. The group of 11 students will travel with their respective parents/guardians to the competition and will be staying with their parents, in addition to being supervised by color guard director, Lela Neal. The team performs in the preliminary round of competition on the morning of February 25 and, if qualified, will perform in the evening on February 25. If the team does not qualify for Finals, they will watch Finals. The competition will not impact student attendance at school and there will be opportunities for students to do homework while in Illinois. The trip will officially end on the morning of February 26, at which time parents will transport students back to Novi. The team hopes to have your support to compete at this exciting level of competition.

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

OVERNIGHT FIELD TRIP RULES AND RESPONSIBILITIES

STUDENT RESPONSIBILITIES

GENERAL RULES AND REGULATIONS:

1. No smoking/vaping.
2. No drugs, including alcoholic beverages.

ANY INFRACTION OF THE ABOVE RULES WILL RESULT IN THE FOLLOWING ACTION: a call home requesting credit card number to pay for the student's IMMEDIATE trip home.

3. No excuse will be acceptable for entering the room of a member of the opposite sex.
4. Daily schedule and curfews will be announced and must be obeyed.
5. Students may not leave the hotel area at anytime with anyone other than our own group at authorized times.
6. Students must follow all directives from chaperones.
7. Each student will attend all group activities, including meals.

Minor violations of the rules will result in the loss of some privileges connected with the trip (i.e. confined to hotel room during free time). Major violations, such as the improper use of drugs (including alcohol), smoking/vaping, or refusal to cooperate with chaperones, will result in your son/daughter being sent home at your expense.

HOTEL INSTRUCTIONS:

1. At no time will you enter the room of a member of the opposite sex.
2. At curfew time, you are to be in your room. No one is to enter your room after curfew except your chaperone. You must stay in the room assigned to you and be there on time. You may not leave your room after curfew without permission from your chaperone. Permission will only be granted for emergencies. Contact your chaperone by phone.
3. Out of courtesy to others, do not make noise and disturb other guests at any time. No running in hallways, etc.
4. At the posted curfew time, you are to admit a chaperone for room check.
OTHERWISE, KEEP YOUR DOORS LOCKED AT ALL TIMES.
5. Keep rooms neat.
6. Do Not Take Towels or any other souvenirs from the rooms.

TELEPHONE CALLS:

Only use room phones to call room to room. However, NO PHONE CALLS MAY BE MADE AFTER CURFEW, unless there is an emergency! Any calls from rooms will be charged to the individual students. Please use your personal cell phone for all calls.

LUGGAGE:

Each student will be allowed and responsible for one suitcase, one carry-on bag, his or her instrument, and band uniform in good garment bag. Each bag must be clearly marked with the student's name and address. Suitcase size and weight should not exceed the student's ability to carry it. Remember - Save room in your suitcase to bring back souvenirs.

PUNCTUALITY:

We are frequently going to be on a tight schedule. It will be necessary to bring all members of the group together at the appointed time and place without delay. Promptness will be essential

BUS INSTRUCTIONS:

1. Ride the bus on which you are assigned.
2. Stay on the bus until you are told to depart.
3. Keep the bus clean
4. Behavior must be exemplary.

DRESS CODE:

Every day we will be representing ourselves, family, school, city, and state. We're sure that when we consider these implications we will have no problem concerning the dress code. School dress code requirements will be followed.

MONEY:

All essential elements of this trip will be covered by the student fee. This includes transportation, lodging, major meals, admission fees, taxes, and gratuities. Any incidental spending money the student may wish to take will be the responsibility of each individual student. It should be enough to buy snacks, souvenirs, and such other gifts or luxury items that students wish to purchase, but not so much that it becomes a major financial disaster should it become lost or stolen.

- We suggest that larger sums of money be given to your chaperone for safe keeping until you need it. (However, chaperones can not be held responsible for your money.)
- Travelers checks are highly suggested as a safeguard to theft and loss.

HEALTH:

The health and well-being of each person is of primary concern to us. An Emergency Medical Release and Authorization for Administering Over-the-Counter Medication must be completed prior to the trip. This will provide us with general health information as well as give us permission to take anyone to a doctor for emergency care after reasonable attempts to reach the parents have failed. If anyone has a special health problem, please let us know before we leave. List these (allergies, diabetes, etc.) on the medical information form. Students who have prescriptions that will accompany them on the trip must complete the additional necessary forms (see trip coordinator).

