



# **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: June 15, 2023**  
**Educational Services Building**  
**25345 Taft Road**  
**Novi, MI 48374**



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – June 15, 2023**  
**7:30 PM**  
**AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC HEARING: BUDGET**
- IV. APPROVAL OF AGENDA**
- V. STUDENT BOARD MEMBER REPORT**
- VI. CELEBRATIONS**
- VII. REPORTS TO THE BOARD**
  - A. Spring 2023 Construction and Capital Projects Update
- VIII. 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.*
- IX. CONSENT AGENDA**
  - A. Approval of Minutes
  - B. Approval of Memberships
  - C. Approval of SEPAC Representative(s)
- X. DONATIONS**
  - A. Orchestra Boosters
- XI. CLOSED SESSION FOR THE PURPOSES OF NEGOTIATIONS [OMA Sect.8(1)(c)]**
- XII. ACTION ITEMS**
  - A. NTA Contract Approval
  - B. NESPA Contract Approval
  - C. Personnel Report A
  - D. Personnel Report B – Administration Contracts
  - E. iPad Refresh
  - F. High School CAD Refresh
  - G. 2022-2023 Final Budget
  - H. 2023-2024 Preliminary Budget
  - I. NCSD Capital Projects Contingency Approval
  - J. Thrun Policy Implementation Approval (3000, 4000, and 5000 series)
- XIII. INFORMATION AND DISCUSSION**
  - A. Thrun Policy 1000, 2000, and 5207 Discussion
- XIV. COMMITTEE REPORTS**
- XV. SUPERINTENDENT’S REPORT**
- XVI. ADMINISTRATIVE REPORTS**
- XVII. BOARD COMMUNICATION**
- XVIII. ADJOURNMENT**

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

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Public Hearing: 2022 - 2023 Final Budget  
2023 - 2024 Preliminary Budget**

2022-2023 Final Budget:

On February 21, 2023 the Board of Education adopted the amendment to the 2022-2023 Budget. A final amendment to the budget reflecting all the changes known at this time has been created and is presented to the Board of Education tonight

2023-2024 Preliminary Budget:

The State requires that all school districts adopt a budget for the upcoming fiscal year by June 30 of each year. The process of adoption includes a notice for a budget public hearing, which must appear in the local newspaper at least six (6) days prior to the hearing, and that the budget document, including the proposed property tax millage rate, must be available for public inspection. The public hearing on the property tax millage rate proposed to be levied to support the proposed budget took place on Thursday, May 18, 2023.

This year, the budget report and resolution is scheduled for Thursday, June 15, 2023, at 7:30 p.m. at the regular meeting of the Board of Education. Notice of the public hearing appeared in the local newspaper and the budget document was made available for public inspection at the Educational Services Building beginning June 6, 2023.

Following board adoption of the budget, the Business Office will post the budget on the District's website.

**APPROVED AND RECOMMENDED  
AS A REPORT TO THE BOARD**

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

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Spring 2023 Construction and Capital Projects Update**

The Capital Projects Committee of the Whole met on Monday, June 5, 2023, in the afternoon to go over and discuss key construction activities and capital projects progress update with the design team and the construction team.

Tonight, the Plante Moran CRESA team, the District's Owner's Representative, will present an update to the Board on the Spring Bond Program.

**APPROVED AND RECOMMENDED  
AS A REPORT TO THE BOARD**

  
Ben Mainka, Superintendent





# NOVI COMMUNITY SCHOOL DISTRICT

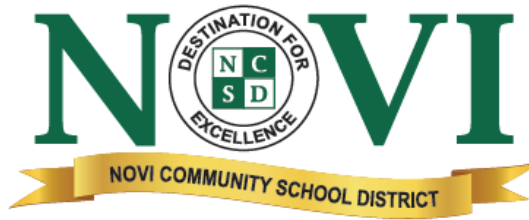
## 2019 BOND PROGRAM UPDATE

June 15, 2023

### AGENDA:

- ☐ Bond Program Progress Update June 2023
- ☐ 2023-2024 Bond Projects Update / Program Milestones
- ☐ Financial Update June 2023
- ☐ Master Planning 2019 and 2025 Bond Program
- ☐ Land Swap Update





## Where Have We Been?

### What are the main goals of the bond program?



#### Educational Facilities / Program Enhancements

Improve and expand facilities and programs to support a culture of academic excellence and success for all students



#### Infrastructure & Equipment

Improvements to address identified infrastructure issues at all facilities



#### New Learning Opportunities

Create spaces that offer new opportunities for students and the Novi community



#### Safety & Security

Create safe and secure entrances and welcome centers at all school buildings



#### 21st Century Tech

Upgrade technology devices and infrastructure to respond to the District's vision for 21st century learning

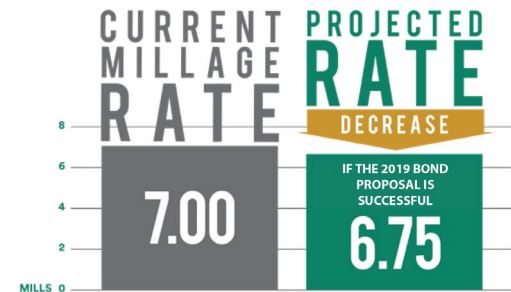
### November 5 Ballot Proposals

1

\$185 million Bond Proposal

2

Renewal of the current Sinking Fund Millage



**VOTE** Tuesday, November 5!

## Successful Bond Vote – Congratulations!

# 2019 Bond Program Ballot-Legal Language

## NOVI COMMUNITY SCHOOL DISTRICT BONDING PROPOSAL

Shall Novi Community School District, Oakland County, Michigan, borrow the sum of not to exceed One Hundred Eighty-Five Million Dollars (\$185,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series for the purpose of:

•erecting additions to, remodeling, installing security measures for, equipping and re-equipping and furnishing and refurnishing school buildings, facilities and a natatorium; erecting, furnishing and equipping a new activity center and school support buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; purchasing school buses; and developing and improving playgrounds, play fields, athletic fields and facilities, parking areas and sites?

The following is for informational purposes only:

The estimated millage that will be levied for the proposed bonds in 2020 is 1.41 mills (\$1.41 on each \$1,000 of taxable valuation) for a net 0.25 mill decrease from the prior year's levy. The maximum number of years the bonds may be outstanding for any single series, exclusive of any refunding, is twenty-five (25) years. The estimated simple average annual millage anticipated to be required to retire this bond debt is 3.00 mills (\$3.00 on each \$1,000 of taxable valuation). (Pursuant to State law, expenditure of bond proceeds must be audited, and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.)

The District would sell bonds totaling \$185 million.

- To improve and expand facilities and program spaces to address equity and support a culture of academic excellence and success for all students
- To create safe and secure entrances & welcome centers at all school buildings
- To create spaces that offer new opportunities for students and the Novi community
- To upgrade technology devices and infrastructure to respond to the District's vision of 21st century teaching and learning
- To improve and address identified infrastructure issues at all facilities

With successful passage of the Bond proposal, voters will see a millage rate decrease of .25 mills

# 2019 Sinking Fund Renewal - Legal Language

## **NOVI COMMUNITY SCHOOL DISTRICT SINKING FUND MILLAGE RENEWAL PROPOSAL**

This proposal will allow the school district to continue to levy the building and site sinking fund millage that expires with the 2020 tax levy.

Shall the currently authorized millage rate of 0.4731 mill (\$0.4731 on each \$1,000 of taxable valuation) which may be assessed against all property in Novi Community School District, Oakland County, Michigan, be renewed for a period of 10 years, 2021 to 2030, inclusive, to continue to provide for a sinking fund for the repair of school buildings and all other purposes authorized by law; the estimate of the revenue the school district will collect if the millage is approved and levied in 2021 is approximately \$1,183,565 (this is a renewal of millage that will expire with the 2020 tax levy)?

The current sinking fund millage rate of .4731 has been in place since 2001. The proceeds from this millage will continue to be used to fund smaller building improvements. No debt or interest payments are incurred with a sinking fund.

The District would renew the existing Sinking Fund millage rate of .4731

With successful passage of the sinking Fund proposal, voter will not see an increase in the millage rate they are currently paying



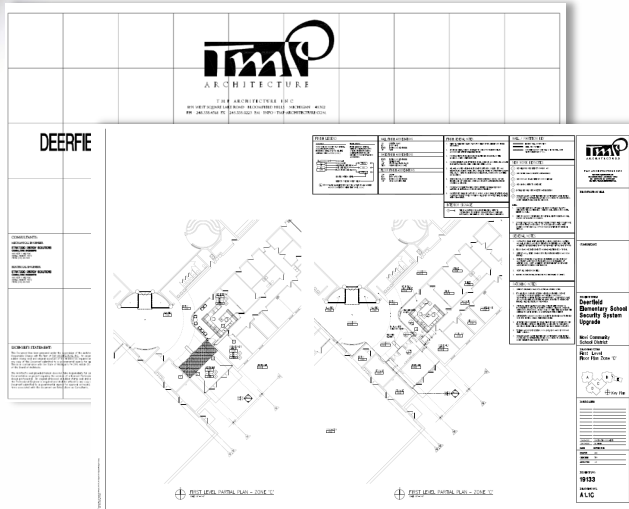
## A collection of school supplies arranged on a white background. At the top left is a red rubber band. Below it are several sharpened pencils in green, red, and yellow. To the right is a wooden pencil sharpener with a silver blade. Below the pencils is a spiral-bound notebook with a black cover. At the bottom left is a wooden ruler with black markings. To the right of the ruler are two paper clips, one red and one blue.

[illegible]

- **Bid and Award of Elementary Playgrounds**
- **Bid and Award of HS4 Systems (Access Control)**
- **Bid and Award of Outdoor Learning MS**
- **Bid and Award of Technology Scope**



# Bond Program Progress Update – June 2023



## Key Planning Activities

- 2019 Bond Completion Planning
- Finalization of Land Swap w/ City
- Districtwide Master Planning
- 2025 Bond Planning Program Development

## Construction Planning and Coordination

- Logistics Planning and Coordination
- Subcontractor Planning and Coordination
- Move Management Planning
- Permitting and Approvals







# NOVI COMMUNITY SCHOOL DISTRICT

## 2019 BOND PROGRAM UPDATE

June 15, 2023

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# 2023-2024 Bond Projects Update

## 2023 – 2024 Bond Projects and Schedule

	Start	Finish
➤ Meadow's 5 <sup>th</sup> / 6 <sup>th</sup> Grade Addition	Mar – 2022	Aug – 2024
➤ High School Phase II (CTE and Athletic Gateway)	Nov – 2022	Nov – 2023
➤ R.O.A.R. Phase II Renovations	<i>Complete</i>	
➤ Maintenance Storage Building	Feb – 2023	Jul – 2023
➤ Elementary Playground Equipment	Jul – 2023	Sep – 2023
➤ Districtwide Access Controls – Multiple Locations	Jan – 2023	Sep – 2023
➤ Outdoor Learning Spaces – Middle School / Elementaries	Jul – 2023	Nov – 2023
➤ 2023-2024 Site Improvement Projects	Jul – 2023	Sep – 2024
➤ Districtwide Technology Improvements	<i>Ongoing</i>	

*\* Fall 2023 5<sup>th</sup> Graders move into Meadows and Fall 2024 6<sup>th</sup> Graders move in.*

## Upcoming Bond Projects

	Start	Finish
➤ 6 <sup>th</sup> Grade House Renovations Programming and Design	May – 2023	Dec – 2023
➤ High School Baseball / Softball Facility Design and Construction	Jun – 2023	Mar – 2025
➤ High School Tennis Facility Design and Construction	Jun – 2023	Apr – 2026
➤ High School Activity Center Design and Construction	May – 2025	Oct – 2027



# Future Bond Scope Milestones

*\* Part Phase II of Master Planning \**

Future Bond Projects 2024 and Beyond	Start	Finish
➤ Educational Services Building (ESB) Wellness Center	2024	2025
➤ High School Phase III Renovations	2025	2025
➤ Meadow's Playground	2024	2024
➤ Technology Improvements	2025	2027
➤ Furniture, Fixtures, Equipment	2025	2027



# Meadow's 5<sup>th</sup> and 6<sup>th</sup> Bldg. Progress Photos



**Aerial Photo May 2022**



**Aerial Photo May 2023**



**Exterior View Looking NW**



**Access Loop Road**



# Meadow's 5<sup>th</sup> and 6<sup>th</sup> Bldg. Progress Photos



**Media and Steam Room**



**Media Center Painting / Finishes**



**Locker Bays**



**Typical Classroom and Lockers**



# Meadow's 5<sup>th</sup> and 6<sup>th</sup> Building







**Lobby**

















Classroom







# Novi Athletics Gateway Progress Photos



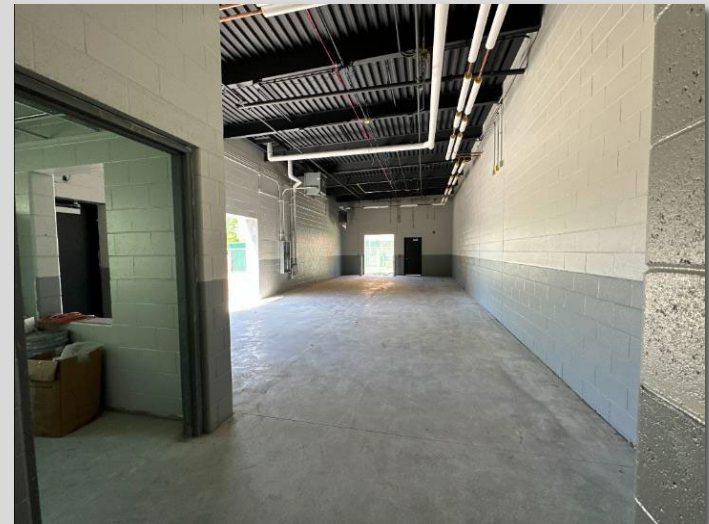
**Aerial Photo March 2023**



**Aerial Photo May 2023**



**Ramp Foundation Walls**



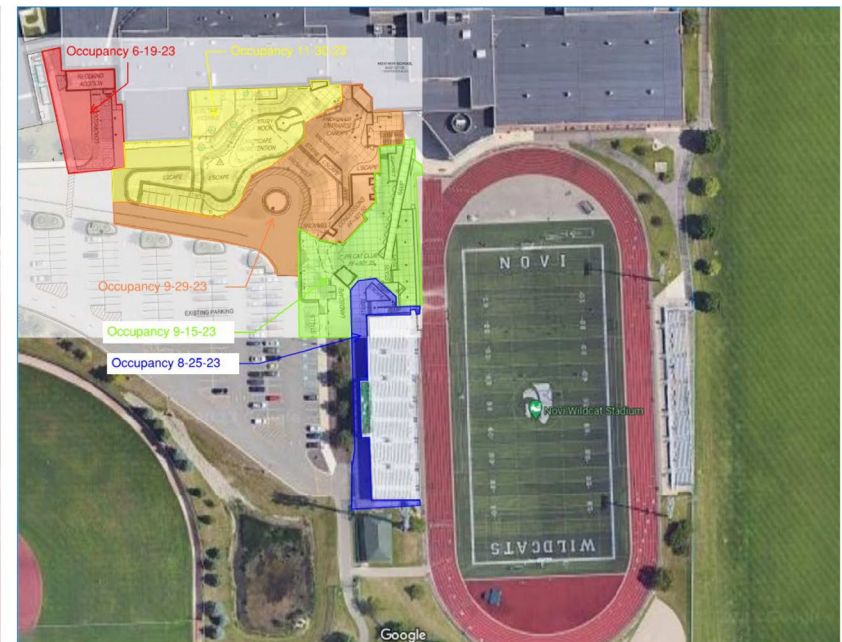
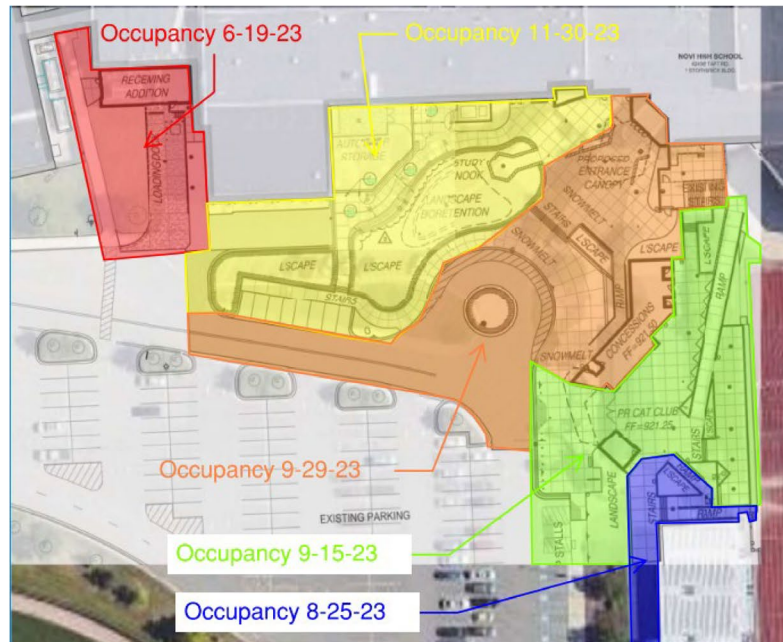
**New Receiving Area**



# Novi Athletics Gateway Phasing Plan

Overall Phasing / Completion Plan

## BP-8 High School – Milestone Dates



# Novi Athletics Gateway Phasing Plan



August 25, 2023 – Level of Finish and Expectations Exterior

## BP-8 High School – Milestone Dates

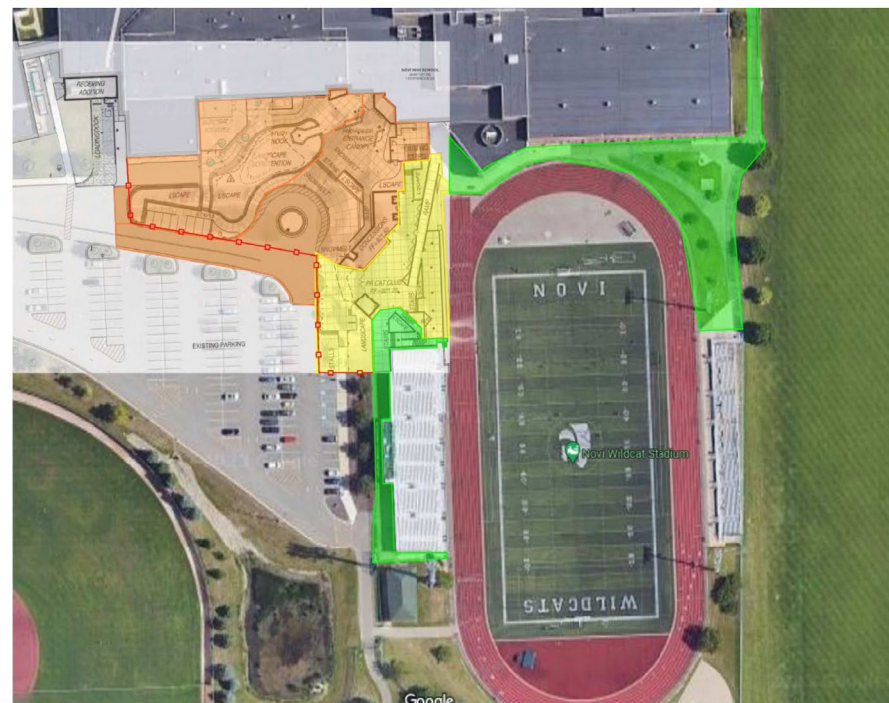
### Bleacher Access Game Day – 8-25-23

#### Jobsite Overview:

- The concessions and cat club will be standing with the canopy in-between.
- Site concrete will be on going.
- Power and utilities will be tied into the buildings.
- Buildings will be roofed.

#### Key:

-  Areas of Public Access
-  Hardscape Mostly Complete Construction Ongoing
-  Active Construction Zone
-  Construction Fenceline



June 15, 2023





## 23

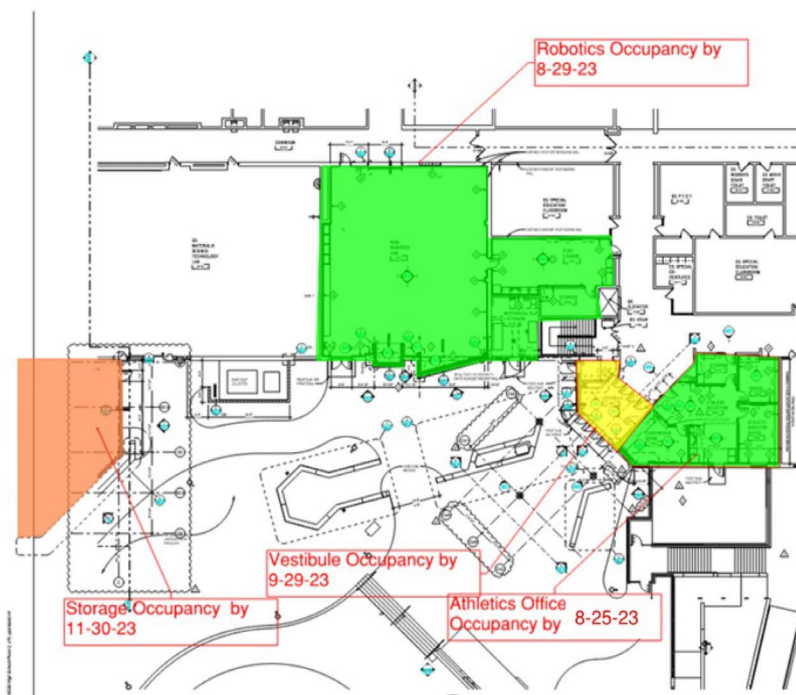
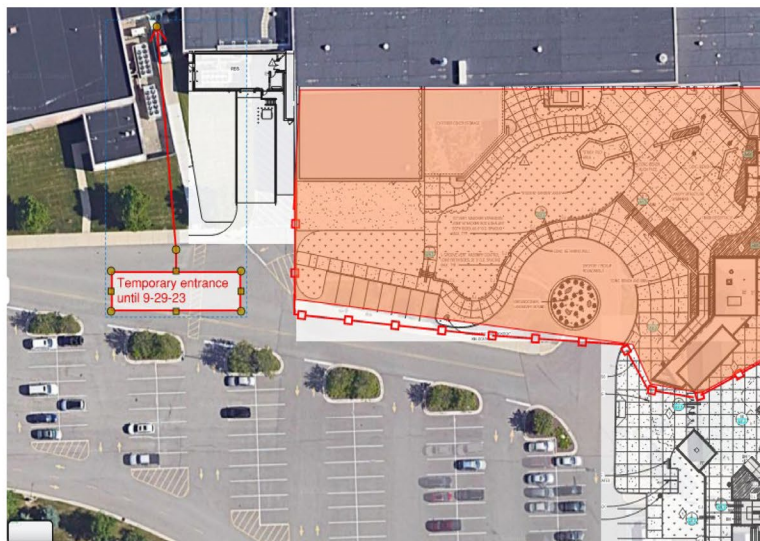
# Novi Athletics Gateway Phasing Plan



August 25, 2023 – Level of Finish and Expectations Interior

## BP-8 High School – Milestone Dates

Interior Game Day – 8-25-23



June 15, 2023





# Novi Athletics Gateway Phasing Plan

September 15, 2023 – Level of Finish and Expectations Exterior





## BP-8 High School – Milestone Dates

### Taste Fest & Game Day – 9-15-23

#### Jobsite Overview:

- All handicap access down to the site will be complete.
- Exterior finishes such as doors and roll-up doors will be ongoing.
- Interior fixture installation will be ongoing.
- Power to site lighting will be complete.

#### Key:

-  — Areas of Public Access
-  — Hardscape Mostly Complete Construction Ongoing
-  — Active Construction Zone
-  — Construction Fenceline



# Novi Athletics Gateway Phasing Plan

September 29, 2023 – Level of Finish and Expectations





## BP-8 High School – Milestone Dates

### Game Day – 9-29-23

#### Jobsite Overview:

- Drop off loop will be complete.
- Site concrete will be complete leading into the building.
- Site construction and construction of the storage building will be ongoing.
- Concessions building and Cat Club will be in full operations.

#### Key:

-  — Areas of Public Access
-  — Hardscape Mostly Complete Construction Ongoing
-  — Active Construction Zone
-  — Construction Fenceline





# Novi Athletics Gateway Phasing Plan

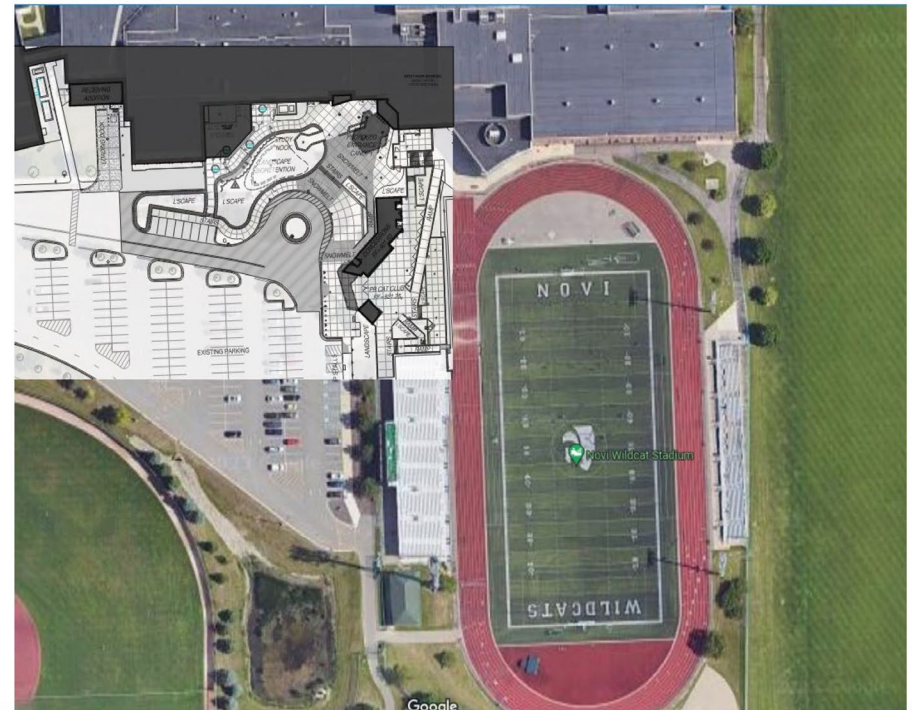
October 13, 2023 – Level of Finish and Expectations

## BP-8 High School – Milestone Dates

**Final Turnover – 11-30-23**

**What to expect:**

- Full occupancy through-out all phases will be received 11-30-23.



