



**NOVI COMMUNITY SCHOOL DISTRICT**  
*DEVELOPING EACH STUDENT'S POTENTIAL WITH A WORLD-CLASS EDUCATION*

# **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**

**Meeting Date: January 21, 2021**  
**Virtual via Zoom**

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



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – January 21, 2021**  
**Virtual via Zoom**  
**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**
- V. CONSENT AGENDA A ITEMS**
  - A. Approval of Minutes
- VI. ACTION ITEMS**
  - A Personnel Report
  - B. Professional Auditing Services
  - C. Walsh College Property Purchase
  - D. Extended COVID-19 Learning Plan Reconfirmation
- VII. INFORMATION AND DISCUSSION**
  - A. Bid Package #4: HS-HVAC
  - B. Secure Entry and Classroom/Office Technology
  - C. IB CP Report
  - D. Diversity Equity and Inclusion (DEI) Report
  - E. COVID Metrics to Change Learning Modalities
- VIII. COMMITTEE REPORTS**
  - A. Curriculum Committee
- IX. COMMENTS FROM THE AUDIENCE**
- X. SUPERINTENDENT’S REPORT**
- XI. ADMINISTRATIVE REPORTS**
- XII. BOARD COMMUNICATION**
- XIII. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 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 January 7, 2020
  - b. Work Session Meeting Minutes of January 14, 2021

**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, January 7, 2020  
Novi Community School District  
Board of Education**

---

A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, January 7, 2020, beginning at 7:01 PM via Zoom.

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

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. Cook and supported by Mrs. Roney that the Novi Board of Education approve the agenda as presented.

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

Nays: 0

**MOTION CARRIED**

**NATIONAL SCHOOL BOARD MONTH RESOLUTION**

**Whereas**, Michigan is home to more than 600 board of educations that work to enrich the lives of Michigan's students through education and directly influence instruction in Michigan's public schools; and,

**Whereas**, Article VIII, Section 2 of the Michigan Constitution of 1963 states that providing for the education of Michigan's children is a fundamental duty of state government; and,

**Whereas**, local school board members represent their community to ensure that educational opportunities are provided to the children and young adults in their community that will advance student achievement in the schools and communities in which they serve; and,

**Whereas**, during this month, we join with the Michigan Association of School Boards, Michigan Department of Education, local school districts and community organizations to recognize and raise awareness of the countless efforts and contributions of local school boards and school board members throughout Michigan;

**NOW, THEREFORE**, be it resolved that we, the Novi Community School District, do hereby proclaim the month of January 2021 as Local School Board Month; and honor the contribution of Novi Community School District school board members:

- a) Danielle Ruskin
- b) Tom Smith
- c) Willy Mena

- d) Kathy Hood
- e) Paul Cook
- f) Bobbie Murphy
- g) Mary Ann Roney

#### OATH OF OFFICE

We have received from the Board of County Canvassers, for the County of Oakland, the Certificate of Determination of the election results of the Novi Community School District. The official document states that it has been determined that at the regular election held on November 3, 2020, Danielle R. Ruskin, Paul Cook, and Willy Mena were elected to six-year terms of office, expiring on December 31, 2026.

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

Officiated by Dr. Steve Matthews, the following elected Board members to read the oath tonight as public recognition of their election.

- Danielle Ruskin
- Willy Mena
- Paul Cook

The oath is as follows:

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

#### ELECTION OF OFFICERS

The Board of Education elects officers annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the first meeting in January.

At a Board Work Session, held on Thursday, December 18, 2020, all Board members discussed the Board committees and officer positions.

#### Position of Board President:

It was moved by Mrs. Hood and supported by Mr. Mena that the Novi Board of Education elects Dr. Danielle Ruskin for the position of President for the 2021 fiscal year.

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

Nays: 0

**MOTION CARRIED**

Position of Board Vice-President:

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Board of Education elects Mr. Paul Cook for the position of Vice-President for the 2021 fiscal year.

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

Nays: 0

**MOTION CARRIED**

Position of Board Secretary:

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Board of Education elects Mr. Willy Mena for the position of Secretary for the 2021 fiscal year.

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

Nays: 0

**MOTION CARRIED**

Position of Board Treasurer:

It was moved by Mr. Cook and supported by Mr. Mena that the Novi Board of Education elects Mrs. Kathy Hood for the position of Treasurer for the 2021 fiscal year.

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

Nays: 0

**MOTION CARRIED**

BOARD COMMITTEE APPOINTMENTS

The Board President may identify Board members, or Board members may express an interest, for committee appointments or representation as Board liaisons. The president appointed the following people to the Board committee opportunities:

- Novi Educational Foundation Liaison: Mr Tom Smith
- Community Education ISD Liaison: Mrs. Mary Ann Roney
- OCSBA Government Relations Committee Liaison: Mrs. Kathy Hood
- Standing Committees:
  - Finance Committee:
    - Mrs. Kathy Hood – Chair
    - Mrs. Bobbie Murphy
    - Mrs. Mary Ann Roney
  - Governance and Policy Committee:
    - Mr. Paul Cook – Chair
    - Mr. Tom Smith
    - Dr. Danielle Ruskin
  - Legislative Committee:
    - Mrs. Bobbie Murphy – Chair
    - Mrs. Kathy Hood
    - Mrs. Mary Ann Roney
- Ad Hoc Committees:
  - Capital Projects Committee:
    - Mr. Willy Mena – Chair
    - Mr. Paul Cook
    - Dr. Danielle Ruskin

- Curriculum Committee:
  - Mrs. Mary Ann Roney – Chair
  - Mr. Willy Mena
  - Mr. Tom Smith

### 2021 BOARD MEETING SCHEDULE

A tentative 2021 Board of Education Meeting schedule is presented tonight for review and discussion with these meetings being held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374. The tentative schedule includes proposed dates for the Board Workshops.

It was moved by Mrs. Hood and supported by Mr. Cook that the Board of Education approve 2021 Board of Education Meeting calendar as presented.

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

Nays: 0

### **MOTION CARRIED**

### FOIA, FERPA, AND OMA

School board members are responsible for ensuring that they are knowledgeable of three important governmental and educational laws and guidelines. These are the Freedom of Information Act (FOIA), the Family Education Rights to Privacy Act (FERPA), and Open Meetings Act (OMA).

This board has had presentations on these topics at previous meetings. Tonight that information is provided to the Board as a review of our responsibilities in that area.

No action is needed.

### COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There were two (2) comments from the audience regarding returning to school full-time, in person.

### CONSENT AGENDA A 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 December 17, 2020
- b. Work Session Meeting Minutes of December 17, 2020

It was moved by Mr. Cook and supported by Mrs. Roney that the Novi Board of Education approves the consent item(s) as presented.

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

Nays: 0

**MOTION CARRIED**

**CONSENT AGENDA B ITEMS**

The Board shall, at the organizational meeting:

**A. Designate depositories for school funds:**

The Novi Community School District currently has accounts and investments with the following banks:

**BANK**

Fifth Third Bank

MILAF/Fifth Third

Huntington Bank

CIBC Bank USA

Comerica Bank

Chemical Bank

**ACCOUNT**

General Fund Checking

Debt Fund Checking

Bond Funds

Money Market Account

Money Market Account

Money Market Account

Money Market Account

The Novi Community School District currently uses the following banks for purchase of investments and the ability to wire money to and from the following banks:

Bank of America

Bank of New York Mellon

CIBC Bank USA

Citizens Bank

Comerica Bank

Fifth Third Bank

Flagstar Bank

Huntington Bank

JP Morgan Chase Bank

Level One Bank

PNC Bank

TCF Bank

Washington Trust Bank

**B. Designate those persons authorized to sign checks, contracts, agreements, and purchase orders:**

The Novi Community School District Board of Education currently authorizes the Assistant Superintendent of Business and Operations to sign checks; the Superintendent or designee to sign contracts, and agreements; and the Assistant Superintendent of Business and Operations to sign purchase orders.

**C. Designate those persons authorized to use the safe deposit box:**

The Novi Community School District Board of Education currently does not have a safe deposit box.

**D. Determine fee charged to individuals who request notice of Board meetings:**

The Novi Community School District Board of Education currently does not charge a fee.

**E. Designate an administrator to assume the specified responsibilities of the Treasurer and/or of the Secretary:**

The Novi Community School District Board of Education currently designates the Assistant Superintendent of Business and Operations to assume the specified responsibilities of the Treasurer.

The Novi Community School District Board of Education currently designates the Executive Assistant to the Superintendent to assume the specified responsibilities of the Recording Secretary.



**F. Designate the Electronic Transfer Officer (ETO):**

The Novi Community School District Board of Education currently designates the Assistant Superintendent of Business and Operations as the Electronic Transfer Officer (ETO).

**G. Designate a law firm to represent the School Board:**

The Novi Community School District Board of Education designates Thrun Law Firm to represent the District administration and Miller Johnson (formerly Lusk Albertson) to represent the Board of Education.

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

The Novi Community School District Board of Education currently designates a minimum of two (2) Thursdays a month for their meetings to be held at the Educational Services Building, located at 25345 Taft Road, Novi, Michigan 48374, at 7:00 PM. All dates and times are posted on the Novi Community School District website.

It was moved by Mr. Cook and supported by Mrs. Hood that the Novi Board of Education approves the consent item(s) as presented.

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

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>
-------------	--------------	-------------------	---------------	-------------	------------------

**B. Retirements and Resignations**

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

Check, Mary Anne	NW	Kindergarten Teacher	Retired	02-18-21
------------------	----	----------------------	---------	----------

**A. Leaves of Absence**

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

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

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

Nays: 0

**MOTION CARRIED**

**Bid Package #4: Novi High School Secure Additions**

On Thursday, November 24, 2020, sealed bids were received and publicly opened for the Novi Middle School additions and remodeling. In attendance for the bid opening were representatives

from the Novi Community School District, Plante Moran Cresa, TMP Architecture, McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a Zoom meeting.

The project team conducted post bid interviews with each of the following, qualified bidders, for each bid division of work. During the post bid interview, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors.

Based upon the project team's review of the proposals and bidders, we propose the following recommendations for contract award:

Bid Division 101: Sitework Mr. Daniel Cortis Cortis Brothers TOTAL \$ 435,800.00	TOTAL: \$ 259,400.00
Bid Division 102: Asphalt Paving / Site Concrete Mr. Tim Baugher Asphalt Specialists, Inc. TOTAL \$ 49,350.00	Bid Division 114: Aluminum Entrances / Storefront / Glass / Glazing Mr. Howard Beindit Preferred Glass Inc. TOTAL \$ 607,950.00
Bid Division 103: Selective Demolition Mr. Scott Krall Blue Star, Inc. TOTAL \$ 20,950.00	Bid Division 115: Metal Studs / GPDW / EIFS Mr. Seth Helfman City Contracting Services TOTAL \$ 329,291.00
Bid Division 104: Concrete Footings & Foundations Mr. David Glowski North Channel Construction TOTAL \$ 89,900.00	Bid Division 116: Hard Tile Mr. Franko Sallaku Continental Contracting Co., LLC TOTAL \$ 55,200.00
Bid Division 105: Interior Concrete Flatwork Mr. Dave Reece Clark Contracting Services TOTAL \$ 76,551.00	Bid Division 118: Carpet / Resilient Flooring Mr. Richard Krupske Continental Interiors, Inc. TOTAL \$ 35,000.00
Bid Division 106: Masonry Mr. Howard Hicks HMC Mason Contractors TOTAL \$ 217,550.00	Bid Division 120: Painting Mr. Xhuliano Pjetrushu Continental Contracting Co., LLC TOTAL \$ 33,000.00
Bid Division 107: Steel Mr. Ron Pawlak Judd Industrial Contracting, Inc. TOTAL \$ 700,200.00	Bid Division 128: Casework Mr. Scott Farnell FCI Group LLC TOTAL \$ 29,500.00
Bid Division 108: General Trades / Carpentry Mr. Seth Helfman City Contracting Services TOTAL \$ 270,637.00	Bid Division 140: Plumbing Mr. Paul Bowers Contrast Mechanical, Inc. TOTAL \$149,000.00
Bid Division 109: Roofing/Sheetmetal Mr. Steve Eskelinen Esko Roofing & Sheet Metal	Bid Division 141: Fire Suspension Mr. William Case Professional Sprinkler, Inc. TOTAL \$ 32,980.00
	Bid Division 143: Electrical

Mr. John Ramonaitis  
Amcomm Telecommunications Inc. TOTAL \$

328,368.00

Total Award Recommendation Amount: \$3,738,777.00

This came before the Board for information and discussion at the January 7, 2021 and comes back for approval tonight.

It was moved by Mrs. Roney and supported by Mr. Cook that the Novi Community School District Board of Education approve the contract awards as recommended above in the amount of \$3,738,777.00.

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

Nays: 0

**MOTION CARRIED**

### **INFORMATION AND DISCUSSION**

#### **Professional Auditing Services**

On November 12, 2020 we received a proposal for a contract extension with Plante Moran.

The agreement is to provide external, independent auditing services beginning with an audit of the financial statements for the fiscal years ending June 30, 2021, 2022 and 2023. The estimate fee-for-service for basic financial statement and federal program audits is \$46,250 per year, which represents a 4.0% increase and will remain fixed for the duration of the extension. Their current contract expired at the conclusion of the June 30, 2020 audit.

Plante Moran has performed auditing services for the district since 2012. It is recommended that Plante Moran be awarded a three year extension for professional audit services.

Plante Moran is a regional accounting firm headquartered in Southfield, Michigan with a total of 21 U.S. offices.

- Serves over 200 school districts, more than any other CPA firm in Michigan
- Clients include 13 of the 15 largest school districts in Michigan
- 150 staff members that receive specialized school district training
- Received a "Pass" Rating on most recent Peer Review
- Affiliations with MSBO, ASBO, MICPA, MASB, MASA, MDE

This comes before the Board tonight for information and discussion. It will come back before the Board on January 23, 2021 with the recommendation that the Professional Audit Services be awarded to Plante Moran in the amount of \$46,250 annually for the fiscal years ending June 30, 2021, 2022 and 2023.

#### **COVID Metrics to Change Learning Modalities**

Returning students to school five days a week is a common goal of our Novi Community School District parents, Board of Education, teachers, and administrators. In order to do so, the conditions in our schools and communities need to be safe.

Over the past several months we have examined this issue from a number of perspectives. I would like to provide another way to examine this issue.

On August 6, when the Board of Education approved our Return to School Plan, the COVID-19 statistics in Oakland County looked like this:

7 day case average per million residents in Oakland County	101
Cases per 10,000 residents in zip code 48374	10.9
Cases per 10,000 residents in zip code 48375	18.9
Cases per 10,000 residents in zip code 48377	15.4
Cases per 10,000 residents in the Novi Community School District	4.3
Percentage of reported positive tests in Oakland County over the last 7 days	5.35%

On September 8, our first day of school, the COVID-19 statistics in Oakland County looked like this:

7 day case average per million residents in Oakland County	75
Cases per 10,000 residents in zip code 48374	22.5
Cases per 10,000 residents in zip code 48375	13.6
Cases per 10,000 residents in zip code 48377	22.7
Cases per 10,000 residents in the Novi Community School District	8.8
Percentage of reported positive tests in Oakland County over the last 7 days	5.65%

Four weeks into the school year, October 6, the COVID-19 statistics in Oakland County looked like this:

7 day case average per million residents in Oakland County	74
Cases per 10,000 residents in zip code 48374	16.7
Cases per 10,000 residents in zip code 48375	19.3
Cases per 10,000 residents in zip code 48377	21.5
Cases per 10,000 residents in the Novi Community School District	4.9
Percentage of reported positive tests in Oakland County over the last 7 days	3.27%

Eight weeks into the school year, November 3, the COVID-19 statistics in Oakland County looked like this:

7 day case average per million residents in Oakland County	361
Cases per 10,000 residents in zip code 48374	32.1
Cases per 10,000 residents in zip code 48375	32.1
Cases per 10,000 residents in zip code 48377	51.6
Cases per 10,000 residents in the Novi Community School District	28.6
Percentage of reported positive tests in Oakland County over the last 7 days	10.02%

Twelve weeks into the school year, December 1, the COVID-19 statistics in Oakland County looked like this:

7 day case average per million residents in Oakland County	716
Cases per 10,000 residents in zip code 48374	111.6
Cases per 10,000 residents in zip code 48375	95.3
Cases per 10,000 residents in zip code 48377	153.0
Cases per 10,000 residents in the Novi Community School District	61.7
Percentage of reported positive tests in Oakland County over the last 7 days	12.16%

The last day of school in December, December 18, the COVID-19 statistics in Oakland County looked like this:

7 day case average per million residents in Oakland County	380
Cases per 10,000 residents in zip code 48374	93.0
Cases per 10,000 residents in zip code 48375	111.5
Cases per 10,000 residents in zip code 48377	150.5
Cases per 10,000 residents in the Novi Community School District	48.3
Percentage of reported positive tests in Oakland County over the last 7 days	7.83%

Upon our return to school on January 4, the COVID-19 statistics in Oakland County looked like this:

7 day case average per million residents in Oakland County	300
Cases per 10,000 residents in zip code 48374	62.2
Cases per 10,000 residents in zip code 48375	53.1
Cases per 10,000 residents in zip code 48377	91.6
Cases per 10,000 residents in the Novi Community School District	35.5
Percentage of reported positive tests in Oakland County over the last 7 days	6.09%

These numbers show a steady rise over the course through December and then a slowing trend downward into January. As of January 7, the numbers in our district are higher than when we made the decision to go hybrid and virtual in August and September.