CHAPERONE RESPONSIBILITIES

Chaperones will be responsible for their group upon arrival at the bus departure site the morning of our departure. At this time you should:

1. Check to be sure that each of your group members is present.
2. Check to see that each student has their baggage.

You will remain responsible for your group until the buses are loaded. You may or may not be riding the same bus as your group. The chaperones on the bus will be responsible for the students on that vehicle once we are underway.

ON BUSES:

Chaperones will take roll on their bus and make necessary announcements before each departure. The responsibilities of the chaperones on each bus will be:

1. Keep student noise at a level that is comfortable for the driver.
2. See that students remain in their seats as much as possible and restrict their activities to that which ensures safety for all passengers.
3. Remind students to keep the bus neat and clean.
- 4.

AT THE HOTEL:

1. Pass out room keys to your group members when you receive them.
2. Check to see that your group members are situated properly and comfortably.
3. Check your group at curfew hours to make sure that everyone is in their rooms with the doors locked.
4. Patrol the hotel hallways according to the schedule (NO ONE is to leave their room unless there is a band director approved emergency situation). Remind students that there are other people staying at the hotel and that they need to be considerate of them. (No running and yelling in hallways!)
5. Remind students to keep their rooms neat and clean.
6. Be sure that at least two of you are present at the pool when students are swimming.
7. Check to see that your group is present for all meals. Students are not allowed to skip any meals.

MEDICAL INFORMATION:

Trip coordinator will have each student's medical form and emergency phone numbers. All prescription drugs must be carried by the chaperones unless the student has a Self-Administer/Possess Medication form completed by a parent/guardian and a physician. Do not give out any aspirin or over-the-counter drugs unless specifically approved by the parent. A first-aid kit with emergency supplies will be available on each bus, at the hotel and at each activity.

ACTIVITIES:

At various times, students will be asked to "check in" with their assigned chaperones. They are to be counted and kept together until further instructions are given by the director.

Discipline should not be a major problem. Rules and regulations are spelled out specifically, and students may need to be reminded of them occasionally.

Only male chaperones will be allowed in male students' rooms and only female chaperones will be allowed in female students' rooms at any time, unless the appropriate chaperone is unavailable.

We must make every effort to be responsible and reliable chaperones; consequently, do not drink or use any illegal drugs at any time. Smoking/vaping is not permitted on the buses, at meals, or when we are accompanying the group.

2023 NOVI HIGH SCHOOL



VARSITY WINTER GUARD TRIP TO

**Frankfort, IL
2/24 – 2/26, 2023**

Details/Itinerary/Student and Parent Responsibilities

PRE-TRIP DETAILS

1. Student/Parent Trip Meeting - 6 p.m. - 2/22/23
2. Performance Dates and Times - 2/24, 2/25 (if qualified)
 - Transportation is via parent drivers/chaperones.
3. Chaperone Forms, Proof of Insurance and Background Checks
 - All Chaperones have approved Volunteer Background Checks.
 - Parent Drivers of students other than their own will submit copies of license, registration, and proof of insurance on February 23rd (Wednesday rehearsal) to Lela.
4. Lodging/Meals - EVEN Hotel and Suites, Tinley Park, IL, 60477, (708) 444-1100
 - Team members are staying with their own parents or in rooms of 2-3 students.
 - Meals for students while in Illinois are covered by student fees. We are coordinating meals so that we're able to eat as a team. Meals for students during travel to and from Chicago (two meals) are the responsibility of the students/parents. If circumstances require individual meal purchases by students, we will reimburse for those meals according to provided receipts (\$10 max/meal). We will try to avoid this!
5. Responsibilities: Team members are representing Novi High School and will conduct themselves with appropriate behavior at all times, including while at performances and hotels. Please see attached NCSD Overnight Student/Chaperone Trip Responsibilities.
6. Additional Covid-related Guidelines/Responsibilities:
 - Masks will be required for all indoor activities, with the exception of rehearsals and performances for students. Students/parents/instructors will provide their own masks.
 - All trip participants will be required to be tested and to test negative just prior to the trip by district nurse, Cathy Farris, on the day of the trip or the evening prior (finalizing with Mrs. Farris).
 - Any student/chaperone who tests positive for Covid within the 5 day quarantine window will not make the trip.
 - Exception: participants who have recovered within 90 days of departure...must provide documentation of recovery (proof of their positive test and a letter from a healthcare provider or a public health official stating that they are cleared to travel).
 - If on the trip, a participant exhibits symptoms of Covid-19, a parent/guardian will be responsible for driving to pick them up ASAP.
7. Medical Forms/Medications:
 - Medical forms for all students are on file and will be taken on the trip.
 - All medication policies for NCSD, as stated on forms, will be adhered to.
8. Field Trip Permission/Policy Understanding Form:
 - Students/Parents must fill out this [Permission Slip/Policy Understanding Form](#) by February 2, 2023.