June 15, 2023





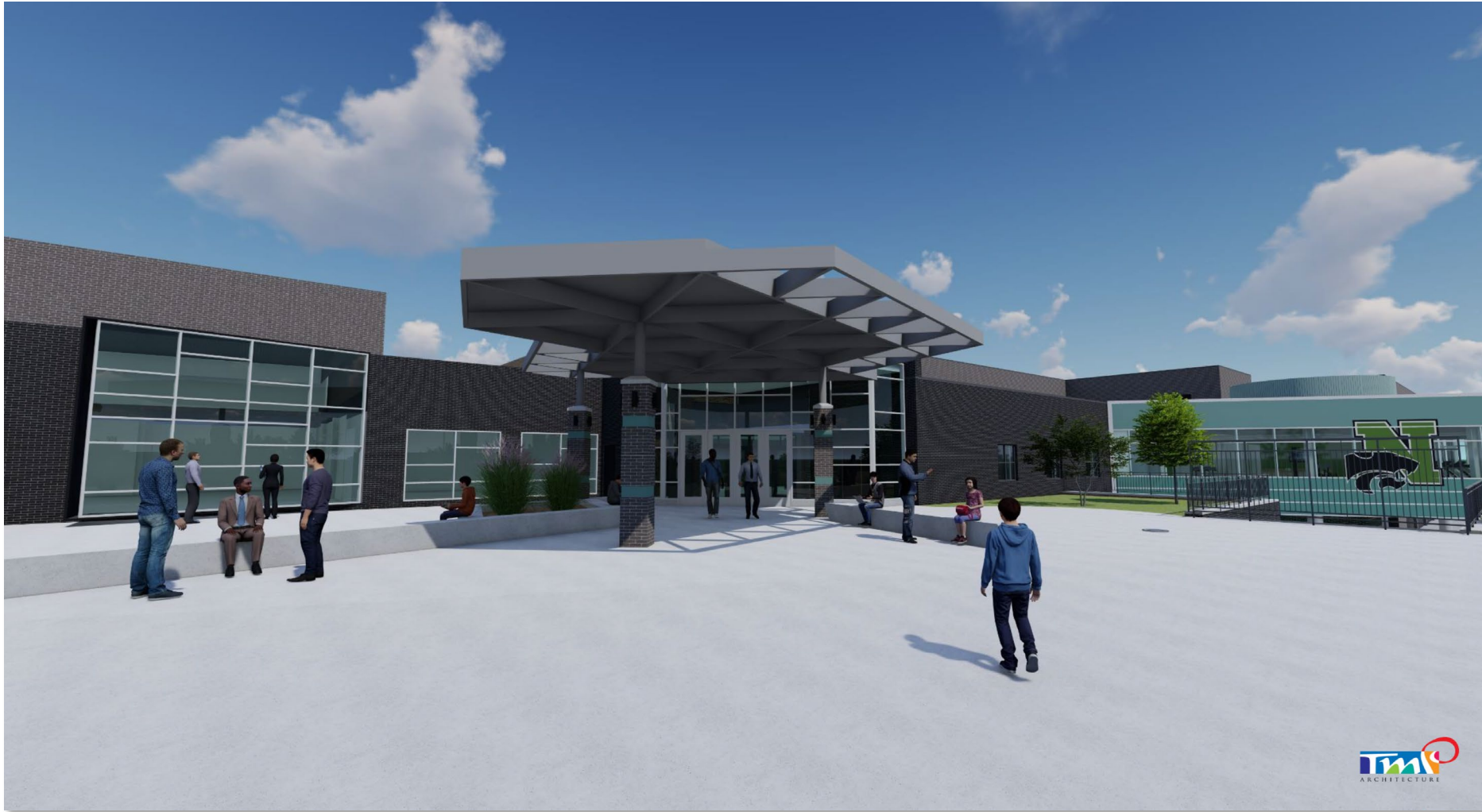
# High School Athletics Gateway





# High School Athletics Gateway









# High School Athletics Gateway





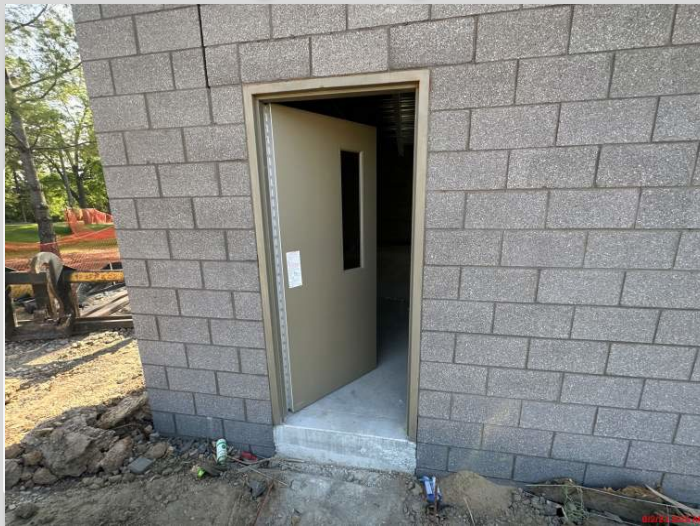
# Maintenance Storage Bldg. Progress Photos



**Storage Building Exterior**



**Storage Building Interior**



**Exterior Doors**



**Sitework / Detention Pond**



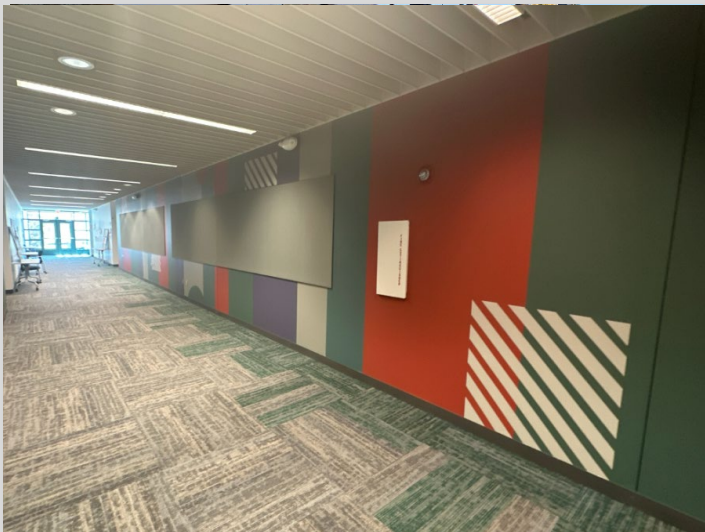
# ROAR Office Renovation Completion Photos



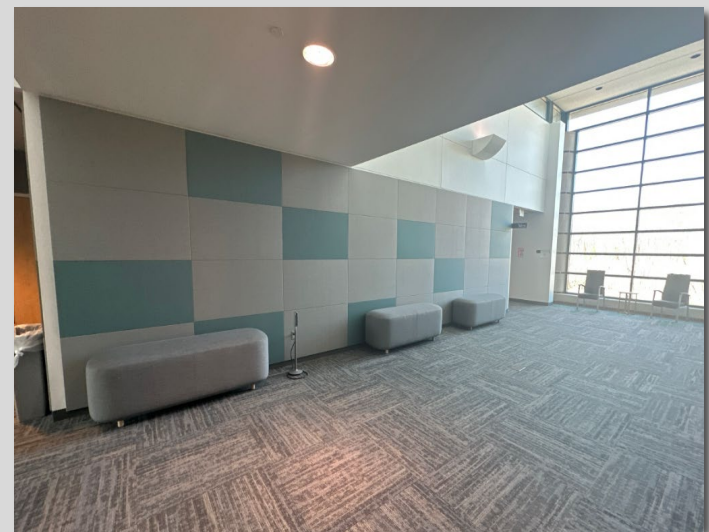
**New Office Space**



**New Media Center Furniture**



**Corridor Tackboards**

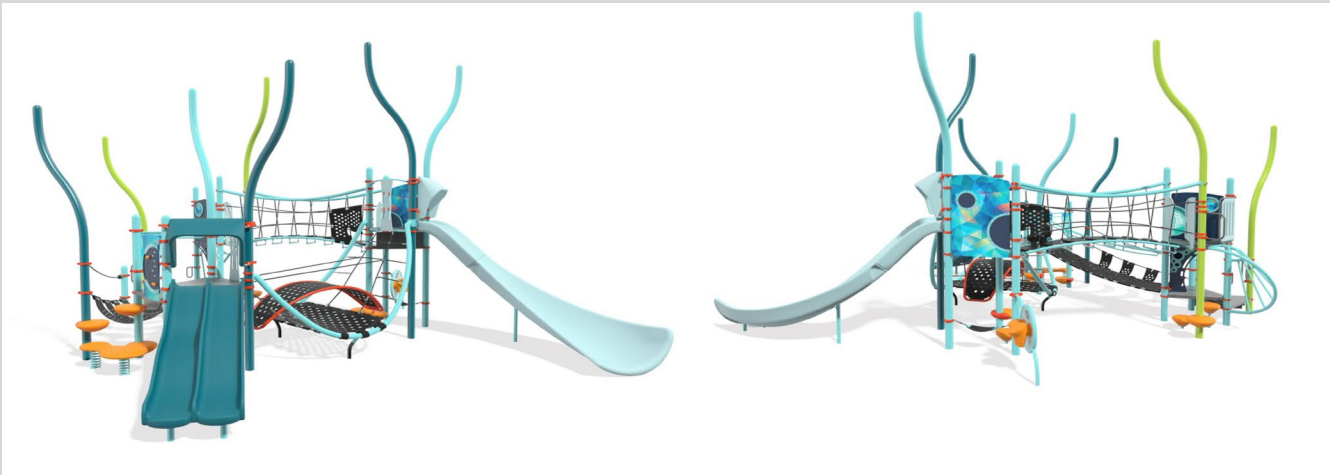


**Main Lobby Acoustical Panels**

# Elementary Playground Renderings



***New Deerfield Elementary Equipment***



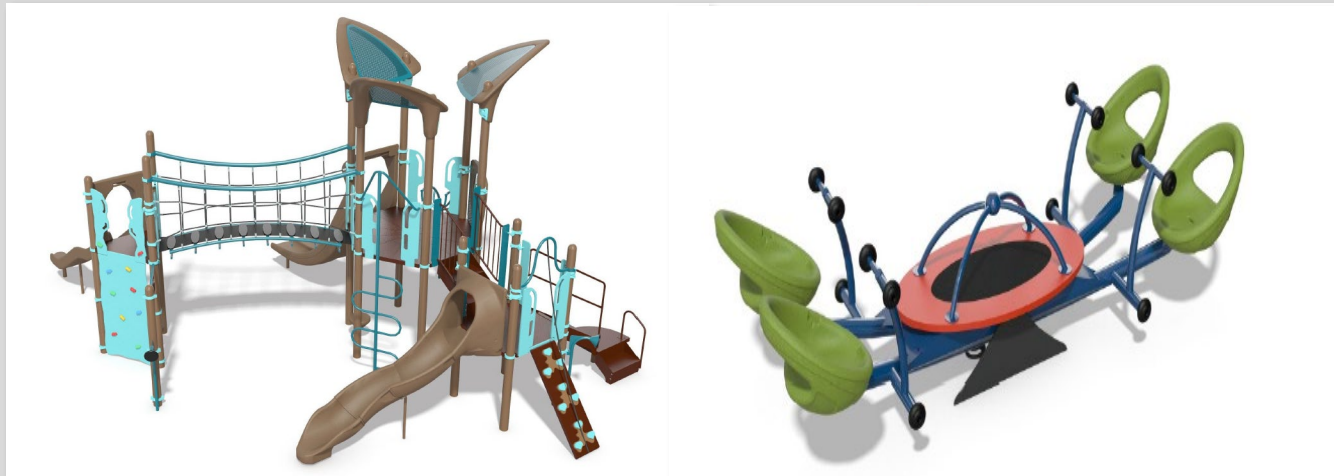
***New Novi Woods Elementary Equipment***



# Elementary Playground Renderings



***New Orchard Hills Elementary Equipment***



***New Parkview Elementary Equipment***

# Middle School Outdoor Learning Plaza



***Middle School Outdoor Learning Plaza***



# 2023-2024 Site Improvement Projects



**Drainage Structure Improvements**



**Parking Lot Improvements**



**Sidewalk Improvements**



**End Section Replacements**





# NOVI COMMUNITY SCHOOL DISTRICT

## 2019 BOND PROGRAM UPDATE

June 15, 2023

### AGENDA:

- ☒ Bond Program Progress Update June 2023
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- ☐ Land Swap Update



# Construction Markets Update

## 40%-60%

*increase in construction cost since March 2020*

### WHY?

Costs for constructing new schools pre-pandemic were approximately \$275 per square foot. Today, the cost to construct the same building often exceeds \$400 per square foot.

Construction labor costs have increased 10% - 15% due to labor shortages and demand for skilled trades.

Supply chain disruptions, increasing consumer demand, and macroeconomic conditions have pushed prices on typical construction materials upwards of 25% - 50%.

Domestic and foreign affairs have nearly doubled fuel prices and increased the cost of transportation by 23%.

Government investment for public institutions with ESSER & ARPA funding has generated significant demand for construction within the education sector.

Contractors are now booked 8-12 months out, requiring Owners to pay a premium for hiring school construction experts.

### March 2020 - 2023 Construction Impacts

<u>Factor</u>	<u>Cost Impact</u>
Construction Inputs (Labor & Materials)	25% - 35%
Increased Construction Demand	5% - 10%
Market (Bid) Timing	5% - 7%
Geographic Location	5% - 7%

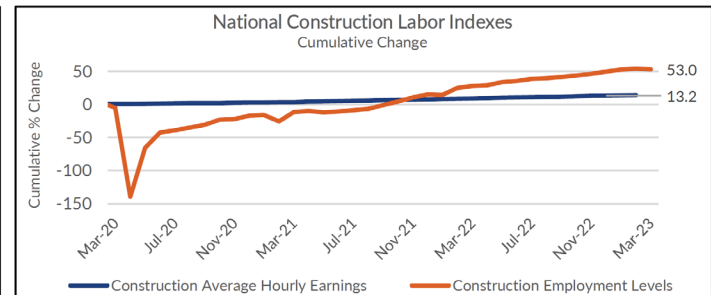
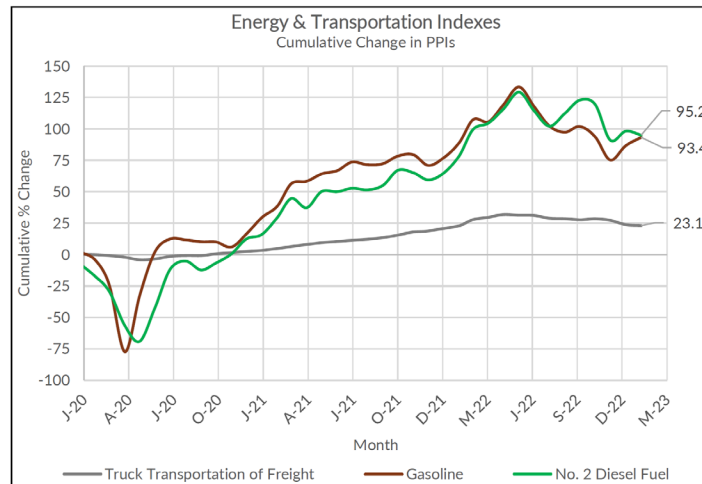
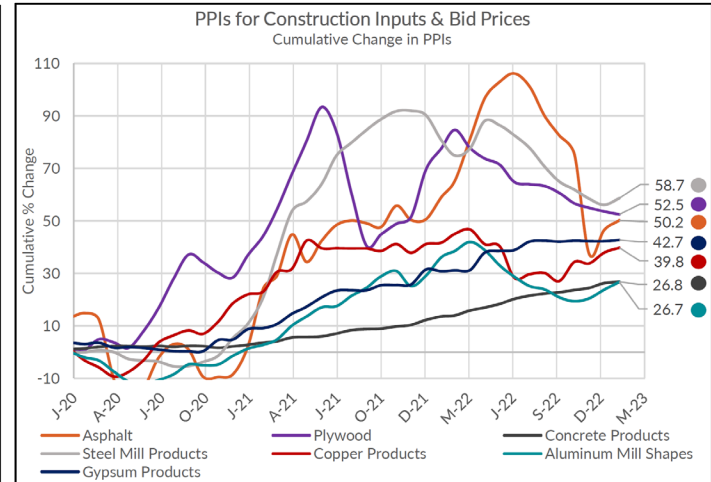
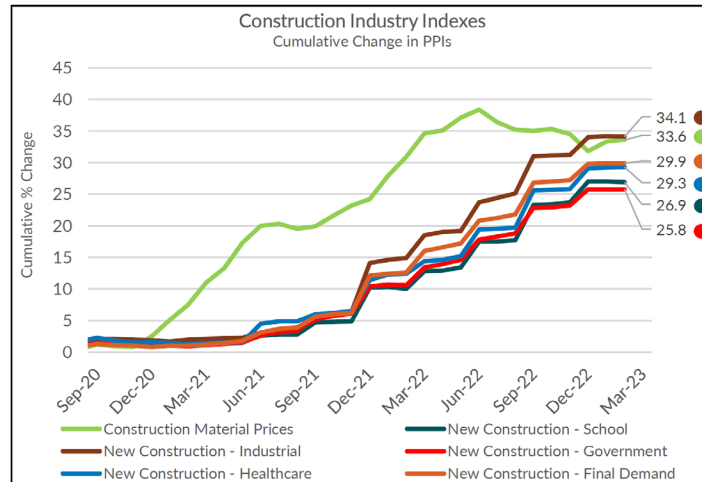
Sources: U.S. Bureau of Labor Statistics, RS Means, ENR, U.S. Census Bureau, Associated General Contractors of America

# Construction Markets Update



## Construction Market Indexes

Sources: U.S. Bureau of Labor Statistics, RS Means, ENR, U.S. Census Bureau, Associated General Contractors of America



Annual Michigan Based Construction Metrics				
Market Metric	2020	2021	2022	2023
Open Labor Rates	\$66.10	\$67.25	\$68.25	\$71.00
Union Labor Rates	\$82.95	\$85.90	\$88.45	\$92.00
Detroit Geographic Factor (National = 100.0)	102.1	100.7	100.1	99.7
Grand Rapids Geographic Factor (National = 100.0)	93.3	90.1	94.0	91.1




# Remaining Bond Scope and Budgets

2019 Bond Program Funding	\$185,000,000
2014 Balance, Sinking, Rec. Funding	\$ 7,300,000
Total Program Budget	\$192,300,000
Commitments as of June 30, 2023 - (Bond, Sinking, Rec.) PMC / District Verified	<b>\$127,458,055</b>
Program / Uncommitted Balance as of June 30, 2023 - PMC / District Verified	\$ 64,841,945
Approximate Earned Interest Projections Series II and Series III	\$ 3,000,000
Approximate 2019 Balance Projections as of June 30, 2023	<b>\$ 67,841,945</b>

## Realigned Scope and Balance of 2019 Bond Projects

- ☐ 6<sup>th</sup> Grade House Renovations ~\$21M
- ☐ Playgrounds and Outdoor Learning ~\$1.5M
- ☐ ESB Renovations – Wellness Center ~\$1M
- ☐ HS4 Access Control Systems ~\$2.5M
- ☐ Site Improvements and Critical Infrastructure ~\$6M
- ☐ New Baseball/Softball Facility ~\$4M
- ☐ New Tennis Facility ~\$4M
- ☐ Phase III HS Projects ~\$3M
- ☐ High School Activity Center ~\$15M
- ☐ Technology and F.F.E. ~\$3M
- ☐ Contingency and Misc. Projects ~\$6.5M



Master Planning Process

↓

Master Planning Process

**Total Budget for Realigned Program** **\$ 67,841,945**

\* ~\$67M spend timeline is May 2023 through Fall 2027



# NOVI COMMUNITY SCHOOL DISTRICT

## 2019 BOND PROGRAM UPDATE

June 15, 2023

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# Master Planning Update – June 2023

## Why

In 2019, when voters passed the most recent capital projects bond, the district planned to build a new Meadows building, upgrade some of the existing facilities, build a robotics center, build some form of special education center, construct an activity center, and improve some of the existing elementary playgrounds. There were also some vague projects that were discussed, but not formally planned. Then, the pandemic hurt construction everywhere, supply chain issues ensued, and the money NCSD had to complete all projects was significantly impacted due to these unforeseen circumstances. In 2023, the district decided to engage in a master planning exercise that would help ensure that the 2019 bond program goals would be met and that the district would make the best use of the remaining funds to improve our programs. In addition, the district needed to determine what the future looked like to plan for upcoming needs and a vision for what could be.

## Phases of Master Planning

**Phase I - Macro Planning for Remaining 2019 Projects** - This phase is to try and determine the best possible projects to engage with the remaining 2019 bond funds. The primary focus of the remaining funds were the existing Meadows 6th grade house, Novi High School, and the ROAR Center. There had been some loose plans to build a new robotics facility at the ROAR Center, upgrade some areas at Novi High School, and build some special education space at the existing 6th grade house. These plans were conceptually discussed in 2019-2020 but have not actually been planned. Due to the new Meadows construction, there are lots of projects that impact the timelines of others creating a “domino effect” throughout these projects. As a result, district leadership and our partners in construction planning have met with various stakeholder groups, studied possible scenarios, and have completed recommendations for Phase I. These recommendations are complete, and we are requesting that the board approve the completion of Phase I.

**Phase II - Micro Planning for Remaining 2019 Projects** - This phase will commence with the approval of Phase I by the board and will engage community members and the impacted stakeholder groups in detailed planning of our Phase I plans. This will be a time for community engagement and excitement, and really diving deep into design to ensure a timely launch of the Summer of 2024 construction season.

**Phase III - Future Planning, Visioning, and Needs Assessment** - The final phase of this Master Planning Exercise is to look to the future to see what programming needs may be addressed through our facilities, what will need attention soon, and how we can be thoughtful in our approach to future bond programs. This phase will include Plante Moran Cresa working with the district to do a Facility Needs Assessment to understand precisely the state of our current facilities. Also, we will explore future bonding capacity and opportunities in 2025. Lastly, we will take some time to dream about what the district may need 10+ years from now and where certain programs may be heading. Phase III will begin during Phase II in mid-May and run through June.

# Master Planning Update – June 2023

## Phase I Recommendations

The following recommendations are based on numbers of meetings with stakeholder groups, investigation of our existing sites, review of the budget, and what our needs are. The recommendations are by site and by chronological order.

### Meadow's 6th Grade House

1. 6th Grade students move out by end of school year (23-24)
2. Construct 6th Grade House to accommodate the following programs in the ITC and current 6<sup>th</sup> Grade House (All interior construction and build-outs):
  - a. The NCSD Robotic Center
  - b. Center-based Early-on Special Education ASD Center (Pre-2)
  - c. NATC Program
  - d. ECEC Overflow (Pre-1)
  - e. Central Office and Board Meeting Room

### Educational Services Building (ESB)

1. Central Office Staff and Board move out by end of school year (23-24)
2. Transform the current ESB into a Community Wellness Center which is centrally located and provides offices for our partners and affinity groups as well as:
  - a. On-site mental health support for students outside of the school day (social workers, counselors, therapists, etc...).
  - b. Resource hub for families to gain access to our community support partners such as but not limited to: Novi Community Coalition, Novi Youth Assistance, Novi Mental Health Alliance, Friends of Novi, PAASN, NEF, Community Mental Health, Oakland County Support Services, and more.
  - c. On-site medical clinic supported by Ascension Providence that includes general care, flu shot and vaccination support, basic medical care for students.
  - d. On-site tutoring area for students who cannot afford private tutoring to get access to academic tutors after school hours.
  - e. Staff wellness wing which includes a place just for our teachers and staff to go to exercise (away from students and community), destress with a Staff Zen Zone, and include private staff shower and restroom facilities.



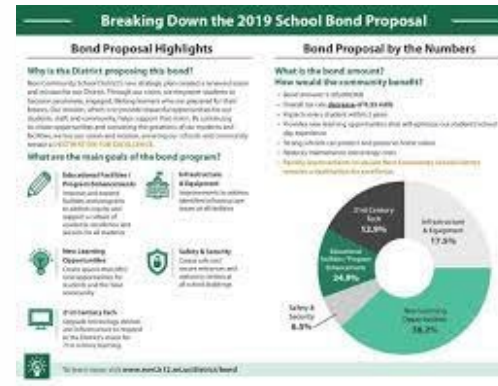
# Master Planning Update – June 2023

## Phase II Master Planning – Balance of 2019 Bond Program

- ❑ Phase II Master Planning 2019 Remaining Scope June 2023 – January 2024
  - High School Activity Center
  - High School Pool Deck Expansion
  - ROAR Center Phase III
  - Meadows Playground
  - Remaining Technology Scope

## Phase III Master Planning – 2025 Bond Program

- ❑ Facility Assessments July 2023 – February 2024
- ❑ Bond Stakeholder Meetings February 2024 – May 2024
- ❑ Finalize 2025 Bond Scope June 2024
- ❑ Prepare Final Bond Documents July 2024 – August 2024
- ❑ Community Outreach and Stakeholder Meetings August 2024 – October 2024
- ❑ Update and Finalize Bond Documents November 2024
- ❑ 2025 Bond Program Campaign December 2024 – April 2025
- ❑ 2025 Bond Vote May 2025







# NOVI COMMUNITY SCHOOL DISTRICT

## 2019 BOND PROGRAM UPDATE

June 15, 2023

### AGENDA:

- ☒ Bond Program Progress Update June 2023
- ☒ 2023-2024 Bond Projects Update / Program Milestones
- ☒ Financial Update June 2023
- ☒ Master Planning 2019 and 2025 Bond Program
- ☐ Land Swap Update

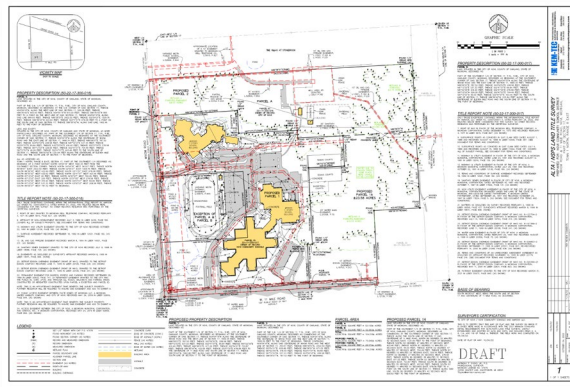


# Land Swap Finalization and Update

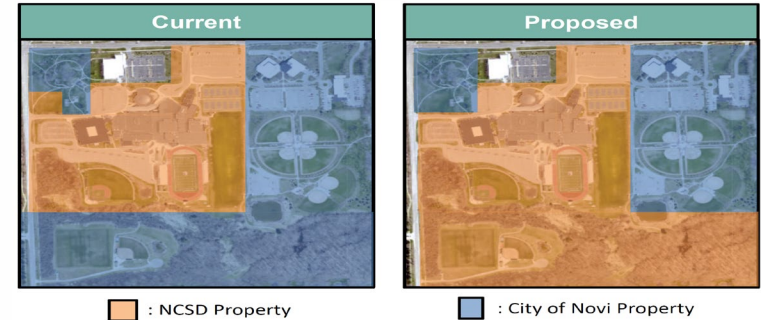


## Progress Update

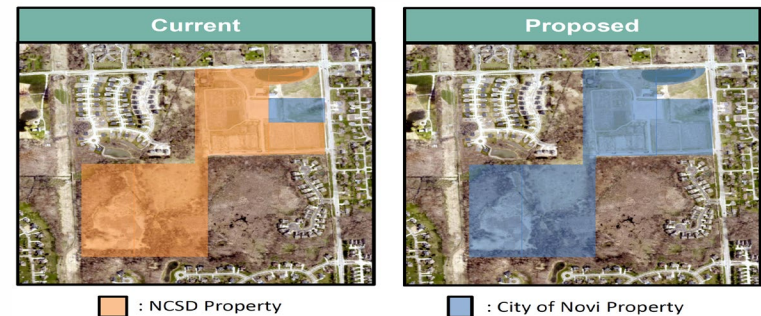
- District approved the land swap transaction in October 2022 contingent upon finalization of all title work, due diligence, purchase agreement details between parties.
- City and District legal continue to finalize purchase agreement details.
- Majority of due diligence work is complete including Wetland Surveys, ALTA Surveys, and geotechnical investigations. Updated Phase I Environmental reports were ordered on 11/29/22. Title clean-up in progress between legal counsel. Updated environmental based on findings ordered in May 2023
- Anticipate closing June 2023



## Novi High School



## Bosco Fields



## Novi Middle School







# NOVI COMMUNITY SCHOOL DISTRICT

## 2019 BOND PROGRAM UPDATE

June 15, 2023

### AGENDA:

- ☒ Bond Program Progress Update June 2023
- ☒ 2023-2024 Bond Projects Update / Program Milestones
- ☒ Financial Update June 2023
- ☒ Master Planning 2019 and 2025 Bond Program
- ☒ Land Swap Update



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 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.

