



**NOVI COMMUNITY SCHOOL DISTRICT**  
*PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING.*

# **Board of Education 2021 Agenda**

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

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

**Mr. Willy Mena**  
**Secretary**

**Mrs. Kathy Hood**  
**Treasurer**

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

**Mrs. Bobbie Murphy**  
**Trustee**

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

**Meeting Date: November 18, 2021**  
**Educational Services Building**  
**25345 Taft Road**  
**Novi, MI 48374**



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – November 18, 2021**  
**25345 Taft Road**  
**7:00 PM**  
**AGENDA**

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
  - *Individuals who wish to address the Board must identify themselves, their address, and any organization they may represent*
  - *The Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting*
  - *Individuals who wish to address the Board shall direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.*
  - *Behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting is strictly prohibited.*
- V. CONSENT AGENDA ITEMS**
  - A. Approval of Minutes
  - B. Approval of Field Trip(s)
  - C. Approval of Donation(s)
- VI. ACTION ITEMS**
  - A. 2021 Winter Tax Levy
- VII. INFORMATION AND DISCUSSION**
  - A. Board Meeting Schedule Revision (June 2 Conflict – Commencement at EMU)
- VIII. COMMENTS FROM THE AUDIENCE**
- IX. SUPERINTENDENT REPORT**
- X. ADMINISTRATIVE REPORTS**
- XI. BOARD COMMUNICATION**
- XII. CLOSED SESSION**
- XIII. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
November 18, 2021**

**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 Minutes
  - a. Regular Meeting Minutes of November 4, 2021
- B. Approval of Field Trip(s)
  - a. University of Michigan Model U.N.
- C. Approval of Donation(s)
  - a. Japanese School of Detroit – Laptop Donation

**RECOMMENDATION:**

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Steve Matthews, Superintendent



**Minutes of a Regular Meeting, November 4, 2021  
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 on Thursday, November 4, 2021, beginning at 7:00 PM.

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

Absent: Mrs. Murphy

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF THE AGENDA**

It was moved by Mr. Smith and supported by Mr. Cook that the Novi Board of Education approve the agenda.

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

Nays: 0

**MOTION CARRIED**

**COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**

There were no comments from the audience.

**CONSENT AGENDA 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 Minutes

a. Regular Meeting Minutes of October 28, 2021

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

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

Nays: 0

**MOTION CARRIED**

**ACTION ITEMS**

**Personnel Report**

Gary Kinzer, Assistant Superintendent of Human Resources, presents for your consideration the following personnel changes:

**A. New Hires**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
McGill, Tami	VO	Special Ed Para	New Hire	Level B	TBD

**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Baker, Kristin	District	Psychologist	Resigned	10-29-21

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

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

Nays: 0

**MOTION CARRIED**

**INFORMATION AND DISCUSSION****2021 Winter Tax Levy**

At the September 23, 2021 regular Board meeting, the Novi Board of Education formally certified the revised 2021-22 tax levies as listed below:

<b>HOMESTEAD</b>	<b><u>Mills</u></b>
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	6.5000
<b>Total</b>	<b>9.1832</b>

<b>INDUSTRIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	6.5000
<b>Total</b>	<b>9.1832</b>

<b>COMMERCIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills	5.2473
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	6.5000
<b>Total</b>	<b>14.4305</b>

<b>NON-HOMESTEAD</b>	
<b><u>Levy Description</u></b>	
General Operating Mills	17.2473
Sinking Fund Mills	0.4713
Recreational Mills	0.9365

<b>Debt Mills</b>	<b><u>6.5000</u></b>
<b>Total</b>	<b>25.1551</b>

50% of the taxes in the summer and 50% in the winter. Thus, the 2021 winter tax levy is:

<b>HOMESTEAD</b>	<b><u>Mills</u></b>
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
<b>Total</b>	<b>4.0195</b>

<b>INDUSTRIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
<b>Total</b>	<b>4.0195</b>

<b>COMMERCIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless)	2.6237
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
<b>Total</b>	<b>6.6432</b>

<b>NON-HOMESTEAD</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless)	8.6236
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
<b>Total</b>	<b>12.5774</b>

This report is presented for Information and Discussion. It is recommended for approval at the next board meeting.

#### COMMENTS FROM THE AUDIENCE

There were two (2) comments from the audience regarding masks in schools.