EXPECTED TRIP ITINERARY

Friday, February 24

- 4 p.m.** Depart from Novi HS for Lake Central High School
Eat dinner on the way
- 7 p.m. (Central Time)** Arrive at Lake Central High School
- 7:30 - 9 p.m.**
Practice at Lake Central High School
8400 Wicker Ave
Saint John, IN 46373
United States
(There will be a conference room open for parents to sit/watch run-through)
- 9:30 p.m.** Leave for EVEN Hotel, Tinley Park, IL
- 10pm** Check-In Hotel, Shower, Snack
- 11:30 p.m.** Lights Out

Saturday, February 25

- 7:30-9 a.m.** Breakfast (specific time/location TBA) get ready, in uniform
- 9:15 a.m.** Travel to Lincoln-Way East High School
- 9:30 a.m.** Check-in/unload
- 10:00 a.m.** Quick warm up of hands outside
- 10:44 a.m.** Warm up begins
- 11:01 a.m.** Ready-line
- 11:09 a.m.** PRELIMS PERFORMANCE
- 11:30 a.m.** Watch shows, eat lunch, relax time
- 4:25 p.m.** Prelims concludes, wait to see if we make finals
- 6:50-7:54 p.m.** **If we make finals, we could perform any time between 6:50 and 7:54, be prepared for an updated schedule once we know!**
- 11:30 p.m.** Lights Out at the hotel after awards.

Sunday, February 26

- 7:30-9:30 a.m.** Breakfast (specific time/location TBA)
- 10 a.m.** Team meeting at the hotel, Recap, Load, Pack, Checkout
- 11 a.m.** Depart hotel and head back to Novi, MI, lunch on own.
- 4:30pm** Arrive at Novi High school. Check out w/ chaperones.
Parents pick up students at this time.
- 5 p.m.** Head home!

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 19, 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>
Ringle, Adva	ESB	Director of ELD and State and Federal Programs	Position Chg.		01-30-23
Bull, Daniela	MS	Science Teacher	New Hire	MA+15	01-23-23
Mathes, Megan	VO	Special Ed Teacher	New Hire	MA	01-20-23
Wilcher, Preina	MS	Literacy Interventionist	New Hire	BA	01-23-23
Hendrix, Tiffany	District	District Nurse	New Hire		01-30-23
Estrada, Marina	DF	Special Ed Para	Position Chg.	Level B	01-20-23
Satterfield, Sharon	VO	Special Ed Para	New Hire	Level B	01-20-23

B. Retirements and Resignations

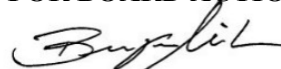
<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Buck, Rebecca	MS	Spec Ed Resource Room Teacher	Resign	01-27-23
Corrion, Kristin	NATC	Social Worker	Retire	06-09-23
Jennings-Miner, Deborah	Trans.	Bus Driver	Retire	01-20-23

C. Leaves of Absence

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

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 19, 2023**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Elementary Buildings Playground Equipment Purchase

The Project Team, consisting of the NCSD administration, PMC, TMP, and McCarthy Smith, is recommending the purchase of playground equipment for Deerfield, Novi Woods, Orchard Hills and Parkview Elementary to replace the current, aging equipment. Penchura-Landscape Structures, who replaced the aging structures at Village Oaks elementary, will providing the equipment and installation for the playgrounds.