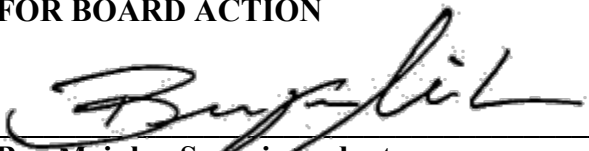
**CONSENT ITEMS**

- A. Approval of Minute(s)
  - a. Regular Meeting Minutes of May 18, 2023
  - b. Closed Session Minutes of May 18, 2023
  - c. Governance and Policy Committee of the Whole, June 5, 2023
  - d. Capital Projects Committee of the Whole, June 5, 2023
  - e. Finance Committee of the Whole, June 6, 2023
- B. Approval of Memberships
  - a. MASB Annual Membership
  - b. MHSAA Annual Membership
- C. Approval of Novi's SEPAC Representatives to Oakland Schools

**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, May 18, 2023**  
**Novi Community School District**  
**Board of Education**

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A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, May 18, 2023, beginning at 7:00 PM.

Present: Dr. Ruskin, Mr. Smith, Mr. Mena, 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.

**TAXATION PUBLIC HEARING – 2023 TAX MILLAGE LEVY**

The State requires that all school districts include in their budget for the upcoming fiscal year by June 30 of each year, the adoption of the proposed property tax millage rate. A notice for a public hearing, which must appear in the local newspaper at least six (6) days prior to the hearing. The public hearing on the property tax millage rate, that is proposed to be levied to support the proposed budget, must then take place.

The public hearing is scheduled for Thursday, May 18, 2023, at 7:00 p.m. at the regular meeting of the Board of Education. Notice of the public hearing appeared in the Oakland County Press on Wednesday, May 10, 2023.

**APPROVAL OF THE AGENDA**

**Approve the Agenda**

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

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

Nays: 0

**MOTION CARRIED**

**STUDENT BOARD MEMBER REPORT**

Jennifer Rajesh, student board member representative, reported that Spring has been a very busy season and shared some positive happenings around the community. She stated that the elementary schools are preparing for their family picnics, multicultural nights, vocal and band concerts, geography spelling bees, and orchestra concert.

Ms. Rajesh said that the AP exams are over and congratulated anyone who took those exams. She, also, congratulated those whose sports season was closing. She congratulated the girls' lacrosse team for their win over Plymouth and Northville and the girls' tennis team as they compete at regionals tomorrow.



Mr. Rajesh reported that they had their local scholarship breakfast in April and signing day for the seniors. She stated that the last day for seniors is next week. Ms. Rajesh said that the Novi Choir had their last Spring Concert on May 6<sup>th</sup> and the Novi Incubators finished selling at their sustainable fast fashion thrift shop, at the Novi High School. She mentioned that they raised over \$500 in sales that they will donate to the Haven Shelter and given the items that did not sell to Purple Heart.

Ms. Rajesh explained her role as the student board member representative and what the Board could expect from her in the future. She reported that this role would be a way for her to communicate with the board regarding student life that is happening around the community and also would be a way for the Board to communicate with her, any changes or rules and regulations that they would like communicated to students. She said that she would work on creating a plan for reaching out to more students in the community such as connecting with Mr. Mainka's advisory board and also with Mr. Sipple, who is our supervisor in communications and community Engagement, and the elementary principals.

## CELEBRATIONS

### Outstanding Support Person of the Year

The Novi Community School District Support Person of the Year program recognizes our support staff who have achieved the highest standards of excellence in our district. The support staff are nominated by their peers with recommendations by administration, and many times parents and students.

In April, one of our finest support staff, Michele Cingel, was recognized for her dedication to the students of the Novi Community School District. This evening Dr. Laura Carino will introduced the 2023 Novi Support Person of the Year to the Board for recognition.

### SEPAC Above and Beyond Recipients

A Board member reported that the annual Above and Beyond Awards exemplifies students, teachers, para pros, and staff members. He stated that SEPAC (Special Education Parent Advisory Committee) recognizes the outstanding contributions of individuals within the Novi Community School District benefitting students with special needs. The Board member said that this program allows us to see and share the kindness, car, and selfless acts occurring in our community. He mentioned that there were over 50 nominations this year and the committee narrowed that down to eight (8) winners spanning all categories: teachers, ancillary staff, paraprofessional, and students.

The Board member reported that he did have some of the students' names, but not the staff because the committee has not notified them yet. He stated that some of the names of the high schoolers are: Ava Moretto, Michaela Stewart, Valera Sanchez Gonzalez; Novi Meadows students are: Everett Lasso and Billy Brady; Ancillary staff at the ECEC is Jennifer Ellis. The Board member said that they have gone above and beyond their responsibilities, especially the students, to help the Special Ed population feel at home.

## REPORTS TO THE BOARD

### Novi Virtual Update Report

This evening Ms. Emily Pohlonski, Principal of Novi Virtual, provided a presentation highlighting the Novi Virtual Program attributes and successes.

### COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

### CONSENT AGENDA

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

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

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

Nays: 0

**MOTION CARRIED**

### DONATIONS

#### NEF – Therapy Dogs

The District is in receipt of a generous donation from the Novi Educational Foundation. This generous donation is in the amount of \$ 10,000.00. They would like to dedicate these funds for the purchase of the District Therapy Dogs.

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

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

Nays: 0

**MOTION CARRIED**

#### Novi Wildcat Basketball

The District is in receipt of donations from the Novi Wildcats Basketball Club. These generous donation totals \$ 1,800.00. They are requesting that \$500.00 be dedicated to the Girls' Basketball Team, \$500.00 be dedicated to the Boys' Basketball Team, and \$800.00 to go toward the coaches who volunteered at the Wildcat Tournament.

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

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

Nays: 0

**MOTION CARRIED**

### CLOSED SESSION – FOR THE PURPOSES OF NEGOTIATIONS [OMA 8(1)(c)]

#### ACTION ITEMS

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 contract Negotiations [OMA Sect.8(1)(c)].



It was moved by Mr. Cook and supported by Mr. Men that the Novi Community Schools Board of Education move into a Closed Session for the purposes of contract negotiations.

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

Nays: 0

**MOTION CARRIED**

The Board went into a closed session at 7:45 PM and returned at 8:07 PM.

#### NEA Contract Approval

After meeting several times this summer with the Novi Education Association (NEA), a tentative agreement was reached on the NEA Contract. The NEA has approved the agreement.

It was moved by Mr. Cook and supported by Mrs. Beaudoin in the best interest of the Novi Community School District, the Novi Board of Education approve the NEA Contract as presented.

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

Nays: 0 by Roll Call Vote

**MOTION CARRIED**

#### Personnel Report A

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

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

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

Nays: 0

**MOTION CARRIED**

#### Personnel Report B – Administrative Reassignments

Mr. Ben Mainka, Superintendent, presents for your consideration the following administrative hires:

**Name:** Joi Danforth

**Building:** Orchard Hills Elementary School

**Assignment:** Elementary School Principal **Reason:**

Replacement for Adva Ringle **Effective date:** TBD

*(August 2023)*

**Name:** Alice Kazee

**Building:** Novi Woods Elementary School

**Assignment:** Elementary School Principal **Reason:**

Replacement for David Ascher **Effective date:** TBD

*(August 2023)*

It was moved by Mr. Michener and supported by Mr. Mena that the Novi Community School District Board of Education approve Joi Danforth as Elementary School Principal at Orchard Hills Elementary School, and also approve Alice Kazee as Elementary School Principal at Novi Woods Elementary School.

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

Michener  
Nays: 0

**MOTION CARRIED**

There was a five (5) minute break at 8:30 PM, so that students and their families could leave.  
The Board returned at 8:45 PM.

Board Meeting Schedule

At the February 16, 2023 Regular Meeting, the Board revised the 2022-2023 meeting schedule adding a Regular Meeting of the Board on February 21, 2023. Tonight, we are looking to move the June 22, 2023 Work Session to June 8, 2023, after the NATC Graduation Ceremony.

Moving the work session to June 8 will give the Board time to review the new manual before the approval that is slated for the June 15, 2023 Board meeting. This meeting will be held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374.

It was moved by Mrs. Roney and supported by Mr. Smith that the Novi Community School District Board of Education approve moving the Board Work Session from June 22, 2023 to June 8, 2023 at 7:00 PM.

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

**MOTION CARRIED**

NCSD L4029 Tax Levy Approval

In order to prepare for the July 1 tax bills, the District must certify the summer tax levy no later than early June.

The 2023 (2023-24 fiscal year) taxable value of the Novi Community School District is \$2,971,009,260. This represents an increase over the previous year's taxable value of \$2,791,206,540. Using the district's taxable value as the predominant factor, the 2023-24 budget will be based upon the millage rates on the attached schedule.

In the past, the Novi Board of Education resolved to levy 50% of the taxes in the summer and 50% in the winter.

The certification of the attached summer tax levy was presented tonight for approval per the resolution.

It was moved by Mr. Michener and supported by Mrs. Roney that the Novi Community School District board of Education approve the 2023 Summer Tax Levy as presented.

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

**MOTION CARRIED**

Chartwells Contract Renewal

At the June 16, 2022 Board of Education meeting, Chartwells was approved to continue to serve as the district's food service management company for the 2022-2023 fiscal year. They have been providing Food Service in the District since 2013. The current contract expires on June 30, 2023.



Chartwells manages contracts with approximately 200 school districts in Michigan. District administration has been extremely satisfied with the work performed by Chartwells and especially Kimberly Sinclair, Food and Nutrition Director.

The Food Service Management Contract renewal was presented for Board approval information and discussion.

It was moved by Mr. Smith and supported by Mr. Mena that the Novi Community School District Board of Education approve the renewal of the Chartwells' contract agreement as presented.

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

Nays: 0

**MOTION CARRIED**

#### EnviroClean Contract Renewal

Enviro-Clean is a family-owned business headquartered in Holland, Michigan and has been in business since 1975. Enviro-Clean employs over 1,400 cleaning staff and clean over 35,000,000 square feet of commercial facilities daily.

Enviro-Clean started partnering with the District to clean our facilities in the summer of 2013. They currently clean 1.55 million square feet of office/building space. The scope of service was increased with the addition of the ROAR Center, 34,425 Square Feet, additional spaces as a result of the renovation, and will include Novi Meadows once it is completed, which will be approximately 185,000 square feet when completed.

Enviro-Clean's performance has improved and they have responded to labor issues by increasing their starting wage to \$15.00 an hour. Their current one-year contract extension expires on June 30, 2023. The District and contractor have agreed upon a one-year extension starting July 1, 2023 and continuing through June 30, 2024.

The District recommends renewing the Enviro-Clean contract for the 2023-2024 school year in the amount of \$2,575,665.36. The District will continue to contribute 75% of their health care and payment for weekend hours worked.

It was moved by Mrs. Beaudoin and supported by Mr. Smith that the Novi Community School District Board of Education approves the Enviro-Clean contract renewal to as presented.

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

Nays: 0

**MOTION CARRIED**

#### 2023-24 Oakland Schools Budget

Per the Michigan Revised School Code, Section 380.624(2), the Oakland Schools annual budget must be presented to Oakland County's 28 school districts by May 1 each year. Oakland Schools distributed three sets of the fiscal year 2023-24 proposed budget documents: a set for the Superintendent, Business Manager, and Board Treasurer, Mary Ann Roney.

Per section 624(2)(b), the following actions are required by the district for compliance:

- 1) Review the Intermediate School District's General Education Fund operating budget.
- 2) Not later than June 1<sup>st</sup> adopt a board resolution expressing support for or disapproval of the proposed budget.
- 3) Submit to the ISD's board of education any specific objections and proposed changes to said budget.

Per section 624, only the general operating fund budget requires a board resolution. However, the ISD has provided all of their draft budgets: Special Education, Career Focused Education, Special Revenue-Cooperative Activities, Debt Service, Capital Projects, Enterprise and Internal Service, and Grant Funds budgets.

While not a statutory requirement, the Oakland Schools Board of Education is holding a remote Designates Meeting on Thursday, April 20, 2023 at 6:00pm, providing local board designates and district administrative staff an opportunity to hear a presentation on the budget and ask questions prior to finalizing a board resolution on or before June 1.

Two resolutions are attached, one supporting the ISD budget and one disapproving it. They were presented to the Board tonight for information and discussion.

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Novi Community School District Board of Education adopt the Resolution to Support the Oakland School Budget.

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

Nays: 0

**MOTION CARRIED**

#### NHS Performance Gym Refurbishing

The High School performance gymnasium floor needs to be refurbished, which would include sanding, line layout for the various sports, an updated Novi PowerCat Logo, and two (2) coats of oil based finish. Any cracked or broken floorboards will be replaced.

Foster Specialty Flooring has provided a quote through the Sourcewell Cooperative Bid Program. In order to confirm a July project date, this comes to the Board this evening for approval.

The total cost of the project is \$47,118.50.

It was moved by Mr. Mena and supported by Mr. Cook that the Novi Community School District, the Board of Education award the contract to Foster Specialty Flooring in the amount of \$47,118.50.

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

Nays: 0

**MOTION CARRIED**

#### NHS & NMS Cafeteria Furniture Approval

Quotes were received for the Novi High School and Novi Middle School replacement cafeteria furniture. The attached quote identifies each Category's associated costs and contract. In order to receive the furniture by the start of the 2023-2024 school year, we are asking the Board to award



the contract to American Interiors and approve the purchase tonight.

The cost for the Novi High School cafeteria furniture is \$646,914.19 and the cost for the Novi Middle School cafeteria furniture is \$331,141.22 for a total cost of \$978,055.41. This purchase will come out the 2019 Capital Projects Bond fund.

**TOTAL RECOMMENDATION AMOUNT: \$978,055.41**

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Community School District Board of Education awards the contracts to American Interiors in the total amount of \$978,055.41 and further authorized the Assistant Superintendent of Business and Operations to expend the funds from the 2019 Bond Fund.

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

Nays: 0

**MOTION CARRIED**

**INFORMATION AND DISCUSSION**

**iPad Refresh**

The Technology Department is requesting an iPad refresh of 1200 one-to one iPad refresh. These iPads were originally purchase in 2017 and the life expectancy for these devices was originally believed to be four years.

The specifications of the equipment being purchased are:

- **1200 Student iPads**
  - iPad 10.2-inch, Wi-Fi 256GB
- **1200 iPad cases**
  - Brenthaven Edge Bounce
- **1200 iPad licenses**
  - JAMF School (allows for management of devices)

Based on the REMC (Regional Educational Media Center Association of Michigan) competitive bid, the new iPad cost is 596,739.00 to come from the Capital Projects (Bond) 2019 fund.

This recommendation comes before the Board tonight for information and discussion. It will come back before the Board of approval at the June 15, 2023 meeting.

**High School CAD Refresh**

The Technology Department is requesting a CAD desktop refresh of 34 devices at the Novi High School. These CAD Desktops were originally purchased in 2016.

The specifications of the equipment being purchased are:

- **34 HP Zr Tower G9 700 Workstations**
  - Intel i7 12700K 3.6 0GB Processor (12 core)
  - 32 GB Ram
  - Nvidia 3070 RTX Video Card (8 GB)
  - 1 TB SSD Hard drive

Based on the REMC (Regional Educational Media Center Association of Michigan) competitive bid, the cost is amount of \$71, 600.00 from the Capital Projects (Bond) 2019 fund.

This recommendation comes before the Board tonight for information and discussion. It will come back before the Board of approval at the June 15, 2023 meeting.

### COMMITTEE REPORTS

#### Capital Projects Committee

Mr. Tom Smith, Board Vice-President and Committee Chair, reported that the committee reviewed and discussed the land swap closing, 2023 construction projects, and the 2019 Master Planning.

#### Governance and Policy Committee

Dr. Ruskin, Board President and Committee Chair, reported that the committee continues to go through policies and discussed the need for additional meetings. She stated that they will look at the 2000 policies and hopefully bring it to the Board on June 15 for approval.

#### Curriculum Committee

Mr. Cook, Board Trustee and Committee Chair, reported that the committee discussed Artificial Intelligence in schools and instructional focus area for 2023-24. He stated that those focus areas are K-5 literacy, SEL character ed soft launch, and instructional framework.

#### Finance Committee

Mrs. Mary Anne Roney, Board Treasurer and Committee Chair, reported the committee met on May 9, 2023 and reviewed the L4029 Tax Levy. She stated that they discussed the state budget and the upcoming NCSD budget schedule and timeline.

### SUPERINTENDENT'S REPORT

Mr. Benjamin Mainka, Superintendent of Schools, expressed his gratitude to the Board for the passage of the contract and to the teachers who were on the bargaining team. He reported that it was a great team effort and they are excited to move forward with this foundation.

Mr. Mainka stated that we are doing a lot of fun things this summer. He said that we have our Summer Reading dates that we will be doing again this year. Mr. Mainka mentioned that he is working with our new principals to do some really fun kick-offs in August. Mr. Mainka reported that we are doing things with our secondary kids related to leadership camps. He stated that we will be announcing some summer plans over the next few weeks.

Mr. Mainka said that graduation is coming up on June 1<sup>st</sup>. He mentioned that we have a lot of senior activities next week and opportunities for parents who have seniors to reflect, take time to step back, and celebrate what incredible children that have come through our school system. Mr. Mainka reported that they are part of our family and we get to launch them into the world. He stated that it is an amazing time of the year.

Mr. Mainka said that we have a lot of summer programming as well for students who need some additional support and resources. He mentioned that we have the Feed the Need going, and an



incredible teaching and learning team who have planned a variety of activities for our kids. Mr. Mainka thanked the Board for their support of our staff and our work that we do on a daily basis.

#### ADMINISTRATIVE REPORTS

Mr. Devin Kling, Assistant Superintendent of Business and Operations, reported that as the year winds down, the business office winds up. He stated that they have been busy conducting and finalizing our financial statements, month by month. Mr. Kling said they are tightening up this year's final budget and next year's preliminary budget based on a lot of things that have been approved tonight.

Mr. Kling reported that he would set an opportunity to tour the three (3) major projects going on in Novi, that would include: Meadows, the high school, and the maintenance building. He stated that we were all in Meadows this week for a pizza party, from Carlene Smith (of McCarthy Smith) and got a chance to see the progress going on.

Mr. Kling said that there is a lot of drywall that went up and now they are putting up light fixtures. He mentioned that it is amazing how fast things are moving now. Mr. Kling reported that hopefully we will be occupying it by the summer and he believes that everything is on schedule for that major project and the same with the operations building. He stated that there was a slight delay based on Consumers Energy, but does not believe that will be a big delay.

Mr. Kling reported that the biggest item is the high school and that is mostly due to Mother Nature. He stated that we had a really wet spring and there is a lot of concrete being poured in that project. Mr. Kling said that it is a progression project where you have to pour concrete, let it sit, move it in, and eventually (when the last wall is poured) start the foundation. He mentioned that was a slight delay, but should not affect the football season.

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, reported that we just celebrated teacher and staff appreciation last week, so she wanted to recognize teachers and staff. She stated that our PTOs had spoiled them with multiple luncheons, breakfast goodies and treats. Dr. Carino said that they deserve every bit of it. She thanked them for all that they do. Dr. Carino reported that today is Speech and Language Pathologist Appreciation Day. She recognized them for all of the work that they do with our students.

Dr. Carino reported that they have been very busy hiring and tonight was a testament to just the beginning of that. She stated that we have our K-6 elementary teacher posting and they began interviews this week. Dr. Carino said that we have a very strong applicant pool and we will begin next round interviews, next week. She mentioned that we are in a good position to bring candidates to the Board at the June Board meeting. Dr. Carino stated that they are able to hire much earlier in the hiring season and obtain some excellent talent that is out there.

Dr. Carino reported that she and Mike recently had Focus Sessions with our staff on Social Emotional and Academic supports to see what teachers and staff thought we needed in the buildings. She stated that they are synthesizing that data and will be discussing it in cabinet and potential positions or realigning different roles to be able to best support our students.

Dr. Carino thanked the NEA for a very highly collaborative negotiation process. She reported that it was a privilege to partner with them and are very happy with the end product. Dr. Carino said they have started negotiations with the NTA unit and will begin with NESPA and NASA next week. She mentioned that they are in the throes of negotiations and hope to bring additional bargaining agreements to the Board in June.

Dr. Carino reported that they had a great Safety and Security meeting with Jason Russell. She stated that a few weeks ago he came to our district and had some additional conversation about our safety features, along with Julie and Sarah, our SROs. Dr. Carino said that it was a great collaborative partnership with them.

Dr. Carino reported that our therapy dog application information went out today and she has been getting emails non-stop this evening, from interested staff members, who really want one of the three (3) puppies. She stated they are super excited about all those things. Dr. Carino said that is just lots of things going on in the Talent Management and Development department.

Mr. Giromini, Assistant Superintendent of Teaching and Learning, reported that the Sex Ed Advisory Board is going strong. He stated that had their last meeting on May 2<sup>nd</sup> and took an extraordinary deep dive into some of the community data that they had received from a survey a couple of years ago. Mr. Giromini said they are going to focus their next meeting, at the end of the month, on establishing some goals and getting that work cone, so they can move forward with reviewing the curriculum and making some recommendations.

Mr. Giromini reported that our District DEI team is meeting next week for another full day work session. He stated they will work on formalizing goals and recommendations and, also, develop some guidance and expectations for our building level teams, so they have more alignment across those different groups.

Mr. Giromini said that as Jennifer, our student representative mentioned, our Advanced Placement exams have wrapped up, but he wanted to add that our IB Diploma Program exams are nearing completion at the high school. He mentioned that these exam, in both of these programs, represent the culmination of a great deal of hard work on the part of our students, our staff, and our teachers. He congratulated those who have wrapped up that testing and wished good luck to those still testing.

Mr. Giromini reported that this is a fast-paced time of year for our students, our staff, our administrators. He echoed the appreciation for all their efforts and finish of the school year.

### BOARD COMMUNICATION

A Board member expressed her gratitude to the team for the amount of work that cabinet and the NEA negotiating team have done. She stated that this is happening and that is happening and it is pretty mind-blowing. The Board member said she thinks it is pretty amazing that there is so much output being delivered and not just talked about. She mentioned that it is pretty inspiring to see our tem and all the administrators and the staff here.

The Board member reported the work that they do, because there is a lot on this agenda, was super robust and it is all super important. She stated to hear the report and the transparency piece between



your team and the Board, giving us all of the information that we really need to approve these things in this packet is really amazing. The Board member said that she was not sure if they had ever seen all of that and it is just incredible. She mentioned that we are all working together, at the same pace, and when staff is talking about something they are happy with or unhappy with, we as a team are part of the description understanding of what those concerns, questions, and happiness are. The Board member expressed her appreciation to the four (4) cabinet members and the NEA team.

A Board member reported that he took a couple of opportunities to get out and see events. He stated that he attended the Meadows Choir Concert. The Board member said Meadows 6<sup>th</sup> grade went over to the middle school and joined them for a tune. He said actually there were four (4) events and the director had to split it into two (2) nights.

The Board member reported that he also attended the high school choir concert. He stated that, as Jennifer mentioned, our high school choir director is on maternity leave, so the accompanist took over and is accompanying and directing the choir. The Board member said that she did an amazing job.

The Board member mentioned that he attended the middle school lacrosse game last night, when a part broke out at Deerfield, so he “crashed it.” He reported that the kids were running all over and it looked like families were having a good time. The Board member stated that while that was going on, Robotics was happening at the middle school. He said that everything went off without a hitch.

A Board member reported that this past Tuesday, we hosted a cool track meet at the high school. He stated that we host it annually and it is called the JV Invitational. The Board member said that there are close to 300 kids on our track; a team of boys and a team of girls. He mentioned that this meet was set up by our coaches many years ago and it gives kids, who do not have the opportunity to compete at the regional level, the opportunity to get in one more race, to get their times in.

The Board Member reported that on Wednesday Novi is doing something that we started doing a few years ago and that is hosting, at the high school, the Novi Middle School’s last track meet against Belleville’s McBride Middle School. He stated that it gives the kids an opportunity to run at the high school venue.

A Board Member reported that she attended the choir concert and was impressed. She stated that we have some wonderful talent coming and she is excited to see some of those voices as they mature. The Board member said that there are 15 days left of school and she knows that all of our teachers and students are very excited about the summer coming. She mentioned that we are almost there, so great job.

A Board member reported that they had a Board Round Table on the ninth and she, Willy, and Jason were along with a few parents. She stated that it was nice. The Board member said that there is another one on June 1<sup>st</sup>, at 8:30 in the morning and she hopes that there will be a lot of attendees. She mentioned that people can sign up online to help with Feed the Need. The Board member reported that they will do a background check and you can pick the things that you would like to do.

A Board member reported that the Board Round Tables are a nice venue to have conversations with the community, so if anyone has anything they would like to talk to Board members about, come and talk to us. He stated engage us in whatever is on your mind.

The Board member said that he had the pleasure of participating with the Deerfield seniors, the last day of school clap out, at Paradise Park. He mentioned that it was a cool event with the fourth graders. The Board member reported that had their Spring Fling, which was well attended. He thanked the PTO and all of the staff who helped to support that event. The Board member stated there are a lot of cool things, but the biggest attraction is the playground. He said that the District continues to invest in the elementary school playgrounds that will be utilized quite a bit over the summertime.

The Board member mentioned that VO is having their Multicultural day tomorrow, from 5:00 to 7:00 PM. He said that he hopes it is well attended. The Board member wished everyone a happy summer.

A Board member reported that she attended the dance performance at the high school. She stated that it was fantastic two-and-a-half-hour event. The Board member said that the talent that the kids have and the way the dance teacher put it together with each senior having an opportunity for a solo dance and be recognized. She mentioned that it was lovely to see.

The Board member reported that she went to Orchard Hills yesterday and she is going to Deerfield next Wednesday because she was invited to see the NEF grants in action. She stated that there were some manipulatives to play with and it gives the students an opportunity to tell about their evening. The Board member said that it is almost like recess before school. She mentioned that it is genius and the kids really seem to appreciate it.

#### ADJOURNMENT

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

Ayes: 6 Dr. Ruskin, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 9:34 p.m. The next regular meeting of the Board is scheduled for August 3, 2023 at 7:00 p.m., at the Educational Services Building.