#### SUPERINTENDENT REPORT

Dr. RJ Webber, Acting Superintendent and Assistant Superintendent for Academic Services, reported that if you are on Twitter and following our teachers or the superintendent, they have accompanied a bunch of our eighth graders to Washington D.C. He stated that it looks like they have great weather and there are some beautiful pictures. Dr. Webber expressed his gratitude to

Mr. Ken Fenchel for his amazing work in organizing this and bringing 500 teenagers to Washington D.C. for a number of days and then turning them loose in a food court. He said if you see Mr. Fenchel, give him a high five.

Dr. Webber reported that on Tuesday they honored our Michigan Continuous Improvement Plan and our SIP, where our teachers engaged in professional development, kindergarten, first grade, second grade, fifth grade focused math. He expressed a special thank you to our instructional coaches as well as our math interventionists.

Dr. Webber stated that third and fourth grade teachers focused on small group instruction, which is basically our tier two, where we are finding ways to work with students in smaller groups to help them and give them the opportunity to learn. He said our sixth through twelfth grades, worked on Understanding by Design. He mentioned that is when our teachers collaborated to do work and articulate their courses, that is part of the big Atlas work that we have talked about in the past.

Dr. Webber thanked the coaches, and math interventionists for all the work they did to pull that off. He reported that it is important to say thank you to our maintenance group, food service group, custodians, front office teams (the people who greet our kids and families when they come into the buildings), and our tech team. Dr. Webber stated that if you think about what our tech team has worked on in the past year and a half; the one-to-one in the District and the ROAR Center. He said that we are in the middle of the 187-billion-dollar bond and the work they are doing to provide opportunities for our students is really wonderful.

#### ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, reported that the financial article that was presented, we received a separate rate of rating on the Capital Projects. He thanked Board for their direction, his cabinet members for their help on the budget, and his co-workers: Deanna Wheeler, Sandy Brasil, Beth Henderson, Jody Malbon, Sheila McDonnell, and Liz Cross.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that he has been busy with the Deerfield principal hiring process. He stated that he has been interviewing this week and there are some really highly qualified candidates. Dr. Kinzer said that he will continue this work tomorrow and next week and will be meeting with Deerfield parents as possible next week. He mentioned a Zoom meeting during the day at 2:00 PM, on Thursday, and an in-person meeting in the Deerfield cafeteria on Thursday evening.

Dr. Kinzer reported that they will be conducting the panel interview, which is their final group interview process, on November 19. He stated that they are on schedule to make an offer to a candidate and present the recommendation to the Board on December 16.

Dr. Kinzer wanted to let everyone know how much fun Halloween was at Deerfield, last week. He said that other than standing in the rain, in the car line, they had a fantastic day. Dr. Kinzer mentioned that he took advantage of the day and went into every classroom and connected with teachers and students.

## BOARD COMMUNICATION

Mr. Cook, Board Vice-President, reported that he was not here last week because he was attending a middle school choir concert. He stated that the week before he attended a high school concert. Mr. Cook said that his mother was a choir teacher/director for 35 years. He mentioned that one thing she said about the kids who sang was, "you know you could always pick up an instrument and put it down, but your voice you will have with you forever."

Mr. Cook stated that each of those uniquely, individual kids, in their own voices, came together and put on one heck of a concert. He reported that the high school concert had four choirs and a little twist. Mr. Cook said that each choir was given the same piece to sing, but with different arrangements. He mentioned that if the director would not have told us before hand, we would not have known. Mr. Cook said that it was handled very well. He reported that the kids learned that just because there are words on the paper does not mean they are singing the same song as before.

Mr. Cook stated that one thing we can take away from this is that our performing arts department is performing well above and beyond and the kids are learning and performing. He mentioned that even if you do not have a kid who is singing, acting, or playing in the band or orchestra, it is something worthwhile to go see and you do not have to pay an arm and a leg for a ticket to Symphony Hall, Orchestra Hall, or the Masonic Temple. Mr. Cook gave his props to the teachers at the middle school and the high school for their work and contribution. Mr. Cook reported that Ms. Grebinski is retiring, but has one more concert, the winter concert, which is the day before she is done.

Mr. Mena, Board Secretary, reported that we will be hosting a couple of state soccer finals at the stadium, this week, in division one and division four. He stated that we could have a lot of traffic at the stadium this weekend.

Mr. Mena said that volleyball will be hosting regionals next week starting on Tuesday and it looks like our girls did win tonight, so they will be moving on the regionals. He mentioned that this will be nice because we are hosting regionals.