The team recommends awarding to Penchura-Landscape Structures for the following:

Deerfield Elementary

• Equipment Purchase	\$86,055.05
• Installation	<u>\$42,681.00</u>
Total	<u>\$128,736.05</u>

Novi Woods Elementary

• Equipment Purchase	\$89,951.99
• Installation	<u>\$39,897.00</u>
Total	<u>\$129,848.99</u>

Orchard Hills Elementary

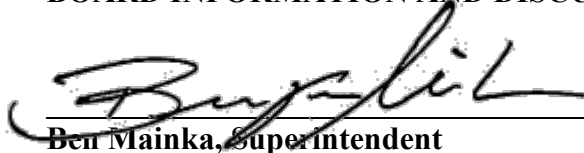
• Equipment Purchase	\$89,769.70
• Installation	<u>\$40,203.00</u>
Total	<u>\$129,972.70</u>

Parkview Elementary

• Equipment Purchase	\$88,347.51
• Installation	<u>\$35,078.94</u>
Total	<u>\$123,426.45</u>

PMC recommends awarding the equipment and installation for the noted elementary buildings totaling \$511,984.19. In addition, a 10% contingency is recommended of \$51,198.00 bringing the total recommendation for award to \$563,182.61.

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



Ben Mainka, Superintendent



January 19, 2023

Mr. Ben Mainka
Superintendent of Schools
Novi Community School District
25345 Taft Road
Novi, MI 48374

RE: Novi Community Schools 2019 Bond Program
Contract Award Recommendation Playground Equipment
Deerfield, Novi Woods, Orchard Hills, and Parkview Elementaries

Dear Mr. Mainka,

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Novi Community School District (NCSD) in its selection of playground equipment and procurement of consortium proposals for Deerfield, Novi Woods, Orchard Hills and Parkview Elementary. This update represents the mutual efforts of the NCSD administration, PMC, TMP, and Penchura-Landscape Structures.

Attached for the Board's review and approval are consortium proposals (Sourcewell) for the above noted playground equipment which is scheduled for final completion Summer 2023. The team recommends awarding to Penchura-Landscape Structures for the following:

Deerfield Elementary

• Equipment Purchase	\$86,055.05
• Installation	<u>\$42,681.00</u>
Total	<u>\$128,736.05</u>

Novi Woods Elementary

• Equipment Purchase	\$89,951.99
• Installation	<u>\$39,897.00</u>
Total	<u>\$129,848.99</u>

Orchard Hills Elementary

• Equipment Purchase	\$89,769.70
• Installation	<u>\$40,203.00</u>
Total	<u>\$129,972.70</u>

Parkview Elementary

• Equipment Purchase	\$88,347.51
• Installation	<u>\$35,078.94</u>
Total	<u>\$123,426.45</u>

PMC recommends awarding the equipment and installation for the noted elementary buildings totaling \$511,984.19. In addition, a 10% contingency is recommended of \$51,198.00 bringing the total recommendation for award to **\$563,182.61**.

PMC is available if anyone has any questions via email-phone and will be available at the January 19, 2023 Board Meeting.

Sincerely,

Plante Moran Cresa



Kevin Donnelly
Sr. Vice President

Enclosures: Penchura-Landscape Structures – Sourcewell Consortium Proposals
Deerfield, Novi Woods, Orchard Hills, and Parkview Elementary

Cc: Lance Shipman, Penchura
Holli Durchik, Foresite Design
Stewart Reich, TMP Architecture
Michael Dragoo, NCSD

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529

Penchura, LLC, 889 S. Old US 23 Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 19, 2023**

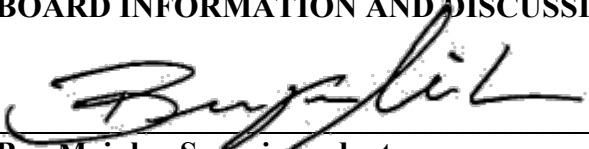
ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Business Professionals of America State Tournament

Darcie Moss, Novi High School teacher, is requesting that three (3) students travel to Grand Rapids, Michigan for the Business Professionals of America Tournament, where they will compete alongside 2000 other students statewide. They will participate in 60 different business skill events.