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Willy Mena, Board of Education Secretary





**Minutes of a Closed Session, May 18, 2023**  
**Novi Community School District**  
**Board of Education**

---

A Closed Session of the Board of Trustees of Novi Community School District was held Thursday, May 18, 2023, beginning at 7:45 PM.

Present: Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, 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 will move into a closed session for the purposes of contract Negotiations.

Tonight, the Board moved into a closed session for the purpose stated above.

No action was taken by the Board at these meetings.

The Closed Session ended at 8:07 PM. The next regular meeting of the Board is scheduled for June 15, 2023 at 7:30 PM, at the Educational Service Building.

\_\_\_\_\_  
Willy Mena, Board of Education Secretary



**Minutes of the Committee of the Whole, June 5, 2023**  
**Novi Community School District**  
**Board of Education**

---

A Governance and Policy Committee of the Whole of the Board of Trustees of Novi Community School District was held Tuesday, June 5, 2023, beginning at 3:30 PM.

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

Absent: Mr. Cook

Others Present: Mr. Benjamin Mainka, Dr. Laura Carino

TOPIC(S) DISCUSSED

I. Implementation of Thrun policy manual

- a. Review of 2000 series
- b. Conversion of Board Operating Procedures (BOP) into 2000s and/or New Member Board Handbook

II. Future Business

- a. Board Work Session ~ Thursday, June 8, 2023

No action was taken by the Board at this meeting.

The Committee Meeting adjourned at 4:47 PM. The next regular meeting of the Board is scheduled for June 15, 2023 at 7:30 PM, at the Educational Service Building.

\_\_\_\_\_  
Willy Mena, Board Secretary

An online recording of this meeting is available on YouTube and on the District Website: <a href="https://novi.k12.mi.us">novi.k12.mi.us</a>
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**Minutes of the Committee of the Whole, June 5, 2023  
Novi Community School District  
Board of Education**

---

A Capital Projects Committee of the Whole of the Board of Trustees of Novi Community School District was held Tuesday, June 5, 2023, beginning at 5:00 PM.

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

Absent: Dr. Ruskin

Others Present: Mr. Benjamin Mainka, Mr. Devin Kling,

TOPIC(S) DISCUSSED

**I. NEW BUSINESS**

- a) Review and Approval of Meeting Minutes #29
- b) Land Swap Closing Update
- c) PMC Spring Presentation – June 15, 2023
- d) Change Order Request – Meadows and High School Phase II Gateway
- e) 2023 Construction Projects Update
  - Meadow's Addition
  - High School Phase II – Athletics Gateway
  - Maintenance Storage Building
  - R.O.A.R. Phase II
  - Elementary Playgrounds
  - Outdoor Learning Projects
  - Site Improvement Projects
  - High School Restroom Upgrades
- f) 2019 Bond Program Master Planning Update
  - 6<sup>th</sup> Grade House – Adult Education, Robotics, and Administration
  - High School – Baseball/Softball Complex and Tennis Facility
  - 2025 Facility Assessment and Bond Planning

No action was taken by the Board at this meeting.

The Committee Meeting adjourned at 7:00 PM. The next regular meeting of the Board is scheduled for June 15, 2023 at 7:30 PM, at the Educational Service Building.

\_\_\_\_\_  
Willy Mena, Board Secretary

An online recording of this meeting is available on YouTube and on the District Website: <a href="https://novi.k12.mi.us">novi.k12.mi.us</a>
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**Minutes of the Committee of the Whole, June 6, 2023**  
**Novi Community School District**  
**Board of Education**

---

A Finance Committee of the Whole of the Board of Trustees of Novi Community School District was held Tuesday, June 6, 2023, beginning at 5:05 PM.

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

Others Present: Mr. Benjamin Mainka, Mr. Devin Kling,

TOPIC(S) DISCUSSED

- I. L4029 REVIEW AND DISCUSSION
- II. STATE BUDGET UPDATE
- III. UPCOMING NCSD BUDGET SCHEDULE AND TIMELINE

No action was taken by the Board at this meeting.

The Committee Meeting adjourned at 7:00 PM. The next regular meeting of the Board is scheduled for June 15, 2023 at 7:30 PM, at the Educational Service Building.

\_\_\_\_\_  
Willy Mena, Board Secretary

An online recording of this meeting is available on YouTube and on the District Website: <a href="https://novi.k12.mi.us">novi.k12.mi.us</a>
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**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**SUPERINTENDENT**

**TOPIC:** Michigan Association of School Boards (MASB)

Membership in the Michigan Association of School Boards (MASB) allows the Board to be active in State school matters along with the majority of districts. The benefits and costs for MASB membership are summarized below:

**Michigan Association of School Boards (MASB)**

**I. Benefits:**

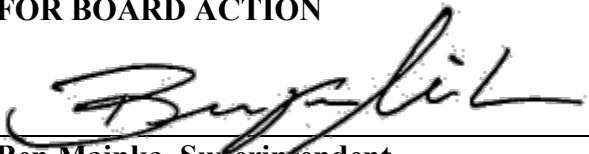
- a. Legislative representation,
- b. Legal Counsel Consultation,
- c. Board development CBA programming,
- d. Assistance with policy questions,
- e. Resources for Board members and Administrators.
  - i. LeaderBoard Magazine,
  - ii. Open Meetings Act Guide,
  - iii. Timely legislative updates

**II. Cost:** Cost is based on a sliding scale dependent upon student enrollment.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve membership in Michigan Association of School Boards (MASB) for the 2023-2024 school year.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**SUPERINTENDENT**

**TOPIC:** Michigan High School Athletic Association Membership (MHSAA)

**BACKGROUND INFORMATION:**

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of junior and senior high schools whose Board of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules.

According to Michigan Attorney General Opinion #4795 of 1977, any local board of education may voluntarily join the MHSAA by adopting the rules of the association and agreeing to enforce those rules with respect to its schools.

In order to maintain membership in the Michigan High School Athletic Association, the Board of Education must adopt a membership resolution annually.

**MEMBERSHIP RESOLUTION FOR THE YEAR:**

**AUGUST 1, 2023 THROUGH JULY 31, 2024**

Novi High School and Novi Middle School, the secondary school(s) which are under the direction of the Novi Community School District Board of Education, City of Novi, County of Oakland, of the State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association; and,
- (B) further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s), the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

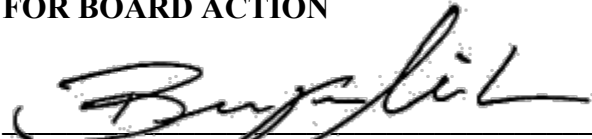


This authorization shall be effective from August 1, 2023 and shall remain effective until July 31, 2024, during which the authorization may not be revoked.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education adopt the Membership Resolution attached as Exhibit A, approving membership in the Michigan High School Athletic Association, and that the Board Secretary be authorized to execute the resolution.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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

**Ben Mainka, Superintendent**

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2023 — through July 31, 2024

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

*(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2023-24 must be listed on the back of this form)*

Novi Community School District City/Township of Novi

County of Oakland, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current **HANDBOOK** as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2023 and shall remain effective until July 31, 2024, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Novi Community School District School(s), on the 15<sup>th</sup> day of June, 2023, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Novi Community School District Board of Education

(Governing Body Name)

25345 Taft Road

(Address)

Novi 48374

(City & Zip Code)

sheila.helly.e.novik12.org

(Contact E-mail)

Board Secretary Signature  
or Designee

☐ Check if Designee



# Schools Which Are To Be MHSAA Members During 2023-24

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Novi High School
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

## Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. Novi Middle School  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8  
 Provide anticipated 2023-24 7th and 8th-grade enrollment 1065  
 Provide anticipated 2023-24 6th-grade enrollment \_\_\_\_\_  
 Grade levels for membership: 6 ☐ 7 ☐ 8 ☐  
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_
2. \_\_\_\_\_  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2023-24 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2023-24 6th-grade enrollment \_\_\_\_\_  
 Grade levels for membership: 6 ☐ 7 ☐ 8 ☐  
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_
3. \_\_\_\_\_  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2023-24 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2023-24 6th-grade enrollment \_\_\_\_\_  
 Grade levels for membership: 6 ☐ 7 ☐ 8 ☐  
 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Oakland Schools Special Education Parent Advisory Committee (SEPAC)

Oakland Schools ISD Plan for the Delivery of Special Education Programs and Services specifies that the Oakland Schools Board of Education at its regularly scheduled meetings will appoint the Special Education Parent Advisory Committee whose members will serve a three year term.

Representation is based on the number of students served. Each school Local Education Agency (LEA) and Public School Academy (PSA) that provides special education services for more than 100 students may have two representatives; if servicing fewer than 100 students, only one representative is allowed. We have verified with our Director of Student Services that the following parents have agreed to represent our district: Jorgia Basner-May and Natasha Goodman.

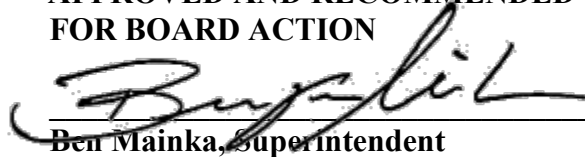
Oakland Schools will process our nominees through the Oakland Schools Board to finalize their appointment to the position. This information must first be approved by the Novi Board of Education and is due to Oakland Schools by August 1, 2023 along with the minutes showing Board approval.

Tonight, we are asking the Novi Community School District Board of Education to approve Jorgia Basner-May and Natasha Goodman as the parent representatives for the Novi Community School District.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve Jorgia Basner-May and Natasha Goodman as the Special Education Parent Advisory Committee (SEPAC) representatives for the Novi Community School District.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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



May 19, 2023

Dear District Director,

The Oakland Schools Intermediate School District Plan for the Delivery of Special Education Programs and Services specifies that

“The Oakland Schools Board of Education, at its regularly scheduled meetings, will appoint PAC members to serve three-year terms. The established terms are staggered to guarantee experienced memberships to fulfill the committee goals. The Oakland Schools Executive Director of Special Populations, or designee, shall make every attempt to assure that representation of all disability areas and all organizations, of parents of students with disabilities within Oakland County, are represented on the PAC. Further, the Oakland Schools Executive Director of Special Populations, or designee, is responsible for assuring that recommendations are made to the Oakland Schools Board of Education.”

Representation is based on the number of students served. Each Local Education Agency (LEA) and Public School Academy (PSA) that provides special education services for more than 100 students may have two representatives; if servicing fewer than 100 students, one representative is allowed. It is the responsibility of the local superintendent to assure that the local Board of Education nominates a qualified parent(s). The local superintendent shall seek recommendations from parent groups and school personnel.

The purpose of this notification is to inform you of a current ***vacancy or expiring term*** in your district.

District	Term	First	Last	Phone	Email
Novi	2023-26	Jorgia	Basner May		<a href="mailto:basnermay@gmail.com">basnermay@gmail.com</a>
Novi	2024-27* Pending BA	Natasha	Goodman	248.449.3455	<a href="mailto:mngoodman@sbcglobal.net">mngoodman@sbcglobal.net</a>

If you do not have representation for your district, or if you currently have only one representative and need to appoint a second one, please have your Board of Education take the appropriate action to appoint a representative(s). Submit name, address, email address, and a copy of your Board Minutes as confirmation of their term dates using the link below. We will process your nominee through the Oakland Schools Board to finalize their appointment to the position. Please submit your updated information **by August 31<sup>st</sup> 2023**

Send updates via email to [laura.kramer@oakland.k12.mi.us](mailto:laura.kramer@oakland.k12.mi.us) or click [HERE](#) to access the PAC Representative Update form link.

Thank you for your prompt response.

Jessica Carrier  
Executive Director of Special Populations

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

June 15, 2023

**SUPERINTENDENT OF SCHOOLS**

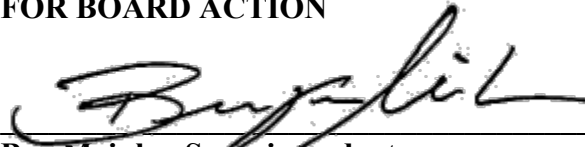
**TOPIC:** Gifts to the District

The District is in receipt of a generous donation from the Novi Orchestra Boosters. This generous donation is in the amount of \$ 2,600.00. They would like to dedicate these funds for the replacement strings on 13 District owned cellos and Novi High School. The Cost of new cello strings is approximately \$200 for each instrument.

**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**

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  
June 15, 2023**

**SUPERINTENDENT OF SCHOOLS**

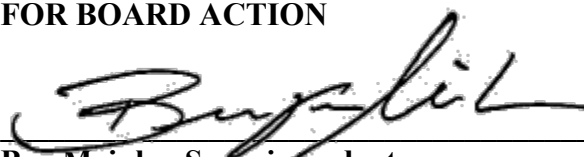
**TOPIC:** Moving to a Closed Session

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session for the purposes of contract Negotiations [OMA Sect.8(1)(c)].

**RECOMMENDATION:**

That the Novi Community Schools Board of Education move into a Closed Session for the purposes of contract negotiations.

**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**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

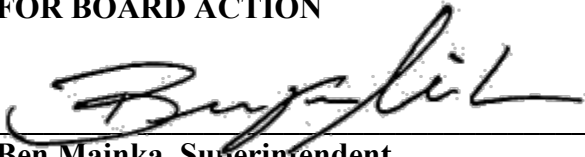
**ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

**TOPIC:** NTA Contract Approval

After meeting with union leadership, administration, and the Novi Transportation Association (NTA) have reached an agreement on their contracts. The administration recommends the contract agreements be approved.

**RECOMMENDATION:** That the Novi Community School District Board of Education approve the agreement reached with the NTA 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**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

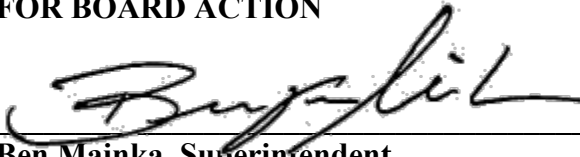
**ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

**TOPIC:** NESPA Contract Approval

After meeting with union leadership, administration, and the Novi Educational Support Personnel Association (NESPA) have reached an agreement on their contract. The administration recommends the contract agreements be approved.

**RECOMMENDATION:** That the Novi Community School District Board of Education approve the agreement reached with the NESPA 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**



**BOARD OF EDUCATION**  
**NOVI COMMUNITY SCHOOL DISTRICT**  
**NOVI, MICHIGAN**  
June 15, 2023

**ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT**

**TOPIC:** Personnel Recommendations

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, presents for your consideration the following personnel changes:

**A. New Hires**

<u><i>Name</i></u>	<u><i>Bldg.</i></u>	<u><i>Assignment</i></u>	<u><i>Reason</i></u>	<u><i>Rate</i></u>	<u><i>Effective</i></u>
<b>NEA:</b>					
Davis, Krystal	DF	K-4 Music Teacher	New Hire	BA	08-28-23
Farnsworth, Sarah	NW	1 <sup>st</sup> Grade Teacher	New Hire	BA	08-28-23
Fedel, Alyson	NW	3 <sup>rd</sup> Grade Teacher	New Hire	MA	08-28-23
Jakubik, Kaitlin	OH	3 <sup>rd</sup> Grade Teacher	New Hire	BA	08-28-23
Martinez, Carly	VO	4 <sup>th</sup> Grade Teacher	New Hire	BA	08-28-23
Schuitema, Scott	OH	4 <sup>th</sup> Grade Teacher	New Hire	MA	08-28-23
Schulte, Allison	VO	3 <sup>rd</sup> Grade Teacher	New Hire	BA	08-28-23
Truax, Rebekah	OH	1 <sup>st</sup> Grade Teacher	New Hire	BA	08-28-23
Walker, Amanda	VO	3 <sup>rd</sup> Grade Teacher	New Hire	BA	08-28-23

**IUOE:**

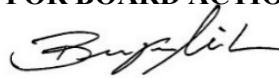
Glinski, Jason	Maint.	HVAC Tech	New Hire	Hourly	06-26-23
Poshadlo, Jeffrey	Maint.	Maintenance Tech	New Hire	Hourly	06-16-23

**B. Retirements and Resignations**

<u><i>Name</i></u>	<u><i>Bldg.</i></u>	<u><i>Assignment</i></u>	<u><i>Reason</i></u>	<u><i>Effective</i></u>
<b>NEA:</b>				
Clifford, Laurie	NM	5 <sup>th</sup> Grade Art Teacher	Resignation	08-15-23
Rachuy, Danielle	HS	Special Ed Teacher	Resignation	08-15-23
<b>NESPA:</b>				
Gurizzian, Teresa	NM	General Ed. PARA	Resignation	09-15-23
Holifield, Amanda	ECEC	Community Ed. Asst.	Resignation	06-09-23
<b>NTA:</b>				
Jagotka, Gary	Trans.	Bus Driver	Retirement	06-09-23

**RECOMMENDATION:** That the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read 'Ben Mainka', written in a cursive style.

**Benjamin Mainka, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**SUPERINTENDENT OF SCHOOLS**

TOPIC: 2023-2025 Administrative Contracts

The administrative contract renewals are being brought to you for your consideration and approval. The affected title changes are reflected in bold.

- Assistant Superintendent of Business and Operations
  - Devin Kling
- Assistant Superintendent of Talent Management and Development
  - Dr. Laura Carino
- Assistant Superintendent of Teaching and Learning
  - Mike Giromini
- Director of Curriculum & Assessment
  - Andrew Comb
- Director of Early Childhood & Community Education
  - Ann Hansen
- Director of Employee Relations
  - Jeff Dinkelmann
- Director of English Language Development & State/Federal Programs
  - Adva Ringle
- Director of Instruction
  - Emily Pohlonski
- Director of Maintenance
  - Mike Dragoo
- **Director of Mental Health & Wellness**
  - Darby Hoppenstedt
- Director of Special Education

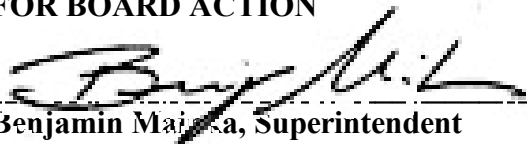


- Shailee Patel
- Director of Transportation
  - Cynthia Valentine
- Assistant Director of Maintenance
  - Eric Hettel
- Coordinator of Early Childhood Education
  - Stacey Job
- Supervisor of Communications and Community Engagement
  - George Sipple
- Supervisor of Medical Services
  - Cathy Farris
- Supervisor of Special Education
  - Amanda Squires
- Elementary Principals (5)
  - Joi Danforth
  - Katy Dinkelman
  - Ryan Francis
  - Alice Kazee
  - Jennifer Murphy
- Meadows Principals (2)
  - John Brickey
  - Lisa Fenchel
- Middle School Principal
  - Robert Baker
- Middle School Assistant Principal
  - Angie Southworth
- High School Principal
  - Nicole Carter
- High School Assistant Principals (2)
  - Michelle DeBrincat
  - Ron Kane

- High School Athletic Director
  - Don Watchowski

**RECOMMENDATION:** That the Novi Community School District Board of Education approve the contracts as noted above.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Benjamin Majors, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING**

**TOPIC: iPad Refresh**

The Technology Department is requesting an iPad refresh of 1200 one-to one iPad refresh. These iPads were originally purchase in 2017 and the life expectancy for these devices was originally believed to be four years.

The specifications of the equipment being purchased are:

- **1200 Student iPads**
  - iPad 10.2-inch, Wi-Fi 256GB
- **1200 iPad cases**
  - Brenthaven Edge Bounce
- **1200 iPad licenses**
  - JAMF School (allows for management of devices)

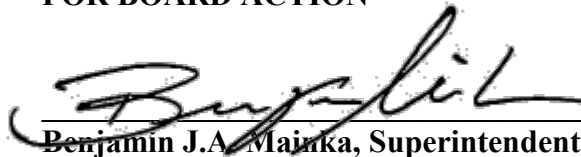
Based on the REMC (Regional Educational Media Center Association of Michigan) competitive bid, the new iPad cost is \$596,739.00 to come from the Capital Projects (Bond) 2019 fund.

This recommendation came before the Board for information and discussion at the May 18, 2023 regular meeting. It comes back before the Board of approval tonight.

**RECOMMENDATION:**

That the Novi Community School District Board of Education award the bids to the contractors listed for a total amount of \$596,739.00 to be expended from the Capital Projects (Bond) 2019 fund.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Benjamin J.A. Mainka, Superintendent





## Instructional Technology Center

25425 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

May 18, 2023

Michael Giromini, Assistant Superintendent of Teaching and Learning  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

### Re: 2023 One-to-One Student iPad Refresh

Thanks to the tremendous community support of the Capital Bonds, the Novi Community School District has made substantial investments in technology resources to support teaching, learning, and operations. As part of this investment, we present the 2023 device refresh of 1200 one-to-one student iPads originally purchased in 2017.

#### **iPad Refresh of 2017**

The specifications of the equipment being purchased are:

- **1200 Student iPads**
  - iPad 10.2-inch, Wi-Fi 256GB
- **1200 iPad cases**
  - Brenthaven Edge Bounce
- **1200 iPad licenses**
  - JAMF School (allows for management of devices)

The administration recommends the Novi Board of Education approve the purchase from the **Technology Capital Projects (Bond) 2019 fund** in the total amount of \$596,739 (five hundred ninety-six thousand, seven hundred thirty-nine dollars). The pricing for these purchases is based on the REMC Educational Cooperative Bid.

The Technology Department is recommending the Novi Community School District Board of Education award the contract to Apple Inc. in the amount of \$596,739 (five hundred ninety-six thousand, seven hundred thirty-nine dollars) for the purchase of 1200 iPads, 1200 cases, and 1200 licenses. The funding Source is the 2019 School Bond Fund.

Sincerely,

Jeffrey Mozdierz, Director of Technology - Field Services, Oakland Schools  
Anthony Locricchio, Senior Technology Coordinator - Field Services, Oakland Schools

*Students who are passionate, empowered, and prepared for their world and their future.*

Anthony Locricchio, Director of Technology • [Anthony.locricchio@oakland.k12.mi.us](mailto:Anthony.locricchio@oakland.k12.mi.us)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING**

**TOPIC: High School CAD Refresh**

The Technology Department is requesting a CAD desktop refresh of 34 devices at the Novi High School. These CAD Desktops were originally purchased in 2016.

The specifications of the equipment being purchased are:

- **34 HP Zr Tower G9 700 Workstations**
  - Intel i7 12700K 3.6 0GB Processor (12 core)
  - 32 GB Ram
  - Nvidia 3070 RTX Video Card (8 GB)
  - 1 TB SSD Hard drive

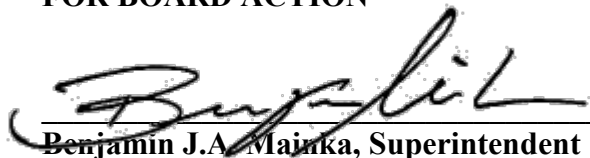
Based on the REMC (Regional Educational Media Center Association of Michigan) competitive bid, the cost is amount of \$71, 600.00 from the Capital Projects (Bond) 2019 fund.

This recommendation came before the Board for information and discussion at the May 18, 2023 regular meeting. It comes back before the Board of approval tonight.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approve the purchase of 34 HP Zr Tower G9 700 Workstations, as outlined above, for a total amount of \$71,900.00 to be expended from the Capital Projects (Bond) 2019 fund.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Benjamin J.A. Mainka, Superintendent



## Instructional Technology Center

25425 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

May 18, 2023

Michael Giromini, Assistant Superintendent of Teaching and Learning  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

### Re: 2023 CAD Lab Refresh at Novi High School

Thanks to the immense community support of the Capital Bonds, the District has made significant investments in technology resources to support teaching, learning, and operations. As part of this investment, we present the 2023 device refresh for 34 CAD desktops at Novi High School, originally purchased in 2016.

#### **NHS CAD Lab Refresh of 2016**

The specifications of the equipment being purchased are:

- **34 HP Zr Tower G9 700 Workstations**
  - Intel i7 12700K 3.6 0GB Processor (12 core)
  - 32 GB Ram
  - Nvidia 3070 RTX Video Card (8 GB)
  - 1 TB SSD Hard drive

The administration recommends the Novi Board of Education approve the following purchase from the **Technology Capital Projects (Bond) 2019 fund** in the total amount of \$71,060.00 (seventy-one thousand sixty dollars). The pricing for these purchases is based on the REMC Educational Cooperative Bid.

The Technology Department is recommending the Novi Community School District Board of Education award the project to Inacomp TSG in the amount of \$71,060.00 (seventy-one thousand sixty dollars) for the purchase of 34 HP Tower Workstations. The funding Source is the 2019 School Bond Fund.

Sincerely,

Jeffrey Mozdierz, Director of Technology - Field Services, Oakland Schools  
Anthony Locricchio, Senior Technology Coordinator - Field Services, Oakland Schools

---

*Students who are passionate, empowered, and prepared for their world and their future.*

Anthony Locricchio, Director of Technology • [Anthony.locricchio@oakland.k12.mi.us](mailto:Anthony.locricchio@oakland.k12.mi.us)



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: 2022 - 2023 Final Budget**

2022-2023 Final Budget:

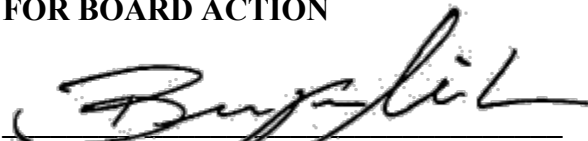
On February 21, 2023, the Board of Education adopted the amendment to the 2022 - 2023 Budget. A final amendment to the budget reflecting all the changes known at that this was created and presented to the Board of Education.

Tonight, the 2022 - 2023 Final Budget is recommended for approval, per the attached resolution.