Mr. Mena reported that we will also be hosting a state semi-final for football. He stated that we have for the past few years and it should be on Saturday, November 20, which is the week before Thanksgiving.

Mr. Mena said while we are talking about the mask stuff and the legal opinions, based on additional information that he has gathered since they talked to our attorney, he has some additional questions and would like a follow up with him (the attorney) whether it be via email or something.

Mrs. Roney, Board Trustee, reminded everyone that November 13<sup>th</sup>, Frog Force is having a big competition at the high school. She reported that it runs all day and the awards are around 4:00 or 5:00 pm.



Mrs. Roney said that she would like to thank the IT team for keeping our network safe. She mentioned that she has seen a lot of things coming through with double authentication. Mrs. Roney reported that she thinks it is wonderful that we will not be the ones being hacked.

Mrs. Hood, Board Treasurer, reported that Mr. Cook's comments prompted her to talk about the performing arts. She stated that her two boys were always in the marching band and a varsity sport. Mrs. Hood said that she loves the arts and the value that it brings to our kids' lives and our lives as parents. She mentioned that these are the memories that we have, she encouraged parents to go even if their kids are not in the band or choir. Mrs. Hood stated that the talent and art that comes out of our District is really stunning.

Mrs. Hood reported that today Mr. Fenchel tweeted a picture of Ford's Theater. She stated that Mr. Fenchel said it was a throwback because ten years ago, they were sitting in the balcony and one of the kids exclaimed that this was the theater Lincoln was killed in. Mrs. Hood said that her boys both stated it was not them.

Dr. Ruskin, Board President, reported that it was amazing to see the high school teachers with their conferences. She stated that it is a lot of work for them, after a long day of school. Dr. Ruskin said that yesterday they had a half day, but today was a full day and it is like speed dating, three (3) minutes going on Zoom. She mentioned that it is a really great opportunity for teachers to connect with parents and discuss students' progress.

Dr. Ruskin stated that she enjoyed watching the DC smiles because those kids are happy to be away, to have this wonderful experience, and to feel like they are doing something that the students before them got to do.

#### ADJOURNMENT

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

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

Nays: 0

#### **MOTION CARRIED**

The meeting adjourned at 7:24 p.m. The next regular meeting of the Board is scheduled for November 18, 2021 at 7:00 p.m., at the Educational Services Building.

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Willy Mena, 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  
November 7, 2019**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Model U. N. Conference

Eric Scobie, Novi High School Social Studies teacher and Model UN Advisor, is requesting that students in the Model United Nations Club travel to the University of Michigan in Ann Arbor, Michigan from January 13-16, 2022 to participate in the University of Michigan Model United Nations Conference. This conference will offer students training sessions and committee sessions that will occur throughout the weekend. They will have the opportunity to serve as delegates discussing important world issues. Students will be able to gain great experience representing their member countries and honing their representational skills. This yearly trip is the focus of the Model UN Club at the high school.

Mr. Scobie plans to chaperone 32 students on this trip. The cost to students will be \$250.00 to cover hotel and registration fees. Students will be responsible for all of their own meals and will be asked to bring an additional \$75.00 - \$100.00 for food expenses.


There are two (2) subsequent trips planned:

1. Michigan State University, March 18-20, 2022

**RECOMMENDATION:**

That the Novi Community Schools' Board of Education approves the University of Michigan Model United Nations Conference from January 13-16, 2022 and a subsequent trip to Michigan State University, March 18-20, 2022.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
**Dr. RJ Webber, Acting Superintendent**

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

**Out of State/Overnight Field Trip Approval Form**

**Field Trip:** Model U.N. trip to the University of Michigan Model United Nations Conference

**Dates of Trip:** January 13<sup>th</sup>- January 16<sup>th</sup>, 2022

**Groups:** 32 Students from the Model UN Club

**Sponsor:** Eric Scobie- High School Social Studies Teacher & Model UN Advisor

**Summary:** This trip offers an excellent opportunity for students to fully participate in a three-day Model United Nations conference. Mr. Scobie has led students on this trip for many years. This trip will depart on Thursday, January 13<sup>th</sup> at 4:30 pm and return on Sunday, January 16<sup>th</sup> at 3:00 pm. Training sessions are offered, committee sessions occur throughout the weekend, and students will serve as delegates discussing important world issues. Students will be able to gain great experience representing their member countries and honing their representational skills. Mr. Scobie plans to chaperone 32 students on this trip and students will miss class on Friday, January 14<sup>th</sup>. Students will be asked to pay \$250.00 for hotel and registration and they will be encouraged to bring approximately \$75.00 - \$100.00 for meals and incidentals. Students will be responsible for buying all of their own meals. The group plans to stay at the Kensington Court Hotel in Ann Arbor, Michigan. Mr. Scobie will provide rooming details upon trip approval. Thank you for your consideration.

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



Andrew Comb  
Assistant Principal



Nicole Carter  
Principal



RJ Webber  
Assistant Superintendent for  
Academic Services

10-15-21

1-13-22 - 1-16-22

Date of Request (12 weeks prior to trip)

Date of Trip

**OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM**Field Trip Coordinator: Eric Scobie Other Staff Members Attending: \_\_\_\_\_Have you coordinated this trip in previous years?: YES NO If yes, when? 2011-2020

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

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

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

Title of Field Trip: Model United Nations Conference Organization/Club/Course Name: Model UN  
 Date(s) of Trip: Jan 13-16, 2022 School Days Missed (by students): Friday, Jan 14  
 Field Trip Destination: U of M City/State: Ann Arbor, MI  
 Departure Time: 4:30 on 1-13-22 Departure Location: NHS Atrium  
 Arrival Time: 5:15 on 1-13-22 Arrival Location: U of M Campus  
 Cost per Student: \$250 plus meals Items included in cost: Registration fee and Lodging  
 Trip Funded By: Students and their families

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

Transportation: Account # \_\_\_\_\_ Guest Teacher(s): Account # \_\_\_\_\_ Trip Cost: Account # 170**TRANSPORTATION/LODGING**Method of Transportation (circle): School Bus Charter Bus Private Car Walking OtherSchool Bus: Tentative school bus confirmation made by Eric Scobie on 10-15-21  
name date

Charter Bus: Company \_\_\_\_\_ Contact #: \_\_\_\_\_

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

Lodging name: Kensington Hotel Address: 3500 S. State St Ann Arbor Contact #: 866.315.7075Number of students attending: 32 Number of Chaperones: 1 - ScobieCost Per Student: \$250 plus meals Funded By (circle): Student Other: \_\_\_\_\_

## CURRICULUM

Complete the following questions if the trip is curricular.

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

Public Speaking, Researching, Writing, Networking, etc.

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

Bi-weekly Club meetings, SEMMUNA conference in November

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

We will be engaging w/ almost 1,000 other from across MICHIGAN  
midwest

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

Continued bi-weekly meetings, MSU Conference in March

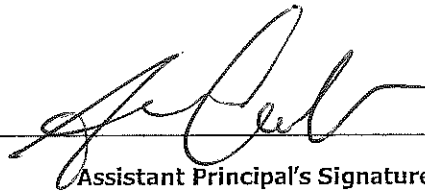
## CHAPERONES

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

Names of Chaperones: Eric Scobie



Teacher's Signature



Assistant Principal's Signature

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

Please construct a paragraph that summarizes your trip

Students will engage in simulated committee of  
The U.N. where they will represent a particular  
nation and engage with students from across  
Michigan and the Midwest to develop solutions to a  
host of global issues.

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

**NOVI COMMUNITY SCHOOL DISTRICT  
FIELD TRIP REQUEST FORM**

TRIP DATE Thursday, Jan 13, 2022 (COMPLETE IN DETAIL) DATE OF REQUEST 10-15-21  
(ONE DATE ONLY)  
DESTINATION U of M Cana Arbor PICKUP LOCATION NHS Atcium  
(DIRECTIONS TO BE SUPPLIED BY APPLICANT)  
GROUP Model UN PICKUP BUILDING NHS  
# OF ADULTS 1 # OF STUDENTS 72 PARKING FACILITIES \_\_\_\_\_  
DEPARTURE TIME 4:30 ARE DRIVERS MEALS, TICKETS, OR FEES INCLUDED?  
APPROX. ARRIVAL TIME 5:15 \_\_\_\_\_ YES \_\_\_\_\_ NO  
TIME LEAVING DESTINATION 2:00 on Sunday 1-16 SPECIAL EQUIPMENT NEEDED \_\_\_\_\_  
APPROX. RETURN TIME 2:45 on 1-16 DOES THE BUS NEED TO STAY WITH THE GROUP  
YES \_\_\_\_\_ ☒ NO

**IS THIS A GRADE LEVEL APPROVED FIELD TRIP?**

☒ YES \_\_\_\_\_ NO (IF YES, NO DOCUMENTATION REQUIRED)

**DOES THIS TRIP FULLY ADDRESS THE NEEDS OF THE UNIT OF STUDY FOR THIS GRADE LEVEL?**

☒ YES \_\_\_\_\_ NO (IF YES PLEASE DOCUMENT)

**IS THERE A NEED FOR THESE STUDENTS TO GO ON THE TRIP BASED ON PRIOR EXPERIENCE?**

☒ YES \_\_\_\_\_ NO (IF YES PLEASE DOCUMENT)

**IS THIS FIELD TRIP THE ONLY MEANS TO ACCOMPLISH THIS LEARNING EXPERIENCE?**

☒ YES \_\_\_\_\_ NO (IF YES PLEASE DOCUMENT)

NAME OF APPLICANT Eric Scobie PHONE \_\_\_\_\_ EXT 5209

APPROVED – PRINCIPAL [Signature] DATE 11/4/21

APPROVED – ASS'T SUPT. INSTRUCTION \_\_\_\_\_ DATE \_\_\_\_\_

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

**FIELD TRIP FEES**

(A) START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ TOTAL # OF HOURS \_\_\_\_\_ x \$20.50 = \_\_\_\_\_  
(B) # OF MILES TO DESTINATION \_\_\_\_\_ x 2 = \_\_\_\_\_ TOTAL MILES x \$1.50 \_\_\_\_\_ (MILEAGE BEGINS AT 45505  
11 MILE)  
(A + B) x # OF BUSES = TRIP TOTAL \_\_\_\_\_

**SEND COMPLETED FORM TO TRANSPORTATION DEPARTMENT**

**FOR CENTRAL OFFICE USE**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

BUS DRIVER ASSIGNED \_\_\_\_\_

ONE WAY \_\_\_\_\_

MILEAGE ending \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

beginning \_\_\_\_\_ RETURN TIME \_\_\_\_\_

TOTAL MILEAGE \_\_\_\_\_ TEACHER/COACH SIGNATURE \_\_\_\_\_

# NOVI HIGH SCHOOL

## Guest Teacher Request

Employee Name: Eric Scobie  
Date Needed: Friday, Jan 14, 2022  
Date Submitted: 10-15-21

### Specify Reason for Request

- ☒ Conference/Training Name: Model UN at U of M  
Location: \_\_\_\_\_  
☐ In-Service/School Business: \_\_\_\_\_  
Location: \_\_\_\_\_  
☒ Field Trip/Location: \_\_\_\_\_

### PD Funded by:

- ☐ Office of Academics  
☐ HS Principal  
☐ Other (please specify) \_\_\_\_\_  
☐ No funding required

Approved by: \_\_\_\_\_

### Substitute Needed for:

- ☒ Full Day  
☐ AM Only  
☐ PM Only  
☐ Specific Periods:      1      2      3      4      5      6  
☐ No substitute required

### Please Note the Following:

- ✓ Employee must provide written documentation of the professional learning opportunity (description, agenda, travel schedule, etc.)
- ✓ Minimum of one-week notice is required.
- ✓ Employee must receive a copy of this form with the appropriate signature **BEFORE** putting the absence into AESOP.



## Novi Community School District Emergency Medical Release

Participant's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student's Cell Phone Number \_\_\_\_\_

### EMERGENCY INFORMATION

Father's Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

*In an emergency when parent/guardian cannot be reached, please contact the following:*

Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Allergies \_\_\_\_\_ Last Tetanus (if known) \_\_\_\_\_

Other medical conditions \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Medical/Hospital Insurance Company \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_ Policy Number \_\_\_\_\_

### **AUTHORIZATION FOR TREATMENT OF MINOR**

I, the undersigned, understand and acknowledge that every effort will be made to contact the parents in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission for Novi Community Schools to secure proper treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such medical treatments as deemed necessary to protect the health of my child.

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_



**NOVI COMMUNITY SCHOOL DISTRICT**  
**AUTHORIZATION FOR ADMINISTERING OVER-THE-COUNTER MEDICATION**  
**Novi High School Field Trips**

It is the policy of the Novi Community School District to require a completed Medication Authorization Form when requesting the administration of medication(s) to students during regular school hours or events.

If you wish for your child to be able to receive over-the-counter medication for the purpose of this trip only, please indicate below which medication(s) may be administered to them.

All over-the-counter medication will be held by, dispensed, and monitored by the chaperones. Chaperones will dispense OTC medication based upon instructions provided on the original container label. They will also keep a record of frequency and amount of medication dispensed. *This form will only apply for the duration of Field Trips.*

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student's Weight \_\_\_\_\_

Birth Date \_\_\_\_\_

Age as of Departure Date \_\_\_\_\_

Please initial which medication(s) we may administer to your child.

\_\_\_\_\_ Tylenol

\_\_\_\_\_ Ibuprofen

\_\_\_\_\_ Tums

\_\_\_\_\_ Meclizine (generic Dramamine)

\_\_\_\_\_ Benadryl

\_\_\_\_\_ Loratadine (generic Claritin)

Please check this box if you already have a medical form on file in the ATTENDANCE OFFICE and would like Novi Schools to copy it for the use of this trip. Please note - You must supply meds for the trip as we will not pull epipens or other meds for the use of the trip from the supply you already gave us for the school year.

---

**TO BE COMPLETED BY PARENT/GUARDIAN:**

I hereby request that my child be administered any over-the-counter (OTC) medication initialed above on an as needed basis. I understand the OTC medication will be administered by school personnel as per the direction of the original container label.

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Cell number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## APPROVAL TO COLLECT FUNDS

### Field Trip and Fundraising

(Form must be submitted 6 weeks in advance of activity.)

☐ Revised

Building Name Novi High School

Department/Team/Class/Club Model UN

Sponsor Eric Scobie

Fundraising Date(s)/Time(s) October - November 2021

Sale Location \_\_\_\_\_

Description of Fundraiser \_\_\_\_\_

Purpose of Fundraiser \_\_\_\_\_

Name of Salesperson(s) \_\_\_\_\_

Name of adult responsible for collecting, counting and turning in money to the school's financial secretary the day of the sale Eric Scobie

Approximate total amount to be raised (goal) \$250 per student

*Fill out the estimate section of the Event Balance Sheet on reverse side)*

- I agree to conduct this fundraiser in compliance with district policies.
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will exercise strict control over all products in my position.
- I will provide all money received along with the name and amount turned in by student [parent] to the financial secretary daily for deposits.
- I will have all expenditures paid through the financial secretary.
- I am responsible for completing the Event Balance Sheet for this fundraiser and will turn in all records to the financial secretary within 5 school days of the fundraiser end date.

Sponsor [Signature] Date 10-15-21

Signature

Date

*By signing this form you acknowledge all District policies and procedures will be followed for cash handling and cash procedures.*

### Routing Procedures

Date \_\_\_\_\_

☐ Approved

Principal/Admin \_\_\_\_\_

☐ Unapproved

Signature

- ☐ Approved copy sent to Assistant Superintendent of Business, Jill Minnick
- ☐ Approved copy sent to school's financial secretary
- ☐ Approved copy sent to Sponsor

*Upon completion of the fundraiser fill out the actual section of the Event Balance Sheet and submit to the school's financial secretary within 5 school days.*

# EVENT BALANCE SHEET

## Product Sales

Estimate	
Anticipated participants	
Goal for each participant	
Expected Total	\$ -

(qty)

(\$)

Actual	
Actual participants	
Actual Cost	
Actual total	\$ -

(qty)

(\$)

Difference	
	\$ -

Reason for difference \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OR

## Field Trip

Estimate	
Anticipated participants	
Cost for each participant	
Expected Total	\$ -

(qty)

(\$)

Actual	
Actual participants	
Actual Cost	
Actual total	\$ -

(qty)

(\$)

Difference	
	\$ -

Reason for difference \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DEPOSIT(S) GIVEN TO:

Name \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
November 18, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND FINANCE**

**TOPIC:** Japanese School of Detroit Computer Donation

The Detroit Ringo Kai, the Japanese School of Detroit, is generously donating 60 laptops to the Novi Community School District. This generous donation is valued at \$43,200.00. They are requesting that the Novi Community School District Board of Education accept and approve this donation.

**RECOMMENDATION:**

That the Novi Community School District Board of Education accept and approve the donation of 60 laptops, valued at \$43,200.00, with thanks and gratitude.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Dr. Steve Matthews, Superintendent



## **Educational Services Building**

25345 Taft Road, Novi, Michigan 48374  
(248) 449-1209 • Fax (248) 449-1219

### **MEMO**

November 8, 2021

Dr. Steve Matthews  
Superintendent of Schools

#### **RE: JAPANESE SCHOOL OF DETROIT COMPUTER DONATION**

The Japanese School of Detroit renewed their lease agreement through 2031, which includes facility rental and custodian reimbursement expense.