Mrs. Moss was able to secure CTE funding for this event. Students will be staying and the Amway Grand Resort. This comes tonight for information and discussion and will return on February 16 for approval.

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



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: Business Professionals of America State Tournament

Dates of Trip: March 9-12, 2023

Group: BPA - CTE Finance

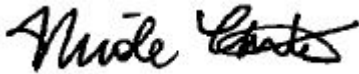
Sponsor: Darcie Moss

Summary:

Business Professionals of America is a co curricular student run organization. BPA was founded in the 1950's and has grown to chapters in 48 of 50 states. Approximately 2000 students statewide will enter 60 different business skill events, participate in open test rounds, develop presentation and analytical skills, vote at an assembly, attend workshops, develop interpersonal networking abilities, plus attend a formal dinner. The three students attending qualified at the regional tournament where they placed in the top three for their event.

Students qualified for this event on December 17, 2022. Mrs. Moss was able to secure CTE funding for the event on January 9. As a result this form was submitted less than 12 weeks prior to the trip.

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



Principal



Assistant Superintendent for
Academic Services

January 12, 2023

Thur March 9 - Sun Mar 12, 2023

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Darcie Moss Other Staff Members Attending: 2

Have you coordinated this trip in previous years?: No If yes, when? n/a

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

I have not coordinated one at Novi, another district as has Hallie Smith at this BPA event

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

****It is required that one chaperone has previously coordinated an overnight trip**** Hallie Smith at THIS tournament

TRIP INFORMATION

Title of Field Trip: Business Professionals of America State T

Organization/Club/Course Name: BPA - CTE Finance

Date(s) of Trip: 3/9 - 3/12, 2023

School Days Missed (by students): 1 Fri 3/10/23

Field Trip Destination: Amway Grand Resort

City/State: Grand Rapids

Departure Time: 3:15 pm Thursday

Departure Location: Novi High

Arrival Time: 8:00 pm Thursday

Arrival Location: Amway Grand, GR

Cost per Student: \$316

Items included in cost: Lodging, Commute, 5 meals@\$20

Trip Funded By: CTE Finance \$1800 SL apprvd

LODGING

Lodging name: Amway Grand Contact Number: _____

Number of students attending: 3 Number of Chaperones: 2

Cost Per Student: \$163 Lodge, \$100 food, Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. IBe sure to include enough chaperones to support your group size.

Names of Chaperones: Darcie Moss / Hallie Smith / Parent driver of three Kelly Blanchard

TRANSPORTATION

Method of Transportation (select one): Private Car ☐

School Bus: Tentative school bus confirmation made by N/A would be on unaffordable
name date

Charter Bus: Company N/A would be unaffordable Contact Number Voluntrer form w/ Mrs. Blanchard

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: \$316 incl \$53/transport, food and Funded By (select one): \$163 in student price is lodging

Address of Destination 187 Monroe Ave NW Pickup Location Novi High by Parent

Group Bus. Prof. of America BPA Pickup Building Novi High

Of Adults 3 # Of Students 3 Parking Facilities Amway Grand

Departure Time 3:15 3/9 from NHS Are Drivers' Meals, Tickets, or Fees Included? Yes ☐

Approx. Arrival Time 8 pm Special Equipment Needed Might be role cart, nothing major

Time Leaving Destination 12:30 pm Sun 3/12 Does the Bus Need to Stay with the Group? Yes ☐

Approx. Return Time 5:00 pm Sun 3/12

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME Not END TIME USING TOTAL # OF HOURS bus x Hourly Rate Below = from

(B) # OF MILES TO DESTINATION Novi x 2 = or from TOTAL MILES x \$3.00 Charter
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday = \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

Co Curricular student leadership development; students will run projects and vote in a delagation,

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

Club prepares 6 weeks, at a regional tournament (11 went) and must placeintop 3 to attend

3. Why is the field trip the best way to achieve/reinforce the class objectives?

Buiness Professionals of America runs student leadership, interviewing, competitive tournament a

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Students will provide club overall experience of being at a busness type conference.

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

Text not formatted to text wrap. See word attachment. Business Professionals of America is a co

APPROVAL

Darcie Moss

Sponsor's Signature



Administrator's Signature