**RECOMMENDATION:**

That the Novi Community School District Board of Education adopt the 2022 - 2023 Final Budget Resolution as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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

**Novi Community School District General Appropriations Resolution  
Resolution for Final Budget by the Board of Education  
General Fund Budget - June 15, 2023**

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2022-2023: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2022-23 as follows:

**REVENUE:**

Local	\$25,392,650
State	62,361,584
Federal	3,979,725
Incoming Transfers & Other Transactions	<u>4,265,803</u>
TOTAL REVENUE AND INCOMING TRANSFERS	\$95,999,762
FUND BALANCE AS OF JULY 1, 2022	<u>15,744,833</u>
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$111,744,595</u>

**BE IT FURTHER RESOLVED**, that \$111,744,595 of the total available to appropriate in the **GENERAL FUND** is thereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

Basic Programs	\$51,657,850
Added Needs	\$10,699,880
Adult Education	\$399,658
Pupil Services	\$7,301,352
Instructional Support Services	\$5,736,906
General Administration	\$776,562
School Administration	\$4,183,570
Business Services	\$1,066,899
Maintenance/Operations & Security	\$5,940,257
Transportation	\$2,311,805
Central Services	\$2,531,201
Athletics	\$1,570,502
Community Services	<u>1,892,600</u>
TOTAL EXPENDITURES	\$96,069,042
TOTAL APPROPRIATED	<u>\$96,069,042</u>
FUND BALANCE AS OF JUNE 30, 2023	<u>\$15,675,553</u>



***FISCAL YEAR 2022-2023***  
***FINAL BUDGET***

***25345 Taft Rd.***  
***Novi, MI 48374***  
***June 15, 2023***



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# **NOVI COMMUNITY SCHOOL DISTRICT**

## **BOARD OF EDUCATION**

### **MEMBERS**

### **TERM EXPIRATION**

Dr. Danielle Ruskin, President

2026

Tom Smith, Vice President

2024

Mary Ann Roney, Treasurer

2024

Willy Mena, Secretary

2026

Betsy Beaudoin, Trustee

2029

Paul Cook, Trustee

2026

Jason Michener, Trustee

2029

### **ADMINISTRATION**

Superintendent

Benjamin Mainka

Assistant Superintendent of Business/Finance

Devin Kling

Assistant Superintendent of Teaching/Learning

Mike Giromini

Assistant Superintendent of Human Resources

Dr. Laura Carino



## *General Fund*

### *•Summary*





# **Novi Community School District** **2022-23 General Fund** **Final Amended Budget**

	<b>2021-22 Actual June 2022</b>	<b>2022-23 Amended June 2023</b>	<b>2022-23 Final June 2023</b>	<b>Increase (Decrease)</b>
<b>Revenues</b>				
Local Revenues	24,824,906	25,802,650	25,392,650	(410,000)
State Revenues	51,671,338	58,227,102	62,361,584	4,134,482
Federal Revenues	8,189,211	2,944,735	3,979,725	1,034,990
Incoming Transfers and Other Transactions	4,068,172	4,367,587	4,265,803	(101,784)
<b>Total Revenues</b>	<b>\$ 88,753,627</b>	<b>\$ 91,342,074</b>	<b>\$ 95,999,762</b>	<b>\$ 4,657,688</b>
<b>Expenditures</b>				
<b>Instruction Services</b>				
Basic Programs	46,866,322	47,896,926	51,657,850	3,760,924
Added Needs	9,348,869	10,788,089	10,699,880	(88,209)
Adult Education	389,067	376,701	399,658	22,957
<b>Total Instruction Services</b>	<b>\$ 56,604,258</b>	<b>\$ 59,061,716</b>	<b>\$ 62,757,388</b>	<b>\$ 3,695,672</b>
<b>Pupil and Instructional Support</b>				
Pupil Support Services	6,549,535	7,020,612	7,301,352	280,740
Instructional Support Services	5,426,358	5,661,182	5,736,906	75,724
<b>Total Pupil and Instructional Support</b>	<b>\$ 11,975,893</b>	<b>\$ 12,681,794</b>	<b>\$ 13,038,258</b>	<b>\$ 356,464</b>
<b>Other Support Services</b>				
General Administration	705,581	765,759	776,562	10,803
School Administration	4,277,523	4,164,810	4,183,570	18,760
Business Services	951,279	920,949	1,066,899	145,950
Operations and Maintenance, Security	6,287,333	6,332,393	5,940,257	(392,136)
Transportation	2,353,469	2,157,039	2,311,805	154,766
Central Services	2,495,700	2,378,546	2,531,201	152,655
Athletics and Other Support Services	1,436,335	1,570,445	1,570,502	57
Community Services& Other	1,612,569	1,383,747	1,892,600	508,853
<b>Total Other Support Services</b>	<b>\$ 20,119,789</b>	<b>\$ 19,673,688</b>	<b>\$ 20,273,396</b>	<b>\$ 599,708</b>
<b>Total Expenditures</b>	<b>\$ 88,699,940</b>	<b>\$ 91,417,198</b>	<b>\$ 96,069,042</b>	<b>\$ 4,651,844</b>
<b>Net Change in Fund Balance</b>	<b>\$ 53,687</b>	<b>\$ (75,124)</b>	<b>\$ (69,280.25)</b>	<b>\$ 5,843.75</b>
<b>Beginning Fund Balance, Audited</b>	<b>\$ 15,691,146</b>	<b>\$ 15,744,833</b>	<b>\$ 15,744,833</b>	
<b>Ending Fund Balance, Projected</b>	<b>\$ 15,744,833</b>	<b>\$ 15,669,709</b>	<b>\$ 15,675,553</b>	
<b>Fund Balance as Percent of Expenditures</b>	<b>17.75%</b>	<b>17.14%</b>	<b>16.32%</b>	



# ***CAPITAL PROJECT FUNDS***

CAPITAL PROJECTS FUND – The Capital Project Fund accounts for transactions related to resources obtained and used for the acquisition, construction or improvement of capital facilities.

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
2017 BOND PROJECTS - CAPITAL IMPROVEMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b> - Investment earnings and other	\$ 894	\$ 3,370	\$ -
<b>EXPENDITURES</b> - Bond projects	816,943	226,236	
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	(816,049)	(222,866)	-
<b>BEGINNING FUND BALANCE</b>	1,038,915	222,866	-
<b>ENDING FUND BALANCE</b>	\$ 222,866	\$ -	\$ -



**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
2020 BOND PROJECTS - CAPITAL IMPROVEMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Unrealized Gain or Loss on Investment*	\$ (166,221)	\$ -	\$ -
Investment Earnings	-	232,044	1,000
<b>TOTAL REVENUE</b>	(166,221)	232,044	1,000
 <b>EXPENDITURES - Bond Projects</b>	 37,114,030	 22,357,526	 2,296,897
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	(37,280,251)	(22,125,482)	(2,295,897)
<b>BEGINNING FUND BALANCE</b>	61,933,662	24,653,411	2,295,897
<b>ENDING FUND BALANCE</b>	<u>\$ 24,653,411</u>	<u>\$ 2,527,929</u>	<u>\$ -</u>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
2022 BOND PROJECTS - CAPITAL IMPROVEMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Unrealized Gain or Loss on Investment*	\$ 79,662	\$ -	\$ -
Investment Earnings	\$ -	\$ 2,036,485	\$ 1,700,000
Debt Issued	<u>55,144,437</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUE</b>	55,224,099	2,036,485	1,700,000
 <b>EXPENDITURES - Bond Projects</b>	 <u>332,925</u>	 <u>12,089,619</u>	 <u>26,172,305</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	54,891,174	(10,053,134)	(24,472,305)
<b>BEGINNING FUND BALANCE</b>	<u>-</u>	<u>54,891,174</u>	<u>44,838,040</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 54,891,174</u>	<u>\$ 44,838,040</u>	<u>\$ 20,365,735</u>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2022-2023 FINAL AMENDED BUDGET  
SINKING FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 ORIGINAL BUDGET</b>	<b>FISCAL YEAR 2022-23 FINAL AMENDED BUDGET</b>
<b>REVENUE - Property Taxes</b>	\$ 1,251,071	\$ 1,231,893	\$ 1,290,161
Delinquent Taxes	194	176	526
<b>Total Revenue</b>	<u>1,251,266</u>	<u>1,232,069</u>	<u>1,290,687</u>
<b>EXPENDITURES -Operating Building Services</b>	196,787	-	116,030
Capital Outlay	6,585	-	-
Debt Principal	553,814	1,169,000	554,000
Debt Interest	91,575	-	92,000
<b>Total Expenditures</b>	<u>848,761</u>	<u>1,169,000</u>	<u>762,030</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	402,504	63,069	528,657
<b>BEGINNING FUND BALANCE</b>	<u>3,209,943</u>	<u>3,612,447</u>	<u>3,612,447</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 3,612,447</u>	<u>\$ 3,675,516</u>	<u>\$ 4,141,104</u>





## ***DEBT SERVICE FUND***

**DEBT SERVICE FUND - The Debt Service Fund is a fund to account for the principal and interest payments on general long term liability.**

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
DEBT RETIREMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Property Taxes - Current	\$ 17,256,076	\$ 17,926,616	\$ 18,925,327
Property Taxes - Delinquent	3,208	14,401	14,401
State Sources - PPT Loss Reimbursement	-	-	-
Investment Earnings	5,945	30,018	30,018
<b>Total Revenue</b>	<b>17,265,230</b>	<b>17,971,035</b>	<b>18,969,746</b>
<b>EXPENDITURES</b>			
Bond Principal	11,525,000	11,660,000	12,160,000
Bond Interest	5,971,650	7,073,100	6,589,728
Other fees and costs	410,059	2,100	3,500
<b>Total Expenditures</b>	<b>17,906,709</b>	<b>18,735,200</b>	<b>18,753,228</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(641,479)</b>	<b>(764,165)</b>	<b>216,518</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Proceeds from Bond Refunding	27,260,000	-	-
Costs of issuance	-	-	-
Payment to escrow agent	(27,050,941)	-	-
Other	(3,104)	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>205,955</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>(435,524)</b>	<b>(764,165)</b>	<b>216,518</b>
<b>BEGINNING FUND BALANCE</b>	<b>2,284,233</b>	<b>1,848,709</b>	<b>1,084,544</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,848,709</b>	<b>\$ 1,084,544</b>	<b>\$ 1,301,062</b>



# ***SPECIAL REVENUE FUNDS***

SPECIAL REVENUE FUNDS – The Special Revenue Fund accounts for the proceeds of specific revenue sources legally restricted to expenditures for specified purposes



**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2022-2023 FINAL AMENDED BUDGET  
RECREATION FUND**

	FISCAL YEAR 2021-22 ACTUAL	FISCAL YEAR 2022-23 ORIGINAL BUDGET	FISCAL YEAR 2022-23 FINAL AMENDED BUDGET
<b>REVENUE - Property Taxes</b>	\$ 2,449,171	\$ 2,447,970	\$ 2,563,750
Delinquent Taxes	386	350	350
<b>Total Revenue</b>	<u>2,449,557</u>	<u>2,448,320</u>	<u>2,564,100</u>
<b>EXPENDITURES -Basic Programs</b>	-	-	-
Maintenance/ Operations & Security	1,031,754	1,522,303	1,793,039
Transportation	-	-	-
Central Services	214,187	241,155	241,175
Community Services	333,345	348,282	391,655
Capital Outlay	-	-	-
Transfer General Fund	115,375	-	-
<b>Total Expenditures</b>	<u>1,694,661</u>	<u>2,111,741</u>	<u>2,425,869</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	754,896	336,579	138,231
<b>BEGINNING FUND BALANCE</b>	<u>1,803,972</u>	<u>2,558,868</u>	<u>2,558,868</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 2,558,868</u>	<u>\$ 2,895,447</u>	<u>\$ 2,697,099</u>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
FOOD SERVICE FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Local	\$ 484,006	\$ 1,932,561	\$ 813,845
State Sources	146,794	177,317	177,317
Federal Sources	3,245,512	824,842	2,207,313
Other Income	-	-	-
<b>Total Revenue</b>	<b>3,876,312</b>	<b>2,934,720</b>	<b>3,198,475</b>
<b>EXPENDITURES</b>			
Support Services	614	628	628
Food Services	2,691,310	2,336,841	3,668,648
Transfers Out	33,798	-	-
<b>Total Expenditures</b>	<b>2,725,722</b>	<b>2,337,469</b>	<b>3,669,276</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>1,150,590</b>	<b>597,251</b>	<b>(470,801)</b>
<b>BEGINNING FUND BALANCE</b>	<b>613,425</b>	<b>1,764,016</b>	<b>2,361,267</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,764,016</b>	<b>\$ 2,361,267</b>	<b>\$ 1,890,466</b>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 INITIAL BUDGET  
SCHOOL ACTIVITIES SPECIAL REVENUE FUND**

	<b>FISCAL YEAR 2021-22</b>	<b>FISCAL YEAR 2022-23</b>	<b>FISCAL YEAR 2023-2024</b>
	<b>ACTUAL</b>	<b>FINAL BUDGET</b>	<b>INITIAL BUDGET</b>
<b>REVENUE - SCHOOL DEPOSITS</b>	\$ 1,839,970	\$ 1,918,588	\$ 1,918,588
<b>EXPENDITURES - SCHOOL ACTIVITIES</b>	<u>1,745,372</u>	<u>1,801,090</u>	<u>1,801,090</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	94,598	<b>117,498</b>	<b>117,498</b>
<b>BEGINNING FUND BALANCE (as restated)</b>	<u>1,251,731</u>	<u><b>1,346,329</b></u>	<u><b>1,463,827</b></u>
<b>ENDING FUND BALANCE</b>	<u>\$ 1,346,329</u>	<u>\$ <b>1,463,827</b></u>	<u>\$ <b>1,581,325</b></u>



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: 2023 - 2024 Preliminary Budget**

2023 - 2024 Preliminary Budget:

The State requires that all school districts adopt a budget for the upcoming fiscal year by June 30 of each year. The proposed budget document for the 2023-2024 fiscal year has been prepared based on projections and estimates, including student enrollment, which will be known at a later date.

The budget adoption process for an upcoming fiscal year must include a public budget hearing; a notice of such public hearing, which must appear in the local newspaper at least six (6) days prior to the hearing; a budget document, made available for public inspection including the proposed property tax millage rate; and Board adoption of the budget in the form of a 2023-2024 General Appropriations Act resolution.


Once the public budget hearing has taken place, the Board adopts the budget. The public hearing will be held Thursday, June 15, 2023, at 7:30 p.m. at the regular meeting of the Board of Education. The notice will appear in the local newspaper and the budget document will be available for public inspection at the Educational Services Building beginning Friday, June 9, 2022.

The proposed budget document is presented to the Board tonight for approval, with adoption of a 2023-2024 General Appropriations Act resolution (draft resolution attached).

**RECOMMENDATION:**

That the Novi Community School District Board of Education adopts the 2023-2024 Preliminary Budget Resolution as present.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
Ben Mainka, Superintendent

**Novi Community School District General Appropriations Resolution  
Resolution for Original Budget by the Board of Education  
General Fund Budget - June 15, 2023**

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2023-2024: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2023-24 as follows:

**REVENUE:**

Local	\$26,142,650
State	\$60,884,480
Federal	\$3,979,725
Incoming Transfers & Other Transactions	<u>\$4,514,384</u>
TOTAL REVENUE AND INCOMING TRANSFERS	\$95,521,239
FUND BALANCE AS OF JULY 1, 2023	\$15,675,553
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$111,196,792</u>

**BE IT FURTHER RESOLVED**, that \$111,196,792 of the total available to appropriate in the **GENERAL FUND** is thereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

Basic Programs	\$49,888,362
Added Needs	\$10,855,246
Adult Education	\$399,658
Pupil Services	\$7,328,042
Instructional Support Services	\$5,932,939
General Administration	\$787,368
School Administration	\$4,278,547
Business Services	\$1,106,720
Maintenance/Operations & Security	\$6,273,275
Transportation	\$2,467,893
Central Services	\$2,570,989
Athletics	\$1,573,323
Community Services	<u>\$1,908,600</u>
TOTAL EXPENDITURES	\$95,370,962
TOTAL APPROPRIATED	<u>\$95,370,962</u>
FUND BALANCE AS OF JUNE 30, 2024	<u>\$15,825,830</u>



***FISCAL YEAR 2023-2024***  
***PROPOSED BUDGET***

***25345 Taft Rd.***  
***Novi, MI 48374***  
***June 15, 2023***

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# **NOVI COMMUNITY SCHOOL DISTRICT**

## **BOARD OF EDUCATION**

### **MEMBERS**

### **TERM EXPIRATION**

Dr. Danielle Ruskin, President

2026

Tom Smith, Vice President

2024

Mary Ann Roney, Treasurer

2024

Willy Mena, Secretary

2026

Betsy Beaudoin, Trustee

2029

Paul Cook, Trustee

2026

Jason Michener, Trustee

2029

### **ADMINISTRATION**

Superintendent

Benjamin Mainka

Assistant Superintendent of Business/Finance

Devin Kling

Assistant Superintendent of Teaching/Learning

Mike Giromini

Assistant Superintendent of Human Resources

Dr. Laura Carino



## *General Fund*

- *Assumptions*
- *Summary*

# **NOVI COMMUNITY SCHOOL DISTRICT**

## **BUDGET ASSUMPTIONS**

### **FISCAL YEAR 2023-2024**

#### **General**

1. The enrollment projections will be developed by school site using the fall 2022 count adjusted for student movement and all other outside known projections.
2. Novi Community School District will issue Request for Proposals and/or quotes for goods / services being incorporated into the budget to achieve savings in all possible areas as required.
3. Third Party Contracts will be reviewed for potential cost savings.
4. Novi Community School District will make every effort to utilize all other funds available to support the general fund.

#### **Revenues**

5. The 2023-24 budget will be based on legislative data provided from the State when received. At this point it is assumed that State Aid Funding related to the foundation payment may change from \$9,369/FTE, based on an anticipated increase of \$458/FTE to \$9,827/FTE, based on the Governor's preliminary budget.
6. State Aid foundation will be calculated using the enrollment projection for the 90% fall 2023 FTE and the actual 2023 spring FTE's that comprise the 10% element of the calculation. All categorical funding will be calculated per formula.
7. The budget will be balanced by enacting expenditure controls for efficient, economical, and effective use of resources.
8. Grants have not been finalized so they are budgeted at current allocations. All other revenues are assumed to remain flat.
9. The operating property taxes that are collected by Novi Community School District are the 18.00 mills on non-homestead properties and 6.0 mills associated with commercial personal property. However due prior year Headlee Rollbacks, the 18.00 mills have been reduced to 17.2472. The 2023-24 budget is based on the August 8<sup>th</sup> election projections with an operating millage of 18.00.
10. The debt property tax rate for the 2022-2023 fiscal year is 6.50 mills and will be updated based on estimated property tax values and debt service needs, not to exceed 6.50 mills.

## Expenditures

11. The budget has been built to fund mandated costs; grant matching requirements; substantiated cost for current programs; less efficiencies or cost savings; plus initiatives required to reach goals of high academically performing schools, safe schools, and fiscal accountability.
12. Compensation per contract:
  1. NEA / Teachers per negotiated contract.
  2. NASA / Administrators per negotiated contract.
  3. NTA / Transportation per negotiated contract.
  4. NESPA / Paraprofessionals per negotiated contract.
  5. Chartwells Third Party Contract
  6. LOCAL 324 NMA / Maintenance employees per negotiated contract.
  7. Non-Affiliated employees per agreements.
  8. Miscellaneous Hourly Employees will be reviewed.
13. The impact of Public Act 152 (i.e. Hard Cap Legislation) limits the amount of benefit contributions that a school district can pay on behalf of their employees and are adjusted on a calendar year basis every January. The limits for the current plan year were \$7,339.47 for single subscriber, \$15,474.60 for 2-person coverage, and \$20,180.43 for full family coverage. **In March 2023, the limits increased per the legislation to \$7,702.85, \$16,109.06, and \$21,007.83, respectively, and will be included in this budget as required. The change reflects an increase of approximately 4.1% to the hard cap limits.**
14. With the recent reforms in the Michigan Public School Employees Retirement System (MPSERS) there are multiple contribution rates the District must pay based on employee choices and the new regulations. **The Fiscal Year 2022-2023 MPSERS rate is 28.23% with the UAAL rate at 16.65%.** All of the rates are set by the State of Michigan and must be paid on all wages. It is unclear what direction the rates will go, but a slight increase will be included and will be adjusted as updated information is received from the State.
15. Staffing was based on Board adopted class size guidelines.





# Novi Community School District 2023-24 General Fund Proposed Budget

	2021-22 Actual June 2022	2022-23 Final June 2023	2023-24 Proposed June 2024	Increase (Decrease)
<b>Revenues</b>				
Local Revenues	24,824,906	25,392,650	26,142,650	750,000
State Revenues	51,671,338	62,361,584	60,884,480	(1,477,104)
Federal Revenues	8,189,211	3,979,725	3,979,725	0
Incoming Transfers and Other Transactions	4,068,172	4,265,803	4,514,384	248,581
<b>Total Revenues</b>	<b>\$ 88,753,627</b>	<b>\$ 95,999,762</b>	<b>\$ 95,521,239</b>	<b>\$ (478,523)</b>
<b>Expenditures</b>				
<b>Instruction Services</b>				
Basic Programs	46,866,322	51,657,850	49,888,362	(1,769,488)
Added Needs	9,348,869	10,699,880	10,855,246	155,366
Adult Education	389,067	399,658	399,658	0
<b>Total Instruction Services</b>	<b>\$ 56,604,258</b>	<b>\$ 62,757,388</b>	<b>\$ 61,143,266</b>	<b>\$ (1,614,122)</b>
<b>Pupil and Instructional Support</b>				
Pupil Support Services	6,549,535	7,301,352	7,328,042	26,690
Instructional Support Services	5,426,358	5,736,906	5,932,939	196,033
<b>Total Pupil and Instructional Support</b>	<b>\$ 11,975,893</b>	<b>\$ 13,038,258</b>	<b>\$ 13,260,981</b>	<b>\$ 222,723</b>
<b>Other Support Services</b>				
General Administration	705,581	776,562	787,368	10,806
School Administration	4,277,523	4,183,570	4,278,547	94,977
Business Services	951,279	1,066,899	1,106,720	39,821
Operations and Maintenance, Security	6,287,333	5,940,257	6,273,275	333,018
Transportation	2,353,469	2,311,805	2,467,893	156,088
Central Services	2,495,700	2,531,201	2,570,989	39,788
Athletics and Other Support Services	1,436,335	1,570,502	1,573,323	2,821
Community Services& Other	1,612,569	1,892,600	1,908,600	16,000
<b>Total Other Support Services</b>	<b>\$ 20,119,789</b>	<b>\$ 20,273,396</b>	<b>\$ 20,966,715</b>	<b>\$ 693,319</b>
<b>Total Expenditures</b>	<b>\$ 88,699,940</b>	<b>\$ 96,069,042</b>	<b>\$ 95,370,962</b>	<b>\$ (698,080)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 53,687</b>	<b>\$ (69,280.25)</b>	<b>\$ 150,276.75</b>	<b>\$ 219,557.00</b>
<b>Beginning Fund Balance, Audited</b>	<b>\$ 15,691,146</b>	<b>\$ 15,744,833</b>	<b>\$ 15,675,553</b>	
<b>Ending Fund Balance, Projected</b>	<b>\$ 15,744,833</b>	<b>\$ 15,675,553</b>	<b>\$ 15,825,830</b>	
<b>Fund Balance as Percent of Expenditures</b>	<b>17.75%</b>	<b>16.32%</b>	<b>16.59%</b>	



# ***CAPITAL PROJECT FUNDS***

CAPITAL PROJECTS FUND – The Capital Project Fund accounts for transactions related to resources obtained and used for the acquisition, construction or improvement of capital facilities.

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
2017 BOND PROJECTS - CAPITAL IMPROVEMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b> - Investment earnings and other	\$ 894	\$ 3,370	\$ -
<b>EXPENDITURES</b> - Bond projects	<u>816,943</u>	<u>226,236</u>	
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	(816,049)	(222,866)	-
<b>BEGINNING FUND BALANCE</b>	<u>1,038,915</u>	<u>222,866</u>	<u>-</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 222,866</u>	<u>\$ -</u>	<u>\$ -</u>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
2020 BOND PROJECTS - CAPITAL IMPROVEMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Unrealized Gain or Loss on Investment*	\$ (166,221)	\$ -	\$ -
Investment Earnings	-	232,044	1,000
<b>TOTAL REVENUE</b>	(166,221)	232,044	1,000
 <b>EXPENDITURES - Bond Projects</b>	 37,114,030	 22,357,526	 2,296,897
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	(37,280,251)	(22,125,482)	(2,295,897)
<b>BEGINNING FUND BALANCE</b>	61,933,662	24,653,411	2,295,897
<b>ENDING FUND BALANCE</b>	\$ 24,653,411	\$ 2,527,929	\$ -



**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
2022 BOND PROJECTS - CAPITAL IMPROVEMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Unrealized Gain or Loss on Investment*	\$ 79,662	\$ -	\$ -
Investment Earnings	\$ -	\$ 2,036,485	\$ 1,700,000
Debt Issued	<u>55,144,437</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUE</b>	<u>55,224,099</u>	<u>2,036,485</u>	<u>1,700,000</u>
 <b>EXPENDITURES - Bond Projects</b>	 <u>332,925</u>	 <u>12,089,619</u>	 <u>26,172,305</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>54,891,174</u>	<u>(10,053,134)</u>	<u>(24,472,305)</u>
<b>BEGINNING FUND BALANCE</b>	<u>-</u>	<u>54,891,174</u>	<u>44,838,040</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 54,891,174</u>	<u>\$ 44,838,040</u>	<u>\$ 20,365,735</u>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 INITIAL BUDGET  
SINKING FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 WORKING BUDGET</b>	<b>PROPOSED 2023-24 BUDGET</b>
<b>REVENUE</b> - Property Taxes	\$ 1,251,071	\$ 1,290,161	\$ 1,315,964
Delinquent Taxes	194	526	200
<b>Total Revenue</b>	<u>1,251,266</u>	<u>1,290,687</u>	<u>1,316,164</u>
<b>EXPENDITURES</b> -Operating Building Services	196,787	116,030	200,000
Capital Outlay	6,585	-	-
Debt Principal	553,814	554,000	554,000
Debt Interest	<u>91,575</u>	<u>92,000</u>	<u>92,000</u>
<b>Total Expenditures</b>	848,761	762,030	846,000
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	402,504	528,657	470,164
<b>BEGINNING FUND BALANCE</b>	<u>3,209,943</u>	<u>3,612,447</u>	<u>4,141,104</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 3,612,447</u>	<u>\$ 4,141,104</u>	<u>\$ 4,611,269</u>



## ***DEBT SERVICE FUND***

**DEBT SERVICE FUND - The Debt Service Fund is a fund to account for the principal and interest payments on general long term liability.**

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
DEBT RETIREMENT FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Property Taxes - Current	\$ 17,256,076	\$ 17,926,616	\$ 18,925,327
Property Taxes - Delinquent	3,208	14,401	\$ 14,401
State Sources - PPT Loss Reimbursement	-	-	-
Investment Earnings	5,945	30,018	30,018
<b>Total Revenue</b>	<b>17,265,230</b>	<b>17,971,035</b>	<b>18,969,746</b>
<b>EXPENDITURES</b>			
Bond Principal	11,525,000	11,660,000	12,160,000
Bond Interest	5,971,650	7,073,100	6,589,728
Other fees and costs	410,059	2,100	3,500
<b>Total Expenditures</b>	<b>17,906,709</b>	<b>18,735,200</b>	<b>18,753,228</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(641,479)</b>	<b>(764,165)</b>	<b>216,518</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Proceeds from Bond Refunding	27,260,000	-	-
Costs of issuance	-	-	-
Payment to escrow agent	(27,050,941)	-	-
Other	(3,104)	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>205,955</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>(435,524)</b>	<b>(764,165)</b>	<b>216,518</b>
<b>BEGINNING FUND BALANCE</b>	<b>2,284,233</b>	<b>1,848,709</b>	<b>1,084,544</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,848,709</b>	<b>\$ 1,084,544</b>	<b>\$ 1,301,062</b>





# ***SPECIAL REVENUE FUNDS***

SPECIAL REVENUE FUNDS – The Special Revenue Fund accounts for the proceeds of specific revenue sources legally restricted to expenditures for specified purposes

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
RECREATION FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023- 2024 PROPOSED BUDGET</b>
<b>REVENUE</b> - Property Taxes	\$ 2,449,171	\$ 2,563,750	\$ 2,615,025
Delinquent Taxes	386	350	350
<b>Total Revenue</b>	<u>2,449,557</u>	<u>2,564,100</u>	<u>2,615,375</u>
<b>EXPENDITURES</b> -Basic Programs	-	-	-
Maintenance/ Operations & Security	1,031,754	1,793,039	1,793,039
Transportation	-	-	-
Central Services	214,187	241,175	241,175
Community Services	333,345	391,655	391,655
Capital Outlay	-	-	-
Transfer General Fund	115,375	-	-
<b>Total Expenditures</b>	<u>1,694,661</u>	<u>2,425,869</u>	<u>2,425,869</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	754,896	138,231	189,506
<b>BEGINNING FUND BALANCE</b>	<u>1,803,972</u>	<u>2,558,868</u>	<u>2,697,099</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 2,558,868</u>	<u>\$ 2,697,099</u>	<u>\$ 2,886,605</u>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 PROPOSED BUDGET  
FOOD SERVICE FUND**

	<b>FISCAL YEAR 2021-22 ACTUAL</b>	<b>FISCAL YEAR 2022-23 FINAL BUDGET</b>	<b>FISCAL YEAR 2023-2024 PROPOSED BUDGET</b>
<b>REVENUE</b>			
Local	\$ 484,006	\$ 1,932,561	\$ 813,845
State Sources	146,794	177,317	177,317
Federal Sources	3,245,512	824,842	2,207,313
Other Income	-	-	-
<b>Total Revenue</b>	<b>3,876,312</b>	<b>2,934,720</b>	<b>3,198,475</b>
<b>EXPENDITURES</b>			
Support Services	614	628	628
Food Services	2,691,310	2,336,841	3,668,648
Transfers Out	33,798	-	-
<b>Total Expenditures</b>	<b>2,725,722</b>	<b>2,337,469</b>	<b>3,669,276</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>1,150,590</b>	<b>597,251</b>	<b>(470,801)</b>
<b>BEGINNING FUND BALANCE</b>	<b>613,425</b>	<b>1,764,016</b>	<b>2,361,267</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,764,016</b>	<b>\$ 2,361,267</b>	<b>\$ 1,890,466</b>

**NOVI COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR 2023-2024 INITIAL BUDGET  
SCHOOL ACTIVITIES SPECIAL REVENUE FUND**

	FISCAL YEAR 2021-22 ACTUAL	FISCAL YEAR 2022-23 FINAL BUDGET	FISCAL YEAR 2023-2024 INITIAL BUDGET
REVENUE - SCHOOL DEPOSITS	\$ 1,839,970	\$ 1,918,588	\$ 1,918,588
EXPENDITURES - SCHOOL ACTIVITIES	<u>1,745,372</u>	<u>1,801,090</u>	<u>1,801,090</u>
REVENUE OVER (UNDER) EXPENDITURES	94,598	117,498	117,498
BEGINNING FUND BALANCE (as restated)	<u>1,251,731</u>	<u>1,346,329</u>	<u>1,463,827</u>
ENDING FUND BALANCE	<u>\$ 1,346,329</u>	<u>\$ 1,463,827</u>	<u>\$ 1,581,325</u>



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Contingency Request – High School Gateway and Meadows’ 5<sup>th</sup>/6<sup>th</sup> Addition**

The Project Team is requesting Board approval to transfer owner contingency funds to the High School Gateway Project (BP #08) and the Meadows’ 5<sup>th</sup>/6<sup>th</sup> Grade Addition (BP #5B) construction contingencies. Both projects will require additional contingency funding for the completion of each respective project.