In addition, JSD wish to purchase (60) computers and donate them to the Novi Community School District to be used for educational purposes. These devices will be subjected to the Novi Community School District's acceptable use policy and serviced by Oakland Schools ISD.

As per board policy, donations greater than \$1,000.00 must be accepted by the Board of Education. This donation is valued at \$43,200.00

Gregory R. McIntyre  
Assistant Superintendent of Business and Operations

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

**Gregory R. McIntyre, Asst. Superintendent of Business & Operations • [gregory.mcintyre@novik12.org](mailto:gregory.mcintyre@novik12.org)  
<https://www.novi.k12.mi.us/district/busandfin/>**

**Inacomp TSG**

17250 W 12 Mile Road  
Suite 200  
Southfield, MI 48076

**Invoice**

Date	Invoice #
10/21/2021	20763

<b>Bill To</b>
Japanese School of Detroit Itaru Inoue 252345 Taft Road Novi, MI 48374

<b>Ship To</b>
Japanese School of Detroit Itaru Inoue 252345 Taft Road Novi, MI 48374

		P.O. No.	Terms	Rep
		Quote	Net 30	22i
Item	Description	Invoiced	Cost	Amount
2V656AV	HP IDS UMA i5-1135G7 430	60	720.00	43,200.00T
4SS11AV#ABA	CTO OS LOCALIZATION SVCSEU# 001456200 REMC	60	0.00	0.00T
1Y632AV	Electronic Energy Star labelin	60	0.00	0.00T
2V710AV	Win 10 Pro 64 MSNA STD	60	0.00	0.00T
2V731AV	Integrated HD 720p DM Webcam	60	0.00	0.00T
2V672AV	13.3 FHD AG LED UWVA 250 fHDC	60	0.00	0.00T
2V715AV	8GB (1x8GB) DDR4 3200	60	0.00	0.00T
2V722AV	256GB PCIe NVMe Value SSD	60	0.00	0.00T
2V667AV	Pike Silver PLA wSRD	60	0.00	0.00T
2V735AV	IntelWiFi6AX201ax2x2MUMIMOnvP1	60	0.00	0.00T
2V685AV	MISC No Fingerprint Sensor	60	0.00	0.00T
195R1AV	3 Cell 45 WHr Long Life	60	0.00	0.00T
2V645AV	45 Watt nPFC USB-C AC Adapter	60	0.00	0.00T
2V712AV#ABA	C5 1.0m stkr CNVTL Power Cord	60	0.00	0.00T
2V668AV#ABA	Clickpad SR	60	0.00	0.00T
2V727AV#ABA	3/3/0 Warranty US	60	0.00	0.00T
2V664AV#ABA	Country Localization	60	0.00	0.00T
2V687AV	Standard Packaging	60	0.00	0.00T
3E758AV	Electronic TCO Certified label	60	0.00	0.00T
18P65AV	Core i5 sz3 G11 Label	60	0.00	0.00T

		<b>Subtotal</b>	\$43,200.00
		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$43,200.00
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$43,200.00

Web Site	www.inacomp.net
E-mail	sales@inacomptsg.com
Phone #	248-559-5700

NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN

**OFFER OF GIFT TO SCHOOL DISTRICT**

The following is offered as a gift to the Novi Community School District:

DONATED BY: **Detroit Ringo Kai (Japanese School of Detroit)**  
Name of Organization/Individuals

DONATED TO: **Novi Community School District**  
Specify School/Department

**25345 Taft Road**  
Address

**Novi, MI 49374**  
City/State/Zip

**Immediately**  
Date Available

DESCRIPTION:           **60 laptop computers**

PURPOSE AND/OR INTENDED USE:   Donation of 60 laptop computers, such that as many students as possible may benefit from now and in the future.

FAIR MARKET  
VALUE\*:                   \$ **\$43,200.00**

\* Novi Community School District takes no responsibility in estimating the fair market value of this gift for tax purposes.

This gift is offered with the knowledge that upon acceptance it becomes the property of Novi Community School District and is subject to the same controls and regulations that govern the use of all school owned property. It is also understood that the Board of Education may refuse at its discretion the acceptance of this gift.

\_\_\_\_\_  
Accepted by the Board of Education

**November 18, 2021**\_\_\_\_\_  
Date

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
November 18, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Certification of 2021 Winter Tax Levy**

At the September 23, 2021 regular Board meeting, the Novi Board of Education formally certified the revised 2021-22 tax levies as listed below:

<b>HOMESTEAD</b>	<b><u>Mills</u></b>
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	9.1832
 <b>INDUSTRIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	9.1832
 <b>COMMERCIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills	5.2473
General Operating Mills (Hold Harmless-Supp.)	1.2754
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	14.4305
 <b>NON-HOMESTEAD</b>	
<b><u>Levy Description</u></b>	
General Operating Mills	17.2473
Sinking Fund Mills	0.4713
Recreational Mills	0.9365
Debt Mills	<u>6.5000</u>
Total	25.1551



50% of the taxes in the summer and 50% in the winter. Thus, the 2021 winter tax levy is:

<b>HOMESTEAD</b>	<b><u>Mills</u></b>
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	4.0195

<b>INDUSTRIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	4.0195

<b>COMMERCIAL-PERSONAL</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless)	2.6237
General Operating Mills (Hold Harmless-Supp.)	0.0657
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	6.6432

<b>NON-HOMESTEAD</b>	
<b><u>Levy Description</u></b>	
General Operating Mills (Hold Harmless)	8.6236
Sinking Fund Mills	0.2356
Recreational Mills	0.4682
Debt Mills	<u>3.2500</u>
Total	12.5774

This report is presented for Information and Discussion. It is recommended for approval at the next board meeting.

### **RECOMMENDATION**

That the Novi Community School District Board of Education, in the best interest of the school district, authorize the winter (December 2021) tax levy as listed above.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
Steve Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
November 18, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC: 2021-22 Board of Education Meeting Schedule Revision**

On September 9, 2021, the Board approved the 2021-2022 revised meeting schedule that included the rest of the 2021-2022 school year. A schedule conflict has appeared for June 2, 2021. That is the same date as the Novi High School Commencement Ceremony at EMU.

It is being recommended that June 2, 2021 be rescheduled for June 9, 2021.

These meetings will be held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374. The tentative schedule includes the proposed dates that will change.

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

  
\_\_\_\_\_  
Steve Matthews, Superintendent



## Novi Community School District

25345 Taft Rd., Novi, MI 48374 Phone: (248) 449-1204

### 2021-22 Board of Education Meetings

Meeting Location: Board Room - Educational Services Building (ESB)

*August 5, 2021	Thursday	7:00 p.m.	ESB
*August 12, 2021 (workshop session)	Thursday	7:00 p.m.	ESB
*August 25, 2021	Wednesday	5:30 p.m.	ESB
*September 9, 2021	Thursday	7:00 p.m.	ESB
*September 23, 2021	Thursday	7:00 p.m.	ESB
*October 7, 2021	Thursday	7:00 p.m.	ESB
*October 14, 2021	Thursday	7:00 p.m.	ESB
*October 28, 2021	Thursday	7:00 p.m.	ESB
*November 4, 2021	Thursday	7:00 p.m.	ESB
*November 18, 2021	Thursday	7:00 p.m.	ESB
*December 2, 2021	Thursday	7:00 p.m.	ESB
*December 16, 2021	Thursday	7:00 p.m.	ESB
January 6, 2022	Thursday	7:00 p.m.	ESB
January 13, 2022 (workshop session)	Thursday	7:00 p.m.	ESB
January 20, 2022	Thursday	7:00 p.m.	ESB
February 3, 2022	Thursday	7:00 p.m.	ESB
February 17, 2022	Thursday	7:00 p.m.	ESB
March 3, 2022	Thursday	7:00 p.m.	ESB
March 17, 2022	Thursday	7:00 p.m.	ESB
April 7, 2022	Thursday	7:00 p.m.	ESB
April 14, 2022 (workshop session)	Thursday	7:00 p.m.	ESB
April 21, 2022	Thursday	7:00 p.m.	ESB
May 5, 2022	Thursday	7:00 p.m.	ESB
May 19, 2022	Thursday	7:00 p.m.	ESB
<del>June 2, 2022 (HS commencement at EMU)</del>	<del>Thursday</del>	<del>7:00 p.m.</del>	<del>ESB</del>
June 9, 2022 <b>RESCHEDULED DATE</b>	Thursday	7:00 p.m.	ESB
June 16, 2022 (Career Prep Graduation @ 6:00)	Thursday	7:30 p.m.	ESB
June 23, 2022 (workshop session)	Thursday	7:00 p.m.	ESB
July 7, 2022	Thursday	7:00 p.m.	ESB

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
November 18, 2021**

**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 to discuss District land.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education move into a Closed Session to discuss District land.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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

Steve Matthews, Superintendent