Over the course of the school year we have kept track of positive cases reported to the district by week. A summary of those numbers through January 4, shows the following:

Building	Total Positive Cases	Students	Staff
ECEC	4		4
Deerfield	2	1	1
Meadows	7	3	4
Novi Woods	2	1	1
Orchard Hills			
Parkview	2	1	1
Village Oaks	3	2	1

Novi Middle School	3	3	
High School	18	15	3
Career Prep/Adult Ed			
NATC	2		2
Other (transportation)	5	2	3
	48	28	20

In our district, we started school on September 8 with two options for students – virtual and hybrid. Roughly 55% of our students opted for virtual learning and 45% opted for in person hybrid learning.

Our district has provided a consistent learning environment since September 8. We have offered hybrid in-person or a virtual option every day since September 8. Other districts surrounding us and throughout the state have jumped back and forth between in-person and virtual learning.

One of the keys to effective learning is consistency. That is why we stress attendance and why teachers craft learning routines. In our district, even in the midst of the pandemic, we have offered a consistent weekly schedule since September 8.

There were two disruptions this fall. First, at the high school in early September, we had to close the in-person hybrid option for two days when we had nine students test positive and were not able to conclude our contact tracing. The second event was in November when the governor closed high schools for in-person instruction for several weeks. In both cases our high school students were transitioned to a virtual environment.

The question that we are now struggling with is how do we move back to a more “regular” school environment.

In December, the board approved a recommendation that extended our current approach to January 22 – the end of first semester. Parents were asked to commit to either the virtual or hybrid in-person options for second semester starting January 25. Parents who wanted to switch – either from virtual to hybrid or hybrid to virtual – were asked to complete a survey. Those who did not want to change did not complete the survey.

In the survey, parents were told that the choice made would last for the entire second semester. Additionally, those who kept or selected the hybrid in-person were told that it might be possible to transition back to five-day per week in-person if the COVID-19 numbers substantially improved.

The question for this board is will it be possible to transition our hybrid students back to five-day per week in-person classes during second semester.

The numbers, while greatly improved from the peak in November and December, are still well above where we were when we made the decision to go virtual and in-person hybrid in August and when we started school in September.

No specific guidance has been provided by the Michigan Department of Health and Human Services, the Governor's Office, or the Oakland County Health Division. An epidemiologist for the Oakland County Health Division, in a phone call, suggested that the best indicator is local data – the cases per school district.

However, basing this decision on one data point does not seem appropriate.

Additionally, we are just now one week removed from New Year's Eve and our Holiday break. We are unsure if numbers will rise again due to travel or small group gatherings.

Michigan State University's (MSU) Education Policy Innovation Collaborative (EPIC) study, *To What Extent Does In-person Schooling Contribute to the Spread of COVID-19*, states:

*The important exception is that we do find some evidence that in-person modality is associated with increased COVID spread in communities with relatively high pre-existing levels of COVID. In Michigan, for instance, districts offering an in-person instructional modality show increased COVID spread for daily average case counts over 21 cases per 100,000 (this is about the 95th percentile of the pre-existing case count distribution in our data); there is no significant evidence that school systems offering hybrid instruction increases COVID spread.*

The Oakland County Health Division provides numbers in units of cases per million and cases per 10,000. 21 cases per 100,000 would be 210 cases per million and 2.1 cases per 10,000.

The Oakland County Health Division *Guidance on In-person Instruction* document identifies two county level indicators – cases per million and positivity rate. Their recommended numbers per million cases are significantly more conservative than this study by MSU's EPIC study.

Low risk: <7 cases per million; <3% percent positivity

Level A: 7 to <20 cases per million; 3 to <7% percent positivity

Level B: 20 to <40 cases per million; 7 to <10% percent positivity

Level C: 40 to <70 cases per million; 10 to <15% percent positivity

Level D: 70 to <150 cases per million; 15 to <20% percent positivity

Level E: 150 or greater cases per million; 20 or greater percent positivity

Given what we know at this time, I would recommend the following.

1. We make no decision based on numbers today as we wait to see if there will be a surge following the holidays.
2. That we focus on three indicators:
  - a. Cases per million in the county
  - b. Cases in our three zip code areas of the Novi Community School District
    - i. This in essence is our neighborhood pod
  - c. Cases per 10,000 in the Novi Community School District
3. Recommended levels to return to five-day per week in-person instruction would be:
  - a. 150 cases per million in the county

- i. Three consecutive weeks
- b. 20 cases per 10,000 in the three zip code areas of the Novi Community School District
  - i. Three consecutive weeks
- c. 20 cases per 10,000 in the Novi Community School District
  - i. Three consecutive reporting periods

There is no right answer. We must use our collective best judgment to create conditions where students can learn and where they are safe.

I would ask that the Board continue to consider these options and make a decision on January 21 on the direction that we should move as second semester begins.

### COMMITTEE REPORTS

#### Capital Projects Committee

Willy Mena, Board Secretary and Chair of the Capital Projects Committee, reported that committee had a robust discussion around Walsh College. He stated that things are going well and that they will be presenting this information to the Board soon.

### COMMENTS FROM THE AUDIENCE

There were two (2) additional comments from the audience this evening regarding the District's DEI initiatives.

### SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of Schools, reported that he is excited about our return to school this week. He stated that he had several conversations with the Oakland County Health Division who indicated that they had received 5,850 doses of the COVID-19 vaccine and anticipate that they will receive more doses in the coming weeks. Dr. Matthews said that they opened an appointment schedule with an opportunity for school staff to be vaccinated and that it had quickly filled.

He mentioned that there are over 18, 000 school personnel in Oakland County. Dr. Matthews requested a specific vaccination site for our staff, but was told that it is not possible at this time. He reported that we will continue to try and find ways to protect our staff and will continue the effort to ensure safety in our District.

Dr. Matthews highlighted that our girls swim and dive and volleyball teams continue their fall sports tournament. He stated that the swim and dive meet is January 15 and 16 and the volleyball quarter final is Tuesday, January 12. Dr. Matthews said that they are limited on the number of fans allowed at these events, so he would report back on how our girls' teams do.

He welcomed everyone back and stated that he looks forward to a great start to the second semester, which starts January 25.

### ADMINISTRATIVE REPORTS

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, wished everyone a happy new year. He recognized the Board for School Board Recognition Month and expressed his gratitude to all of the Board members for their dedication and wisdom since the beginning of the year. He stated that



he appreciated their leadership.

Dr. Kinzer reported that in December the business office and human resources combined to complete a pretty significant project, the Michigan Department of Treasury's teacher and school support staff COVID-19 grants, the hazard pay grants. He stated that this a major undertaking to apply all of the criteria and identify all of the eligible employees. Dr. Kinzer said that the vast majority of employees will receive those grants in February. He mentioned that the State of Michigan just announced that they are moving into phase two of that program. Dr. Kinzer reported that they have allocated additional funding for some categories of employees who were no eligible the first time. He stated that we do not have detailed information on how that is going to work, but we will be looking for guidance and will follow through.

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, wished everyone a happy new year and welcomed them back. He stated that he looks forward to a successful second half of the school year, both academically and financially.

Mr. McIntyre expressed his gratitude to the superintendent and the Board for their consideration of the Plante Moran auditing contract.

Dr. RJ Webber, Assistant Superintendent for Academic Services, shared two quotes from Eli Wiesel, who survived Auschwitz and won the Nobel Peace prize for peace in 1986: first, "When a person does not have gratitude, something is missing in his or her humanity." And second, "A person can almost be defined by his or her attitude towards gratitude."

Dr. Webber shared PowerPoint showing an initiative that came out of the Incubator class. He reported that a number of students came up with different pitches, different ideas that would be of service to the community and the 29.6 one launched today. Dr. Webber stated that the Incubator students are ready to beta test their new tutoring service called Leverage, pairing Elementary English Language Learners with high school students who speak the same language. He said that parents can sign.

Dr. Webber expressed love and gratitude to the students who put their energy into this and to Ms. Ringle, who was pivotal in helping them with 29.6. He mentioned that the 29.6 is the percentage of Novi elementary students who are in our ESL program and the problem with virtual learning is they cannot read lips, do not have one-to-one communication or individual help, so leverage was created.

Dr. Webber reported that the idea is to have high school students help out elementary student with their homework. He stated that they would match ESL students with volunteers who speak the same language in order to encourage English comprehension, so dual language learning. Dr. Webber said this infuses English with the student's native language, so they can connect the concept with something they already know.

He reported that this program model is students, parents, and high school volunteers, brought together by the levered team. Dr. Webber stated that the benefit to the Ell students would be a higher reading and English comprehension leading to high WIDA scores. He mentioned that they were going to need 46 volunteers and, no surprise, they ended up with 82. Dr. Webber said there

will be a book activity where the kids are actually going to be published authors written by the ESL students. He reported that each student will contribute a short story, with the help of their tutors, and in the end the book will be published by a local publisher or our community school district. Dr. Webber stated that this is the power of public education and what happens when you think creatively like the Incubator and allow students to choose their own path, paths that exceed our expectations.

He shared another Eli Wiesel quote, "I swore never to be silent whenever and wherever human beings endure suffering and humiliation. We must always take sides." Dr. Webber said that today our teachers had to answer a lot of questions from students (with regards to the march on the U.S. capital). He expressed his gratitude to those teachers for not standing idly by and for engaging our bright, curious students who deserve to have conversations about these things.

Dr. Webber thanked the school Board during this appreciation month and to Paul, Danielle, and Tom who chose to run again in the midst of the pandemic, which says a lot about them because this is a heck of a job, exceptionally difficult and stressful. He stated, please know how much the community appreciates your commitment to our kids.

#### BOARD COMMUNICATION

Mr. Paul Cook, Board Vice-President, stated that they had stayed out of the schools due to COVID and social distancing, and requested the Board member building assignments, so that they could start getting back in the schools, after the 15<sup>th</sup>, to meet with the principals and see what is going on. Dr. Matthews responded that we will look at the orders given by the governor to check and see if it is still in effect.

Dr. Ruskin, Board President, asked Dr. Webber to please share the presentation with Sheila, so that she can send it out to the Board. She wished everyone a happy new year and stated that she looks forward to the day when we can all be in person again. Dr. Ruskin said that we look forward to being together and the camaraderie just as the students to with their teachers.

#### ADJOURNMENT

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

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

Nays: 0

#### **MOTION CARRIED**

The meeting adjourned at 8:27 p.m. The next regular meeting of the Board is scheduled for January 21, 2021 at 7:00 p.m.

---

Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: <a href="https://www.novi.k12.mi.us">novi.k12.mi.us</a>
--



**Minutes of a Work Session, January 14, 2021  
Novi Community School District  
Board of Education**

---

A Work Session of the Board of Trustees of Novi Community School District was held Thursday, January 14, 2021, beginning at 7:05 PM virtually via Zoom.

Present: Dr. Ruskin, Mrs. Hood, Mr. Mena, Mrs. Murphy, Mr. Smith, and Mr. Cook

Absent: Mrs. Roney

Others Present: Dr. Steven Matthew, Dr. RJ Webber, Dr. Gary Kinzer, Mr. Greg McIntyre, Mr. Mike Dragoo, Mr. Kevin Donnelly, Mr. John Castenella, Ms. Agnes Arbuckle, and Mr. Bill McCarthy

**TOPIC(S) DISCUSSED**

1. Walsh College presentation and discussion
2. Superintendent Self-Evaluation discussion

The Work Session adjourned at 9:31 PM. The next regular meeting of the Board is scheduled for January 21, 2021 at 7:00 p.m., virtually via Zoom.

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

An online recording of this meeting is available on YouTube and on the District Website: [novi.k12.mi.us](https://novi.k12.mi.us)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

**TOPIC:** Personnel Recommendations

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>
Bazini, Emily	K-4	Academic Interventionist	New Hire	BA+15	01-25-21

**B. Retirements and Resignations**

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

**C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Stotler, Timothy	HS	Special Ed Para	LOA #1-Health	01-22-21

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
Steven M. Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS**

**TOPIC:** Professional Audit Services

On November 12, 2020 we received a proposal for a contract extension with Plante Moran.

The agreement is to provide external, independent auditing services beginning with an audit of the financial statements for the fiscal years ending June 30, 2021, 2022 and 2023. The estimate fee-for-service for basic financial statement and federal program audits is \$46,250 per year, which represents a 4.0% increase and will remain fixed for the duration of the extension. Their current contract expired at the conclusion of the June 30, 2020 audit.

Plante Moran has perform auditing services for the district since 2012. It is recommended that Plante Moran be awarded a three year extension for professional audit services.

Plante Moran is a regional accounting firm headquartered in Southfield, Michigan with a total of 21 U.S. offices.

- Serves over 200 school districts, more than any other CPA firm in Michigan
- Clients include 13 of the 15 largest school districts in Michigan
- 150 staff members that receive specialize school district training
- Received a “Pass” Rating on most recent Peer Review
- Affiliations with MSBO, ASBO, MICPA, MASB, MASA, MDE

Plante Moran annually offers a school law and finance seminar for school board members and administrators. This year’s School Law and Finance Seminar takes place on January 23 and February 6.

**RECOMMENDATION**

That, in the best interest of the Novi Community School District, the extension for Professional Audit Services be awarded to Plante Moran in the amount of \$46,250 annually for the fiscal years ending June 30, 2021, 2022 and 2023.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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

November 12, 2020

Mr. Gregory McIntyre  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

Dear Mr. McIntyre:

We are pleased to submit this proposal to conduct the annual audit of the financial statements and federal programs of the District for the fiscal years ending June 30, 2021 through June 30, 2023.

Technical expertise...We believe that we are well qualified to meet your requirements because of our unique client service focus and technical expertise, our experience as school district auditors and consulting specialists, and our ability to provide the wide range of services necessary to meet Novi's individual needs.

We are frequent presenters at various technical sessions throughout the State and are active on many of the State committees affecting districts with regard to finance and accounting. Our method of operation, as well as the experience and competence of our school district auditing and consulting team, will continue to provide the best service and value to the Novi Community School District.

Commitment...Plante & Moran is Michigan's leading school district auditing and accounting specialists. We provide service to more than 200 school district clients throughout the country, including 13 of the 15 largest school districts in Michigan; we serve more Michigan school district audit clients than any other public accounting firm in the State. Listed below are reasons why we are able to continue to provide value to Novi Community School District:

- We provide continuity of staff assigned to your account. This is possible because our turnover rates are significantly lower than industry norms.
- We have more than 150 staff members that receive specialized school district training. This specialized knowledge and expertise enhances the audit process.
- Our commitment of greater partner and senior staff time to planning and communicating with you creates efficiencies and ideas that bring greater value to you and your staff.
- We are committed to meeting all delivery expectations for the financial statement audit and Board presentation. We work within your timing constraints and deadlines.
- We work tirelessly on behalf of our school clients on new accounting and auditing rules to make sure you can implement items as efficiently as possible, including providing training and tools on new pronouncements to allow you to implement efficiently.

Fee quotation... We estimate our fee for the basic financial statement and federal program audits for the years ending June 30, 2021 through June 30, 2023 will not exceed \$46,250 per year, including preparation of the financial statements.

Our estimate is based on your staff completing all the normal year-end accounting functions and preparing all necessary lead schedules and required account analyses, as well as being available to us for clerical tasks, such as locating invoices and assisting in the preparation of confirmation letters. Before beginning the audit, we will agree on the list of schedules to be supplied by your staff. If you would like us to perform additional services, we will furnish you with the estimated additional fee before proceeding. If, for any reason, the time required to complete the assignment is less than our estimate, our fee will be reduced accordingly.

We would be happy to provide any additional information you need or to meet with you and members of the Board to discuss this proposal in further detail.

Very truly yours,

**PLANTE & MORAN, PLLC**



Jeffrey C. Higgins, CPA

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Walsh College Presentation and Discussion

As part of the new Meadows construction, two important district programs need to be relocated for up to two school years. The Novi Adult Transition Center (NATC), which provides service to students aged 18-26 who are still working on their Individual Educational Plan (IEP) goals, and the Novi Career Prep Alternative Education and Adult Education program, which provides an alternative high school experience for traditionally aged students, adult high school completion and GED programs, and adult English as a Second Language (ESL), both need to be relocated because of the new Meadows construction.

Renting space for them is not an allowable bond expense so that cost would come from the general fund. A second, bondable option, of bringing portable buildings on site would cost approximately one million dollars.

A third option presented itself to the district when Plante Moran Cresa identified that Walsh College was for sale and could be purchased and repurposed for district programs, including temporary or permanent homes for the Novi Adult Transition Program and Novi Career Prep Alternative Education and Adult Education.

A closed session, permitted by law to discuss real estate purchases, occurred at the Board Meeting on November 19<sup>th</sup>. After that meeting, the District entered into a (60) day due diligence period for the Walsh College property purchase. District administration, the Capital Projects Committee, PMC, and the project team have been working closely in developing potential program and space utilization options for the Walsh Building, 6<sup>th</sup> grade house, and the high school.

At an open work session on January 14, 2021, the Novi Community School District Board of Education discussed the presentation deck prepared by the project team that outlines our recommendations to date. This comes back before the Board tonight for approval.

**RECOMMENDATION:** That the Novi Community School District Board of Education approves the purchase and repurposing of Walsh College for district programs, including temporary or permanent homes for the Novi Adult Transition Program and Novi Career Prep Alternative Education and Adult Education and delegates to the Superintendent or his designee the authority to execute the appropriate contracts and legal documents.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**



**Steve Matthews, Superintendent**





## Walsh Community College Novi, Michigan

- ☐ Background and Update
- ☐ Legal and Financing
- ☐ Due Diligence
- ☐ Operations / Programming
- ☐ Budget and Schedule
- ☐ Appendix

# Walsh Community College Novi Campus

## Background and Update

- Board conducted closed door work session on November 05, 2020 to discuss and review the Walsh College property.
- NCSD legal counsel developed and negotiated a purchase agreement with Walsh College.
- On November 19, 2020 both NCSD and Walsh College Boards approved the purchase agreement as proposed.
- NCSD, PMC, TMP and McCarthy & Smith, have completed the due diligence process and are meeting bi-weekly.
- NCSD have engaged all outside parties required to assist with due diligence. i.e. – Survey and Environmental and their services are complete.
- NCSD Facilities and IT departments have reviewed the property and brought forth comments and recommendations.
- Financing and programming options are developed for the District's consideration.
- Conceptual budgetary considerations / scenarios are complete.



## Legal and Financing

- Purchase agreement was executed, and deposits (\$30K) made to escrow per the terms of the purchase agreement.
- Due diligence period of (60) days has started effective November 21, 2020 and ends January 22, 2021. \$15K for an additional (30) day due diligence period. Termination at end of (60) days required in writing, and initial (\$30K) deposit refundable.
- District's legal counsel(s) confirmed the Walsh property purchase can be funded from the sinking fund.
- The District is working with 5<sup>th</sup> / 3<sup>rd</sup> Bank for an installment purchase option that will use sinking funds for the purchase of the building.
- There will be no mortgage on the building, but NCSD must pledge to not use the building as collateral to procure other loans or bonds.
- NCSD can finance 100% of the purchase price (\$4.15m).
- Interest rate will be fixed over the life of the loan. 2.75% locked at closing.
- Loan will be over 7 years, with an option to pay it back early without a prepayment penalty after the first three years.
- 5th/3rd attorney will reach out to Kirk Herald at Thrun with details of the installment purchase agreement.

### AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT OF PURCHASE AND SALE (the "Agreement") is made and entered into as of this 20<sup>th</sup> day of November, 2020, by and between WALSH COLLEGE OF ACCOUNTANCY AND BUSINESS ADMINISTRATION, a Michigan nonprofit corporation ("Seller"), and Novi Community School District, a Michigan general powers school district, organized and operating pursuant to the Michigan Revised School Code, MCL 380.1, et seq., as amended ("Purchaser").

Seller and Purchaser agree as follows:

1. **PROPERTY.** Seller agrees to sell and convey to Purchaser, and Purchaser agrees to purchase from Seller, the property described in the attached plat and map, together with all further described rights, if any, including, but not limited to, public ways adjacent to, and used in connection with, the center line thereof, and all other interests in the property.

2. **PURCHASE PRICE.** Property shall be sold for the sum of \$4,150,000.00 (Four Million, One Hundred Fifty Thousand and No/100ths Dollars) and the purchase price shall be paid to Seller in full at the time of closing.

3. **CLOSING.** Closing shall take place on or before the date set forth in the attached plat and map, and the parties shall execute all necessary documents at that time.

4. **EARNOUT.** Seller shall deliver to Purchaser a deed in fee simple, subject to the terms and conditions hereof, and the deed shall be recorded in the public records of the State of Michigan.

5. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

6. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

7. **TITLE MATTERS; CONTRACTS.** Seller shall deliver to Purchaser a deed in fee simple, subject to the terms and conditions hereof, and the deed shall be recorded in the public records of the State of Michigan.

8. **CONVEYANCE OF TITLE.** At Closing, Seller agrees to deliver to Purchaser a deed in fee simple, subject to the terms and conditions hereof, and the deed shall be recorded in the public records of the State of Michigan.

9. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

10. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

11. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

12. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

13. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

14. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

15. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

16. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

17. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

18. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

19. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

20. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

21. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

22. **ASSIGNMENT.** Seller agrees to assign to Purchaser all of its rights and interests in the property, and to execute all necessary documents to effect such assignment.

23. **WARRANTY.** Seller warrants that the property is free of all liens, encumbrances, and other interests, except as may be shown on the attached plat and map, and that the property is in good condition, and that Seller has no knowledge of any defects in the property.

activities, inspections and investigations by Purchaser or its agents or representatives and the acts or omissions of Purchaser or said agents or representatives, which obligation shall survive the termination of this Agreement, excluding, however, (i) any cost or damage to the extent incurred or caused by the acts of Seller or its agents or representatives; (ii) any pre-existing conditions of the Property merely discovered during Purchaser's investigations, except to the extent exacerbated by Purchaser or its agents or representatives; (iii) the diminution of fair market value of the Property resulting solely from the information disclosed by any of Purchaser's examinations and inspections; and/or (iv) any damages other than actual damages (such non-indemnified damages to include, without limitation, consequential damages, lost profits, special damages, or punitive damages).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement of Purchase and Sale on the date first above written.

### PURCHASER:

NOVI COMMUNITY SCHOOL DISTRICT,  
a Michigan general powers school district,

By: H. Matthews

Name: Helen Matthews

Its: Superintendent

### SELLER:

WALSH COLLEGE OF ACCOUNTANCY AND  
BUSINESS ADMINISTRATION, a Michigan  
nonprofit corporation

By: Helen C. Kiana-Toussaint

Name: Helen C. Kiana-Toussaint

Its: Chief Financial Officer



# Walsh Community College Novi Campus

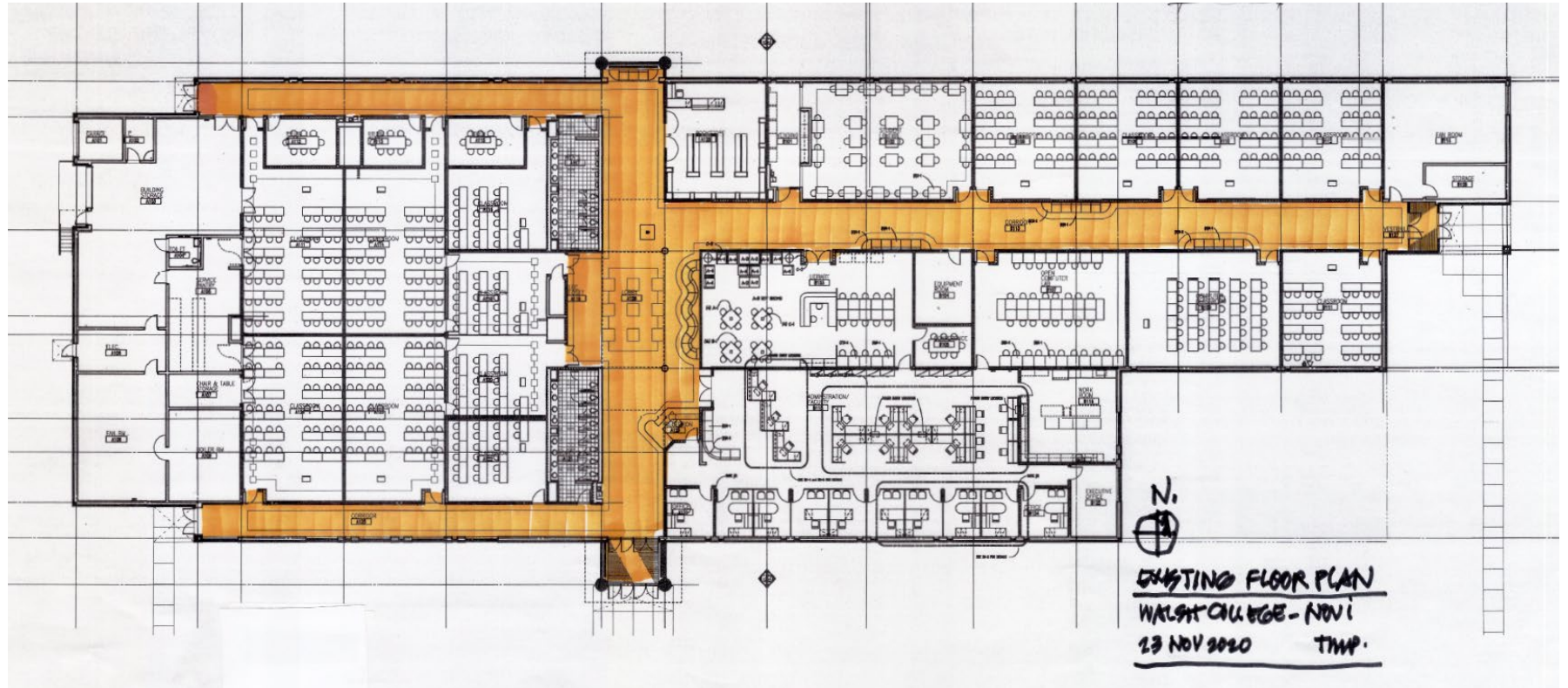
## Due Diligence

- Due diligence period started on November 21, 2020 and concludes January 22, 2020 with option to extend.
- It's assumed the roof, parking lot, and loading dock will require some level of repair or replacement. This has been factored into the purchase price considerations.
- NCSD Facilities Staff along with consultants have evaluated the Walsh building relative to mechanical, electrical, and control systems. Building condition is consistent with a (20) yr. old building has been well maintained.
- Oakland Schools reviewed the property relative to IT needs and requirements. Building will need to be brought up to NCSD IT Standards.
- TMP Architecture and McCarthy & Smith have both reviewed the building and the programming and budgeting process is underway for options being considered.
- Updated Alta Surveys are complete.
- Environmental building assessments along with Phase I environmental assessments are complete.



# Walsh Community College Novi Campus

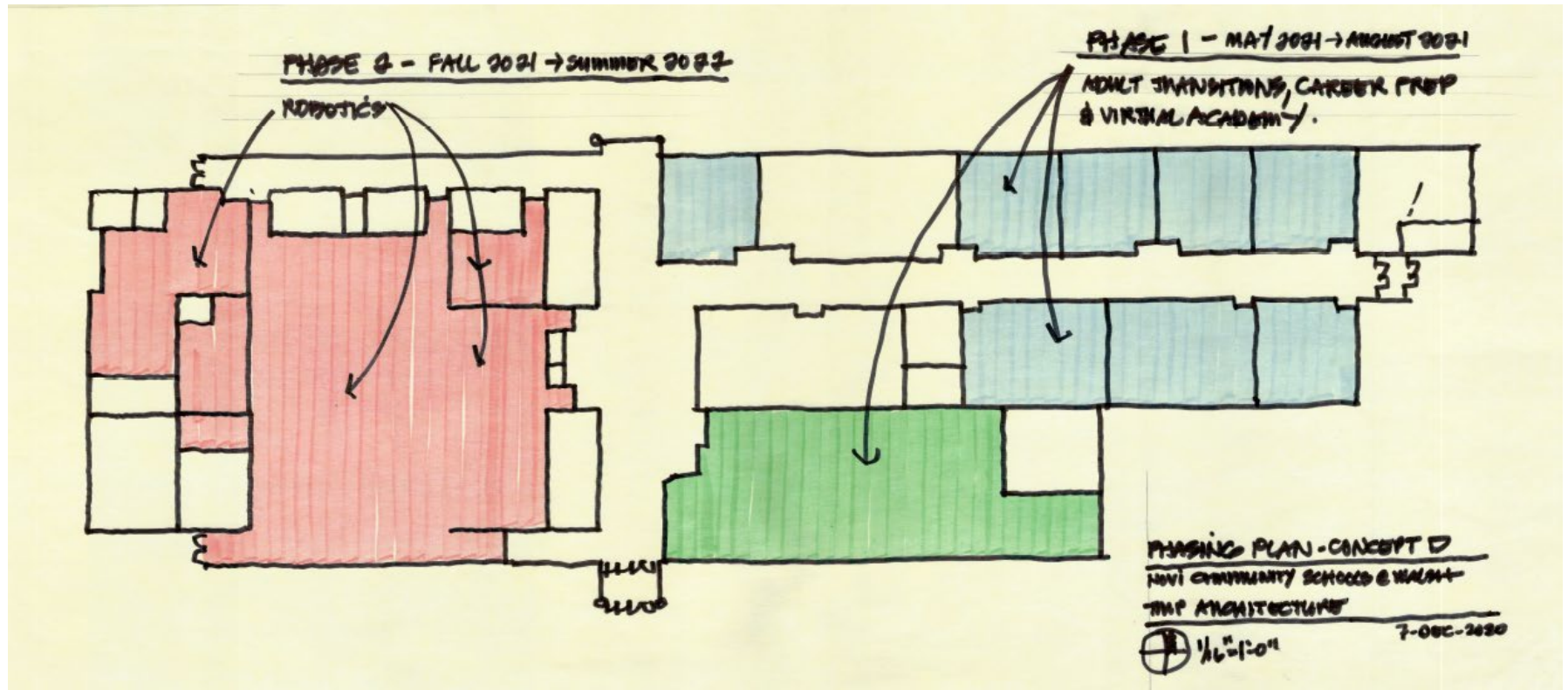
## Existing Floor Plan



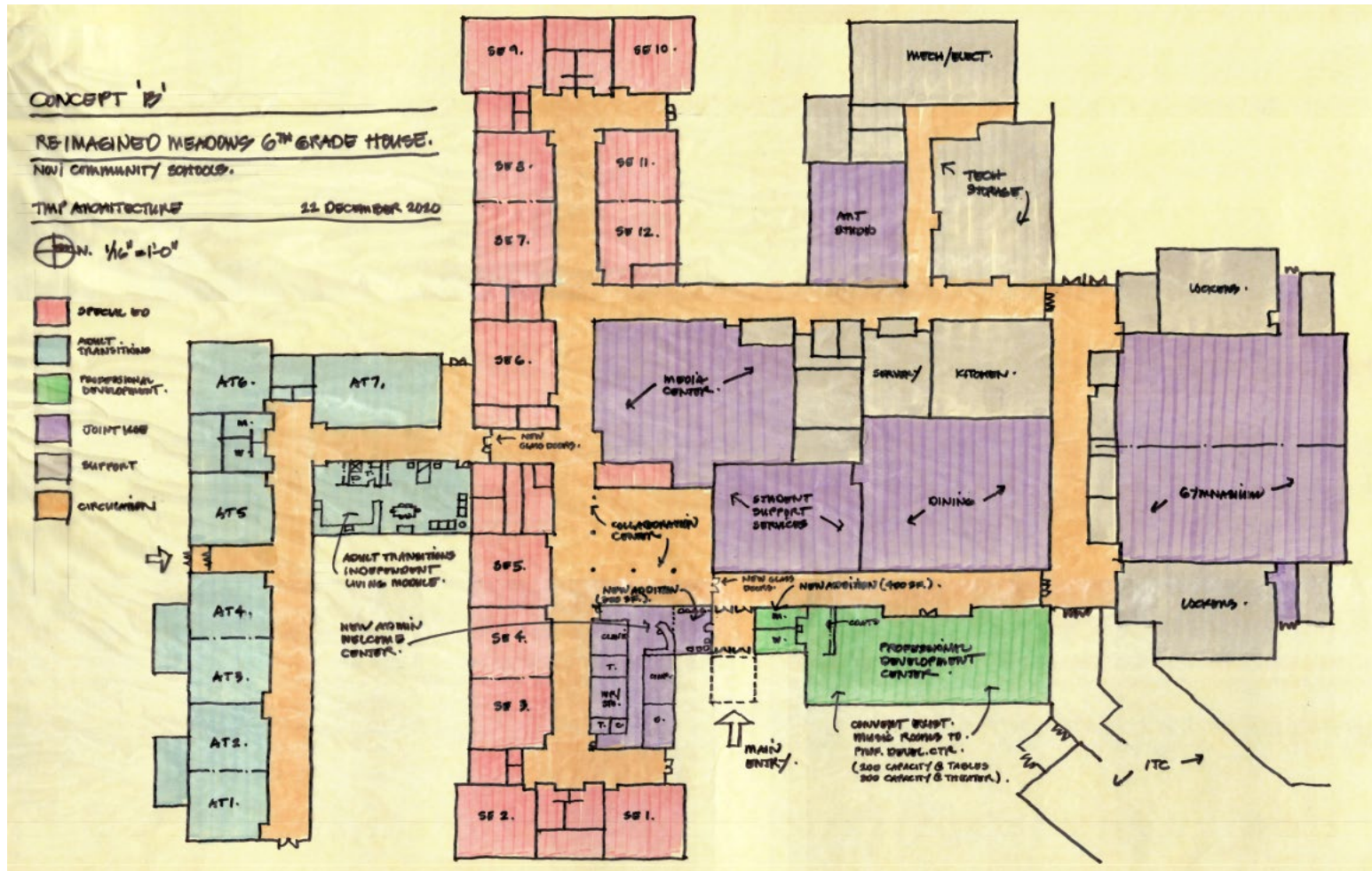




## Proposed Phasing Plan



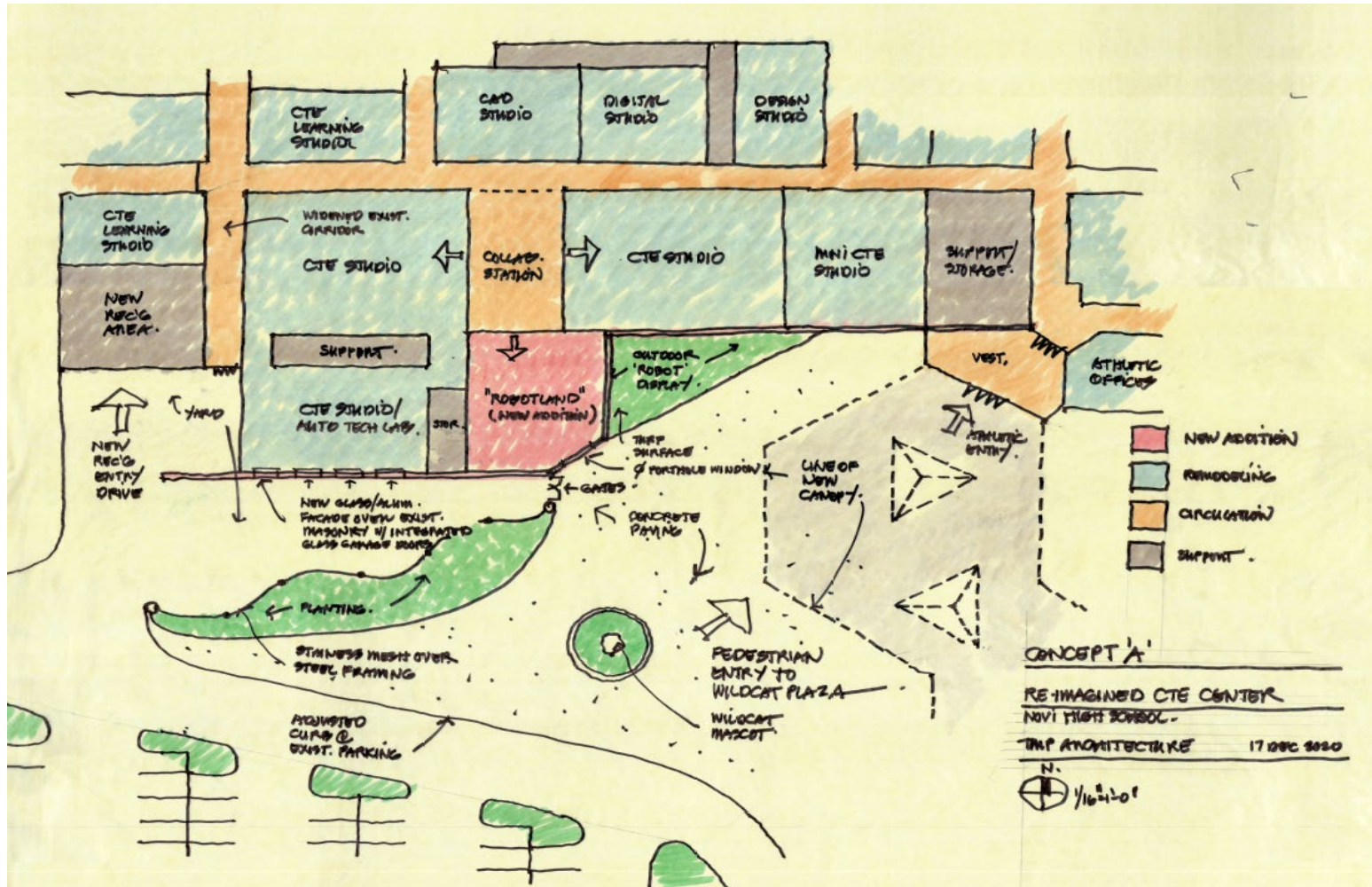
## Meadow's 6<sup>th</sup> Grade House – Recommended Programming Option





# Walsh Community College Novi Campus

## High School Recommended Programming Option



# Walsh Community College Novi Campus

## Budget Considerations

OWNER:	NOVI COMMUNITY SCHOOLS DISTRICT										DRAFT				PRINT DATE:		12/23/2020	
PROJECT:	Cost Comparison of:				High School CAT Lab and 6th Grade Building Remodeling						TMP PROJECT #		TBD					
				vs.						MCS PROJECT #		TBD						
Purchase & Walsh Building/Remodeling and 6th Grade Building Remodeling																		
BOND 2020 PROGRAM BUDGET							WALSH & 6TH GRADE BUILDING											
	High School	6th Grade Building	Meadows		TOTAL	\$/SF	Walsh Building			High School	6th Grade Building	TOTAL	\$/SF	VARIANCE	%			
		Special ED, Adult Transition, Career Prep.	Temp. Space for Adult Transitions & Career Prep (2 year Lease)	Virtual Academy			Purchase of Walsh Building	Phase 1 Adult Transitions & Career Prep. Virtual Academy	Phase 2 Robotics	Addition and Renovation for Robotics	Special ED, Adult Trans. & Profes. Devel.							
BUDGET	HS CAT Lab																	
SIZE (SF)	11,000	90,881	0	0	101,881		34,176	19,176	15,000	2,500	90,881	127,557		25,676	25%			
CONSTRUCTION BUDGET	\$ 3,981,836	\$ 3,096,329	\$ 800,000	Not in the Bond	\$ 7,878,165	77	\$ 4,150,000	\$ 705,844	\$ 1,208,000	\$ 587,500	\$ 2,036,310	\$ 8,687,654	68	\$ (809,489)				
TECHNOLOGY	\$ 168,750	\$ 568,125	\$ 150,000	Not in the Bond	\$ 886,875	9	\$ -	\$ 396,368	In Phase 1	\$ 250,000	\$ 568,125	\$ 1,214,493	10	\$ (327,618)				
FF & E	\$ 286,250	\$ 34,350	\$ 50,000	Not in the Bond	\$ 370,600	4	\$ -	Existing	Existing	\$ 150,000	\$ 34,350	\$ 184,350	1	\$ 186,250				
TOTAL BUDGET	\$ 4,436,836	\$ 3,698,804	\$ 1,000,000	\$ -	\$ 9,135,640	90	\$ 4,150,000	\$ 1,102,212	\$ 1,208,000	\$ 987,500	\$ 2,638,785	\$ 10,086,497	79	\$ (950,857)	-10.41%			

### WALSH BUILDING AND PROGRAM REVIEW

**DRAFT**

2019 Bond Budget      Proposed w/  
Walsh      Variance

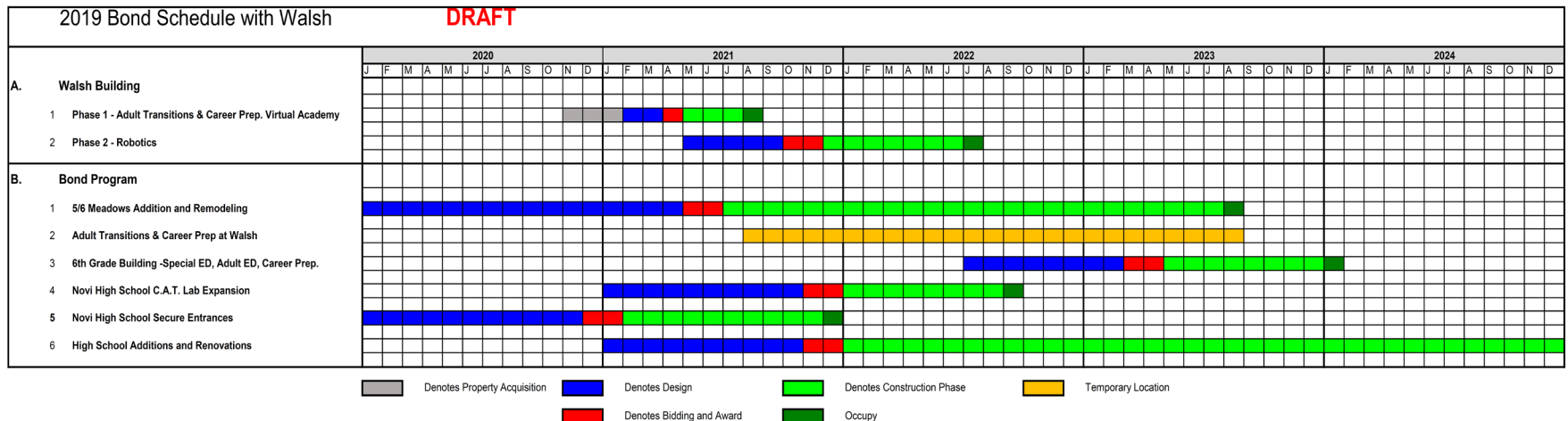
<b>A. Walsh Building</b>				
1	Purchase of Building	\$ -	\$ 4,150,000	
2	Phase 1 - Adult Transitions & Career Prep. Virtual Academy	\$ -	\$ 1,102,212	
3	Phase 2 - Robotics	\$ -	\$ 1,208,000	
<b>B. Bond Program Costs</b>				
1	Temp. Space for Adult Transitions & Career Prep	\$ 1,000,000	\$ -	
2	6th Grade Building Special ED, Adult ED, Career Prep.	\$ 3,698,804	\$ 2,638,785	
3	High School Novi High School C.A.T. Lab Expansion	\$ 4,436,836	\$ 987,500	
Sub Total:		\$ 9,135,640	\$ 10,086,497	\$ (950,857) Shortfall

<b>C. Novi High School</b>				
1	BP#4 - Novi High School Secure Entrances	Awarded		
2	BP#4 - Savings from Novi High School Secure Entrances		\$ (920,000)	Savings
3	Novi High School Multi-Use Space (extension of NAC)	\$ 1,746,480	\$ 1,746,480	
4	Novi High School C.A.T. Lab Expansion	In above	In above	
5	Novi Activity Center	\$ 14,291,977	\$ 14,291,977	
6	High School Additions and Renovations	\$ 45,679,849	\$ 45,679,849	
Sub Total:		\$ 61,718,306	\$ 60,798,306	
Total:		\$ 70,853,946	\$ 70,884,803	\$ (30,857) Shortfall

## Schedule Considerations

- Board Work Session #01 - November 05, 2020
- Board Approved Purchase Agreement – November 19, 2020
- Due Diligence Period November 20, 2020 – January 22, 2021
- End of Due Diligence Period (Accept, Extend, or Reject) – January 22, 2021
- Extended Due Diligence Period (30) days if Accepted – January 23, 2021 – February 22, 2021
- Board Work Session #02 – January 14, 2021
- Board Meeting to Act – January 21, 2021
- **Note:** If accepted, closing must occur within (15) days concluding Due Diligence Period

*Novi Community School District  
Walsh College Building Study  
Draft Program Schedule  
December 10, 2020*







**Walsh Community College  
Novi, Michigan**

## **Appendix**

- ☐ Program Utilization Narratives
- ☐ Aerial Map
- ☐ Property Survey
- ☐ Floor Plans



## **Program Statement - Career Prep, Adult Education, and Adult ESL**

### **Walsh College Location**

We may establish a partnership with Oakland Community College in Farmington Hills and Goodwill Industries-Michigan Works (Novi) who would rent space at Walsh to offer certificate programs to the community such as Nurses Assistant, Medical Assistant, Phlebotomy, Cybersecurity, Red Cross CAN program.

Walled Lake Community Schools did not offer ESL classes this fall. The continuation of their adult education program is in question for the future. The Walsh College location potentially opens opportunities to capture additional ESL students in the area.

Oakland Opportunity Academy (OOA) an alternative education program, closed last year. The Walsh location offers opportunities for us to increase students in our Career Prep Program who previously attended OOA.

The Walsh location also puts our programs closer to the Farmington area, which has a large Indian community. This location could provide us an opportunity to capture additional Adult ESL students because of the convenient location.

If the Asian Village of Novi development continues, (condominiums, storefronts professional offices, etc.) the Walsh location would be perfect to capture those individuals for our Adult ESL program.



## **Program Statement - Virtual Academy**

With every crisis comes an opportunity.

The COVID-19 pandemic and the ensuing forced closure of public schools for an extended period of time, necessitated public school districts move to and, in most cases, create a virtual option for their students. As we anticipate a return to traditional public school opportunities including the return of five-day per week in-person learning the question arises as to what public schools will do with their virtual options.

In our district I would propose that we create a Novi Community School District Virtual Academy that would provide a continuing comprehensive K-12 virtual option. The proposal is to provide this option for both school district residents and for out of district residents through a school of choice option.

### **Purpose**

It is anticipated that there will be district parents and students, either because of continuing health concerns or because of successful experiences in a virtual environment, who wish to continue learning in a virtual format after the pandemic ends. Maintaining and enhancing this opportunity will continue to connect district residents to our school district who may have been tempted to look elsewhere for a virtual experience.

Opening the opportunity to out of district school of choice students will attract students and families who want to experience the Novi Community School District difference. Sections 105 (within your county) and 105c (contiguous ISD) schools of choice both provide two avenues for admitting students: (1) unlimited openings (we would not want to choose this option); or (2) limited openings. If the District is limiting the number of openings, the District is required to “publish the grades, schools, and special programs, if any, for which enrollment may be available to, and for which applications will be accepted from, nonresident applicants.” In our scenario, the District would only publish openings in the virtual school and make it *very clear* in the posting that the District has only opened choice in that particular program.

Ultimately the Board of Education would need to approve this opportunity for out of district school of choice students. The school of choice law creates the opportunity for the district to limit enrollment to the virtual academy so that it is not a backdoor into other schools in the district.

### **Structure**

The Novi Community School District Virtual Academy would use district teachers to teach our Novi Community School District curriculum in a virtual format. A team of educators would be recruited from our staff to develop and provide opportunities K-12. The end of the 2019-2020 and the beginning of the 2020-2021 school year have provided our district staff experience in virtual teaching. These experiences provide a solid foundation on which we can build to create a program that would provide a high quality and engaging learning environment for virtual students.

It is anticipated at this time that the program would be led by a district administrator who would manage the teaching staff. The goal would be to slowly build the program so that it could become a revenue stream for the district that would cover the cost of the virtual program and also add to the general fund revenue of the district.



## **Program Statement - Special Education**

### **Novi Meadows 6**

#### **Early On Birth - 3**

Repurposed space at NM6 will provide office space for staff as there is currently no room for them at the ECEC. Additionally, staff will utilize space at NM6 to provide early intervention and transition activities for our Birth-3 students.

#### **Preschool 3 - 5**

Repurposed space at NM6 will provide office space for staff as there is currently no room for them at the ECEC. Additionally, staff will utilize space at NM6 to provide preschool evaluations and ASD programming.

#### **K - 12**

NM6 will provide space for self-contained programs for special needs students. This will provide us with the ability to return some NCSD students that are currently attending out of district center-based programs back to the district and to attract similar students from surrounding districts.

#### **NATC 18 - 26**

NM6 will provide appropriate space for enhanced opportunities for NATC students and room for the program to grow.

#### **Parent Programs**

NM6 will offer appropriate space to provide programs for the parents of our students with special needs

#### **After Hours Space Rental**

There is high demand for quality space for Applied Behavior Analysis and other therapies. NM6 will be an attractive location for private practice service providers to rent space.



## **Program Statement - Center for Advanced Technology (CAT)**

Novi High School

A facility that will allow us to expand on the K-8 approach to STEM

K-4	Curiosity Kits
5	Micro:bits
6	Comau Robotics
7	Multidisciplinary STEM
8	Dive into Ideation/Creation

### **Critical Questions that will guide the design of this facility**

How do we build upon our K-8 Programming?

What opportunities do we hope to provide for our students?

How do we maximize the flexibility of the facility so that it can be adjusted to meet the changing needs of our students over time?

Do we hope to provide certification opportunities for students in areas such as robotics/electric vehicle maintenance/construction/horticulture?

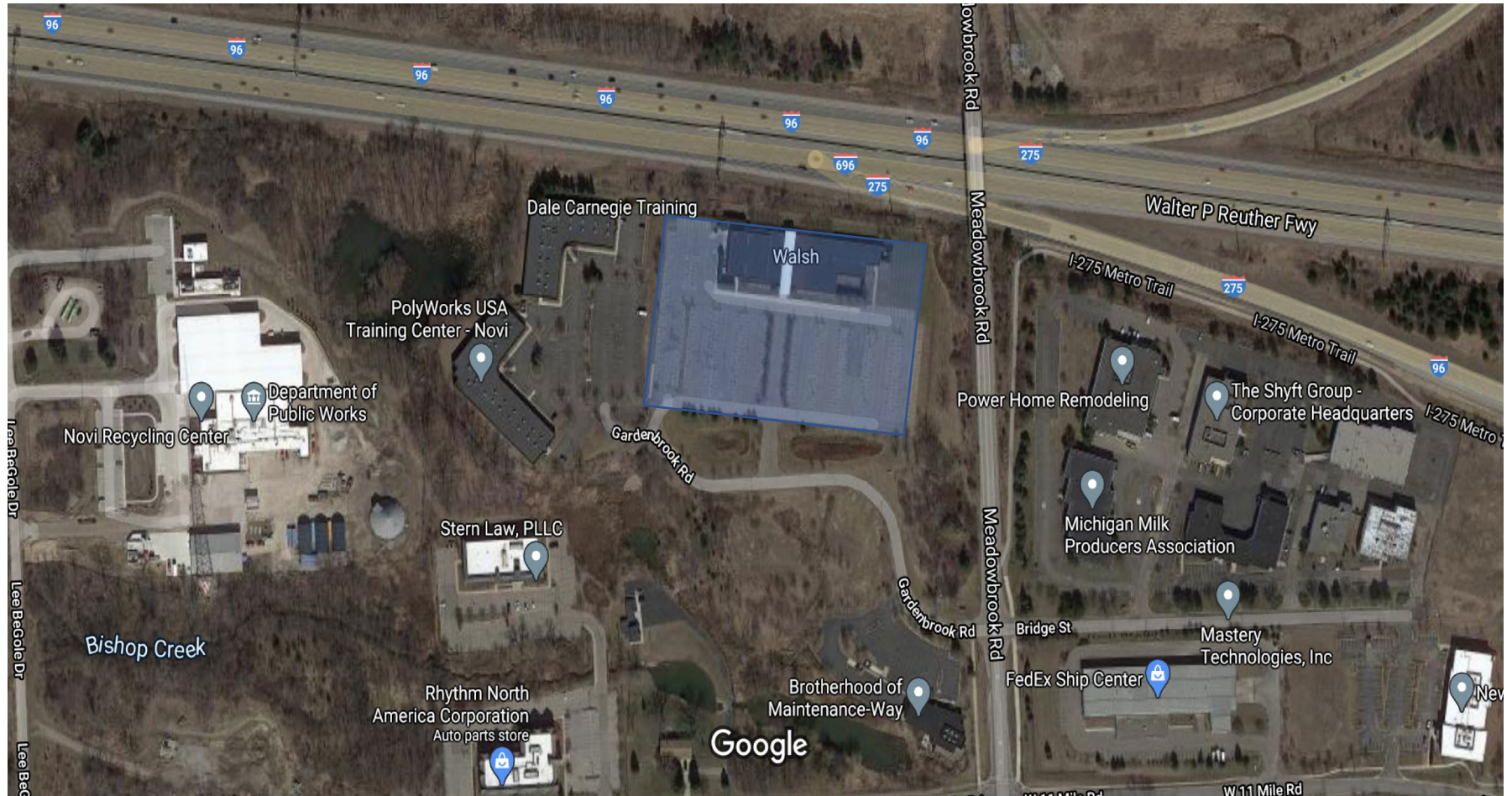
Do we need a dedicated multimedia production area?

Are we interested in e sports?

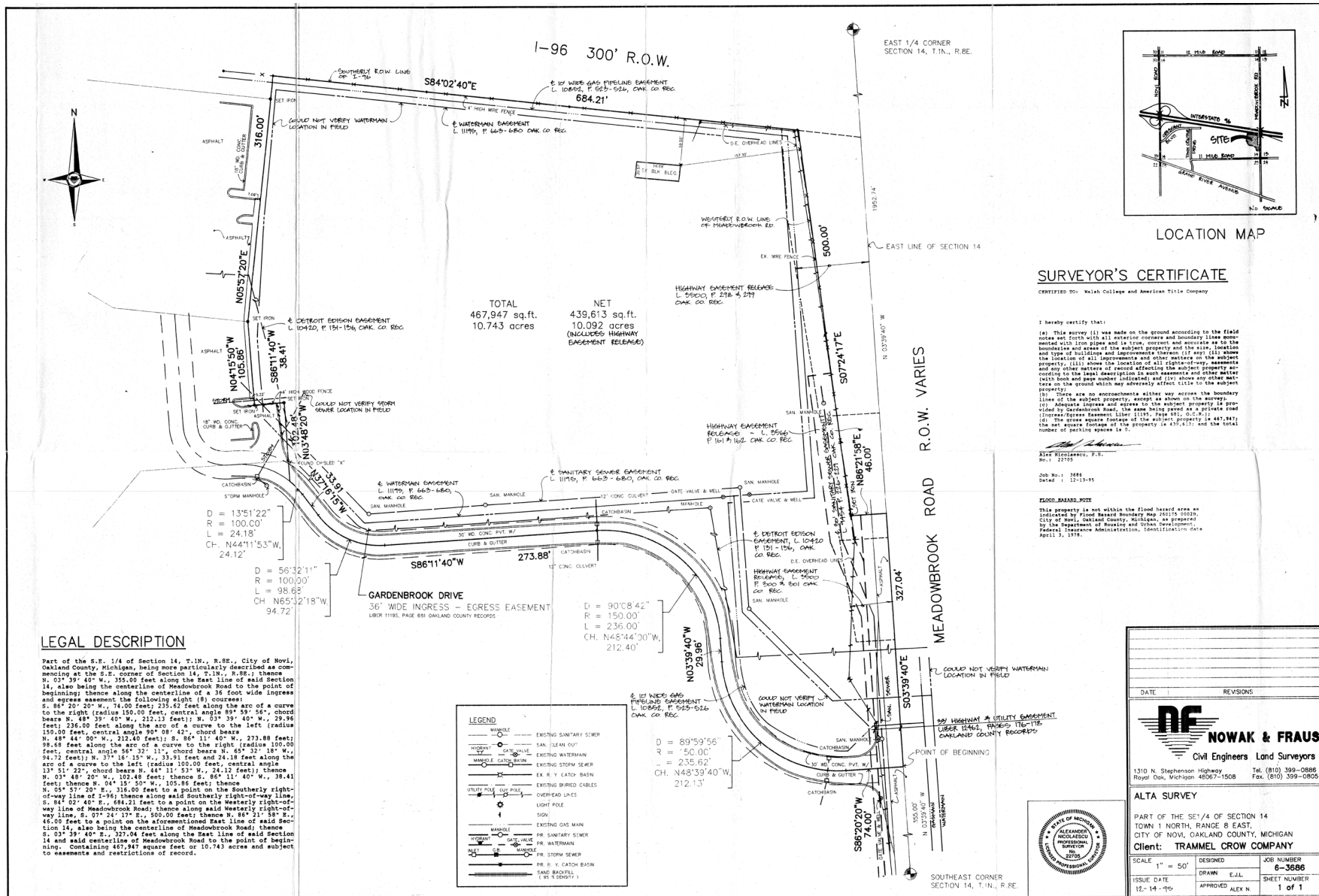
What community partnerships can be developed to enhance the impact of the learning opportunities we offer to our students?



# Walsh Community College Novi Campus – Aerial Map



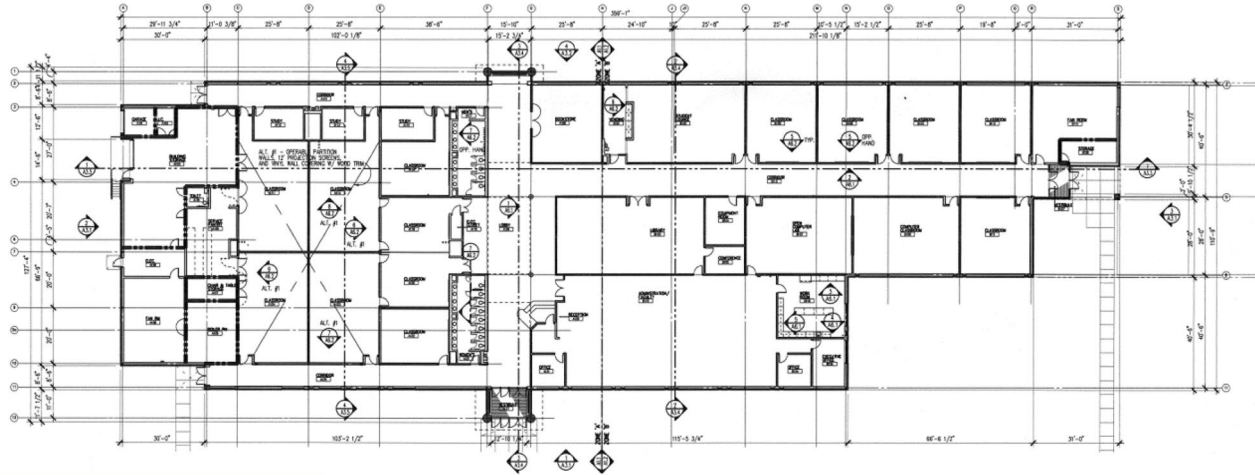
# Walsh Community College Novi Campus – Property Survey



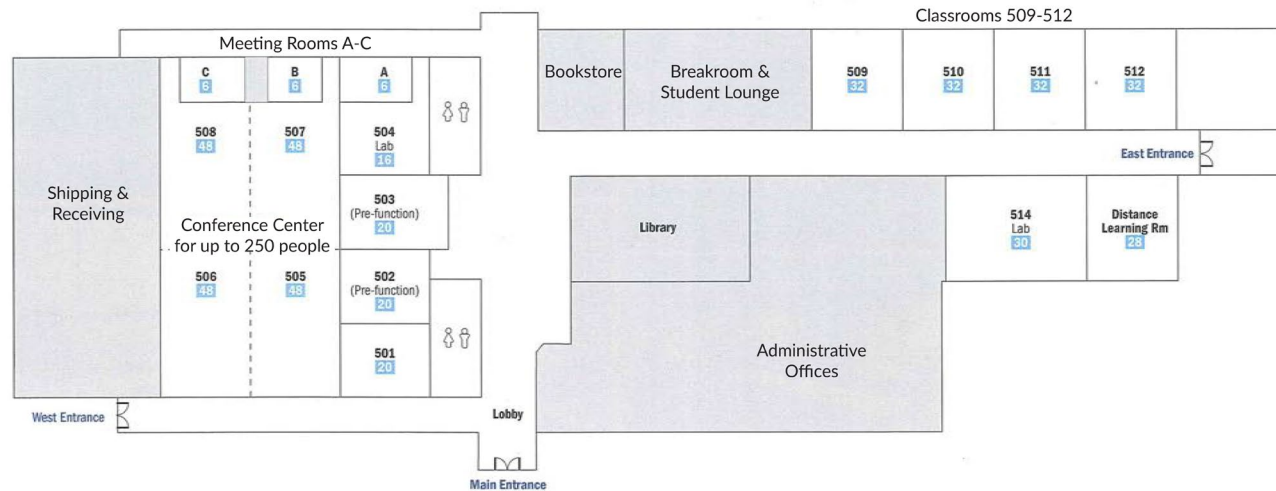


# Walsh Community College Novi Campus – Floor Plans

## As-Built Floor Plan



## Previous Use Space Plan



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Extended COVID-19 Learning Plan Reconfirmation

Each month the Novi Community School District Board of Education is required to reconfirm our Extended COVID-19 Learning Plan.

The legislation requires that the district report out on key metrics. The key metrics are reported by the Oakland County Health Division each week. Among the key indicators reported are the following:

The 7-day average of daily cases and the counts per day since school began on September 8, 2020:

	<b>7 day average of daily cases</b>	<b>Counts by day</b>
1-Jul	35	51
1-Aug	110	95
2-Sep	82	111
8-Sep	76	70
1-Oct	58	60
2-Nov	337	343
29-Nov	644	486
8-Dec	615	518
4-Jan	192	158
14-Jan	236	

The daily cases per zip code numbers since September 8.

<b>By zip code daily case per 10,000 residents</b>				
	48374	48375	48377	
8-Sep	22.5	13.6	22.7	
8-Oct	16.0	19.8	20.3	
8-Nov	44.3	38.6	65.1	
30-Oct	21.8	27.7	37.5	
31-Oct	23.7	27.7	41.2	
2-Nov	32.1	32.1	51.6	
28-Nov	112.9	94.8	154.2	
30-Nov	111.6	95.3	153.0	

8-Dec	109.1	115.9	159.1
4-Jan	62.2	53.1	91.6
14-Jan	40.4	32.1	49.2

The Oakland County Health Division also tracks data by school district boundary. They report the data as cases in the district per 10,000 residents. Here is the data for the Novi Community School District.

<b>By district, cases per 10,000</b>	
8/6 - 8/19	4.3
8/13 - 8/20	6.7
8/13 - 8/26	6.7
8/20 - 9/2	9.1
8/27 - 9/9	8.8
9/3 - 9/16	12.2
9/10 - 9/23	15.2
9/17 - 9/30	8.8
9/24 - 10/7	4.9
10/1 - 10/14	7.3
10/8 - 10/21	16.7
10/15 - 10/28	24.3
10/22 - 11/4	28.6
10/29 - 11/11	37.4
11/5 - 11/18	51.6
11/12 - 11/25	60.2
11/19 - 12/2	61.7
12/3 - 12/16	48.3
12/17-12/30	35.5
12/24 - 1/6	29.5
12/31 - 1/14	30.4

Also reported is the percent positive on COVID-19 tests:

	<b>Positivity Rate Oakland County</b>
2-Sep	4.44%
3-Oct	4.00%
4-Nov	11.80%
27-Nov	12.20%
8-Dec	11.04%
4-Jan	9.26%

On December 17, 2020, the Novi Community School District Board of Education approved the following Extended COVID-19 Learning Plan recommendations:

*Through at least January 22, 2021, the end of the first semester:*

- *In-person: A hybrid blend of in-person and virtual instruction with strict adherence to clear safety protocols. Students will attend in-person school two days a week, virtual experience on Wednesday, and be provided at-home experiences two days a week.*
- *Virtual online instruction: An online, virtual learning program for students.*
- *Continued focus on improving both our hybrid and our virtual programming.*

*If, because of quarantine, classrooms cannot be appropriately staffed individual classrooms or individual schools could go virtual until appropriate staffing levels can be maintained. Without our teachers, the human capital, schools cannot operate effectively.*

*Beginning January 25, 2020:*

*Virtual:*

- *A continuation of the virtual plan that has been in effect since September 8, 2020. Students attend school remotely five days a week following the regular school schedule. Wednesdays will continue to have a modified schedule to allow teachers 90 minutes of collaborative time.*

*In-person beginning as hybrid:*

- 1. In-person instruction would continue in a hybrid format to ensure safety measures including the use of social distance.*
  - a. Hybrid would utilize a variety of instructional strategies such as in-person instruction, at-home lessons, or virtual instruction.*
  - b. Work would continue to look for opportunities to improve the hybrid experience.*
    - i. Improvements that individual teachers discover and utilize would be shared with all teachers.*
    - ii. Hybrid classes may take on a variety of forms as certain disciplines utilize formats that work in a subject area.*
      - 1. For example, if a science class could find a way to make Zooming in during at home days' work then that could be utilized by all similar science classes.*
  - c. It is anticipated that the current structure of two days in-person – either Hybrid A - Monday/Thursday or Hybrid B - Tuesday/Friday, a Wednesday virtual day with a modified schedule, and at-home assignments and activities for at-home days would continue.*
  - d. But it might be possible that the structure could change if other beneficial approaches could be implemented.*

2. *Hybrid could move to five days in-person if certain conditions are met that improve safety for both students and staff.*
3. *At-risk students will continue to be provided with additional support as determined by our district team in consultation with parents.*
4. *Choices made for second semester will continue for the entire second semester, through June 2021, to provide continuity in the learning experience for both students and teachers.*
  - a. *Virtual students would stay virtual for the entire second semester.*
  - b. *In-person students would stay in-person for the entire second semester.*
5. *Any changes in plan to second semester will potentially result in changes in teachers or schedules for all students. We will work to avoid changes as much as possible but it is inevitable that changes in both teacher and schedules will occur for some students.*
6. *Parents will be asked again to recommit for second semester by December 11 to either virtual or in-person learning for second semester beginning January 25.*

On January 13, 2021, the Michigan Department of Health and Human Services issued new guidance. The document entitled, “State of Michigan Guidelines for Operating Schools Safely,” has a section safety protocols. The Michigan Department of Health and Human Services states on spacing and movement:

- Maintain six feet of distance at all times.
- In instructional settings, space desks six feet apart, making creative use of all school spaces (e.g., gymnasiums, cafeterias, multi-purpose rooms).

It goes on to say, if physical distancing of six feet cannot be maintained in instructional settings with an all in-person approach, schools should consider alternative strategies to reduce student density. This may include the use of a hybrid schedule that allows students to maintain six feet of distancing and attend in-person school for at least half-time.

Finally, it says, if a school district nonetheless proceeds with in-person learning, at a minimum it should:

- Maintain minimum seated distance of three feet in classrooms
- Consider the feasibility of installing barriers/partitions for additional risk mitigation
- Ensure that when students are eating at lunch with masks off, they maintain six feet of physical distance to the extent feasible
- Class sizes should be kept to the level afforded by the spacing guidance listed above.

We have maintained spacing this year and at the beginning of second semester will continue to do that.

In December 2020, parents were given a survey and those parents who wanted a change were asked to make a commitment for second semester. Those commitments have been used to create our second semester schedule.

That schedule will be implemented on Monday, January 25, 2021.

Tonight, the administration would recommend that the Board of Education reconfirm the decision made in December to start second semester with the hybrid and the virtual options.

As we continue to examine metrics, it is anticipated that we would find a way to bring our hybrid students back to school fulltime. It may be wise to separate the K-4 or K-6 groups from the 7-12 students.

**RECOMMENDATION:** That the Novi Community School District Board of Education reconfirm that the Novi Community School District will start second semester, beginning January 25, 2021, with both a hybrid and a virtual option for parents and that we continue to examine how to bring back hybrid students to a five-day in-person school week.

**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



**BOARD OF  
EDUCATION  
NOVI COMMUNITY SCHOOL  
DISTRICT NOVI, MICHIGAN  
January 21, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** NCSD 2019 Bond Program – Bid Package #4: Novi High School Security Entry Additions, category 142 HVAC

On Tuesday, November 24, 2020 and Thursday, December 17, 2020, sealed bids were received and publicly opened for the Novi Middle School additions and remodeling. In attendance for the bid opening were representatives from the Novi Community School District, Plante Moran Cresa, TMP Architecture, McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a Zoom meeting.

The project team conducted post bid interviews with each of the following, qualified bidders, for each bid division of work. During the post bid interview, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors.

Based upon the project team's review of the proposals and bidders, we propose the following recommendations to the Novi Community School District for contract award:

Bid Division 142: HVAC  
Mr. Jeff Vadasz  
Goyette Mechanical Co., Inc.  
TOTAL \$ 535,118.00

Award Recommendation Amount: \$ 535,118.00

**RECOMMENDATION:** That the Novi Community School District Board of Education approve the contract award as recommended above in the amount of \$ 535,118.00.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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

Steve Matthews, Superintendent



January 5, 2021

Gregory McIntyre, Assistant Superintendent of Business and Operations  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

RE: Novi Community School District 2019 Bond Program  
**Bid Package #4 – Novi High School Secure Entry Additions**  
**Bid Category 142 HVAC**

SUBJ: Contract Award Recommendation

Dear Mr. McIntyre,

On Tuesday, November 24<sup>th</sup> and Thursday, December 17<sup>th</sup> 2020 at 1:00 PM, sealed bids were received and publicly opened for the above referenced project. In attendance for the bid opening were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a zoom meeting.

The project team conducted post bid interviews with each of the following, qualified bidders, for this bid division of work. During the post bid interview, the project team reviewed the scope of work, project schedule, manpower requirements, and specified materials with each of the contractors. Based upon the project team's review of the proposals and bidders, we propose the following recommendations to Novi Community School District for contract award:

**Bid Division 142: HVAC**  
Mr. Jeff Vadasz  
**Goyette Mechanical Co., Inc.**  
3842 Gorey Avenue  
Flint, MI 48501

Base Bid		\$	370,418.00
MA#2C - Snow Melt System	<b>ADD</b>	\$	159,500.00
PLM Bond (The Hanover Insurance Company)		\$	5,200.00
	<b>TOTAL</b>	<b>\$</b>	<b>535,118.00</b>

**AWARD RECOMMENDATION AMOUNT: \$535,118.00**

I trust the above recommendation meets the approval of the administration and the Board of Education. I will attend the January 7, 2020 and January 21, 2020 board of education meeting to address any questions or concerns that may arise.

Please feel free to contact me with any questions.

Sincerely,

*Agnes Arbuckle*

Agnes Arbuckle  
Sr. Project Manager

cc: Mike Dragoo, Novi Community School District	Bill McCarthy, McCarthy and Smith, Inc.
Sandra Brasil, Novi Community School District	Sarah McCullough, McCarthy & Smith, Inc.
Kevin Donnelly, Plante Moran Cresa	Carolyn Whiting, McCarthy and Smith, Inc.
Svetlana Vrubel, TMP Architecture, Inc.	

Novi Community School District 2019 Bond Issue

BP#4 High School Secure Entry Additions

Prepared by McCarthy & Smith, Inc. Bids Received on November 24, 2020, December 9, 2020 and December 17, 2020

Project Location: Novi, MI, United States of America

Date : 01/05/2021

BID PACKAGES	Final Total Award Recommendation w/ Bond		Base Bid	PLM Bond	# of Bids Received	Bid Range		Apparent High Address
	Company	Total Cost w/Bond & Scope Adjustments				Low	High	
BD 101: Sitework	Cortis Brothers Trucking & Excavating	\$435,800	\$376,200	\$3,800	3	\$311,000	\$396,587	Simone Contracting Corporation 6816 19 1/2 Mile Road, Sterling Heights, MI 48314
BD 102: Asphalt Paving / Site Concrete	Asphalt Specialists, Inc.	\$67,500	\$67,000	\$500	2	\$67,500	\$79,440	Nagle Paving Company 39525 West 13 Mile Road, Novi, MI 48377
BD 103: Selective Demolition	Blue Star, Inc.	\$20,950	\$20,950	\$0	2	\$21,205	\$59,600	DKI, International Inc. 6775 Daly Rd, 101, West Bloomfield Township, MI 48322
BD 104: Concrete Footings & Foundations	North Channel Construction	\$89,900	\$87,700	\$2,200	5	\$89,900	\$293,432	Clark Contracting Services 2660 Superior Court, Auburn Hills, MI 48326
BD 105: Interior Concrete Flatwork	Clark Contracting Services	\$76,551	\$75,793	\$758	5	\$38,827	\$112,792	Midtown Group, LLC 5650 West Jefferson Avenue, Detroit, MI 48209
BD 106: Masonry	HMC Mason Contractors	\$217,550	\$214,700	\$2,850	6	\$217,550	\$343,500	R C Nowak Company 5848 Hubbard St, Garden City, MI 48135
BD 107: Steel	Judd Industrial Contracting	\$700,200	\$680,000	\$10,200	4	\$409,500	\$690,200	Judd Industrial Contracting, Inc. 17900 Ryan Rd, Detroit, MI 48212
BD 108: General Trades / Carpentry	City Contracting Services	\$270,637	\$262,115	\$2,522	7	\$264,637	\$364,200	Clark Contracting Services 2660 Superior Court, Auburn Hills, MI 48326
BD 109: Roofing / Sheetmetal	Esko Roofing & Sheet Metal	\$259,400	\$255,600	\$3,800	2	\$259,400	\$269,596	Quality Roofing 10800 Plaza Drive, Township of Hamburg, MI 48189
BD 114: Aluminum Entrances / Storefront / Glass / Glazing	Preferred Glass Inc	\$607,950	\$588,425	\$7,975	3	\$596,400	\$758,400	Advantage Glass And Metal 15103 Spanich Court, Livonia, MI 48154,
BD 115: Metal Studs / GPDW / EIFS	City Contracting Services	\$329,291	\$326,002	\$3,289	5	\$329,291	\$466,000	Clark Contracting Services 2660 Superior Court, Auburn Hills, MI 48326
BD 116: Hard Tile / Terrazzo	Continental Contracting Co., LLC	\$55,200	\$49,000	\$1,200	2	\$50,200	\$67,200	Michielutti Brothers Inc. 15033 East 9 Mile Road, Eastpointe
BD 118: Carpet / Resilient Flooring	Continental Interiors, Inc.	\$35,000	\$35,000	\$0	4	\$30,750	\$54,665	Cohns Commercial Floor Covering, Inc. 47641 Avante Dr, Wixom, MI 48393
BD 120: Painting	Continental Contracting Co., LLC	\$33,000	\$27,000	\$0	6	\$23,950	\$39,260	Seven Brothers Painting 50805 Rizzo Drive, Shelby charter Township, MI 48315
BD 128: Casework	FCI Group LLC	\$29,500	\$29,500	\$0	2	\$29,795	\$30,000	BJ Construction 35440 Forton Ct, Charter Twp of Clinton, MI 48035
BD 140: Plumbing	Contrast Mechanical, Inc.	\$149,000	\$147,000	\$2,000	3	\$149,000	\$173,500	Tempco Mechanical Contractors, inc. 24383 Indoplex Cir, Farmington Hills, MI 48335
BD 141: Fire Suppression	Professional Sprinkler, Inc.	\$32,980	\$32,980	\$0	4	\$33,930	\$57,131	Wolverine Fire Protection 8067 N Dort Hwy, Mt Morris, MI 48458
BD 142: HVAC	Goyette Mechanical Co., Inc.	\$535,118	\$370,418	\$5,200	6	\$375,618	\$610,000	Tempco Mechanical Contractors, inc.
BD 143: Electrical	Amcomm Telecommunications Inc.	\$328,368	\$321,930	\$6,438	2	\$328,368	\$367,637	A. F. Smith Electric, Inc. 624 South Mansfield Street, Ypsilanti, MI 48197
Total Bids with Bond and BD 142 Estimate		\$4,273,895	\$3,967,313	\$52,732	73	\$3,626,821	\$5,233,140	
Total Letters of Recommendation Dated 12/15/2020 and 01/05/2021		\$4,273,895						
Total Bond Budget for High School Secure Entry Additions		\$5,216,449						
VARIANCE		\$942,554	UNDER BUDGET (With All Alternates Accepted)					

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** Security Entry and Classroom/Office Technology

IDS worked with the district technology staff, TMP Architecture, Inc, McCarthy & Smith, Inc., and Plante Moran, PLLC to determine the needs in coordination with the design and construction plans for the secure entry renovations at Novi High School, Novi Middle School, Orchard Hills Elementary, and Village Oaks Elementary. The systems acquired and installed will be an expansion of the existing district secure access systems and include providing card access readers, control systems for controllable door hardware, intercom systems, and all programming necessary to interface new hardware with the existing access control, fire, and ADA systems.

IDS, also, worked with the district technology staff, TMP Architecture, Inc, McCarthy & Smith, Inc., and Plante Moran, PLLC to determine the needs in coordination with the design and construction plans for the classroom and office renovations and additions at Novi High School, Novi Middle School, Orchard Hills Elementary, and Village Oaks Elementary. The systems acquired and installed will be an expansion of the existing district data network and audio-visual systems. They include providing data network drops, wireless access points, flat panel displays, sound reinforcement and presentation systems, and all programming necessary for operation and interfacing the new hardware with existing data and audio-visual systems.

On Thursday, December 17, 2020, at 3:00 PM, sealed bids were received and publicly opened. Bids were opened, recorded.

Three firms submitted bids for the secure access systems and include providing card access readers, control systems for controllable door hardware, intercom systems, and all programming necessary to interface new hardware with the existing access control, fire, and ADA systems: Security Designs, Gemellaro Systems Integration, and Security 101.

<b>Bidder's Name</b>	<b>Bid Bond</b>	<b>Familial Disclosure</b>	<b>Affidavit of Compliance</b>	<b>Base Bid</b>
Security Designs	Yes	Yes	Yes	\$75,188.00
Gemellaro Systems Integration	Yes	Yes	Yes	\$136,094.73
Security 101	Yes	Yes	Yes	\$71,316.61

Received base bids were as follows:

IDS recommends award of the secure entry renovation technology project to Security 101 in the amount of \$71,316.61. IDS also recommends a district managed contingency of \$7,132.

Four firms submitted bids for the classroom and office renovations that would include providing data network drops, wireless access points, flat panel displays, sound reinforcement and presentation systems, and all programming necessary for operation and interfacing the new hardware with existing data and audio-visual systems.: Security Designs, Gemellaro Systems Integration, Inc., Digital Age Technologies, Inc., and Advanced Lighting and Sound.

Received base bids were as follows:

<b>Bidder's Name</b>	<b>Bid Bond</b>	<b>Familial Disclosure</b>	<b>Affidavit of Compliance</b>	<b>Base Bid</b>
Security Designs	Yes	Yes	Yes	\$102,870.00
Gemellaro Systems Integration	Yes	Yes	Yes	\$113,054.14
Digital Age Technologies	Yes	Yes	Yes	\$255,641.00
Advanced Lighting and Sound	Yes	Yes	Yes	\$317,620.00

IDS recommends award of the classroom and office renovation technology project to Digital Age Technologies in the amount of \$255,641.00. IDS also recommends a district managed contingency of \$25,564.

This comes before the Board tonight for information and discussion and will come back for Board approval at the February 4, 2021 meeting

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

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

**Steve Matthews, Superintendent**

January 14, 2021

Mr. Gregory McIntyre  
Novi Community School District  
Chief Financial Officer  
Educational Services Building  
25345 Taft Road  
Novi, MI 48347

Project Name: Novi Community School District  
Secure Entries and Classroom/Office Renovation Technology  
Novi, Michigan

IDS Project No.: 19244-1000 BP03

Dear Mr. McIntyre

Plans and specifications to provide the technology systems required for the secure entry renovations at Novi High School, Novi Middle School, Orchard Hills Elementary, and Village Oaks Elementary were issued on Tuesday, November 24, 2020.

IDS worked with the district technology staff, TMP Architecture, Inc, McCarthy & Smith, Inc., and Plante Moran, PLLC to determine the needs in coordination with the design and construction plans at each school. The systems acquired and installed will be an expansion of the existing district secure access systems and include providing card access readers, control systems for controllable door hardware, intercom systems, and all programming necessary to interface new hardware with the existing access control, fire, and ADA systems.

An online pre-bid meeting was held on December 2, 2020 and attended by 7 potential bidders.

On Thursday, December 17 at 3:00 PM received bids were opened and publicly read. three firms submitted bids: Security Designs, Gemellaro Systems Integration, and Security 101

Received base bids were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Security Designs	Yes	Yes	Yes	\$75,188.00
Gemellaro Systems Integration	Yes	Yes	Yes	\$136,094.73
Security 101	Yes	Yes	Yes	\$71,316.61

There were no mandatory alternates in this bid.

The apparent low bidder, Security 101, successfully demonstrated that they meet all the requirements of the project as specified and designed. Security 101 is a Honeywell Platinum certified dealer and is well known in the Detroit Metropolitan area.

IDS recommends award of the secure entry renovation technology project to Security 101 in the amount of \$71,316.61.

IDS also recommends a district managed contingency of \$7,132.

Thank you for your attention to this matter. If you need further assistance, please contact me.

Mr. Gregory McIntyre  
IDS Project No. 19244-1000 BP03  
January 14, 2021  
Page 2

Sincerely,

Integrated Design Solutions, LLC



Matt McCarty, PMP  
Project Manager

cc: File

ec: A. Locricchio, NCSD  
J. Mozdierz, NCSD  
G. Kinzer, NCSD  
S. Smith, IDS  
K. Donnelly, PM

Document2



January 14, 2021

Mr. Gregory McIntyre  
Novi Community School District  
Chief Financial Officer  
Educational Services Building  
25345 Taft Road  
Novi, MI 48347

Project Name: Novi Community School District  
Secure Entries and Classroom/Office Renovation Technology  
Novi, Michigan

IDS Project No.: 19244-1000 BP03

Dear Mr. McIntyre

Plans and specifications to provide the technology systems required for the classroom and office renovations and additions at Novi High School, Novi Middle School, Orchard Hills Elementary, and Village Oaks Elementary were issued on Tuesday, November 24, 2020.

IDS worked with the district technology staff, TMP Architecture, Inc, McCarthy & Smith, Inc., and Plante Moran, PLLC to determine the needs in coordination with the design and construction plans at each school. The systems acquired and installed will be an expansion of the existing district data network and audio-visual systems. They include providing data network drops, wireless access points, flat panel displays, sound reinforcement and presentation systems, and all programming necessary for operation and interfacing the new hardware with existing data and audio-visual systems.

An online pre-bid meeting was held on December 2, 2020 and attended by 7 potential bidders.

On Thursday, December 17 at 3:00 PM received bids were opened and publicly read. Four firms submitted bids: Security Designs, Gemellaro Systems Integration, Inc., Digital Age Technologies, Inc., and Advanced Lighting and Sound.

Received base bids were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Security Designs	Yes	Yes	Yes	\$102,870.00
Gemellaro Systems Integration	Yes	Yes	Yes	\$113,054.14
Digital Age Technologies	Yes	Yes	Yes	\$255,641.00
Advanced Lighting and Sound	Yes	Yes	Yes	\$317,620.00

There were no mandatory alternates in this bid.

Post-bid interviews were conducted with all five bidders on Tuesday, January 5, 2021.

The apparent low bidder, Security Design, was found to be non-compliant as their bid did not include audio-visual hardware or programming and only bid on the structured cabling portion of the project.

The second apparent low bid, Gemellaro Systems Integration, was also found to be non-compliant as they, likewise, did not include any audio-visual equipment and only bid structured cabling.

The third apparent low bid, Digital Age Technologies, successfully demonstrated that they meet all the requirements of the project as specified and designed. Digital Age Technologies is well known in the area and has successfully worked with the district on previous projects.

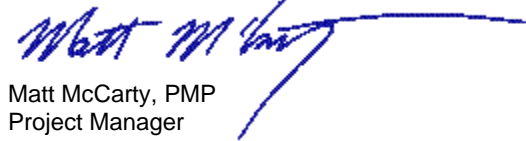
IDS recommends award of the classroom and office renovation technology project to Digital Age Technologies in the amount of \$255,641.00.

IDS also recommends a district managed contingency of \$25,564.

Thank you for your attention to this matter. If you need further assistance, please contact me

Sincerely,

Integrated Design Solutions, LLC



Matt McCarty, PMP  
Project Manager

cc: File

ec: A. Locricchio, NCSD  
J. Mozdierz, NCSD  
G. Kinzer, NCSD  
S. Smith, IDS  
K. Donnelly, PM

Document2

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC: International Baccalaureate Career Program Proposal**

Alaina Brown, teacher and IB coordinator at Novi High School, and Sarah Lephart, counselor at Novi High School, would like to propose that Novi High School offer an International Baccalaureate Career Program. In light of the Michigan Department of Education's Career Readiness initiative and student interest, the addition of this program would complement the existing DP program and give more IB opportunities to all students at the high school.

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

  
Steve Matthews, Superintendent

## **I. Proposal**

The IB Career Program (CP) is being proposed as a complementary addition to the Novi High School's International Baccalaureate Program.

## **II. Rationale**

In light of the Michigan Department of Education's Career Readiness initiative and student interest in a rigorous career focused program (survey data collected fall 2019), Novi High School would like to offer the International Baccalaureate Career-related Diploma (IB CP). This program provides greater access to our existing IB DP curriculum by allowing greater schedule flexibility.

## **III. State Standards**

The IB CP program aligns with the Michigan Department of Education's Career Readiness Initiative and meets the graduation requirements.

## **IV. Staff Development Needs**

One new teacher will have to be trained for the Personal Professional Skills Course (PPSC).

## **V. Review Process and Evaluation**

The IB Coordinator attended a presentation at Ann Arbor Huron in the spring of 2019, then a Novi High School counselor attended a training in the summer of 2019. Students were surveyed to gauge interest in the fall of 2019. A group of Novi High School teachers, a counselor, and two Board members visited Huron High School, in Ann Arbor, to explore and review the IB CP program that they currently have in place. Additionally, an ESB member, three counselors, and a teacher attended a virtual presentation this fall (2020).

After observing the classrooms, reviewing the program curriculum, and seeing the energy of the students and staff the group recommended that Novi High School begin the application process.

## **VI. Cost**

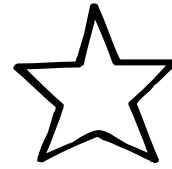
In the application year we will need to pay an \$8,500 application fee as well as the cost of training one teacher, \$900 if done virtually, \$2,000 if done in person.

After that is an annual fee is \$1,480 (this is discounted because we already run the IB Diploma Program)

Program proposal to begin fall 2022

Program proposal to begin fall 2022

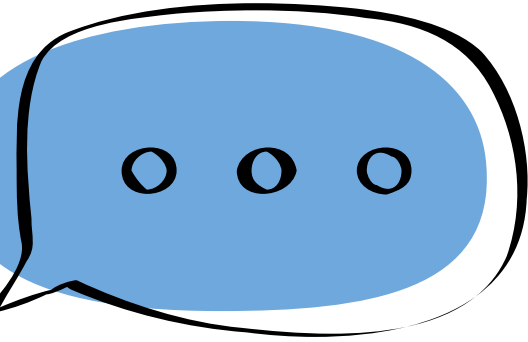
# What is the IB CP?



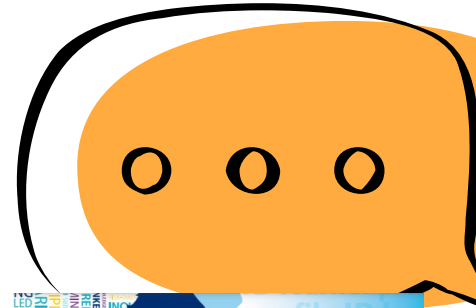
Students in the International Baccalaureate® (IB) Career-related Program (CP) engage with a rigorous study program that genuinely interests them, while gaining transferable and lifelong skills in applied knowledge, critical thinking, communication, and cross-cultural engagement.



# Why Brangth Program to Novi



- Aligns with the MDE Career Readiness initiative
- Aligns with district goal - increasing access to IB Learner Profile
- Allows more **flexibility** for students who want to participate in the IB program
- Increases potential enrollment in IB DP classes, making it more economical to run the classes



# Our Current IB dp Program

	1718	18-19	19-20	20-21
# of students in IB courses	461	389	377	394
DP Students (11 <sup>th</sup> and 12 <sup>th</sup> grade)	6* and 14	5 and 6	6 and 6	5 and 6
Number of tests given	116	69	70	85
TOTAL number of students who test	36	32	43	53

\* first DP cohort running with AP Capstone

As compared to

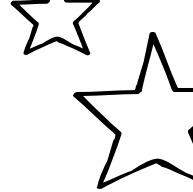
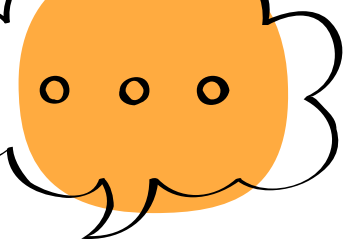
	Northville	Walled Lake Western
# of students in IB courses	399	346
DP Students (11 <sup>th</sup> and 12 <sup>th</sup> grade)	33 and 26	10 and 21
# of tests given	?	140 tests given to 49 students
Career Related	No	No
Capstone	No	No



# How does it compare to our AP Program?

	17-18	18-19	19-20	20-21
# of students in AP courses	883	874	869	920
# of students testing	669	794	790	920*
# of tests given	1469	1653	1689	1980*

\* Macroeconomics has not registered yet  
The College Board required everyone to register  
in November, students have not yet been billed.  
Not all students will test.



# IB CP curriculum

1

## 2 Classes from the IB DP Program

Can be used to meet grad requirements

2

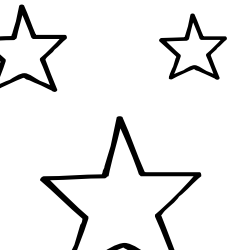
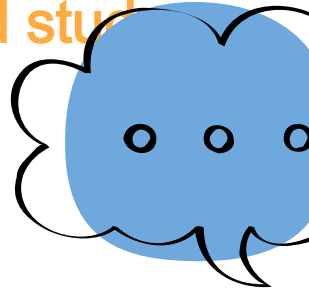
## CP Core

Provides students with a combination of academic and professional skills

3

## Career related studies

This is one of our state funded programs:  
**Marketing or Finance**





# IB CP curriculum



1

## 2 Classes from the IB DP Program

Can be used to meet grad requirements

2

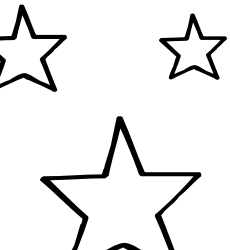
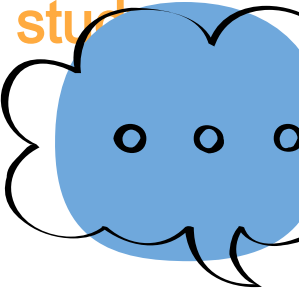
## CP Core

Provides students with a combination of academic and professional skills

3

## Career related study

This is one of our state funded programs:  
**Marketing or Finance**



# CURRENT IB Courses

Students eligible in 11th grade

**Group 1** English Literature HL

**Group 2** 2nd Language SL/HL

(French, German, Japanese, Spanish)

**Group 3** History SL/HL & Business Mgmt HL

**Group 4** Biology HL; Physics SL; Sports, Exercise and Health Science HL

**Group 5** Math SL

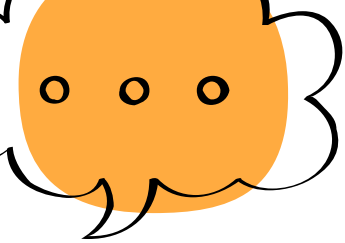
**Group 6** Visual Arts HL

**TOK** (Theory of Knowledge)

# Sample Schedule

Student	Grade 11	Grade 12
Finance Focus	English HL 1 IB Physics SL or IB World History SL IB WL SL (or Self Study) Finance I/Accounting I Math Course IB CP Core course *IF IB CP core taught during AA then a additional elective	English HL 2 Physics or World History IB WL SL (or Self Study) Finance II/Accounting II Elective IB CP Core course *IF IB CP core taught during AA then an addition elective
Marketing Focus	English HL 1 IB Physics SL or IB World History SL IB WL SL (or Self Study) IB Business HL 1 (Q course) Math Course IB CP Core course *IF IB CP core taught during AA then a additional elective	English HL 2 Physics or World History IB WL SL (or Self Study) IB Business HL 2 (Q course) Elective IB CP Core course *IF IB CP core taught during AA then an addition elective





# IB CP curriculum

1

## 2 Classes from the IB DP Program

Can be used to meet grad requirements

2

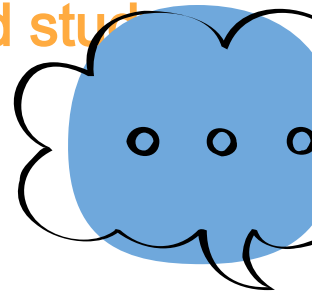
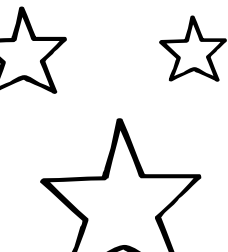
### CP Core

Provides students with a combination of academic and professional skills

3

### Career related studies

This is one of our state funded programs:  
**Marketing or Finance**



# CP Core



## CP Core has 4 components

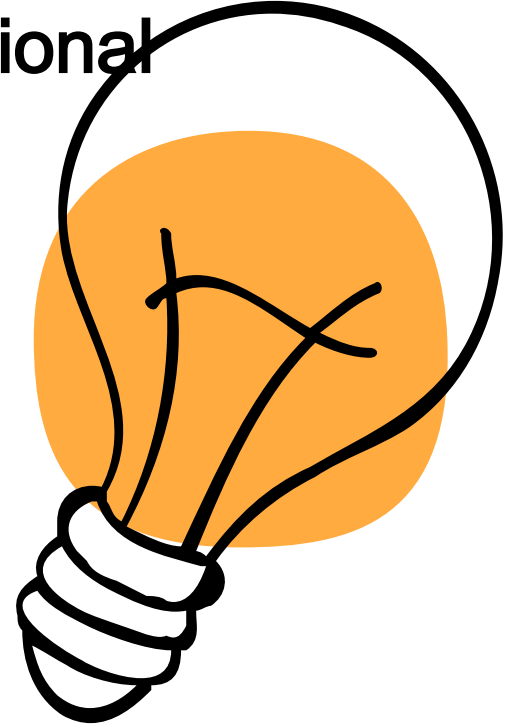
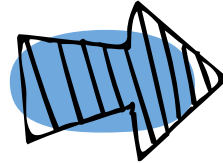
- Personal Professional Skills Course
- Service Learning
- Reflective Project
- Language Development

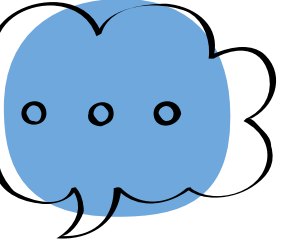


# Personal Professional Skills Course

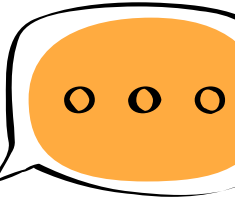
Personal and professional skills are designed for students to develop attitudes, skills and strategies to be applied to personal and professional situations and contexts now and in the future.

In this course the emphasis is on skills development for the workplace, as these are transferable and can be applied in a range of situations.





# SErvice learning



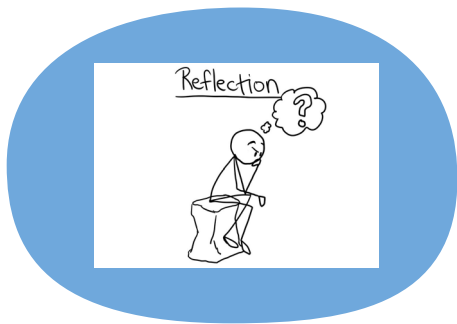
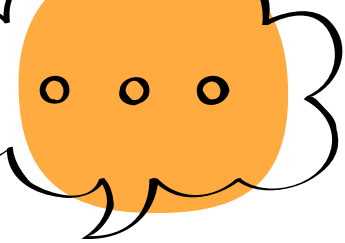
Service learning is the development and application of knowledge and skills towards meeting an

Identified

Authentic

Community Need





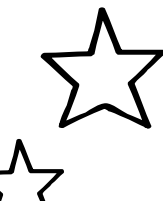
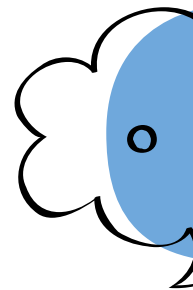
# Reflective Project

The reflective project is an in-depth body of work produced over an extended period of time and submitted towards the end of the CP.

## Students

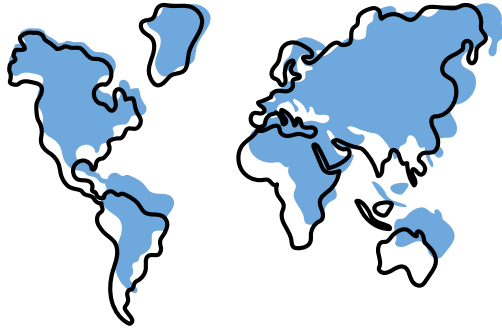
- Identify
- Analyse
- Critically discuss
- Evaluate

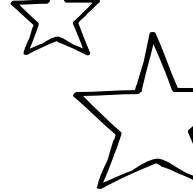
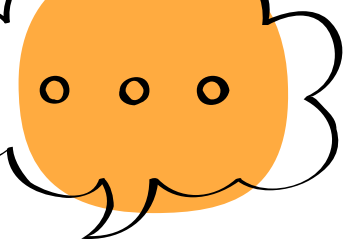
*an ethical issue arising from their career-related studies*



# Language Development

Language development ensures that all students have access to to a language program that will assist and further their understanding of the wider world. The ability to communicate in more than one language is essential to the IB's concept of an international education. This can be accomplished with course work **OR** through the creation of a portfolio.





# IB CP curriculum

1

## 2 Classes from the IB DP Program

Can be used to meet grad requirements

2

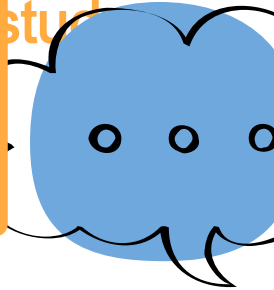
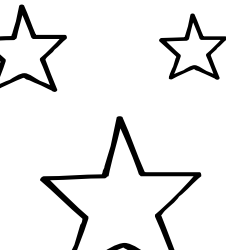
### CP Core

Provides students with a combination of academic and professional skills

3

### Career related study

Student selected career track from offered choices



# What makes up an IB CP Track?

## **Career Related Program**

- Is part of the student timetable during the two year period of the CP
- The careerrelated study and assessment plan is accredited /recognized by on one or more of the following
  - A government body
  - An awarding body
  - An appropriate employer organization or professional body
  - A further/higher education institution
- The careerrelated study is subject to a demonstrable form of external quality assurance

## **Our Current Career Related Programs for the IB CP**

- Marketing- state program (we get funding for this program)
- Finance- state program (we get funding for this program)

## **Future potential programs:**

- OSTC- already accredited
- Look at other ways for accreditation of CTE programs at the high school (health sciences, engineering, computer programming, early childhood education, ect).  
\*if these are not state accredited we will not get funding to help run these programs

# What does this cost?

**\$10,500**

**Year 0**

Application Fee \$8,500  
Training of PPS teacher  
\$2,000

**\$1,480**

**YEAR???**

Annual Fee  
\$1480

**Year 0 can come from Career Grant funds**

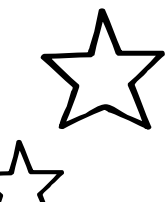




# What is the current budget

These numbers are approximates due to recent cuts  
Textbooks & supplies shared with AP

	IB World School current year	Year 2 after evaluation	Year 3 after evaluation	Year 4 after evaluation	Year 5 after evaluation
Academic year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Annual fee					
PYP					
MYP					
CP			1480	1480	1480
DP	11650	11650	11650	11650	11650
Total annual fee	11650	11650	13,130	13,130	13,130
Resources (specify) <i>Add rows as needed.</i>					
Postage	3,000	3,000	3,000	3,000	3,000
Teaching Supplies	5,000	5,000	5,000	5,000	5,000
Textbooks	8,000	8,000	8,000	8,000	8,000
Training/ Conferences	11,250	11,250	11,250	11,250	11,250
Technology	3,500	3,500	3,500	3,500	3,500

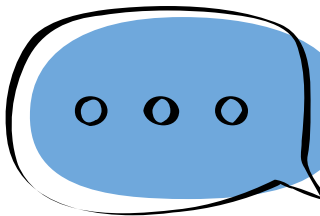
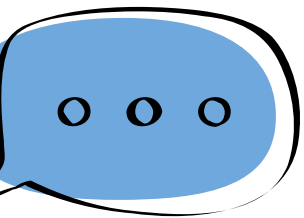


# Anticipated training costs

DP maintenance  
CP Additions  
If funds available

Academic year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	DP Leading the Learning - Cat 2 online \$750	CP Personal & Professional Skills training \$2000	Business Management \$2000		
		GOAL IB Counselor \$2,000		Biology 2000	
	Spanish CAT 2 \$750	GOAL Back up SEHS \$2,000		Physics 2000	
TOTAL	\$1,500	\$2,000 \$6,000	\$2,000	\$4,000	\$0





# Next Steps

**Winter 2021**

Board presentation  
and approval

**Late winter  
2021**

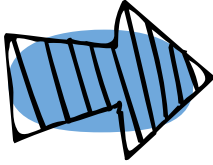
CP Application  
fee due

**Fall 2021  
Spring 2022**

Advertise program  
Enroll first group of Juniors  
Train ONE teacher for  
Professional Skills course  
Staff development

**Fall 2022**

Class of 2024  
First cohort begins  
program



Thank you so much for your time!

Further questions

[Sarah.Lephart@NoviK12.org](mailto:Sarah.Lephart@NoviK12.org)

[Alaina.Brown@NoviK12.org](mailto:Alaina.Brown@NoviK12.org)

**THANKS!**

addyouremail@freepik.com

yourcompany.com



CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, and infographics & images by **Freepik**

Please keep this slide for attribution

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Diversity Equity and Inclusion

Our district has shown a long commitment to diversity, equity, and inclusion. Beginning in 2010 the district has taken a number of steps to promote and support efforts at diversity, equity, and inclusion:

- Staff participate in Social Justice Capacity building workshops led by the University of Michigan
  - Over 100 staff members have participated since 2010
- The Office of Academics includes social justice as a foundational principle of their work
- Students participate in Student Dialogues on Race and Ethnicity summer workshops led by the University of Michigan
- Staff participate in 4 day Culturally Responsive Teaching training
- Staff participate in four day Courageous Conversations about Race training
- Restorative Practice becomes a central focus at the middle and high school in working with students
- Oakland Schools Facilitator Dr. Jay Marks works with buildings on culturally responsive teaching practices and issues related to race and ethnicity
- Play Works is brought to the district to develop student skills in respect, inclusion, and healthy community
- Develop a district wide multi-tiered system of support (MTSS) to support all students
- Teacher led diversity, equity, and inclusion team was formed to emphasize the importance of this work

Even with this work we recognize that diversity, equity, and inclusion is an ongoing priority for the district. To continue to support this work two new efforts have begun this year.

First, two board members – Mrs. Roney and Dr. Ruskin – are participating in an Oakland Schools diversity, equity, and inclusion (DEI) committee.

Second, we are including diversity, equity, and inclusion in our district school improvement plan.

As a district we will continue to embed diversity, equity, and inclusion as a primary focus of building an inclusive and welcoming community.

**APPROVED AND RECOMMENDED FOR  
REPORT TO THE BOARD**



**Steve Matthews, Ed.D., Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 21, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** COVID Metrics to return hybrid students to five-day

Returning students to school five days a week is a common goal of our Novi Community School District parents, Board of Education, teachers, and administrators. In order to do so, the conditions in our schools and communities need to be safe.

There have been no clear metrics based on case counts or positivity rates given by the state of Michigan or the Oakland County Health Division. As a result, you have seen a wide variety of responses by school district.

In September 2020, the Novi Community School District was one of the few school districts in our region that offered an in-person option for students. That decision was based on our ability to create space for social distancing and follow safety protocols. We have offered an in-person option since September 8 and have had a consistent schedule by and large, since school began.

Some districts returned without social distancing and were quickly forced to return to all virtual because of outbreaks among both teachers and students.

The state of Michigan and the Oakland County Health Division originally developed an in-person guidance document. That document had a scale based on case counts per million and positivity rates. The rates in November and early December went well past that guidance provided in the document and yet, in Novi, we were still able to safely have students in school.

The Michigan Department of Health and Human Services abandoned the original document and created a new guidance document, *State of Michigan Guidelines for Operating Schools Safely*. Included is a section on Safety Protocols. It identifies six recommendations.

1. Designated COVID-19 point of contact
  - a. In our district our point of contact is our school nurse
2. Cohorting
  - a. We have a modified cohorting system in grades K-6
  - b. Students stay with a designated group of students – their cohort – for the day
    - i. Recess, lunch, specials are with their classroom only
3. Personal protective equipment
  - a. We have provided masks and face shields to all staff
4. Hand hygiene
  - a. We have hand sanitizer available in all classrooms and common areas of buildings.
5. Spacing and movement

- a. The recommendations are:
  - i. Maintain six feet of distance at all times.
  - ii. In instructional settings, space desks six feet apart, making creative use of all school spaces (e.g., gymnasiums, cafeterias, multi-purpose rooms).
  - iii. If physical distancing of six feet cannot be maintained in instructional settings with an all in-person approach, schools should consider alternative strategies to reduce student density. This may include the use of a hybrid schedule that allows students to maintain six feet of distancing and attend in-person school for at least half-time.
  - iv. If a school district nonetheless proceeds with in-person learning, at a minimum it should:
    1. Maintain minimum seated distance of three feet in classrooms
    2. Consider the feasibility of installing barriers/partitions for additional risk mitigation
    3. Ensure that when students are eating at lunch with masks off, they maintain six feet of physical distance to the extent feasible
    4. Class sizes should be kept to the level afforded by the spacing guidance listed above

In our district with our hybrid option, we have met and can meet these recommendations. As previously mentioned, we began this approach on September 8 and have had success throughout the first four months of the school year.

In December, we asked our parents to recommit for second semester. At the time of the survey we indicated that the commitment made for second semester would last all of second semester. We also indicated that it might be possible for us to bring our hybrid students back to school five-days a week if the numbers indicated that we could do so safely.

The question is what do the numbers say?

In September, the Oakland County Health Division began providing weekly reports. As part of these reports, COVID-19 cases were reported by age.

Week	5-9 Ages	10-13 Ages	14-18 Ages	Total cases	% of 5-9 cases	% of 10- 13 cases	% of 14- 18 cases
23-Sep	30	35	133	198	15.15%	17.68%	67.17%
30-Sep	24	37	75	136	17.65%	27.21%	55.15%
7-Oct	20	27	63	110	18.18%	24.55%	57.27%
14-Oct	31	33	80	144	21.53%	22.92%	55.56%
21-Oct	35	35	128	198	17.68%	17.68%	64.65%
28-Oct	56	55	190	301	18.60%	18.27%	63.12%
4-Nov	74	87	256	417	17.75%	20.86%	61.39%
11-Nov	116	129	376	621	18.68%	20.77%	60.55%
18-Nov	172	169	465	806	21.34%	20.97%	57.69%



25-Nov	179	177	485	841	21.28%	21.05%	57.67%
2-Dec	116	174	431	721	16.09%	24.13%	59.78%
9-Dec	130	151	424	705	18.44%	21.42%	60.14%
16-Dec	126	133	375	634	19.87%	20.98%	59.15%
23-Dec	95	101	244	440	21.59%	22.95%	55.45%
30-Dec	61	75	151	287	21.25%	26.13%	52.61%
6-Jan	51	78	196	325	15.69%	24.00%	60.31%
13-Jan	82	114	281	477	17.19%	23.90%	58.91%

These numbers seem to suggest that students age 5-9 and 10-13 are less likely to be infected or spread the virus. These would be our students in grades K-6. However, in saying that we would be eliminating social distance. We would work to create as much distance as possible but in many instances that would be limited.

Oakland County Health Division does provide us with case counts and positive test information. We can separate it by county, zip code, and district.

The most relevant data point is the case count by district.

<b>By district, cases per 10,000</b>	
8/6 - 8/19	4.3
8/13 - 8/20	6.7
8/13 - 8/26	6.7
8/20 - 9/2	9.1
8/27 - 9/9	8.8
9/3 - 9/16	12.2
9/10 - 9/23	15.2
9/17 - 9/30	8.8
9/24 - 10/7	4.9
10/1 - 10/14	7.3
10/8 - 10/21	16.7
10/15 - 10/28	24.3
10/22 - 11/4	28.6
10/29 - 11/11	37.4
11/5 - 11/18	51.6
11/12 - 11/25	60.2
11/19 - 12/2	61.7
12/3 - 12/16	48.3
12/17-12/30	35.5
12/24 - 1/6	29.5
12/31 - 1/14	30.4
1/7 - 1/20	34.0

The second data point, case counts by zip code, give us data on our local environment.

<b>By zip code daily case per 10,000 residents</b>				
	48374	48375	48377	Average
8-Sep	22.5	13.6	22.7	19.6
8-Oct	16	19.8	20.3	18.7
8-Nov	44.3	38.6	65.1	49.3
30-Oct	21.8	27.7	37.5	29.0
31-Oct	23.7	27.7	41.2	30.9
2-Nov	32.1	32.1	51.6	38.6
28-Nov	112.9	94.8	154.2	120.6
30-Nov	111.6	95.3	153	120.0
8-Dec	109.1	115.9	159.1	128.0
17-Dec	93	111.5	150.5	118.3
4-Jan	62.2	53.1	91.6	69.0
11-Jan	60.3	51.4	80.5	64.1
18-Jan	59	40.8	58.4	52.7
21-Jan	60.9	46.1	65.1	57.3

The third relevant data point is county data.

	<b>7 day average of daily cases</b>	<b>Counts by day</b>
1-Jul	35	51
1-Aug	110	95
2-Sep	82	111
8-Sep	76	70
1-Oct	58	60
2-Nov	337	343
29-Nov	644	486
8-Dec	615	518
18-Dec	380	379
4-Jan	318	327
11-Jan	334	363
18-Jan	205	133
21-Jan	165	

The final data point to consider is test positivity:

	<b>Positivity Rate Oakland County</b>
2-Sep	4.44%

3-Oct	4.00%
4-Nov	11.80%
27-Nov	12.20%
8-Dec	11.04%
18-Dec	8.09%
4-Jan	9.32%
11-Jan	7.63%
17-Jan	6.39%
20-Jan	5.04%

Given all of this data, I reach the following conclusions:

1. Numbers are higher across the board than when we started school in September
2. The age group data suggests that younger students are less likely to be impacted
3. There is no “safe standard” given by any health department to guide us in our decision making

As we consider our schools, Novi’s K-4 and Meadows schools have fewer students than our middle and high school.

	Virtual		Hybrid		<b>2021 Overall (Jan. 21)</b>	
Novi High School	51%	1053	49%	1005	100%	2058
Novi Middle School	56%	618	44%	493	100%	1111
Meadows 6	59%	298	41%	204	100%	502
Meadows 5	52%	246	48%	226	100%	472
Deerfield	51%	231	49%	219	100%	450
Novi Woods	57%	227	43%	171	100%	398
Orchard Hills	55%	202	45%	166	100%	368
Parkview	53%	287	47%	253	100%	540
Village Oaks	59%	356	41%	252	100%	608

Given what we know about age group impact, bringing back K-6 students might be an option if numbers continue to track at the current level or below.

Given what we know at this time, I would recommend the following.

1. Track COVID-19 numbers by the following:
  - a. Case count per 10,000 residents in the Novi Community School District
  - b. Case count per 10,000 residents average in Novi related zip codes – 48374, 48375, 48377
    - i. All three zip codes would be combined to create an average
  - c. Case counts in Oakland County
  - d. Positivity rates in Oakland County

2. K-6 hybrid students could return to school five days a week if:
  - a. Case counts per 10,000 residents in the Novi Community School District were at or below 30 for three consecutive weeks.
  - b. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or below 55 for three consecutive weeks
  - c. Case counts in Oakland County are below 200 for three consecutive weeks
3. K-6 hybrid students would stay in five-day a week school unless numbers began to trend in the wrong direction.
  - a. Case counts per 10,000 residents in the Novi Community School District were at or above 45 for three consecutive weeks.
  - b. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or below 75 for three consecutive weeks
  - c. Case counts in Oakland County are below 275 for three consecutive weeks
4. 7-12 students would stay in virtual because of their size for the rest of the semester
  - a. With an option for the board to revisit and possibly bring hybrid students back after spring break

I am suggesting we wait until February 17 before we bring our K-6 hybrid students to five-day a week in-person instruction. We would have several weeks of additional data. We would be able to plan effectively.

There is no right answer. We must use our collective best judgment to create conditions where students can learn and where they are safe.

I will report back to the Board on February 4, and if the numbers are trending in the right direction I would recommend that we bring back our K-6 hybrid students to five-day a week school starting February 17.