The Project Team is requesting:

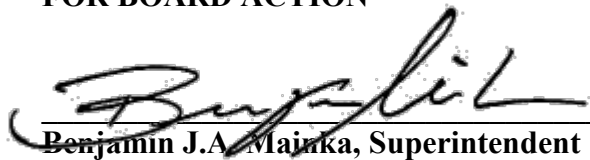
1. Athletic Gateway Project (BP #08) \$1,500,000 contingency funds to cover design omissions and owner changes;
2. Meadows’ 5<sup>th</sup>/6<sup>th</sup> Grade Addition (BP #5B) \$1,000,000 contingency funds to replenish the construction contingency

This recommendation comes before the Board for approval.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approve the contingency funds as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Benjamin J.A. Mainka, Superintendent

# **MEMORANDUM**



3000 Town Center, Suite 100  
Southfield, Michigan 48075  
Telephone: (248) 223-3500  
Facsimile: (248) 223-3150  
www.pmcresa.com

DATE:	<b>June 15, 2023</b>
FROM:	<b>Kevin Donnelly</b>
TO:	<b>Mr. Ben Mainka and Board of Education</b>
PROJECT:	<b>NCSD 2019 Bond Program</b>
SUBJECT:	<b>Additional Contingency Request – High School Gateway and Meadow’s 5<sup>th</sup>/6<sup>th</sup> Addition</b>

Dear Mr. Mainka and Board of Education,

On behalf of the Project Team, we are writing this memorandum to request approval to transfer owner contingency funds to the High School Athletics Gateway Project (BP #08) and the Meadow’s 5<sup>th</sup> / 6<sup>th</sup> Grade Addition (BP #5B) construction contingencies. Per the governance policies set forth for the bond program, contingency increase approvals must be granted by the Board of Education.

Both the Athletics Gateway Project and Meadows 5<sup>th</sup>/6<sup>th</sup> Grade addition will require additional contingency funding to complete each respective project. Each project has experienced a high level of design changes and omissions whereby the design team has issued multiple bulletins to incorporate changes to complete the project scope. Below is a synopsis of changes supporting this request.

## **Athletics Gateway Project (BP #08)**

The Project Team is requesting additional contingency funds of \$1.5M to cover design changes predominately required due to design omissions and owner changes. Most changes within this request are due to new electrical infrastructure to the project, whereby the electrical engineer assumed the existing services were adequate for the new electrical loads, design changes to the concrete stairs and retaining walls, and the addition of an outdoor storage addition per the request of the district. Included within the \$1.5M request are additional funds to cover future changes if they shall occur, not all funds are committed at this time, it would be the hope to return some of these funds at the completion of the project.

## **Meadows 5<sup>th</sup>/6<sup>th</sup> Grade Addition (BP #05B)**

The Project Team is requesting additional contingency funds of \$1.0M to replenish the construction contingency. This is to provide adequate cushion to complete the project with sufficient contingency to cover design changes and any future changes to complete the project. If the board recalls, Meadow’s encountered a very large bulletin at the onset of the project of ~\$1M to cover steel fireproofing which was not included as part of the design documents but required per code. This additional funding is not committed, but rather needed for any future changes encumbered to the project. We anticipate that a fair share of this funding will be returned at the completion of the project and any unused contingency funds will be reassigned back to the District.

PMC will be at the June 15, 2023 meeting to present this topic and be available to answer any questions the board will have.

# **MEMORANDUM**



3000 Town Center, Suite 100  
Southfield, Michigan 48075  
Telephone: (248) 223-3500  
Facsimile: (248) 223-3150  
[www.pmcresa.com](http://www.pmcresa.com)

Regards,

A handwritten signature in black ink, appearing to read "Kevin Donnelly".

Kevin Donnelly, Senior Vice President  
Plante Moran Cresa

Cc: Greg VanKirk, Plante Moran Cresa  
Michael Dragoo, NCSD  
Devin Kling, NCSD

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

June 15, 2023

**SUPERINTENDENT OF SCHOOLS**

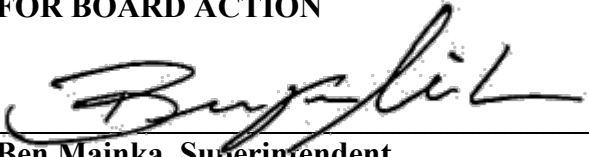
**TOPIC:** Thrun Policy Implementation Approval (3000, 4000, and 5000 Series)

The Governance and Policy Advisory Committee and Committee of the whole have met several times over the past few months to review and discuss Thrun Law's Policies. Series 3000, 4000, and 5000 comes to the Board tonight for adoption.

**RECOMMENDATION:**

That, in the best interest of the Novi Community School District, the Board of Education adopt Thrun Law's Policies Series 3000, 4000, and 5000 replacing the current Miller Johnson Policies.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



---

**Ben Mainka, Superintendent**



Novi Community School District Board of Education Policy Resolution  
to Repeal/Replace the Miller Johnson Policy Manual

Novi Community School District (the District")  
County of Oakland, State of Michigan (the "District")

A Regular meeting of the Board of Education (the "Board") was held in the Educational Services Buildings, within the boundaries of the District, on the 15<sup>th</sup> day of June, 2023, at 7:30 o'clock in the p.m.

The meeting was called to order by Dr. Danielle Ruskin, President.

Present: Members Dr. Danielle Ruskin, Mr. Tom Smith, Mrs. Mary Ann Roney, Mr. Willy Mena, Mr. Paul Cook, Mrs. Betsy Beaudion, and Mr. Jason Michener

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_  
and supported by Member \_\_\_\_\_

**WHEREAS**, the Board identified a need to review its current Board policies, bylaws, and administrative guidelines; and

**WHEREAS**, the District's administration ("Administration") has reviewed the Thrun Law Firm Policy Manual ("Policy Manual") and recommends the Policy Manual for consideration, in the form presented for Board review and approval, to replace the Board's existing policies and administrative guidelines; and

**WHEREAS**, the Administration has reviewed any and all legal settlements and resolution agreements between the District and any state or federal agency, as applicable, that address the modification or agency review of existing Board policy and the Board has considered the impact of those settlements or agreements when recommending adoption of the Policy Manual; and

**WHEREAS**, the Administration recommends that the Board repeal its existing policies and administrative guidelines, with the exception of the Series 1000, Series 2000 (the bylaws) and Policy 5207 (Anti-Bullying), concerning student bullying, which requires a public hearing before Board adoption pursuant to Revised School Code Section 1310b, MCL 380.1310b; and

**WHEREAS**, the Board has carefully reviewed, considered, and evaluated the Policy Manual collectively and as individual Board members and the Administration's recommendation.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Board accepts the Administration's recommendation to adopt the Policy Manual.

2. All existing Board policies and administrative guidelines are hereby repealed (including all policies that by their terms require a reading(s) or hearing(s) before repeal, modification, or adoption), with the exception of existing Board policy 5207 concerning student bullying, which requires a public hearing before being repealed and replaced, and with the exception of Series 1000, Series 2000 (the bylaws).

Novi Community School District Board of Education Policy Resolution  
to Repeal/Replace the Miller Johnson Policy Manual

3. The Board hereby adopts the Policy Manual, except Policy 5207 (Anti-Bullying) and the Series 1000, Series 2000 (the bylaws), in the form presented and recommended by the Administration as the Board's new policies, including those forms and administrative guidelines in the Policy Manual, for the purpose of governing the District.

4. The Administration shall promptly review District publications and forms that may reference the now-repealed Board policies and revise those publications and forms as necessary to align them with the newly adopted Policy Manual within 90 calendar days after this resolution.

5. The Board's adoption of the Policy Manual, except Policy 5207 (Anti-Bullying) and the Series 1000, Series 2000 (the bylaws), shall take immediate effect.

6. At a Board meeting scheduled for August 24, 2023, the Board will hold a public hearing concerning proposed Policy 5207 (Anti-Bullying) in the Policy Manual.

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Dr. Danielle Ruskin, Mr. Tom Smith, Mrs. Mary Ann Roney, Mr. Willy Mena, Mr. Paul Cook, Mrs. Betsy Beaudion, and Mr. Jason Michener

Nays: Members

Resolution declared adopted.

---

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the Novi Community School District, County of Oakland, State of Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a Regular meeting held on June 15, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

The blue highlighted Policy titles are optional policies. If the District elects not to adopt one or more of these Policies, please mark the Policy as “Intentionally Left Blank” after the Policy number. The yellow highlighted Policy titles were modified with NCSD Language.

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## Series 3000: Operations, Finance, and Property

### 3100 General Operations

#### 3109 Curricular Animals

An animal is not allowed on District property except as provided in this Policy, Policy 3108, with the Superintendent's or designee's approval, or as otherwise required by law. Nothing in this Policy diminishes any rights a person with a disability may have to be accompanied by a service animal or other therapy animal on District property. If an animal's handler is not a student or employee, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler.

##### A. Use of Animals for Instructional Purposes

An animal that supports a District program or curriculum or that is otherwise used for instructional purposes is allowed on District property with the Superintendent's or designee's prior written permission.

It shall be the responsibility of the building's Principal or their designee to develop a plan of care for those animals housed in District buildings in the event of a school closing (i.e., snow day, breaks). Animal-specific guidelines established by the Centers for Disease Control must be followed at all times.

##### B. Therapy Dogs

###### 1. Definition of Therapy Dog

A "therapy dog," differs from an "emotional support animal," "comfort animal," or "companion animal." Therapy dogs are not "service animals" under the Americans with Disabilities Act (ADA) or Board Policy. Therapy dogs are those that have been:

- a. individually trained and certified by an approved therapy dog training organization;
- b. engaged in animal assisted activities and interactions under the direct supervision of a handler; and
- c. managed by a handler who has been individually trained, evaluated, and registered with their therapy dog to provide animal assisted activities and animal-assisted interactions on District property.

A therapy dog must be well-behaved and have a temperament that is suitable for interaction with students and other persons in a public school. A therapy dog is the personal property of its owner, not the District.

###### 2. Standards and Procedures for Therapy Dogs

The following requirements must be satisfied before a therapy dog is allowed on District property:

- a. Request. An owner who wants to bring a therapy dog on District property must submit a written request to the Superintendent or designee. The request must be renewed each school year or whenever a different therapy dog will be used.
- b. Training and Certification. The owner must submit any training or certification information requested by the Superintendent or designee. Any certification required by the District must remain current at all times.
- c. Health and Vaccination. The therapy dog must be clean, well-groomed, in good health, house broken, and immunized against diseases common to such animals. The owner must submit proof of current required licensure from the county or other licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian, if applicable.
- d. Control. A therapy dog must be under the control and supervision of the primary or secondary handler, or staff member who has been appropriately trained.
- e. Handler. If the therapy dog's handler is a District employee, the therapy dog will not interfere with the employee's primary job responsibilities.
- f. Ownership. Therapy dogs may be purchased by the school district, or independently owned by a District employee, or provided by a third party. If owned by a District employee, the therapy dog must meet the standards of health described above at the owner's expense. Required training for accreditation must be at the owner's expense. The District bears no financial responsibility for the care or feeding of an employee owned therapy dog and will make every effort to support supplemental costs of therapy dogs that are part of the district purchased therapy dog program.
- g. Transportation. Animals, other than service animals, are not to be transported on school buses. It is the responsibility of the therapy dog's handler to transport the dog to and from school property.
- h. Identification. The therapy dog must wear appropriate identification identifying it as a therapy dog.
- i. No Disruption. The therapy dog's behavior must not disrupt the educational process.
- j. Health/Safety. The therapy dog must not pose a health or safety risk to any student, employee, or other person.
- k. Supervision/Care of Therapy Dogs. The owner or handler is responsible for the supervision and care of a therapy dog, including feeding, exercising, and clean up while the dog is in a District building or on District property.



The District is not responsible for providing any supervision, care, or assistance for a therapy dog.

- l. Authorized Area(s). The owner or handler will only allow the therapy dog to be in those areas that have been pre-authorized by the Superintendent or designee.
- m. Insurance. For employee owned therapy dogs, the owner or handler must submit a copy of an insurance policy that provides liability coverage for any damage of injury caused by the therapy dog while on District property. The District will maintain insurance coverage for our district-purchased therapy dogs, but handlers are encouraged to have supplemental coverage.

### 3. Exclusion or Removal from School

A therapy dog may be excluded from District property if the Superintendent or designee determines that:

- a. the handler does not have control of the dog;
- b. the dog is not housebroken;
- c. the dog presents a direct and immediate threat to others; or
- d. the dog's presence otherwise disrupts the educational process.

The owner or handler must remove the therapy dog from District property immediately upon such a determination.

### 4. Allergic Reactions

If any student or employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the owner or handler must remove the dog to a different location designated by the Superintendent or designee.

### 5. Damages to District Property and Injuries

The owner of a therapy dog is solely responsible and liable for any damage to property or injury to persons caused by the therapy animal.

### C. Emotional Support Animals

An "emotional support animal" is an animal that has not been individually trained to perform a specific job or task for a person with a disability, but its presence provides comfort or emotional support to others. Emotional support animals are not "service animals" under the ADA or Board Policy.

An emotional support animal is not allowed on District property except as otherwise required by law.

Legal authority: 28 CFR 35.136

Date adopted:

Date revised:



## **Series 3000: Operations, Finance, and Property**

### **3100 General Operations**

#### **3116 *District Technology and Acceptable Use***

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

##### **A. Children's Internet Protection Act**

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, use of violence, use of drugs, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

#### B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
  - a. use of District technology resources is a privilege that may be revoked at any time;
  - b. a user has no expectation of privacy when using District technology resources;
  - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
  - d. District technology resources may not be used to bully, harass, or intimidate others;
  - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
- 2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
- 3. A list of what constitutes misuse of District technology resources.
- 4. A prohibition against:
  - a. accessing other user accounts or files without authorization;
  - b. conducting personal business or activities;
  - c. accessing pornography;
  - d. communicating inappropriately with students;
  - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
  - f. accessing or downloading unauthorized software or programs.
- 5. A requirement that users report any material that is threatening, harassing, or bullying.
- 6. A release of all claims and liability against the District for use of District technology resources.

#### C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

#### D. Public Access to Technology

- 1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
- 2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted:

Date revised:



## **Series 3000: Operations, Finance, and Property**

### **3100 General Operations**

#### ***3117 Intellectual Property***

The District's intellectual property includes written or artistic works, logos, marks, instructional materials, textbooks, curriculum, software, inventions, procedures, ideas, innovations, systems, and programs, or derivatives of the foregoing, regardless of publication or registration.

Other than District personnel acting in the course of performing a duty for the District, no person may use the District's intellectual property without the prior written permission of the Superintendent or designee or Board approval.

Any work product or derivative work product created or developed by personnel related to District duties or during work hours is a work made for hire and is the District's exclusive property.

In the event that there is intellectual property that is owned by the District that leads to new patents, copyrights, or financial gain, the employee(s) involved will be provided credit and recognition.

District intellectual property that students created, prepared, or developed will be recognized and given credit.

Date adopted:

Date revised:



## **Series 3000: Operations, Finance, and Property**

### **3100 General Operations**

#### **3119 Web Accessibility**

The Board of Education authorizes the staff members and students to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPAA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created web content, services and apps are subject to LA Policy 2005 - Communication - Student Publication.

The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:

#### **A. Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

#### **B. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

#### **C. Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of the Education Records policy.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA. Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board.

Under no circumstances is District-created web content, services or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a website of another organization if the other website includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is a staff member-created web content, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board specified website, service or app for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates web content, services or apps related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the web content, service or app contains student personally identifiable information, Board websites, services and apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps.

Web content, services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board- affiliated servers.

The Supervisor of Communications and Community Engagement will set up a system to routinely audit/test the accessibility of all web content and functionality. This system must include processes to verify claims of accessibility by third-party vendors or open sources. The purpose of the audit is to identify any web content or functionality that is inaccessible to persons with disabilities. The person/entity who conducts the audit shall report to the Superintendent and Marketing/PR Specialist the results of the audit so that



appropriate action can be taken to address any inaccessibility. The audit shall include the District's home page, all subordinate pages, and School intranet pages and sites.

### ***Web Accessibility Coordinator***

The Board designates the following individuals to serve as the District's Web Accessibility Coordinator.

Supervisor of Communications and Community Engagement  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374  
(248) 449-1200

[Web Accessibility Coordinator Email](#)

The names, titles, and contact information of these individuals will be published annually:

- A. in the staff handbooks.
- B. on the School District's web site.

The District Web Accessibility Coordinator is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the Title II, including copies of their implementing regulations, may be obtained from the District Web Accessibility Coordinator.

The District Web Accessibility Coordinator will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504 and Title II.

### ***Training***

The District will provide annually website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality. The District will maintain documentation of the training it delivers, including a list of attendees and their positions, a description of the delivered training content, and the presenter/trainer's credentials for providing such training.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, services and apps by staff and students.

The Board retains all proprietary rights related to the design of web content, services and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

### ***Instructional Use of Web Services and Apps***

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Superintendent that the web service or app has a FERPA compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

The Board further requires the use of a Board-issued e-mail address in the login process prior written parental permission to use a student's personal e mail address in the login process.

Date adopted: 1/24/2020

Date revised:

## **Series 3000: Operations, Finance, and Property**

### **3300 Facilities, Real, and Personal Property**

#### **3310 Naming School District Buildings and Facilities – New Policy**

Responsibility for suggesting building and facility names to the Board will reside in a joint committee of the Board, the professional staff and citizens. Board representatives and citizens will be appointed by the President of the Board. Staff representatives will be designated by the Superintendent. The joint committee will develop and recommend suitable names to the Board. Buildings and facilities shall not be named after a person.

Date adopted:

Date revised:



## **Series 3000: Operations, Finance, and Property**

### **3300 Facilities, Real, and Personal Property**

#### **3311 *Recording Names of Board Members, Administrators, Architects on Buildings***

##### **Recording Names of Board Members, Administrator, Architects on Buildings**

All major building projects will be identified by a suitable plaque identifying the project, year completed, the names of the Board members, Superintendent, architectural firm, and construction manager. Members holding a position on the Board of Education at any time from the date the ballot issue was approved by the voters (or absent a ballot issue, the date the project was approved by the Board) to the date the building was dedicated shall have their names listed on the plaque. Additional contributors may be added at the discretion of the Board of Education.

Legal authority: MCL 257.1810, 257.1839, 257.1841, 257.1843

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5100 Student Rights**

#### **5101 Student Expression**

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment.

Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations.

Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains “fighting words” or constitutes a true threat of violence; including, but not limited to, swastikas, **nooses**, or Confederate flags; involves a student walkout; urges a violation of law, Board Policy, or rule; or is not constitutionally protected. Administrators will evaluate student speech on a case-by-case basis, including the location, context, and nexus to the school, before imposing discipline.

Student activism is subject to the above standards.

As used in this Policy, “fighting words” are words that tend to provoke a violent response amounting to a breach of the peace.

Legal authority: U.S. CONST. amend. I; Const 1963, art I, § 5; *Tinker v Des Moines Indep Community Sch Dist*, 393 US 503 (1969)

Date adopted:

Date revised:

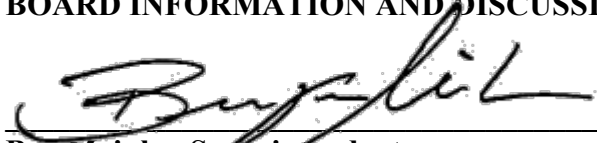
**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
June 15, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Thrun Policy 1000, 2000, and 5207 Discussion

The Governance and Policy Advisory Committee and Committee of the whole have met several times over the past few months to review and discuss Thrun Law's Policies. The 1,000, 2,000 Series, and Policy 5207 comes to the Board tonight for continued discussion.

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

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

**Ben Mainka, Superintendent**

The blue highlighted Policy titles are optional policies. If the District elects not to adopt one or more of these Policies, please mark the Policy as “Intentionally Left Blank” after the Policy number. The yellow highlighted Policy titles were modified with NCSD Language.

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1401 Definitions

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## Series 1000: Policy Overview, Mission Statement, and Definitions

### 1200 Mission Statement

#### 1201 *District Mission, Vision Statement, District Goals, and Belief Statements*

Vision Statement: Students who are passionate, empowered, and prepared for their world and their future.

District Mission: Provide impactful opportunities for all to cultivate lifelong learning.

District Goals:

- The District will provide an equity of opportunity for each student by honing curriculum, instruction, and assessment. Instructional quality and assessment practices will be improved for all students.
- The District will attend to the core components of a Multi-Tiered System of Supports (MTSS) to meet the learning needs of each student.
- The District will foster a district-wide culture of unity and well-being.
- Develop and implement strategies to attract and retain high caliber, diverse, and culturally competent faculty and staff.

Belief Statements:

We believe in:

- an equity of opportunity;
- a culture of unity;
- fostering and inspiring a curiosity of learning; and
- a community of well-being for all stakeholders.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:

## **Series 1000: Policy Overview, Mission Statement, and Definitions**

### **1300 Creation, Amendment, and Posting of Policies**

#### ***1301 Creation, Amendment, and Posting of Policies***

Each of these Policies will become an official District Policy when approved by a majority vote of the Board at a lawfully convened meeting. The adopted Policies override and supplant previously adopted Policies and Board resolutions.

Except for a Policy within Series 1000 and Series 2000, the Board may adopt or amend any Policy after a single reading at a regular or special Board meeting, unless the law requires more than 1 reading due to the Policy's subject matter. A Policy within Series 1000 or Series 2000 must be adopted or amended following a minimum of 2 readings at 2 or more Board meetings. The Board may, in its discretion, review Policies at multiple meetings before taking action.

Each Policy will include the date it was adopted or revised by the Board.

The Superintendent will maintain a master copy of these Policies in the District's central office, and the Policies may be posted on, or linked to, the District's website. The Board will post Policies on its website if required by law.

The Board may update, add, or delete Policies as needed. Unless otherwise directed by the Board, the master copy will be considered the official District Policy Manual, provided the master copy includes all Board-approved Policies.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2100 Official Description, Purpose, and Board Organization

#### 2101 Roles of the Board and Board Members

##### A. Role of the Board

The Board has the legal authority and duty to provide public elementary and secondary education in its schools. The Board's authority is based on state and federal law as set forth in Policy 2201. The Board's primary role is to:

##### 1. Adopt Bylaws and Policies

The Board will concern itself with broad questions about the District's operation, including the establishment of District goals, objectives, and priorities through the adoption of bylaws and policies. The Board will focus on governance, not management. Policy implementation and administrative details are tasks overseen by the Superintendent, who is responsible for the effective administration and supervision of the District. The Superintendent will apprise the Board about the implementation of its policies and will recommend changes to policies as necessary.

##### 2. Employ and Evaluate a Superintendent

The Board will employ or contract for a Superintendent as its chief executive to whom it will delegate the District's administration, within Board-approved parameters. The Superintendent does not assume tenure in any administrative position. As the chief administrator for the Board, the Superintendent will implement Board policies and supervise the District's day-to-day operations. The Superintendent will furnish educational leadership to the Board, District employees, and the community. The Board will annually evaluate the Superintendent in accordance with the Revised School Code. See Policies 4206 and 4603.

##### 3. Employ or Contract with Other Administrators and Supervisors

The Board may employ or contract with other administrators and supervisors, who do not assume tenure in their positions. The Board will prescribe the duties and fix the terms for those administrative positions. See Policies 4206 and 4501.

##### 4. Employ Teachers

The Board will employ teachers through contracts which will be in writing and signed on behalf of the District by [Choose one:] [Option 1: a majority of the Board] [Option 2: the President and Secretary] [Option 3: the Superintendent] [Option 4: \_\_\_\_\_, acting as an authorized representative of the Board.] The Board may contract for instructional services with third parties as permitted by law. See Policies 4206 and 4401.

## 5. Employ or Contract with Non-Teaching Professionals

The Board may employ non-teaching professionals. The Board may contract with non-teaching professionals through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4401.

## 6. Employ or Contract with Non-Exempt Staff

The Board may employ non-exempt staff. The Board may contract with non-exempt staff through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4301.

## 7. Adopt and Oversee a Budget

The Board will annually adopt and continually monitor a budget to fund District operations, including District employees, buildings, equipment, and materials which support the District's educational program. The Superintendent or designee will manage the District's financial resources and develop a proposed budget for Board approval. [Optional: The Board will maintain adequate funding reserves pursuant to Policy 3202.]

## 8. Establish and Maintain Grades, Schools, and Departments, and Determine the Curriculum and Courses of Study

The Board will establish and maintain the grades, schools, and departments as it considers appropriate and necessary to support the District's educational program and determine the curriculum and courses of study to educate the students enrolled in its schools.

## 9. Evaluate Programs

The Board will evaluate, or cause to be evaluated, the progress and results of the District's educational programs on a continuing basis. In making those evaluations, the Board will consider the Superintendent's analysis and recommendations.

## 10. Act as Decision-Maker

As delineated by applicable legal authority, policy, or collective bargaining agreement, the Board will act as a decision-maker for matters within its jurisdiction for students, employees, and the community.

In fulfilling its duty and role, the Board acts as a body corporate at properly convened meetings held in compliance with the Open Meetings Act. See Policy 2501. A Board decision requires a majority vote of the members elected or appointed to and serving on the Board (unless otherwise expressly required by statute) and as recorded in the Board's meeting minutes.

## B. Role of Board Members

1. Individual Board members do not speak on the Board's behalf without Board approval. Unless authorized, public communications by individual Board members about District matters must clearly indicate that the Board member is not speaking on the Board's behalf.
2. Board members may access information and public records as necessary to perform their duties or as otherwise permitted by law.
3. Board members may access sensitive information, including personnel files and student records, if permitted by law and necessary to perform their duties.
4. Board members will not disclose privileged or confidential information unless permitted by Board action or applicable law.

Legal authority: MCL 15.261 et seq.; MCL 141.411-.415, 141.436-.451; MCL 380.11a, 380.601, 380.1229, 380.1231, 380.1249b, 380.1250, 380.1277, 380.1282; *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:



## **Series 2000: Bylaws**

### **2100 Official Description, Purpose, and Board Organization**

#### ***2102 School District's Legal Name and Status***

The District's legal name is [REDACTED], which will operate as a general powers school district under Michigan law.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2100 Official Description, Purpose, and Board Organization**

#### **2103 School District Boundaries**

The District is comprised of the geographic area in the description on file in the Board office of the [Name of Intermediate School District].

The Board's physical address is:

[Street address  
City  
Michigan, Zip Code]

The Board's mailing address is:

Board of Education  
[District Name  
Street address  
City  
Michigan, Zip Code]

Legal authority: MCL 380.11a

Date adopted:

Date revised

## Series 2000: Bylaws

### 2100 Official Description, Purpose, and Board Organization

#### 2104 *Student Representative on the Board* [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number *and* in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

To provide the Board with a greater insight into student activities, programs, and needs, and to encourage student involvement in District governance activities, the Board may allow 1 non-voting student representative on the Board. The student representative's role is advisory.

##### A. Selection and Term of Student Representative

1. High school students may select the student representative in a manner developed by the building principal(s) and student council.
2. The student representative may be selected in the spring and may serve a 1-year term for the next school year, beginning on July 1 and ending on June 30.

##### B. Guidelines

1. The student representative may sit with the Board during open session at all regular and special meetings, but will not attend a closed session from which the public is excluded, unless specifically authorized by the Board.
2. The student representative may participate in Board discussions but will not introduce, support, or vote on motions.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2200 Board Powers**

#### **2201 Board Powers/General Powers**

The Board exercises powers that are expressly conferred upon the Board by Michigan Constitution or statute, and that are necessarily implied or incidental to expressly conferred powers. Except as otherwise provided by law, the Board may exercise a power incidental or appropriate to the performance of a function related to the operation of a public school and the provision of public education services in the interests of public elementary and secondary education in the District.

##### **A. Expressly Conferred Powers**

1. The Board will establish and maintain the grades, schools, programs, and departments it deems necessary, which may include grades Pre-K through 12, and may provide lifelong education, adult education, community education, training, enrichment, and recreation programs.
  - a. The Board may educate persons by:
    - i. directly operating 1 or more public schools as defined in Revised School Code Section 5(6); and/or
    - ii. causing public education services to be provided for students through an agreement, contract, or other cooperative agreement with another public entity.
  - b. The Board will:
    - i. ensure that each public school within the District is accredited or certified by the State Superintendent as having met or exceeded established standards;
    - ii. ensure that the requirements of Revised School Code Sections 1204a (annual reports), 1277a (disaggregation of data by gender for school improvement planning purposes), 1278 (core academic curriculum), and 1280 (accreditation) are met for any consortium program in which the District participates;
    - iii. ensure each student in grades 8-12 is provided with information on college-level equivalent courses;
    - iv. determine the length of the school year;
    - v. select, approve, and purchase textbooks as defined under Revised School Code Section 1421;
    - vi. administer state-required standardized tests;

- vii. adopt a parent/guardian involvement plan; and
  - viii. adopt, implement, and annually make available to MDE a copy of a 3 to 5-year school improvement plan and continuing school improvement process for each school in the District in compliance with Revised School Code Section 1277.
2. The Board will provide for the safety and welfare of students while at school or a school-sponsored activity or event, and while traveling to or from school or a school-sponsored activity or event, as required by law.
  3. The Board may acquire, construct, maintain, repair, renovate, dispose of, or convey school property, facilities, equipment, technology, or furnishings as it deems appropriate, within applicable legal parameters.
  4. The Board may hire, contract with, schedule, supervise, or terminate employees, independent contractors, and other persons or entities to carry out District powers. The Board may defend and indemnify its employees to the extent authorized by law.
  5. The Board may receive, account for, invest, or expend public school money; borrow money and pledge public school funds for repayment; and qualify for state school aid and other public or private money from local, regional, state, or federal sources.
  6. The Board delegates to the Superintendent the authority to take action in circumstances not authorized by Board action or Policy when required to effectively maintain the District's day-to-day operations. The Superintendent should (a) promptly inform the Board of the action taken and the need for taking expedited action; and (b) report the action to the Board at the Board's first meeting after the Superintendent takes such action.

#### B. Limitations on Powers

1. The Board will not use money received from any source to unlawfully aid or maintain any private, denominational, or other nonpublic, pre-elementary, elementary, or secondary school. The Board may provide transportation, auxiliary services, and nonessential elective classes for students attending nonpublic schools to the extent permitted by law.
2. The Board will use public funds, including state school aid allocations, tax revenue, and bond proceeds only for designated purposes.
3. The Board will not permit a fraternity, sorority, or other secret society to operate in the District. See Policy 5511.
4. The Board will not award a high school diploma to a student unless the student meets the requirements of Revised School Code Sections 1278a and 1278b.

#### C. Authority



1. Consistent with Policy 2101, the general powers reside within the Board as a whole, not individual Board members. The Board speaks only through its minutes and resolutions.
2. Consistent with Policy 2503, Board action is not valid unless approved by a majority vote in a lawfully convened meeting.

Legal Authority: Const 1963, art 8, §2; MCL 380.5(6), 380.11a, 380.1146, 380.1153, 380.1216, 380.1217, 380.1277, 380.1278a, 380.1278b, 380.1280, 380.1280a, 380.1282, 380.1284, 380.1294, 380.1321, 380.1322, 380.1421, 380.1422, 380.1472, 380.1804, 380.1807, 380.1816; MCL 388.1766b; Mich Admin Code R 340.281, 340.282 (transportation services for nonpublic school children), 340.291-.295 (auxiliary services for nonpublic school children); *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2200 Board Powers**

#### **2202 *Authority to Enter into Contracts***

- A. The Board may enter into agreements, contracts, or other cooperative arrangements with other entities, public or private, including, but not limited to, another school district or intermediate school district, to the extent permitted by law.
- B. The Board also may enter into an agreement with a public school academy to provide services to the public school academy or the academy's students or for the public school academy to provide services to the District or to the District's students.
- C. No agreement, contract, or other cooperative arrangement is binding on the District unless approved by the Board or designee and executed by 1 or more persons delegated authority to act as an authorized signatory to an agreement, contract, or other cooperative arrangement on the Board's behalf. Absent the Board's express delegation of authority to another entity or person, only the Board has the authority to contractually bind the District.
- D. The Board and its authorized designees are without authority to grant unconditional indemnity to a third party before a liability-triggering event has occurred.
- E. Before presenting a contract to the Board for approval, the Superintendent or designee will:
  - 1. verify the Board's contracting authority;
  - 2. review budget parameters and implications and recommend any correspondingly required budget amendments;
  - 3. review relevant existing contractual obligations;
  - 4. consider and report to the Board any actual or perceived conflict of interest; and
  - 5. ensure that the contract complies with all relevant laws and Policies.
- F. All independent contractors, employees of independent contractors, and other persons who provide services to the District who are not District employees must comply with all applicable legal requirements and Policies including those related to interactions with students, non-discrimination, ethics and standards, student safety and welfare, student privacy, and District operations.

Legal Authority: MCL 15.321 et seq.; MCL 380.11a(4), 380.1203, 380.1228, 380.1421, 380.1422; *Huntington Leasing Co v Manistee ISD*, unpublished Mich App No. 250942 (2005)

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2200 Board Powers**

#### **2203 *Authority to Establish Curriculum***

The phrase “State curriculum content standards,” as used in this Policy, means the State Board’s recommended model curriculum content standards developed and periodically updated under the Revised School Code.

A. The Superintendent or designee, after consulting with teachers and school administrators and after considering the State curriculum content standards, will recommend for Board approval a core academic curriculum for the District’s elementary, middle, and secondary schools.

1. The recommended core academic curriculum will:

- a. Define academic objectives to be achieved by all students.
- b. Be based on the District’s educational mission, long-range student goals, and student performance objectives.
- c. Meet or exceed State curriculum content standards.
- d. Include credit requirements that meet or exceed the Michigan merit standards for high school students.
- e. Incorporate grade-appropriate instruction on career development in each grade level based on MDE’s model program of instruction for career development.
- f. Incorporate courses of instruction in the U.S. Constitution; the Michigan Constitution; the history and present form of government of the United States; and the State of Michigan and its political subdivisions, stressing the rights and responsibilities of citizens.
- g. Incorporate grade-appropriate instruction in the social studies curriculum for grades 8-12 about genocide, including the Holocaust and the Armenian Genocide.
- h. Incorporate grade-appropriate instruction (Policy 5420), by appropriately trained teachers, on the principal modes by which dangerous communicable diseases, including human immunodeficiency virus (HIV) infection and acquired immunodeficiency syndrome (AIDS) are spread and the best methods for the restriction and prevention of those diseases. The instruction will stress that abstinence from sex is a responsible and effective method for restriction and prevention of those diseases and is a positive lifestyle for unmarried young people.

- i. Incorporate instruction in cardiopulmonary resuscitation (CPR) and automated external defibrillators (AEDs) for students enrolled in grades 7-12, and, if the course or class will result in the issuance of a CPR certification card or status, ensure that CPR/AED instruction is provided by an instructor who is authorized by the American Heart Association, American Red Cross, or a similar nationally recognized association.
  - j. Incorporate a grade- and age-appropriate model program of instruction on prescription opioid drug abuse based on the recommendations developed by the Prescription Drug and Opioid Abuse Commission under Public Health Code Section 7113a.
  - k. Consider providing college level equivalent courses.
  - l. [Optional (include if Option 2 in Policy 5420 is adopted): Incorporate elective (not required for graduation), grade-appropriate instruction by health education teachers on sex education, including family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life, as well as reproductive health and the recognition, prevention, and treatment of sexually transmitted disease. The instruction in these subjects will stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.]
  - m. [Optional (include if optional language regarding suicide prevention instruction in Policy 5710 is adopted): Incorporate age-appropriate instruction for students, pursuant to Revised School Code Section 1171, about the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. See Policy 5710.]
- 2. The recommended core academic curriculum will comply with subsection D of this Policy.
  - 3. [Optional: If the recommended core academic curriculum exceeds the State curriculum content standards, the heightened standards will be highlighted and the reasons for the recommended heightened standards will be provided to the Board.]

B. The Board will:

- 1. Consider the Superintendent's or designee's curricular recommendations, including any recommendations to exceed the State curriculum content standards;
- 2. Establish a core academic curriculum that meets or exceeds State curriculum content standards;



3. [Optional (include if Option 2 in Policy 5420 is adopted): For the sex education curriculum: (a) empanel a sex education advisory board in compliance with Revised School Code Section 1507; (b) incorporate into the District's curriculum the program goals and objectives established by the sex education advisory board for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases; and (c) at least once every 2 years, receive from the sex education advisory board, and make available to parents/guardians a report that evaluates and measures the attainment of program goals and objectives established by the sex education advisory board.]
  4. Hold at least 2 public hearings as required under the Revised School Code Section 1169 [Optional (include if Option 2 in Policy 5420 is adopted): and Section 1507] before adopting or revising the District's dangerous communicable diseases curriculum [Optional (include if Option 2 in Policy 5420 is adopted): and sex education curriculum]; and
  5. Determine the aligned instruction program for delivering the core academic curriculum and identify the courses and programs in which the core academic curriculum will be taught.
- C. The Superintendent or designee will ensure that the core academic curriculum is reviewed periodically and as required by Policy 5420.
- D. The following will apply to the District's curriculum and the courses and programs in which the District's curriculum is taught:
1. American Sign Language  

The District [Choose one: will / will not] grant high school credit in a foreign language to a student enrolled in high school who has satisfactorily completed a high school course offered in American Sign Language or who has attained proficiency in American Sign Language outside of a public or private high school curriculum.
  2. Foreign Language  

The District will grant high school credit in a foreign language to a student enrolled in high school who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum. Proficiency may be demonstrated by a competency test or other criteria established by the Board.
  3. [Optional: Financial Literacy]  

The Board adopts the model curriculum approved by MDE for financial education throughout the curriculum for grades K-12 in an effort to achieve financial literacy for District students through the teaching of personal financial management skills and the basic principles involved with earning, spending, saving, borrowing, and investing.]

#### 4. Online Learning

The curriculum will provide the basic level of technology and internet access required by the State Board to complete the online course or learning experience.

Legal Authority: MCL 333.7113a; MCL 380.1157b, 380.1165, 380.1166, 380.1166a(2), 380.1168, 380.1169, 380.1170a(4), 380.1170b, 380.1171, 380.1278, 380.1278a(1)(b), 380.1278a(2), 380.1278b, 380.1278c, 380.1279e, 380.1280a, 380.1473, 380.1502, 380.1507, 380.1507a, 380.1507b

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2300 Board Member Conduct**

#### **2301 Conflict of Interest**

Board members take an oath of public office requiring that they faithfully discharge their duties to the best of their abilities. Board members must act in the District's best interests and avoid any actual or perceived conflict of interest in the performance of their public duties. Board members will not misuse their public office to solicit, accept, obtain, or produce a substantial direct or indirect benefit for themselves or a family member.

A. "Family member" as used in this Policy means that term as defined in Revised School Code Section 1203.

B. Statutory Conflict of Interest

1. When a Board member believes or has reason to believe that the Board member has a conflict of interest, as described in Revised School Code Section 1203, as to a contract or other financial transaction that requires Board approval, the Board member will: (a) abstain from voting on the contract or other financial transaction, and (b) disclose the specific conflict of interest. If a majority of Board members are required to abstain from voting under this section, the special quorum and voting rules prescribed in Revised School Code Section 1203 will apply.
2. A Board member is presumed to have a conflict of interest if the Board member or the Board member's family member has a financial interest or a competing financial interest in the contract or other financial transaction or is a District employee.

C. Contracts of Public Servants with Public Entities

1. Affected Contracts Defined

For purposes of this Policy, an affected contract means a contract between the District and any of the following:

- a. a Board member;
- b. any firm, meaning a co-partnership or other unincorporated association, of which a Board member is a partner, member, or employee;
- c. any private corporation in which a Board member is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which a Board member is a director, officer, or employee; or
- d. any trust of which a Board member is a beneficiary or trustee.

2. Board members will comply with the disclosure and voting requirements of the Contracts of Public Servants with Public Entities Act for affected contracts.
3. A Board member will not do either of the following concerning an affected contract in which that Board member has a direct or indirect financial interest:
  - a. take any part in the negotiation, renegotiation, amendment, or approval of the affected contract; or
  - b. represent either party in the transaction.
4. Disclosure Requirements

Board members will comply with the following disclosure requirements concerning an affected contract. Disclosures will be recorded in the Board's minutes.

- a. Nominal Benefit or Emergency

If the Board member files a sworn affidavit with the Board attesting that the Board member will directly benefit from the affected contract in an amount less than \$250 and less than 5% of the public cost of the affected contract, or if the affected contract is for emergency repairs or services, the disclosure will be made as follows:

- i. the disclosure may be made less than 7 calendar days before the meeting at which a vote will be taken on the affected contract; and
- ii. the sworn affidavit or grounds to determine the need for an emergency repair or service will be recorded in the Board minutes.

- b. Benefit Equals or Exceeds \$250 But Does Not Exceed \$5,000

If a Board member will directly benefit from the affected contract in an amount equal to or exceeding \$250 (but not more than \$5,000) or equal to or more than 5% of the public cost of the affected contract, and if the affected contract is not for emergency repairs or services, the disclosure will be made in either of the following ways:

- i. at least 7 calendar days before the meeting at which a vote will be taken on the affected contract, the Board member will promptly disclose in writing the financial interest in the affected contract to the President (or other presiding officer), or to the Secretary if the President is the Board member that will directly benefit from the affected contract. The disclosure will be made public in the same manner as a public meeting notice; or
- ii. the Board member will disclose the financial interest at a public meeting of the Board; provided that the vote on the affected contract will be taken

at a subsequent Board meeting held at least 7 calendar days after the meeting at which the disclosure is made.

c. Benefit Exceeds \$5,000

If the amount of the direct benefit to the Board member is more than \$5,000, disclosure must be made at a public meeting of the Board and the vote on the affected contract will be taken at a subsequent public Board meeting held at least 7 calendar days after the meeting at which the disclosure is first made.

5. Abstention Requirements

A Board member must abstain from voting on an affected contract in which the Board member has a financial interest.

D. Incompatible Public Office

A Board member will not hold 2 or more incompatible public offices, as defined by Michigan law.

Legal Authority: Const 1963, art 4, §10; MCL 15.181 et seq., 15.321 et seq.; MCL 380.1203; MCL 388.1769b; OAG, No 4555 (April 12, 1967)

Date adopted:

Date revised:



## **Series 2000: Bylaws**

### **2300 Board Member Conduct**

#### **2302 Board Guiding Principles**

Each Board member has a fiduciary responsibility to act in the District's best interests and to faithfully discharge the office of a Board member to the best of that person's ability. Board members are committed to acting in the District's best interests, in compliance with applicable law, policy, and their oath of office. These principles are intended to ensure that the conduct of a school board member holds the respect and confidence of the community, staff, students, and all constituents. These Board Guiding Principles serve as a framework for responsible conduct, fostering integrity and accountability. All board members are committed to upholding these principles for themselves and their fellow board members.

In the event that a board member deviates from these principles, the board will utilize restorative practices to promote growth rather than punitive measures whenever possible. Open dialogue, self-reflection, education and collaborative problem-solving are encouraged to address any inadvertent deviations. The board may consider other action as outlined in section 2303 if it is deemed necessary.

Each Board member will:

1. remember that a Board member's primary concern must be the educational welfare of students attending the District's schools;
2. regularly attend Board meetings and be informed about issues to be considered at those meetings;
3. make decisions only after consideration at legally held Board meetings;
4. focus on governance, not management, taking care to distinguish the Board's responsibility to focus on the District's mission, values, vision, policy development, strategic planning, and budgeting from the administration's responsibility for implementation of Policies and goals, routine operational decisions, and administration of daily operations;
5. employ or contract with and retain those persons best qualified to serve as District employees and insist on a regular and impartial evaluation of all employees in compliance with applicable law;
6. render all decisions based on an objective evaluation of available information, exercising independent judgment;
7. encourage constructive dialogue among Board members and among the Board and students, staff, parents/guardians, and the school community;
8. learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the

Michigan Association of School Boards and the National School Boards Association;

9. work constructively and collaboratively with other Board members to establish effective Policies and procedures;
10. work constructively and collaboratively with the Superintendent, staff members, students, parents, and community stakeholders;
11. recognize the Superintendent as the District's chief executive officer;
12. refer complaints to the Superintendent (other than those involving the Superintendent), designee, or designated administrator(s), as appropriate (see Policies 4101, 4102, 4013, and 4104);
13. safeguard confidential information, including social security numbers, criminal history record information, information pertaining to unprofessional conduct checks, and personally identifiable student information under the Family Educational Rights and Privacy Act (FERPA) and Revised School Code Section 1136;
14. avoid an actual or perceived conflict of interest;
15. comply with the Open Meetings Act;
16. be mindful of a Board member's fiduciary obligations to the District, including duties of loyalty and care, placing the District's interests above a Board member's personal interests; and
17. use District employee resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

B. A Board member will *not*:

1. represent the Board member's personal opinions as those of the Board;
2. act in isolation, operating as if a "Board-of-one";
3. disrupt or impede the established District administrative structure;
4. use the Board position for actual or perceived personal or political gain;
5. discuss confidential Board business except as authorized by law; or
6. disclose closed session deliberations or proceedings other than as permitted by law.

Legal Authority: 20 USC 1232g; 34 CFR Part 99; Const 1963, art 11, §1; MCL 15.261 et seq., 15.341 et seq.; MCL 168.310(1); MCL 380.11a, 380.601a, 380.1136; MCL 388.1766

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2300 Board Member Conduct**

#### **2302A *Referring a Student for an Abortion***

A Board member will not refer a student for an abortion or assist a student in obtaining an abortion. This prohibition does not apply to a Board member who is the parent or legal guardian of that student. A violation of this policy will be handled in accordance with Policy 2303

Legal Authority: Const 1963, art 5, §10, Const 1963, art 11, §1; MCL 380.619, 380.1107, 380.1804, 380.1815, 380.1816, 380.1230, 380.1230a, 380.1230b

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2300 Board Member Conduct**

#### **2303 *Discipline and Removal***

By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. By a majority vote, the Board may petition the Governor to remove an individual Board member or members from the Board for any reason permitted by law.

The Board may remove a person from a Board officer position or committee assignment by a majority vote of the serving members. Removal from an office does not constitute removal from the Board.

To maintain confidentiality and comply with legal requirements, discussions concerning board conduct issues, as stipulated by the Open Meetings Act (OMA), may be conducted in closed session.

Legal Authority: Const 1963, art 5, §10, Const 1963, art 11, §1; MCL 380.619, 380.1107, 380.1804, 380.1815, 380.1816, 380.1230, 380.1230a, 380.1230b

Date adopted:

Date revised:



## **Series 2000: Bylaws**

### **2300 Board Member Conduct**

#### **2304 *Gifting***

##### **A. Gifts to Individual Board Members**

A Board member will not solicit or accept anything of value that may influence or reasonably be perceived to influence the manner in which a Board member performs official duties.

##### **B. Board Acceptance of Gifts**

1. The Board shall not accept a gift, donation, or contribution on the District's behalf in a manner or for a purpose that does not comply with Policy 3303.
2. The Board must publicly disclose a gift, donation, or contribution from any vendor or contractor that has submitted a bid in response to a request for proposals the District currently has under consideration.

Legal Authority: 25 USC 2701 et seq.; MCL 380.11a(14), 380.601a, 380.634(2), 380.1814

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2300 Board Member Conduct

### 2305 Board Member Reimbursement and Travel Expenses

#### A. Reimbursement

Board members may be reimbursed for their actual and necessary expenses incurred in the discharge of their official duties or in the performance of functions authorized by the Board (Expense(s)), if 1 or both of the following apply:

1. the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific Expense before the Expense was incurred; or
2. the Expense is consistent with this Policy, establishing specific categories of reimbursable Expenses, and the Board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

#### B. Established Categories of Reimbursable Expenses

##### 1. Conferences, Membership Fees, and Training Programs

Registration fees, conference fees, and training fees for Board member attendance at education workshops, conferences, training programs, and meetings sponsored by the District or state and national educational organizations which are relevant to Board members in performing their duties or which are in the District's best interests (an "Event" or "Events"), may be reimbursed within Board-approved budget parameters if approved by a majority vote of the Board. Board members are encouraged to enhance their effectiveness through participation in such programs. Board members will arrange travel, accommodations, and Events through the Superintendent's office. Board members should report on their attendance at an Event at the next Board meeting.

##### 2. Travel Expenses

- a. Travel by privately owned vehicle may be reimbursed, within Board-approved budget parameters, at the standard mileage rate set by the Internal Revenue Service, if approved by a majority vote of the Board. [Optional: When practicable, Board members will carpool to avoid duplicative mileage reimbursement.]
- b. For travel within District boundaries, the Board will not expend District funds for the purchase, rental, or lease of cars for Board members or for chauffeurs for Board members.

##### 3. Meals

- a. The Board may reimburse a Board member only for Expenses actually and reasonably incurred for the Board member's meals, if approved by a majority vote of the Board. The Board will not reimburse a Board member for meals for a non-Board member.

[Optional: Reimbursement for a Board member's breakfast will not exceed \$\_\_\_\_\_.

Reimbursement for a Board member's lunch will not exceed \$\_\_\_\_\_.

Reimbursement for a Board member's dinner will not exceed \$\_\_\_\_\_.]

- b. The Board will not expend District funds for the purchase of alcoholic beverages. See Policy 3303.
- c. [Optional: If breakfast, lunch, or dinner is included in a Board member's registration fee or lodging rate, a Board member will not request reimbursement for alternative meals, unless required for medical or religious reasons.]

#### 4. Lodging

- a. The Board may reimburse a Board member for Expenses actually and necessarily incurred for the Board member's lodging in the discharge of official duties or in the performance of functions authorized by the Board, if approved by a majority vote of the Board.
- b. [Optional: The Board will reimburse a Board member only for the Board member's portion of a double-occupancy (or larger) room.]

#### C. Use of District Credit/Debit Cards

The Board will not provide, allow, or obtain credit cards for, issue credit cards to, or provide a Board member a debit card or similar instrument that pledges payment of funds from the District, except as permitted by law and Policy 3209.

#### D. Public Records

Records of payments made under this Policy are considered public records.

Legal Authority: MCL 129.241-.247; MCL 380.11a, 380.601a, 380.621, 380.1217a, 380.1254; MCL 388.1764b

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2300 Board Member Conduct**

#### **2306 Board Member Compensation**

Board members will receive compensation to attend Board meetings, including regular meetings, rescheduled regular meetings, special meetings, work session meetings, and committee/subcommittee meetings. Board members may attend such meetings in person or electronically, as permitted by law. In order to be eligible for compensation, a Board member will need to attend a minimum of 75% of scheduled meetings that the Board member is expected to participate in..

Board members shall be compensated at the rate of \$2000 per year.

Such compensation shall be paid to a Board member on an annual basis no later than December 1 of each year.

Legal Authority: MCL 380.11a

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2300 Board Member Conduct**

#### **2307 *Board Member Indemnification***

The School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

Legal Authority: MCL 380.11a

Date adopted:

Date revised:



## **Series 2000: Bylaws**

### **2400 Board Membership and Duties**

#### **2401 *Board Member Elections***

Board members are elected by the District's electors at the District's regular election, which is held on the first Tuesday after the first Monday in November of even-numbered years.

At least 1 Board member must be elected at each regular election.

The Michigan Election Law governs the District's election procedures.

The District's elections are conducted by the District's election coordinator, as that term is defined by the Michigan Election Law.

Legal authority: MCL 168.301, 168.641, 168.642c; MCL 380.1206

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2400 Board Membership and Duties**

#### **2402 *Acceptance of Office and Oath of Office***

##### **A. Elected Board Members**

1. Before entering the office of Board member, a Board member-elect must:
  - a. take the oath of office as provided by the Michigan Constitution; and
  - b. file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator.
2. If a Board member-elect neglects or fails to file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator, then the Board office will immediately become vacant.

##### **B. Appointed Board Members**

1. Before entering the office of Board member, an appointee must:
  - a. take the oath of office as provided by the Michigan Constitution; and
  - b. file an acceptance of office with the Secretary within 10 business days after the date of appointment.
2. If an appointee neglects or fails to file an acceptance of office with the Secretary within 10 business days after the date of appointment, then the Board office will immediately become vacant.

- C. The oath of office must be administered by a judge, justice, court clerk, or notary public. A Board member or a public official may administer a ceremonial oath of office.

Legal authority: MCL 168.309, 168.310

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2400 Board Membership and Duties**

#### **2403 Board Member Terms of Office**

The Board of Education consists of [ ] elected or appointed offices.

Board members are elected for terms of [Choose one: 4 / 6] years.

A Board member elected to a full term office has a term of office that begins on January 1 immediately after the regular election.

A Board member elected to a partial term office resulting from a vacancy has a term of office that begins immediately after the election has been certified, and the Board member-elect has qualified for office by filing an acceptance of office with the Secretary and has taken the oath of office.

An appointed Board member's term of office is addressed in Policy 2404.

Legal authority: MCL 168.302, 168.311; MCL 380.11a

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2400 Board Membership and Duties**

#### **2404 Board Member Vacancies and Appointments**

A. A Board office becomes vacant immediately upon any of the following events:

1. a Board member's death;
2. a Board member being adjudicated insane or being found to be a legally incapacitated individual by a court of competent jurisdiction;
3. a Board member's resignation;
4. a Board member's removal from office;
5. a Board member's conviction for a felony;
6. a Board member's election or appointment being declared void by a competent tribunal;
7. a Board member's neglect or failure to timely file the acceptance of office, to take the oath of office, or to give or renew an official bond as required by law;
8. a Board member ceasing to possess the legal qualifications for holding office;
9. a Board member moving residence from the District; or
10. a Board member being recalled.

B. Appointments

1. In the event of a vacancy (except a vacancy resulting from a Board member recall), the remaining Board members must fill the vacant Board office by appointment within 30 calendar days after the vacancy occurs, unless a majority of the Board offices are then vacant. If a majority of the Board offices are vacant at the time of a vacancy, or if the remaining Board members fail to fill a vacant Board office by appointment within 30 calendar days after the vacancy occurs, then the ISD board will be authorized to fill the vacant Board office by appointment.
2. The Board may, in its discretion, undertake 1 or more of the following procedures when seeking to fill a vacant Board office:
  - a. publicize the vacancy, and the Board's intention to appoint a person to fill the vacant Board office through word-of-mouth, news media, notices posted at school buildings and other locations, postings on the District's website and social media, and other means of communicating with the public;

- b. accept résumés, applications, letters of interest, or other submissions from persons seeking to be appointed to fill the vacant Board office; and
  - c. interview applicants for the vacant Board office.
    - i. All interviews must be conducted during open session of a public Board meeting.
    - ii. The Board may meet in closed session for the limited purpose of reviewing and considering an application for appointment, if any, if the applicant requests that the application remain confidential.
3. Within 3 calendar days after the Board makes an appointment to fill a vacant Board office, the Secretary must provide written notice to the District's election coordinator of the name, address, and Board office of both the Board member who vacated office and the person appointed to fill the vacant Board office.
4. Appointed Board Member's Term of Office
- a. An appointed Board member's term of office begins immediately after appointment, once the appointee has filed an acceptance of office with the Secretary and taken the oath of office.
  - b. An appointed Board member's term of office expires:
    - i. immediately after the District's regular election at which a successor in office is elected and the successor has qualified for office, if the appointed Board member was appointed to a Board office that was vacated more than 7 calendar days before the nominating petition filing deadline for a District regular election that was not the District's regular election at which a successor in office would have been elected had the Board office not been vacated; or
    - ii. in all other cases, December 31 immediately after the District's next regular election.

Legal authority: MCL 15.268; MCL 168.310, 168.311

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2400 Board Membership and Duties

#### 2405 Board Officers

Board officers will consist of a President, Vice President, Treasurer, and Secretary. Board officers must be Board members.

##### A. Election of Board Officers

1. The Board must elect a President and Vice President. The Board may also elect a Treasurer and Secretary.
  2. Board officer elections will take place at the Board's annual organizational meeting in January.
  3. A nominating committee of the whole will meet in December prior to the January election of officers.
    - a. A Board member who is nominated for an officer position may, by simple announcement, remove himself or herself from consideration.
  4. A candidate for a Board officer position must receive a majority vote of the Board members then serving on the Board. Each Board office shall be voted on separately by the Board.
    - a. If no person receives a majority vote in an initial vote, the candidates for a second vote will consist of:
      - i. the 2 persons who received the most votes; or
      - ii. if more than 2 persons are tied for the most votes received, all persons tied for most votes received; or
      - iii. if 1 person received the most votes and there is a tie for second place, the person who received the most votes and the persons tied for the second place.
    - b. The process for narrowing candidates will be repeated in subsequent voting rounds.
  5. Elected Board officers will serve in that capacity until the next annual organizational meeting, unless a Board member resigns from the officer position or a Board majority votes to remove that Board member from the officer position.
- B. If the Board does not elect a Secretary, the President must appoint a Board member to the vacant office. If the Board does not elect a Treasurer, the President must appoint a Board member to the vacant office.

### C. Removal of Board Officers

The Board, by a majority vote of the members then serving, may remove a Board officer from the officer position, with or without cause.

### D. Board Officer Vacancies

1. If the office of President becomes vacant, the Vice President will succeed to the office of President for the balance of that office's term.
2. If the office of Vice President, Secretary, or Treasurer becomes vacant, the Board **will** elect a Board member to fill that **vacancy within 30 days after the vacancy occurs.**
3. If the office of Secretary or Treasurer becomes vacant, the Board may elect a Board member to fill that vacancy or the President may appoint a Board member to fill that vacancy. The person elected or appointed to a vacant Board office will serve in that office for the balance of that office's term.

### E. Assistants to the Secretary and Treasurer

1. The Board may appoint **a District employee to service as** an assistant to **a Board officer. An assistant is** not required to be Board members.
2. The Board may remove an assistant to **a Board officer** by majority vote. After a removal, the Board may appoint a person to fill the vacant position.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2400 Board Membership and Duties

#### 2406 Board Officers' Duties

To ensure proper District oversight, a Board officer must fulfill the requirements of the respective office. The following Board officer duties may be modified or removed, in whole or in part, by Board action.

##### A. President

1. Preside over all Board meetings and act as a decision-maker on procedural issues.
2. Coordinate with the Superintendent or designee to prepare Board meeting agendas.
3. Serve as the Board's spokesperson unless another person is designated by the Board.
4. Sign contracts, correspondence, and other documents on behalf of the District as authorized by the Board or required by law.
5. If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President.
6. Accept complaints and coordinate investigations into allegations of misconduct against other Board members or the Superintendent, including placing the Superintendent on non-disciplinary, paid administrative leave during the pendency of an investigation.
7. Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.
8. Perform other duties as prescribed by law, Policy, **a parliamentary authority adopted by the Board**, or Board action.

##### B. Vice President

1. In the President's absence or where the President is precluded from performing the President's duties, preside over Board meetings and perform the President's other duties.
2. Perform other duties as prescribed by law, Policy, **a parliamentary authority adopted by the Board**, or Board action.

##### C. Secretary

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.

2. Sign Board meeting minutes, orders, resolutions, and records memorializing Board proceedings.
3. Draw and sign orders upon the Treasurer for money to be disbursed by the Board.
4. Perform other duties as prescribed by law, Policy, **a parliamentary authority adopted by the Board**, or Board action.

In the Secretary's absence, the Vice President will serve as acting Secretary or, in the alternative, the Board may appoint a Board member to serve as acting Secretary.

The Secretary may delegate duties to an assistant to the Secretary to the extent allowed by law.

#### D. Treasurer

1. Serve as the custodian and maintain accounting for District monies, credits, and property.
2. Sign checks and other Board-authorized documents.
3. Perform other duties as prescribed by law, Policy, **a parliamentary authority adopted by the Board**, or Board action.

In the Treasurer's absence, the Vice President will serve as acting Treasurer or, in the alternative, the Board may appoint a Board member to serve as acting Treasurer.

The Treasurer may delegate duties to the person acting as the District's business official or to an assistant to Treasurer, to the extent allowed by law.

#### E. Succession

1. Board office holders will promptly transfer authority to their respective successor in office, including access to District accounts, investments, files, and public records.
2. Board office holders will promptly deliver District property, including logs, ledgers, money, reports, files, books, equipment, and public records, to the Board officer's respective successor in office.
3. The transfer of District property will promptly occur at a location and time agreed upon by the Board officer and the Board officer's successor in office or at a location and time otherwise determined by the Board.

Legal authority: MCL 380.901, 380.947, 380.1213, 380.1221, 380.1223, 380.1231, 380.1362, 380.1371, 380.1372, 380.1535a, 380.1539b, 380.1577, 380.1613; MCL 600.6094

Date adopted:

Date revised:



## Series 5000: Students, Curriculum, and Academic Matters

### 5200 Student Conduct and Discipline

#### 5207 **Anti-Bullying Policy** [Note: Before adopting this Policy, the Board must hold a public hearing about the Policy. The hearing may be part of a regular Board meeting.]

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

##### A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

##### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize,

and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, **out** to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The **[Superintendent]** is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

**[Note: Because the Superintendent has absolute immunity from tort liability when acting within the scope of his or her authority, we recommend naming the Superintendent as the "Responsible School Official." Boards, however, may select another individual to be the "Responsible School Official."]**

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

[Optional: Prevention Task Force. The Responsible School Official may form a bullying prevention task force. The task force will identify, develop, and recommend written materials, training programs, and initiatives to reduce bullying. In its discretion, the task force may involve school staff, students, school clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.]

[Optional: Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.]

[Optional: Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.]

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services

provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:
- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted:

Date revised:

## **Series 2000: Bylaws**

### **2500 Board Meetings and Open Meetings Act Compliance**

#### **2501 Meetings**

Board meetings must be conducted in accordance with the Open Meetings Act.

##### **A. Notice**

1. The Board must publicly post its regular meeting schedule within 10 calendar days after the Board's first meeting in each calendar or fiscal year. The notice must include the dates, times, and places of the regular meetings. If the regular meeting schedule is changed, the Board must publicly post the revised regular meeting schedule within 3 calendar days after the Board meeting at which the change was made.
2. Special meeting and rescheduled regular meeting notices must be posted at least 18 hours in advance of a special or rescheduled regular meeting.
3. Regular, rescheduled regular, and special meeting notices must be posted at the Board's principal offices. The notice, or a prominent and conspicuous link to the notice, also must be posted on the District website's homepage as required by the Open Meetings Act, if the District's website is updated at least monthly with meeting agendas or minutes.
4. Meeting notices must contain:
  - a. the name, address, and telephone number of the Board;
  - b. the time, date, and place of the meeting;
  - c. a statement where official minutes are stored and available for inspection; and
  - d. a disability accessibility notice.
5. Emergency meetings may be held without complying with the above-described notice requirements if there is a severe and imminent threat to the health and safety of the public. The Board will provide notice of an emergency meeting in compliance with the Open Meetings Act.
6. Public hearing notices must contain a description of the purpose(s) for which the public hearing will be conducted to the extent required by law.
7. The notice for an electronic Board meeting must comply with Policy 2501A.

## B. Quorum

1. A quorum of the Board means a majority of the Board members elected or appointed to and serving on the Board, unless different quorum and voting rules are otherwise provided by law.
2. All deliberations of a quorum of the Board must take place at a meeting that is open to the public, unless closed session deliberations are permitted by law.
3. All decisions made by the Board constituting a quorum of its members must take place at a meeting that is open to the public, except as otherwise provided by the Open Meetings Act.

## C. Meeting Types

1. The Board will hold its regular meetings at the dates, times, and locations specified in the District's annual notice published pursuant to the Open Meetings Act. If the notice is amended, then meetings will be held according to the amended notice.
2. Special, rescheduled regular, or emergency meetings may be called by the President, the Superintendent, or two Board members. Notice of such meetings will be provided in accordance with the Open Meetings Act.
3. The Board may, in compliance with the Open Meetings Act, hold work sessions and retreats to provide Board members and administrators with the opportunity to plan, research, and engage in discussion.
4. The Board may meet as a committee of the whole. See Policy 2505(C).

## D. Closed Session

1. The Board may meet and deliberate in closed session only for 1 or more purposes authorized by the Open Meetings Act.
2. Depending on the closed session purpose(s), the Open Meetings Act may require a 2/3 roll call vote for the Board to meet in closed session. A vote to enter closed session must be made in open session.
3. Closed session meeting minutes must be kept confidential. Board members must keep matters discussed and documents received confidential unless otherwise authorized by the Board or law. See Section G, below.
4. All discussions in closed session are limited to the purpose(s) identified in the motion calling the closed session.
5. The Board will determine the non-member attendees for a closed session unless attendance is required by Policy or law.
6. No decisions will be made during a closed session.



#### E. Meeting Cancellation

The Board is legally required to hold at least 1 public meeting each month. The President or designee may cancel a Board meeting if the President or designee determines that a quorum of the Board will not be present for the meeting, there is no business for the Board to conduct at the meeting, or it would be unreasonable or dangerous for Board members or the public to attend the meeting (e.g., inclement weather). The President or designee will ensure that a District staff member posts notice of the cancellation on the District's website on the same day as the cancellation. If necessary, a cancelled meeting will be rescheduled.

#### F. Electronic Board Meetings and Remote Participation

Electronic Board meetings may be held, and a Board member may participate in a Board meeting remotely, as authorized by Policy 2501A.

#### G. Minutes

The Board will keep minutes of each Board meeting in accordance with the following:

1. The Secretary will record and maintain meeting minutes.
2. The Secretary, or an acting Secretary in the absence of the Secretary, will sign meeting minutes.
3. Meeting minutes will comply with the Open Meetings Act.
  - a. Open session meeting minutes.
    - i. Minutes for a meeting open to the public will include at least the following information:
      - A) the meeting date, time, and location;
      - B) the Board members present for or otherwise participating in the meeting;
      - C) the Board members absent from the meeting;
      - D) board decisions;
      - E) the purpose(s) for which any closed session meeting was held and the specific provision(s) of the Open Meetings Act that permitted the closed session;
      - F) any roll call votes conducted by the Board; and
      - G) corrections, if any.

- ii. The Board must make proposed open session meeting minutes available for public inspection within 8 business days after the applicable Board meeting.
  - iii. The Board must make approved open session meeting minutes available for public inspection within 5 business days after the meeting at which the Board approved the minutes.
- b. Closed session meeting minutes.
  - i. Closed session meeting minutes must be prepared and maintained separately from open session meeting minutes.
  - ii. Closed session meeting minutes will not be made available to, or be disclosed to, the public, except as required by court order.
  - iii. Closed session meeting minutes may be destroyed by the District 1 year and 1 calendar day after the approval of the minutes of the regular meeting at which the closed session minutes were approved, or any time thereafter.
  - iv. Closed session meeting minutes must include at least the following information:
    - A) the meeting date, time, and, location;
    - B) the Board members present for or otherwise participating in the meeting;
    - C) the Board members absent from the meeting; and
    - D) the purpose(s) for which the closed session meeting was held and the specific Open Meetings Act provision(s) that permitted the closed session.
- c. Open session Board meeting minutes may be published on the District's website.

#### H. Accommodating Board Members and Other Individuals with Disabilities

Any Board member or other individual with a disability who requires reasonable accommodations to participate in, or attend, a Board meeting must contact the Superintendent's office in advance of the meeting to request an accommodation.

#### I. Broadcasting, Streaming, and Recording

All Regular Board meetings for the conduct of the affairs of and the transaction of business by the Board, shall be streamed and video recorded.

To the extent available, all special meetings and work sessions will be audiotaped and archived.

Legal authority: MCL 15.263, 15.263a, 15.267, 15.269; MCL 380.1201

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2502 Board Meeting Agenda

Meeting agendas will be prepared by the Superintendent or designee in coordination with the President or designee or other procedure as determined by the Board.

A Board member who wishes to have an item placed on an agenda will:

- Make the request to the Board President, after gaining the support of another Board member.
- The request will be reviewed by both the Board President and the Superintendent.
- The Board President will do one of more of the following:
  - notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.
  - refer it out to appropriate committee for initial discussion or recommendation.
  - place on agenda to be discussed at the table no later than two months from the initial request.

A Board member who wishes to remove an item from the agenda will:

- Make the request to the Board President.
- The request will be reviewed by both the Board President and the Superintendent.
- The Board President will make the final decision on the request.

The agenda sets forth the proposed business to be addressed and the items to be discussed at the Board meeting. The agenda will serve as a guide for the order of procedure for the Board meeting.

The agenda must include at least 1 period during which members of the public will be permitted to address the Board.

The agenda for a regular monthly Board meeting or a special meeting must be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda may contain the following statement:

"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."

The agenda and related materials will be distributed to Board members in advance of a Board meeting by U.S. Mail, personal delivery, email, or another delivery method selected by the Board or the District's administration. The agenda and related materials will be delivered to each Board member so as to provide proper time for the Board member to study the agenda. Generally, the agenda should be received no later than 72 hours before meeting so as to provide time for the study of the agenda by Board members. The agenda for a special meeting should be delivered at least 24 hours before the meeting, consistent with provisions calling for special meetings.

The agenda, if any, for an electronic Board meeting will be posted to the District's website as required by Policy 2501A.

The agenda may be amended by the Board at a Board meeting by majority vote of the members serving on the Board. However, it is the preference of the Board that action items not be added after this time; action items should not be added unless timing is critical. Discussion items may be added if there are time constraints that need to be accounted for.

The Board may use a consent agenda to address routine and/or recurring matters. For each item listed as part of the consent agenda, the Board will be furnished with background material. All such items will be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. In that case, the remaining items shall be adopted under a single motion and vote. Any Board member may request that a consent agenda item be removed from the consent agenda for separate consideration. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion. Consent items typically include, but are not limited to:

- Minutes of prior meeting(s)
- Bills for payment
- Resolution that require annual adoption, such as bank signatories, memberships in associations, etc.
- Other items deemed appropriate

Regular board meeting agenda items may include, as applicable:

- Meeting Location
- Opening Items:
  - Call to Order
  - Pledge of Allegiance
  - Agenda Approval – Roll Call

- Student Board Member Reports
- Awards, Recognitions, and Celebrations
- Reports to the Board
- Consent Items Agenda
- Comments from the Audience
- Donations
- Action Items
- Information and Discussion
- Committee Reports
- ~~Comments from the Audience~~
- Superintendent's Report
- Administrative Report
- ~~Committee Reports~~
- Board Communication
- Adjournment

Legal authority: MCL 15.263, 15.263a; MCL 380.11a, 380.601a

Date adopted:

Date revised:



## **Series 2000: Bylaws**

### **2500 Board Meetings and Open Meetings Act Compliance**

#### **2503 Voting Requirements**

All Board decisions and actions must be made at a public meeting of the Board held in compliance with the Open Meetings Act.

The Board will make decisions and take action through motions and resolutions. A motion or resolution will be voted on by the Board once it has been made by a Board member and seconded/supported by another Board member.

Board members must vote on all motions and resolutions unless abstention is required due to a conflict of interest or otherwise required by law. A Board member's abstention, unless required by law, constitutes a breach of the member's duty as a public official.

Roll call votes will be conducted when required by law or when requested by the President or Secretary. The Board may adopt additional policies designating other matters requiring roll call vote approval.

A Board decision or action must be recorded in the minutes for the Board meeting at which the decision or action was taken.

Legal authority: MCL 15.269; MCL 380.1201; *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2504 Public Participation at Board Meetings

Any member of the public may address the Board at a Board meeting, subject to the following rules:

- A. Except during a public participation portion of a Board meeting, no member of the public or other person may address the Board during a public meeting without the express permission of the President or other presiding officer.
- B. The Board will follow public participation rules that balance the District's interest in an orderly public meeting with the public's First Amendment rights. A copy of these rules and any additional public participation rules adopted by the Board will be made available at Board meetings. The Board's public participation rules include, but are not limited to, the following:
  - 1. before addressing the Board, a member of the public will complete a note card located inside the Boardroom and giving the card to the Administrative Secretary or designee before the public participation period;
  - 2. before addressing the Board, a member of the public will state his or her name and address;
  - 3. each person's public comments are limited to 5 minutes per public participation period. This time limit may be adjusted by the President or other presiding officer to facilitate public participation at Board meetings;
  - 4. persons who are part of a group or organization or who share similar viewpoints are encouraged to designate a spokesperson to address the Board;
  - 5. public comments of a personal nature are prohibited when: (a) the comments are unrelated to the manner in which a Board member or District employee performs that person's duties, and (b) the comments cause a substantial disruption to the meeting;
  - 6. any public comment not protected by the First Amendment of the U.S. Constitution is prohibited;
  - 7. Board members may ask questions of the speakers but are not required to answer questions or make statements in response to a public comment. Board members will not respond to public comments or enter into discussion with members of the public during the meeting as (A) items on the agenda will be discussed as appropriate and scheduled on the agenda, and (B) items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board Policy;

8. written statements and documents presented to the Board by a public participant or group are public records and must be given to the Secretary or designee; and
  9. any audio recording, video recording, broadcasting, or telecasting must be performed from the seating area designated for the public or in the area otherwise designated by the President, Superintendent, or designee, and must not disrupt the meeting.
- C. Once the President or other presiding officer has determined that each member of the public requesting to do so has had a reasonable opportunity to address the Board during a public participation portion of a Board meeting, the President or other presiding officer will announce that the public participation portion of the meeting has ended.
- D. If the President or other presiding officer determines that a member of the public has violated 1 or more of the above rules and refuses to come into compliance with those rules, the member of the public will lose the right to speak during public comment at that meeting. A person who persistently engages in disorderly conduct or otherwise breaches the peace at a Board meeting, after notice from the President or other presiding officer, may be removed.

Legal authority: U.S. Const, amend. I; MCL 15.263(1), 15.263(5); MCL 380.1808

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

### 2505 Board Committees

Committees can be a practical way to structure and manage the board's work. Sometimes a smaller group can be more focused and efficient in dealing with issues than the full board. A committee is created to provide counseling and advice for the board or to handle a task on the board's agenda. Any recommendations made by a committee needs to be approved by the board, but remember, the board is not obligated to go with committee recommendations or suggestions. Committees are more effective when their charter and scope of work is clearly defined by the board. It is understood that no action will be taken at any committee meeting.

#### A. General

1. The Board may establish standing, advisory, and ad hoc committees as it deems necessary and advisable. An ad hoc committee will be time-limited, and will meet on an as needed basis.
2. The **President** determines a committee's membership, chairperson, **and, except as otherwise provided in this Policy, the committee's** purpose, duties, and authority.
3. A committee's membership must include at least 1 Board member.
4. A committee must be composed of fewer Board members than would constitute a quorum of the Board.
5. The Superintendent or designee may serve as an ex officio member of any committee.
6. **The following committees are hereby established:**
  - a. **Finance, which is responsible for reviewing the annual district budget, budget amendments and audit report.**
  - b. **Governance and Policy, which is responsible for reviewing and recommending revisions to Board policies and Board Operating Procedures.**
  - c. **Diversity, Equity, and Inclusion, which is responsible for promoting and ensuring a sense of belonging for all students within the District.**
  - d. **Capital Projects, which is responsible for reviewing and recommending proposed construction projects and updates and maintenance projects to existing facilities.**

- e. Curriculum, which is responsible for reviewing and recommending proposed new or revised curriculum and resources.

## B. Committee Meetings

### 1. Administrative Board Committee Meetings

- a. An administrative board committee meeting must involve 3 Board members or less.
- b. Administrative board committee meetings will not be open to the public, unless otherwise determined by the chairperson.
- c. Administrative board committee meetings will be scheduled for dates and times that are most convenient for committee members, as well as when various experts within the District will be able to attend.

### 2. Committee of the Whole Meetings

- a. A committee of the whole meeting must be conducted in compliance with the Open Meetings Act, Policy 2501 and, if applicable, Policy 2501A.
  - b. Committee of the whole meetings will be scheduled for dates and times that are most convenient for committee members.
- 3. Committee meetings will be convened by the committee's chairperson or designee.
  - 4. Any committee that is authorized to deliberate, narrow options, eliminate options, or otherwise make decisions on the Board's behalf must conduct its meetings in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, including notice requirements, recording minutes, and allowing for public participation.
  - 5. Meeting notices as required by the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, will be posted for any **committee of the whole meeting and any** committee meeting at which more than a quorum of the Board may be present.
  - 6. When required by the Open Meetings Act, a committee will keep minutes of its meetings. In addition, the Board may direct that a committee keep minutes of its meetings, even if not required by the Open Meetings Act.

## C. **Board** Committee of the Whole Meetings

The Board may meet as a committee of the whole. A committee of the whole meeting must be conducted in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A. The provisions of this Policy do not otherwise apply to **Board** committee of the whole meetings.

Legal authority: MCL 15.261 et seq.; *Schmiedicke v Clare Sch Bd*, 228 Mich App 259 (1998)

Date adopted:

Date revised:



## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2506 *Organizational Meetings*

The Board's first regular meeting each calendar year will be an organizational meeting. During that meeting, the Board will:

- A. elect Board officers in compliance with Policy 2405. The **ranking officer of the preceding Board** will preside over the organizational meeting until a President is elected;
- B. set the schedule for regular Board meeting dates;
- C. designate the District employee(s) authorized to post Board meeting notices under the Open Meetings Act;
- D. Overview of the Freedom of Information Act (FOIA), Open Meetings Act (OMA), and Family Educational Rights and Privacy Act (FERPA);
- E. Make Board committee assignments;
- F. Installation of newly-elected Board members (in January of odd-numbered years); and
- G. Consider the adoption of a Board resolution for national School Board Recognition Month.

The Board may perform any other act and conduct any other business it deems appropriate during an organizational meeting, and it may conduct additional organizational meetings during the calendar year.

Legal authority: MCL 380.11(a)(3)

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5200 Student Conduct and Discipline

#### 5207 **Anti-Bullying Policy** [Note: Before adopting this Policy, the Board must hold a public hearing about the Policy. The hearing may be part of a regular Board meeting.]

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

##### A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

##### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize,

and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, **out** to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The **[Superintendent]** is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

**[Note: Because the Superintendent has absolute immunity from tort liability when acting within the scope of his or her authority, we recommend naming the Superintendent as the "Responsible School Official." Boards, however, may select another individual to be the "Responsible School Official."]**

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

[Optional: Prevention Task Force. The Responsible School Official may form a bullying prevention task force. The task force will identify, develop, and recommend written materials, training programs, and initiatives to reduce bullying. In its discretion, the task force may involve school staff, students, school clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.]

[Optional: Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.]

[Optional: Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.]

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services

provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:
- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted:

Date revised: