



**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: March 4, 2021**  
**Virtual via Zoom**

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



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – March 4, 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. REPORT TO THE BOARD**
  - A. School Start Times
- VI. CONSENT AGENDA A ITEMS**
  - A. Approval of Minutes
  - B. Approval of Bills
- VII. ACTION ITEMS**
  - A Personnel Report
  - B. 2021 Roofing Program - Deerfield
  - C. IRS Letter Closing Agreement
  - D Extended COVID-19 Reconfirmation
- VIII. INFORMATION AND DISCUSSION**
  - A. Elementary Walk Zones and Redistricting
  - B. School Bus Purchase
  - C. District's Technology 5-Year Refresh Plan
  - D. Gardenbrook (formerly Walsh College) Property E-Rate Infrastructure
  - E. Bid Package #5A: Novi Meadows Site and Soccer Pavilion Contracts
  - F. Diversity, Equity, and Inclusion (DEI) Report
- IX. COMMITTEE REPORTS**
  - A. Capital Projects
- X. COMMENTS FROM THE AUDIENCE**
- XI. SUPERINTENDENT'S REPORT**
- XII. ADMINISTRATIVE REPORTS**
- XIII. BOARD COMMUNICATION**
- XIV. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC: School Start Times**

On November 21, 2019, the District Bell Time Committee presented a report to the Board of Education on changing school start and end times. Highlights of the report were:

- 12-18 year olds should have 8-10 hours of sleep each night
- Biological changes that occur during adolescence shift the internal clock for this age group and make sleepiness occur later in the evening
- The CDC reports that 58% of middle school students get less sleep than they need
- The CDC reports that 73% of high school students get less sleep than they need
- While all students suffer when they do not get enough sleep, some subgroups – Asian, Black, and female – are disproportionately affected
- Sleep deprivation increases risk for diabetes, obesity, anxiety, depression, sports injuries, behavioral problems
- Lack of sleep impacts academic performance
- Delaying start times improves attendance, decreases disciplinary actions, increases student attention, improves student-family interaction, increases GPA and test performance

In reviewing options, it became clear that developing a perfect schedule would be impossible. Buses, after school activities, student supervision at home, and other concerns were all considered in developing the new proposed bell time schedule.

On December 19, 2019, the Board of Education approved the following school start and end times:

Novi Meadows:	7:30 AM – 2:22 PM
Novi High School:	8:00 AM – 2:44 PM
NATC:	8:00 AM – 2:44 PM
Novi Middle School:	8:30 AM – 3:11 PM
All K-4 Buildings:	9:00 AM – 3:52 PM

These proposed times had the following advantages:

- HS/MS students would have the ability to get 45 minutes more sleep each night
- Meadows students would be dismissed before the elementary buildings so that older siblings could be at home before younger siblings
- All elementary schools would start at the same time
- No needed change for CARE and the Early Childhood Education Center

- Traffic flow on Taft would be maintained
- Our bus drivers' hours would be maintained

Disadvantages were noted:

- Not compliant with the 8:30 AM start time for high school
- Younger students start earlier than high school students
- The winter darkness would impact younger students more
- After school activities could be impacted

After board approval, the new start and end times needed to be discussed with our Novi Education Association.

That discussion has taken place and we are ready to move forward with implementing these start and end times for the 2021-2022 school year.

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

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

Steve Matthews, Ed.D., Superintendent



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 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 February 18, 2021
- B. Approval of Bills
  - a. December Board Report
  - b. Check Register for December 2020
  - c. Purchase Card Report from October 31, 2020 through November 30, 2020
  - d. January Board Report
  - e. Check Register for January 2021
  - f. Purchase Card Report from December 1, 2020 through December 31, 2020

**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, February 18, 2021  
Novi Community School District  
Board of Education**

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A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, February 18, 2021, beginning at 7:00 PM via Zoom.

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

Absent:

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF THE AGENDA**

It was moved by Mrs. Murphy and supported by Mrs. Roney that the Novi Board of Education approve the agenda as presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

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

There were 9 comments from the audience regarding returning to school full-time, in person and DEI.

**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 February 4, 2021

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

**ACTION ITEMS**

Personnel Report

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

**A.**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>New Hires</u> <u>Rate</u>	<u>Effective</u>
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**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Micu, Mary	NM	Special Ed Para	Retirement	04-30-21
Schopieray, Kristen	ESB	Receptionist/HR Asst.	Resigned	03-05-21

**A. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Armstrong, Christina	PV	Kindergarten Teacher	LOA #1-Child Care	02-22-21 to 06-11-21
Miller, Lauren	OH	4 <sup>th</sup> Grade Teacher	LOA #1-Child Care	2021-2022 School Year
Pardeshi, Tithi	ECEC	Special Ed Para	LOA #1-Child Care	02-22-21 to 06-11-21

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0 **MOTION CARRIED**

**2021 MASB Board of Directors Election**

As a member of the Michigan Association of School Boards (MASB), the Novi Community School District Board of Education has the right to cast a ballot for a group director in the MASB Board of Directors Election. Regions are based on geography. Novi will be casting one (1) vote in Region 8, districts with pupil membership between 5,001 and 11,000.

In our **Region 8**, there are four (4) candidates running for one (1) seat.

**Region 8 (three-year term)**

- Sandra Dukhie – Ferndale Public Schools
- Mary Hanser – Oxford Community Schools
- Birgit McQuiston – Lake Orion Community Schools
- Gina Walker – New Haven Community Schools

The Novi Community Schools Board of Education is asked to discuss tonight for whom they would like to decide to cast the vote for. At our regular meeting on February 18, 2021 the board will vote and take action.

Voting takes place via online ballot. The district receives one ballot, which has been emailed to the Superintendent's Secretary. After a decision is made the secretary will cast the ballot for the Board. Ballot deadline is 1 p.m. on Wednesday, March 1, 2021.

It was moved by Mr. Smith and supported by Mrs. Hood that the Novi Community School District Board of Education's MASB Board of Directors Election ballot for **Region 8** be cast for

### Copier Equipment Purchase

The District received proposals from two vendors based on state cooperative purchasing contracts; Applied Imaging and Ricoh. Each vendor has established contracts with school districts in the tri-county area. Both vendors reviewed the District's existing fleet inventory, copy volumes, and serviceability to determine their recommendations.

The administration is recommending the Board of Education approve the purchases of 36 copiers, installation services, training, and support from Applied Imaging in the total amount of \$481,708.84. Pricing is based on the Michigan Intergovernmental Trade Network (MITN) co-operative. The district is recommending the Applied Imaging solution based on the Cannon equipment design, the reputation of Applied Imaging, and the savings on support and maintenance over the Ricoh proposal. The estimated savings on the cost per copy is approximately \$40,507 over 60 months.

It was moved by Mrs. Roney and supported by Mr. Cook that the Novi Community School District Board of Education approve the purchases of 36 copiers, installation services, training, and support from Applied Imaging in the total amount of \$481,708.84.

Nays: 0                      **MOTION CARRIED**

On January 21, 2021, the Novi Community School District Board of Education approved a resolution formally authorizing the purchase of the Walsh College – Novi property. This purchase was to provide temporary or permanent homes for the Novi Adult Transition Program and Novi Career Prep Alternative Education and Adult Education, create space for our Robotics program, and space for our virtual academy.

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Our attorney recommends the formal adoption of the attached resolution to ensure that we meet all appropriate legal standards.

It was moved by Mr. Cook and supported by Mr. Mena that the Novi Community School District Board of Education approve the attached resolution on the purchase of the Walsh College – Novi property and facility.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0 **MOTION CARRIED**

#### Resolution for School Boards to Meet in Person

On February 11, 2021 MASB sent out a request asking interested Boards to pass a resolution allowing for in-person school board meetings. A sample resolution is attached for your consideration.

It was moved by Mr. Mena and supported by Mr. Cook that the Novi Community School District Board of Education approve the attached resolution, as read, for in-person school board meetings.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0 **MOTION CARRIED**

#### INFORMATION AND DISCUSSION

##### 2021 Roofing Program - Deerfield

On January 15, 2021 the District received bids from (3) contractors. After the receipt of bids, PMC participated in post bid reviews with two firms (CEI Roofing, and Butcher and Butcher). Concluding several discussions with both firms, the bond team recommends awarding to Butcher and Butcher. Butcher and Butcher's ability to meet our schedule and provide the specified materials were key factors in this recommendation.

The budget for the Deerfield Roofing replacement, including soft costs is: \$2,795,963.00. Based on this award and anticipated soft costs, we expect this work to come in under budget with an anticipated final cost of \$2,620,000.

The bond team recommends the District administration enter into a subcontract agreement with Butcher and Butcher pending final negotiation by Plante Moran Cresa (PMC) and Thrun Law Firm on behalf of NCSD.

Attached for reference is StructureTec's award recommendation package dated February 03, 2021. PMC is available at your convenience to answer any questions you may have regarding this recommendation for award.

The roofing bids are presented and recommended to the Board of Education at this meeting, with awarding of the bids at the March 4, 2021 Board meeting.

#### Extended Instruction Flexibility Plan

At the February 4, 2021, the Board and Superintendent engaged in a conversation regarding allowing the Superintendent to have the flexibility to be able to move between instruction modalities based on the COVID numbers that are trending.

This comes tonight for discussion and will come back for action at the March 4, 2021 regular Board meeting.

### COMMITTEE REPORTS

#### Curriculum Committee

Mrs. Roney, Board Trustee and Chair of the Curriculum Committee, reported that the committee had a robust discussion around PE credit. She stated that Mr. Todd Pennycuff shared valuable historical information with regards to Physical Education. Mrs. Roney said that the committee will explore this further and bring their findings and recommendation to the board at a later date.

### COMMENTS FROM THE AUDIENCE

There were no further comments from the audience.

### SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of Schools, reported that one of the comments this evening asked about the school start times. He stated that we will have information for the Board at the March 4<sup>th</sup> Board meeting. Dr. Matthews reminded the Board of discussions they had last year and that we will further those discussions with our teachers this year. He said that we have a path to move forward and we will bring that to the Board in March.

Dr. Matthews mentioned that will include discussions about the walk zones because in order to have all five (5) elementary buildings start at the same time, we need to have all of our buses available and that will require change to some of the walk zones. He reported that tomorrow we will send out another update to our community.

Dr. Matthews stated that the numbers he received today from Oakland County Health have trended in the right direction, so we will have our third week of meeting the metrics. He said that our hybrid K-6 students will come back five (5) days of in-person instruction, starting Monday February 22<sup>nd</sup>. Dr. Matthews reported that our virtual students will stay virtual.

He mentioned that some parents have asked why we are not bringing back all students and that is to continue to create safe conditions in our schools. Dr. Matthews stated that when you think of our elementary buildings normally having 500 students in each building, we will have 250 in each building. He said that we will be able to manage lunches better, buses better, and manage hallways better, so we think that bringing only our hybrid students back will continue to create those safe conditions.

Dr. Matthews reminded the Board that in December we asked parents to make a commitment for the second semester and if they wanted their students to potentially come back five (5) days a week, then they should choose hybrid. He mentioned that if they did not want that, then they should choose the virtual option. Dr. Matthews said that we were pretty explicit in December with our parents, so we believe that they understood the process.

He reported that we will move forward with our K-6 group on Monday, February 22<sup>nd</sup>, and this week when we have met the metrics and also next week when we have met our metrics, the 7-12 group will come back on March 1<sup>st</sup>.

Dr. Matthews stated that there are some concerns about class sizes, in some instances that were mentioned tonight in the comments to the Board, we are trying to address those by potentially moving classrooms to larger rooms in the building to ensure that we have as much separation as possible. He said that it is clear that we will not have six (6) feet of separation in all of our classrooms and in some classrooms, we will be down to two (2) or three (3) feet of separation between students.

Dr. Matthews reinforced that we will continue wearing masks, continue to have hand sanitizer, continuing to have disinfectant wipes, have lunchrooms where we think we will be able to have two (2) or three (3) students at a table, instead of six (6). He reported that we are going to spread students out and have spent the last several weeks addressing all of these issues. Dr. Matthews stated that we believe we are in a good spot and are looking forward to welcoming all of our hybrid K-6 students back on Monday, February 22<sup>nd</sup>, and then our 7-12 hybrid students on Monday, March 1<sup>st</sup>.

#### ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, expressed his gratitude to the Board for their action on the copy refresh and also the Walsh College resolution. He reported that the business office worked with DTE to see if we qualify for any rebates for workers that have already taken place in some of our buildings and we will be working with DTE to complete applications on future projects as well to see if we qualify for any additional rebates.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that last Thursday and Friday, he and Dr. Matthews had the privilege of traveling the District to deliver years of service awards to teachers and staff who had earned their 20-year, 25-year, and 30 year services awards. He stated that for 20-years was a beautiful clock engraved and for 25 was an engraved platter. Dr. Kinzer said that this is something they normally do at our opening day assembly, which we were unable to do this year because of COVID.

He shared that it was great to be able to do it personally, in the teachers' classrooms, often in front of students. Dr. Kinzer mentioned that he thought it was well received and considering whether we might ask those individuals to walk across the stage this fall. He added that he was not sure how many of them would be excited about that, but maybe. Dr. Kinzer reported that it was a great couple of days to get out into the classrooms and celebrate with teachers that have served this District well for many years.

Dr. RJ Webber, Assistant Superintendent for Academic Services, expressed his pride in our teachers and administrators for meeting the challenge that is coming up. He reported that we are attending to certain things around social distancing by making use of the investment in flexible furnishings and creating mobile lunchrooms that are out in the hallways. Dr. Webber stated that we are creating entire classroom environments throughout the school; in the hallways and in

every nook and cranny. He said that, as Dr. Matthews mentioned, we are using our virtual teachers' rooms in order to spread out. Dr. Webber reiterated that he is very, very proud of our teachers and administrators, who in just the past week, and it was a shortened week, have been doing really everything they can to provide an experience that our kids deserve.

He reported, please understand from a teaching and Learning standpoint, that these next couple of weeks we will be bringing our K-6 kids, that have never been together with each other, together. Dr. Webber stated that classes will now go from 12 students up to 30 in a classroom and bringing in students halfway through the year who have never met before and making them feel comfortable.

He said that making sure instruction happens the way the teacher wants it to happen is going to take time. Dr. Webber remarked that he has given the principals and teachers the grace to go at whatever pace they need to, to do that well. He expressed his concern around instruction, but said he was far more concerned about the students' social emotional health and well-being and how they come together. Dr. Webber mentioned that it may feel like we are going back five (5) days, but there is going to be more work and ore stuff going on. He contended that he did not want to see a doubling of anything because our staff and students have been getting after it.

Dr. Webber congratulated Dr. Julie Bedford for earning her doctorate, which takes a significant amount of time and effort and follow-through. He explained that it takes laser-like focus for years on one subject, education.

Dr. Webber reported that Tuesday the students had off, but teachers and administrators had a day of pretty weighty issues. He explained that Easter Seals came in and worked with all staff, 7-12, around secondary trauma and how we can better help our children as they come back from this pandemic. Dr. Webber stated that the middle school had some training on capacity building around the issues of race and ethnicity. He said the conversations were really good. Dr. Webber mentioned that iReady came in and did some fantastic professional development for K-6 teachers. He explained that they looked at data.

Dr. Webber shared that the interschool council met today. He expressed his gratitude to our parents for participating. He reported that they are excited for the senior all night party folks because they think they may have a place to store their stuff. Dr. Webber stated that there is a big parking lot at Walsh College and they have Mr. McIntyre to thank for that.

He explained that the Incubator class has a fundraiser that coming up called Hustle for our Homies. Dr. Webber reported that the coffee mug displaying the great lakes, Huron, Ontario, Michigan, Erie, and Superior, also known as homes, because our great lakes are in danger each year because 22 million pounds of plastic are leaked into the great lakes. He stated that the Novi Incubator wants to maintain our homes, while instilling environmentally conscious culture in our community.

Dr. Webber explained that the Incubator course will be conducting a 5K throughout every elementary area as a way to stroll walk. He emphasized that it will be socially distanced with all of the money going to helping our great lakes. Dr. Webber said if you hear about this coming



up, you are invited to come for a walk and hang out in your local neighborhood. He mentioned that we have another Incubator group coming out called leverage. Dr. Webber reported that he had the pleasure of watching Ms. Jessica Ganesh, Danielle Birdyshaw, and Adva Ringle provide an hour of professional development. He stated that we have 50 high school students who will actually be mentoring and working with our English language learner students, K-6, putting their energy and time into being friends and mentors for these youngsters.

#### BOARD COMMUNICATION

Mrs. Roney, Board Trustee, reported that this weekend she will be glued to her computer with the Winter Institute trying to get some of the classes done. She stated that it will be interesting and a learning experience and she will have a lot to report. Mrs. Roney said that it starts tomorrow morning.

She thanked RJ for the meeting. Mrs. Roney mentioned that it was a real, good conversation and Todd Pennycff schooled us on a lot of things. She reported that she looks forward to welcoming back all of the kids. Mrs. Roney expressed her gratitude to all of the teachers and administrators for getting this going.

Mrs. Hood, Board Treasurer, reported that at one of the NEF meetings, she was speaking to a mom who was very proud that her son had just been hired by NASA's jet propulsion laboratory. She stated that NASA's Rover Perseverance travelled 239 million miles and it landed on Mars today. Mrs. Hood said that is some pretty cool science and it is cool that we have kids who are graduating from our schools, getting their university educations, and going to leadership positions in organizations. She asserted that it is just very impressive and pretty neat.

Dr. Ruskin, Board President, reported that she knows exciting times are coming up here and there is a big transition happening. She stated that the other day, while she was doing something, and thought a lot about the conversation on aces. Dr. Ruskin said that unfortunately now, even every student in our District who maybe never had an ace, every single one and our teachers now have one, so she appreciated Dr. Webber's comments on how we were going to transition.

She reiterated that we are moving into an exciting time, bringing our hybrid kids back. Dr. Ruskin mentioned that we are all looking forward to that next step, but certainly some of our teachers are feeling some anxiety and she is certain that our students will too. She reported that this week will bring some challenges and some great delight. Dr. Ruskin expressed her gratitude to the Board, administration, and all the teachers for all the work that has been done over the last year. She stated that she knows everyone is up for the challenge.

#### ADJOURNMENT

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mrs. Hood, Mr. Mena, Mr. Cook, Mrs. Murphy,  
and Mrs. Roney (by Roll Call)

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 8:29 p.m. The next regular meeting of the Board is scheduled for March 4, 2021 at 7:00 p.m, via Zoom.

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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**

March 4, 2021

**DIRECTOR OF FINANCE**

**TOPIC:** Approval of Bills - December 2020

The monthly bills payable for December 2020 are submitted to the Novi Board of Education for review and approval:

Net payroll		\$2,603,441.04
Withheld and employer payroll taxes		\$989,316.95
Employer and employee ORS liability		\$2,368,458.23
Expenditures of accounts payable, comprised of:		
General Fund	\$1,962,721.54	
Food Service Fund	\$141,617.61	
Capital Projects Fund	\$303,052.59	
Recreation Fund	\$71,316.46	
Debt Funds	\$0.00	
Sinking Funds	\$0.00	
Special Revenue Funds	\$70,192.01	
Pcard and EduStaff ACHs	<u>\$222,056.29</u>	
Total	\$2,770,956.50	<u>\$2,770,956.50</u>
Grand Total:		<u><u>\$8,732,172.72</u></u>

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the payment of bills for the month of December 2020 in the amount \$8,732,172.72 , as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
Steven Matthews, Superintendent

March 4, 2021  
Date

**Novi Community SD**  
**Check Register Web Version**  
from 12/1/2020 to 12/31/2020  
Check ID: AP

Vendor Name	Check Date	Check Amount
	12/31/2020	\$849,857.44
ABEL, MARCI	12/01/2020	\$87.13
ADN ADMINISTRATORS INC	12/01/2020	\$3,684.90
ANDYMARK INC	12/01/2020	\$108.50
AT&T	12/01/2020	\$3,267.37
AT&T	12/01/2020	\$639.92
BEYER, TODD	12/01/2020	\$403.00
CINTAS CORPORATION #31	12/01/2020	\$190.76
COOPER, ALEC	12/01/2020	\$285.36
CORRIGAN OIL/CORRIGAN TOWING C	12/01/2020	\$394.45
CRISIS PREVENTION INSTITUTE IN	12/01/2020	\$150.00
CUMMINS BRIDGEWAY LLC	12/01/2020	\$1,158.02
DABERKO LLC	12/01/2020	\$2,503.90
DATA MANAGEMENT INC.	12/01/2020	\$1,800.00
DORNSEIFER, JEFFREY E.	12/01/2020	\$201.00
DUDA, SUSAN	12/01/2020	\$388.89
ECA SCIENCE KIT SERVICES	12/01/2020	\$44,062.87
EIDEX LLC	12/01/2020	\$14,354.00
EVER KOLD REFRIGERATION	12/01/2020	\$2,017.00
EXECUTIVE ENERGY SERVICES LLC	12/01/2020	\$400.00
GREAT LAKES FURNITURE SUPPLY I	12/01/2020	\$1,789.00
HIRSHFIELD, LAURA JANINE	12/01/2020	\$1,322.00
HODGE, MEGHAN	12/01/2020	\$429.88
HOLLAND BUS COMPANY	12/01/2020	\$767.89
INTERIM HOME HEALTHCARE OF OAK	12/01/2020	\$1,870.00
JACKSON TRUCK SERVICE INC	12/01/2020	\$66.60
JANTZ, ANGELA	12/01/2020	\$20.99
JUNIOR LIBRARY GUILD	12/01/2020	\$471.80
KATULSKI, CAROL	12/01/2020	\$781.91
LIFE INSURANCE COMPANY OF NORT	12/01/2020	\$21,670.72
M-2 AUTO PARTS INC	12/01/2020	\$33.29
MCDUGALL, BARBARA	12/01/2020	\$12.49
MCMASTER-CARR SUPPLY COMPANY	12/01/2020	\$443.74
MESSA (MICHIGAN EDUCATION SPEC	12/01/2020	\$591,324.87
METRO ATHLETIC OFFICIALS ASSOC	12/01/2020	\$400.00
MICHIGAN DECA	12/01/2020	\$2,120.00
MITTEN ROOTZ/HYSTYX	12/01/2020	\$780.00
OBSERVER & ECCENTRIC/MICHIGAN.	12/01/2020	\$1,100.40
OTAKA, KEIKO	12/01/2020	\$50.00
PLYMOUTH AC LLC	12/01/2020	\$3,495.00
ROH, INKYUNG	12/01/2020	\$15.00
SCHOLASTIC INC	12/01/2020	\$3,740.30
Tarkanyi, Michelle	12/01/2020	\$52.04
TAYLOR, ROBERT	12/01/2020	\$112.50
VEX ROBOTICS INC	12/01/2020	\$145.56
WUNDERLICH, MAGGIE	12/01/2020	\$69.36
YAMADA, MAYA	12/01/2020	\$112.50
YOUNG REMBRANDTS	12/01/2020	\$756.00

**Novi Community SD**  
**Check Register Web Version**  
from 12/1/2020 to 12/31/2020  
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Vendor Name	Check Date	Check Amount
YUCHUCK, KERRI	12/01/2020	\$28.03
ZHANG, LI	12/01/2020	\$20.00
MEFSA	12/10/2020	\$127.35
MICHAEL R STILLMAN (P42765)	12/10/2020	\$201.72
MISDU	12/10/2020	\$1,920.50
UNITED STATES TREASURY	12/10/2020	\$62.00
ABEL, MARCI	12/15/2020	\$35.88
ABLE TESTING CO.	12/15/2020	\$130.00
AETNA BEHAVIORAL HEALTH LLC	12/15/2020	\$1,779.06
ANDYMARK INC	12/15/2020	\$280.29
AT&T	12/15/2020	\$980.88
AT&T	12/15/2020	\$1,272.67
AT&T MOBILITY	12/15/2020	\$3,355.29
AVENTRIC TECHNOLOGIES LLC	12/15/2020	\$1,148.00
BABA LANGUAGE SERVICES	12/15/2020	\$965.00
BEYER, TODD	12/15/2020	\$297.60
BUSCHER, JOSHUA NICHOLAS	12/15/2020	\$400.00
CANADY, JANIS	12/15/2020	\$70.00
CARLINI, LAUREN	12/15/2020	\$101.27
CHEN, TIANNAN	12/15/2020	\$234.00
CINTAS CORPORATION #31	12/15/2020	\$449.68
CRISIS PREVENTION INSTITUTE IN	12/15/2020	\$1,090.00
CUMMINS BRIDGEWAY LLC	12/15/2020	\$36.26
DABERKO LLC	12/15/2020	\$1,509.34
DAVID, SARAH	12/15/2020	\$28.00
DEAN TRANSPORTATION INC	12/15/2020	\$3,640.00
DELTACOM INC	12/15/2020	\$1,520.00
DIGITAL SIGNUP	12/15/2020	\$800.80
DIRECT ENERGY BUSINESS INC	12/15/2020	\$42,394.43
DRAGOO, MICHAEL	12/15/2020	\$122.99
DTE ENERGY	12/15/2020	\$40,330.48
ECA SCIENCE KIT SERVICES	12/15/2020	\$12,055.51
ENVIRO-CLEAN SERVICES INC	12/15/2020	\$161,577.55
ERSKINE, ALEXANDER	12/15/2020	\$9.90
EVER KOLD REFRIGERATION	12/15/2020	\$575.00
FICANO, SABRINA	12/15/2020	\$134.66
GRESHAM, MICHELLE	12/15/2020	\$13.95
HADDAD, DANIEL	12/15/2020	\$400.00
HADDAD, MARK	12/15/2020	\$900.00
HIRSHFIELD, LAURA JANINE	12/15/2020	\$531.85
HOBART SERVICE	12/15/2020	\$736.40
HOFFMAN, RHONDA	12/15/2020	\$131.13
HOLLAND BUS COMPANY	12/15/2020	\$356.25
IMA SPORTS NOVI	12/15/2020	\$495.00
INTEGRATED DESIGN SOLUTIONS LL	12/15/2020	\$25,966.46
INTERIM HOME HEALTHCARE OF OAK	12/15/2020	\$2,180.00
JACKSON TRUCK SERVICE INC	12/15/2020	\$983.07
JODOIN, DEBRA	12/15/2020	\$2,186.74

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Vendor Name	Check Date	Check Amount
JOHN'S SANITATION INC	12/15/2020	\$210.00
KYLES, AUTUMN	12/15/2020	\$487.81
LATHAM, ERIN	12/15/2020	\$100.00
LIM-ARENA, DEBORAH	12/15/2020	\$100.10
LINTECH GLOBAL, INC	12/15/2020	\$500.00
LYON, CINDY	12/15/2020	\$70.00
M-2 AUTO PARTS INC	12/15/2020	\$19.60
MALLIPUDI, SWAPNA	12/15/2020	\$38.97
MARK BOGARIN PHOTOGRAPHY	12/15/2020	\$350.00
MATHESON TRI-GAS INC	12/15/2020	\$1,042.30
MATHUR, PREREETA	12/15/2020	\$124.73
MILLER JOHNSON	12/15/2020	\$837.50
MILLER, BRAD	12/15/2020	\$99.00
PEARSON	12/15/2020	\$325.41
PITSCO INC	12/15/2020	\$47.27
PLYMOUTH PT SPECIALISTS	12/15/2020	\$5,442.00
PULSIFER, PAIGE	12/15/2020	\$24.49
RAYAPPAN, PRABU	12/15/2020	\$99.00
SCHOLASTIC BOOK FAIRS	12/15/2020	\$1,190.11
SCHOOLCRAFT COLLEGE	12/15/2020	\$42,725.00
SCHYPINSKI, RACHEL	12/15/2020	\$1,420.55
SERVICAR OF MICHIGAN INC.	12/15/2020	\$6,384.00
SEW SUCCESSFUL INC.	12/15/2020	\$275.00
SHINOHARA, MICHIAKI	12/15/2020	\$118.25
STATE OF MICHIGAN	12/15/2020	\$150.00
TEAM SPORTS INC	12/15/2020	\$28,471.97
TREDROC TIRE SERVICES LLC	12/15/2020	\$463.50
UPBEAT MUSIC, LLC	12/15/2020	\$5,295.00
VANCE, RYAN	12/15/2020	\$156.75
VANDRANGI, RAVI KIRAN	12/15/2020	\$104.45
VELLUCCI, MARK ANDREW	12/15/2020	\$545.29
WAGEWORKS INC	12/15/2020	\$898.88
WALCZAK, KRISTEN	12/15/2020	\$547.83
WATERMARK APPAREL LLC	12/15/2020	\$4,609.00
WATT, YULONDA	12/15/2020	\$135.00
WEB BENEFITS DESIGN CORPORATIO	12/15/2020	\$3,640.50
WOODY, ANDREA	12/15/2020	\$60.00
WUNDERLICH, MAGGIE	12/15/2020	\$98.95
YAMAMOTO, NORIO	12/15/2020	\$27.26
ZONAR SYSTEMS INC	12/15/2020	\$1,405.24
ALLEGRA MARKETING PRINT MAIL -	12/18/2020	\$130.45
BRAND IT	12/18/2020	\$300.00
CHECK, MARY ANNE	12/18/2020	\$37.50
CHEN, OIZHI	12/18/2020	\$21.00
CINTAS CORPORATION #31	12/18/2020	\$170.52
CITY OF NOVI WATER & SEWER DEP	12/18/2020	\$4,536.80
CONSUMERS ENERGY	12/18/2020	\$13,936.72
DELL, HEATHER	12/18/2020	\$98.77

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Vendor Name	Check Date	Check Amount
DRAMATISTS PLAY SERVICE INC	12/18/2020	\$360.00
ELLSWORTH CAROTHERS, KARI	12/18/2020	\$129.00
ERICKSON, LISA	12/18/2020	\$108.55
EVER KOLD REFRIGERATION	12/18/2020	\$930.00
GEMELLARO SYSTEMS INTEGRATION	12/18/2020	\$39,977.78
GFL ENVIRONMENTAL USA INC.	12/18/2020	\$325.00
GRAY, KAITLIN	12/18/2020	\$99.97
HIRSHFIELD, LAURA JANINE	12/18/2020	\$28.97
HORIZON ENGINEERING ASSOCIATES	12/18/2020	\$9,438.96
HP INC	12/18/2020	\$1,279.58
HUTTEN, LAURA	12/18/2020	\$32.00
INTERIM HOME HEALTHCARE OF OAK	12/18/2020	\$3,148.75
JANTZ, ANGELA	12/18/2020	\$30.00
JOHN'S SANITATION INC	12/18/2020	\$210.00
JOHNSTON, BRIANNA	12/18/2020	\$28.71
JOSTENS INC	12/18/2020	\$25,423.39
KRALL, CHRIS	12/18/2020	\$15.00
KRAUS, MANDY	12/18/2020	\$15.00
KSS ENTERPRISES	12/18/2020	\$7,124.34
LEE, WONHEE	12/18/2020	\$30.00
LIFE INSURANCE COMPANY OF NORT	12/18/2020	\$21,501.50
MARSHALL MUSIC	12/18/2020	\$10.00
MCCARTHY & SMITH INC	12/18/2020	\$89,927.71
MCMASTER-CARR SUPPLY COMPANY	12/18/2020	\$59.18
MESSA (MICHIGAN EDUCATION SPEC	12/18/2020	\$600,352.14
MIOTECH SPORTS MEDICINE SUPPLI	12/18/2020	\$110.58
NICHOLS PAPER & SUPPLY COMPANY	12/18/2020	\$1,036.61
OSTERKAMP, PAIGE	12/18/2020	\$25.13
PETTY CASH-JULIE BEDFORD OR AN	12/18/2020	\$150.00
PLYMOUTH PT SPECIALISTS	12/18/2020	\$2,082.00
PREMIER RELOCATIONS LLC	12/18/2020	\$515.00
PRESIDIO NETWORKED SOLUTIONS L	12/18/2020	\$2,035.18
RAJENTHIRAN, SAAMANTHY	12/18/2020	\$54.37
RELIABLE DELIVERY	12/18/2020	\$1,867.50
REV ROBOTICS LLC	12/18/2020	\$624.48
RODRIGUEZ-KITKOWSKI, LAURA	12/18/2020	\$28.00
SAFEWAY SHREDDING LLC	12/18/2020	\$60.00
SCHOLASTIC BOOK FAIRS	12/18/2020	\$1,922.74
SEG WORKERS COMPENSATION FUND	12/18/2020	\$11,649.00
SEGERSTROM, SUSAN	12/18/2020	\$40.00
TEAM SPORTS INC	12/18/2020	\$7,285.00
THRUN LAW FIRM P.C.	12/18/2020	\$7,828.50
TOFILSKI, WILLIAM RAYMOND	12/18/2020	\$1,100.00
TW SHIRTS	12/18/2020	\$295.00
UDUPA, ANU	12/18/2020	\$950.67
VSC INC	12/18/2020	\$3,700.00
WANG, ZHEN	12/18/2020	\$40.00
ZEBROWSKI, LANA	12/18/2020	\$30.00

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Vendor Name	Check Date	Check Amount
ZIMMERMAN, BARBARA	12/18/2020	\$105.00
BERNDT & ASSOCIATES PC	12/23/2020	\$885.51
MICHAEL R STILLMAN (P42765)	12/23/2020	\$227.99
MISDU	12/23/2020	\$1,920.50
UNITED STATES TREASURY	12/23/2020	\$62.00
		<b>Issued:</b> \$40,991.95
		<b>Cancelled:</b> \$2,808,570.15
<b>AP Checks Processed:</b>	<b>197</b>	<b>AP Bank Total:</b> <b>\$2,849,562.10</b>
<b>Total Checks Processed:</b>	<b>197</b>	<b>Grand Total:</b> <b>\$2,849,562.10</b>



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Check Totals by by Fund    Check ID: AP

Fund	Fund Description	Status	Status Desc.	Check Amount
110	General Fund	CX	Cancelled	\$1,825,564.03
110	General Fund	IS	Issued	\$19,035.44
120	Special Ed	CX	Cancelled	\$19,218.04
130	Community Ed	CX	Cancelled	\$34.99
130	Community Ed	IS	Issued	\$800.80
140	Athletics	CX	Cancelled	\$25,229.56
140	Athletics	IS	Issued	\$7,685.00
170	Academics	CX	Cancelled	\$59,858.68
170	Academics	IS	Issued	\$5,295.00
230	Recreation Fund	CX	Cancelled	\$70,821.46
230	Recreation Fund	IS	Issued	\$495.00
250	Food Service Fund	CX	Cancelled	\$138,068.35
250	Food Service Fund	IS	Issued	\$3,549.26
290	Student/School Activity Fund	CX	Cancelled	\$66,060.56
290	Student/School Activity Fund	IS	Issued	\$4,131.45
440	2017 Capital Projects Fund	CX	Cancelled	\$1,789.00
450	2020 Capital Projects Fund	CX	Cancelled	\$301,263.59
			<b>Total:</b>	<b>2,548,900.21</b>

## JP MORGAN/CHASE

CYCLE: 10/31/20-11/30/20

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
ABRAHAM, MARY	2929620275-57920000	40.00	11/05/2020	TARGET 00014654	STAFF MTG GIFT CARDS
ABRAHAM, MARY	1111220000-53450000	47.67	11/11/2020	ZOOM.US	MONTHLY UPGRADE TO ZOOM PLUS - SARAH DAVID
ABRAHAM, MARY	1124120000-55910000	44.20	11/12/2020	STAPLS7317802903000001	MISC OFFICE SUPPLIES
ABRAHAM, MARY	1111220000-54910000	40.00	11/19/2020	SAFEWAY SHREDDING	OFFICE SHREDDING
ABRAHAM, MARY	2929620258-57920000	2,021.64	11/23/2020	WALSWORTH PUBLISHING	BALANCE DUE FOR 2019-2020 YEARBOOK
ABRAHAM, MARY	1124120000-53430000	6.95	11/24/2020	USPS PO 2569200376	SEND CERTIFIED LETTER RE: LIVING IN DISTRICT
ABRAHAM, MARY	2929620275-57920000	2,592.12	11/27/2020	4IMPRINT	EMPLOYEE INCENTIVES
<b>ABRAHAM, MARY Total</b>		<b>4,792.58</b>			
AMMONS, KATHERINE	1111220000-55110717	11.63	11/30/2020	KROGER #895	FOODS SUPPLIES
<b>AMMONS, KATHERINE Total</b>		<b>11.63</b>			
BAKER, ROBERT	2929620275-57920000	466.88	11/24/2020	SAMS CLUB #6657	SUPPLIES
<b>BAKER, ROBERT Total</b>		<b>466.88</b>			
BEDFORD, JULIE	1111115000-57410000	45.00	11/23/2020	SAMS CLUB RENEWAL	MEMBERSHIP RENEWAL
BEDFORD, JULIE	2929615275-57920000	12.82	11/25/2020	JIMMY JOHNS - 1659 - E	MEETINGS ALL DAY-ORDERED IN LUNCH
<b>BEDFORD, JULIE Total</b>		<b>57.82</b>			
BENGLE, HOLLY	1335100000-55110553	28.78	11/12/2020	TARGET 00006114	CRAFT SUPPLIES
BENGLE, HOLLY	1335100000-55110553	0.92	11/16/2020	STAPLES DIRECT	CRAFT ITEM
<b>BENGLE, HOLLY Total</b>		<b>29.70</b>			
BOOTZ, ASHLEY	2929661116-57920000	420.23	11/03/2020	REBEL ATHLETIC	CHEER UNIFORM SET
BOOTZ, ASHLEY	1429300000-55910000	19.05	11/05/2020	CVS/PHARMACY #08161	FLASHLIGHTS FOR WORKING PARKING EVENTS
BOOTZ, ASHLEY	2929661275-57920000	8.59	11/05/2020	MARIA S ITALIAN BAKERY	COOKIES FOR EVENT
BOOTZ, ASHLEY	2929661275-57920000	20.12	11/16/2020	BUSCH'S #1205	FLOWERS
BOOTZ, ASHLEY	2929661275-57920000	104.97	11/16/2020	TARGET 00014654	WRONG CHARGE-WILL BE RETURNED
BOOTZ, ASHLEY	2929661275-57920000	54.97	11/16/2020	TARGET 00014654	CARD AND GIFT CARD
BOOTZ, ASHLEY	2929661275-57920000	(104.97)	11/16/2020	TARGET 00014654	RETURNED OVER CHARGE FEES
BOOTZ, ASHLEY	2929661275-57920000	363.15	11/19/2020	HOBBY-LOBBY #645	HOLIDAY GIFTS FOR OFFICE STAFF
BOOTZ, ASHLEY	1429300000-55910000	58.19	11/23/2020	THE HOME DEPOT #2737	STORAGE BINS FOR OFFICE
BOOTZ, ASHLEY	2929661275-57920000	(10.59)	11/27/2020	HOBBY-LOBBY #645	ITEM RETURNED
BOOTZ, ASHLEY	2929661275-57920000	58.25	11/27/2020	HOBBY-LOBBY #645	HOLIDAY GIFTS
<b>BOOTZ, ASHLEY Total</b>		<b>991.96</b>			
BRATNEY, BETHANY	1122222000-55310000	326.49	11/03/2020	FOLLETT SCHOOL SOLUTIO	NEW MATERIALS FOR LMC
BRATNEY, BETHANY	1122222000-55310000	78.55	11/09/2020	FOLLETT SCHOOL SOLUTIO	NEW MATERIALS FOR LMC
BRATNEY, BETHANY	2929622105-57920000	32.09	11/23/2020	AMAZON.COM*580W02ZX3	BOOKS ORDERED ON BEHALF OF AP DEPT. (PAID FOR BY AP ACCOUNT)
BRATNEY, BETHANY	1122222000-55310000	121.74	11/24/2020	FOLLETT SCHOOL SOLUTIO	NEW MATERIALS FOR LMC

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
BRATNEY, BETHANY	1122222000-55310000	39.98	11/30/2020	BOOKSAMILLION.COM	NEW RELEASE MATERIALS FOR LMC
<b>BRATNEY, BETHANY Total</b>		<b>598.85</b>			
BROWN, ALAINA	2929622105-57920000	35.00	11/02/2020	REPL.IT	AP COMP SCI PREP MATERIAL
<b>BROWN, ALAINA Total</b>		<b>35.00</b>			
BUNKER, JEFFREY	1126112000-55993000	597.54	11/05/2020	TARGET SPECIALTY PROD	OH HERBICIDE
BUNKER, JEFFREY	2326160000-55993000	597.56	11/05/2020	TARGET SPECIALTY PROD	RF HERBICIDE
BUNKER, JEFFREY	1126111000-55993000	597.54	11/05/2020	TARGET SPECIALTY PROD	VO HERBICIDE
BUNKER, JEFFREY	1126120000-55993000	597.54	11/05/2020	TARGET SPECIALTY PROD	MS HERBICIDE
BUNKER, JEFFREY	1126160000-55993000	650.08	11/10/2020	SITEONE LANDSCAPE SUPP	MTCE - IRRIGATION REPLACEMENT PARTS - STEEL ROTER 6" RISER WITH CK VALVE
BUNKER, JEFFREY	1126160000-55993000	457.01	11/11/2020	MARKS OUTDOOR POWER EQ	MTCE - REPLACEMENT PARTS FOR STADIUM Z MOWERS
BUNKER, JEFFREY	1126160000-54120000	396.97	11/17/2020	BADER AND SONS CO.	MTCE - LAWN EQUIPMENT - FUEL PUMP KIT REPAIR
BUNKER, JEFFREY	1126160000-55993000	149.40	11/18/2020	THE HOME DEPOT #2737	MTCE - GENERAL SUPPLIES - PROPRYLENE GLYCOL
BUNKER, JEFFREY	1126115000-55993000	625.00	11/19/2020	WEINGARTZ	MTCE - GROUNDS SPREADER - BROADCAST SPREADER 160LB STAINLESS STEEL; WO 25270 ENVIROCLEAN TO REIMBR DISTRICT
BUNKER, JEFFREY	1126160000-55993000	62.99	11/25/2020	MARKS OUTDOOR POWER EQ	MTCE - Z MOWER REPAIR PARTS
<b>BUNKER, JEFFREY Total</b>		<b>4,731.63</b>			
CALHOUN, STEPHANIE	1335100000-55110553	29.39	11/24/2020	WM SUPERCENTER #5893	CLASSROOM SUPPLIES
<b>CALHOUN, STEPHANIE Total</b>		<b>29.39</b>			
CARTER, NICOLE	2929622186-57920000	53.00	11/02/2020	SQ *THE FLOWER ALLEY N	FLOWERS FOR HOMECOMING QUEEN
<b>CARTER, NICOLE Total</b>		<b>53.00</b>			
CHARFI, HANA	1522100331-53220000	135.00	11/11/2020	WPY*READING WORKS	PROFESSIONAL DEVELOPMENT WORKSHOP FOR TEACHERS: FOR 3 PEOPLE (\$45 PER PERSON)
CHARFI, HANA	1522100331-53220000	10.00	11/18/2020	MACAE	PROFESSIONAL DEVELOPMENT -ONE TEACHER
CHARFI, HANA	1522100331-53220000	198.50	11/23/2020	MACAE	MACAE CONFERENCE & MACAE WORKSHOP
<b>CHARFI, HANA Total</b>		<b>343.50</b>			
CIANFERRA, LINDA	1513100331-53450000	4,880.00	11/04/2020	IN *READING PLUS LLC	ONLINE SOFTWARE FOR ESL STUDENTS
CIANFERRA, LINDA	1528300331-53220000	10.00	11/30/2020	OAKLAND SCHOOLS-RC INT	PROFESSIONAL DEVELOPMENT
<b>CIANFERRA, LINDA Total</b>		<b>4,890.00</b>			
COOLMAN, ROBERT	1126115000-55992000	83.97	11/02/2020	CONSERVA ELECTRIC SUPP	DF ELECTRICAL FIXTURE WO 25260
COOLMAN, ROBERT	1126160000-55992000	94.50	11/02/2020	CONSERVA ELECTRIC SUPP	MTCE ELECTRICAL STOCK - LAMPS

## JP MORGAN/CHASE

CYCLE: 10/31/20-11/30/20

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
COOLMAN, ROBERT	1126160000-55730000	15.89	11/03/2020	ADVANCEDAUTOPARTS#7211	MTCE - JUMPER CABLE AND BAG
COOLMAN, ROBERT	1126160000-55992000	18.24	11/03/2020	CES 264	MTCE - CORD END FOR THE GENERATOR
COOLMAN, ROBERT	1126160000-55992000	274.44	11/03/2020	COMPLETE BATTERY SOURC	MTCE - MISC. BATTERIES STOCK
COOLMAN, ROBERT	1126160000-55992000	474.00	11/04/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL LAMP STOCK
COOLMAN, ROBERT	1126160000-55992000	671.25	11/06/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL - LAMP STOCK
COOLMAN, ROBERT	1126160000-55992000	68.87	11/13/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - CAN LIGHTS - 8" COMM DOWNLIGHT
COOLMAN, ROBERT	1126160000-55992000	475.20	11/17/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - DISTR LED LIGHTS - A19 40K/41K 120V
COOLMAN, ROBERT	1126160000-55992000	911.00	11/20/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - DISTRICT LIGHTS
COOLMAN, ROBERT	1126160000-55992000	447.50	11/23/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - DISTRICT LIGHTS - 40 W LONG TWIN PHILLIPS
COOLMAN, ROBERT	1126160000-55992000	231.18	11/24/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - LED LIGHT STOCK
COOLMAN, ROBERT	1126160000-55992000	6.00	11/25/2020	CES 264	MTCE - ELECTRICAL STOCK - 2 BLANK WLPLT WHT WRINKLE
COOLMAN, ROBERT	1126120000-55992000	670.00	11/27/2020	CTEC	MTCE - ELECTRICAL STOCK - CLOCKS
<b>COOLMAN, ROBERT Total</b>		<b>4,442.04</b>			
CORRION, KRISTIN	1212226194-55110000	38.97	11/02/2020	STAPLS7316798432000001	COPY PAPER FOR NATC
CORRION, KRISTIN	1212200194-53710000	270.00	11/10/2020	THE FRIENDSHIP CIRCLE	TUITION FOR SOUL STUDIO ATTENDANCE
CORRION, KRISTIN	1212200194-53710000	270.00	11/10/2020	THE FRIENDSHIP CIRCLE	TUITION FOR SOUL STUDIO ATTENDANCE
CORRION, KRISTIN	1212226194-54910000	95.99	11/16/2020	STAPLS7314908314000005	PAPER SHREDDER FOR NATC. PREVIOUSLY ORDERED IN SEPT. DELIVERED NOV.
CORRION, KRISTIN	1221922205-55110021	30.73	11/20/2020	STAPLES 00115659	PLASTIC COVER SHEETS FOR ACTIVITIES FOR STUDENTS DISTANCE LEARNING AND IN PERSON FOR PAES LAB
CORRION, KRISTIN	1212226194-55110000	3.17	11/20/2020	STAPLS7314908314000002	GLOVES FOR NATC. PREVIOUSLY ORDERED SEPT. DELIVERED NOV.
CORRION, KRISTIN	1221922205-55110021	2.97	11/25/2020	THE HOME DEPOT #2737	DRILL BIT FOR PAES LAB
<b>CORRION, KRISTIN Total</b>		<b>711.83</b>			
CROAD, LORI	1335100000-55990553	15.98	11/23/2020	WAL-MART #5893	SEE CREDIT, NET ZERO
CROAD, LORI	1335100000-55990553	(15.98)	11/25/2020	WM SUPERCENTER #5893	CREDIT, NET ZERO
<b>CROAD, LORI Total</b>		<b>0.00</b>			
DRAGOO, MICHAEL	1126160000-55910000	9.88	11/13/2020	AMZN MKTP US*2010794G1	MTCE - IPHONE PROTECTION
DRAGOO, MICHAEL	1126113000-55991000	77.07	11/16/2020	AMZN MKTP US*2037R1T11	NW COVID 19 PPE GLOVES

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
DRAGOO, MICHAEL	1126160000-55910000	59.98	11/30/2020	AMZN MKTP US*NR59Y9QH3	MTCE - DIRECTOR AND ASST DIRECTOR COMPUTER LAPTOP BAGS
<b>DRAGOO, MICHAEL Total</b>		<b>146.93</b>			
ERICKSON, TODD	1122218000-55310000	312.04	11/09/2020	INTERSTATE BOOKS4SCHOO	BOOKS FOR THE LIBRARY
<b>ERICKSON, TODD Total</b>		<b>312.04</b>			
FENCHEL, LISA	1611118482-53450000	32.00	11/09/2020	PADLET* PADLET SOFTWARE	PADLET SOFTWARE
FENCHEL, LISA	1611118482-53450000	64.00	11/09/2020	PADLET* PADLET SOFTWARE	PADLET SOFTWARE
FENCHEL, LISA	1611118482-53450000	32.00	11/09/2020	PADLET* PADLET SOFTWARE	PADLET SOFTWARE
FENCHEL, LISA	1611118482-53450000	64.00	11/09/2020	PADLET* PADLET SOFTWARE	PADLET SOFTWARE
FENCHEL, LISA	1722100000-53220611	115.00	11/11/2020	NCYI.ORG	MICHIGAN SCHOOL COUNSELOR ONLINE CONFERENCE
FENCHEL, LISA	1111118706-55110000	20.13	11/12/2020	AMERICAN GIRL	BOOK FOR HEALTH DEVELOPMENT
<b>FENCHEL, LISA Total</b>		<b>327.13</b>			
FULAR, JAMES	1126101000-55993000	34.95	11/04/2020	AMZN MKTP US*280FZ8E12	ESB - SIGN REQUESTED BY FIRE DEPT. (NO PARKING FIRE HYDRANT)
FULAR, JAMES	1126160000-55993000	20.98	11/04/2020	AMZN MKTP US*281TV2XC0	MTCE TIE DOWNS FOR TRAILERS
FULAR, JAMES	1126160000-54220000	1,200.00	11/13/2020	CHETS RENT ALL	DISTRICT RENTAL OF STUMP GRINDER FOR MULTIPLE SITES
FULAR, JAMES	1126160000-55993000	42.38	11/16/2020	MARKS OUTDOOR POWER EQ	MTCE - GROUND MOWER BELTS
FULAR, JAMES	1126160000-54220000	(119.72)	11/18/2020	CHETS RENT ALL	DISTRICT - STUMP GRINDER DEPOSIT REFUND
<b>FULAR, JAMES Total</b>		<b>1,178.59</b>			
GILMORE, MEGAN	1311800000-55110551	24.99	11/24/2020	AMZN MKTP US*1N0283123	TEACHING SUPPLIES
GILMORE, MEGAN	1311800000-55110551	18.02	11/25/2020	SCHOLASTIC, INC.	TEACHING SUPPLIES
<b>GILMORE, MEGAN Total</b>		<b>43.01</b>			
GORDON, BRIAN	1429300000-53450000	10.99	11/02/2020	NFHSNETWORK.COM	BROADCAST NETWORK SUBSCRIPTION
GORDON, BRIAN	2929661172-57920000	1,524.05	11/04/2020	EA GRAPHICS	PLAYOFF TSHIRTS FOOTBALL
GORDON, BRIAN	2929661172-57920000	365.00	11/06/2020	EA GRAPHICS	PLAYOFF OFF SHIRTS FOOTBALL
GORDON, BRIAN	2929661104-57920000	16.59	11/09/2020	NOVI CONEY ISLAND	DINNER BEFORE EVENING EVENT
GORDON, BRIAN	2929661104-57920000	35.00	11/09/2020	THE APPLE FRITTER DOUG	DONUTS FOR EVENT
GORDON, BRIAN	1426100000-55990000	42.15	11/09/2020	THE HOME DEPOT #2737	COVID SUPPLIES FOR DEPARTMENT
<b>GORDON, BRIAN Total</b>		<b>1,993.78</b>			
GORNY, KIMBERLY	1111113000-55110708	2,151.48	11/19/2020	PAPER EXPRESS INC	2 PALLETS OF COPY PAPER AND 4 BOXES OF WHITE CARD STOCK
GORNY, KIMBERLY	1111113000-55110708	93.94	11/25/2020	RICOH USA, INC	STAPLE CARTRIDGE FOR WORK ROOM COPIER
<b>GORNY, KIMBERLY Total</b>		<b>2,245.42</b>			
HANSEN, ANN	1311800000-53220551	24.00	11/05/2020	APPELBAUM TRAINING INS	PRESCHOOL TEACHER TRAINING
HANSEN, ANN	1311800000-53450551	(8.99)	11/06/2020	ZOOM.US	CREDIT FOR TAX EXEMPT
HANSEN, ANN	1311800000-53220551	40.00	11/18/2020	APPELBAUM TRAINING INS	PRESCHOOL AIDE TRAINING

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
HANSEN, ANN	1335100000-53220553	20.00	11/24/2020	APPELBAUM TRAINING INS	CARE AIDE TRAINING
<b>HANSEN, ANN Total</b>		<b>75.01</b>			
HARBAR, ERIN	1111322000-55110702	140.60	11/02/2020	MOLLY HAWKINS HOUSE IN	DRAWING PAPER
HARBAR, ERIN	1111322000-55110702	200.78	11/03/2020	SERVICE REPRODUCTION C	WATERCOLOR, GLAZE, DRILL BITS, ERRORS...
HARBAR, ERIN	1111322000-55110702	80.78	11/04/2020	AMZN MKTP US*2837U45G1	JEWELRY SUPPLIES, CHAINMAIL SAWS
HARBAR, ERIN	1111322000-55110702	15.00	11/06/2020	AMZN MKTP US*286FT1Q61	JEWELRY WAX
HARBAR, ERIN	1111322000-55110702	(14.16)	11/12/2020	DBC*BLICK ART MATERIAL	TAX REFUND
HARBAR, ERIN	1111322000-55110702	(8.97)	11/12/2020	DBC*BLICK ART MATERIAL	TAX REFUND
HARBAR, ERIN	1111322000-55110702	22.99	11/13/2020	AMZN MKTP US*202TG4ZR1	CHAINMAIL
HARBAR, ERIN	1111322000-55110702	11.50	11/16/2020	EDPUZZLE PRO TEACHER	I HAVE 5 DIFFERENT PREPS, THIS IS USED EVERY DAY. EDPUZZLE STUDENT VIDEO LESSONS
HARBAR, ERIN	1111322000-55110702	104.31	11/16/2020	MICHAELS STORES 3744	BEADS, THREAD, CRAFT BOOK FOR STUDENTS TO WORK AT HOME DURING HS SHUTDOWN
HARBAR, ERIN	1111322000-55110702	55.53	11/17/2020	GFS STORE #1985	GLOVES, CUPS AND LIDS FOR STUDENT ART SUPPLIES FOR AT HOME WORK DURING SHUTDOWN
HARBAR, ERIN	1111322000-55110702	163.46	11/17/2020	HARBOR FREIGHT TOOLS 6	PLIERS FOR STUDENT TAKE HOME TOOK KITS DURING SHUTDOWN
HARBAR, ERIN	1111322000-55110702	93.05	11/17/2020	MOLLY HAWKINS HOUSE IN	PRISMACOLOR PENCILS, PAINT PUMPS AND JARS. DID NOT RECEIVE ON LINE ITEM 5...
HARBAR, ERIN	1111322000-55110702	25.41	11/17/2020	STAPLES 00115659	MARKERS FOR STUDENT DRAWINGS
HARBAR, ERIN	1111322000-55110702	27.63	11/18/2020	GFS STORE #1985	CUPS AND LIDS FOR STUDENT ART SUPPLIES FOR AT HOME WORK DURING SHUTDOWN
HARBAR, ERIN	1711322000-55110614	25.94	11/23/2020	AMZN MKTP US*KC6WC8193	PAINT FOR IB STUDENT
HARBAR, ERIN	1111322000-55110702	85.97	11/23/2020	GFS STORE #1985	CUPS, LIDS AND BAGS FOR STUDENT ART SUPPLIES FOR AT HOME WORK DURING SHUTDOWN
<b>HARBAR, ERIN Total</b>		<b>1,029.82</b>			
HAWKINS, STEPHANIE	1311800000-55110551	29.45	11/16/2020	WAL-MART #5893	GLITTER, BAGS, THANKSGIVING PARTY SUPPLIES
HAWKINS, STEPHANIE	1311800000-55110551	28.80	11/27/2020	AMZN MKTP US*9553P6XD3	ALPHABET TOYS
<b>HAWKINS, STEPHANIE Total</b>		<b>58.25</b>			
HENDERSON, BETH	1125200000-57410000	345.00	11/18/2020	INTERNATL SOCIETY	INTERNATL SOCIETY-MCDONNELL DUES
HENDERSON, BETH	1125200000-55910000	1,024.00	11/18/2020	PAPER EXPRESS INC	PAPER PALLET FOR ESB
<b>HENDERSON, BETH Total</b>		<b>1,369.00</b>			

## JP MORGAN/CHASE

CYCLE: 10/31/20-11/30/20

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
HERTRICH, MARINA	1111118000-54910000	16.50	11/06/2020	WASTE INDUSTRIES - NON	RECYCLING
HERTRICH, MARINA	1124118000-55910000	52.14	11/11/2020	STAPLS7317697386000001	OFFICE SUPPLIES
HERTRICH, MARINA	1611118482-55990000	313.98	11/12/2020	AMZN MKTP US*282IX5KC2	STATIONARY MINI EXERCISE BIKES
HERTRICH, MARINA	1126118000-55990000	325.00	11/13/2020	DANCE SOPHISTICATES IN	COVID MASKS FOR BAND INSTRUMENTS
HERTRICH, MARINA	1126118000-55990000	99.98	11/16/2020	AMZN MKTP US*208IX6LW0	COVID AIR FILTERS FOR BAND
HERTRICH, MARINA	1124118000-55910000	11.70	11/16/2020	STAPLS7317697386000002	OFFICE SUPPLIES
HERTRICH, MARINA	1111118724-55110000	199.45	11/17/2020	J.W. PEPPER	MUSIC FOR VOCAL MUSIC
HERTRICH, MARINA	1111118724-55110000	48.95	11/17/2020	J.W. PEPPER	MUSIC FOR VOCAL MUSIC
HERTRICH, MARINA	1611118482-55110000	5,280.25	11/23/2020	OKDO TECHNOLOGY LTD	CODING BOTS
HERTRICH, MARINA	1611118482-55110000	5,280.25	11/23/2020	OKDO TECHNOLOGY LTD	CODING BOTS
HERTRICH, MARINA	1111118000-55110702	142.39	11/24/2020	DBC*BLICK ART MATERIAL	SUPPLIES FOR ART CLASSROOMS
<b>HERTRICH, MARINA Total</b>		<b>11,770.59</b>			
HOLLY, SHEILA	1123200000-57410000	125.00	11/05/2020	MI ASSOC SCH ADM	MSPRA MEMBERSHIP RENEWAL
HOLLY, SHEILA	1123200000-53450000	15.89	11/16/2020	ADOBE ACROPRO TRIAL	ADOBE TRIAL SUBSCRIPTION
HOLLY, SHEILA	1123200000-53220000	200.00	11/19/2020	MI ASSOC SCH ADM	2021 MASA VIRTUAL MIDWINTER CONFERENCE REGISTRATION; JAN. 20-21 2021
<b>HOLLY, SHEILA Total</b>		<b>340.89</b>			
HOSKINS, DIANE	2929625301-57920000	100.00	11/06/2020	AMAZON.COM*284TR1QY1	ESL TEACHER GIFTS
HOSKINS, DIANE	2929625302-57920000	29.63	11/23/2020	SAMSCLUB.COM	TO BE REIMBURSED (ATTACHED)
<b>HOSKINS, DIANE Total</b>		<b>129.63</b>			
JANTZ, ANGELA	1111115000-55990000	106.73	11/11/2020	STAPLS7317697125000001	SUPPLIES FOR TEACHERS (NEVER RECEIVED)
JANTZ, ANGELA	1111115000-53450000	95.88	11/11/2020	WWW.WEVIDEO.COM/CHARGE	VIDEO SUBSCRIPTION BEING USED TO RECORD VIDEOS TO BE USED FOR CABINS
JANTZ, ANGELA	1111115000-55990000	106.73	11/16/2020	STAPLS7317697125002001	REPLACEMENT SUPPLIES FOR TEACHERS
JANTZ, ANGELA	1111115000-55990000	(35.07)	11/18/2020	STAPLS7317697125003001	PART OF REPLACEMENT ORDER NOT RECEIVED (EXPO MARKERS, 12X18 CONSTRUCTION PAPER AND 9X12 CONSTRUCTION PAPER) REFUND
JANTZ, ANGELA	1111115000-55990000	35.07	11/18/2020	STAPLS7317697125004001	PART OF REPLACEMENT ORDER NOT RECEIVED- ADDITIONAL REPLACEMENT ORDER (EXPO MARKERS, 12X18 CONSTRUCTION PAPER AND 9X12 CONSTRUCTION PAPER)
JANTZ, ANGELA	1111115000-55990000	58.56	11/18/2020	STAPLS7318344980000001	SUPPLIES ORDERED FOR TEACHER
<b>JANTZ, ANGELA Total</b>		<b>367.90</b>			
JOB, STACEY	1311800000-53220551	52.00	11/02/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING HOURS

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
JOB, STACEY	1311800000-53220551	24.00	11/03/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING HOURS
JOB, STACEY	1335100000-53220553	24.00	11/05/2020	APPELBAUM TRAINING INS	CARE TRAINING HOURS
JOB, STACEY	1311800000-53220551	40.00	11/06/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING HOURS
JOB, STACEY	1311800000-53220551	40.00	11/06/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING HOURS
JOB, STACEY	1335100000-53220553	52.00	11/09/2020	APPELBAUM TRAINING INS	CARE TRAINING HOURS
JOB, STACEY	1335100000-53220553	89.00	11/09/2020	IMPACT PUBLICATIONS, I	CARE TRAINING HOURS
JOB, STACEY	1335100000-53220553	84.00	11/11/2020	APPELBAUM TRAINING INS	CARE TRAINING HOURS
JOB, STACEY	1311800000-53220551	24.00	11/16/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING HOURS
JOB, STACEY	1335100000-53220553	32.00	11/19/2020	APPELBAUM TRAINING INS	CARE TRAINING HOURS
JOB, STACEY	1311800000-53220551	20.00	11/19/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING HOURS
JOB, STACEY	2929641355-57920000	82.24	11/19/2020	SAMSCLUB #6657	STAFF APPRECIATION
JOB, STACEY	1212252191-55110000	114.94	11/20/2020	AMZN MKTP US*ES4OD9393	ECSE THERMOMETERS GLOVES
JOB, STACEY	1311800000-53220551	32.00	11/23/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING
JOB, STACEY	1311800000-53220551	32.00	11/25/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING
<b>JOB, STACEY Total</b>		<b>742.18</b>			
JORDAN, CHRISTOPHER	1126115000-55992000	139.50	11/05/2020	R L DEPPMANN CO	DF AIR HANDLER UNIT AHUA1 - BEARING ASSEMBLY WITH IMPELLER
JORDAN, CHRISTOPHER	1126114000-55992000	12.76	11/11/2020	TRANE SUPPLY-113415	PV CAFE AHU - SENSOR THERMISTOR
JORDAN, CHRISTOPHER	1126111000-55992000	37.25	11/18/2020	ETNA DISTRIBUTORS, LLC	VO DOMESTICE WATER - PROPRESS
JORDAN, CHRISTOPHER	1126122000-55992000	422.91	11/20/2020	GRAINGER	HS BATHROOM EXHAUST FAN - MOTOR PSC
JORDAN, CHRISTOPHER	1126114000-55992000	28.28	11/23/2020	THE HOME DEPOT #2737	PV ROOM 116 HOT WATER REPAIR - PIPES AND BUSHING
JORDAN, CHRISTOPHER	1126112000-55992000	32.34	11/25/2020	GRAINGER	OH KITCHEN EXHAUST - WIRE RELAY 10-30VAC/DC
<b>JORDAN, CHRISTOPHER Total</b>		<b>673.04</b>			
LASH, NANCY	1111114000-55110708	1,046.80	11/09/2020	PAPER EXPRESS INC	PAPER FOR SCHOOL
LASH, NANCY	1124114000-54910000	137.86	11/16/2020	SHRED-IT USA LLC	SCHOOL SHREDDING
LASH, NANCY	1111114000-55110708	37.14	11/16/2020	STAPLS7318163017000001	CLASSROOM SUPPLY
LASH, NANCY	1111114000-55110708	28.60	11/16/2020	STAPLS7318168514000001	CLASSROOM SUPPLY
LASH, NANCY	1111114000-55110708	199.00	11/18/2020	MEAD PRODUCTS LLC	LAMINATING
LASH, NANCY	2929614275-57920000	1,460.25	11/20/2020	BRAINPOP LLC	SCHOOL MEMBERSHIP PAID BY PTO REIMBURSEMENT
LASH, NANCY	1124114000-54910000	62.50	11/20/2020	WASTE INDUSTRIES - NON	SCHOOL RECYCLING
<b>LASH, NANCY Total</b>		<b>2,972.15</b>			
LOCRICCHIO, ANTHONY	1122500000-56410000	998.00	11/02/2020	DJI.COM	CAMERA FOR HS EDUCATOR NICHOLAS LATARTE
LOCRICCHIO, ANTHONY	1122500000-55910000	279.96	11/05/2020	AMZN MKTP US*289WQ3811	4 COMPUTER REPAIR KITS FOR TAS
LOCRICCHIO, ANTHONY	1122500000-55990000	188.54	11/05/2020	LOWES #01604*	SMALLER TUBS 1:1 REPAIR



NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
LOCRICCHIO, ANTHONY	1122500000-55990000	2,033.40	11/09/2020	AMZN MKTP US*289EI1601	60 REPLACEMENT BATTERIES FOR 3180 AND 3120 DELL CHROMEBOOKS
LOCRICCHIO, ANTHONY	1122500000-53450000	36.35	11/16/2020	TELZIO (100596)	COVID-19 EXPENSE; MENTAL HEALTH HOTLINE FOR STUDENTS
LOCRICCHIO, ANTHONY	1122500000-55910000	25.98	11/17/2020	AMZN MKTP US*207RK0JG2	PURCHASED 2 STYLUS PENS: TESTING OUT STYLUS PENS FOR OFFICE OF ACADEMICS
LOCRICCHIO, ANTHONY	1122500000-55990000	147.68	11/18/2020	LOWES #01604*	MORE BINS FOR 1:1 REPAIR PROGRAM.
LOCRICCHIO, ANTHONY	1126100000-55990000	57.98	11/19/2020	AMZN MKTP US*S14OM3303	COVID-19: 2 THERMOMETERS FOR ADULTS
LOCRICCHIO, ANTHONY	1126100000-55990000	113.85	11/20/2020	AMZN MKTP US*AC7R33FS3	COVID-19: ADDITIONAL FACE MASKS FOR TEAM
LOCRICCHIO, ANTHONY	1122500000-55990000	89.97	11/20/2020	AMZN MKTP US*I15NW2Z13	3 USB C HUBS
LOCRICCHIO, ANTHONY	1122500000-55990000	244.41	11/25/2020	LOWES #00907*	PURCHASED SMALLER 1:1 TUBS FOR BUILDINGS. KEEP LARGER BINS FOR OTHER PROJECTS OR INCREASED NUMBER OF REPAIRS.
<b>LOCRICCHIO, ANTHONY Total</b>		<b>4,216.12</b>			
MCDERMOTT, JACOB	1126160000-55992000	(9.99)	11/02/2020	PRIME VIDEO	MTCE VIDEO RETURN
MCDERMOTT, JACOB	1126160000-55992000	9.99	11/02/2020	PRIME VIDEO*2886B7E71	MTCE VIDEO
MCDERMOTT, JACOB	1126160000-57410000	119.00	11/18/2020	AMAZON PRIME*209QD2JP2	MTCE - ASSISTANT DIRECTOR AMAZON PRIME MEMBERSHIP
<b>MCDERMOTT, JACOB Total</b>		<b>119.00</b>			
MCDUGALL, BARBARA	1429300000-55997000	1,193.38	11/04/2020	TEAMLEADER	MS POM UNIFORMS
MCDUGALL, BARBARA	2929661275-57920000	308.19	11/09/2020	FIREHOUSE SUBS 1558 QS	SOCCER PLAY-OFFS
MCDUGALL, BARBARA	1429300000-55910000	151.59	11/09/2020	USI ED GOV	LAMINATING SUPPLIES
MCDUGALL, BARBARA	2929661114-57920000	1,350.00	11/10/2020	HUDL	B BKB FILMING
MCDUGALL, BARBARA	2929661275-57920000	63.09	11/13/2020	MARIA S ITALIAN BAKERY	COLLEGIATE SIGNING
MCDUGALL, BARBARA	1429300000-55997000	1,755.00	11/23/2020	DA DESIGNS DANCEWEAR	HS POM UNIFORMS
<b>MCDUGALL, BARBARA Total</b>		<b>4,821.25</b>			
NESMITH, RUSSELL	1126160000-55992000	14.00	11/02/2020	REDFORD LOCK COMPANY I	MTCE SUPPLY - LUBE FOR LOCKS
NESMITH, RUSSELL	1126160000-55993000	121.95	11/04/2020	SHERWIN WILLIAMS 70119	DISTRICT PARKING LOT PAINT
NESMITH, RUSSELL	4126115951-54110000	4,500.00	11/05/2020	PENCHURA	DF PLAYGROUND REPAIRS - SWING SEAT, CHAINS, CLIMBER - SF PG 53-54
NESMITH, RUSSELL	1126160000-55992000	27.66	11/11/2020	CONTRACTORS PIPE & SUP	MTCE - PLUMBING SUPPLIES - URINAL SEAL
NESMITH, RUSSELL	1126111000-55992000	5.25	11/16/2020	THE HOME DEPOT #2737	VO - GREAT STUFF GAP FILLER
NESMITH, RUSSELL	1126160000-55992000	531.15	11/17/2020	BEST PLUMBING SPECIALT	MTCE - PLUMBING SUPPLIES - AMARILIS CARTRIDGE
NESMITH, RUSSELL	1126101000-55992000	55.92	11/19/2020	THE HOME DEPOT #2737	MTCE F550 SUPPLIES

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
NESMITH, RUSSELL	1126160000-55992000	43.24	11/20/2020	BEST PLUMBING SPECIALT	MTCE - PLUMBING STOCK
NESMITH, RUSSELL	1126122000-55992000	38.90	11/23/2020	GRAINGER	HS - PLUMBING - BRADLEY SINK REPAIR
NESMITH, RUSSELL	1126160000-55992000	167.49	11/24/2020	BEST PLUMBING SPECIALT	MTCE - PLUMBING STOCK - FLAT ROUND DRAIN
NESMITH, RUSSELL	1126160000-55992000	2.77	11/27/2020	THE HOME DEPOT #2737	MTCE GUTTER REPAIR
<b>NESMITH, RUSSELL Total</b>		<b>5,508.33</b>			
OAKES, ROBERT	1126120000-55992000	436.52	11/13/2020	NATIONAL ENERGY CONTRO	MS AHU H3 REPAIR
OAKES, ROBERT	1126122000-55992000	134.29	11/18/2020	NATIONAL ENERGY CONTRO	HS HEAT IN ROOM 136
OAKES, ROBERT	1126105000-55992000	355.60	11/19/2020	THERMALNETICS, INC.	NATC - THERMOSTAT
<b>OAKES, ROBERT Total</b>		<b>926.41</b>			
PARK, CATHRYN	1722100000-53450000	53.00	11/13/2020	ZOOM.US	ZOOM LARGE MEETING ADD-ON MISTAKENLY RENEWED WHEN "DO NOT AUTO RENEW" WAS SELECTED. SEE REFUND ON 11/17
PARK, CATHRYN	1128300000-55990000	99.99	11/16/2020	AMZN MKTP US*2099W3L62	ADJUSTABLE HEIGHT STANDING DESK CHAIR FOR HR/DONOVAN
PARK, CATHRYN	1722100000-53450000	(53.00)	11/17/2020	ZOOM.US	ZOOM LARGE MEETING AUTO-RENEWAL ERROR CREDIT
<b>PARK, CATHRYN Total</b>		<b>99.99</b>			
POHLONSKI, EMILY	2929622190-57920000	42.70	11/06/2020	HOSA, INC.	ADDITIONAL REGISTRATION OF 2 MORE HOSA STUDENTS
POHLONSKI, EMILY	2929622190-57920000	22.70	11/09/2020	HOSA, INC.	ADDITIONAL REGISTRATION OF 1 MORE HOSA STUDENT
<b>POHLONSKI, EMILY Total</b>		<b>65.40</b>			
RONNING, ADAM	2929620239-57920000	50.87	11/03/2020	SHEETMUSICPLUS.COM	NEW BAND MUSIC
RONNING, ADAM	1111220000-55110723	485.73	11/25/2020	J.W. PEPPER	SHEET MUSIC AND NEW SOLO BOOKS FOR SOLO AND ENSEMBLE
<b>RONNING, ADAM Total</b>		<b>536.60</b>			
RUDY, MICHELLE	1311800000-55110551	4.23	11/23/2020	AMZN MKTP US*2J9TV2EC3	3 PACK PENCIL GRIPS
<b>RUDY, MICHELLE Total</b>		<b>4.23</b>			
RUTKOWSKI, MELANIE	1712500000-55110712	45.00	11/02/2020	AMAZON.COM*2806V91A1	MATH INTERVENTION BOOKS FOR MATH INTERVENTIONIST
RUTKOWSKI, MELANIE	1612500482-55110000	1,428.90	11/02/2020	REI*GREENWOODHEINEMANN	BOOKS FOR AT HOME LEARNING DAYS
RUTKOWSKI, MELANIE	1612500482-55110000	119.90	11/03/2020	AMZN MKTP US*287AO8VU1	TAKE HOME MATH SUPPLIES FOR AT-HOME LEARNING DAYS
RUTKOWSKI, MELANIE	1612500482-55110000	8.98	11/04/2020	AMZN MKTP US*288V48MS1	ALCOHOL WIPES FOR DISINFECTING COCHLEAR DEVICE
RUTKOWSKI, MELANIE	1612500482-55110000	(89.90)	11/06/2020	AMZN MKTP US	RETURN OF ITEMS- HAIR TIES FOR TAKE HOME MATH KITS WERE WRONG SIZE

## JP MORGAN/CHASE

CYCLE: 10/31/20-11/30/20

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
RUTKOWSKI, MELANIE	1633100686-55990000	76.86	11/09/2020	AMZN MKTP US*281X86HB2	SUPPLIES FOR ELD PARENT ENGAGEMENT PROJECT- SENSORY - CALMING WATER BOTTLES
RUTKOWSKI, MELANIE	1633100686-55990000	4.58	11/11/2020	TARGET 00014654	BAGGIES FOR PACKAGING UP ELD PARENT ENGAGEMENT PROJECT SUPPLIES
RUTKOWSKI, MELANIE	1612500482-55110000	17.96	11/12/2020	AMZN MKTP US*286ZS9KQ2	ALCOHOL WIPES FOR DISINFECTING COCHLEAR DEVICES
RUTKOWSKI, MELANIE	1622500482-54910000	1,000.00	11/16/2020	POWERSCHOOL	PURCHASED SERVICE FOR SCHOOLGY
RUTKOWSKI, MELANIE	1722100000-53220611	70.00	11/18/2020	EDX, INC.	CONFERENCE: FAMILY ENGAGEMENT IN EDUCATION FOR A. RINGLE
RUTKOWSKI, MELANIE	1633100686-55990000	5.99	11/23/2020	AMAZON.COM*R45S34KS3	SUPPLIES FOR ELD PARENT ENGAGEMENT PROJECT -SEL- CALMING BOTTLES
RUTKOWSKI, MELANIE	1633100686-55990000	6.99	11/23/2020	AMZN MKTP US*H71BQ3MG3	PROJECT SUPPLIES FOR ELD PARENT ENGAGEMENT PROJECT - SEL_ CALMING BOTTLES
RUTKOWSKI, MELANIE	1612500482-55110000	136.05	11/24/2020	AMZN MKTP US*LR91O7BH3	SUPPLIES FOR HOME MATH KITS FOR AT HOME LEARNING DAYS
RUTKOWSKI, MELANIE	1612500482-55110000	27,491.73	11/24/2020	REI*GREENWOODHEINEMANN	LEVELED READERS FOR TAKE HOME KITS PROVIDED FOR STUDENTS ON AT HOME LEARNING DAYS
RUTKOWSKI, MELANIE	1612500482-55110000	(136.05)	11/27/2020	AMZN MKTP US	RETURN OF ITEMS ABOVE (SUPPLIES FOR HOME MATH KITS FOR AT HOME LEARNING DAYS)
RUTKOWSKI, MELANIE	1612500482-55110000	81.13	11/27/2020	DOLLAR DAYS INTERNATIO	SUPPLIES FOR TAKE HOME MATH KITS FOR AT HOME LEARNING DAYS
RUTKOWSKI, MELANIE	1622100482-53450000	150.00	11/27/2020	PIONEER VALLEY BOOKS	ADDITIONAL DIGITAL READER LICENSES
<b>RUTKOWSKI, MELANIE Total</b>		<b>30,418.12</b>			
SCHOPIERAY, KRISTEN	1128300000-55910000	74.77	11/12/2020	STAPLS7317797583000001	HR OFFICE SUPPLIES
<b>SCHOPIERAY, KRISTEN Total</b>		<b>74.77</b>			
SCHURIG, CLAIRE	1111322724-55110000	150.00	11/23/2020	MSVMA	SOLO & ENSEMBLE REGISTRATION
SCHURIG, CLAIRE	1111322724-55110000	16.40	11/24/2020	J.W. PEPPER	MUSIC FOR FESTIVAL
SCHURIG, CLAIRE	1111322724-55110000	127.71	11/24/2020	J.W. PEPPER	MUSIC FOR FESTIVAL
<b>SCHURIG, CLAIRE Total</b>		<b>294.11</b>			
SCHYPINSKI, RACHEL	2929622186-57920000	243.31	11/18/2020	AMAZON.COM*209V51EV2	ADOPT-A-CHILD
SCHYPINSKI, RACHEL	2929622186-57920000	60.00	11/19/2020	SPEEDWAY 02202 10 MILE	PRIZES FOR STUDENT COUNCIL WINNERS

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
SCHYPINSKI, RACHEL	2929622186-57920000	50.00	11/23/2020	KROGER #661	ADOPT-A-CHILD
SCHYPINSKI, RACHEL	2929622186-57920000	79.97	11/23/2020	TARGET 00006114	ADOPT-A-CHILD
SCHYPINSKI, RACHEL	2929622186-57920000	317.99	11/23/2020	TARGET.COM *	ADOPT-A-CHILD
SCHYPINSKI, RACHEL	2929622186-57920000	34.93	11/24/2020	AMAZON.COM*PB93E4BM3	ADOPT-A-CHILD
<b>SCHYPINSKI, RACHEL Total</b>		<b>786.20</b>			
SHAHER, RACHELLE	2929612271-57920000	74.90	11/11/2020	TRIBUTE STORE	B. ZIMMERMAN MOTHER PASSED AWAY
SHAHER, RACHELLE	1111112000-55110708	22.59	11/13/2020	AMZN MKTP US*282ZU8IK2	KING CLASSROOM BUDGET
SHAHER, RACHELLE	1124112000-55910000	16.98	11/13/2020	AMZN MKTP US*282ZU8IK2	OFFICE SUPPLIES
SHAHER, RACHELLE	1111112000-55110708	177.00	11/17/2020	SSI*SCHOOL SPECIALTY	CONSTRUCTION PAPER FOR THE CLASSROOMS
SHAHER, RACHELLE	1111112000-55110708	31.96	11/20/2020	AMZN MKTP US*RX34K9ZF3	E. MACARTHUR'S CLASSROOM BUDGET
SHAHER, RACHELLE	1111112000-55110708	95.00	11/25/2020	AMZN MKTP US*T05RD5Z43	M. ISRAEL'S CLASSROOM BUDGET
<b>SHAHER, RACHELLE Total</b>		<b>418.43</b>			
SHPAKOFF, KATHLEEN	1335100000-55110553	9.68	11/27/2020	SCHOLASTIC, INC.	TEACHING MATERIALS
<b>SHPAKOFF, KATHLEEN Total</b>		<b>9.68</b>			
SOUTHWORTH, ANGELA	1111220000-53450000	9.99	11/09/2020	APPLE.COM/BILL	PASSING TIME MUSIC SUBSCRIPTION
<b>SOUTHWORTH, ANGELA Total</b>		<b>9.99</b>			
SOVEL, SHEILA	2929641355-57920000	9.58	11/12/2020	AMAZON.COM*2087Y3O81	VIRTUAL CLASSROOM TEACHING SUPPLIES
SOVEL, SHEILA	2929641355-57920000	8.47	11/16/2020	AMAZON.COM*202V73N01	VIRTUAL CLASSROOM TEACHING SUPPLIES
SOVEL, SHEILA	2929641355-57920000	16.95	11/18/2020	AMZN MKTP US*6T5HP50M3	VIRTUAL CLASSROOM TEACHING SUPPLIES
<b>SOVEL, SHEILA Total</b>		<b>35.00</b>			
SOWDERS, ERICA	1111220000-55110715	59.49	11/04/2020	AMAZON.COM*285090M81	STEM SUPPLIES
SOWDERS, ERICA	1111220000-55110715	29.99	11/18/2020	AMAZON.COM*206HJ2AK2	STEM SUPPLIES
SOWDERS, ERICA	1111220000-55110715	59.98	11/19/2020	AMAZON.COM*1O6IX8ZY3	STEM SUPPLIES
<b>SOWDERS, ERICA Total</b>		<b>149.46</b>			
THEOPHELIS, ANASTASIA	1221600000-55110021	176.00	11/03/2020	WPS	SSW PROTOCOLS
THEOPHELIS, ANASTASIA	1212200000-53190000	785.75	11/12/2020	ARGOTRANS SINV-33169	TRANSLATION SERVICES FOR STUDENT EVALUATIONS AND MEETINGS
THEOPHELIS, ANASTASIA	1212252191-55110000	122.52	11/16/2020	AMAZON.COM*201BH8AB0	EARLY CHILDHOOD SPECIAL EDUCATION CLASSROOM MATERIALS
THEOPHELIS, ANASTASIA	1221600000-55110021	301.40	11/16/2020	WPS	SSW PROTOCOLS
THEOPHELIS, ANASTASIA	1221600000-55110021	106.25	11/23/2020	SP * MHS: MULTI-HEALTH	SSW PROTOCOLS
THEOPHELIS, ANASTASIA	1221600000-55110021	106.25	11/23/2020	SP * MHS: MULTI-HEALTH	SSW PROTOCOLS
THEOPHELIS, ANASTASIA	1221600000-55110021	176.00	11/23/2020	WPS	SSW PROTOCOLS
THEOPHELIS, ANASTASIA	1221600000-55110021	36.00	11/25/2020	WPS	SSW PROTOCOLS

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
<b>THEOPHELIS, ANASTASIA Total</b>		<b>1,810.17</b>			
TURNER, NANCY	1126160000-53450000	110.00	11/02/2020	ARC LAKESIDE BLUEPRINT	MTCE MONTHLY SKYSITE
TURNER, NANCY	4545220000-56310000	2,097.47	11/02/2020	ARCH ENVIRONMENTAL GRO	MS ASBESTOS BULK SAMPLING -PRE RENOVATION/DEMOLITION ABATEMENT ACTIVITIES
TURNER, NANCY	1126122000-54110000	543.18	11/02/2020	DE-CAL INC	HS BACKFLOW TESTING
TURNER, NANCY	1126120000-54110000	543.18	11/02/2020	DE-CAL INC	MS BACKFLOW TESTING
TURNER, NANCY	1126114000-54110000	543.18	11/02/2020	DE-CAL INC	PV BACKFLOW TESTING
TURNER, NANCY	1126111000-54110000	543.18	11/02/2020	DE-CAL INC	VO BACKFLOW TESTING
TURNER, NANCY	1126113000-54110000	543.18	11/02/2020	DE-CAL INC	NW BACKFLOW TESTING
TURNER, NANCY	1126112000-54110000	543.18	11/02/2020	DE-CAL INC	OH BACKFLOW TESTING
TURNER, NANCY	1126118000-54110000	543.18	11/02/2020	DE-CAL INC	NM BACKFLOW TESTING
TURNER, NANCY	1126115000-54110000	543.18	11/02/2020	DE-CAL INC	DF BACKFLOW TESTING
TURNER, NANCY	1126170000-54110000	543.18	11/02/2020	DE-CAL INC	TRANSPR BACKFLOW TESTING
TURNER, NANCY	1126101000-54110000	543.18	11/02/2020	DE-CAL INC	ESB BACKFLOW TESTING
TURNER, NANCY	1126152000-54110000	543.20	11/02/2020	DE-CAL INC	ECEC BACKFLOW TESTING
TURNER, NANCY	1126152000-54120000	199.00	11/02/2020	SONITROL GREAT LAKES M	ECEC ARLAM SERVICE CALL - REPLACED 4G CELL WITH 5 G DEVICE LTE IA
TURNER, NANCY	1126160000-55992000	97.44	11/02/2020	STAPLS7317075957000001	MTCE - BATTERY STOCK - DURACELL PROCELL D
TURNER, NANCY	1126161000-53840000	1,221.77	11/02/2020	WASTE MGMT WM EZPAY	DISTRICT WASTE REMOVAL
TURNER, NANCY	2326161000-53840000	407.26	11/02/2020	WASTE MGMT WM EZPAY	REC FUND WASTE REMOVAL
TURNER, NANCY	1126101000-54110000	4,840.35	11/03/2020	DE-CAL INC	ESB - BACKFLOW REPAIRS FOUND DURING TESTING
TURNER, NANCY	1126113000-54110000	193.00	11/03/2020	POWERVAC	NW GREASE TRAP SERVICE AND PM SNAKING ON EXIT LINE
TURNER, NANCY	1126118000-54110000	248.00	11/03/2020	POWERVAC	NM GREASE TRAP SERVICE AND PM SNAKING ON EXIT LINE
TURNER, NANCY	1126113000-54110000	555.00	11/03/2020	POWERVAC	NW DRAIN CLEANING - PULLED TOILET AND URINAL
TURNER, NANCY	1126122000-54110000	2,647.51	11/04/2020	DE-CAL INC	HS - 3" HOT WATER PIPE LEAKING NEAR BOILER ROOM
TURNER, NANCY	1126122000-55990000	174.30	11/04/2020	LEONARDS SYRUPS	HS POOL CO2 BULK
TURNER, NANCY	1126160000-55710000	300.59	11/05/2020	CORRIGAN OIL #2 - BRI	MTCE - ETHANOL 208.80 GROSS
TURNER, NANCY	1126101000-54120000	2,322.52	11/05/2020	NATIONAL TIME	ESB - FIRE ALARM PHOTO SLIM LINE DUCT DETECTOR REPAIR
TURNER, NANCY	1126122000-55991000	7,655.68	11/05/2020	NICHOLS	HS COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126120000-55991000	4,665.18	11/05/2020	NICHOLS	MS COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126118000-55991000	1,734.49	11/05/2020	NICHOLS	NM6 COVID 19 DRY WIPER AND BUCKET AND OXIVIR

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
TURNER, NANCY	1126118000-55991000	1,555.06	11/05/2020	NICHOLS	NM5 COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126103000-55991000	956.96	11/05/2020	NICHOLS	ITC COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126113000-55991000	2,033.54	11/05/2020	NICHOLS	NW COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126112000-55991000	1,794.30	11/05/2020	NICHOLS	OH COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126114000-55991000	1,973.73	11/05/2020	NICHOLS	PV COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126111000-55991000	1,555.06	11/05/2020	NICHOLS	VO COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126152000-55991000	1,315.82	11/05/2020	NICHOLS	ECEC COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126115000-55991000	2,153.16	11/05/2020	NICHOLS	DF COVID 19 DRY WIPER AND BUCKET AND OXIVIR
TURNER, NANCY	1126160000-55991000	2,250.00	11/05/2020	NICHOLS	DISTRICT STOCK - COVID 19 SANITOUCH ROLL DISPENSERS
TURNER, NANCY	4445660000-56225000	5,944.00	11/06/2020	IN *SECURE DOORS LLC	MTCE GARAGE INSTALLATION OF NEW DOCK LEVELER
TURNER, NANCY	1126160000-55730000	65.77	11/06/2020	NAPA AUTO M-2	MTCE FORD 2009 - TRUCK 4 - TAILGATE MOLDING
TURNER, NANCY	4126115951-54110000	416.00	11/06/2020	PENCHURA	DF SEE-SAW PLAYGROUND RETRO KIT BROWN WEDGE SF PG 53-54
TURNER, NANCY	1126105000-54110000	31.00	11/06/2020	PREMIER PEST MANAG	NATC PEST MANAGEMENT
TURNER, NANCY	1126115000-54110000	28.00	11/06/2020	PREMIER PEST MANAG	DF PEST MANAGEMENT
TURNER, NANCY	1126152000-54110000	37.00	11/06/2020	PREMIER PEST MANAG	ECEC PEST MANAGEMENT
TURNER, NANCY	1126101000-54110000	43.00	11/06/2020	PREMIER PEST MANAG	ESB PEST MANAGEMENT
TURNER, NANCY	1126122000-54110000	33.00	11/06/2020	PREMIER PEST MANAG	HS PEST MANAGEMENT
TURNER, NANCY	1126103000-54110000	28.00	11/06/2020	PREMIER PEST MANAG	ITC PEST MANAGEMENT
TURNER, NANCY	1126120000-54110000	37.00	11/06/2020	PREMIER PEST MANAG	MS PEST MANAGEMENT
TURNER, NANCY	1126118000-54110000	56.00	11/06/2020	PREMIER PEST MANAG	NM PEST MANAGEMENT
TURNER, NANCY	1126113000-54110000	28.00	11/06/2020	PREMIER PEST MANAG	NW PEST MANAGEMENT
TURNER, NANCY	1126112000-54110000	28.00	11/06/2020	PREMIER PEST MANAG	OH PEST MANAGEMENT
TURNER, NANCY	1126114000-54110000	28.00	11/06/2020	PREMIER PEST MANAG	PV PEST MANAGEMENT
TURNER, NANCY	1126111000-54110000	35.00	11/06/2020	PREMIER PEST MANAG	VO PEST MANAGEMENT
TURNER, NANCY	1126160000-55997000	1,867.91	11/09/2020	CINTAS CORP	MTCE UNIFORMS
TURNER, NANCY	1126118000-55991000	604.99	11/09/2020	KSS ENTERPRISES	NM5 COVID 19 WIPE VD ROL WIPE
TURNER, NANCY	1126120000-55991000	1,753.15	11/09/2020	KSS ENTERPRISES	MS COVID 19 WIPE VD ROL
TURNER, NANCY	1126103000-55991000	405.31	11/09/2020	KSS ENTERPRISES	ITC COVID 19 WIPE VD ROL
TURNER, NANCY	1126118000-55991000	754.75	11/09/2020	KSS ENTERPRISES	NM6 COVID 19 WIPE VD ROL
TURNER, NANCY	1126122000-55991000	3,500.35	11/09/2020	KSS ENTERPRISES	HS COVID 19 WIPE VD ROL
TURNER, NANCY	1126114000-55991000	754.75	11/09/2020	KSS ENTERPRISES	PV COVID 19 WIPE VD ROL

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
TURNER, NANCY	1126113000-55991000	754.75	11/09/2020	KSS ENTERPRISES	NW COVID 19 WIPE VD ROL
TURNER, NANCY	1126112000-55991000	754.75	11/09/2020	KSS ENTERPRISES	OH COVID 19 WIPE VD ROL
TURNER, NANCY	1126152000-55991000	505.15	11/09/2020	KSS ENTERPRISES	ECEC COVID 19 WIPE VD ROL
TURNER, NANCY	1126111000-55991000	604.99	11/09/2020	KSS ENTERPRISES	VO COVID 19 WIPE VD ROL
TURNER, NANCY	1126126000-55991000	55.87	11/09/2020	KSS ENTERPRISES	NATC COVID 19 WIPE VD ROL
TURNER, NANCY	1126115000-55991000	754.75	11/09/2020	KSS ENTERPRISES	DF COVID 19 WIPE VD ROL
TURNER, NANCY	1126160000-55990000	121.39	11/09/2020	QUALITY FIRST AID	MTCE FIRST AID SUPPLIES
TURNER, NANCY	1126170000-55990000	161.20	11/09/2020	QUALITY FIRST AID	TRANSP - FIRST AID SUPPLIES
TURNER, NANCY	1126122000-54110000	143.00	11/10/2020	IN *SECURE DOORS LLC	HS REPAIRED DOOR CHAIN SWITCH
TURNER, NANCY	1126160000-55730000	44.15	11/10/2020	NAPA AUTO M-2	MTCE - TRUCK 11 VAN 14 - FUEL FILTER
TURNER, NANCY	1126160000-55993000	10.70	11/10/2020	NAPA AUTO M-2	MTCE LEAF VAC - SPARK PLUG AND FUEL FILTER
TURNER, NANCY	1126160000-55992000	57.00	11/10/2020	REDFORD LOCK COMPANY I	MTCE - MASTER KEYING CHARGES
TURNER, NANCY	1126122000-54120000	897.50	11/11/2020	BASS	HS CHECK AND REPAIR TO AHU 25 & 33
TURNER, NANCY	1126111000-54120000	897.50	11/11/2020	BASS	VO BOILER COMMUNICATION ISSUES AND REPLACED FAILED CONTROLLER
TURNER, NANCY	1126160000-55710000	221.55	11/11/2020	CORRIGAN OIL #2 - BRI	MTCE - ETHANOL 152.10 GROSS
TURNER, NANCY	1126160000-55991000	35.80	11/11/2020	STAPLS7317723374000001	MTCE - FACIAL TISSUE
TURNER, NANCY	1126120000-54110000	217.61	11/13/2020	CUMMINS INC - S1	MS GENERATOR INSPECTION
TURNER, NANCY	1126113000-54110000	226.84	11/13/2020	CUMMINS INC - S1	NW GENERATOR INSPECTION
TURNER, NANCY	1126103000-54110000	226.84	11/13/2020	CUMMINS INC - S1	ITC GENERATOR INSPECTION
TURNER, NANCY	1126122000-54110000	229.36	11/13/2020	CUMMINS INC - S1	HS GENERATOR INSPECTION
TURNER, NANCY	1126100000-54910829	2,157.85	11/16/2020	ARCH ENVIRONMENTAL GRO	DISTRICT STORM WATER MANAGEMENT
TURNER, NANCY	1126160000-55710000	165.38	11/16/2020	CORRIGAN OIL #2 - BRI	MTCE ETHANOL GAS 113.30 GROSS
TURNER, NANCY	2326160000-55993000	1,126.03	11/16/2020	MAIN'S LANDSCAPE SUPPL	REC FUND ICE MELTS
TURNER, NANCY	1126101000-55993000	22.52	11/16/2020	MAIN'S LANDSCAPE SUPPL	ESB ICE MELTS
TURNER, NANCY	1126105000-55993000	22.52	11/16/2020	MAIN'S LANDSCAPE SUPPL	NATC ICE MELTS
TURNER, NANCY	1126152000-55993000	135.12	11/16/2020	MAIN'S LANDSCAPE SUPPL	ECEC ICE MELTS
TURNER, NANCY	1126122000-55993000	900.82	11/16/2020	MAIN'S LANDSCAPE SUPPL	HS ICE MELTS
TURNER, NANCY	1126120000-55993000	450.41	11/16/2020	MAIN'S LANDSCAPE SUPPL	MS ICE MELTS
TURNER, NANCY	1126118000-55993000	675.62	11/16/2020	MAIN'S LANDSCAPE SUPPL	NM ICE MELTS
TURNER, NANCY	1126114000-55993000	225.21	11/16/2020	MAIN'S LANDSCAPE SUPPL	PV ICE MELTS
TURNER, NANCY	1126112000-55993000	225.21	11/16/2020	MAIN'S LANDSCAPE SUPPL	OH ICE MELTS
TURNER, NANCY	1126111000-55993000	225.21	11/16/2020	MAIN'S LANDSCAPE SUPPL	VO ICE MELTS
TURNER, NANCY	1126115000-55993000	225.21	11/16/2020	MAIN'S LANDSCAPE SUPPL	DF ICE MELTS
TURNER, NANCY	1126113000-55993000	225.21	11/16/2020	MAIN'S LANDSCAPE SUPPL	NW ICE MELTS
TURNER, NANCY	1126160000-55993000	22.51	11/16/2020	MAIN'S LANDSCAPE SUPPL	MTCE ICE MELTS
TURNER, NANCY	1126170000-55993000	22.52	11/16/2020	MAIN'S LANDSCAPE SUPPL	TRANPR ICE MELTS
<b>TURNER, NANCY Total</b>		<b>81,259.22</b>			

## JP MORGAN/CHASE

CYCLE: 10/31/20-11/30/20

NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
VALENTINE, CYNTHIA	1126160000-55730000	11.65	11/11/2020	AMZN MKTP US*282475SV2	TIRE SENSOR
<b>VALENTINE, CYNTHIA Total</b>		<b>11.65</b>			
VUICHARD, TATIANA	1311800000-55110551	81.63	11/04/2020	STAPLS7317227555000001	PRESCHOOL TEACHING SUPPLIES
VUICHARD, TATIANA	1311800000-55110551	22.38	11/11/2020	STAPLS7317227555000002	PRESCHOOL TEACHING SUPPLIES
VUICHARD, TATIANA	1311800000-55110551	154.84	11/11/2020	STAPLS7317562614000001	PRESCHOOL TEACHING SUPPLIES
VUICHARD, TATIANA	1311800000-55110551	28.24	11/16/2020	STAPLS7317918408000001	PRESCHOOL TEACHING SUPPLIES
VUICHARD, TATIANA	1311800000-55110551	8.29	11/16/2020	STAPLS7317918408000002	PRESCHOOL TEACHING SUPPLIES
VUICHARD, TATIANA	2331100000-53840000	80.00	11/25/2020	SAFEGWAY SHREDDING	ECEC OFFICE SHREDDING SERVICE
<b>VUICHARD, TATIANA Total</b>		<b>375.38</b>			
WARECK, MICHELE	1126122000-55990000	(7.19)	11/02/2020	ZOOM.US	TAX CREDIT FOR ZOOM PAYMENT
WARECK, MICHELE	1711322000-55210614	33.00	11/09/2020	AMAZON.COM*288JS6S71	IB HISTORY TEXTBOOK
WARECK, MICHELE	2929622111-57920000	69.94	11/09/2020	AMZN MKTP US*288218SV1	IB TEXTBOOKS
WARECK, MICHELE	1111322000-57410000	12.99	11/12/2020	AMAZON PRIME*2812D92Q2	MONTHLY MEMBERSHIP FEE TO PURCHASE SCHOOL SUPPLIES
WARECK, MICHELE	2929622181-57920000	147.00	11/25/2020	MATH ASSOC AMERICA	MATH LEAGUE COMPETITION FEES
WARECK, MICHELE	1111322000-54910708	175.13	11/25/2020	WASTE MGMT WM EZPAY	RECYCLING CHARGES FOR NOVI HIGH SCHOOL
<b>WARECK, MICHELE Total</b>		<b>430.87</b>			
WESNER, KIMBERLY	1122220000-55310000	(8.99)	11/17/2020	PRIME VIDEO	REFUND OF ACCIDENTAL CHARGE
WESNER, KIMBERLY	2929620262-57920000	1,826.85	11/17/2020	SCHOLASTIC, INC.	PAYMENT TO SCHOLASTIC FOR BOOKS PURCHASED BY STUDENTS
WESNER, KIMBERLY	1122220000-55310000	74.28	11/23/2020	AMAZON.COM*U34017O83	BOOKS FOR THE LIBRARY MEDIA CENTER
<b>WESNER, KIMBERLY Total</b>		<b>1,892.14</b>			
WILLIAMS, LAKEISA	1111111000-53450000	0.90	11/02/2020	TEACHERSPAYTEACHERS.CO	SCHOOL SOFTWARE
WILLIAMS, LAKEISA	2929611270-57920000	24.15	11/04/2020	FOLLETT SCHOOL Solutio	LIBRARY
WILLIAMS, LAKEISA	2929611275-57920000	497.55	11/10/2020	SCHOOL DATEBOOKS	SCHOOL PLANNERS
WILLIAMS, LAKEISA	2929611275-57920000	36.44	11/16/2020	STAPLS7318082156000001	TEACHER SUPPLIES
WILLIAMS, LAKEISA	2929611275-57920000	42.22	11/16/2020	STAPLS7318206229000001	TEACHER SUPPLIES
<b>WILLIAMS, LAKEISA Total</b>		<b>601.26</b>			
WILSON, KAREN	1311800000-55110551	6.46	11/18/2020	ALDI 67094	CLASS MATERIALS
WILSON, KAREN	1311800000-55110551	33.88	11/25/2020	OTC BRANDS INC	MATERIALS
WILSON, KAREN	1311800000-55110551	10.42	11/30/2020	DOLLAR TREE	MATERIIALS
<b>WILSON, KAREN Total</b>		<b>50.76</b>			
WOLF, RACHAEL	1611851343-55110000	8.31	11/12/2020	AMAZON.COM*204KL8OF1	CLASSROOM SUPPLIES
WOLF, RACHAEL	1611851343-55110000	61.75	11/12/2020	AMAZON.COM*283M647S2	CLASSROOM SUPPLIES
WOLF, RACHAEL	1611851343-55110000	22.71	11/12/2020	TARGET 00014654	CLASSROOM SUPPLIES
WOLF, RACHAEL	1611851343-55110000	11.65	11/13/2020	AMZN MKTP US*209JH7421	CLASSROOM SUPPLIES
<b>WOLF, RACHAEL Total</b>		<b>104.42</b>			
<b>Grand Total</b>		<b>182,990.13</b>			



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

March 4, 2021

**DIRECTOR OF FINANCE**

**TOPIC:** Approval of Bills - January 2021

The monthly bills payable for January 2021 are submitted to the Novi Board of Education for review and approval:

Net payroll		\$2,401,696.73
Withheld and employer payroll taxes		\$886,530.56
Employer and employee ORS liability		\$1,944,301.03
Expenditures of accounts payable, comprised of:		
General Fund	\$1,282,999.13	
Food Service Fund	\$149,291.18	
Capital Projects Fund	\$330,279.08	
Recreation Fund	\$96,403.33	
Debt Funds	\$0.00	
Sinking Funds	\$11,475.00	
Special Revenue Funds	\$42,545.10	
Pcard and EduStaff ACHs	<u>\$171,080.44</u>	
Total	\$2,084,073.26	<u>\$2,084,073.26</u>
Grand Total:		<u><u>\$7,316,601.58</u></u>

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the payment of bills for the month of January 2021 in the amount of \$7,316,601.58 , as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
Steven Matthews, Superintendent

March 4, 2021  
Date

**Novi Community SD**  
**Check Register Web Version**  
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Vendor Name	Check Date	Check Amount
ABLE TESTING CO.	01/11/2021	\$130.00
ADN ADMINISTRATORS INC	01/11/2021	\$3,670.70
AETNA BEHAVIORAL HEALTH LLC	01/11/2021	\$1,785.03
AT&T	01/11/2021	\$8,017.86
AT&T	01/11/2021	\$1,912.59
AT&T LONG DISTANCE	01/11/2021	\$1.60
BIG FROG CUSTOM T-SHIRT & MORE	01/11/2021	\$400.00
CHEN, YUN	01/11/2021	\$1,293.90
CINTAS CORPORATION #31	01/11/2021	\$286.14
COJEI, MADISON	01/11/2021	\$40.00
COLONE, NICOLE	01/11/2021	\$70.00
CURRICULUM ASSOCIATES INC	01/11/2021	\$13,500.00
CZISCHKE, ALISON	01/11/2021	\$70.00
DAVIDS GOLD MEDAL SPORTS	01/11/2021	\$668.53
DELTA COM INC	01/11/2021	\$687.20
DTE ENERGY	01/11/2021	\$49,423.79
ENVIRO-CLEAN SERVICES INC	01/11/2021	\$147,674.99
FARRIS, CATHERINE M.	01/11/2021	\$248.42
FENCHEL, LISA	01/11/2021	\$101.33
GOODWILL INDUSTRIES OF GREATER	01/11/2021	\$13,036.99
HEALTHINVEST HRA MASTER TRUST	01/11/2021	\$400.00
HOT TUBS PLUS LLP	01/11/2021	\$1,336.50
INTEGRITY TESTING & SAFETY ADM	01/11/2021	\$545.00
INTERIM HOME HEALTHCARE OF OAK	01/11/2021	\$1,815.00
INTERIOR ENVIRONMENTS LLC	01/11/2021	\$488.42
KOOMEN, KRISTYNE	01/11/2021	\$79.34
LEARNING SCIENCES INTERNATIONAL	01/11/2021	\$2,000.00
LEE, JAEHEE	01/11/2021	\$49.50
MALLIPUDI, SWAPNA	01/11/2021	\$112.91
MATHESON TRI-GAS INC	01/11/2021	\$1,076.95
MCW PARTNERS LLC	01/11/2021	\$660.00
MILLER JOHNSON	01/11/2021	\$2,209.00
PEDIATRIC HEALTH CONSULTANTS I	01/11/2021	\$18,131.66
PITNEY BOWES GLOBAL FINANCIAL	01/11/2021	\$846.48
POLK, ERIN	01/11/2021	\$70.00
PRESIDIO NETWORKED SOLUTIONS L	01/11/2021	\$371.25
RELIABLE DELIVERY	01/11/2021	\$1,452.50
REMIND101 INC.	01/11/2021	\$7,200.00
RODRIGUEZ, KARA	01/11/2021	\$107.97
SECURITY DESIGNS	01/11/2021	\$3,397.25
SERVICE SPORTS	01/11/2021	\$2,965.00
SHARMA, ANDREA	01/11/2021	\$47.00
TEAM SPORTS INC	01/11/2021	\$1,570.00
TOFILSKI, WILLIAM RAYMOND	01/11/2021	\$4,010.00
TRAFFIC & SAFETY CONTROL SYSTE	01/11/2021	\$242.50
UNITY SCHOOL BUS PARTS INC	01/11/2021	\$443.80
WAGeworks INC	01/11/2021	\$898.88
WASHINGTON MUSIC CENTER	01/11/2021	\$7,834.00

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Vendor Name	Check Date	Check Amount
WOOHYUK, JANG	01/11/2021	\$75.00
BERNDT & ASSOCIATES PC	01/11/2021	\$577.55
MICHAEL R STILLMAN (P42765)	01/11/2021	\$159.70
MISDU	01/11/2021	\$1,920.50
UNITED STATES TREASURY	01/11/2021	\$62.00
ACKERMAN, MARINA	01/15/2021	\$440.00
ALSPAUGH, ANDREA	01/15/2021	\$22.00
ASCENSION MICHIGAN AT WORK	01/15/2021	\$62.00
BARR, STEVE	01/15/2021	\$175.00
BURRY, ASHLEIGH	01/15/2021	\$150.00
CINTAS CORPORATION #31	01/15/2021	\$95.38
CITY OF NOVI WATER & SEWER DEP	01/15/2021	\$22,956.20
CONSUMERS ENERGY	01/15/2021	\$16,870.72
CRISIS PREVENTION INSTITUTE IN	01/15/2021	\$150.00
DATA MANAGEMENT INC.	01/15/2021	\$4,218.48
DEINEK, KIMBERLY	01/15/2021	\$59.29
DIRECT ENERGY BUSINESS INC	01/15/2021	\$45,350.41
DTE ENERGY	01/15/2021	\$112.61
EXECUTIVE ENERGY SERVICES LLC	01/15/2021	\$400.00
FARMINGTON PUBLIC SCHOOL DISTR	01/15/2021	\$164,475.00
GFL ENVIRONMENTAL USA INC.	01/15/2021	\$325.00
GRIMM, CARY	01/15/2021	\$171.93
HOLLAND BUS COMPANY	01/15/2021	\$412.01
HORIZON ENGINEERING ASSOCIATES	01/15/2021	\$3,522.00
INTEGRATED DESIGN SOLUTIONS LL	01/15/2021	\$30,310.96
INTERIM HOME HEALTHCARE OF OAK	01/15/2021	\$1,815.00
LAWSON PRODUCTS INC	01/15/2021	\$123.61
MAJALIKAR, SUNIDHI	01/15/2021	\$440.00
MILLER JOHNSON	01/15/2021	\$1,300.00
OAKLAND COUNTY HEALTH DIVISION	01/15/2021	\$86.00
PITSCO INC	01/15/2021	\$89.93
SAFEWAY SHREDDING LLC	01/15/2021	\$60.00
SECREST WARDLE LYNCH HAMPTON T	01/15/2021	\$183.99
SEHI COMPUTER PRODUCTS	01/15/2021	\$14,388.00
THRUN LAW FIRM P.C.	01/15/2021	\$16,653.00
TRIPLE R CONSULTANTS	01/15/2021	\$3,000.00
UNITY SCHOOL BUS PARTS INC	01/15/2021	\$443.80
WANDEL, COLLEEN	01/15/2021	\$300.57
WHEAT, MEAGHAN	01/15/2021	\$440.00
ZONAR SYSTEMS INC	01/15/2021	\$1,405.24
AT&T	01/21/2021	\$3,308.29
AT&T MOBILITY	01/21/2021	\$1,123.22
BIRMINGHAM PUBLIC SCHOOLS	01/21/2021	\$1,681.50
BRYANT, DEBBIE	01/21/2021	\$399.00
BYRNE, GRACE	01/21/2021	\$121.38
CONSUMERS ENERGY	01/21/2021	\$3,648.83
DIGITAL SIGNUP	01/21/2021	\$306.60
DRAGOO, MICHAEL	01/21/2021	\$125.43

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Vendor Name	Check Date	Check Amount
ECA SCIENCE KIT SERVICES	01/21/2021	\$2,542.59
FENCHEL, LISA	01/21/2021	\$31.40
GOODWILL INDUSTRIES OF GREATER	01/21/2021	\$6,864.19
HUMANEX VENTURES LLC	01/21/2021	\$7,950.00
INTERNATIONAL BACCALAUREATE OR	01/21/2021	\$10,591.00
LIFE INSURANCE COMPANY OF NORT	01/21/2021	\$24,260.79
MARSHALL MUSIC	01/21/2021	\$70.00
MCDUGALL, ANNE	01/21/2021	\$75.81
MCGRAW-HILL EDUCATION INC	01/21/2021	\$6,212.42
MILLER JOHNSON	01/21/2021	\$184.00
MOISEEFF, AUDREY	01/21/2021	\$63.34
MORGAN, ALICE	01/21/2021	\$78.00
NOVI PARKS & RECREATION	01/21/2021	\$145.00
OAKLAND COMMUNITY COLLEGE	01/21/2021	\$5,756.00
OBSERVER & ECCENTRIC/MICHIGAN.	01/21/2021	\$255.46
PAINTING FOR FAMILY AND FRIEND	01/21/2021	\$3,475.00
RICOH USA INC	01/21/2021	\$1,033.75
SAFIEDINE, ASHLEY	01/21/2021	\$2,478.66
SCS IMAGE GROUP	01/21/2021	\$3,018.29
STOTLER, DIANA	01/21/2021	\$56.37
TANNIS, LYNETTE N.	01/21/2021	\$14,250.00
TRAFFIC & SAFETY CONTROL SYSTE	01/21/2021	\$830.00
TRAINOR, CHRIS	01/21/2021	\$273.00
WEB BENEFITS DESIGN CORPORATIO	01/21/2021	\$3,642.75
ZARB, AMBER	01/21/2021	\$37.00
BERNDT & ASSOCIATES PC	01/25/2021	\$282.91
MICHAEL R STILLMAN (P42765)	01/25/2021	\$202.42
MISDU	01/25/2021	\$1,920.50
UNITED STATES TREASURY	01/25/2021	\$62.00
ADN ADMINISTRATORS INC	01/28/2021	\$3,755.90
ALL FOR KIDZ INC DBA THE NED S	01/28/2021	\$1,234.00
AT&T	01/28/2021	\$985.03
AT&T	01/28/2021	\$639.92
BARR, STEVE	01/28/2021	\$113.40
CALANCHI, DEBBIE	01/28/2021	\$963.00
COJEI, MADISON	01/28/2021	\$120.09
DEINEK, KIMBERLY	01/28/2021	\$9.99
DETROIT COUNTRY DAY SCHOOL	01/28/2021	\$130.00
DETROIT SALT COMPANY L.C.	01/28/2021	\$12,940.71
DINKELMANN, JEFFREY	01/28/2021	\$30.03
ENVIRO-CLEAN SERVICES INC	01/28/2021	\$856.80
EXECUTIVE ENERGY SERVICES LLC	01/28/2021	\$400.00
FAMBRO MANAGEMENT LLC	01/28/2021	\$2,193.00
FORSTER, JODI	01/28/2021	\$61.08
GROVES HIGH SCHOOL	01/28/2021	\$26.00
HOLLY, SHEILA	01/28/2021	\$225.89
HOPPENSTEDT, DARBY	01/28/2021	\$47.23
HP INC	01/28/2021	\$714.57

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Vendor Name	Check Date	Check Amount
JOHNSON CONTROLS FIRE PROTECTI	01/28/2021	\$3,786.87
LESINSKI, JOE	01/28/2021	\$58.00
MARSHALL MUSIC	01/28/2021	\$6,435.00
MCDERMOTT, JACOB	01/28/2021	\$243.48
MESSA (MICHIGAN EDUCATION SPEC	01/28/2021	\$607,004.66
MICHIGAN HEALTH COUNCIL	01/28/2021	\$8,200.00
MICHIGAN HIGH SCHOOL ATHLETIC	01/28/2021	\$8.00
PITNEY BOWES PURCHASE POWER	01/28/2021	\$3,000.00
RICOH USA INC	01/28/2021	\$10,306.43
RIDDELL ALL AMERICAN	01/28/2021	\$4,832.95
RINGLE, ADVA	01/28/2021	\$79.02
ROH, INKYUNG	01/28/2021	\$45.00
SAFEWARE, THE INSURANCE AGENCY	01/28/2021	\$88.77
SECURITY DESIGNS	01/28/2021	\$125.00
SME	01/28/2021	\$13,000.00
SUMMERS, ROBERT	01/28/2021	\$88.15
WAGEWORKS INC	01/28/2021	\$890.40
WANGLER, JOHN T	01/28/2021	\$9,430.00
YOUNG REMBRANDTS	01/28/2021	\$504.00
		<b>Issued:</b> \$1,427,521.13
		<b>Reversed:</b> \$10,591.00
<b>AP Checks Processed:</b>	<b>163</b>	<b>AP Bank Total:</b> <b>\$1,438,112.13</b>
<b>Total Checks Processed:</b>	<b>163</b>	<b>Grand Total:</b> <b>\$1,438,112.13</b>

**Novi Community SD**  
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from 1/1/2021 to 1/31/2021

Check Totals by by Fund    Check ID: AP

Fund	Fund Description	Status	Status Desc.	Check Amount
110	General Fund	CX	Cancelled	\$46,224.95
110	General Fund	IS	Issued	\$983,379.18
120	Special Ed	IS	Issued	\$188,105.16
130	Community Ed	IS	Issued	\$464.89
140	Athletics	IS	Issued	\$6,854.11
160	Federal Grants	IS	Issued	\$34,183.18
170	Academics	IS	Issued	\$23,787.66
230	Recreation Fund	CX	Cancelled	\$10,886.22
230	Recreation Fund	IS	Issued	\$85,517.11
250	Food Service Fund	CX	Cancelled	\$148,935.13
250	Food Service Fund	IS	Issued	\$356.05
290	Student/School Activity Fund	CX	Cancelled	\$354.15
290	Student/School Activity Fund	IS	Issued	\$31,599.95
290	Student/School Activity Fund	RV	Reversed	\$10,591.00
410	Building & Site/Sinking Fund	IS	Issued	\$11,475.00
440	2017 Capital Projects Fund	IS	Issued	\$22,222.00
450	2020 Capital Projects Fund	CX	Cancelled	\$268,480.24
450	2020 Capital Projects Fund	IS	Issued	\$39,576.84
			<b>Total:</b>	<b>1,912,992.82</b>

JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
ABRAHAM, MARY	1111220000-55210723	1,636.80	12/01/2020	LAB AIDS INC	SUPPLIES FOR SCIENCE CLASS LABS
ABRAHAM, MARY	1111220000-55110799	163.70	12/03/2020	LAB AIDS INC	SUPPLIES FOR SCIENCE CLASS LABS
ABRAHAM, MARY	1111220000-55110707	125.00	12/04/2020	PAYPAL *DIGITALARTS	COMPUTER CLASS SUPPLIES
ABRAHAM, MARY	1111220000-54910000	1,559.00	12/08/2020	METAL BULDING SERVICES	FRAUD ON CARD-BEING REIMBURSED
ABRAHAM, MARY	1111220000-55110710	497.12	12/10/2020	SCHOLASTIC BOOK FAIRS	BOOKS FOR ELA CLASSROOMS
ABRAHAM, MARY	1111220000-53450000	47.67	12/10/2020	ZOOM.US 888-799-9666	ZOOM PLUS UPGRADE - SARAH DAVID
ABRAHAM, MARY	1124120000-55910000	167.69	12/14/2020	STAPLS7320084964000001	OFFICE SUPPLIES
ABRAHAM, MARY	1111220000-54910000	40.00	12/16/2020	SAFEWAY SHREDDING	OFFICE SHREDDING
ABRAHAM, MARY	2929620275-57920000	600.00	12/21/2020	LIBRARY SPORTS PUB	STAFF LUNCHEON
<b>ABRAHAM, MARY Total</b>		<b>4,836.98</b>			
AMMONS, KATHERINE	1111220000-55110717	79.09	12/03/2020	KROGER #670	FOODS SUPPLIES
AMMONS, KATHERINE	1111220000-55110717	14.01	12/15/2020	TARGET 00014654	FOODS SUPPLIES
AMMONS, KATHERINE	1111220000-55110717	29.61	12/17/2020	KROGER #670	FOODS SUPPLIES
<b>AMMONS, KATHERINE Total</b>		<b>122.71</b>			
BAKER, ROBERT	1124120000-53220000	40.00	12/03/2020	TARGET 00014654	WORKSHOP FEE
<b>BAKER, ROBERT Total</b>		<b>40.00</b>			
BEDFORD, JULIE	1111115000-55110799	21.32	12/07/2020	AMZN MKTP US*QR8K729L3	HEADPHONES FOR A STUDENT
BEDFORD, JULIE	2929615275-57920000	56.66	12/08/2020	TARGET 00014654	TREATS FOR STAFF AND HOLIDAYS DECORATIONS FOR THE OFFICE
BEDFORD, JULIE	2929615275-57920000	170.00	12/14/2020	TARGET 00014654	HOLIDAY GIFTS FOR STAFF
BEDFORD, JULIE	2929615275-57920000	108.36	12/14/2020	TROPICAL SMOOTHIE CAFE	HOLIDAY GIFTS FOR STAFF AND LUNCH FOR PRINCIPAL
BEDFORD, JULIE	2929615275-57920000	36.91	12/16/2020	RED OLIVE XV	OFFICE MEETING DURING LUNCH-FOOD FOR STAFF
<b>BEDFORD, JULIE Total</b>		<b>393.25</b>			
BELANGER, KIMBERLY	1311800000-55110551	4.00	12/07/2020	AMZN MKTP US*VI5Y15EN3	PRE SCHOOL TEACHING SUPPLIES
<b>BELANGER, KIMBERLY Total</b>		<b>4.00</b>			
BOOTZ, ASHLEY	2929661128-57920000	950.00	12/02/2020	SKIING UNLIMITED	2 SEASON PASSES
BOOTZ, ASHLEY	2929661116-57920000	1,709.36	12/03/2020	VARSITY SPIRIT CORP	BODYSUITS & BRIEFS
BOOTZ, ASHLEY	2929661104-57920000	256.36	12/11/2020	TARGET 00014654	HOLIDAY GIFTS
BOOTZ, ASHLEY	2929661104-57920000	20.55	12/14/2020	SAMS CLUB #6657	SNACKS FOR OFFICE
<b>BOOTZ, ASHLEY Total</b>		<b>2,936.27</b>			
BRASIL, SANDRA	1128200000-53450000	1,860.00	12/18/2020	GIPPER MEDIA, INC.	PR FEES FOR GEORGE SIPPLE YEARLY
<b>BRASIL, SANDRA Total</b>		<b>1,860.00</b>			
BRATNEY, BETHANY	1122222000-55310000	204.61	12/11/2020	BOOKOUTLET.COM	MATERIALS FOR THE LMC
BRATNEY, BETHANY	1111322000-57910695	25.00	12/18/2020	BOOKSAMILLION.COM	MATERIALS FOR THE LMC

JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
BRATNEY, BETHANY	1111322000-57910695	99.00	12/18/2020	INTERSTATE BOOKS4SCHOO	COPIES OF JUST MERCY FOR 9TH ELA NEF GRANT
BRATNEY, BETHANY	1111322000-57910695	139.80	12/21/2020	BOOKOUTLET.COM	COPIES OF JUST MERCY FOR 9TH ELA NEF GRANT
BRATNEY, BETHANY	1111322000-57910695	257.89	12/21/2020	BOOKSAMILLION.COM	COPIES OF WHAT THE EYES DON'T SEE FOR 9TH ELA NEF GRANT
<b>BRATNEY, BETHANY Total</b>		<b>726.30</b>			
BROWN, ALAINA	2929622105-57920000	35.00	12/01/2020	REPL.IT	AP COMP SCI PROGRAM
BROWN, ALAINA	2929622105-57920000	35.00	12/31/2020	REPL.IT	SOFTWARE FOR AP COMP SCI
<b>BROWN, ALAINA Total</b>		<b>70.00</b>			
BUNKER, JEFFREY	1126160000-55993000	145.31	12/03/2020	MARKS OUTDOOR POWER EQ	MTCE - OIL FILTER, AIR FILTER FUEL FILTER
BUNKER, JEFFREY	1126160000-55980000	140.06	12/03/2020	THE HOME DEPOT #2737	MTCE - SUPPLIES - JACK CHAIN, SUSPENSION MULTI TOOL, TONG GROOVE FILTER
BUNKER, JEFFREY	1126160000-55993000	104.62	12/04/2020	NAPA AUTO M-2	MTCE - SUMMER EQUIPMENT PARTS
BUNKER, JEFFREY	1126160000-55980000	130.39	12/04/2020	THE HOME DEPOT #2762	MTCE SUPPLIES - HUSKY LED UTILITY LIGHT, CHARGER, KNURL GRIP DEEP UNIVERAL SKT
BUNKER, JEFFREY	1126120000-54120000	383.76	12/09/2020	BADER AND SONS CO.	MS - GATOR MAINTENANCE - OIL FILTER
BUNKER, JEFFREY	1126160000-55992000	14.52	12/11/2020	FERGUSON ENT, INC 2000	BOSCO BARN - END CAP
BUNKER, JEFFREY	1126160000-55993000	158.87	12/15/2020	BADER AND SONS CO.	MTCE - GROUND SUPPLIES - MOTORMIX, STIHL CHAIN
BUNKER, JEFFREY	1126160000-55993000	161.65	12/16/2020	MARKS OUTDOOR POWER EQ	MTCE - SUMMER EQUIPMENT MTCE PARTS
BUNKER, JEFFREY	1126160000-55980000	177.13	12/16/2020	THE HOME DEPOT #2737	MTCE SUPPLIES - RYB CHARGER, LITHIUM BATTERY
BUNKER, JEFFREY	1126160000-55980000	75.72	12/17/2020	THE HOME DEPOT #2737	MTCE SUPPLIES - WRENCH, BOLT CUTTER
BUNKER, JEFFREY	1126160000-55993000	118.09	12/21/2020	MARKS OUTDOOR POWER EQ	MTCE - SUMMER EQUIP REPAIR PARTS
<b>BUNKER, JEFFREY Total</b>		<b>1,610.12</b>			
CALHOUN, STEPHANIE	1335100000-55110553	11.96	12/16/2020	KROGER #619	CLASSROOM SUPPLIES
<b>CALHOUN, STEPHANIE Total</b>		<b>11.96</b>			
CARTER, NICOLE	2929622108-57920000	15.76	12/02/2020	WM SUPERCENTER #5893	CONGRATULATIONS FLOWERS FOR AWARD WINNING STAFF MEMBER.
<b>CARTER, NICOLE Total</b>		<b>15.76</b>			
CHARFI, HANA	2929625301-57920000	33.96	12/21/2020	BENITO S CAFE	LUNCH MEETING
<b>CHARFI, HANA Total</b>		<b>33.96</b>			
CHRISTOPOULOS, COURTNEY	1311800000-55110551	19.61	12/03/2020	AMZN MKTP US*CA27M20Y3	HOLIDAY CRAFTS



JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
CHRISTOPOULOS, COURTNEY	1311800000-55110551	7.37	12/10/2020	AMZN MKTP US*UU0CO5NT3	HOLIDAY CRAFTS
CHRISTOPOULOS, COURTNEY	1311800000-55110551	11.64	12/18/2020	HOBBY-LOBBY #645	HOLIDAY SUPPLIES
<b>CHRISTOPOULOS, COURTNEY Total</b>		<b>38.62</b>			
CIANFERRA, LINDA	1528200332-53510000	4,586.88	12/15/2020	PRINTNOLOGY INC	ESL POSTCARDS
<b>CIANFERRA, LINDA Total</b>		<b>4,586.88</b>			
COOLMAN, ROBERT	1126160000-55992000	368.00	12/04/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - LAMPS
COOLMAN, ROBERT	1126160000-55992000	989.30	12/08/2020	CONSERVA ELECTRIC SUPP	MTCE - ELECTRICAL STOCK - BALLASTS AND TUBES
COOLMAN, ROBERT	1126160000-55992000	2,331.60	12/14/2020	CONSERVA ELECTRIC SUPP	MTCE ELECTRICAL STOCK - LAMPS
COOLMAN, ROBERT	1126160000-55992000	612.12	12/14/2020	CONSERVA ELECTRIC SUPP	MTCE ELECTRICAL STOCK - LAMPS
COOLMAN, ROBERT	1126160000-55992000	190.50	12/15/2020	CONSERVA ELECTRIC SUPP	MTCE ELECTRICAL STOCK - LAMPS
COOLMAN, ROBERT	1126160000-57410000	40.00	12/31/2020	MI PERMIT LIC PLAN REV	MTCE - ELECTRICIAN LICENSE
<b>COOLMAN, ROBERT Total</b>		<b>4,531.52</b>			
CROAD, LORI	1335100000-55110553	3.15	12/14/2020	WALGREENS #4454	DEVELOPED PICTURES OF THE KIDS FOR A CRAFT FOR THE HOLIDAYS
<b>CROAD, LORI Total</b>		<b>3.15</b>			
DIATIKAR, CHRISTINE	4525900000-57910000	921.40	12/04/2020	21CM MI NEWSPAPERS ADV	OAKLAND PRESS CP19 2021 ROOFING BID AD
<b>DIATIKAR, CHRISTINE Total</b>		<b>921.40</b>			
DIROFF, MATTHEW	1111322000-55110723	20.00	12/08/2020	PAYPAL *JAZZLCTNARY	VIRTUAL JAZZ TEACHING MATERIALS
DIROFF, MATTHEW	1111322000-53450723	39.99	12/18/2020	UPBEAT MUSIC APP	WINTER CONCERT VIRTUAL PERFORMANCE RECORDING
DIROFF, MATTHEW	1111322000-53450723	39.99	12/18/2020	UPBEAT MUSIC APP	WINTER CONCERT VIRTUAL PERFORMANCE RECORDING
DIROFF, MATTHEW	1111322000-53450723	39.99	12/18/2020	UPBEAT MUSIC APP	WINTER CONCERT VIRTUAL PERFORMANCE RECORDING
DIROFF, MATTHEW	1111322000-53450723	39.99	12/18/2020	UPBEAT MUSIC APP	WINTER CONCERT VIRTUAL PERFORMANCE RECORDING
<b>DIROFF, MATTHEW Total</b>		<b>179.96</b>			
DRAGOO, MICHAEL	1126111000-55992000	98.93	12/15/2020	AMAZON.COM*YW8ST0MY3	VO EXTERIOR BRUTE TRASH CAN
DRAGOO, MICHAEL	1126160000-55992000	197.86	12/15/2020	AMAZON.COM*YW8ST0MY3	MTCE STOCK - EXTERIOR BRUTE TRASH CAN
<b>DRAGOO, MICHAEL Total</b>		<b>296.79</b>			
DUQUETTE, EDWARD	1126160000-55730000	47.24	12/02/2020	NAPA AUTO M-2	MTCE - WORK TRUCK F350 - TRIC TITAN BLADE
DUQUETTE, EDWARD	1126111000-55992000	33.39	12/03/2020	GREAT LAKES ACE HDWE	VO DOOR THRESHOLD FRONT DOOR
DUQUETTE, EDWARD	1126114000-55992000	47.80	12/04/2020	THE HOME DEPOT #2737	PV SCAFFOLD
DUQUETTE, EDWARD	1126122000-55992000	75.91	12/09/2020	BLAKELY PRODUCTS CO	HS - BAND HALL REPAIR - RUBBER VINYL TILE

JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
DUQUETTE, EDWARD	1126160000-55980000	28.98	12/10/2020	O'REILLY AUTO PARTS 48	MTCE TOOLS - FOR ELECTRICAL REPAIR AT VO - HEX BITS SET
DUQUETTE, EDWARD	1126113000-55992000	10.44	12/16/2020	THE HOME DEPOT #2737	NW PRINCIPALS OFFICE - BRACKETS; SMALL AND MEDIUM HOOKS
DUQUETTE, EDWARD	1126113000-55992000	30.00	12/17/2020	REDFORD LOCK COMPANY I	NW CLASSROOM CABINET LOCK
DUQUETTE, EDWARD	1126152000-55992000	63.12	12/18/2020	THE HOME DEPOT #2737	ECEC DOOR STOPS
DUQUETTE, EDWARD	1126160000-55980000	427.94	12/24/2020	ROCKLER 008	MTCE TOOLS - SAWSTOP, ALUMINUM MITER
DUQUETTE, EDWARD	1126160000-55992000	77.18	12/30/2020	FASTENAL COMPANY 01MID	MTCE - SELF DRILLING SCREW - WOOD TO METAL APPLICATIONS
<b>DUQUETTE, EDWARD Total</b>		<b>842.00</b>			
ERICKSON, TODD	1122218000-55310000	299.00	12/04/2020	JUNIOR LIBRARY GUILD	BOOKS FOR THE LIBRARY
<b>ERICKSON, TODD Total</b>		<b>299.00</b>			
FULAR, JAMES	1126160000-55992000	53.99	12/01/2020	AMZN MKTP US*727FA9763	MTCE SUPPLIES - AMERICAN HYDRO SYSTEMS RID RUST LIQUID
FULAR, JAMES	1126101000-55990000	10.97	12/01/2020	AMZN MKTP US*M03N26FG3	ESB - FIRE DEPARTMENT CONECTION SIGN
FULAR, JAMES	1126160000-55993000	50.83	12/02/2020	PRINT SERVICES	MTCE - GROUNDS PESTILIDGE POSTING STAKES
FULAR, JAMES	1126160000-55993000	395.22	12/02/2020	SP * SPRAYERDEPOT	MTCE GROUNDS REPAIR PARTS FOR SPRAYERS
FULAR, JAMES	1126160000-55990000	19.25	12/03/2020	AMAZON.COM*CR85G5RD3	MTCE SUPPLIES - CRC DIELECTRIC GREASE
FULAR, JAMES	1126160000-55993000	362.40	12/03/2020	AMSOIL	MTCE - OIL FOR GROUNDS EQUIPMENT SEASONAL MTCE
FULAR, JAMES	4126160951-54110000	360.47	12/04/2020	CHETS RENT ALL	DISTRICT WIDE STUMP GRINDER RENTAL SF PG 78
FULAR, JAMES	1126160000-55993000	169.22	12/07/2020	SPRAYER DEPOT	MTCE GROUND SPRAYER PARTS
FULAR, JAMES	1126160000-55980000	46.94	12/09/2020	AMZN MKTP US*SA2XA5YI3	MTCE - NEW TIRES FOR DOLLY
FULAR, JAMES	4126160951-54110000	360.47	12/09/2020	CHETS RENT ALL	DISTRICT WIDE STUMP GRINDER RENTAL SF PG 78
FULAR, JAMES	4126122951-54110000	3,000.00	12/11/2020	MICHIGAN STUMP REMOVAL	HS SPORTS PARK TREE REMOVAL SF PG 78
FULAR, JAMES	1126112000-54120000	156.00	12/16/2020	MARKS OUTDOOR POWER EQ	OH SNOW BLOWER REPAIR
FULAR, JAMES	1126160000-55993000	12.19	12/16/2020	SP * SPRAYERDEPOT	MTCE GROUND REPAIR PARTS FOR SPRAYERS
FULAR, JAMES	1126160000-55993000	22.23	12/16/2020	SP * SPRAYERDEPOT	MTCE GROUND REPAIR PARTS FOR SPRAYERS
FULAR, JAMES	1126160000-55993000	29.64	12/16/2020	SPRAYER DEPOT	MTCE GROUND SUPPLY - UPPER HOUSING - REPAIR PART FOR SPRAYERS
<b>FULAR, JAMES Total</b>		<b>5,049.82</b>			

JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
GILMORE, MEGAN	1311800000-55110551	11.99	12/04/2020	AMZN MKTP US*287G40EX3	TEACHING SUPPLIES
GILMORE, MEGAN	1311800000-55110551	29.99	12/04/2020	AMZN MKTP US*KO8LZ0BU3	TEACHING SUPPLIES
<b>GILMORE, MEGAN Total</b>		<b>41.98</b>			
GORDON, BRIAN	1429300000-53450000	10.99	12/01/2020	NFHSNETWORK.COM	NFHS NETWORK
GORDON, BRIAN	2929661275-57920000	27.30	12/21/2020	BENITO S CAFE	LUNCH FOR STAFF
GORDON, BRIAN	1429300000-53450000	10.99	12/31/2020	NFHSNETWORK.COM	NFHS SUBSCRIPTION
<b>GORDON, BRIAN Total</b>		<b>49.28</b>			
GORNY, KIMBERLY	1124113000-55910000	52.81	12/02/2020	STAPLS7319151949000001	OFFICE SUPPLIES: RUBBER BANDS, DESK CALENDAR FOR SUBS, STAPLES, SHARPIES & RECEIPT BOOK
<b>GORNY, KIMBERLY Total</b>		<b>52.81</b>			
HANSEN, ANN	1311800000-53220551	20.00	12/01/2020	APPELBAUM TRAINING INS	PD FOR PRESCHOOL TEACHER
HANSEN, ANN	1311800000-53220551	24.00	12/04/2020	APPELBAUM TRAINING INS	PD FOR PRESCHOOL AIDE
HANSEN, ANN	1311800000-53220551	24.00	12/09/2020	APPELBAUM TRAINING INS	PD FOR PRESCHOOL TEACHER
<b>HANSEN, ANN Total</b>		<b>68.00</b>			
HARBAR, ERIN	1111322000-55110702	44.83	12/09/2020	AMZN MKTP US*BZ4AS4OG3	JEWELRY SUPPLIES FOR AT-HOME PROJECTS.
HARBAR, ERIN	1111322000-55110702	11.50	12/15/2020	EDPUZZLE PRO TEACHER	THIS IS USED EVERY WEEK FOR ASYNCHRONOUS WORK I HAVE 5 PREPS THIS SEMESTER AND 7 NEXT.
<b>HARBAR, ERIN Total</b>		<b>56.33</b>			
HENDERSON, BETH	1125200000-55910000	30.79	12/11/2020	STAPLS7319910610000002	BUSINESS OFFICE SUPPLIES
HENDERSON, BETH	1125200000-55910000	4.40	12/14/2020	STAPLS7319910610000001	BUSINESS OFFICE SUPPLIES
HENDERSON, BETH	1125200000-55910000	65.61	12/18/2020	STAPLS7320445348000001	BUSINESS OFFICE SUPPLIES
HENDERSON, BETH	1125200000-55910000	9.78	12/21/2020	STAPLS7320673061000001	BUSINESS OFFICE SUPPLIES
HENDERSON, BETH	1125200000-55910000	41.81	12/21/2020	STAPLS7320673061000002	BUSINESS OFFICE SUPPLIES
<b>HENDERSON, BETH Total</b>		<b>152.39</b>			
HERTRICH, MARINA	1611118482-55110000	3,975.00	12/16/2020	PAYPAL *XUZHENGBO	CODING MICRO BOTS FOR 6TH GRADERS
HERTRICH, MARINA	1611118482-55110000	2,399.25	12/17/2020	SPARKFUN ELECTRONICS	MICRO:BITS FOR 6TH GRADERS
HERTRICH, MARINA	1111118000-53450000	10.00	12/18/2020	PADLET* PADLET SOFTWARE	PADLET SOFTWARE SUBSCRIPTION
<b>HERTRICH, MARINA Total</b>		<b>6,384.25</b>			
HOLLY, SHEILA	2929601275-57920000	77.32	12/14/2020	MEIER FLOWERLAND & GRE	SOCIAL COMMITTEE
HOLLY, SHEILA	1123200000-55910000	77.06	12/14/2020	STAPLS7320036758000001	SUPERINTENDENT/BOARD OF EDUCATION OFFICE SUPPLIES
HOLLY, SHEILA	1128200000-53450000	15.89	12/16/2020	ADOBE ACROPRO SUBS	ADOBE SUBSCRIPTION - COVID WORK AT HOME
HOLLY, SHEILA	1123200000-55910000	23.76	12/16/2020	STAPLS7320036758000002	SUPERINTENDENT OFFICE SUPPLIES
<b>HOLLY, SHEILA Total</b>		<b>194.03</b>			

JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
HOSKINS, DIANE	1513200331-55110000	127.63	12/04/2020	AMZN MKTP US*HL8Q07HE3	CHILL ZONE SUPPLIES
HOSKINS, DIANE	2929625301-57920000	29.98	12/04/2020	AMZN MKTP US*Z20DT9FQ3	CARDS FOR STUDENTS
HOSKINS, DIANE	1513200331-55110000	52.19	12/07/2020	AMAZON.COM*4H43K5Y93	ALGEBRA TILES - TEACHER SUPPLY
HOSKINS, DIANE	2929625301-57920000	40.16	12/07/2020	AMZN MKTP US*505OQ22Q3	POPCORN ACCESSORIES CHILL ZONE
HOSKINS, DIANE	2929625301-57920000	7.82	12/07/2020	AMZN MKTP US*MR92005C3	CHILL ZONE SUPPLIES
HOSKINS, DIANE	1513200332-55210000	609.24	12/07/2020	CAMBRIDGE UNIV PRESS	ESL BOOKS
HOSKINS, DIANE	2929625301-57920000	292.51	12/08/2020	AMZN MKTP US*UU9SV14U3	POPCORN MACHINE - STUDENT CHILL ZONE
HOSKINS, DIANE	1513200331-55110000	514.51	12/09/2020	STAPLS7319728159000001	TEACHER SUPPLY
HOSKINS, DIANE	1513200332-55210000	18.89	12/17/2020	AMAZON.COM*2J3NZ10Q3	GED BOOK
HOSKINS, DIANE	1513200332-55210000	70.10	12/21/2020	AMAZON.COM*EP9T01X83	GED BOOKS
HOSKINS, DIANE	1513200332-55210000	38.98	12/21/2020	AMAZON.COM*RW07K5CR3	GED BOOKS
HOSKINS, DIANE	1513200332-55210000	186.27	12/21/2020	MHE*MCGRW-HILL ECOMM	GED BOOKS
HOSKINS, DIANE	1513200332-55210000	143.10	12/22/2020	MHE*MCGRW-HILL ECOMM	GED BOOKS
<b>HOSKINS, DIANE Total</b>		<b>2,131.38</b>			
HURLBURT, THOMAS	1127170000-55790000	89.78	12/11/2020	THE HOME DEPOT 2737	SILICONE/CAULK GUN
HURLBURT, THOMAS	1127170000-55790000	90.43	12/14/2020	THE HOME DEPOT 2737	GAUGES, STEEL
<b>HURLBURT, THOMAS Total</b>		<b>180.21</b>			
JANTZ, ANGELA	2929615275-57920000	30.98	12/08/2020	AMZN MKTP US*PO9Q13YI3	ART SUPPLIES FOR INSTRUCTION
JANTZ, ANGELA	2929615275-57920000	18.48	12/11/2020	MEIJER # 227	CANDY FOR STAFF HOLIDAY GIFT BAGS
JANTZ, ANGELA	1126115000-55990000	109.88	12/14/2020	STAPLS7320164697000001	MISC SUPPLIES FOR TEACHERS
JANTZ, ANGELA	1111115000-55110702	150.00	12/30/2020	SSI*SCHOOL SPECIALTY	SPLIT
JANTZ, ANGELA	2929615275-57920000	117.20	12/30/2020	SSI*SCHOOL SPECIALTY	SPLIT
<b>JANTZ, ANGELA Total</b>		<b>426.54</b>			
JOB, STACEY	1311800000-55990551	89.95	12/04/2020	AMZN MKTP US*6W1OV4UL3	GLOVES
JOB, STACEY	1335100000-53220553	20.00	12/07/2020	APPELBAUM TRAINING INS	CARE TRAINING
JOB, STACEY	1311800000-55990551	90.87	12/09/2020	SSI*SCHOOL SPECIALTY	PRESCHOOL LAMINATION
JOB, STACEY	1311800000-55990551	19.90	12/10/2020	AMAZON.COM*ST9BN2V83	PRESCHOOL GLUE STICKS
JOB, STACEY	1311800000-53220551	20.00	12/11/2020	APPELBAUM TRAINING INS	PRESCHOOL TRAINING
JOB, STACEY	2929641355-57920000	103.18	12/14/2020	TARGET 00014654	RECOGNITION OF SUPPORT STAFF
JOB, STACEY	2929641355-57920000	711.34	12/22/2020	ANYPROMO INC	RECOGNITION OF STAFF
<b>JOB, STACEY Total</b>		<b>1,055.24</b>			
JORDAN, CHRISTOPHER	1126103000-55992000	898.62	12/02/2020	TRANE SUPPLY-113415	ITC RTU 1 - COMBUSTION FAN MODULATING
JORDAN, CHRISTOPHER	1126160000-55990000	42.20	12/07/2020	GRAINGER	MTCE HVAC TRUCK SUPPLIES - MECHANICS GLOVES
JORDAN, CHRISTOPHER	1126114000-55992000	215.82	12/09/2020	ETNA DISTRIBUTORS, LLC	PV SOUTH BOILER SYSTEM
JORDAN, CHRISTOPHER	1126114000-55992000	5.67	12/11/2020	R L DEPPMANN CO	PV SOUTH BOILER SYSTEM - GASKET

JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
JORDAN, CHRISTOPHER	1126160000-55992000	550.04	12/11/2020	TRANE SUPPLY-113415	MTCE HVAC TRUCK STOCK - MOTOR ACTUATOR
JORDAN, CHRISTOPHER	1126114000-55992000	162.00	12/15/2020	R L DEPPMANN CO	PV SOUTH BOILER SYSTEM - PUMP SEAL KIT
JORDAN, CHRISTOPHER	1126118000-55992000	257.73	12/18/2020	ETNA DISTRIBUTORS, LLC	NM5 COMMONS - PRESS BALL VALVE AND PROGRESS COP COUPLING
JORDAN, CHRISTOPHER	4126122951-54110000	490.82	12/21/2020	NATIONAL ENERGY CONTRO	HS - AHUHP2 - CONTROL VALVE ACTUATOR SF PG 39
JORDAN, CHRISTOPHER	1126115000-55992000	376.54	12/23/2020	ETNA DISTRIBUTORS, LLC	DF DOMESTIC WATER - PROGRESS ZERO LEAD AND COP COUPLING
JORDAN, CHRISTOPHER	4126122951-54110000	821.23	12/23/2020	NATIONAL ENERGY CONTRO	HS - AHU-25 - CONTROL VALVE - DIVERTING HOT OR CHILLED WATER SF PG 39
JORDAN, CHRISTOPHER	4126122951-54110000	583.97	12/29/2020	ETNA DISTRIBUTORS, LLC	HS ASH 25 - HW COIL VALVE REPLACEMENT - SF PG 37
JORDAN, CHRISTOPHER	1126115000-55992000	138.96	12/30/2020	GRAINGER	DF DOM PIPE INSULATION
JORDAN, CHRISTOPHER	1126120000-55992000	21.41	12/30/2020	GRAINGER	MS BOILER RM HEATERS
JORDAN, CHRISTOPHER	1126120000-55992000	21.41	12/30/2020	GRAINGER	MS BOILER RM HEATERS
<b>JORDAN, CHRISTOPHER Total</b>		<b>4,586.42</b>			
KINZER, GARY	1128300000-53220000	95.00	12/18/2020	MSU PAYMENTS	HR EXECUTIVE EDUCATION SEMINAR.
<b>KINZER, GARY Total</b>		<b>95.00</b>			
LASH, NANCY	1111114000-55110708	47.48	12/02/2020	STAPLS7318990598000001	CLASSROOM SUPPLY
LASH, NANCY	1111114000-55110708	52.13	12/11/2020	BLT*FUN AND FUNCTION L	THERAPY CLASSROOM SUPPLY
LASH, NANCY	1111114000-55110708	131.25	12/14/2020	STAPLS7320078371000001	CLASSROOM SUPPLY
<b>LASH, NANCY Total</b>		<b>230.86</b>			
LOCRICCHIO, ANTHONY	1122500000-55910000	21.19	12/07/2020	FEDEX 940543072662	BUBBLE WRAP FOR SENDING OUT STUDENT COMPUTERS FOR REPAIR TO SAFEWARE (ACCIDENTAL INSURANCE).
LOCRICCHIO, ANTHONY	1122500000-54120000	56.69	12/08/2020	THE UPS STORE #7066	SENT OUT ELMO DOC CAM FOR REPAIR
LOCRICCHIO, ANTHONY	1122500000-55990000	36.44	12/09/2020	AMAZON.COM*QN9DZ5YE3	GLASS REPAIR SOLUTION; REMOVE LOW LEVEL SCRATCHES
LOCRICCHIO, ANTHONY	1122500000-55910000	26.39	12/10/2020	AMZN MKTP US*N98PH9QM3	SHARPIES
LOCRICCHIO, ANTHONY	1122500000-55990000	479.92	12/14/2020	AMZN MKTP US*NB3AS0LR3	HDMI SPLITTERS FOR NEW ADMIN DUAL MONITOR SETUP
LOCRICCHIO, ANTHONY	1122500000-55990000	29.55	12/14/2020	AMZN MKTP US*WF4IP3TN3	SEVERAL STYLUS TO TRY FOR OOA. SD CARD READER FOR FOOD SERVICES (EVOL G)
LOCRICCHIO, ANTHONY	1122500000-53450000	36.35	12/15/2020	TELZIO (102626)	NCSD SOCIAL/EMOTIONAL HELPLINE. COVID-19 EXPENSE

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NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
<b>LOCRICCHIO, ANTHONY Total</b>		<b>686.53</b>			
MCDERMOTT, JACOB	1126160000-55990000	38.52	12/18/2020	NOVI CONEY ISLAND	MTCE - WORKING LUNCH - BASS CONTROLS
<b>MCDERMOTT, JACOB Total</b>		<b>38.52</b>			
MCDOUGALL, BARBARA	1426100000-55990000	239.97	12/07/2020	STAPLES 00115659	SNNEZE GUARDS FOR BASKETBALL TABLE
MCDOUGALL, BARBARA	2929661275-57920000	26.61	12/10/2020	QDOBA 2823	OFFICE LUNCH: BRIAN, BARB & ASHLEY
MCDOUGALL, BARBARA	2929661275-57920000	16.00	12/15/2020	MARIA S ITALIAN BAKERY	OFFICE BIRTHDAY CAKE
MCDOUGALL, BARBARA	2929661275-57920000	51.48	12/16/2020	BENITO S CAFE	OFFICE HOLIDAY PARTY
<b>MCDOUGALL, BARBARA Total</b>		<b>334.06</b>			
NESMITH, RUSSELL	1126113000-55992000	88.16	12/03/2020	REDFORD LOCK COMPANY I	NW ROOM 407 - LOCKS AND TUMBLER
NESMITH, RUSSELL	1126152000-55992000	23.94	12/04/2020	THE HOME DEPOT #2737	ECEC PLAYGROUND
NESMITH, RUSSELL	4126111951-54110000	112.78	12/07/2020	CONTRACTORS PIPE & SUP	VILLAGE OAKS PLUMBING - WHT BOWL; JOHNNY BOLT AND WAX RING SF PG 9
NESMITH, RUSSELL	4126111951-54110000	108.68	12/07/2020	CONTRACTORS PIPE & SUP	VO - TOILET ADA SF PG 9
NESMITH, RUSSELL	1126122000-55993000	19.52	12/07/2020	THE HOME DEPOT #2737	HS - SOUTH SPORTS DRIVE - RUST TURBO GLOSS BLACK
NESMITH, RUSSELL	1126160000-55992000	30.96	12/08/2020	BEST PLUMBING SPECIALT	MTCE - PLUMBING STOCK - SPUD FRICTION RING
NESMITH, RUSSELL	1126160000-55992000	895.62	12/09/2020	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK - BD SENSOR EYE ONLY
NESMITH, RUSSELL	1126160000-55992000	38.90	12/09/2020	GRAINGER	MTCE PLUMBING SUPPLY - PLUG IN TRANSFORMER 115V IN, 24V OUT 50 V MFG
NESMITH, RUSSELL	1126160000-55992000	425.76	12/10/2020	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK - SOLENOID AND O-RINGS
NESMITH, RUSSELL	1126160000-55993000	50.50	12/16/2020	SITEONE LANDSCAPE SUPP	MTCE GROUND SUPPLY - FOR MARKING SIDEWALKS FOR SNOW REMOVAL
NESMITH, RUSSELL	1126160000-55992000	898.23	12/17/2020	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK - BD SENSOR EYE ONLY
NESMITH, RUSSELL	1126152000-55992000	132.86	12/17/2020	GRAINGER	ECEC - WHEELS FOR FLAT BED
NESMITH, RUSSELL	1126160000-55992000	132.86	12/17/2020	GRAINGER	MTCE- WHEELS FOR FLAT BED
NESMITH, RUSSELL	1126160000-55992000	20.75	12/18/2020	GRAINGER	MTCE - TABLE STOCK
NESMITH, RUSSELL	1126160000-55992000	18.99	12/21/2020	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK - SWEAT SOLDER KIT
NESMITH, RUSSELL	1126160000-55992000	41.97	12/23/2020	BEST PLUMBING SPECIALT	MTCE - PLUMBING STOCK - HOT & COLD INDEX
NESMITH, RUSSELL	1126160000-55992000	236.82	12/23/2020	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK - SOLENOID VALVE



JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
NESMITH, RUSSELL	1126170000-55992000	2.97	12/23/2020	THE HOME DEPOT #2737	TRANSPR - SINK - ANTS
NESMITH, RUSSELL	1126115000-55992000	201.56	12/24/2020	ETNA DISTRIBUTORS, LLC	DF 4" WATER LINE REPAIR
NESMITH, RUSSELL	1126111000-55992000	62.08	12/29/2020	ETNA DISTRIBUTORS, LLC	VO - TOILET REPAIR
NESMITH, RUSSELL	1126111000-55992000	263.88	12/30/2020	BEST PLUMBING SPECIALT	VO PLUMBING - PRIME RITE AUTOMATIC TRAP - WO 25541
NESMITH, RUSSELL	1126160000-55730000	57.55	12/30/2020	NAPA AUTO M-2	MTCE - TRAILER REPAIR
NESMITH, RUSSELL	1126160000-55992000	15.99	12/31/2020	THE HOME DEPOT #2737	MTCE - ELECTRICAL STOCK
NESMITH, RUSSELL	1126160000-55992000	234.65	12/31/2020	THE HOME DEPOT 2737	MTCE - PLUMBING STOCK
<b>NESMITH, RUSSELL Total</b>		<b>4,115.98</b>			
NOWICKI, MATTHEW	1126160000-55730000	36.99	12/07/2020	O'REILLY AUTO PARTS 48	REPAIR PARTS
<b>NOWICKI, MATTHEW Total</b>		<b>36.99</b>			
OAKES, ROBERT	1126114000-55992000	330.00	12/03/2020	IN *BOLHOUSE LLC	PV RM 116 VUV HEAT COIL - AIREDALE PARTS
OAKES, ROBERT	1126118000-55992000	162.00	12/16/2020	R L DEPPMANN CO	NM5TH BANDROOM
<b>OAKES, ROBERT Total</b>		<b>492.00</b>			
PARK, CATHRYN	1711322000-53450651	6,784.00	12/01/2020	MICHIGAN VIRTUAL U	MICHIGAN VIRTUAL FALL 20-21 HS ENROLLMENT
<b>PARK, CATHRYN Total</b>		<b>6,784.00</b>			
RUDY, MICHELLE	1311800000-55110551	5.82	12/01/2020	JOANN STORES #1933	MOD PODGE FOR PROJECTS (GLUE/PAINT)
RUDY, MICHELLE	1311800000-55110551	22.04	12/01/2020	MICHAELS STORES 3744	FOAM STICKERS, WOOD FRAMES, GIFT BAGS TO DECORATE, FOAM SNOWMEN ART PROJECTS FOR WINTER PARTY
RUDY, MICHELLE	1311800000-55110551	6.77	12/02/2020	AMZN MKTP US*S19L32ZH3	FLICKERING TEA LIGHT CANDLES FOR PARENT PROJECT
RUDY, MICHELLE	1311800000-55110551	12.71	12/11/2020	AMAZON.COM*RJ6W73KC3	PLASTIC BOXES TO HOLD CRAYONS (CLASS SET)
RUDY, MICHELLE	1311800000-55110551	10.59	12/11/2020	AMZN MKTP US*CO9FP0T83	ZIPPER POUCHES TO HOLD MARKERS (CLASS SET)
RUDY, MICHELLE	1311800000-55110551	6.77	12/11/2020	MICHAELS STORES 3744	POM POMS, FOAM STOCKINGS, CHENILLE PIPE CLEANERS
RUDY, MICHELLE	1311800000-55110551	22.99	12/29/2020	MICHAELS #9490	BEAD ORGANIZER, WHITE POM POM BALLS, GLITTER, SIDEWALK CHALK (2PACKS)
<b>RUDY, MICHELLE Total</b>		<b>87.69</b>			
RUTKOWSKI, MELANIE	1612500482-55110000	319.46	12/03/2020	AMZN MKTP US*G68UN0D83	TAKE HOME MATH SUPPLIES FOR AT HOME LEARNING DAYS.
RUTKOWSKI, MELANIE	1711115000-55210000	109.20	12/09/2020	MHE*MCGRRAW-HILL ECOMM	SPLIT - EVERYDAY MATH
RUTKOWSKI, MELANIE	1711114000-55210000	109.20	12/09/2020	MHE*MCGRRAW-HILL ECOMM	SPLIT - EVERYDAY MATH
RUTKOWSKI, MELANIE	1711111000-55210000	109.20	12/09/2020	MHE*MCGRRAW-HILL ECOMM	SPLIT - EVERYDAY MATH
RUTKOWSKI, MELANIE	1711112000-55210000	109.20	12/09/2020	MHE*MCGRRAW-HILL ECOMM	SPLIT - EVERYDAY MATH
RUTKOWSKI, MELANIE	1711113000-55210000	109.20	12/09/2020	MHE*MCGRRAW-HILL ECOMM	SPLIT - EVERYDAY MATH

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NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
RUTKOWSKI, MELANIE	1722100000-55910611	25.12	12/14/2020	STAPLS7319989180000001	OFFICE SUPPLIES
<b>RUTKOWSKI, MELANIE Total</b>		<b>890.58</b>			
SAMMUT, CHRISTINA	1311800000-55990551	16.88	12/02/2020	WAL-MART #5048	CLASSROOM SUPPLIES
SAMMUT, CHRISTINA	1311800000-55990551	8.73	12/11/2020	WM SUPERCENTER #5048	CLASSROOM SUPPLIES
<b>SAMMUT, CHRISTINA Total</b>		<b>25.61</b>			
SCHOPIERAY, KRISTEN	1128300000-55910000	(58.88)	12/14/2020	STAPLS7317797583002001	ITEM RETURN.
<b>SCHOPIERAY, KRISTEN Total</b>		<b>(58.88)</b>			
SCHURIG, CLAIRE	1111322724-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT MUSIC APP RECORDINGS THAT WERE SHARED WITH FAMILIES FOR WINTER CONCERT.
SCHURIG, CLAIRE	1111322724-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT MUSIC APP RECORDINGS THAT WERE SHARED WITH FAMILIES FOR WINTER CONCERT.
SCHURIG, CLAIRE	1111322724-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT MUSIC APP RECORDINGS THAT WERE SHARED WITH FAMILIES FOR WINTER CONCERT.
SCHURIG, CLAIRE	1111322724-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT MUSIC APP RECORDINGS THAT WERE SHARED WITH FAMILIES FOR WINTER CONCERT.
<b>SCHURIG, CLAIRE Total</b>		<b>159.96</b>			
SCHYPINSKI, RACHEL	2929622186-57920000	40.00	12/16/2020	STARBUCKS STORE 02398	STUDENT COUNCIL SPIRIT WEEK GIFT CARDS FOR WINNERS
<b>SCHYPINSKI, RACHEL Total</b>		<b>40.00</b>			
SHAFFER, RACHELLE	2929612271-57920000	30.00	12/01/2020	SQ *THE FLOWER ALLEY N	K. WALKER. DEATH IN THE FAMILY
SHAFFER, RACHELLE	1111112000-55110708	135.99	12/02/2020	AMZN MKTP US*1Y4GC5N13	J. CAMILLERI CLASSROOM BUDGET
SHAFFER, RACHELLE	2929612271-57920000	60.37	12/02/2020	MARIA S ITALIAN BAKERY	K. WALKER MEAL. DEATH IN THE FAMILY.
SHAFFER, RACHELLE	2929612271-57920000	50.00	12/03/2020	TJMAXX #0382	CHRISTMAS GIFT CARD.
SHAFFER, RACHELLE	1111112000-54910000	24.75	12/04/2020	WASTE INDUSTRIES - CON	GARBAGE SERVICE
SHAFFER, RACHELLE	1111112000-55110708	248.88	12/08/2020	AMAZON.COM*YE8YM69B3	EGLI/MARDIGIAN CLASSROOM BUDGETS
SHAFFER, RACHELLE	2929612275-57920000	502.69	12/18/2020	JIMMY JOHNS - 396 - E-	STAFF HOLIDAY LUNCHEON. SALES TAX \$24.46
SHAFFER, RACHELLE	2929612271-57920000	63.60	12/18/2020	THE FLOWER ALLEY	M. KING-WILLIAMS. DEATH IN THE FAMILY. SALES TAX \$3.60
<b>SHAFFER, RACHELLE Total</b>		<b>1,116.28</b>			
SOUTHWORTH, ANGELA	1111220000-53450000	9.99	12/09/2020	APPLE.COM/BILL	PASSING TIME MUSIC
<b>SOUTHWORTH, ANGELA Total</b>		<b>9.99</b>			
SOVEL, SHEILA	2929641355-57920000	5.83	12/01/2020	AMZN MKTP US*HQ1BQ63Z3	TEACHING SUPPLIES FOR VIRTUAL TEACHING
SOVEL, SHEILA	2929641355-57920000	(5.83)	12/11/2020	AMZN MKTP US	RETURN
SOVEL, SHEILA	2929641355-57920000	18.50	12/18/2020	TEACHERSPAYTEACHERS.CO	VIRTUAL TEACHING VISUAL SUPPLIES



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NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
<b>SOVEL, SHEILA Total</b>		<b>18.50</b>			
SOWDERS, ERICA	1111220000-55110715	29.99	12/03/2020	AMAZON.COM*GP1215PX3	STEM SUPPLIES
SOWDERS, ERICA	1111220000-55110715	29.99	12/07/2020	AMAZON.COM*W90K58QV3	STEM SUPPLIES
SOWDERS, ERICA	1111220000-55110715	8.97	12/07/2020	AMZN MKTP US*LT53I8KL3	STEM SUPPLIES
<b>SOWDERS, ERICA Total</b>		<b>68.95</b>			
STORM, KERI	1311800000-55110551	17.10	12/01/2020	SCHOLASTIC, INC.	CHRISTMAS PARTY SUPPLIES
STORM, KERI	1311800000-55110551	7.92	12/04/2020	HOBBY-LOBBY #645	CHRISTMAS PARTY SUPPLIES
STORM, KERI	1311800000-55110551	9.36	12/07/2020	DOLLAR TREE	CRAFT SUPPLIES
STORM, KERI	1311800000-55110551	22.11	12/10/2020	MICHAELS STORES 3744	CRAFT SUPPLIES
STORM, KERI	1311800000-55110551	7.42	12/14/2020	DOLLAR TREE	CRAFT SUPPLIES
STORM, KERI	1311800000-55110551	5.82	12/16/2020	MEIJER # 034	CRAFT SUPPLIES
<b>STORM, KERI Total</b>		<b>69.73</b>			
THEOPHELIS, ANASTASIA	1221600000-55110021	93.00	12/02/2020	AWL*PEARSON EDUCATION	SOCIAL WORKER PROTOCOLS
THEOPHELIS, ANASTASIA	1212200000-53190000	91.00	12/10/2020	ARGOTRANS SINV-33565	TRANSLATOR FOR IEP MEETINGS
THEOPHELIS, ANASTASIA	1212252191-55110021	1,989.75	12/21/2020	BROOKES PUBLISHING	EARLY INTERVENTION ASSESSMENT TOOL ONLINE ANNUAL RENEWAL
THEOPHELIS, ANASTASIA	1212252191-55110021	239.40	12/21/2020	BROOKES PUBLISHING	EARLY INTERVENTION ASSESSMENT TOOL ADDITIONAL PURCHASED RECORDS
THEOPHELIS, ANASTASIA	1222600000-57410000	225.00	12/23/2020	ASHA 3	NATIONAL DUES FOR ASHA - THEOPHELIS
<b>THEOPHELIS, ANASTASIA Total</b>		<b>2,638.15</b>			
TURNER, NANCY	1126120000-55992000	120.87	12/01/2020	AERO FILTER INC	MS FILTER ORDER - 20 X 24 X 4
TURNER, NANCY	1126160000-53450000	110.00	12/01/2020	ARC LAKESIDE BLUEPRINT	MTCE MONTHLY SKYSITE
TURNER, NANCY	1126105000-54110000	31.00	12/01/2020	PREMIER PEST MANAG	NATC PEST MGT
TURNER, NANCY	1126115000-54110000	28.00	12/01/2020	PREMIER PEST MANAG	DF PEST MGT
TURNER, NANCY	1126152000-54110000	37.00	12/01/2020	PREMIER PEST MANAG	ECEC PEST MGT
TURNER, NANCY	1126101000-54110000	43.00	12/01/2020	PREMIER PEST MANAG	ESB PEST MGMT)
TURNER, NANCY	1126122000-54110000	33.00	12/01/2020	PREMIER PEST MANAG	HS PEST MGT
TURNER, NANCY	1126103000-54110000	28.00	12/01/2020	PREMIER PEST MANAG	ITC PEST MGT
TURNER, NANCY	1126120000-54110000	37.00	12/01/2020	PREMIER PEST MANAG	MS PEST MGT )
TURNER, NANCY	1126118000-54110000	56.00	12/01/2020	PREMIER PEST MANAG	NM PEST MGT
TURNER, NANCY	1126113000-54110000	28.00	12/01/2020	PREMIER PEST MANAG	NW PEST MGT
TURNER, NANCY	1126112000-54110000	28.00	12/01/2020	PREMIER PEST MANAG	OH PEST MGT
TURNER, NANCY	1126114000-54110000	28.00	12/01/2020	PREMIER PEST MANAG	PV PEST MGTSPILT -
TURNER, NANCY	1126111000-54110000	35.00	12/01/2020	PREMIER PEST MANAG	VO PEST MGT
TURNER, NANCY	1126600000-54910000	53.50	12/01/2020	PROTECTION ONE ALARM	ECEC ALARM SYSTEM
TURNER, NANCY	1126160000-55710000	131.48	12/02/2020	CORRIGAN OIL #2 - BRI	MTCE ETHANOL FUEL - 90.6 GROSS
TURNER, NANCY	1126122000-55990000	183.60	12/02/2020	LEONARDS SYRUPS	HS POOL CO2 BULK
TURNER, NANCY	1126161000-53840000	1,192.52	12/02/2020	WASTE MGMT WM EZPAY	DISTRICT WASTE REMOVAL
TURNER, NANCY	2326161000-53840000	397.51	12/02/2020	WASTE MGMT WM EZPAY	RF WASTE REMOVAL
TURNER, NANCY	1126160000-55997000	220.29	12/03/2020	CINTAS CORP	MTCE UNIFORMS

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NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
TURNER, NANCY	1126101000-54120000	179.00	12/03/2020	DETROIT ELEVATOR COMPA	ESB ELEVATOR MAINTENANCE
TURNER, NANCY	4545212000-56310000	2,220.36	12/04/2020	ARCH ENVIRONMENTAL GRO	OH ASBESTOS BULK SAMPLING PRE RENOVATION DEMOLITION ABATEMENT
TURNER, NANCY	4545211000-56310000	2,116.56	12/04/2020	ARCH ENVIRONMENTAL GRO	VO ASBESTOS BULK SAMPLING PRE RENOVATION DEMOLITION ABATEMENT
TURNER, NANCY	4126114951-54110000	541.00	12/04/2020	COMMERICAL GLASS, LLC	PV KITCHEN PREPARATION FOR REPLACEMENT WINDOW; SF PG 34
TURNER, NANCY	1126115000-54110000	530.00	12/07/2020	POWERVAC	DF PLUMBING REPAIRS - PULLED TOILET SNAKED
TURNER, NANCY	1126170000-54910000	451.25	12/08/2020	ARCH ENVIRONMENTAL GRO	TRANSPR - UST A/B OPERATOR CONSULTING
TURNER, NANCY	1126122000-55990000	594.65	12/08/2020	IN *AQUATIC SOURCE, LL	HS POOL - SODIUM THIOSULFATE ANHYDROUS
TURNER, NANCY	1126122000-54120000	945.50	12/08/2020	IN *AQUATIC SOURCE, LL	HS POOL - LABOR TO REPLACE CP 1 PROBE SENSOR
TURNER, NANCY	1126122000-55990000	57.83	12/08/2020	IN *AQUATIC SOURCE, LL	HS POOL - CHEMTROL SAMPLE PETCOCK
TURNER, NANCY	1126122000-54120000	140.50	12/08/2020	IN *AQUATIC SOURCE, LL	HS POOL LABOR TO CHECK PUMP/MOTOR - BAD BEARING )
TURNER, NANCY	1126122000-55990000	63.50	12/08/2020	IN *AQUATIC SOURCE, LL	HS POOL - CHEMICAL SUPPLIES - POWDER
TURNER, NANCY	1126160000-55710000	257.70	12/10/2020	CORRIGAN OIL #2 - BRI	MTCE ETHANOL 188.8 GROSS
TURNER, NANCY	1126160000-55710000	273.12	12/10/2020	CORRIGAN OIL #2 - BRI	MTCE ETHANOL 203.2 GROSS
TURNER, NANCY	1126160000-55730000	44.15	12/11/2020	NAPA AUTO M-2	MTCE TRUCK 11 OIL CHANGE
TURNER, NANCY	1126160000-55730000	7.72	12/11/2020	NAPA AUTO M-2	MTCE G350 VAC - SPARK PLUG FUEL FILTER
TURNER, NANCY	1126160000-55730000	2.98	12/11/2020	NAPA AUTO M-2	MTCE G350 VAC - FUEL FILTER)
TURNER, NANCY	1126160000-55730000	186.32	12/11/2020	NAPA AUTO M-2	MTCE TRUCK 11 BATTERY
TURNER, NANCY	1126160000-55730000	65.77	12/11/2020	NAPA AUTO M-2	MTCE TRUCK 4 TAILGATE MOLDING
TURNER, NANCY	1126160000-55730000	162.49	12/11/2020	NAPA AUTO M-2	MTCE TRUCK#2 TRANSMISSION (
TURNER, NANCY	1126160000-55730000	321.99	12/11/2020	NAPA AUTO M-2	MTCE TRUCK#2 FUEL VAPOR
TURNER, NANCY	1126160000-55730000	42.92	12/11/2020	NAPA AUTO M-2	MTCE TRUCK#2 - TRANS LINE CONN )
TURNER, NANCY	1126160000-55730000	85.84	12/11/2020	NAPA AUTO M-2	MTCE TRUCK#2 - TRANS LINE )
TURNER, NANCY	1126100000-54910829	2,417.18	12/18/2020	ARCH ENVIRONMENTAL GRO	DISTRICT STORM WATER MANAGEMENT
TURNER, NANCY	1126160000-53840000	982.49	12/18/2020	ARCH ENVIRONMENTAL GRO	DISTRICT WIDE MEDICAL WASTE REMOVAL - SHARPS CONTAINERS
TURNER, NANCY	1126170000-54910000	651.25	12/21/2020	ARCH ENVIRONMENTAL GRO	TRANSPR - UST A/B OPERATOR CONSULTING

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NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
TURNER, NANCY	1126160000-55710000	426.34	12/21/2020	CORRIGAN OIL #2 - BRI	MTCE - ETHANOL 291.10 GROSS
TURNER, NANCY	1126114000-55991000	1,738.28	12/23/2020	NICHOLS	PV - TOWELS FOR NEW DISTRICT WIDE DISPENSERS
TURNER, NANCY	1126113000-55991000	1,102.76	12/23/2020	NICHOLS	NW - TOWELS FOR NEW DISTRICT WIDE DISPENSERS
TURNER, NANCY	1126152000-55991000	868.66	12/23/2020	NICHOLS	ECEC - TOWELS FOR NEW DISTRICT WIDE DISPENSERS )
TURNER, NANCY	1126112000-55991000	1,699.40	12/23/2020	NICHOLS	OH - TOWELS FOR NEW DISTRICT WIDE DISPENSERS
TURNER, NANCY	1126101000-55991000	275.69	12/23/2020	NICHOLS	ESB - TOWELS FOR NEW DISTRICT WIDE DISPENSERS
TURNER, NANCY	1126120000-55991000	2,593.70	12/23/2020	NICHOLS	MS - TOWELS FOR NEW DISTRICT WIDE DISPENSERS
TURNER, NANCY	1126122000-55991000	4,903.45	12/23/2020	NICHOLS	HS - TOWELS FOR NEW DISTRICT WIDE DISPENSERS SPLIT
TURNER, NANCY	1126111000-55991000	1,617.29	12/23/2020	NICHOLS	VO - TOWELS FOR NEW DISTRICT WIDE DISPENSERS
TURNER, NANCY	1126118000-55991000	2,250.78	12/23/2020	NICHOLS	NM5 - TOWELS FOR NEW DISTRICT WIDE DISPENSERS
TURNER, NANCY	1126122000-54110000	2,693.50	12/23/2020	POWERVAC	HS PREVENTATIVE MTCE JET VAC LIFT STATION ON NORTH SIDE DOOR #43
TURNER, NANCY	1126122000-54120000	484.50	12/24/2020	IN *AQUATIC SOURCE, LL	HS POOL - 120V IN SURGE TANK REPAIRED
TURNER, NANCY	1126160000-55710000	163.86	12/30/2020	CORRIGAN OIL #2 - BRI	MTCE - ETHANOL 105.40 GROSS
TURNER, NANCY	1126105000-54110000	31.00	12/30/2020	PREMIER PEST MANAG	NATC PEST MANAGEMENT
TURNER, NANCY	1126115000-54110000	28.00	12/30/2020	PREMIER PEST MANAG	DF PEST MANAGEMENT
TURNER, NANCY	1126152000-54110000	37.00	12/30/2020	PREMIER PEST MANAG	ECEC PEST MANAGEMENT
TURNER, NANCY	1126101000-54110000	43.00	12/30/2020	PREMIER PEST MANAG	ESB PEST MANAGEMENT
TURNER, NANCY	1126103000-54110000	28.00	12/30/2020	PREMIER PEST MANAG	ITC PEST MANAGEMENT
TURNER, NANCY	1126122000-54110000	33.00	12/30/2020	PREMIER PEST MANAG	HS PEST MANAGEMENT
TURNER, NANCY	1126118000-54110000	56.00	12/30/2020	PREMIER PEST MANAG	NM PEST MANAGEMENT
TURNER, NANCY	1126120000-54110000	37.00	12/30/2020	PREMIER PEST MANAG	MS PEST MANAGEMENT
TURNER, NANCY	1126113000-54110000	28.00	12/30/2020	PREMIER PEST MANAG	NW PEST MANAGEMENT
TURNER, NANCY	1126112000-54110000	28.00	12/30/2020	PREMIER PEST MANAG	OH PEST MANAGEMENT
TURNER, NANCY	1126114000-54110000	28.00	12/30/2020	PREMIER PEST MANAG	PV PEST MANAGEMENT
TURNER, NANCY	1126111000-54110000	35.00	12/30/2020	PREMIER PEST MANAG	VO PEST MANAGEMENT
<b>TURNER, NANCY Total</b>		<b>37,394.05</b>			
VALENTINE, CYNTHIA	1127170000-55910000	55.89	12/07/2020	STAPLS7319483591000001	SPRAY BOTTLES - COVID EXPENSE
VALENTINE, CYNTHIA	1127170000-55910000	19.99	12/07/2020	STAPLS7319483591000002	CASE
<b>VALENTINE, CYNTHIA Total</b>		<b>75.88</b>			
VANEIZENGA, JAMES	1111322725-55110000	257.90	12/01/2020	SHARPRODUCTS*800-248-7	BASS STRINGS

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NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
VANEIZENGA, JAMES	1111322725-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT VIRTUAL CONCERT RECORDING DOWNLOAD
VANEIZENGA, JAMES	1111322725-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT VIRTUAL CONCERT RECORDING DOWNLOAD
VANEIZENGA, JAMES	1111322725-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT VIRTUAL CONCERT RECORDING DOWNLOAD
VANEIZENGA, JAMES	1111322725-55110000	39.99	12/18/2020	UPBEAT MUSIC APP	UPBEAT VIRTUAL CONCERT RECORDING DOWNLOAD
<b>VANEIZENGA, JAMES Total</b>		<b>417.86</b>			
VUICHARD, TATIANA	1111900000-53450000	325.00	12/01/2020	MICHIGAN VIRTUAL U	MICHIGAN VIRTUAL SUMMER SCHOOL CLASS FEE.
VUICHARD, TATIANA	1331100000-53610000	726.00	12/03/2020	HEARST NEWSPAPERS-ADV	COMMUNITY ED FALL BROCHURE
VUICHARD, TATIANA	1311800000-55110551	95.03	12/07/2020	STAPLS7319400667000001	PRESCHOOL TEACHING SUPPLIES.
VUICHARD, TATIANA	1311800000-55110551	19.90	12/10/2020	AMAZON.COM*TK4010R33	PRESCHOOL TEACHING SUPPLIES.
VUICHARD, TATIANA	1311800000-55110551	151.02	12/14/2020	STAPLS7319909198000001	PRESCHOOL TEACHING SUPPLIES.
VUICHARD, TATIANA	2331100000-53840000	40.00	12/18/2020	SAFEWAY SHREDDING	ECEC SHREDDING SERVICE.
VUICHARD, TATIANA	1311800000-55110551	492.34	12/21/2020	STAPLS7320531080000001	PRESCHOOL TEACHING SUPPLIES.
VUICHARD, TATIANA	1311800000-55110551	13.47	12/21/2020	STAPLS7320531080000002	PRESCHOOL TEACHING SUPPLIES
VUICHARD, TATIANA	1311800000-55110551	(111.06)	12/28/2020	STAPLS7320531080001001	PRESCHOOL TEACHING SUPPLIES CREDIT.
VUICHARD, TATIANA	1311800000-55110551	1.98	12/30/2020	STAPLS7320531080000003	PRESCHOOL TEACHING SUPPLIES.
<b>VUICHARD, TATIANA Total</b>		<b>1,753.68</b>			
WARECK, MICHELE	2929622275-57920000	117.92	12/07/2020	AMZN MKTP US*X62O18A73	GIFT BAGS AND TISSUE FOR STAFF HOLIDAY GIFTS.
WARECK, MICHELE	1111322000-55110799	30.99	12/08/2020	OFFICEMAX/DEPOT 6614	CARDSTOCK PAPER FOR VARIOUS OFFICE PROJECTS.
WARECK, MICHELE	2929622275-57920000	115.14	12/09/2020	WAL-MART #2618	HOLIDAY CANDIES FOR STAFF HOLIDAY GOODIE BAGS.
WARECK, MICHELE	1111322000-54910708	60.00	12/10/2020	SAFEWAY SHREDDING	SHREDDING SERVICE PAYMENT FOR NOVI HIGH SCHOOL.
WARECK, MICHELE	1111322000-55110707	38.76	12/10/2020	WM SUPERCENTER #5893	BATTERIES FOR HIGH SCHOOL COMPUTERS.
WARECK, MICHELE	1124122000-53610000	4,251.64	12/11/2020	JOSTENS INC.	PAYMENT FOR NOVI HIGH SCHOOL DIPLOMA COVERS.
WARECK, MICHELE	1111322000-57410000	207.00	12/11/2020	PAYPAL *MICHIGANINT	MIFA TOURNAMENT REGISTRATION FEE.
WARECK, MICHELE	1111322000-57410000	12.99	12/14/2020	AMAZON PRIME*RT8AG9LV3	NOVI HIGH SCHOOL MONTHLY MEMBERSHIP FEE.
WARECK, MICHELE	2929622275-57920000	51.82	12/14/2020	KROGER #759	CANDY FOR NOVI HIGH SCHOOL STAFF HOLIDAY GOODIE BAGS.
WARECK, MICHELE	2929622275-57920000	15.44	12/14/2020	WAL-MART #2700	HOLIDAY CANDY FOR STAFF HOLIDAY GOODIE BAGS.

JP MORGAN/CHASE					CYCLE: 12/1/20-12/31/20
NAME	ACCOUNT	AMOUNT	DATE	MERCHANT	DESCRIPTION
WARECK, MICHELE	1111322000-54910708	372.62	12/15/2020	WASTE MGMT WM EZPAY	RECYCLING SERVICES FOR NOVI HIGH SCHOOL.
WARECK, MICHELE	1124122000-53610000	14.48	12/17/2020	JOSTENS INC.	PRINTING OF DIPLOMA.
WARECK, MICHELE	2929622275-57920000	228.26	12/21/2020	ULINE *SHIP SUPPLIES	GIFT BAGS FOR NOVI HIGH SCHOOL STAFF HOLIDAY GOODIE BAGS.
WARECK, MICHELE	1111322000-55210799	(41.84)	12/23/2020	AB* ABEBOOKS IDTWRX	TAX REFUND FOR TEXTBOOKS ORDERED IN OCTOBER.
<b>WARECK, MICHELE Total</b>		<b>5,475.22</b>			
WESNER, KIMBERLY	1122220000-55310000	17.98	12/17/2020	AMAZON.COM*5J2LZ1FL3	BOOKS FOR THE MEDIA CENTER.
WESNER, KIMBERLY	1122220000-55310000	77.68	12/24/2020	FOLLETT SCHOOL SOLUTIO	BOOKS FOR THE MEDIA CENTER.
<b>WESNER, KIMBERLY Total</b>		<b>95.66</b>			
WILLIAMS, LAKEISA	1111111000-55110708	99.44	12/02/2020	SSI*SCHOOL SPECIALTY	TEACHER SUPPLIES
WILLIAMS, LAKEISA	1111111000-55110708	199.00	12/03/2020	ACCO BT USA	TEACHER SUPPLIES
WILLIAMS, LAKEISA	1111111000-55110708	5.72	12/04/2020	SSI*SCHOOL SPECIALTY	TEACHER SUPPLIES
WILLIAMS, LAKEISA	1111111000-55110708	21.06	12/15/2020	SSI*SCHOOL SPECIALTY	TEACHER SUPPLIES
WILLIAMS, LAKEISA	1124111000-55910000	61.26	12/16/2020	SHRED-IT USA LLC	OFFICE SUPPLIES
WILLIAMS, LAKEISA	1111111000-55110708	63.34	12/17/2020	STAPLES INC - VT	TEACHER SUPPLIES
WILLIAMS, LAKEISA	1122211000-55310000	555.99	12/28/2020	FOLLETT SCHOOL SOLUTIO	MEDIA CENTER
<b>WILLIAMS, LAKEISA Total</b>		<b>1,005.81</b>			
WILSON, KAREN	1311800000-55110551	8.46	12/15/2020	JOANN STORES #1933	CLASS MATERIALS
<b>WILSON, KAREN Total</b>		<b>8.46</b>			
WOLF, RACHAEL	1611851343-55110000	67.84	12/03/2020	SCHOLASTIC, INC.	BOOKS
WOLF, RACHAEL	1611851343-55110000	21.20	12/03/2020	SCHOLASTIC, INC.	BOOKS
WOLF, RACHAEL	1611851343-55110000	65.38	12/03/2020	TARGET 00014654	CLEANING SUPPLIES/TEACHING SUPPLIES
WOLF, RACHAEL	1611851343-55110000	131.97	12/15/2020	SCHOLASTIC, INC.	BOOKS
WOLF, RACHAEL	1611851343-55110000	41.20	12/17/2020	TARGET 00014654	TEACHING SUPPLIES
<b>WOLF, RACHAEL Total</b>		<b>327.59</b>			

**Grand Total**

**109,224.02**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 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>
Minnick, Sheila	Adult Ed	ESL Teacher	New Hire	Hourly	03-08-21

**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Gordon, Brian	HS	Athletic Director	Retirement	06-30-21
Kohls, Andrea	MS/HS	ESL Interventionist	Retirement	06-11-21

**C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Stauner, Melanie	ECEC	Speech Pathologist	LOA #1-Child Care	2021-2022 School Year
Akcasu, Audrey	NM	5 <sup>th</sup> Grade Teacher	LOA #2-Personal	2021-2022 School Year

**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  
February 18, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS**

**TOPIC:** Contract Award Recommendation for 2021 Roofing Program - Deerfield

On January 15, 2021 the District received bids from (3) contractors. After the receipt of bids, PMC participated in post bid reviews with two firms (CEI Roofing, and Butcher and Butcher). Concluding several discussions with both firms, the bond team recommends awarding to Butcher and Butcher. Butcher and Butcher's ability to meet our schedule and provide the specified materials were key factors in this recommendation.

The budget for the Deerfield Roofing replacement, including soft costs is: \$2,795,963.00. Based on this award and anticipated soft costs, we expect this work to come in under budget with an anticipated final cost of \$2,620,000.

The bond team recommends the District administration enter into a subcontract agreement with Butcher and Butcher pending final negotiation by Plante Moran Cresa (PMC) and Thrun Law Firm on behalf of NCSD.

Attached for reference is StructureTec's award recommendation package dated February 03, 2021. PMC is available at your convenience to answer any questions you may have regarding this recommendation for award.

The roofing bids are presented and recommended to the Board of Education at this meeting, with awarding of the bids at the March 2, 2017 Board meeting.

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

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



February 11, 2021

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

RE: Novi Community Schools 2019 Bond Program  
Contract Award Recommendation for 2021 Roofing Program – Deerfield Elementary

Dear Mr. McIntyre

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Novi Community School District (NCSD) in its selection and procurement of roofing bids for Deerfield Elementary. This update represents the mutual efforts of the NCSD administration, PMC, and StructureTec.

On January 15, 2021 the District received bids from (3) contractors. After the receipt of bids, PMC participated in post bid reviews with two firms (CEI Roofing, and Butcher and Butcher). Concluding several discussions with both firms, the bond team recommends awarding to Butcher and Butcher. Butcher and Butcher's ability to meet our schedule and provide the specified materials were key factors in this recommendation.

The budget for the Deerfield Roofing replacement, including soft costs is: \$2,795,963.00. Based on this award and anticipated soft costs, we expect this work to come in under budget with an anticipated final cost of ~\$2,620,000.

The bond team recommends the District administration enter into a subcontract agreement with Butcher and Butcher pending final negotiation by PMC and Thrun Law Firm on behalf of NCSD.

Attached for reference is StructureTec's award recommendation package dated February 03, 2021. PMC is available at your convenience to answer any questions you may have regarding this recommendation for award.



Sincerely,

Plante Moran Cresa

A handwritten signature in black ink, appearing to read 'Kevin Donnelly', with a stylized, looping flourish at the end.

Kevin Donnelly  
Vice President

Enclosures:     StructureTec Recommendation Package Dated: February 03, 2021

Cc:     Dr. Steve Matthews, NCSD  
         Dr. Gary Kinzer, NCSD  
         Michael Dragoo, NCSD  
         Jacob McDermott, NCSD  
         Greg VanKirk, PMC



# **2021 METAL ROOF REPLACEMENT BID RECOMMENDATION PACKAGE**

**DEERFIELD ELEMENTARY  
NOVI, MICHIGAN**

**FOR**

**NOVI COMMUNITY SCHOOLS  
MR. MIKE DRAGOO**

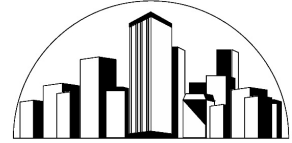
**PROJECT NO. T20140.RFG4  
FEBRUARY 2021**

**StructureTec®**

Total Building Envelope Management Solution<sup>SM</sup>  
(800) 745-STEC (7832) • [www.structuretec.com](http://www.structuretec.com)







February 3, 2021

Mike Dragoo  
Director, Maintenance / Operations  
Novi Community Schools  
25345 Taft Road  
Novi, MI 48374

Kevin Donnelly  
VP, Project Management  
Plante Moran, PLLC  
27400 Northwestern Hwy  
Southfield, MI 48307

**RE: NOVI COMMUNITY SCHOOLS • DEERFIELD ELEMENTARY, NOVI, MICHIGAN • 2021 METAL ROOF REPLACEMENT • BID RECOMMENDATION PACKAGE • PROJECT NO. T20140.RFG4**

Dear Mr. Dragoo & Mr. Donnelly:

The 2021 Roofing Program was released to the public on December 1, 2020. A pre-bid meeting was held on December 15, 2020 to review the scope of work outlined in the specifications. The bids were due on January 15, 2021 and the results were publicly read. Pursuant to the bid opening on the above referenced project, we are submitting the following recommendations.

StructureTec contacted eighteen (18) Contractors to bid the project. Bids were received from three (3) out of five (5) Contractors that obtained bidding documents and attended the Pre-Bid Meeting. Please refer to the Bid Tabulation Sheet enclosed with this letter for a summary of all prices received for the project.

On January 18, 2021 we met the two (2) low bidders, Butcher & Butcher and CEI over the phone to confirm comprehension of the specifications and required scope of work, and it appears that everything is in order. Additional conversations were had on January 25 and 26, 2021 to discuss options for completing the total project in 2021. The project work items include the following per bid scope:

Base Bid #1 includes roof replacement at Deerfield Elementary (Roof Areas 1-5):

- Removing existing roof system down to original substrate.
- Replacing/repairing roof substrate on a unit cost basis.
- Providing self-adhering watertight membrane base sheet over substrate.
- Providing 30 pound felt over self-adhering watertight membrane.
- Providing 22-gauge single lock standing seam roof system. Provide all associated flashings as specified.
- Providing new perimeter sheet metal flashings.
- Providing new gutter system.
- Performing warranty work as required following Consultant's 12 and 24 month warranty audits after project completion.
- Providing 5yr Contractor's workmanship guarantee.
- Providing 20yr Manufacturer's materials, finish, and watertight roofing system warranty.

Alternates #1 & #3 include roof replacement at Deerfield Elementary (Roof Areas 7 & Out Building):

- Removing existing roof system down to original substrate.
- Replacing/repairing roof substrate on a unit cost basis.
- Providing self-adhering watertight membrane base sheet over substrate.
- Providing 30 pound felt over self-adhering watertight membrane.
- Providing 22-gauge single lock standing seam roof system. Provide all associated flashings as specified.
- Providing new perimeter sheet metal flashings.
- Providing new gutter system.
- Performing warranty work as required following Consultant's 12 and 24 month warranty audits after project completion.
- Providing 5yr Contractor's workmanship guarantee.
- Providing 20yr Manufacturer's materials, finish, and watertight roofing system warranty.

Alternate #2 includes replacement of skylights at Deerfield Elementary (3 at Roof Area 3):

- Removing existing skylights servicing Roof Area 3.
- Providing new skylights with all associated flashings as specified.

Based on the bids received, and our understanding of your available budget and schedule, we recommend award of the project contract to Butcher & Butcher Construction, which should consist of the Base Scope of Work, Performance & Payment Bonds, Alternates No. 1 through 3, and an allowance for both substrate repair/replacement and EIFS repair work (\$44k), for a total contract amount of \$2,339,910.

Following acceptance of the bid for the Work, a Notice to Proceed and/or a Purchase Order should be provided to the contractor. This should be done within sixty (60) days of the bid opening, to guarantee bid prices. We will be contacting you shortly with recommendations on project management requirements for the construction phase, including scheduling the Pre-Construction Conference.

We thank you for the opportunity to work with you on this project. Should you have any questions regarding the recommendations presented herein, or if we may be of further assistance, please contact our office.

Respectfully,

**StructureTec.**



Matthew W. Polhemus  
Associate Project Manager  
Roofing Division



Ian T. Steenhagen, P.E.  
Director  
Data Management Services

cc: Sergio E. Pagés / STEC CRM

Enclosure: Bid Tabulation Sheet

## PRE-BID MEETING SIGN-IN (PLEASE PRINT LEGIBLY)

Client: Novi Community School DistrictProject: Novi 2021 Roofing ProgramFacility: Deerfield Elementary SchoolProject No. T20140.RFG4Date: 12/15/21Bid Due: 1/15/21

PRINT NAME(s) (circle prime contact)	PRINT COMPANY	PRINT ADDRESS	PHONE / FAX / EMAIL	DOC. REC'D
Erik Mordell	Liberty Sheet Metal	173 E Pond Drive Romeo, MI 48065	OFC PH: 586-739-7023 CELL PH: 586-565-1204 FAX: 586-739-7025 Email: emordell@libertysm.com	
Phil LaPointe	Butcher + Butcher Construction	3885 Industrial Drive Rochester Hills, MI 48309	OFC PH: 248-852-2323 ext. 0968 CELL PH: 586-944-7807 FAX: Email: plapointe@bbconstruction.com	
Scott Hall	Team Craft Roofing Inc.	1316 N Long St. Salisbury, NC 28144	OFC PH: CELL PH: 864-421-2977 FAX: Email: scott.hall@terfg.com	
Mike Puzan	LeDuke Roofing + Sheet Metal	10311 Capital St. Oak Park, MI 48237	OFC PH: CELL PH: 248-797-1116 FAX: Email: mpuzan@ledukeroofing.com	
Eric Reid	CEI Group LLC	7750 E Michigan 76 Whitmore Lake, MI 48189	OFC PH: CELL PH: 816-602-2108 FAX: Email: Ereid@ceigroupllc.com	

☐ Send signed copy to Billing Manager (BBS) & Corporate  
Administrative Coordinator (CLH)

## PRE-BID MEETING SIGN-IN (Continued) - Project #: Txxxxx.xxx4

PRINT NAME (circle prime contact)	PRINT COMPANY	PRINT ADDRESS	PHONE / FAX / EMAIL	DOC. REC'D
<div> <div> Mike Drago </div> <div> Jacob McDermott </div> </div>	<div> <div> Novi Community Schools </div> </div>		<div>OFC PH:</div> <div>CELL PH:</div> <div>FAX:</div> <div>Email: michael.drago@novi.k12.mi.us</div>	
<div> <div> Kevin Donnelly </div> </div>	<div> <div> Plante Moran </div> </div>		<div>OFC PH:</div> <div>CELL PH:</div> <div>FAX:</div> <div>Email: Kevin.Donnelly@plante-moran.com</div>	
<div> <div> Ian Steenhuisen </div> <div> Jason Bellis </div> <div> Matthew Polhemus </div> </div>	<div> <div> Structure Tec </div> </div>	<div> <div> 4777 Campus Dr Kalamazoo, MI 49008 </div> </div>	<div>OFC PH:</div> <div>CELL PH: 248-470-1677</div> <div>FAX:</div> <div>Email: matthew.polhemus@structurtec.com</div>	
			<div>OFC PH:</div> <div>CELL PH:</div> <div>FAX:</div> <div>Email:</div>	
			<div>OFC PH:</div> <div>CELL PH:</div> <div>FAX:</div> <div>Email:</div>	
			<div>OFC PH:</div> <div>CELL PH:</div> <div>FAX:</div> <div>Email:</div>	

**Novi Community School District  
2021 Deerfield Roofing Program**

	<b>Butcher &amp; Butcher</b>	<b>TeamCraft</b>	<b>CEI Group LLC</b>
<b>Addenda Acknowledged</b>			
Addendum No. 1	YES	YES	YES
Addendum No. 2	YES	YES	YES
Addendum No. 3	YES	YES	YES
Addendum No. 4	YES	YES	YES
<b>Pricing</b>			
Lump Sum Pricing - Base Bid #1A	\$2,096,000.00	\$7,253,000.00	\$0.00
Lump Sum Pricing - Base Bid #1B	\$0.00	\$18,000.00	\$0.00
Lump Sum Pricing - Base Bid #2A	\$1,297,000.00	\$4,205,300.00	\$1,209,090.00
Lump Sum Pricing - Base Bid #2B	\$0.00	\$15,000.00	\$0.00
Lump Sum Pricing - Base Bid #2C	\$799,000.00	\$2,432,000.00	\$608,648.00
Lump Sum Pricing - Base Bid #2D	\$0.00	\$9,000.00	\$0.00
Lump Sum Pricing - Alternate Bid #1 (Add)	\$186,760.00	\$580,000.00	\$172,000.00
Lump Sum Pricing - Alternate Bid #2 (Add)	\$3,600.00	\$24,000.00	\$16,980.00
Lump Sum Pricing - Alternate Bid #3 (Add)	\$9,550.00	\$25,600.00	\$5,300.00
Lump Sum Pricing - Alternate Bid #4 (Add)	\$0.00	\$168,000.00	\$0.00
<b>Schedule</b>			
Scheduling - Base Bid			
3a. Base Bid #1A Working days to complete (days):	0	60	0
4a. Base Bid #1B Additional working days added to base bid schedule (if any) (days):	0	0	0
5a. Base Bid #2A Working days to complete (days):	75	60	47
6a. Base Bid #2B Additional working days added to base bid schedule (if any) (days):	0	0	0
7a. Base Bid #2C Working days to complete (days):	50	60	40
8a. Base Bid #2D Additional working days added to base bid schedule (if any) (days):	0	0	0
9a. Alternate Bid #1 Additional working days added to base bid schedule (if any) (days):	30	0	24
10a. Alternate Bid #1 Additional working days added to base bid schedule (if any) (days):	5	0	12
11a. Alternate Bid #1 Additional working days added to base bid schedule (if any) (days):	5	0	4
12a. Alternate Bid #1 Additional working days added to base bid schedule (if any) (days):	0	0	0
<b>TOTALS</b>			
Total - Base Bid 2A & 2C	\$2,096,000.00	\$6,637,300.00	\$1,817,738.00
Total - Alternate Bids 1, 2, 3	\$199,910.00	\$629,600.00	\$194,280.00
<b>Total - Base Bid 2A &amp; 2C and Alternate Bids 1, 2, 3</b>	<b>\$2,295,910.00</b>	<b>\$7,266,900.00</b>	<b>\$2,012,018.00</b>
<b>Total - Base Bid 1A and Alternate Bids 1, 2, 3</b>	<b>\$2,295,910.00</b>	<b>\$7,882,600.00</b>	<b>\$194,280.00</b>



**Novi Community School District  
2021 Deerfield Roofing Program**

	Butcher & Butcher	TeamCraft	CEI Group LLC
<b>Roofing Unit Prices</b>			
a. Wood substrate replacement, \$/S.F.	\$2.40	\$12.00	\$20.00
b. Wood substrate repair, \$/S.F.	\$2.00	\$6.00	\$18.00
c. Wood blocking replacement, \$/L.F.			
1 x 4	\$5.25	\$8.00	\$5.00
1 x 6	\$5.50	\$8.50	\$6.00
1 x 8	\$5.75	\$9.00	\$7.00
2 x 4	\$6.00	\$9.50	\$5.50
2 x 6	\$6.25	\$10.00	\$6.00
2 x 8	\$6.50	\$10.50	\$7.00
2 x 10	\$7.00	\$11.00	\$8.00
4 x 4 cant	\$7.00	\$7.00	\$12.00
2 x 2 cant	\$5.00	\$7.50	\$10.00
3/4" plywood	\$2.40	\$10.00	\$9.00
d. Gutter Replacement, \$/L.F.	\$48.00	\$65.00	\$28.00
e. Downspout Replacement, \$/Unit	\$48.00	\$35.00	\$22.00
f. Downspout Repairs, \$/L.F.	\$20.00	\$20.00	\$22.00
g. Snow Guard, \$/L.F.	\$75.00	\$115.00	\$38.00
h. EIFS Patch Repair, \$/S.F.	\$0.00	\$8.00	\$0.00
i. EIFS Sealant, \$/L.F.	\$0.00	\$7.00	\$0.00
j. EIFS Replacement, \$/S.F.	\$0.00	\$25.00	\$0.00
k. EIFS Resurfacing Coating, \$/S.F.	\$0.00	\$10.00	\$0.00
l. Fencing Removal & Replacement, \$/L.F.	\$0.00	\$100.00	\$40.00
m. Perform other roof/repair work as directed			
Time and material mark-up (include labor, equip., etc.), \$/Hr.	\$95.00	\$200.00	\$135.00
n. Material mark-up, %	10%	10%	15%
<b>Hourly Rate Basis - Labor (Including Overhead &amp; Profit)</b>			
	<b>ST</b>	<b>OT</b>	<b>ST</b> <b>OT</b> <b>ST</b> <b>OT</b>
Supervisor (Straight Time / Overtime [Straight Time + Premium], \$/Hr.	\$75.00		\$65.00 \$90.00
Roofing Foreman (Straight Time / Overtime [Straight Time + Premium], \$/Hr.	\$75.00		\$103.93 \$130.04
Roofing Journeyman (Straight Time / Overtime [Straight Time + Premium], \$/Hr.	\$65.00		\$95.81 \$118.79
Roofing Laborer (Straight Time / Overtime [Straight Time + Premium], \$/Hr.	\$50.00		\$84.93 \$103.72
Sheet Metal Foreman (Straight Time / Overtime [Straight Time + Premium], \$/Hr.	\$75.00		\$115.04 \$141.40
Sheet Metal Journeyman (Straight Time / Overtime [Straight Time + Premium], \$/Hr.	\$70.00		\$111.15 \$117.64
Sheet Metal Laborer (Straight Time / Overtime [Straight Time + Premium], \$/Hr.	\$80.00		\$72.59 \$90.00
<b>Attachments Included</b>			
Bid Bond or Certified Check			YES 5%
Certificate of Insurance			YES
Iranian Sanctions Act			YES
Signed Familial Disclosure Statement (form attached)			YES

**RECOMMENDED BIDDER'S  
BID PACKAGE**

SECTION 00401

BID FORM FOR ROOFING

Project: Novi Community School District - 2021 Roofing Program – Deerfield Elementary School

Bid Due: January 15, 2021 at 2:00 PM (local time)

Bid To: Mr. Greg McIntyre

Name of Bidder: \_\_\_\_\_

1.01 GENERAL

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to complete all Work as specified or indicated in the Procurement Documents.
- B. Bidder accepts all of the terms and conditions of the Procurement Documents, including without limitation those dealing with the disposition of Bid Security. This Bid will remain open for 60 days after the day of Bid opening.
- C. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
  - 1. Bidder has examined a complete set of the Procurement Documents, including any Addenda herein, receipt of which shall be acknowledged.

Date	Addendum Number
- -	_____
- -	_____
- -	_____
- -	_____

- 2. Bidder has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work, and has made such independent investigations as Bidder deems necessary.

3. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any other agreement or rules of any group, association, organization or corporation; Bidder has not directly induced or solicited any other Bidder to submit a false Bid; Bidder has not solicited or induced any person, firm or a corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over the Owner.
4. The Bidder agrees that the prices set forth are correct and that no mistake or error has occurred in the Bidder's computations.
5. The Bidder understands that the Owner will not be liable for any amount in excess of the Bid Amount, except as expressly stated in written Change Orders duly executed and delivered by the Owner.
6. The Bidder declares that in preparing this Bid, all labor, materials and products are available to meet the completion date.
7. The Bidder agrees that the Owner reserves the right to accept or reject this Bid, or any portion thereof.

**1.02 BID DOCUMENTS: THE FOLLOWING INFORMATION WILL BE SUPPLIED PER THE REQUIREMENTS OF THE PROCUREMENT DOCUMENTS.**

- A. Identify all manufacturers and contractors proposed for those portions of the Work listed below.**

Description of Work	Product Manufacturer	Contractor
1. Demolition	_____	_____
2. Flashings	_____	_____
3. Ice & Water Shield	_____	_____
4. Sheet Metal	_____	_____
5. Gutter Replacement	_____	_____
6. Downspout Replacement	_____	_____
7. Downspout Repair	_____	_____
8. Downspout Underground Attachment	_____	_____
9. EIFS Replacement	_____	_____
10. EIFS Patch Repair	_____	_____
11. EIFS Sealant	_____	_____
12. EIFS Coating	_____	_____

---

**13. Warranty Provision**

---

**B. Lump Sum Pricing for Base Scopes of Work**

1. Base Bid – Item #1A: \$ \_\_\_\_\_  
Removal and replacement with metal panel roof system for Areas 1-5 in 2021
2. Base Bid – Item #1B: \$ \_\_\_\_\_  
EIFS Restoration and Recoating in 2021
3. Base Bid – Item #2A: \$ \_\_\_\_\_  
Removal and replacement with metal panel roof system for Areas 3-5 in 2021
4. Base Bid – Item #2B: \$ \_\_\_\_\_  
EIFS Restoration and Recoating at Areas 3-5 in 2021
5. Base Bid – Item #2C: \$ \_\_\_\_\_  
Removal and replacement with metal panel roof system for Areas 1-2 in 2022
6. Base Bid – Item #2D: \$ \_\_\_\_\_  
EIFS Restoration and Recoating at Areas 1-2 in 2022

**C. Requirements for Alternate Bids:**

1. The Bidder is required to provide a bid price for each Alternate Work Item that includes any change in cost that may be incurred, or adjustment that may be required, if Alternate Work Items are added to the scope of the project. No subsequent "extras" will be considered for coordination or incidentals required to complete Alternate Bid Work Items.
2. Award of this contract will be based upon the Base Bid or Base Bid and Alternate Work Items as selected by the Owner.
3. All selected Alternate Work Items must be completed within the contract schedule included in Part E of this Section.

**D. Lump Sum Pricing for Alternate Work Items**

1. Alternate Bid – Item #1: \$ \_\_\_\_\_ (ADD)  
Removal and replacement with metal panel roof system for Area 7
2. Alternate Bid – Item #2: \$ \_\_\_\_\_ (ADD)  
Removal and replacement of skylights
3. Alternate Bid – Item #3: \$ \_\_\_\_\_ (ADD)  
Removal and replacement with metal panel roof system for Out Building
4. Alternate Bid – Item #4: \$ \_\_\_\_\_ (ADD)  
Clean and coat all EIFS servicing Deerfield Elementary School

E. Schedule

1. The Bidder agrees that the Work **selected in 2021** will be substantially and fully completed on or before the dates specified under Article 8, Time, of Section 00800, Supplementary Conditions.
2. The Bidder agrees to have all labor, materials, equipment, etc., available to start within 14 calendar days of executing a Contract with the Owner.
3. **Scheduling – Base Bid 1A**
  - a. **Working days to complete:** \_\_\_\_\_(days)
4. **Scheduling – Base Bid 1B**
  - a. **Additional working days added to base bid schedule (if any):** \_\_\_\_\_(days)
5. **Scheduling – Base Bid 2A**
  - a. **Working days to complete:** \_\_\_\_\_(days)
6. **Scheduling – Base Bid 2B**
  - a. **Additional working days added to base bid schedule (if any):** \_\_\_\_\_(days)
7. **Scheduling – Base Bid 2C**
  - a. **Working days to complete:** \_\_\_\_\_(days)
8. **Scheduling – Base Bid 2D**
  - a. **Additional working days added to base bid schedule (if any):** \_\_\_\_\_(days)
9. **Scheduling – Alternate Bid 1**
  - a. **Additional working days added to base bid schedule (if any):** \_\_\_\_\_(days)
10. **Scheduling – Alternate Bid 2**
  - a. **Additional working days added to base bid schedule (if any):** \_\_\_\_\_(days)
11. **Scheduling – Alternate Bid 3**
  - a. **Additional working days added to base bid schedule (if any):** \_\_\_\_\_(days)
12. **Scheduling – Alternate Bid 4**
  - a. **Additional working days added to base bid schedule (if any):** \_\_\_\_\_(days)

## F. Bonds

1. Cost of Performance and Payment Bonds must be included in the above lump sum pricing.

## G. Warranty Audit Program

1. Cost for the specified Warranty Audit Program shall be included in base bid item 1 for all work associated with this project.

## H. Unit Pricing

1. Unit prices will be used to determine the cost for Work that is not inclusive or a part of the Base Bid and/or Alternate Work items, for unknown items which may be incorporated into the contract sum by way of a Change Order as determined by the Owner.
2. Unit prices will be used to determine the amount to be added to, or deducted from, the contract sum for minor adjustments to the specified scope of Work. Owner will have final determination of what constitutes minor adjustments to the contract sum.
3. Unit prices shall be provided in accordance with the materials and procedures specified (including labor, material, overhead, profit and taxes) to remove/dispose of existing materials and provide the following:

a. Wood substrate replacement	\$ _____/S.F.
b. Wood substrate repair	\$ _____/S.F.
c. Wood blocking replacement	
1 x 4	\$ _____/L.F.
1 x 6	\$ _____/L.F.
1 x 8	\$ _____/L.F.
2 x 4	\$ _____/L.F.
2 x 6	\$ _____/L.F.
2 x 8	\$ _____/L.F.
2 x 10	\$ _____/L.F.
4 x 4 cant	\$ _____/L.F.
2 x 2 cant	\$ _____/L.F.
3/4" plywood	\$ _____/S.F.
d. Gutter Replacement	\$ _____/L.F.
e. Downspout Replacement	\$ _____/L.F.
f. Downspout Repairs	\$ _____/L.F.

- g. Snow Guard \$ \_\_\_\_\_/L.F.
- h. EIFS Patch Repair \$ \_\_\_\_\_/S.F.
- i. EIFS Sealant \$ \_\_\_\_\_/L.F.
- j. EIFS Replacement \$ \_\_\_\_\_/S.F.
- k. EIFS Resurfacing Coating \$ \_\_\_\_\_/S.F.
- l. Fencing Removal & Replacement \$ \_\_\_\_\_/L.F.
- m. Perform other roof/repair work as directed  
Time and material mark-up (include labor, equip. etc.) \$ \_\_\_\_\_/HR.
- k. Material mark-up \$ \_\_\_\_\_/%

All additional hourly work directed by the Owner shall be done during the duration of the contract at the hourly rates indicated below:

## HOURLY RATE BASIS – LABOR (INCLUDING OVERHEAD AND PROFIT)

TITLES	STRAIGHT TIME	OVERTIME (Straight time + premium)
Supervisor	\$ _____/Hr.	\$ _____/Hr.
Roofing Foreman	\$ _____/Hr.	\$ _____/Hr.
Roofing Journeyman	\$ _____/Hr.	\$ _____/Hr.
Roofing Laborer	\$ _____/Hr.	\$ _____/Hr.
Sheet Metal Foreman	\$ _____/Hr.	\$ _____/Hr.
Sheet Metal Journeyman	\$ _____/Hr.	\$ _____/Hr.
Sheet Metal Laborer	\$ _____/Hr.	\$ _____/Hr.



**1.03 ACCEPTANCE OF PROPOSAL**

The Bidder, by its officers and its agents or representatives present at the time of filing this Bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any Bidder, or with any officer of any contracting parties whereby such affiant or affiants has paid or is to pay such other Bidder or officer any sum of money, has given, or intends to give, to such other Bidder or officer anything of value whatever; that such affiant or affiants has not, directly or indirectly, entered into any arrangement or agreement with any other free competition in the letting of the Contract sought for by the attached Bids; that no inducement of any form or character other than that which appears on the face of the Bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the Bid or awarding of the Contract; that this Bidder has no agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person, in any way or manner, any of the proceeds of the Contract sought by this bid.

By \_\_\_\_\_  
(Corporation Name)

\_\_\_\_\_  
(State of Incorporation)

By \_\_\_\_\_  
(Name of Person Authorized to Sign)

\_\_\_\_\_  
(Title)

(Corporate Seal)

Attest Phil LaPointe  
(Witness)

Business Address \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Date \_\_\_\_\_

**1.04 ATTACHMENTS**

A. Contractor shall provide the following attachments:

1. Bid Bond or Certified Check
2. Certificate of Insurance
3. Iranian Sanctions Act
4. The Familial Disclosure Statement (form attached)

END OF SECTION 00401

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## Warranty Audit Program<sup>SM</sup> Contractor Pricing Schedule

Date: January 12, 2021

To: Phil LaPointe  
Butcher and Butcher Construction  
3885 Industrial Drive  
Rochester Hills, MI 48309  
[plapointe@bbconstruct.com](mailto:plapointe@bbconstruct.com)

STEC Project # T20140.RFG4

Client/Project: NOVI COMMUNITY SCHOOL DISTRICT – DEERFIELD ELEMENTARY  
SCHOOL – 2021 ROOFING PROGRAM

### \*\*\*INCLUDE TOTAL IN BASE BID\*\*\*

Annual Audit #1	\$2,125.00
Annual Audit #2	\$2,350.00
Project Services Expense	<u>\$1,125.00</u>
Total	<u>\$5,600.00</u>

Please note that Butcher and Butcher Construction will be invoiced for the above services prior to the completion and closeout administration process on the above referenced projects. These costs must be included in the base bid submittal for this project and are within the contract document provisions and requirements for these projects.

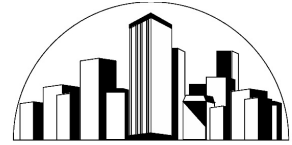
The invoice you will receive will be from **Maintenance Service Financial Corporation<sup>SM</sup>** (MSFC) which is an affiliated StructureTec Company that will serve to ensure these services for the client. These provisions are clearly designated in the specifications for this project.

Any questions you may have should be directed to Christine Hawkinson at 269-207-3170.

Upon receipt of this information, please **SIGN** and **RETURN** to [christine.hawkinson@structuretec.com](mailto:christine.hawkinson@structuretec.com) to acknowledge that this pricing will go into the final bid price.

X   
Head Estimator for this project

1/14/21  
Date



## SCOPE REVIEW MEETING

Client:	<u>Novi Community School District</u>	Project:	<u>Novi Schools 2021 Roofing Program</u>
Facility:	<u>Deerfield Elementary School</u>	Project No.	<u>T20140</u>
Location:	<u>26500 Wixom Rd, Novi, MI 48374</u>	Date / Time:	<u>1/18/21 – 2pm</u>
StructureTec:	<u>Matthew Polhemus</u>	Contractor:	<u>Butcher &amp; Butcher Construction</u>
StructureTec:	<u>Ian Steenhagen</u>	Contractor Contact:	<u>Phil LaPointe</u>

### Administrative Requirements

1. Do you understand the intent of the project?	YES
2. Have you received and reviewed Addendum #1?	YES
3. Have you received and reviewed Addendum #2?	YES
4. Have you received and reviewed Addendum #3?	YES
5. Have you received and reviewed Addendum #4?	YES
6. Did you receive all sheets listed in the Table of Contents in the Project Manual?	YES
7. Have you completely reviewed all of the technical specifications and drawings in the Manual?	YES
8. Do you have any exceptions to the requirements of the Project Manual?	NO
9. Did you find or are you aware of any discrepancies in the Project Manual? <b>Floating clips, snow rail.</b>	YES
10. Did you find or are you aware of any conflicts between the technical specifications and drawings?	NO
11. Did you find or are you aware of any violations of local codes or ordinances in the Project Manual?	NO
12. Was your firm present at the Pre-bid Meeting?	NO
13. Is your bid package submittal in accordance with the Project Manual?	YES
14. Did you visit the project site?	YES
15. Do you accept the site "as is"?	YES
16. Did you review the contractual conditions for this project?	NO
17. Do you have any exceptions to the contractual conditions for this project?	YES
18. Did you include all costs necessary to implement the contractual conditions in your bid package?	YES
19. Did you include all necessary permits and licenses in your bid package?	YES
20. Do you acknowledge a 10% retainage on this project?	YES
21. Does your bid submittal comply with the wage scale requirements?	NO
22. Have you provided for and included Performance Bonds in your bid?	YES
23. Have you provided for and included Payment Bonds in your bid?	YES
24. Have you reviewed the contract template for this project?	YES
25. Will you execute the contract without modification?	YES
26. Have you reviewed the insurance requirements for this project?	YES
27. Can you meet the minimum insurance requirements?	YES
28. Will work be performed by union work forces?	NO
29. Have you included all supervision and management costs for this project in your bid submittal?	YES

30. Have you included all necessary overtime supervision and management costs for this project in your bid submittal?	YES
31. Does your bid include project manager participation in progress meetings at the site?	YES
32. Will your on-site supervisor have the ability to provide the Owner and Consultant with digital photographs upon request and as necessary?	YES, phone
33. Will your on-site supervisor have access to a computer at the project site? <b>Can be approved if required.</b>	YES
34. Have you included all the necessary on-site communication equipment in your bid submittal?	YES

## **Safety**

35. Have you included a full-time on-site safety coordinator?	<b>NO</b>
36. Will the on-site safety coordinator be a working member of the crew?	YES
37. Will the on-site foremen have safety training and certification?	YES
38. Did you review the safety requirements for this project?	YES
39. Did you include all costs to comply with the safety requirements of the project in your bid submittal?	YES
40. Will your project submittals include a project specific safety plan?	YES
41. Do you have any exceptions to the safety requirements of this project?	<b>NO</b>
42. Did you find or are you aware of any discrepancies in the safety requirements for this project?	<b>NO</b>
43. Have you included all rough carpentry for temporary barricades necessary to complete the project?	YES
44. Have you included all necessary code required temporary signage for the project?	YES
45. Have you included the necessary on-site fire extinguishers?	YES
46. Have you included the necessary traffic control requirements for delivery of materials to the site?	YES
47. Have you included flagging personnel for the delivery of materials to the site?	YES
48. Have you included all of the costs necessary to provide proper protection to the general public around the project site?	YES
49. Have you included all of the costs necessary to safely store materials and equipment at the job site?	YES
50. What is your current EMR rating?	.91

## **Schedule**

51. Have you developed a detailed schedule for this project?	<b>NO</b>
52. Does the schedule comply with the requirements of the Project Manual?	YES
53. What is your planned starting date? Weather dependent. <b>Any way to move up the start date?</b>	06/14/2021
54. How many work days do you anticipate it will take to complete the project?	125
55. Does your substantial completion date comply with the requirements of the Project Manual?	YES
56. Does your schedule require extensive overtime work?	YES
57. Does your bid submittal include all costs for the necessary and potential overtime requirements to meet the schedule requirements of this project?	YES
58. Does your schedule require any work to be completed prior to the Notice-to-Proceed?	Possibly
59. Have you included typical "bad weather" days in your project schedule?	YES
60. Did you include costs to make-up for "bad weather" days on Saturday?	YES
61. Does your schedule require 2 <sup>nd</sup> or 3 <sup>rd</sup> shift work? "Subcontractors only"	<b>NO</b>
62. If your schedule requires 2 <sup>nd</sup> or 3 <sup>rd</sup> shift work, have you included all of those costs in your bid submittal?	<b>NO</b>
63. What are the estimated total manhours?	<b>NO</b>

### **Construction Requirements**

64. Are you using any subcontractors for this project?	YES
65. Is all subcontractor work for this project included in your bid submittal package?	YES / NO
a. Subcontractor / Scope: Tear-off & removal of material. Follow-up later for specific contractor.	YES
b. Subcontractor / Scope: EFIS – Martin Plastering	NO
66. Any materials/manufacturers considered not identified in bidding documents? Snow guard.	YES
67. Are there any materials with long lead times that may affect the schedule?	NO
68. Project Specific Requirements	
a. Perform typical roof repairs using compatible materials.	YES
b. Demolition debris shall be carefully handled in order to safely complete the work	YES
c. Contractor provided dumpsters and chutes	YES
d. Daily housekeeping	YES
e. Existing decking shall be cleaned and prepared as outlined in the Project Manual	YES
f. Final clean-up	YES

### **Miscellaneous Items**

69. Do you accept responsibility for additional consulting fees and expenses for re-inspection of your work that is deemed to be unsatisfactory by the Owner?	YES
70. Do you accept responsibility for additional consulting fees and expenses for schedule delays directly attributable to the contractor?	YES
71. Are any temporary office facilities included in your bid submittal?	NO
72. Did you include using generators for electricity?	NO
73. Did you include temporary restroom facilities?	YES
74. Do you anticipate using any off-site storage areas? Butcher's Yard	YES
75. Did you submit a project specific organizational chart?	NO
76. Does your pricing, for performing the work across 2 years, include material cost in each year or all upfront?	Split between 2 years
77. What is the estimated crew size?	10 - 15
78. Is any fencing removal and replacement cost included in the bid?	NO
79. Any SF discrepancy in the project manual?	NO
80. Is gutter replacement included in your base bid pricing?	YES
81. Is downspout additions and repairs included in your base bid pricing?	YES
82. What is the plan to protect landscaping/grounds & Roof Area 6 from construction damage? Plywood & tarps.	YES
83. Can you provide up to 3 reference projects of similar size & scope?	YES

**Action Items** Contractor shall provide a Safety Activity Plan and detailed schedule with the material submittal package.

StructureTec: \_\_\_\_\_ Date: \_\_\_\_\_

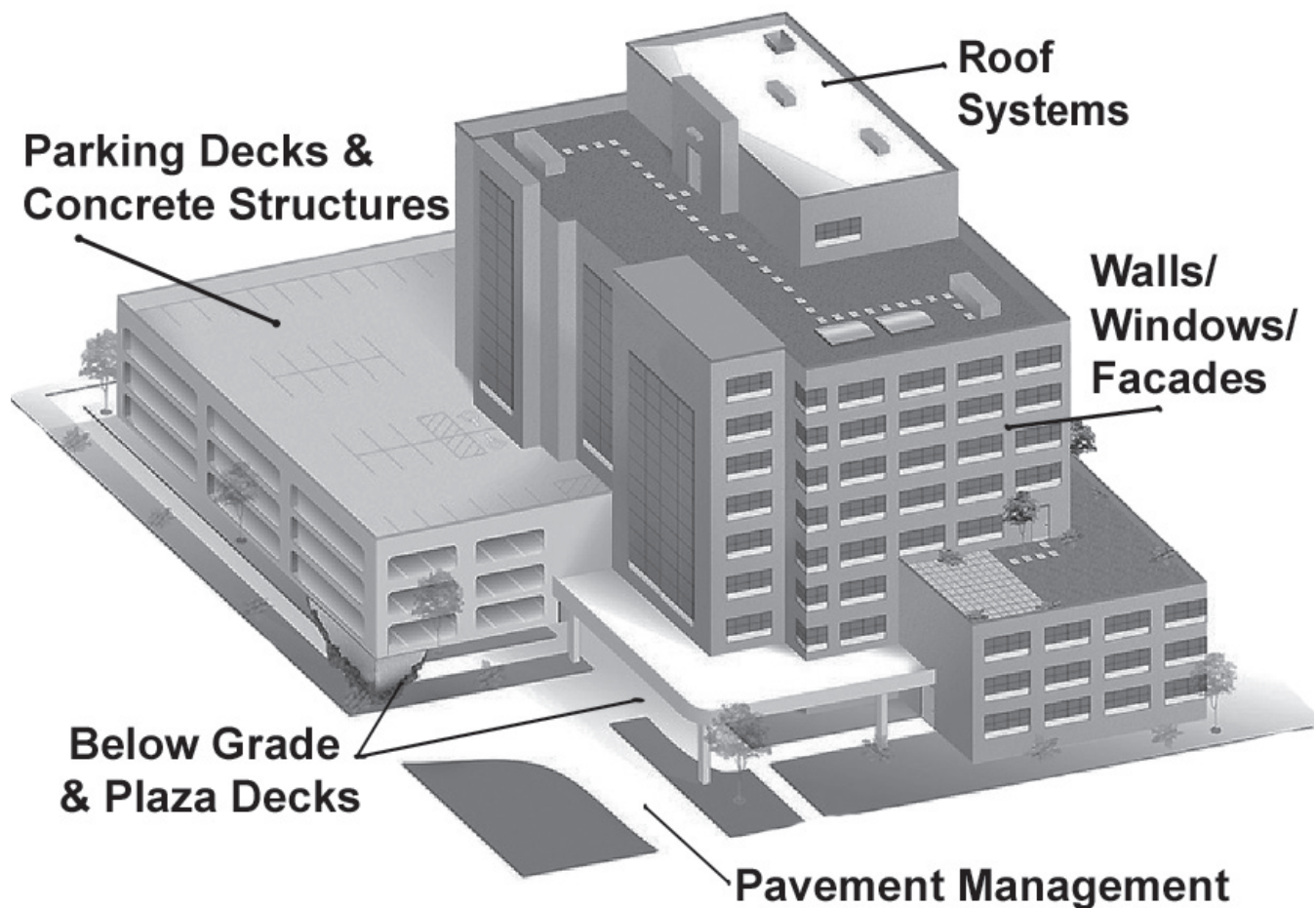
Contractor: \_\_\_\_\_ Date: \_\_\_\_\_



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

March 4, 2021

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** IRS Closing Resolution Agreement

On September 4, 2012, the Michigan Public School Employee Retirement System (MPERS) Act was amended to require eligible public school employees to contribute 3 percent of their compensation to an irrevocable trust for retiree health benefits (the "3% retiree healthcare contribution") to be enrolled in the MPERS health premium subsidy. The IRS has treated these contributions for federal income and FICA taxes purposes.

As it relates to the federal tax treatment of the 3% contribution to the MPERS Health Care Trust, The Michigan Office of Retirement Services has confirmed that multiple Reporting Units received consistent favorable guidance from the IRS as to refund claims that had been submitted relative to federal income and FICA taxes that had been reported, deducted, and remitted under 2012 PA 300. We treated the 3% contribution as exempt from federal income tax and federal FICA, however if we participate in the closing agreement this will provide protection against a future unfavorable ruling for period 2013 through 2026.

It is not mandatory that we participate in the closing agreement. The closing agreement has not yet been finalized and is handled by W. Alan Wilk of Dykema Gossett, PLLC and the cost to participate is \$3,000, which may be paid by ORS on our behalf. Form 2848 (Power of Attorney) was submitted to meet the February 5<sup>th</sup> deadline and give Mr. Wilk authority to represent school districts in this matter. Form 2848 will need to be resubmitted along with the resolution should we choose to participate. ORS is not providing advice as to whether we should participate in the closing agreement or not. It is likely each Reporting Unit participating in the closing agreement will be listed on an addendum to the closing agreement.

We are a retainer client of Thrun Law Firm and Thrun has indicated 50 of their school district clients have adopted the resolution and they expect about 75-100 to be the final count.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approve the attached IRS Closing Agreement Resolution.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**



Steve Matthews, Superintendent



Novi Community School District, Oakland County, Michigan

A regular Board of Education (the “Board”) of the District was held electronically, pursuant to Open Meetings Act Section 3a, through the Zoom audio/video conferencing platform, Meeting ID# \_\_\_\_\_, on the 4<sup>th</sup> day of, March, 2021 at 7:00 o’clock in the p.m.

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

Members

Members

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

**WHEREAS:**

A. The Michigan Public School Employees Retirement System (MPERS) Act was amended effective September 4, 2012 (2012 PA 300) to require eligible public school employees to contribute 3 percent of their compensation to an irrevocable trust for retiree health benefits (the “3% retiree healthcare contribution”) to be enrolled in the MPERS health premium subsidy.

B. Since 2012, the Internal Revenue Service (IRS) has variously treated these 3% retiree healthcare contributions for federal income and FICA taxes purposes.

C. In an effort to obtain a system-wide determination from the IRS, the Michigan Office of Retirement Services (ORS), which administers MPERS, reportedly requested an IRS Private Letter Ruling on the taxable status of the 3% retiree healthcare contributions, which the IRS reportedly declined to issue.

D. Thereafter, the ORS reportedly coordinated with a named taxpaying school district to again request a determination on the taxable status of the 3% retiree healthcare contributions.

E. By email to its ListServ dated December 22, 2020, the ORS notified Reporting Units that “the IRS has recently indicated that they will conclude in a Closing Agreement – relative to the specific claims at issue – that the retiree healthcare contributions are exempt from federal income and FICA taxes.” (A copy of the ORS email dated 12/22/2020 is attached and incorporated into this Resolution as [Attachment A](#).)

F. The IRS Commissioner (or designee) may enter into and approve a written closing agreement with any taxpayer relating to the internal revenue tax liability of that taxpayer. A closing agreement covering a specific matter is final and conclusive only as to the named taxpayer(s) and may not, in the absence of fraud, malfeasance, or misrepresentation of material fact, be reopened as to the matter agreed upon or be modified by any officer, employee, or agent of the United States for any taxable period covered by the closing agreement.

G. The proposed closing agreement, CLAG-117897-19, (the “Closing Agreement”) reportedly has not yet been finalized, but the ORS attached to its December 22, 2020 email to Reporting Units a copy of a letter dated November 16, 2020 from the IRS to counsel for the ORS, W. Alan Wilk, Dykema Gossett, PLLC, (the “IRS Letter”) setting forth the three operative

paragraphs that reportedly will be included in the Closing Agreement. (A copy of the IRS Letter is attached in its entirety and incorporated into this Resolution as [Attachment B](#).) The IRS Letter states:

\*\*\*

The closing agreement contains three operative paragraphs, which are applicable with respect to employees who did not opt out of the future right to receive retiree health benefits under the Plan and who continue to be subject to a 3 percent reduction in compensation (affected employees):

- Amounts deducted from the affected employees' compensation are treated as employer contributions and are not treated as income under section 106 of the Internal Revenue Code (Code).
- Amounts deducted from the affected employees' compensation are not treated as "wages" for purpose of FICA taxes under section 3121(a) of the Code, or for purposes of income tax withholding under section 3401(a) of the Code.
- In connection with signing the agreement, school districts must file Forms W-2c (Corrected Wage and Tax Statement) for each affected employee for taxable years for which the period of limitations on claims of credit or refund has not expired to reflect that the amounts deducted from the affected employees' compensation are not treated as income or wages. School districts must also inform the affected employees that they may file Forms 1040-X (Amended U.S. Individual Income Tax Return) to obtain a refund of the income taxes withheld on the 3 percent contributions.

\*\*\*

H. Although the IRS Letter does not limit the term of the Closing Agreement to prescribed tax years, the partially completed IRS Form 2848 elsewhere discussed in this Resolution, and signed by Attorney Wilk, limits the term of the Closing Agreement to tax years 2013-2026. (A copy of the partially completed IRS Form 2848 is attached and incorporated into this Resolution as [Attachment C](#).)

I. The IRS Letter states, "In order for a Michigan public school district to obtain the closing agreement, the school district must execute a Form 2848 and submit a \$3,000 user fee." (See Attachments B and C)

J. The IRS charges a "user fee" to recover the cost of providing certain services to the public that confer a special benefit to the recipient; in this case, a Closing Agreement that determines federal income and FICA tax obligations, at least as to tax years 2013-2026, with respect to the 3% retiree healthcare contributions of affected employees.

K. The ORS 12/22/2020 e-mail directs Reporting Units that wish to be covered by the Closing Agreement to do the following:

1. In order to finalize this Closing Agreement, ORS is facilitating the process that will allow each Reporting Unit that wishes to be covered by the Closing Agreement to be a part of that final Agreement. To do so, each Reporting Unit will need to execute a Form 2848 (Power of Attorney) and pay a reduced user fee of \$3,000. ORS is coordinating with MPSEs to make payments on behalf of each Reporting Unit as an administrative expense for each Reporting Unit that elects to be part of the Closing Agreement.
2. The partially drafted Form 2848 is attached. Only line one and line seven – including Reporting Unit name, address, phone, EIN, and signature of authorized official – need to be completed. It can then be scanned and sent to [ORS-Contract-Review@michigan.gov](mailto:ORS-Contract-Review@michigan.gov). This will allow the Closing Agreement to be signed on behalf of and then apply to that Reporting Unit. If you wish to be part of the Closing Agreement, please return the Form 2848 as soon as possible, but no later than February 5, 2021.

L. The ORS advised Reporting Units in the 12/22/2020 Email:

Reporting Units are not required to be part of the Closing Agreement. Reporting Units are encouraged to consult with their own legal, tax and accounting professionals to form their own conclusions based on their own facts and circumstances. Neither ORS nor the Dykema Law Firm are providing any legal counsel to any Reporting Unit regarding whether to be part of the Closing Agreement or any other matters related to the proper tax treatment of employer and employee contributions made to the MPSEs Health Care Trust.

In reality, the nature of a relationship established with an attorney pursuant to IRS Form 2848 is a question of law, and the ability of Reporting Units to meaningfully consult with their own legal, tax and accounting professionals about the proposed Closing Agreement is significantly limited by a process that (1) requires each Reporting Unit to authorize Attorney Wilk to serve as its representative before the IRS and to execute on its behalf a not-yet-finalized Closing Agreement; (2) but precludes each Reporting Unit from consulting with Attorney Wilk, the only attorney known to be engaged in negotiations with the IRS, about the intent, meaning and effect of the proposed Closing Agreement.

M. This District must now decide whether to authorize participation in a not-yet-finalized Closing Agreement based upon incomplete information; or to forego the protections of the described Closing Agreement that reportedly will conclusively require the IRS to favorably treat 3% contributions to the retiree healthcare trust as exempt from federal income and FICA taxes, at least through tax year 2026, for participating Reporting Units.

N. The ORS originally set a deadline of February 5, 2021 for Reporting Units to sign and submit IRS Form 2848, authorizing Attorney Wilk to sign the not-yet-finalized Closing Agreement on each Reporting Unit's behalf.

O. In response to requests from Reporting Units and their representatives for additional information and clarification about the proposed Closing Agreement, ORS extended the submission deadline for signed IRS Forms 2848 to March 1, 2020 and, on the evening of February

3, 2021, the ORS, in consultation with Attorney Wilk, provided a Q&A document to Reporting Units. (A copy of the ORS Q&A sent to Reporting Units on the evening of February 3, 2021, is attached and incorporated into this Resolution as [Attachment D.](#))

P. Unfortunately, the ORS Q&A further evidences the continuing challenges that school officials face in evaluating this matter.

Q. Neither the IRS Letter (Attachment B), nor the ORS Q&A (Attachment D) explains how the IRS intends to determine whether or when the “period of limitations has expired” on any claims or requests for refunds of overpaid federal income taxes or FICA taxes that may be filed by Reporting Units or their employees. But ORS Q&A Nos.7 & 8 (Attachment D) state:

- “\*\*\* the ORS is not aware that any limitations periods are affected by the Closing Agreement”; and
- “\*\*\* the ORS is not aware that any currently valid and timely claims are impacted by the Closing Agreement, other than the Closing Agreement appears to confirm the tax treatment of the MPSERS 3% contributions for income and FICA tax purposes.”

R. Likewise, neither the IRS Letter (Attachment B), nor the ORS Q&A (Attachment D) explains how the IRS intends to process any claims or requests for refunds of overpaid federal income taxes or FICA taxes that may be filed by Reporting Units or their employees.

S. The District’s Administration has performed its due diligence in considering the information thus far made available by or through the ORS.

T. Based on this due diligence review, the District has determined that the District has treated the 3% contributions as exempt from federal income tax and FICA tax since at least tax year 2012 and has no pending protective filings that would extend the statutory 3-year limitations period for requesting a refund of overpaid taxes and, therefore, has determined that no corrected W-2s or IRS Forms 941-X would need to be issued or filed to comply with the third operative paragraph in Section G of this Preamble and Attachment.

U. In order to meet the earlier announced submission deadline, the District Administration previously signed and submitted IRS Form 2848 to the ORS and is now presenting this matter for Board consideration and ratification.

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

1. In reliance upon communications directly from the ORS and indirectly from Attorney Wilk, including Attachments A - D to this Resolution, this Board finds it to be in the best interests of the District to conclusively resolve through at least tax year 2026 the District’s federal income withholding and FICA tax obligations with respect to District employees who continue to be subject to a 3 percent reduction in their compensation to be enrolled in the MPSERS health premium subsidy.
2. The Board hereby ratifies the Administration’s execution of the partially-completed IRS Form 2848, Power of Attorney and Declaration of Representative (Attachment C) on behalf

of the Board of Directors, designating W. Alan Wilk of Dykema Gossett, PLLC as the District's representative before the IRS for the purpose of executing Closing Agreement (CLAG – 117897-19), provided that any Closing Agreement executed by Attorney Wilk on behalf of the District (a) complies with applicable law; (b) contains only the three operative paragraphs detailed in Preamble Para. G above and Attachment A, or other terms materially advantageous to the District; (c) covers at least tax years 2013-2026; (d) does not impair any protective action previously filed by the District or affected employees extending the period of limitations for seeking refunds or credits; and (e) is conditioned on the ORS's payment of the \$3,000 user fee to the IRS on behalf of the District with no additional payment or user fee due from the District.

3. The Board hereby directs the Superintendent (or designee) to resubmit IRS Form 2848 to ORS. The Superintendent (or designee) is directed to insert the following italicized text on p. 2, Part I, Section 7 of IRS Form 2848 before signing: *"Signature of Taxpayer. \*\*\* I certify that I have the legal authority to execute this form on behalf of the taxpayer as set forth in the attached Resolution adopted by taxpayer's governing board at a public meeting held on March 18, 2021."*
4. The Board directs the Superintendent (or designee) to forward a signed copy of this Resolution to the ORS, along with a copy of the replacement IRS Form 2848.
5. The Board further authorizes and delegates all necessary authority to the Superintendent (or designee), in such consultation as deemed necessary with the District's legal, tax and financial advisers to implement the signed Closing Agreement consistent with this Resolution.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution, are hereby rescinded.

Ayes:       Members

Nays:       Members

Resolution declared adopted.

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Willy Mena, Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Novi Community School District hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on March 4, 2021, the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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Willy Mena, Secretary, Board of Education

1/12/2021

Marcellus Community Schools Mail - Action required: 3% Healthcare contribution ruling



Douglas Nord <douglas.nord@marcelluscs.org>

**Action required: 3% Healthcare contribution ruling**

1 message

Office of Retirement Services <ORS@public.govdelivery.com>  
Reply-To: ORS@public.govdelivery.com  
To: douglas.nord@marcelluscs.org

Tue, Dec 22, 2020 at 12:01 PM



**IRS TO RULE FAVORABLY RELATED TO 3% CONTRIBUTIONS  
TO THE MPSERS HEALTH CARE TRUST**

This provides an update from the State of Michigan (through the Office of Retirement Services, "ORS") related to the current status of the federal tax treatment of the 3% contributions to the MPSERS Health Care Trust, and also provides the opportunity for each Reporting Unit to participate in and be covered by a Closing Agreement with the Internal Revenue Service (IRS) that favorably resolves the tax treatment of these contributions.

As you may know, ORS has for many years been attempting to obtain a system-wide answer from the IRS on the proper tax treatment of employer and employee contributions made to the MPSERS Health Care Trust.

Since at least 2016, ORS confirmed that multiple Reporting Units received consistent favorable guidance from the IRS as to refund claims that had been submitted relative to federal income and FICA taxes that had been reported, deducted, and remitted under 2012 PA 300. ORS, along with the supporting efforts of Dewitt Public Schools, the Michigan School Business Officials and other constituencies, has been working with the IRS to secure a ruling of favorable tax treatment.

ORS is pleased to report that the IRS has recently indicated that they will conclude in a Closing Agreement—relative to the specific claims at issue—that the retiree healthcare contributions are exempt from federal income and FICA taxes. A draft copy of the relevant rulings is attached.

In order to finalize this Closing Agreement, ORS is facilitating the process that will allow each Reporting Unit that wishes to be covered by the Closing Agreement to be a part of that final Agreement. To do so, each Reporting Unit will need to execute a Form 2848 (Power of Attorney) and pay a reduced user fee of \$3,000. ORS is coordinating with MPSERS to make payments on behalf of each Reporting Unit as an administrative expense for each Reporting Unit that elects to be part of the Closing Agreement.

The partially drafted Form 2848 is attached. Only line one and line seven — including Reporting Unit name, address, phone, EIN, and signature of authorized official — need to be completed. It can then be scanned and sent to [ORS-Contract-Review@michigan.gov](mailto:ORS-Contract-Review@michigan.gov). This will allow the Closing Agreement to be signed on behalf of and then apply to that Reporting Unit. If you wish to be part of the Closing Agreement, please return the Form 2848 as soon as possible, but no later than February 5, 2021.

Reporting Units are not required to be part of the Closing Agreement. Reporting Units are encouraged to consult with their own legal, tax and accounting professionals to form their own conclusions based on their own facts and circumstances. Neither ORS nor the Dykema Law Firm are providing any legal counsel to any Reporting Unit regarding whether to be part of the Closing Agreement or any other matters related to the proper tax treatment of employer and employee contributions made to the MPSERS Health Care Trust.

If you have any questions, please contact [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov).

State of Michigan | Department of Technology, Management & Budget | Office of Retirement Services  
P.O. Box 30171 | Lansing, MI 48909-7671 | [www.michigan.gov/psrs](http://www.michigan.gov/psrs)

Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, contact [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov).

The retirement plan information that appears in this email is intended to summarize basic provisions of Public Act 300 of 1980, as amended. Current laws, rates, and factors are subject to change. Should there be discrepancies between the information reflected here and the actual law, the provisions of the law govern.

This email was sent to [douglas.nord@marcelluscs.org](mailto:douglas.nord@marcelluscs.org) on behalf of the Office of Retirement Services - P.O. Box 30171 - Lansing, MI 48909-7671 - 1-800-381-5111



OFFICE OF THE CHIEF COUNSEL

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, D.C. 20224

November 16, 2020

W. Alan Wilk  
Dykema Gossett PLLC  
Capitol View  
201 Townsend Street, Suite 900  
Lansing, MI 48933

**VIA FACSIMILE: (855) 256-1485**

RE: Michigan Public Schools Closing Agreement (CLAG-117897-19)

Dear Mr. Wilk:

The following is a summary of the closing agreement that is intended to be made available to those Michigan Public School districts that would like a determination from the Internal Revenue Service on their tax obligations with respect to employees who did not exercise the one-time irrevocable election to opt out of the future right to receive retiree health benefits under the Michigan Public School Employees Retirement System and who continue to be subject to a 3 percent reduction in their compensation.

The closing agreement contains three operative paragraphs, which are applicable with respect to employees who did not opt out of the future right to receive retiree health benefits under the Plan and who continue to be subject to a 3 percent reduction in compensation (affected employees):

- Amounts deducted from the affected employees' compensation are treated as employer contributions and are not treated as income under section 106 of the Internal Revenue Code (Code).
- Amounts deducted from the affected employees' compensation are not treated as "wages" for purposes of FICA taxes under section 3121(a) of the Code, or for purposes of income tax withholding under section 3401(a) of the Code.
- In connection with signing the agreement, school districts must file Forms W-2c (Corrected Wage and Tax Statement) for each affected employee for taxable years for which the period of limitations on claims of credit or refund has not expired to reflect that the amounts deducted from the affected employees' compensation are not treated as income or wages. School districts must also inform the affected employees that they may file Forms 1040-X (Amended U.S. Individual Income Tax Return) to obtain a refund of the income taxes withheld on the 3 percent contributions.

In order for a Michigan Public School district to obtain the closing agreement, the school district must execute a Form 2848 and submit a \$3,000 user fee. We will contact you separately to discuss the proper procedures to submit the additional forms and user fees.

Sincerely,

(Digitally Signed)

Denise Trujillo  
Branch Chief, Health and Welfare Branch  
Office of Associate Chief Counsel (Employee  
Benefits, Exempt Organizations, and Employment  
Taxes)



# Power of Attorney and Declaration of Representative

► Go to [www.irs.gov/Form2848](http://www.irs.gov/Form2848) for instructions and the latest information.

OMB No. 1545-0150

For IRS Use Only

Received by:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Function \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part I Power of Attorney

**Caution:** A separate Form 2848 must be completed for each taxpayer. Form 2848 will not be honored for any purpose other than representation before the IRS.

### 1 Taxpayer information. Taxpayer must sign and date this form on page 2, line 7.

Taxpayer name and address  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

Taxpayer identification number(s)  
38-6003067

Daytime telephone number  
248-449-1209

Plan number (if applicable)

hereby appoints the following representative(s) as attorney(s)-in-fact:

### 2 Representative(s) must sign and date this form on page 2, Part II.

Name and address  
W. Alan Wilk, Dykema  
201 Townsend, Suite 900  
Lansing, MI 48933

CAF No. 3205-80117R

PTIN \_\_\_\_\_

Telephone No. 517-374-9122

Fax No. 855-256-1485

Check if to be sent copies of notices and communications ☒

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

Name and address

CAF No. \_\_\_\_\_

PTIN \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Check if to be sent copies of notices and communications ☐

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

Name and address

CAF No. \_\_\_\_\_

PTIN \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

(Note: IRS sends notices and communications to only two representatives.)

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

Name and address

CAF No. \_\_\_\_\_

PTIN \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

(Note: IRS sends notices and communications to only two representatives.)

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

to represent the taxpayer before the Internal Revenue Service and perform the following acts:

- 3 Acts authorized (you are required to complete this line 3).** With the exception of the acts described in line 5b, I authorize my representative(s) to receive and inspect my confidential tax information and to perform acts that I can perform with respect to the tax matters described below. For example, my representative(s) shall have the authority to sign any agreements, consents, or similar documents (see instructions for line 5a for authorizing a representative to sign a return).

Description of Matter (Income, Employment, Payroll, Excise, Estate, Gift, Whistleblower, Practitioner Discipline, PLR, FOIA, Civil Penalty, Sec. 4980H Shared Responsibility Payment, etc.) (see instructions)	Tax Form Number (1040, 941, 720, etc.) (if applicable)	Year(s) or Period(s) (if applicable) (see instructions)
Michigan Public Schools Closing Agreement	CLAG 117897-19	2013-2026

- 4 Specific use not recorded on Centralized Authorization File (CAF).** If the power of attorney is for a specific use not recorded on CAF, check this box. See Line 4. Specific Use Not Recorded on CAF in the instructions. ☐

- 5a Additional acts authorized.** In addition to the acts listed on line 3 above, I authorize my representative(s) to perform the following acts (see instructions for line 5a for more information): ☐ Access my IRS records via an Intermediate Service Provider;

☐ Authorize disclosure to third parties; ☐ Substitute or add representative(s); ☐ Sign a return; \_\_\_\_\_

☐ Other acts authorized: \_\_\_\_\_

- b Specific acts not authorized.** My representative(s) is (are) not authorized to endorse or otherwise negotiate any check (including directing or accepting payment by any means, electronic or otherwise, into an account owned or controlled by the representative(s) or any firm or other entity with whom the representative(s) is (are) associated) issued by the government in respect of a federal tax liability.
- List any other specific deletions to the acts otherwise authorized in this power of attorney (see instructions for line 5b): \_\_\_\_\_

- 6 Retention/revocation of prior power(s) of attorney.** The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here ☐ ☐

**YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.**

- 7 Signature of taxpayer.** If a tax matter concerns a year in which a joint return was filed, each spouse must file a separate power of attorney even if they are appointing the same representative(s). If signed by a corporate officer, partner, guardian, tax matters partner, partnership representative (or designated individual, if applicable), executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the legal authority to execute this form on behalf of the taxpayer.

**► IF NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THIS POWER OF ATTORNEY TO THE TAXPAYER.**

*I certify that I have the legal authority to execute this form on behalf of the taxpayer as set forth in the attached Resolution adopted by taxpayer governing board.*

*Gregory R. McInerac*  
Signature

*2-23-21*  
Date

*Assistant Superintendent*  
Title (if applicable)

*Gregory R. McInerac*  
Print name

Print name of taxpayer from line 1 if other than individual

## Part II Declaration of Representative

Under penalties of perjury, by my signature below I declare that:

- I am not currently suspended or disbarred from practice, or ineligible for practice, before the Internal Revenue Service;
- I am subject to regulations contained in Circular 230 (31 CFR, Subtitle A, Part 10), as amended, governing practice before the Internal Revenue Service;
- I am authorized to represent the taxpayer identified in Part I for the matter(s) specified there; and
- I am one of the following:
  - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
  - b Certified Public Accountant—a holder of an active license to practice as a certified public accountant in the jurisdiction shown below.
  - c Enrolled Agent—enrolled as an agent by the IRS per the requirements of Circular 230.
  - d Officer—a bona fide officer of the taxpayer organization.
  - e Full-Time Employee—a full-time employee of the taxpayer.
  - f Family Member—a member of the taxpayer's immediate family (spouse, parent, child, grandparent, grandchild, step-parent, step-child, brother, or sister).
  - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the IRS is limited by section 10.3(d) of Circular 230).
  - h Unenrolled Return Preparer—Authority to practice before the IRS is limited. An unenrolled return preparer may represent, provided the preparer (1) prepared and signed the return or claim for refund (or prepared if there is no signature space on the form); (2) was eligible to sign the return or claim for refund; (3) has a valid PTIN; and (4) possesses the required Annual Filing Season Program Record of Completion(s). **See Special Rules and Requirements for Unenrolled Return Preparers in the instructions for additional information.**
  - k Qualifying Student—receives permission to represent taxpayers before the IRS by virtue of his/her status as a law, business, or accounting student working in an LITC or STCP. See instructions for Part II for additional information and requirements.
  - r Enrolled Retirement Plan Agent—enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.3(e)).

**► IF THIS DECLARATION OF REPRESENTATIVE IS NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THE POWER OF ATTORNEY. REPRESENTATIVES MUST SIGN IN THE ORDER LISTED IN PART I, LINE 2.**

**Note:** For designations d–f, enter your title, position, or relationship to the taxpayer in the "Licensing jurisdiction" column.

Designation— Insert above letter (a–r).	Licensing jurisdiction (State) or other licensing authority (if applicable)	Bar, license, certification, registration, or enrollment number (if applicable)	Signature	Date
a	MI	P54059	<i>William</i>	1-4-21

**ADDITIONAL INFORMATION RELATED TO THE OPPORTUNITY TO PARTICIPATE IN AN IRS  
CLOSING AGREEMENT RELATED TO 3% CONTRIBUTIONS TO THE MPSERS HEALTH CARE  
TRUST**

The State of Michigan (through the Office of Retirement Services, "ORS") provided an update on December 22, 2020 related to the current status of the federal tax treatment of the 3% contributions to the MPSERS Health Care Trust, and also provided the opportunity for each Reporting Unit to participate in and be covered by a Closing Agreement with the Internal Revenue Service (IRS) that favorably resolves the tax treatment of these contributions.

Additional questions have been asked by some Reporting Units and those professionals that are advising them related to this matter. ORS is sensitive to those questions, as well as the time frame for making certain determinations. The time frame has been extended to March 1 as communicated last week. ORS also understands that some reporting units and their counsel do not believe they have enough information to make a decision. Hopefully the additional information that is contained here will help, but please understand (and ORS knows that a large number of reporting units have indicated that they do) that ORS and its counsel do not have access to the full contents of the Closing Agreement, nor can they address every scenario for individual reporting units. That being said, ORS is taking further steps to provide as much additional information as possible in this Supplemental Notice to reporting units.

This Notice attempts to address several additional questions, such as the following:

**1. What is the background and context of the proposed Closing Agreement? Is my Reporting Unit obligated to participate in this Closing Agreement?**

No. There is no obligation for any reporting unit to participate. None of the reporting units, other than DeWitt Public Schools, has any facts before the IRS for purposes of this Closing Agreement.

The Closing Agreement was a result of a Private Letter Ruling (PLR) Request in 2018 submitted by W. Alan Wilk at Dykema on their behalf (and paid for by MPSERS because MPSERS had paid for the initial, almost identical, PLR Request in 2016). Rather than issue a PLR, the IRS chose to favorably resolve the tax determinations on the MPSERS 3% contributions (for income and FICA purposes) via the proposed Closing Agreement.

With the original PLR Request filed in 2016 by MPSERS, the intent was to obtain a ruling that covered all reporting units at that time. The IRS would not let MPSERS do this because of the technical reason that MPSERS was not a "taxpayer" (reporting unit) in the retirement system. DeWitt Public Schools then volunteered to be that taxpayer and the 2018 PLR Request was filed. As a result, the proposed Closing Agreement includes operative paragraphs that will be issued to them, resulting in favorable tax treatment for the MPSERS 3% contributions by their employees. The opportunity from the IRS that ORS forwarded in the first Notice on December 22, 2020, provides a process that allows other reporting units to also participate in the same Closing Agreement to be issued to DeWitt Public Schools. It will only cover DeWitt Public Schools unless other reporting units voluntarily choose to sign onto the Closing Agreement.

The IRS also discussed doing a Mass Closing Agreement that would apply for all reporting units, but ultimately decided to provide the ability for reporting units to voluntarily opt-in to be a part of this Closing Agreement, for a reduced user fee of \$3,000 (normally \$30,000) per reporting unit.

ORS has proceeded accordingly with the Notice to reporting units related to this opportunity provided by the IRS. ORS and counsel have tried to provide as much information as possible related to the background and substance of the Closing Agreement, including asking the IRS for as much information related to the Closing Agreement that they could provide, which resulted in the IRS disclosing the three

operative paragraphs of the Closing Agreement. That information was sent in the original Notice to reporting units on December 22, 2020. ORS and counsel have been answering additional questions since that initial Notice, and in this Supplement Notice that includes written answers to a number of follow-up questions. ORS and its counsel are not providing any legal or other advice as to whether or not a reporting unit should participate in this Closing Agreement.

It is a voluntary choice. There is no minimum number of reporting units that have to opt-in. ORS is fine if the Closing Agreement is simply signed on behalf of DeWitt Public Schools and no other reporting units. ORS is also fine if all or any number in between of reporting units want to participate. That is a decision that can be made by each reporting unit, with advice from their own counsel and based on their own facts and circumstances.

**2. Is the IRS requesting \$3,000 per Reporting Unit to provide guidance on tax treatment of a deduction that the IRS has already acknowledged in communications to Reporting Units is exempt?**

Again, there is no obligation for any reporting unit to participate and have funds expended on their behalf. The IRS has set the reduced user fee per taxpayer at \$3,000 for this Closing Agreement. As stated above, each reporting unit will have to decide whether to participate or not. If the reporting unit is comfortable with the IRS communications to the reporting units regarding the current tax treatment of the MPERS 3% contributions, they are certainly free to decline to participate in the Closing Agreement. Likewise, each reporting unit would presumably be free to pursue its own Private Letter Ruling or Closing Agreement based on its own facts and circumstances, if it were not comfortable with the terms, timing, information available, or any other aspect of this Closing Agreement.

**3. What is a Closing Agreement?**

Internal Revenue Code section 7121 authorizes the IRS and taxpayers to enter into closing agreements. While a closing agreement exhibits some of the attributes of a contract, it is not strictly subject to the law of contracts. Closing agreements are legally binding.

Treasury Regulation Section 301.7121-1(a), states:

"In general. The Commissioner may enter into a written agreement with any person relating to the liability of such person (or of the person or estate for whom he acts) in respect of any internal revenue tax for any taxable period ending prior or subsequent to the date of such agreement. A closing agreement may be entered into in any case in which there appears to be an advantage in having the case permanently and conclusively closed, or if good and sufficient reasons are shown by the taxpayer for desiring a closing agreement and it is determined by the Commissioner that the United States will sustain no disadvantage through consummation of such an agreement."

**4. Is this a "Mass Closing Agreement?"**

No. A Mass Closing Agreement covers a class of taxpayers. The IRS has said that a Mass Closing Agreement in the exempt organizations area is unusual. In those cases, individual agreements with each person in the class will only be negotiated in cases where the class consists of 25 persons or less. If the issue and holding are the same for all members of the class and there are more than 25, the IRS has indicated it will enter into Mass Closing Agreement with the taxpayer who is authorized to represent the class. See 1993 EO CPE Text, p.3.

In this case, the IRS has opted against issuing a Mass Closing Agreement to cover the entire class of Reporting Units, and has instead provided the opportunity for each Reporting Unit to decide on their own whether to sign onto and participate in the Closing Agreement that they have presented.

**5. Will the full Closing Agreement be available for review?**

IRS representatives have indicated, in part due to disclosure restrictions, that it will not provide the full contents of the Closing Agreement. Although the full contents of the Closing Agreement have not been disclosed by the IRS, upon request, the IRS made available the three operative paragraphs of the Closing Agreement and those were included in their entirety with original Notice to Reporting Units on December 22, 2020. It is our understanding that the IRS believed that this was the best case scenario to reach out to additional Reporting Units that were not part of the initial Private Letter Ruling request on these matters, and that Reporting Units may choose whether to participate or not.

**6. What is expected to be in the Closing Agreement?**

The first paragraph concludes that amounts deducted from employee compensation for the MPSERS 3% contribution are treated as employer contributions and are not treated as income under section 106 of the Internal Revenue Code. This conclusion is comparable to the original ruling request that ORS requested in prior Private Letter Ruling requests to the IRS.

The second paragraph concludes that amounts deducted from employee compensation for the MPSERS 3% contribution are not treated as "wages" for purposes of FICA taxes under section 3121(a) of the Internal Revenue Code or purposes of income tax withholding under section 3401(a) of the Internal Revenue Code. This conclusion is also comparable to the original ruling request that ORS requested in prior Private Letter Ruling requests to the IRS.

The third paragraph includes certain requirements as a result of the rulings in the first two paragraphs, including filing of Forms W-2c (corrected wage and tax statements) for affected employees for tax years limitation periods that have not expired, and notifying those employees that they can file Forms 1040-X for a refund on their income taxes for affected years.

Upon further inquiry related to the third paragraph, IRS representatives indicated that this was included to focus the Reporting Units on the impact and expected actions related to the employees and the necessary forms that needed to be filed as a result of the findings in the first two paragraphs. Those representatives also indicated that it was expected that the applicable Reporting Units would be filing forms on their own behalf, such as Form 941-X for open time periods.

**7. Does the Closing Agreement impact the statute of limitations for filing certain protective, refund and other claims?**

Each Reporting Unit will need to take action based on its own circumstances and based on its own counsel, but ORS is not aware that any limitations periods are impacted by the Closing Agreement.

**8. Does the Closing Agreement impact the current status of certain protective, refund and other claims that have already been filed?**

Each Reporting Unit will need to take action based on its own circumstances and based on its own counsel, but ORS is not aware that any currently valid and timely claims are impacted by the Closing Agreement, other than the Closing Agreement appears to confirm the tax treatment of the MPSERS 3% contributions for income and FICA tax purposes.

**9. Will the IRS be providing required transmittal correspondence to participants with the Closing Agreement, or will it fall to each participant to generate the required correspondence with Affected Employees?**

ORS is not aware of any specific correspondence that has been provided by the IRS.

**10. Are there any additional details related to how Reporting Units can handle various claims in light of favorable tax treatment of the MPSERS 3% contributions?**

Without providing specific guidance, ORS has provided general updates on this matter since the IRS began treating these payments favorably for some Reporting Units as far back as 2016. In addition, ORS has been in consultation with Taxpayer Advocate Services (TAS) (which is separate from the IRS departments that are handling the Closing Agreement) related to their information on these matters. TAS has advised Reporting Units to file Forms 941-X (Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund) and to advise affected employees to file Forms 843 (Claim for Refund or Abatement) to recover overpaid employer and employee FICA taxes.

If it would be helpful to Reporting Units in their review of the Closing Agreement, refer to this March 18, 2020 letter from the National Taxpayer Advocate that the Taxpayer Advocate Service (TAS) asked ORS to distribute last year to the Reporting Units related to the federal tax treatment of the MPSERS 3% contributions.

That letter addresses a number of matters related to the 3% contributions, but focuses on (1) the time limits applicable under Section 6511 of the Internal Revenue Code, (2) those Reporting Units that need to make a refund or protective claim, and (3) the mechanics of how to handle the implementation of a refund. It appears the letter is focused on those Reporting Units that have either not yet stopped withholding FICA and income taxes on the 3% contributions or those that have stopped current withholding, but need to make claims for prior years.

The TAS also indicated at the time that it might be especially time sensitive to some Reporting Units that have not made a refund or protective claim for certain tax years given the upcoming deadline for such a claims at the time of the letter. The TAS letter also provides background on the TAS and their contact information.

**11. Are all MPSERS Reporting Units eligible to participate in the Closing Agreement?**

Yes, the opportunity to participate in the Closing Agreement covers all MPSERS Reporting Units. As such, ORS sent the December 22, 2020 notice to officials at community colleges, state public universities, self-employed public school academies, district libraries, local and intermediate school districts.

**12. Are any MPSERS Reporting Units required to participate in the Closing Agreement?**

No. Reporting Units are not required to be part of the Closing Agreement. Reporting Units are encouraged to consult with their own legal, tax and accounting professionals to form their own conclusions based on their own facts and circumstances. Neither ORS nor the Dykema Law Firm are providing any legal counsel to any Reporting Unit regarding whether to be part of the Closing Agreement or any other matters related to the proper tax treatment of employer and employee contributions made to the MPSERS Health Care Trust.

**13. Will the Closing Agreement include any representations to Reporting Units that choose not to participate in the Closing Agreement?**

No. The Closing Agreement allows the IRS to agree to certain tax determinations with Reporting Units (as taxpayers). The terms agreed to in this Closing Agreement will only cover those Reporting Units that are a party to the Closing Agreement. As a result, the Closing Agreement almost certainly will not include a statement that the IRS commits to not change its enforcement practice during the Closing Agreement period with regard to the tax treatment for Reporting Units that choose not to participate in the Closing Agreement.

**14. Does this mean the Reporting Units that do not participate in the Closing Agreement will be treated differently?**

No. ORS has no knowledge that choosing not to participate in the Closing Agreement will have any adverse tax consequences as a result of that decision by a Reporting Unit. ORS has been informed by various Reporting Units that a few years ago the IRS treated these 3% contributions differently than the Closing Agreement appears to now conclude, but most of the more recent reports are that they have been treated favorably by the IRS (similar to the operative paragraphs in the Closing Agreement).

**15. Can a Reporting Unit ask for their own Private Letter Ruling or Closing Agreement?**

ORS is not aware of any reason why a Reporting Unit could not ask for their own ruling. Presumably, a Reporting Unit would need to engage in that submission using the IRS normal method for such request.

**16. Will ORS pay the \$3,000 filing fee for each Reporting Unit that chooses to participate in the Closing Agreement?**

Yes, ORS has determined that it will make a single payment to the IRS to cover the fee for each participating Reporting Unit. ORS and the IRS are working on the specific mechanics for such a payment based on the number of Reporting Units that elect to participate in the Closing Agreement.

**17. Will the \$3,000 filing fee come from MPSERS?**

Yes, the expense is being incurred to validate that Reporting Units in MPSERS are properly excluding the 3% contributions from income and FICA taxes. Such expenses will be paid from the reserve for administrative expenses in MPSERS. The reserve for administrative expenses is funded from the reserve for undistributed investment income.

**18. Who is W. Alan Wilk and why is he listed on the Form 2848?**

W. Alan Wilk is an attorney with the Dykema Law Firm that assists MPSERS with federal tax matters as a Special Assistant Attorney General. He has worked with the IRS on the MPSERS 3% contribution matters for several years and originally assisted in submitting a Private Letter Ruling (PLR) Request on this issue in both 2016 on behalf of MPSERS and 2018 on behalf of DeWitt Public Schools. It was the PLR Request that has resulted in the proposed Closing Agreement.

**19. Is ORS, Mr. Wilk or Dykema acting as counsel for the Reporting Units?**

ORS has been very clear that, beyond representing a Reporting Unit as provided in Form 2848 to sign the Closing Agreement once a Reporting Unit makes a decision to participate or not, neither ORS nor the Dykema Law Firm are providing any legal counsel to any Reporting Unit regarding that decision of whether to be part of the Closing Agreement or any other matters related to the proper tax treatment of employer and employee contributions made to the MPSERS Health Care Trust. Reporting Units are encouraged to consult with their own legal, tax and accounting professionals to form their own conclusions based on their own facts and circumstances.

**20. Does listing Mr. Wilk on the Form 2848 mean he is our attorney?**

A Form 2848 is used to authorize an individual to represent you before the IRS in a matter that is specifically named on the Form 2848, which in this case is limited to the signing of the Closing Agreement, if a Reporting Unit chooses to participate. He is listed as an attorney because an authorized individual must be eligible to practice before the IRS, and a licensed attorney is one of the many categories (accountants, actuaries, employees, officers, etc.) that are eligible. He is not engaged as your attorney for any legal advice, and you should consult your own attorney to decide whether or not to participate in the Closing Agreement. Based on your own counsel's advice, he may be authorized via the Form 2848 to sign the Closing Agreement on your behalf.

**21. Will we be charged any fees by ORS or Dykema for their involvement in the Closing Agreement?**

No. Neither ORS nor Dykema are charging any fees to Reporting Units for helping to facilitate the signing of the Closing Agreement for those Reporting Units who choose to participate.

**22. Why does the Form 2848 that was provided included partially completed information that states that the time frame is 2013-2026?**

The Form 2848 was originally drafted to include only the dates when the Closing Agreement was being discussed, which was 2019-2021. Upon review of a draft Form 2848 with that time frame by the IRS, the IRS asked that the time frame be updated to reflect 2013-2026. ORS subsequently updated the time frame on the Form 2848. ORS understands that the time frame reflects what the IRS anticipates to be covered by the Closing Agreement, which are those contributions subject to the election window that closed in 2013 (which began as early as PA 300 of 2012 became effective on September 4, 2012).

**23. Why is 2026 being contemplated as the end date of the time frame for the Closing Agreement?**

As stated in the Treasury Regulation cited above, a Closing Agreement may be in respect of any internal revenue tax for any taxable period ending prior or subsequent to the date of such agreement. In this case, the IRS has indicated that it is willing to issue the Closing Agreement for the prior time periods as indicated and for an additional 5 Years, which would be until 2026. Initial discussions also included no additional time periods and a time period of 1 year, but the last indications were for an additional 5 years. Additionally, upon inquiry, there was no indication that the IRS decision on this matter would be changing effective in tax year 2027, even though further time frames would not technically be covered by the Closing Agreement.

**24. Is there a conflict with ORS or Dykema's involvement in the Closing Agreement process?**

ORS and Dykema (as ORS counsel) have been involved in this matter from the beginning, including an initial request in 2016 on behalf of MPSERS to have the IRS make a determination as to the income and FICA tax status of the MPSERS 3% contributions by MPSERS participants (Reporting Unit employees). They were then involved in this matter with DeWitt Public Schools, which stepped up to be a representative Reporting Unit in a subsequent and almost identical request in 2018. From a general review, the operative paragraphs of the Closing Agreement appear to resolve these tax matters favorably for the Reporting Units and employees. But as has been made clear, each Reporting Unit should review its own facts and circumstances to decide whether it wants to participate in this Closing Agreement. If any Reporting Unit is uncomfortable with any perceived conflict with ORS or Dykema's involvement, or based on their own individual reasons, they are not required to participate.



**25. Will ORS submit the Form 2848 for each Reporting Unit?**

Yes, those Reporting Units that wish to participate in the Closing Agreement can submit their Form 2848 to ORS as provided in the December 22, 2020 notice, and ORS will forward all of them to the IRS following the deadline to submit them.

**26. Is it possible that the February 5, 2021 deadline can be extended to accommodate a Reporting Unit that needs to take action to approve participation, but cannot do so until after the current deadline?**

Yes, the new deadline is March 1, 2021. ORS heard feedback from many Reporting Units that want their respective boards to be able to meet to deliberate whether to participate in the Closing Agreement. Most reports were that those boards have regular meetings scheduled in February in which they wanted to address this matter. As such, the extended deadline should accommodate those Reporting Unit requests. If a Reporting Unit knows that it wants to participate in the Closing Agreement but cannot meet the new deadline, that Reporting Unit should contact ORS to discuss their anticipated date of approval.

For those Reporting Units that know that they would like to participate, they are encouraged to get their Form 2848 submitted as soon as possible after approval.

**27. May a Reporting Unit sign onto the Closing Agreement after it has been signed?**

Based on conversations with the IRS, ORS believes this answer is no. It is understood that only the Reporting Units that sign a Form 2848 and have their reduced filing fee paid by ORS will be covered by this Closing Agreement. A Reporting Unit, however, might in the future be able to submit and participate in its own Closing Agreement that it pays for and negotiates with the IRS.

**28. Has the IRS stated when it anticipates generating a completed Closing Agreement for your execution on behalf of each participating Reporting Unit?**

No, the IRS has not provided a specific date or time frame following the submission of the Form 2848s and payment of the filing fee. As such, ORS continues to encourage Reporting Units to consult with their own professionals to maximize any limitations periods, especially if they anticipate that any delay in generating the Closing Agreement may impact the timing of any action required, including those to obtain refunds for the employer and employee.

**29. How will each participating Reporting Unit's participation be denoted on the Closing Agreement?**

While the final form of the Closing Agreement has not been disclosed, it has been discussed with the IRS and the initial response is that each Reporting Unit to be covered by the Closing Agreement will likely be listed on an Addendum to the Closing Agreement.

**30. Why would a Reporting Unit choose to participate in the Closing Agreement?**

Again, ORS is not providing any advice as to whether to participate or not. ORS is aware, however, that some counsel for Reporting Units have indicated that (1) if a Reporting Unit treated the 3% contributions deducted as subject to income and FICA taxes at any time during 2012-present, the Closing Agreement may present the opportunity to take corrective action and obtain a refund of the FICA tax paid by the Reporting Unit [depending on the facts and circumstances as to whether and how any claims were handled at a particular reporting unit]; (2) if a Reporting Unit treated the 3% contributions deducted as exempt from income and FICA taxes, the Closing Agreement will reflect the IRS position that such

treatment was appropriate; and (3) in either case, the Closing Agreement confirms the IRS treatment of the 3% contributions through the end date of the Closing Agreement (which is proposed to be 2026).

**31. Why would a Reporting Unit choose not to participate in the Closing Agreement?**

Again, ORS is not providing any advice as to whether to participate or not. ORS is aware, however, that some representatives for Reporting Units have indicated that a Reporting Unit might not want to participate if (1) the Reporting Unit deems the administrative time and cost required to participate in the Closing Agreement outweighs its benefits; (2) if the Reporting Unit has consistently treated the 3% contribution as exempt from income and FICA taxes and/or they do not believe the IRS will take a contrary position for their Reporting Unit; (3) they do not want MPSERS to expend \$3,000 on their behalf; (4) the Reporting Unit is not comfortable with not seeing the full contents of the Closing Agreement; (5) the Reporting Unit is not comfortable participating in the Closing Agreement that ORS and DeWitt Public Schools (or their counsel) were involved with; or (6) the Reporting Unit is not comfortable with certain terms of the Closing Agreement.

**32. What do I do if I have additional questions?**

ORS encourages you to contact your legal counsel to discuss any specific facts and circumstances related to your Reporting Unit.

If you have any questions related to the Form 2848 submission or generally about the Closing Agreement process, please contact [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov).

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

March 4, 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	244
14-Feb	85	74
26-Feb	105	108
3-Mar	97	56

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
13-Feb	32.7	30.3	25.2
26-Feb	20.5	16.2	19.0
3-Mar	18.6	14.9	16.0

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.

By district, cases per 10,000	
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
1/14 – 1/27	31.6
1/21 – 2/3	21.3
1/28 – 2/10	14.0
2/4 – 2/17	11.5
2/18 – 3/4	11.2

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

	Positivity Rate Oakland County
2-Sep	4.44%
3-Oct	4.00%
4-Nov	11.80%
27-Nov	12.20%
8-Dec	11.04%
4-Jan	9.26%
4-Feb	3.36%
25-Feb	3.00%
2-Mar	3.84%

On February 4, 2021, the Novi Community School District Board of Education approved a revised Extended COVID-19 Learning Plan recommendation. Tonight the administration recommends reconfirming the following Recommendation One:

### **Recommendation One**

1. That the Novi Community School District Board of Education approve returning K-6 hybrid students to five-day a week in-person learning if our COVID-19 case counts meet these thresholds:
  - a. Case counts per 10,000 residents in the Novi Community School District as reported on the Oakland County Health Division COVID website (<https://www.oakgov.com/covid/casesByZip.html>) 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 (as calculated by tracking daily numbers given at the Oakland County Health Division website <https://www.oakgov.com/covid/casesByZip.html>)
  - c. 14 day average case counts in Oakland County are at or below 200 for three consecutive weeks as reported on the Oakland County Health Division Weekly COVID-19 Report (posted to the district website) for three consecutive weeks:
2. 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 above 75 for three consecutive weeks
  - c. Case counts in Oakland County are above 275 for three consecutive weeks
3. That the Novi Community School District Board of Education approve returning 7-12 hybrid students to five-day a week in-person learning if our COVID-19 case counts meet these thresholds:

- a. Case counts per 10,000 residents in the Novi Community School District as reported on the Oakland County Health Division COVID website (<https://www.oakgov.com/covid/casesByZip.html>) were at or below 20 for three consecutive weeks.
- b. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or below 40 for three consecutive weeks (as calculated by tracking daily numbers given at the Oakland County Health Division website <https://www.oakgov.com/covid/casesByZip.html>)
- c. 14 day average case counts in Oakland County are at or below 125 for three consecutive weeks as reported on the Oakland County Health Division Weekly COVID-19 Report (posted to the district website) for three consecutive weeks:
4. 7-12 hybrid students would stay in five-day a week school unless numbers began to trend in the wrong direction.
  - d. Case counts per 10,000 residents in the Novi Community School District were at or above 40 for three consecutive weeks.
  - e. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or above 60 for three consecutive weeks
  - f. Case counts in Oakland County are above 225 for three consecutive weeks
5. That the Board of Education directs the Superintendent to communicate weekly the status on meeting thresholds to the parent and school community.
6. That the Board of Education and administrative team work collaboratively with teachers and support staff to ensure that plans are in place to begin five-day in-person instruction for hybrid students when the thresholds are met.
7. That virtual students remain virtual as per their choice in December.

In discussions with the Board it was felt that some flexibility be given to the Superintendent. Recommendation Two is brought forth to address this issue:

### **Recommendation Two**

1. That the Board of Education designates that the Superintendent has the authority to monitor the metrics and alter the learning plan if circumstances warrant such a change.
  - a. The Board will be informed of any significant change before it is implemented
  - b. The Board would be called to a special meeting to vote on a change assuming that it could be done in a timely manner that would not imperil student or staff safety.

**RECOMMENDATION:** That the Novi Community School District Board of Education reconfirm that the Extended COVID-19 Learning plan Recommendation One noted above. That the Novi Community School District Board of Education approve Recommendation Two as noted above.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



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Steve Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Elementary Walk Zones and Redistricting

In fall 2021, all elementary schools will be starting at the same time. As a result, this has caused us to review our walk zones and our elementary bus routes.

We want to accomplish two primary objectives. First, we want to make the bus runs as efficient as possible because of the start and end times. We want students to arrive and depart school in a timely manner.

Second, we need to enforce walk zones at all levels because we need ensure that buses are available to transport students.

Our transportation policy 6009 states:

- Students who reside in the District and meet the following requirements are eligible for transportation to and from school:
  - The student lives more than one and one-half (1½) miles from his or her school. However, a student who has been granted permission to attend a school other than the school to which he or she is assigned is not eligible for transportation by the School District.

Historically, we have not always enforced this policy. We were able to not enforce this policy because we had five bus runs each day. But, with the new start times which are good for kids, we will need to start living this policy.

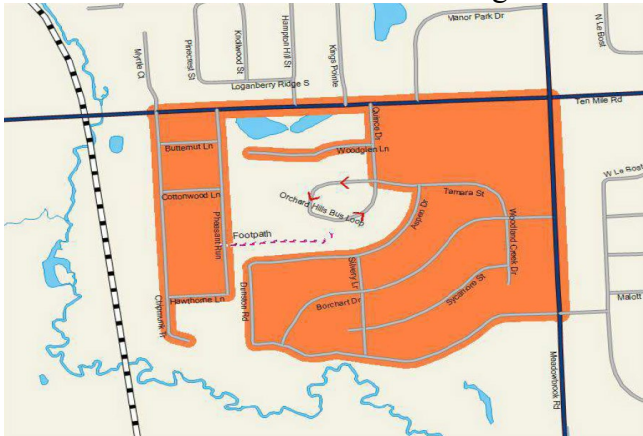
In practice, what we will do next year is provide transportation for K-6 students who live one mile and further from school and for 7-12 students who live one and one-half miles and further from school.

Deerfield which currently has no walk zone will have this walk zone:

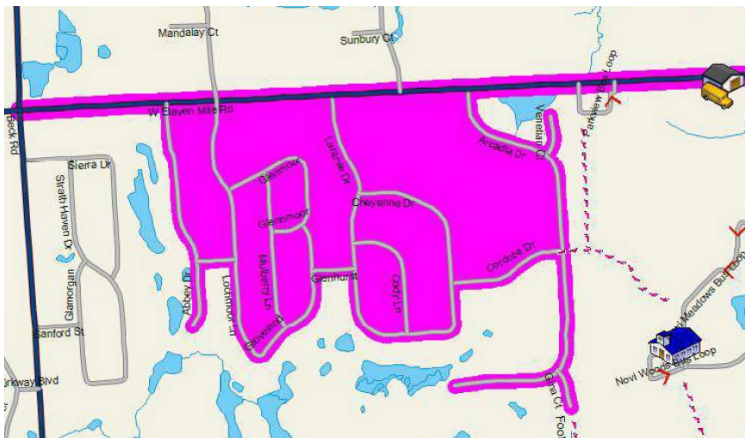




Orchard Hills walk zone will not change:

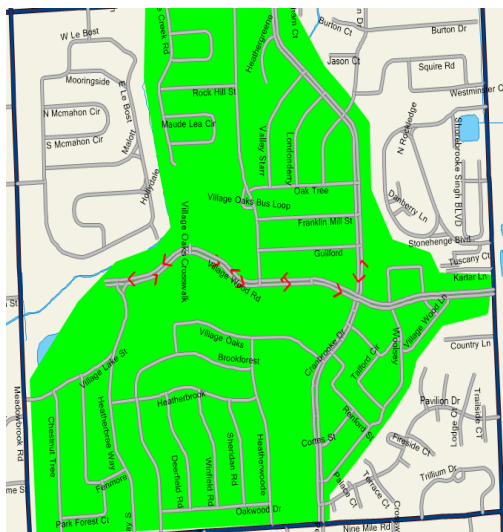


Parkview's walk zone will not change:

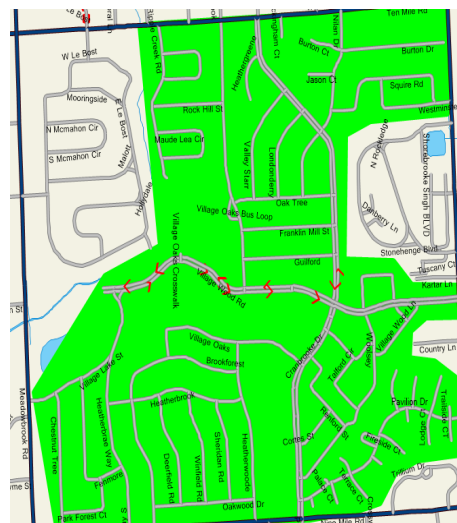


Village Oaks walk zone will expand.

Current



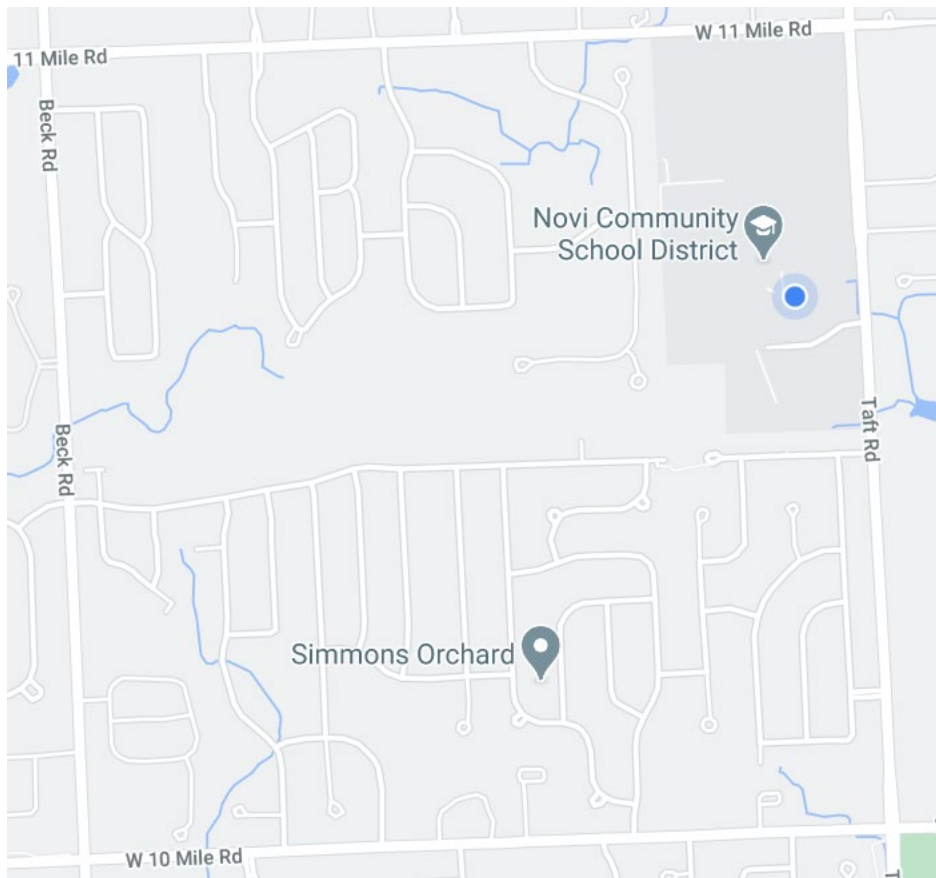
Proposed



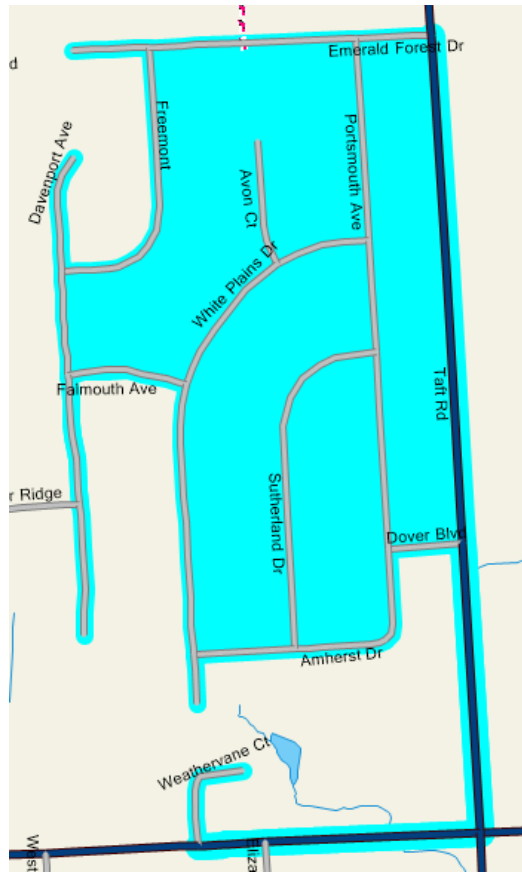
The Novi Woods walk zone will expand and this will also impact redistricting between Novi Woods and Parkview Elementary schools.

As we extend the walk zones, one neighborhood currently in the Parkview attendance area needs to become part of the Novi Woods attendance area. The K-4 students in the Simmons Orchard neighborhood currently are bused to Parkview.

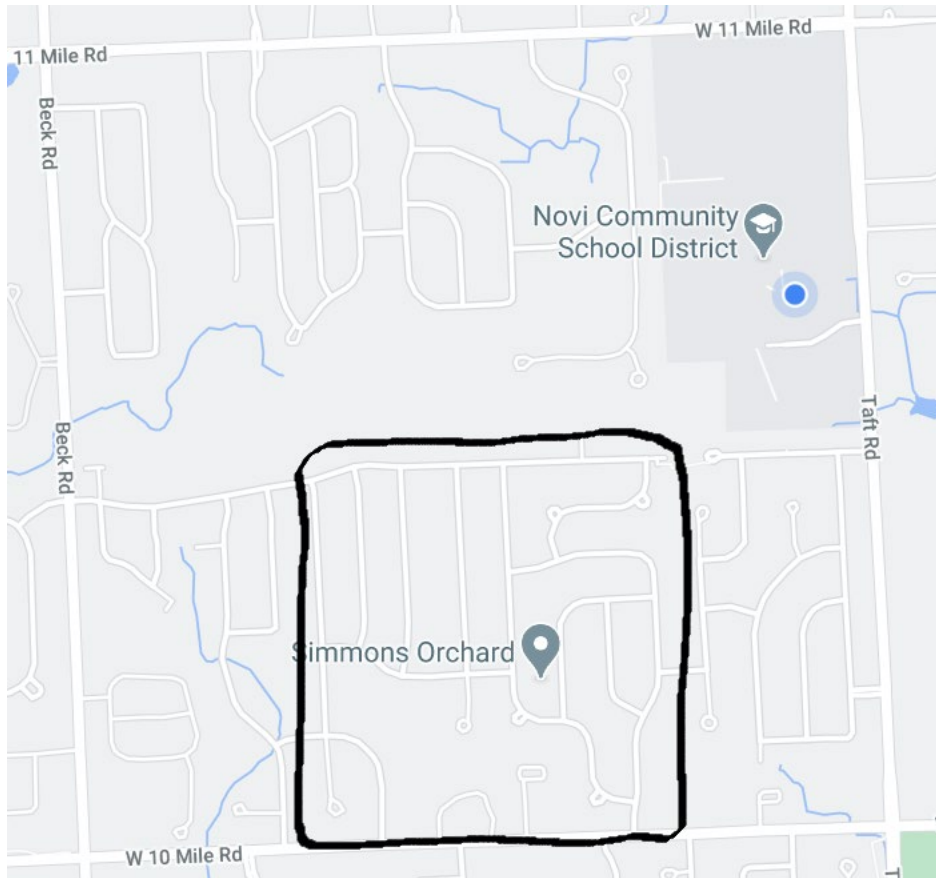
When we only bus those outside of one mile at the K-6 level the Simmons Orchard neighborhood becomes a walk zone for Parkview. But the only way for these students to walk to Parkview is if they go directly past Novi Woods. It makes sense to have the students stop at Novi Woods.



Currently only a slice of this area walks to Novi Woods.



With the enforcement of our policy, we would extend that walk zone.



The recommendation is that this section - Simmons Orchard – walks to Novi Woods.

The administration would recommend that any current 3<sup>rd</sup> grade student at Parkview who would be a 4<sup>th</sup> grade student next year would be allowed to continue at Parkview with parent transportation. All other K-2 students, siblings of 3<sup>rd</sup> graders, would attend Novi Woods from this neighborhood.

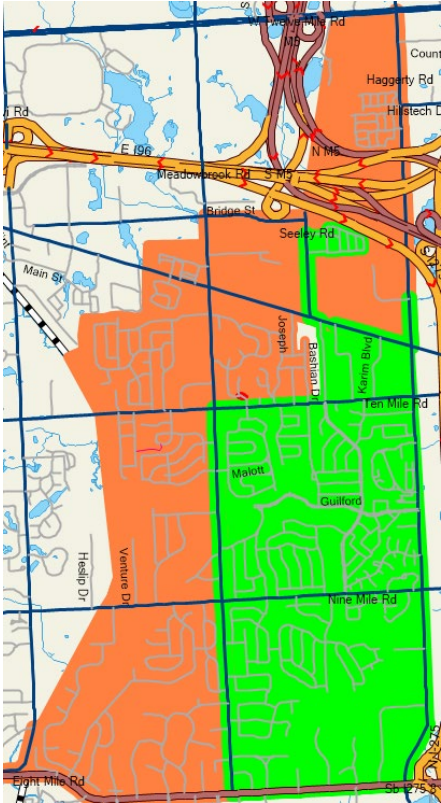
If this was implemented this current 2020-2021 school year the impact on enrollment would look like this.

Novi Woods – 446	Village Oaks - 482
K: 62 – 73	K: 91 – 80
1 <sup>st</sup> : 79 – 93	1 <sup>st</sup> : 104 - 90
2 <sup>nd</sup> : 89 – 97	2 <sup>nd</sup> : 120 – 112
3 <sup>rd</sup> : 73 – 85	3 <sup>rd</sup> : 104 – 92
4 <sup>th</sup> : 88 - 98	4 <sup>th</sup> : 118 - 108

In making the change to the start times we would like to also change a boundary between Village Oaks and Orchard Hills.

The Village Oaks and Orchard Hills change is unrelated to the walk zone issue. This recommendation comes to the Board because we believe that implementing this change at the same time as the start time change makes sense.

The administration recommends this change in boundary for two primary reasons. First, this organizes the bus run in this area of Novi. A bus for Orchard Hills is already going into this neighborhood. It is more efficient to have this area all be on school instead of two schools.



The proposal is to have everything north of Grand River attend Orchard Hills.

Second, the administration believes that decreasing the number of students at Village Oaks and increasing the number of students at Orchard Hills makes sense. Currently, Village Oaks has 601 students and Orchard Hills has 378. Even with the new physical additions at Village Oaks this makes sense. Village Oaks would be under 600 – at 578, and Orchard Hills has the capacity to handle approximately 20 more students.

New approximate Orchard Hills and Village Oaks numbers with moving Highland Hills

Orchard Hills – 391	Village Oaks - 578
K: 74 – 79	K: 118 - 113
1 <sup>st</sup> : 62 – 69	1 <sup>st</sup> : 116 – 109

2 <sup>nd</sup> : 71 – 73	2 <sup>nd</sup> : 130 – 128
3 <sup>rd</sup> : 83 – 86	3 <sup>rd</sup> : 109 – 106
4 <sup>th</sup> : 78 – 84	4 <sup>th</sup> : 128 - 122

A recommendation will come to the Board at the March 18 board meeting to confirm our start times, approve the walk zone recommendation, and approve the boundary changes for Orchard Hills and Village Oaks and Novi Woods and Parkview.

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




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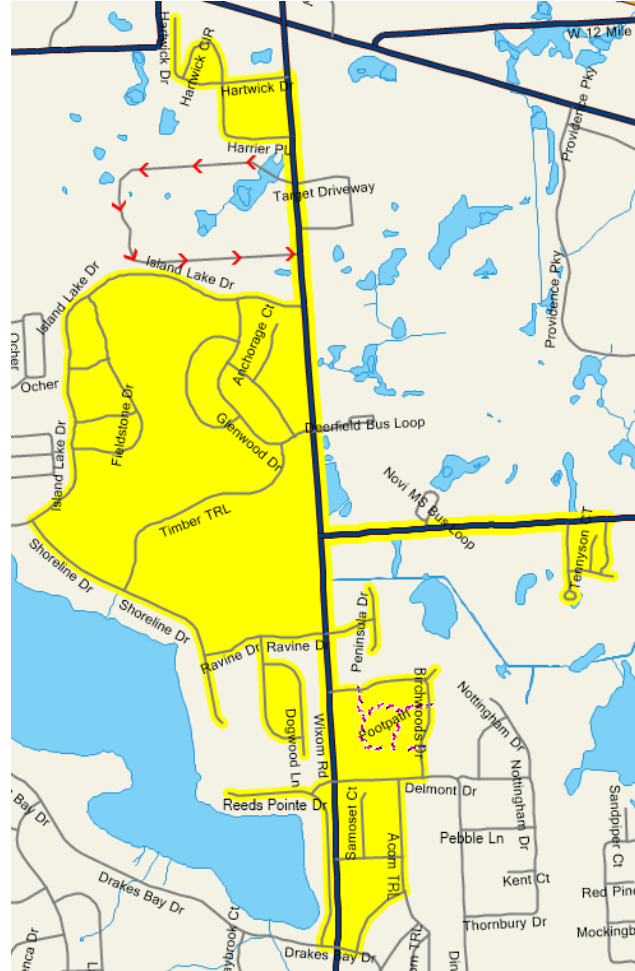
Steve Matthews, Superintendent

# WALK ZONES



Effective September 2021

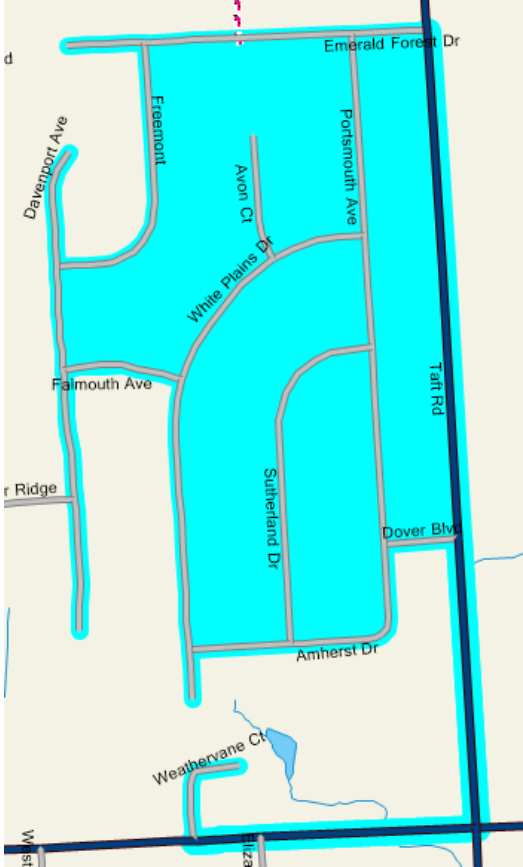
Deerfield -  
currently has no  
walk zone



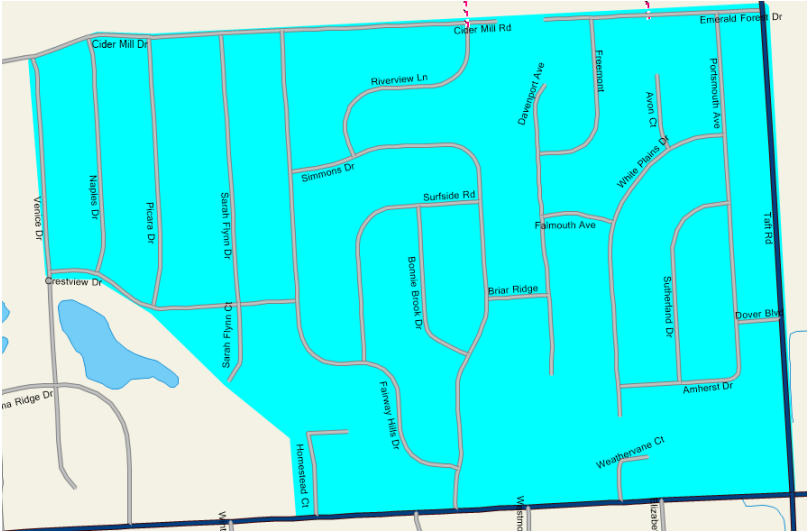


# Novi Woods

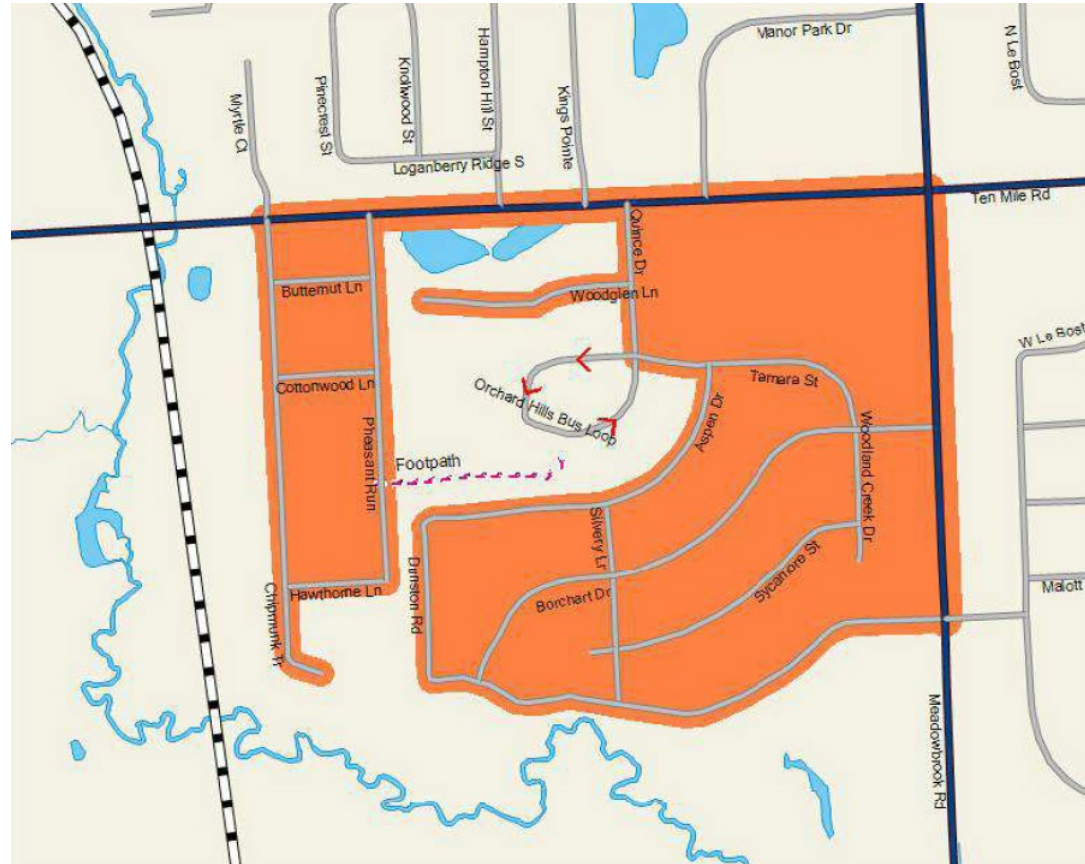
Current Walk Zone



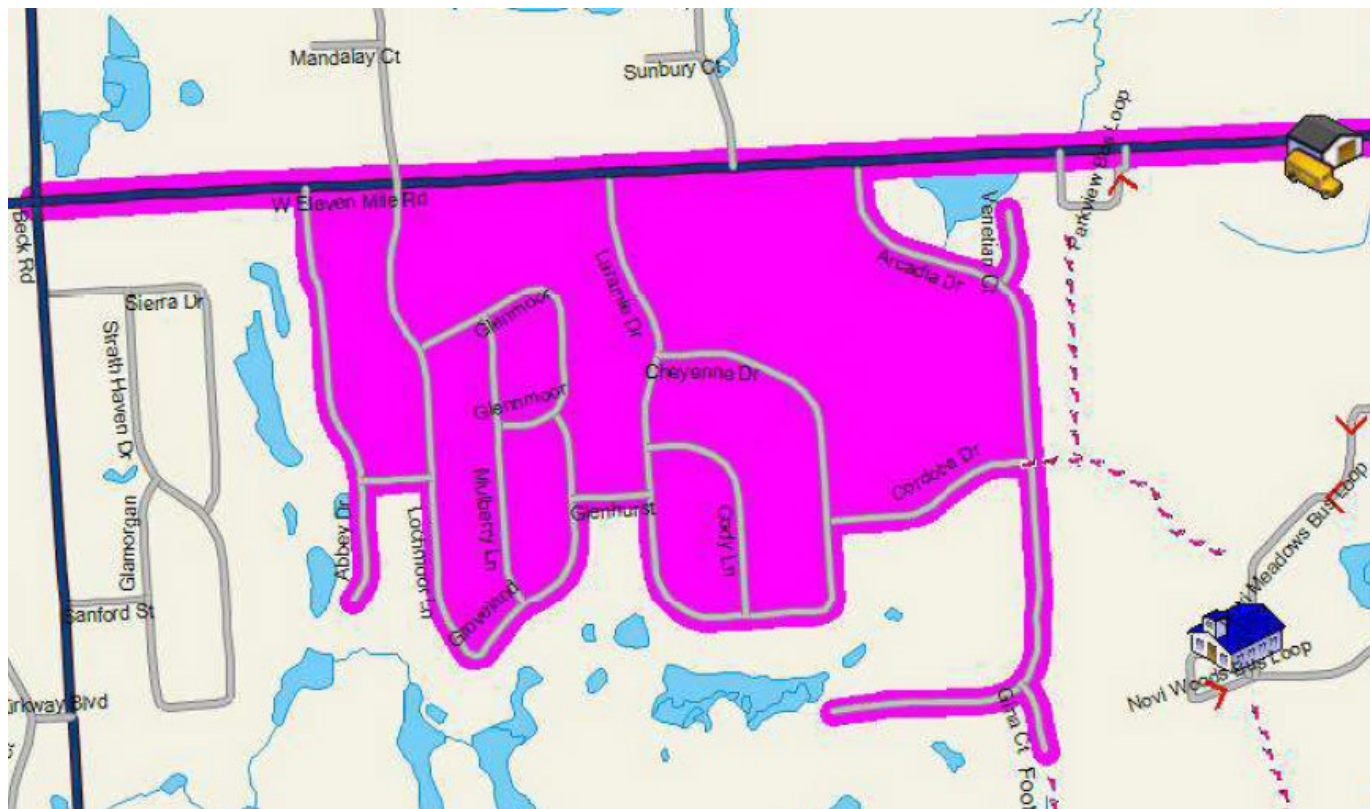
With PV Redistricting



# Orchard Hills

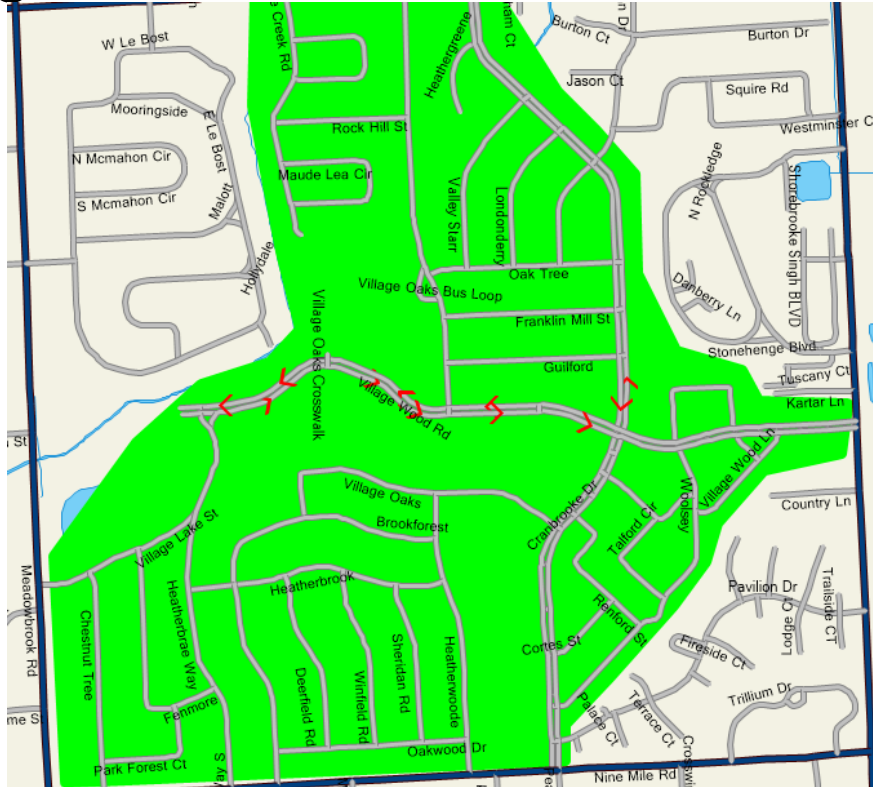


# Parkview

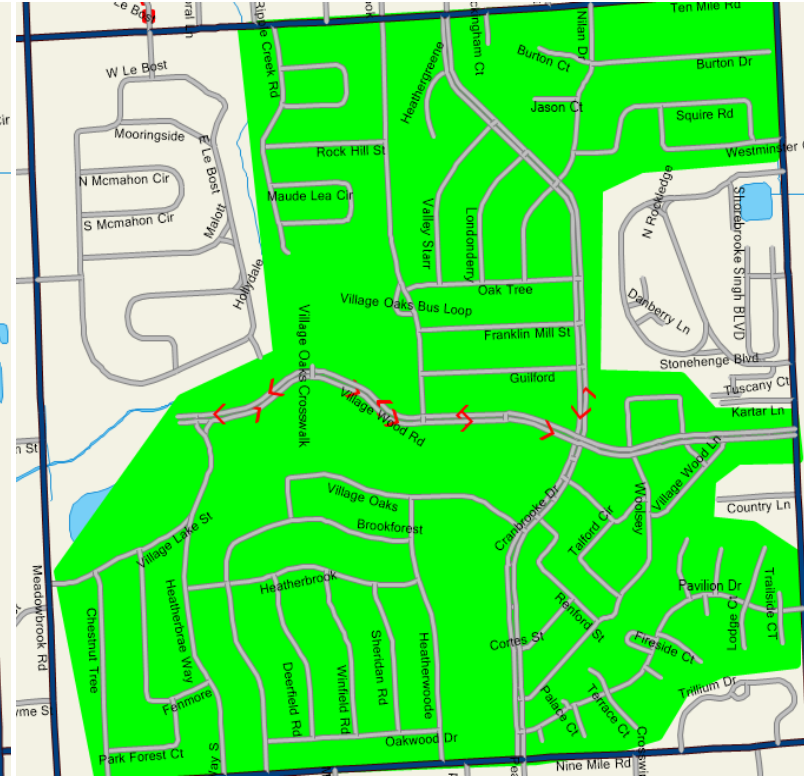


# Village Oaks

Current



Effective Sept 2021



Middle School  
Currently has  
no walk zone



# REDISTRICTING PROPOSAL

1-4-2021  
(counts as of 1-4-2021)

# COUNTS BY SCHOOL (elementary as of 1-4-2021)

## **Village Oaks - 601**

K - 118    1 - 116    2 - 130    3 - 109    4 - 128

## **Orchard Hills - 368**

K - 74    1 - 62    2 - 71    3 - 83    4 - 78

## **Novi Woods - 391**

K - 62    1 - 79    2 - 89    3 - 73    4 - 88

## **Parkview - 537**

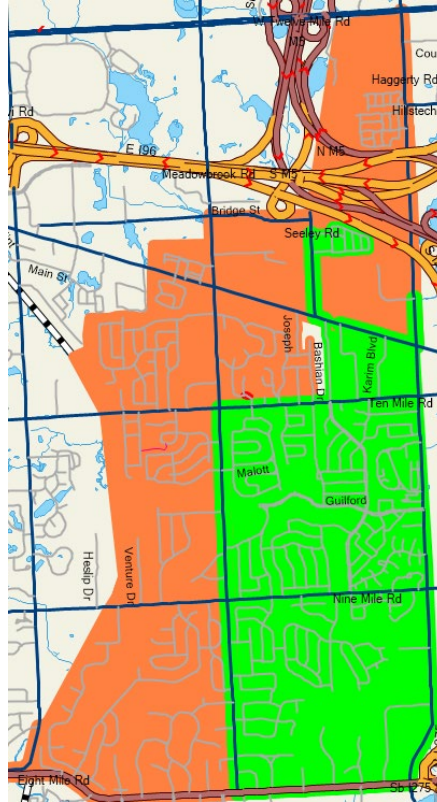
K - 91    1 - 104    2 - 120    3 - 104    4 - 118

## **Deerfield - 437**

K - 76    1 - 96    2 - 87    3 - 91    4 - 87



# VO and OH Attendance Area



OH

VO



# Move just Highland Hills to Orchard Hills



23 total

K - 5  
1 - 7  
2 - 2  
3 - 3  
4 - 6

**20 Families total**

## **Siblings**

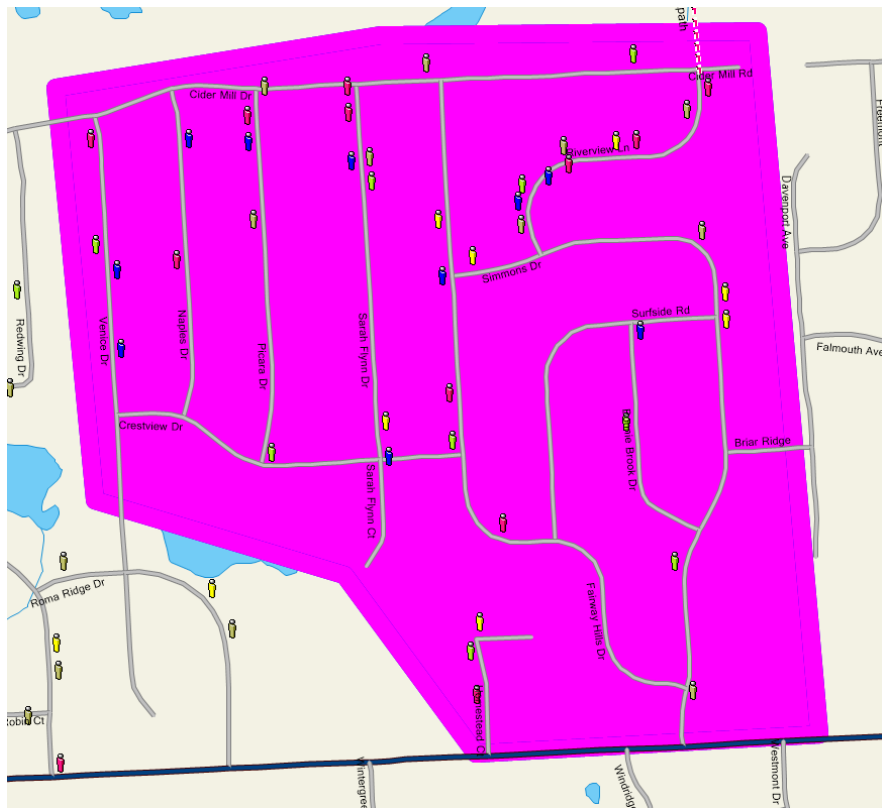
K & 4th grade  
K & 3rd grade  
1st grade twins

Virtual - 8  
Hybrid - 15

# New VO and OH numbers just Highland Hills (1-4-2021)

Orchard Hills - 391	Village Oaks - 578
K - 74 to 79	K - 118 to 113
1st - 62 to 69	1st - 116 to 109
2nd - 71 to 73	2nd - 130 to 128
3rd - 83 to 86	3rd - 109 to 106
4th - 78 to 84	4th - 128 to 122

# Move 55 students from PV to NW



K - 11

1 - 14

2 - 8

3 - 12

4 - 10

**49 FAMILIES TOTAL**

## **SIBLINGS**

2nd gr & 4th gr

K & 3rd gr

1st gr & 4th gr

3rd gr & 4th gr

1st gr & 3rd gr

K & 1st gr & 3rd gr

1st gr & 4th gr

27 Virtual

28 Hybrid

## New NW and PV numbers (1-4-2021)

Novi Woods - 446	Parkview - 482
K - 62 to 73	K - 91 to 80
1st - 79 to 93	1st - 104 to 90
2nd - 89 to 97	2nd - 120 to 112
3rd - 73 to 85	3rd - 104 to 92
4th - 88 to 98	4th - 118 to 108

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: School Bus Purchase**

In review of the district's bus fleet, it has been determined that due to condition, age and mileage, and repair costs, four (4) 2013 and 2014 Bluebird school buses that are scheduled to be replaced. The Business Office is recommending the purchase of four new buses from Holland Bus Company.

Utilizing the statewide public bid known as the Michigan Bus Purchasing Program as received by the Michigan School Business Officials, the cost of one (1) regular passenger bus from the Holland Bus Company is \$92,549.00, for a total cost for four (4) buses of \$370,196.00. The Business Office further recommends the source of the funds by the 2014 Bond Fund.

In addition to the Fleet replacement, we also recommend changing over to diesel fuel to gas fuel for the following reasons listed in the memo to Dr. Matthews below.

The bus purchases are presented tonight for information and discussion, with awarding of the bid at the March 18, Board meeting.

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



Steve Matthews, Superintendent



## Educational Services Building

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

### MEMO

February 8, 2021

Dr. Steve Matthews  
Superintendent of Schools

#### RE: TRANSPORTATION OPERATIONS

Our transportation plan calls for operating a current bus fleet to transport students during the school day and to after-school activities. We currently have (4) 2013 and 2014 Bluebird school busses that are on schedule to be replaced this school year. See attached replacement schedule.

As I reviewed the budget with the Director of Transportation, it is evident repair cost for the older busses are exceeding the repair cost from last year.

The Business Office is recommending the purchase of (4) busses from Holland Bus Company via the MSBO Bus Purchasing Program in the amount of \$92,549.00 per bus for a total purchase price of \$370,196.00. I further recommend the source of funds be the 2014 Bond Fund. The Original source of funds were to be interest earned from the 2019 Bond Fund. However, earned interest has not materialized as expected.

In addition to fleet replacement, we also recommend changing over from diesel fuel to gas fuel busses. See rationale below:

1. Gas engines are \$3,000 less than diesel engines
2. Eliminates EPA diesel emissions and related costs
3. Eliminates cost of diesel engine preheat during winter months
4. More reliable in cold weather and in general
5. Considerable less preventive maintenance cost
6. Diesel costs \$3.23/gallon and gas costs \$1.75/gallon
7. We can install and lease a gas tank for \$3,100.00



Gregory R. McIntyre

Assistant Superintendent of Business and Operations

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

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

[illegible]







775 N. Second • Brighton, MI 48116  
(810) 229-6323 • (800) FAST-OIL • Fax (810) 229-4970

INDUSTRIAL & AUTOMOTIVE • LUBRICANTS • HOME HEATING OILS • DIESEL • KEROSENE • GASOLINE • DEF • PROPANE

January 13, 2021

Novi Schools  
Attn: Cindy Valentine  
45505 11 Mile Rd  
Novi, MI 48374

Dear Cindy:

Corrigan appreciates the opportunity to service you. We are pleased to offer you the following equipment quotation.

EQUIPMENT	ORDER QUANTITY	LEASE PRICE
2,000 gallon Fireguard tank w/ over fill alarm gauge, Pressure vent, fill pot, fill-rite meter box w/ pulser	1	\$ 1.00 one-time fee
35 GPM pump w/ hose, nozzle & filter	1	\$ 25.00 one-time fee
Delivery / Pickup Fee	1	\$750.00 one-time fee
TOTAL		\$776.00

TERMS OF SERVICE

Corrigan Oil II, Inc. is responsible for servicing the tank and tank structure for normal wear and tear; damage outside of normal wear and tear will be the responsibility of Novi Community Schools.

Regular maintenance of the pump and other equipment, or any additional service requests for fuel or equipment, will be the responsibility of Novi Community Schools, with Corrigan Mechanical Contractors being the preferred provider.

Corrigan Oil II, Inc. agrees to provide the above listed equipment on lease to Novi Community Schools for a minimum of 7 years, as requested. All provided equipment will remain the property of Corrigan Oil II, Inc. Corrigan Oil II, Inc. will be the sole supplier to all leased equipment at all times. Should Novi Community Schools choose to purchase bulk fuels from another supplier or close permanently, this agreement will be void and all equipment will be picked up at Novi Community School's expense.

Lead time: 6-8 weeks

Payment terms: Current terms apply (Upon Receipt)

Ref: E21010

Pricing is subject to review in 30 days.

Orders may be placed via email through [orders@corriganoil.com](mailto:orders@corriganoil.com) or by phone at (800) FAST OIL. We thank you for the opportunity and look forward to further discussion.

Scott Holman  
(248) 343-6461  
[scotth@corriganoil.com](mailto:scotth@corriganoil.com)

See Terms & conditions @Corriganoil.com

Customer acceptance signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Submission of PO will be considered acceptance of terms above in lieu of customer signature.

# **CORRIGAN**

## **MECHANICAL**

### **CONTRACTORS, LLC**

775 N. SECOND • BRIGHTON, MI 48116

[810] 229-6323

January 13, 2021

Novi Schools  
Attn: Cindy Valentine  
45505 11 Mile Rd  
Novi, MI 48374

Re: Piping & electrical work for 2,000-gallon Fireguard tank installation.

#### Quote

We propose to do the following:

- Provide and install all piping for 2,000-gallon Fireguard tank
- Provide and install all electrical requirements
- Install (6) bin blocks
- Labor & manlift rental

Total: \$2,290.00

Ref: E20425B

Terms: Upon Receipt

Lead Time: 6-8 Weeks

Price quote is subject to review in 30 days.

Corrigan Mechanical Contractors, LLC (CMC) is not responsible for damage to foundations, drive ways or unmarked underground wiring, septic fields, drainage tiles or sprinkler systems, damage to plant materials, lawn, trees or asphalt/concrete driveways caused by our equipment, etc.

If you should have any questions or need further assistance, please do not hesitate to contact me.

Sincerely,

Tony DeAngelis  
(810) 343-2835  
[tonyd@corriganoil.com](mailto:tonyd@corriganoil.com)

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Novi Schools

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Corrigan Mechanical Contractor's

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 2021**

**ASSISTANT SUPERINTENDENT FOR ACADEMICS**

**TOPIC: District Technology 5-Year Refresh Plan**

The Technology Department created a five-year refresh cycle plan for devices as they come to their end of use. In Phase one, the teachers each received a mobile laptop to help with their virtual and hybrid instruction.

We are now entering Phase two which will replace the existing workstation all-in-one, that are starting to fail, with a docking monitor allowing educators to utilize dual screen and connect to the HP Laptop. In addition, Phase two will refresh the student iPads that have come to their end of use. These devices will be placed into service for the 2021-2022 academic year.

The administration is recommending the Novi Board of Education approve the following purchases from the **Technology Capital Projects (Bond) 2019 fund** in the total amount of **\$906,087.70**. The pricing for these purchases is based on the REMC Educational Cooperative Bid. The specifications are listed in the Recommendation letter below.

This comes tonight for information and discussion and will come back to the Board for approval at the March 18, 2021 regular board meeting.

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

  
Steve Matthews, Superintendent



**Technology Services**  
25345 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

March 4, 2020

Dr. RJ Webber  
Assistant Superintendent of Instruction  
Novi Community School District  
Educational Services Building  
25345 Taft Road, Novi, MI 48374

**Memo: 5-Year Technology Device Refresh Cycle**

Dear Novi Community School District Board of Education, below is a five-year refresh cycle of the District's devices.

Device	2021	2022	2023	2024	2025	2026	2027
<b>Teacher and Administrative Device</b>	Replaced 580 teacher/administrator all-in-one desktops with laptops (purchased 2016)	Add monitor/dock station to each classroom				Refresh Laptops (purchased 2021)	Refresh monitor*
<b>Student Chromebooks</b>	Replace 2079 Chromebooks (purchased 2016)		Replace 921 Chromebooks (purchased 2017)			Replace Chromebooks 2079 (purchased 2021)	
<b>Student iPads</b>		Replace 700 student iPads (purchased 2014)		Replace 788 iPads (purchased 2018)			
<b>Non-Instructional Staff</b>		Replace 277 non-instructional desktops w/dual monitors (purchased 2015)		Replace 34 laptops used for secretaries during pandemic (purchased 2019)		Replace 277 non-instructional desktops and dual monitors (purchased 2021)	
<b>Instructional Labs</b>		Replace 105 iMac desktops at MS/HS		Replace Student All-in-ones in computer labs (purchased 2019)			
<b>Points of Service Devices (Cafeteria)</b>		Replace 26 POS Devices in Cafeterias (purchased 2015)					Replace 26 POS Devices in Cafeterias (purchased 2021)

Sincerely,

Jeffrey Mozdierz  
Anthony Locricchio

Director of Technology- Field Services, Oakland Schools  
Senior Technology Coordinator - Field Services, Oakland Schools

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Anthony Locricchio, Senior Technology Coordinator – Field Services, Oakland Schools • [anthony.locricchio@oakland.k12.mi.us](mailto:anthony.locricchio@oakland.k12.mi.us)



**Technology Services**  
25345 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

---

March 4, 2020

Dr. RJ Webber, Assistant Superintendent Instruction  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

**Re: District Technology Device Refresh Phase Two**

With the continued support of the Novi Community support of our Capital Bonds, the District has been able to make substantial investments in technology resources to support teaching, learning, and operations. As part of this investment, we are presenting phase two of our technology refresh plan for the Board of Education's consideration. Phase two will focus on completing instructional staff refresh, non-instructional staff refresh, daily-guest-teacher devices, and a refresh of iPads that have come due on the replacement cycle. These devices will be placed into service for the 2021-2022 academic year.

The administration is recommending the Novi Board of Education approve the following purchases from the **Technology Capital Projects (Bond) 2019 fund** in the total amount of **\$906,087.70**. The pricing for these purchases is based on the REMC Educational Cooperative Bid.

The specifications of the equipment being purchased are:

**Part One:**

**1. Teacher Workstation - HP E24D docking LCD Monitor 23.8"**

Phase One was to provide teachers with a mobile laptop and Phase Two will replace the existing workstation all-in-one computer with a docking monitor allowing the educators to have dual screens and connect the HP laptop.

**2. Non-Instructional Staff - HP Prodesk 600 g6 DM i5-10500t**

- 8 Gb Ram, and 512Gb SSD Hard Drive
- Speaker Bar
- 2 x 24" LCD Monitors
- Mounting bracket
- Wireless Keyboard and Mouse
- 3-Year Warranty

**3. Guest Teacher Daily-Use Device - HP Probook 430 G8 i5-1135g7**

---

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Anthony Locricchio, Senior Technology Coordinator – Field Services, Oakland Schools • [anthony.locricchio@oakland.k12.mi.us](mailto:anthony.locricchio@oakland.k12.mi.us)



**Technology Services**  
25345 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

---

- 8Gb Ram, 256Gb SSD Hard Drive, 13.3" FHD Screen
- 3-Year Warranty

Award to InaCOMP Technical Services Group in the amount of **\$628,372.50** (six hundred twenty-eight thousand three hundred seventy-two dollars and fifty cents) for the purchase of 550 HP E24D docking Monitors, 110 HP Probook 430 G8 I5 laptops, 335 wireless keyboard mouse combos, 335 HP b300 mounting brackets, 335 HP S101 speaker bars, and 335 HP Prodesk 600 g6 DM i5-10500t desktop computers. Funding Source is the 2019 School Bond Fund.

**Part Two:**

**4. Student iPads**

- iPad 10.2-inch, Wi-Fi 128GB - Space Gray (70 10-packs)
- USB-C to Lightning Cables

Award to Apple Inc. in the amount of **\$277,715.20** (two hundred seventy-seven thousand seven hundred fifteen dollars and two cents) for the purchase of 700 10.2-inch Wi-Fi 128 GB iPads and 105 USB-C to Lightning Cables. Funding Source is the 2019 School Bond Fund.

Sincerely,

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

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Anthony Locricchio, Senior Technology Coordinator – Field Services, Oakland Schools • [anthony.locricchio@oakland.k12.mi.us](mailto:anthony.locricchio@oakland.k12.mi.us)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** Gardenbrook (formerly Walsh College) Property E-Rate Infrastructure Projects

IDS worked with the district technology staff, TMP Architecture, Inc, McCarthy & Smith, Inc., and Plante Moran, PLLC to determine the technology infrastructure needs for the Gardenbrook (formerly Walsh College) Property.

These projects include:

- Self-Provisioned Arial Fiber-Optic Cable
- Network Electronic (core switches)
- Structured Network Cabling
- Wireless Networking Equipment

These projects were bid out in February 2020 as part of the E-Rate Federal Program. The timeline requires contracts to be Board approved by March 28, 2021, with the work to begin April 1, per the E-Rate eligibility and conditions. All of these will be 2019 Bond expenses and will be filed for reimbursement with E-Rate. By using E-Rate funding program, we will save approximately 30% of the eligible expenses.

The four (4) letters of recommendation are attached.

**For Network Electronic (core switches):**

<b>Bidder's Name</b>	<b>Bid Bond</b>	<b>Familial Disclosure</b>	<b>Affidavit of Compliance</b>	<b>Base Bid</b>
Presidio	Yes	Yes	Yes	\$47,472.88
Delta Network Services	Yes	Yes	Yes	\$36,659.55

The apparent low bidder is Delta Network Services, however their bid calls out for Extreme switches and the district currently uses Cisco switches. Therefore, IDS recommends award of the Network Electronics and Wireless go to Presidio, in the amount of \$47,472.88. IDS also recommends a district-managed contingency of \$7,121.

**For Wireless Networking Equipment:**

<b>Bidder's Name</b>	<b>Bid Bond</b>	<b>Familial Disclosure</b>	<b>Affidavit of Compliance</b>	<b>Base Bid</b>
Presidio	Yes	Yes	Yes	\$27,068.24

Presidio bid a solution based on Cisco Meraki wireless access points. Novi is scheduled for a refresh during the 2021-2022 school year. The Cisco Meraki solution is compatible with the current Cisco solutions and will be considered for the district-wide refresh.

IDS recommends award of the Network Electronics and Wireless in the amount of \$27,068.24 and recommends a district-managed contingency of \$4,060.

**For Structured Network Cabling:**

<b>Bidder's Name</b>	<b>Bid Bond</b>	<b>Familial Disclosure</b>	<b>Affidavit of Compliance</b>	<b>Base Bid</b>
Vector Technology	Yes	Yes	Yes	\$24,870
Amcomm	Yes	Yes	Yes	\$22,670

The apparent low bidder, Amcomm, successfully met all requirements of the bid specification.

IDS recommends award for Structured Cabling to Amcomm in the amount of \$22,670 along with a district-managed contingency of \$3,400.

**For Self-Provisioned Arial Fiber-Optic Cable:**

<b>Bidder's Name</b>	<b>Bid Bond</b>	<b>Familial Disclosure</b>	<b>Affidavit of Compliance</b>	<b>Base Bid</b>
Fiberlink	Yes	Yes	Yes	\$151,294

Fiberlink has successfully met all requirements of the bid specification.

IDS recommends award of the Self-Provisioned Arial Fiber-Optic Cable to Fiberlink in the amount of \$151,249 with a district-managed contingency of \$22,687.

This comes before the Board tonight for information and discussion and will come back for Board approval at the March 18, 2021 meeting for approval.

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



---

**Steve Matthews, Superintendent**



February 25, 2021

Mr. Gregory McIntyre, Assistant Superintendent  
Novi Community School District  
25345 Taft Road  
Novi, MI 48347

Project Name: Novi Community School District  
Network Electronics Equipment for 41500 Gardenbrook  
Novi, Michigan

IDS Project No.: 19244-1000 ERate

Dear Mr. McIntyre

Plans and specifications to provide network electronics equipment for the building at 41500 Gardenbrook Road were issued on Thursday, January 14, 2021.

IDS worked with the district technology staff, TMP, McCarthy & Smith, and others to determine the network electronics needs in coordination with the design and construction plans at the building, along with adherence to the parameters of the ERate funding program. The systems acquired and installed will provide core network functionality to the building at 41500 Gardenbrook Road.

On Wednesday, February 10 at 2:00 PM received bids were opened and publicly read.

Qualified bids received were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Presidio	Yes	Yes	Yes	\$47,472.88
Delta Network Services	Yes	Yes	Yes	\$36,659.55

The apparent low bidder, Delta Network Services, bid a solution using Extreme switches. The districts network uses Cisco switches for its network infrastructure and Cisco was specified in the bid requirements.

Presidio bid a solution based on Cisco switches. NCSD has successfully worked with Presidio on several networking projects in the past.

IDS recommends award of the Network Electronics and Wireless for 41500 Gardenbrook to Presidio in the amount of \$47,472.88.

This amount is subject to ERate reimbursement of approximately 30%.

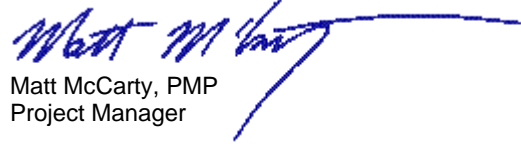
IDS also recommends a district-managed contingency of \$7,121.

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

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

Document2

February 25, 2021

Mr. Gregory McIntyre, Assistant Superintendent  
Novi Community School District  
25345 Taft Road  
Novi, MI 48347

Project Name: Novi Community School District  
Wireless Networking Equipment for 41500 Gardenbrook  
Novi, Michigan

IDS Project No.: 19244-1000 ERate

Dear Mr. McIntyre

Plans and specifications to provide wireless networking equipment for the building at 41500 Gardenbrook Road were issued on Thursday, January 14, 2021.

IDS worked with the district technology staff, TMP, McCarthy & Smith, and others to determine the wireless networking technology needs in coordination with the design and construction plans at the building, along with adherence to the parameters of the ERate funding program. [MM1]

On Wednesday, February 10 at 2:00 PM received bids were opened and publicly read.

Qualified bids received were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Presidio	Yes	Yes	Yes	\$27,068.24

Presidio bid a solution based on Cisco Meraki wireless access points. This next generation cloud based wireless solution is utilized across the county in several districts. Our existing wireless network in Novi is scheduled for a refresh during the 2021-2022 school year. The Cisco Meraki solution is compatible with the current Cisco solutions in other building and will be considered for the district wide refresh. NCSD has successfully worked with Presidio on several networking projects in the past.

IDS recommends award of the Network Electronics and Wireless for 41500 Gardenbrook to Presidio in the amount of \$27,068.24.

This amount is subject to ERate reimbursement of approximately 30%.

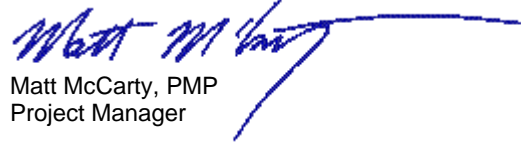
IDS also recommends a district-managed contingency of \$4,060.

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

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

Document2

February 25, 2021

Mr. Gregory McIntyre, Assistant Superintendent  
Novi Community School District  
25345 Taft Road  
Novi, MI 48347

Project Name: Novi Community School District  
Structured Network Cabling for 41500 Gardenbrook  
Novi, Michigan

IDS Project No.: 19244-1000 ERate

Dear Mr. McIntyre

Plans and specifications to provide structured network cabling for the building at 41500 Gardenbrook Road were issued on Thursday, January 14, 2021.

IDS worked with the district technology staff, TMP, McCarthy & Smith, and others, to determine the structured cabling needs in coordination with the design and construction plans at the building, along with adherence to the rules and regulations of the ERate funding program.

On Wednesday, February 10 at 2:00 PM received bids were opened and publicly read.

Qualified bids received were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Vector Technology	Yes	Yes	Yes	\$24,870
Amcomm	Yes	Yes	Yes	\$22,670

The apparent low bidder, Amcomm, successfully met all requirements of the bid specification. NCSD has successfully worked with Amcomm on a number of projects in the past.

IDS recommends award of the ERate Eligible Structured Cabling for 41500 Gardenbrook to Amcomm in the amount of \$22,670.

This amount is subject to ERate reimbursement of approximately 30%.

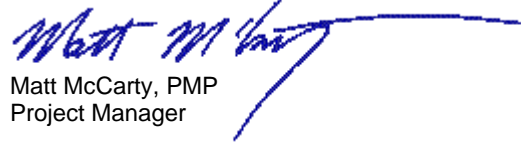
IDS also recommends a district-managed contingency of \$3,400.

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

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

Document2

February 25, 2021

Mr. Gregory McIntyre, Assistant Superintendent  
Novi Community School District  
25345 Taft Road  
Novi, MI 48347

Project Name: Novi Community School District  
Self-Provisioned Fiber-Optic Cabling for 41500 Gardenbrook  
Novi, Michigan

IDS Project No.: 19244-1000 ERate

Dear Mr. McIntyre

Plans and specifications to provide self-provisioned fiber-optic cabling for the building at 41500 Gardenbrook Road were issued on Thursday, January 14, 2021.

IDS worked with the district technology staff, TMP, McCarthy & Smith, and others to determine the self-provisioned fiber-optic needs in coordination with the design and construction plans at the building, along with adherence to the rules and regulations of the ERate funding program. The systems acquired and installed will provide arial self-provisioned fiber-optic cabling from the district head-end in the ITC building to the building at 41500 Gardenbrook Road.

On Wednesday, February 10 at 2:00 PM received bids were opened and publicly read.

Qualified bids received were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid
Fiberlink	Yes	Yes	Yes	\$151,294

Fiberlink, successfully met all requirements of the bid specification. NCSD and other Oakland county districts have successfully worked with Fiberlink on projects in the past.

IDS recommends award of the ERate Eligible Self-Provisioned Fiber-Optic Cable for 41500 Gardenbrook to Fiberlink in the amount of \$151,249.

This amount is subject to ERate reimbursement of approximately 30%.

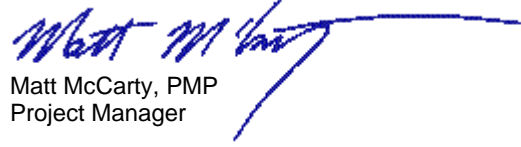
IDS also recommends a district-managed contingency of \$22,687.

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

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

Document2



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 4, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** Bid Package #5A: Novi Meadows Site and Soccer Pavilion Contracts

On Thursday, February 18, 2021, sealed bids were received and publicly opened for the Novi Meadows Site and Soccer Pavilion. 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 102: Asphalt Paving / Site Concrete**

Mr. Rob Nagle

**Nagle Paving Company**

**Total Amount \$506,685.00**

**Bid Division 103: Selective Demolition**

Mr. Scott Krall

**Blue Star Inc.**

**Total Amount \$21,800.00**

**Bid Division 104: Concrete Footings & Foundations**

Mr. Matthew Crosby

**Midtown Group, LLC**

**Total Amount \$86,500.00**

**Bid Division 106: Masonry**

Mr. Brad Liedal

**Liedal & Hart Mason Contractors, Inc.**

**Total Amount \$108,400.00**

**Bid Division 107: Steel**

Mr. Travis Gilbert

**Wolverine Steel**

**Total Amount \$12,500.00**

**Bid Division 108: General Trades / Carpentry**

Mr. Aaron White

**The Spieker Company**

**Total Amount \$362,000.00**

**Bid Division 114: Aluminum Entrances / Storefront / Glass / Glazing**

Mr. Ken VanBuskirk

**Daniels Glass Inc.**

**Total Amount \$55,998.00**

**Bid Division 140 / 142 : Plumbing & HVAC**

Mr. Jim Jagodzinski

**Tempco Mechanical Contractors, Inc.\***

**Total Amount \$141,000.00**

**\*2nd Low Bidder. First low did not have HVAC scope included.**

**Bid Division 143: Electrical**

Mr. Ryan Howard

**Advance Contracting And Electrical Service**

**Total Amount \$168,700.00**

Total Award Recommendation Amount: \$1,463,583.00

This comes before the Board tonight for information and discussion and will come back for approval at the March 18, 2021 regular Board meeting.

**APPROVED AND RECOMMENDED FOR  
INFORMATION AND DISCUSSION**



**Steve Matthews, Superintendent**



March 2, 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 #5A – Novi Meadows Site Improvements & Soccer Pavilion**

SUBJ: Contract Award Recommendation

Dear Mr. McIntyre,

On Thursday, February 18<sup>th</sup> 2021 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 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 Novi Community School District for contract award:

**Bid Division 102: Asphalt Paving / Site Concrete**

Mr. Rob Nagle  
**Nagle Paving Company**  
39525 West 13 Mile Road  
Novi, MI 48377

Base Bid		\$	478,625.00
<b>Allowance:</b> CM Directed		\$	30,000.00
<b>VA</b> Asphalt Base: Course Change	<b>DEDUCT</b>	\$	4,340.00
PLM Bond (Western Surety Company)		\$	2,400.00
	<b>TOTAL</b>	\$	<b>506,685.00</b>

**Bid Division 103: Selective Demolition**

Mr. Scott Krall

**Blue Star Inc.**

21950 Hoover

Warren, MI 48089

Base Bid	\$	21,800.00
PLM Bond (Not Required)	\$	0.00
<b>TOTAL</b>	<b>\$</b>	<b>21,800.00</b>

**Bid Division 104: Concrete Footings & Foundations**

Mr. Matthew Crosby

**Midtown Group, LLC**

5650 West Jefferson Avenue

Detroit, MI 48209

Base Bid	\$	85,300.00
PLM Bond (Selective Insurance Company)	\$	1,200.00
<b>TOTAL</b>	<b>\$</b>	<b>86,500.00</b>

**Bid Division 106: Masonry**

Mr. Brad Liedal

**Liedal & Hart Mason Contractors, Inc.**

12100 Globe St.

Livonia, MI 48150

Base Bid	\$	107,500.00
PLM Bond (Liberty Mutual Insurance Company)	\$	900.00
<b>TOTAL</b>	<b>\$</b>	<b>108,400.00</b>

**Bid Division 107: Steel**

Mr. Travis Gilbert

**Wolverine Steel**

1850 Jackson Road

Ann Arbor, MI 48103

Base Bid	\$	12,500.00
PLM Bond (Not Required)	\$	0.00
<b>TOTAL</b>	<b>\$</b>	<b>12,500.00</b>

**Bid Division 108: General Trades / Carpentry**

Mr. Aaron White

**The Spieker Company**

2541 Tracy Road

Northwood, Ohio 48009

Base Bid	\$	359,000.00
PLM Bond (Ohio Farmers Insurance Company)	\$	3,000.00
<b>TOTAL</b>	<b>\$</b>	<b>362,000.00</b>

**Bid Division 114: Aluminum Entrances / Storefront / Glass / Glazing**

Mr. Ken VanBuskirk

**Daniels Glass Inc.**

21250 W Seen Mile Road

Detroit, MI 48219

Base Bid	\$	55,168.00
PLM Bond (Merchants National Bonding Inc.)	\$	<u>830.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>55,998.00</b>

**Bid Division 140 / 142 : Plumbing & HVAC**

Mr. Jim Jagodzinski

**Tempco Mechanical Contractors, Inc.\***

24383 Indoplex Circle

Farmington Hills, MI 48335

Base Bid	\$	138,200.00
PLM Bond (Merchants Bonding Co.)	\$	<u>2,800.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>141,000.00</b>

**\*2<sup>nd</sup> Low Bidder. First low did not have HVAC scope included.**

**Bid Division 143: Electrical**

Mr. Ryan Howard

**Advance Contracting And Electrical Service**

5249 Dania Street

Flint, MI 48532

Base Bid	\$	166,7000.00
PLM Bond (EMC Insurance Company)	\$	<u>2,000.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>168,700.00</b>

**AWARD RECOMMENDATION AMOUNT: \$1,463,583.00**

I trust the above recommendation meets the approval of the administration and the Board of Education. I will attend the March 4, 2021 and March 18, 2021 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  
Sandra Brasil, Novi Community School District  
Kevin Donnelly, Plante Moran Cresa

Bill McCarthy, McCarthy and Smith, Inc.  
Carolyn Whiting, McCarthy and Smith, Inc.  
Svetlana Vrabel, TMP Architecture, Inc.

**Novi Community School District 2019 Bond Issue**

**BP#5A Novi Meadows Site Improvements & Soccer Pavilion**

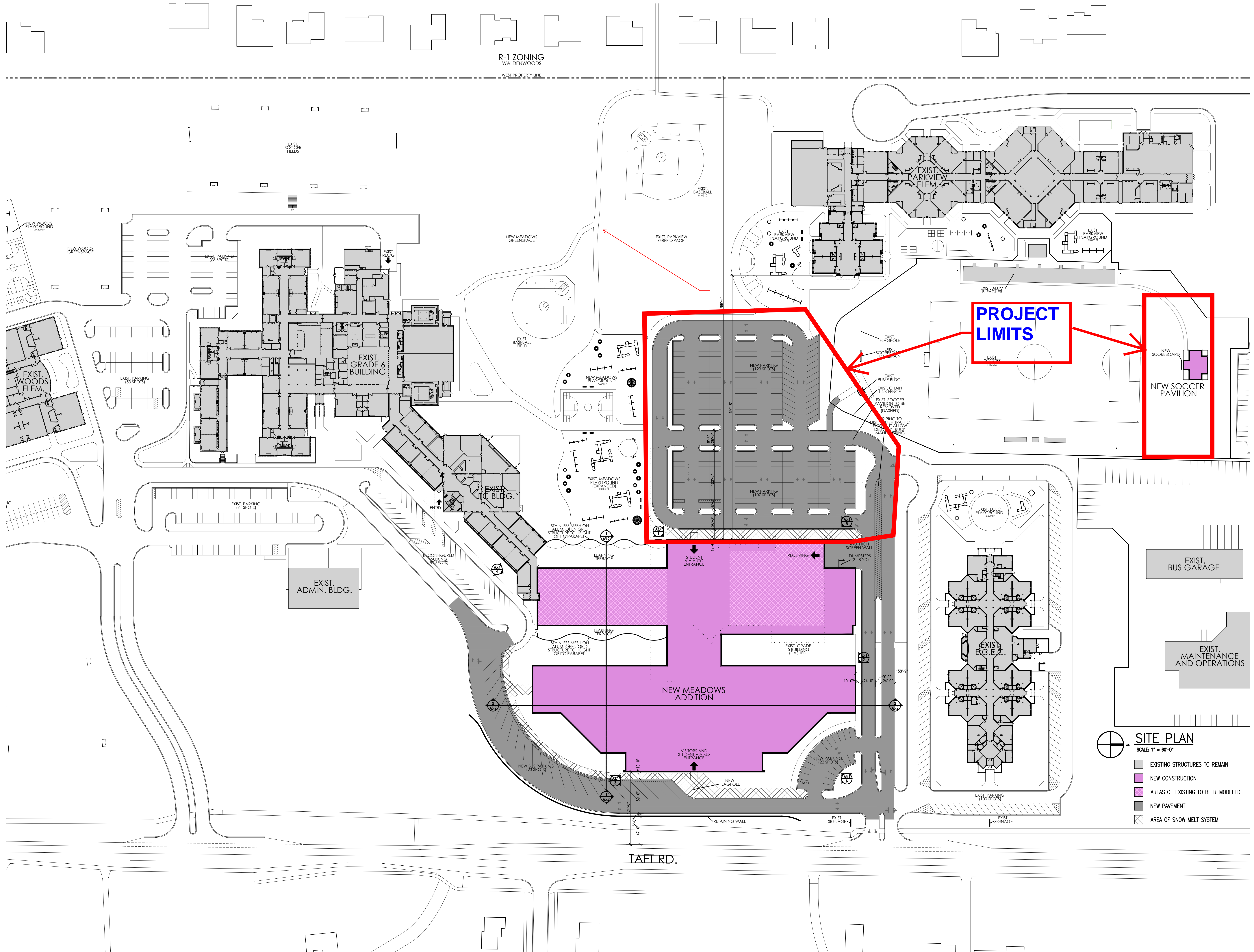
Prepared by McCarthy & Smith, Inc. Bid Recived on February 18, 2021

Project Location: Novi, MI 48374, United States of America

Date: 3/2/2021

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	TBD (Budget)	\$ 625,000	\$535,000	\$5,000	6	\$540,000	\$769,900	Cortis Brothers Trucking & Excavating 6052 Starville Rd., Marine City, MI 48039.
BD 102: Asphalt Paving / Site Concrete	Nagle Paving Company	\$ 506,685	\$478,625	\$2,400	7	\$506,685	\$584,500	Fessler & Bowman 4099 Eagles nest Ct. Flushing, MI 48433
BD 103: Selective Demolition	Blue Star, Inc.	\$ 21,800	\$21,300	\$500	3	\$21,800	\$76,500	Reese Contracting 3050 Union Lake Rd. #8 Commerce Township, MI 48382
BD 104: Concrete Work	Midtown Group, LLC	\$ 86,500	\$85,300	\$1,200	3	\$86,500	\$119,000	The Spieker Company 2541 Tracy Road Northwood, OH 43619
BD 106: Masonry	Leidal & Hart Mason Contractors, Inc.	\$ 108,400	\$107,500	\$900	11	\$108,400	\$167,400	Connolly Masonry, Inc. 9706 Andersonville Rd. Village of Clarkston, MI 48346
BD 107: Steel	Wolverine Steel Erectors, Inc.	\$ 12,500	\$12,500	\$313	6	\$12,500	\$34,200	Ross Structural Steel Co. 110 East Robinwood Street Highland Park, MI 48203
BD 108: General Trades / Carpentry	The Spieker Company	\$ 362,000	\$359,000	\$3,000	2	\$362,000	\$546,000	Spartan Construction Group 11800 Merriman Rd. Livonia, MI 48150
BD 114: Aluminum Entrances / Storefront / Glass / Glazing	Daniels Glass Inc.	\$ 55,998	\$55,168	\$830	4	\$55,998	\$69,708	Preferred Glass Inc. 6215 King Rd. Marine City, MI 48039
BD 140 / BD 142: Plumbing & HVAC	Tempco Mechanical Contractors, Inc.	\$ 141,000	\$138,200	\$2,800	2	\$40,520	\$141,000	Tempco Mechanical Contractors, Inc. 24383 Indoplex Cr. Farmington Hills, MI 48335
BD 143: Electrical	Advance Contracting And Electrical Service	\$ 168,700	\$166,700	\$2,000	4	\$168,700	\$190,745	RCI Electric Company 32733 Folsom Rd. Farmington Hills, MI 48336
Total Bids with Bond		\$2,088,583	\$1,959,293	\$28,593	55	\$1,903,103	\$2,698,953	
Total Bond Budget for Meadows Site Improvements & Soccer Pavilion		\$2,116,305						
VARIANCE		\$27,722	UNDER BUDGET ( With BD 101 Sitework Budget )					





TMP ARCHITECTURE INC  
1191 WEST SQUARE LAKE ROAD  
BLOOMFIELD HILLS - MICHIGAN - 48302  
PH - 248.338.4561 FX - 248.338.0223  
EA - INFO@TMPARCHITECTURE.COM

REGISTRATION SEAL

CONSULTANT

PROJECT TITLE  
**Novi Meadows  
New Addition**

**Novi Community School  
District - Novi, Michigan**

DRAWING TITLE  
**Architectural Site Plan**

ISSUE DATES

10/21/2020 SCHEMATIC DESIGN

DATE: ISSUED FOR:

DRAWN MLW

CHECKED JJC

APPROVED JJC

PROJECT NO.

**19138**

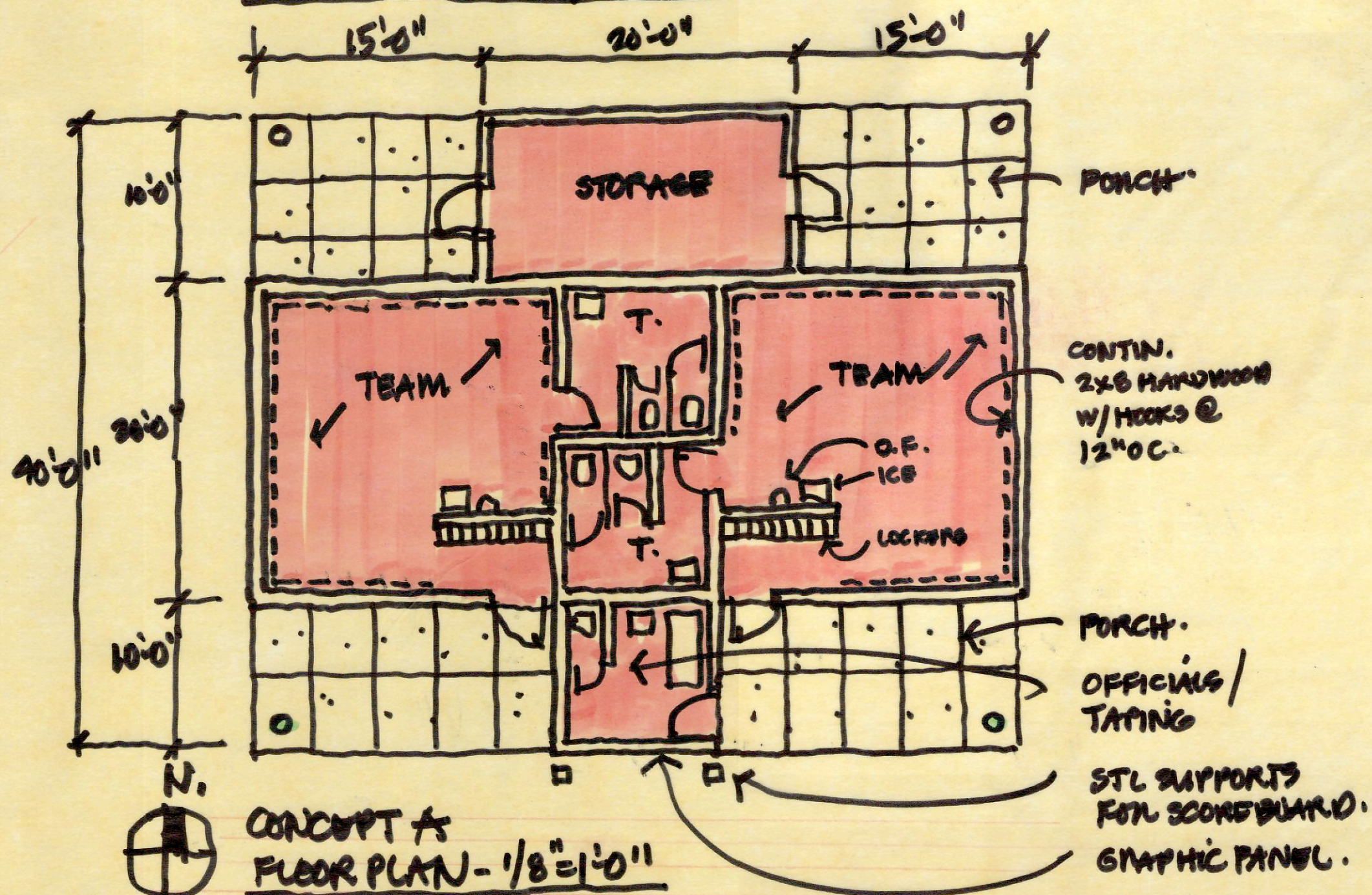
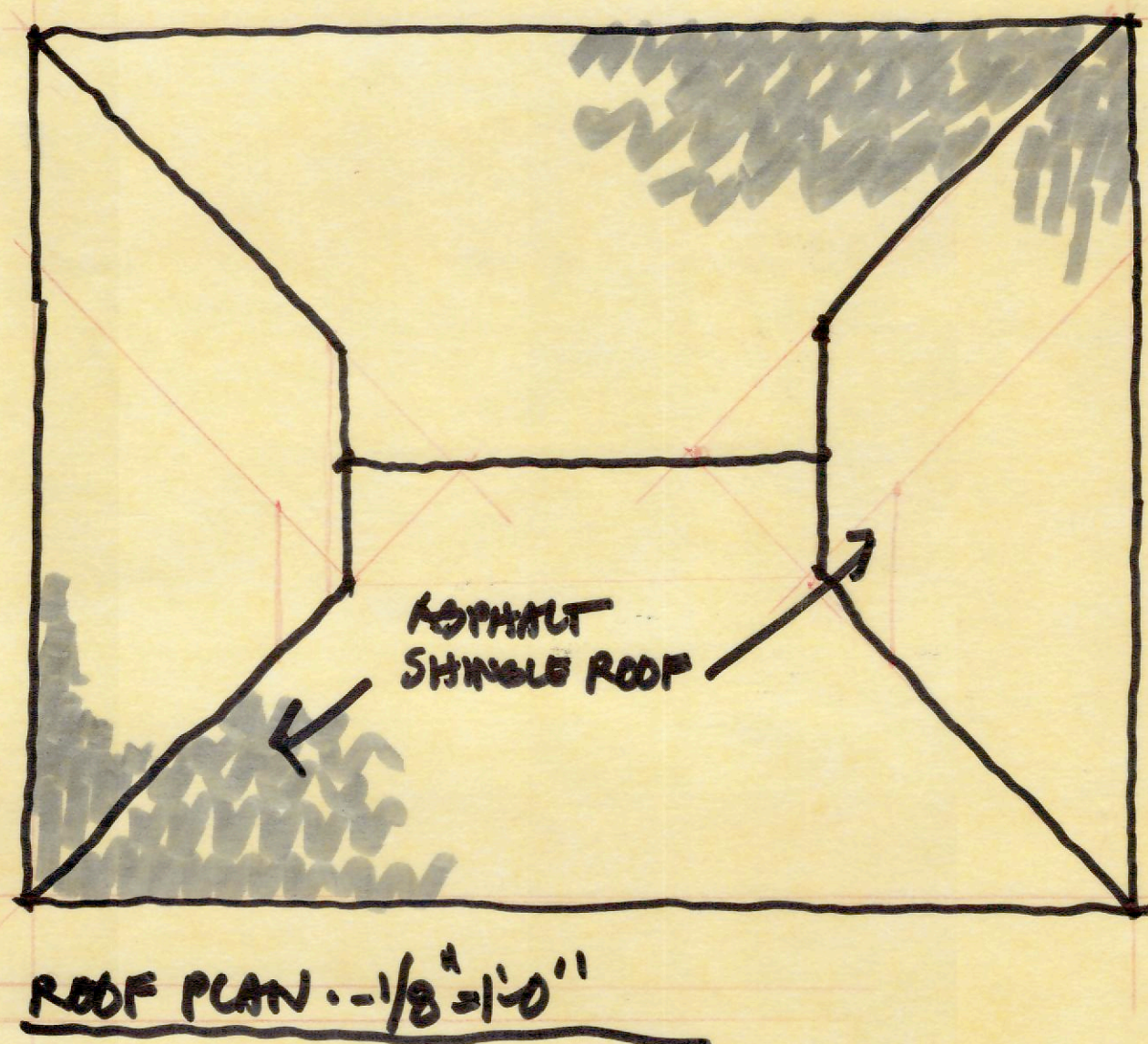
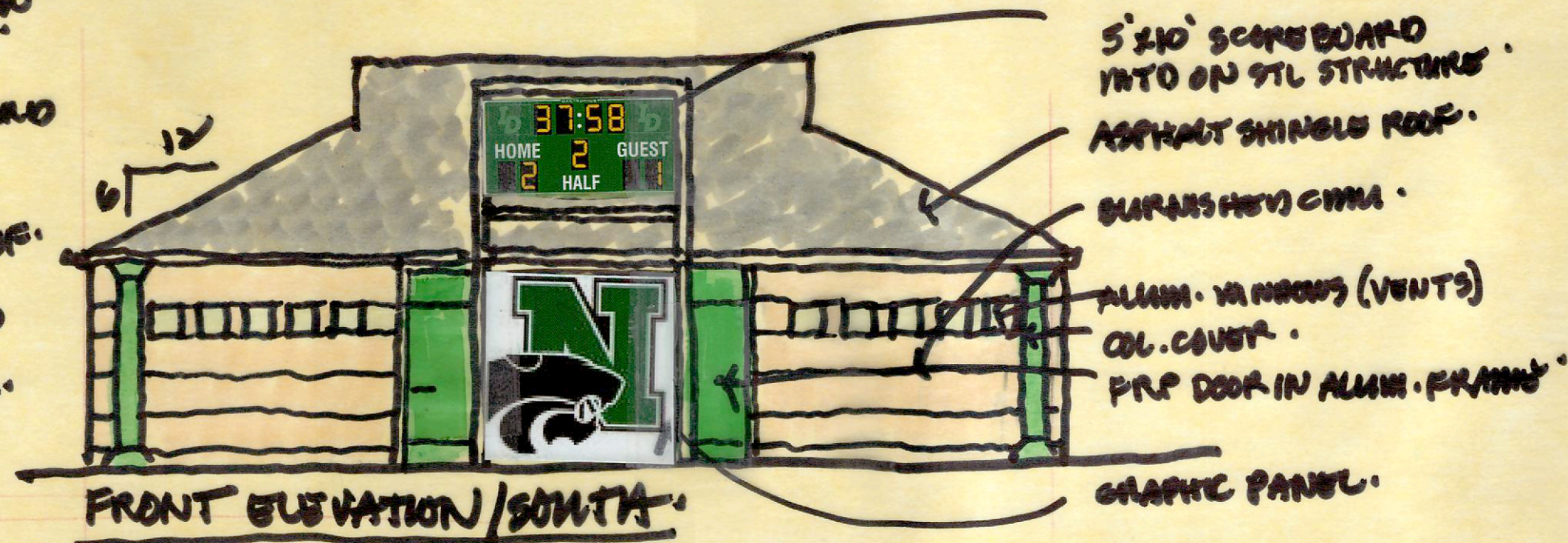
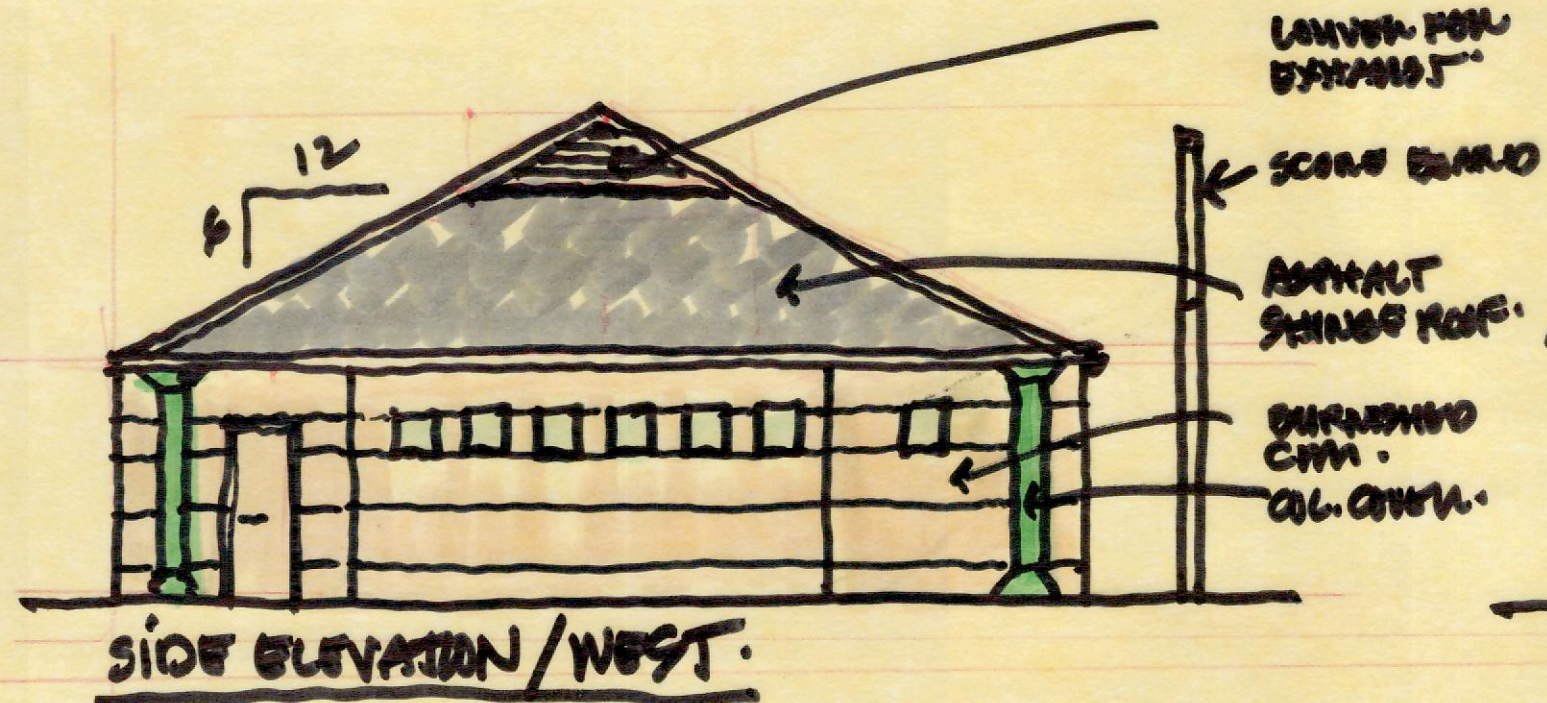
DRAWING NO.

**AS.1**

**SITE PLAN**  
SCALE: 1" = 60'-0"

- EXISTING STRUCTURES TO REMAIN
- NEW CONSTRUCTION
- AREAS OF EXISTING TO BE REMODELED
- NEW PAVEMENT
- AREA OF SNOW MELT SYSTEM





NOVI SCHOOLS - SOCCER PAVILION  
 JMP ARCHITECTS  
 30 SEPT 2020



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

March 4, 2021

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Diversity, Equity, and Inclusion Report

Earlier this year, the Novi Educational Foundation (NEF) supported a grant request from the Parents of African American Students in Novi (PAASN) to support bystander intervention training for our Novi Community School District staff. The purpose of this training was to continue discussions within the district on how to create an inclusive environment within our schools.

The first training session took place on February 16 with our middle school staff. A key element of the training was having our staff think through and think about scenarios that occur in our hallways and classrooms and how they could intervene to support students reinforce our district beliefs in the value of each person, and help students learn.

Another tool that the district has developed this year is a K-6 Social Emotional Learning (SEL) Guide. The purpose of the 2020-2021 NCSD: K-6 Social-Emotional Learning Guide is to provide information and resources to staff to support infusing Social-Emotional Learning frameworks into our existing school and classroom systems, into our instructional practices, and into cultivating strong positive relationships with students, colleagues, and families.

There are five social emotional competencies that we are working to help our students develop: self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

Included in this process are social justice standards that focus on identity, diversity, justice, and action.

The social emotional learning guide is a tool to help us understand and support our students and supports our district goal of fostering a district-wide culture of unity and well-being. Students who feel good about themselves are able to be more inclusive and supportive of others. In traumatic times students who experience stress and anxiety can lash out and push others away. In our district, we are building a community that works to support students and staff so that we can develop inclusive, positive relationships that will work to support our learning goals.

**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





*Interfaith Council  
for Peace & Justice*  
1414 Hill St., Ann Arbor, MI 48104 ~ [www.icpj.org](http://www.icpj.org) ~ (734) 663-1870 ~ [info@icpj.org](mailto:info@icpj.org)

### **Novi Schools Proposal** **January 2021**

Sharon Trumpy with Parents of African American Students in Novi (PAASN), and RJ Webber and Darby Hoppenstedt with the Novi Community School District met with ICPJ Co-Directors, Eleanore Ablan-Owen and Desiraé Simmons, on January 8th to share ideas about Bystander Intervention Training and potential changes to the workshop. After the meeting Darby shared the Student Climate Survey and Sharon shared the slides of the anti-racism petition they presented during a school board meeting in July 2020.

#### **Areas of work:**

- 1) Develop and facilitate a virtual workshop on February 16 for employees in the high school (120), split into two sessions to best accommodate the group size and professional development timing. These sessions will be 2 hours each. We will also create a post-workshop reflection tool.
- 2) We will host one reflection and action-planning session as a follow-up to the workshop. Timing yet to be determined. This could be for 60-90 minutes.
- 3) Repeat on March 8 with some scenario changes for the employees of the middle school (70-80).

#### **Timeline:**

- ICPJ to send a proposal with an added description and agenda to be submitted so participants can earn professional learning credits.
- February 16 (8 am- 3 pm) ICPJ Co-Directors will be primary workshop facilitators with support from our team.
- Optional Reflection and Action Planning Sessions can be 2 weeks, 1 month, or 2 months after the workshops.
- March 8 facilitate the workshop for the middle school staff.
- 1-2 weeks after the workshops we will send a reminder about the post-workshop reflection tool and to gather any remaining feedback from participants to ICPJ.

Mission: Interfaith Council for Peace and Justice inspires, educates, and mobilizes people to unite across differences and to act from their shared ethical and spiritual values in pursuit of peace with social and environmental justice.

Vision: Interfaith Council for Peace and Justice envisions a world free from violence, including the violence of war, poverty, oppression, and environmental devastation. To enact this vision, we commit to nurture a community in which compassion and respect foster actions that dismantle systems of violence while simultaneously creating systems of peace, justice, and ecological sustainability.



*Interfaith Council  
for Peace & Justice*  
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#### Workshop Objectives:

- 1) Participants will be able to reflect on their own experiences to recognize why it is important to create an environment where we can all belong, and to understand their role in developing and sustaining that space as we progress toward co-liberation and justice.
- 2) Participants will learn a variety of tools that they can use to respond and act in situations that may be “uncomfortable,” or violent so they can disrupt potential harm to other members of our community.
- 3) Participants will have opportunities to experiment with tools so that they can identify areas where they feel comfortable or need more practice.
- 4) Participants will be able to ask and answer questions in community with one another so they can continue to support each other.

#### Workshop Description and Agenda

The Interfaith Council for Peace and Justice will provide a customized “Disrupting Injustice for Co-Liberation” workshop series for Novi Community School District high school and middle school. The workshop is designed to provide an opportunity for participants to reflect on times when they did or did not act as a bystander to injustice. We will explore the reasons why intervention is necessary when creating a safe environment where we can all belong. We will practice using tools and strategies that will help participants to respond and act “in the moment” and afterwards.

- I. Welcome and Community Agreements (10 min)
- II. Foundation-Setting and Vision for Our Collective Work (10 min)
  - A. Vision- the why
  - B. Important themes, concepts, and definitions
  - C. Resources
- III. Storytelling (20 min)
  - A. Participants note responses and imagine how they might have acted
  - B. Group debrief story and identify “disruption points.”
- IV. Barriers to Responding and Acting (15 min)
  - A. Group Activity
  - B. Self-Assessment
- V. Intro to Intervention Tools (25 min)



*Interfaith Council  
for Peace & Justice*

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- VI. Practice Groups (30 min)
  - A. Scenarios
  - B. Tools for Growth
  - C. Bonus if time: Tools of Strength
- VII. Closing (10 min)
  - A. Personal action plan
  - B. Collective Vision
  - C. Next Steps

Cost:

Four - 2-hour workshops for 35-60 people (includes prep and post-reflection tools):  
\$1000 each

Two- 60-90 minute reflection and action-planning sessions: \$600 each

Total: \$5,200



K-6

# SOCIAL EMOTIONAL LEARNING GUIDE



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# Introduction

## District Beliefs:

NCSD believes in creating equity of opportunity, a culture of unity, fostering and inspiring a curiosity of learning, and developing a community of well-being for all stakeholders.

## Purpose:

COVID-19 brought an unprecedented and unexpected school closure from March 2020-June 2020. Our students, colleagues, and families were impacted by the sudden disruption in schooling, typical routines, and most significantly, a sense of safety and connectedness.

The purpose of the 2020-2021 NCSD: K-6 Social-Emotional Learning Guide is to provide information and resources to staff to support the infusement of Social-Emotional Learning frameworks into our existing school and classroom systems, into our instructional practices, and into cultivating strong positive relationships with students, colleagues, and families.

## Executive Summary:

**“You, yourself, as much as anybody in the entire universe, deserve your love and affection.”**

**-Buddha**

Listening is an act of love. Listening to ourselves is how we develop an authentic love for ourselves. The well being of our students hinges upon you taking care of yourselves. The key is understanding how. An incredibly caring and talented group of NCSD staff has provided the opportunity for each of us to do just this, learn how to truly take care of ourselves so we can live the lives we deserve to live. In being vulnerable and approaching true self care, we make a powerful statement to those around us - “My health is important, as is yours...”. The cascade effect of taking care of and loving yourself is extraordinary. Each person in your life will benefit from your efforts; partners, children, students, colleagues, and complete strangers. I ask you to be vulnerable, to accept that your best is your best, and to believe you deserve to live an authentic (not Facebook Highlight Reel Perfect) life. The world needs you.

Much Love and Respect,

RJ

# Grounding Basis for the SEL Guide

## Evidenced-Based Research for SEL & Equity Connections

The Collaborative for Academic and Social Emotional Learning (CASEL) is leading the field of research in the area of social-emotional learning (SEL). They have identified 5 SEL Competencies and developed the CASEL Wheel as their framework. Below are the 5 SEL Competencies, as defined by CASEL (2020), in addition to equity connections to each competency area. SEL and Equity are intertwined, where to talk about SEL, equity needs to be involved in the conversation, and to talk about equity, SEL needs to be involved in the conversation. CASEL (2020) has outlined nicely the relationships between the two, as outlined below from their [website](#).



**Self-Awareness:** The ability to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset." [Video: Learn more.](#)

- Identifying emotions
- Accurate self-perception
- Recognizing strengths
- Self-confidence
- Self-efficacy

**SEL-Equity Connection:** Self-awareness is foundational for equity. It involves understanding your emotions, personal identity, goals, and values. This includes

accurately assessing your strengths and limitations, having positive mindsets, possessing a well-grounded sense of self-efficacy and optimism.

Developing self-awareness with an equity lens can help students and adults. Understand the links between personal and sociocultural identities that are defined by cultural and/or family values, ethnicity, race, socioeconomic status, gender and other factors.

Examine what it means to belong to a group or community, including how ethnicity and race impacts one's sense of self and beliefs. (A healthy sense of ethnic-racial identity is important for psychological, academic, and social well-being.)

Recognize biases and understanding how thoughts, feelings, and actions are interconnected.

Ground oneself in and affirm one's cultural heritage(s) or communities (This can be especially important for students of color, and reduce psychological distress and risky behaviors, protect against the negative health impacts of racial discrimination, and promote a range of positive social and emotional outcomes, including school engagement and prosocial behaviors.)

**Self-Management:** The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations — effectively managing stress, controlling impulses, and motivating oneself. The ability to set and work toward personal and academic goals.

[Video: Learn more.](#)

- Impulse control
- Stress management
- Self-discipline
- Self-motivation
- Goal-setting
- Organizational skills

**SEL-Equity Connection:** Self-management includes regulating your emotions, stress management, self-control, self-motivation, and setting and achieving goals. It's important to examine an individual's self-management in relationship to a larger context. Schools, like most other U.S. social institutions, can often prioritize middle-class American cultural values, norms, and practices. For students, such as low-income or immigrant youth, who experience a cultural mismatch between school and home life, this can often lead to a type of stress associated with health and behavioral problems. Additionally, experiences of discrimination and microaggressions can also lead to negative social and emotional outcomes and behaviors.

When leveraged to promote equity, self-management can help students and adults:

- Cope with the stress of adapting to school culture.
- Cope with discrimination and prejudice.
- Develop a sense of agency, identify societal challenges and pursue individual and collective solutions.



**Social Awareness:** The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports. [Video: Learn more.](#)

- Perspective-taking
- Empathy
- Appreciating diversity
- Respect for others

**SEL-Equity Connection:** Social awareness involves the ability to take the perspective of those with the same and different backgrounds and cultures and to empathize and feel compassion.

Fostering social-awareness through an equity lens can help adults and students to:

- Understand social norms for behavior in diverse settings.
- Recognize family, school, and community resources and supports.
- Recognize and examine potentially competing cultural and race-related messages and expectations.
- Explore the importance of different types of diversity in classrooms, school, and community settings.
- Recognize cultural demands and opportunities [across different settings](#)
- Recognize issues of race and class across different settings.
- Assess power dynamics and how these dynamics can disadvantage others.
- Envision ways to co-create safe and constructive learning environments.

**Relationship Skills:** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed. [Video: Learn more.](#)

- Communication
- Social engagement
- Relationship-building
- Teamwork

**SEL-Equity Connection:** Relationship skills involve building relationships with diverse individuals and groups, communicating clearly, working cooperatively, resolving conflicts, and seeking help. When cultivated with an equity lens, relationship skills can help students and adults

- Develop cultural competency skills, which includes building relationships with those from different backgrounds in a way that values their culture and history.
- Learn about and navigate cultural differences (for example, by "code-switching").
- Collaboratively problem solve across differences in race, culture, gender, and social roles.

**Responsible Decision-Making:** The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and

social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being of oneself and others. [Video: Learn more.](#)

- Identifying problems
- Analyzing situations
- Solving problems
- Evaluating
- Reflecting
- Ethical responsibility

**SEL-Equity Connection:** Responsible decision-making refers to considering the well-being of self and others; recognizing one's responsibility to behave ethically; basing decisions on safety, social, and ethical considerations; evaluating realistic consequences of various actions; and making constructive, safe choices for self, relationships, and school. By fostering equity through SEL, developing responsible decision-making skills can position adults and students to:

- Engage in initiatives and to co-create solutions that are inclusive, equitable, and mutually supportive.
- Develop an understanding of systemic or structural explanations for different treatment and outcomes.
- Assess the impact of personal beliefs and biases.
- Reflect on how actions taken by individuals, group and institutions impact equity.
- Make caring, constructive choices about personal behavior and social interactions across diverse settings.

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**Resources:**

1. [CASEL SEL Wheel & Competencies Resource Handouts](#)
2. [CASEL Equity Connections to SEL Competencies](#)
3. [CASEL SEL 101 Video for Parents](#)

## Social Justice

### **Teaching Tolerance: The Teaching Tolerance Anti-Bias Framework:**

[Teaching Tolerance](#) offers a wealth of information centered around social justice and anti-bias work. They provide free resources for educators to support professional development, teaching strategies, supplemental instructional supports, sample lessons, and much more to promote civil and inclusive school environments.

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Teaching Tolerance has outlined [Social Justice Standards](#) with “anchor standards,” in addition to “leveled standards” across K-12, to align with age-appropriate development. The 4 Anchor Standards are Identity, Diversity, Justice, and Action (IDJA).

### **Anchor Standards and Domains**

#### **IDENTITY**

1. Students will develop positive social identities based on their membership in multiple groups in society.
2. Students will develop language and historical and cultural knowledge that affirm and accurately describe their membership in multiple identity groups.
3. Students will recognize that people's multiple identities interact and create unique and complex individuals.
4. Students will express pride, confidence and healthy self-esteem without denying the value and dignity of other people.
5. Students will recognize traits of the dominant culture, their home culture and other cultures and understand how they negotiate their own identity in multiple spaces.

#### **DIVERSITY**

6. Students will express comfort with people who are both similar to and different from them and engage respectfully with all people.
7. Students will develop language and knowledge to accurately and respectfully describe how people (including themselves) are both similar to and different from each other and others in their identity groups.
8. Students will respectfully express curiosity about the history and lived experiences of others and will exchange ideas and beliefs in an open-minded way.
9. Students will respond to diversity by building empathy, respect, understanding and connection.
10. Students will examine diversity in social, cultural, political and historical contexts rather than in ways that are superficial or oversimplified.

#### **JUSTICE**

11. Students will recognize stereotypes and relate to people as individuals rather than representatives of groups.
12. Students will recognize unfairness on the individual level (e.g., biased speech) and injustice at the institutional or systemic level (e.g., discrimination).
13. Students will analyze the harmful impact of bias and injustice on the world, historically and today.
14. Students will recognize that power and privilege influence relationships on interpersonal, intergroup and institutional levels and consider how they have been affected by those dynamics.
15. Students will identify figures, groups, events and a variety of strategies and philosophies relevant to the history of social justice around the world.

#### **ACTION**

16. Students will express empathy when people are excluded or mistreated because of their identities and concern when they themselves experience bias.
17. Students will recognize their own responsibility to stand up to exclusion, prejudice and injustice.
18. Students will speak up with courage and respect when they or someone else has been hurt or wronged by bias.
19. Students will make principled decisions about when and how to take a stand against bias and injustice in their everyday lives and will do so despite negative peer or group pressure.
20. Students will plan and carry out collective action against bias and injustice in the world and will evaluate what strategies are most effective.

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Looking for ideas on how to get started with incorporating social justice learning within your classroom setting? Check out the [K-12 Social Justice Resources for Teachers from The University of Iowa College of Education](#) for some ideas.

### **Resources:**

1. [Teaching Tolerance](#)
2. [Teaching Tolerance Social Justice Standards](#)
3. [K-12 Social Justice Resources for Teachers](#)

## MDE-SEL Competencies/Indicators

### Michigan Department of Education: Early Childhood-Grade 12 SEL Competencies & Indicators

<b>SEL Competencies</b>	<b>SEL Indicators</b>
<b>Self-Awareness</b>	1A. Demonstrate an awareness of their emotions 1B. Demonstrate an awareness of their personal traits, including their strengths and interests 1C. Demonstrate awareness of their external supports 1D. Demonstrate a sense of personal responsibility
<b>Self-Management</b>	2A. Identify and manage their emotions and behavior constructively 2B. Demonstrate honesty and integrity 2C. Set, monitor, adapt, and evaluate goals to achieve success in school and life
<b>Social Awareness</b>	3A. Demonstrate awareness of other people's emotions and perspectives 3B. Demonstrate consideration for others and a desire to positively contribute to the school and community 3C. Demonstrate an awareness of different cultures and a respect for human dignity 3D. Can read social cues and respond constructively
<b>Relationship Skills</b>	4A. Use positive communication and social skills to interact effectively with others 4B. Develop and maintain positive relationships 4C. Demonstrate an ability to prevent, manage, and resolve interpersonal conflicts in helpful ways
<b>Responsible Decision-Making</b>	5A. Uses personal, ethical, safety, and cultural factors in making decisions 5B. Develop, implement, and model effective decision-making skills to deal responsibly with daily academic and social situations 5C. Play a developmentally appropriate role in classroom management and positive school climate

Copyright 2020 State of Michigan & SEL Competencies and Indicators - 2017 MDE

## Resources

1. [Michigan Department of Education Social-Emotional Learning](#)
2. [MDE: Early Childhood-Grade 12 SEL Competencies & Indicators](#)

## Trauma-Informed Practices Lens

### **Guiding Principles for Consideration:**

- **Support Regulation:** During stressful times and situations, managing and regulating emotions can be difficult for both children and adults. Dedicate time during staff meetings and in classrooms to promote regulation practices, such as mindfulness, grounding exercises, and opportunities for body movement. School staff model the calm behavior they want their students to mirror, which in turn they can teach through peer modeling and also take home to share with their families.
- **Prioritize Relationships:** Positive social support and connections buffer stress responses. During times of stress, school staff lean on one another, find meaningful ways to connect with each other and with their students. All school staff place relationships as the top priority and connect and support students and their families.
- **Explain the Why Behind Decisions:** During high stress and/or crisis situations, executive functioning skills may be impaired. School staff understand the importance of explaining the rationale or logic behind classroom rules, classroom/building decisions, or when students ask information-seeking questions. In doing so, it helps to reduce stress responses and provides opportunities to restore the sense of agency.
- **Provide Predictability:** When possible, provide any certainty, predictability, or systems of routine during this time. Even if information is limited, it can help to reduce student stress in the classroom setting.
- **Reframe Behaviors:** Maintaining emotional regulation and impulse control during a crisis is more difficult to achieve. School staff need to show grace to one another, themselves, to their administrators, and to their students and families. Challenging behaviors are a reflection of the stress we are under, for children and adults alike.
- **Promote Mastery & Independence:** In this time of great uncertainty, feeling a sense of mastery and independence can bring a sense of comfort and will help to build resilience. Look for ways to promote the sense of mastery in each other and within our students by giving choices and by engaging in tasks that allow the opportunity to highlight individual strengths. Celebrate staff and student growth and acknowledge efforts.

\*Adapted for classroom teachers/staff from Trauma-Informed Oregon (2020) & Oakland Schools July 2020, *Considerations for a Trauma-Informed Response*.

## **Safety Considerations:**

Safety can be experienced in the physical sense and in the emotional and relational sense. When a child is escalated, their sense of "safety" is interrupted and they feel "danger" or "threats," they are now operating in "survival mode." Typical strategies will not work.

<b>Typical Strategies</b> <i>(These likely will <u>not</u> work when a child is already escalated)</i>	<b>Trauma-Informed Response Strategies</b> <i>(Try these supports instead)</i>
<ul style="list-style-type: none"><li>• Logic</li><li>• Punishment</li><li>• Traditional Reinforcement</li><li>• Time Outs</li><li>• Grounding</li><li>• Taking Away Privileges/Objects</li><li>• Yelling</li><li>• Shame</li></ul>	<ul style="list-style-type: none"><li>• Create Safety</li><li>• Create Predictability/Consistency</li><li>• Meet Basic &amp; Physical Needs</li><li>• Connect to the Student</li><li>• Regulate the Student</li><li>• Be Prepared to Deescalate if Needed</li></ul>

*\*Taken from Stephanie Grant's (2020) Conference Handouts.*

## **Sample phrases to help with building connection with a student:**

- "I've been looking for/thinking of you"
- "I noticed you..."
- "I've been getting ready for you"
- "I wanted to share this with you"
- "I wondered if you'd like this/find this interesting"

*\*Taken from Stephanie Grant's (2020) Conference Handouts.*

## **Sample questions to consider for building connections with students:**

- What are you excited to learn about?
- What do you most look forward to this school year?
- What 3 things make you awesome and amazing?
- What is your hidden talent or skill?
- What is one thing you'd like your teacher & classmates to know about you?
- If you could build, create, learn, or try something new, what would it be?
- What type of books do you enjoy reading or listening to?
- If you could change one thing about school, what would it be?
- What is your favorite board game and recess game to play?

*\*Adapted from Whole Hearted School Counseling*

## **Working with Students and Families Using a Trauma-Informed Perspective:**

Oakland Schools has compiled various resources and information together to support educators with working with students and families, using a trauma-informed perspective. Some resource topics of interest included in the [resource link](#), includes:

- Trauma-Informed Approach to Student Discipline
- Trauma-Informed Strategies for Educators
- Circles/Class Meetings
- Culturally Sensitive Parent/Family Engagement

- Equity
- Universal Design for Learning (UDL)
- Masks
- Trauma Tool-Kit for Parents
- Additional SEL resources
- Wellbeing Resources

### ***Supportive Strategies Series:***

Dr. Julie E. McDaniel-Muldoon, PhD, ACT P, an Oakland Schools Safety & Wellbeing Consultant created a series of 10 short video episodes to support students and staff.

#### **Episode 1: [\(A Sense of Safety\) First](#)**

[Transcript](#) and Discussion Questions

#### **Episode 2: [The Need to Belong:](#)**

[Transcript](#) and Discussion Questions

#### **Episode 3: [Maslow With Fresh Eyes](#)**

[Transcript](#) and Discussion Questions

#### **Episode 4: [Trust Is The Beginning Place](#)**

[Transcript](#) and Discussion Questions

#### **Episode 5: [Cultivating Empathy](#)**

[Transcript](#) and Discussion Questions

#### **Episode 6: [The Science of Resilience](#)**

[Transcript](#) and Discussion Questions

#### **Episode 7: [Trauma and Its Impact](#)**

[Transcript](#) and Discussion Questions

#### **Episode 8: [Adverse Childhood Experiences and Beyond](#)**

[Transcript](#) and Discussion Questions

#### **Episode 9: [Positive Childhood Experiences](#)**

[Transcript](#) and Discussion Questions

#### **Episode 10: [The Priority of Educator Self-Care](#)**

[Transcript](#) and Discussion Questions

### **Resources:**

1. [Oakland Schools July 2020, Considerations for a Trauma-Informed Response](#)
2. Stephanie Grant Conference Slides (2020, August)
3. [Oakland Schools: Working with Students and Families Using a Trauma-Informed Perspective](#)
4. [Whole Hearted School Counseling](#)
5. [Supporting Strategies Series](#)

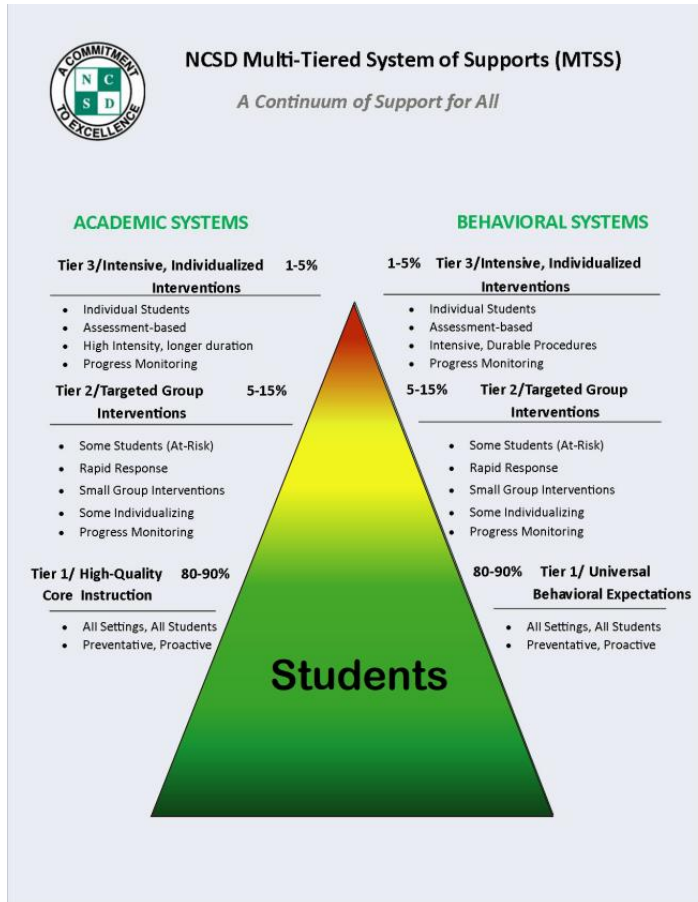
# Novi Community School District Systems

## NCSD: SEL & MTSS

**Tier 1:** Social-Emotional Learning is universal for all students at the Tier 1 level of the District's MTSS framework. Tier 1 includes high quality core instruction, including SEL instruction. SEL encompasses strong classroom management, classroom structures, and SEL infused instructional-based practices, which are embedded within curriculum lessons, classroom culture, and school-wide expectations.

**Tier 2:** At the Tier 2 level, students require support based on data in addition to the Tier 1 SEL and academic instruction. Students may be supported in a small-group or on an individual basis. Interventions are targeted and individualized for the student's identified academic and/or social-emotional/behavioral needs. Tier 2 interventions are typically provided within the general education setting, where interventionists and ancillary staff may support the development of a Tier 2 plan with the general education teacher.

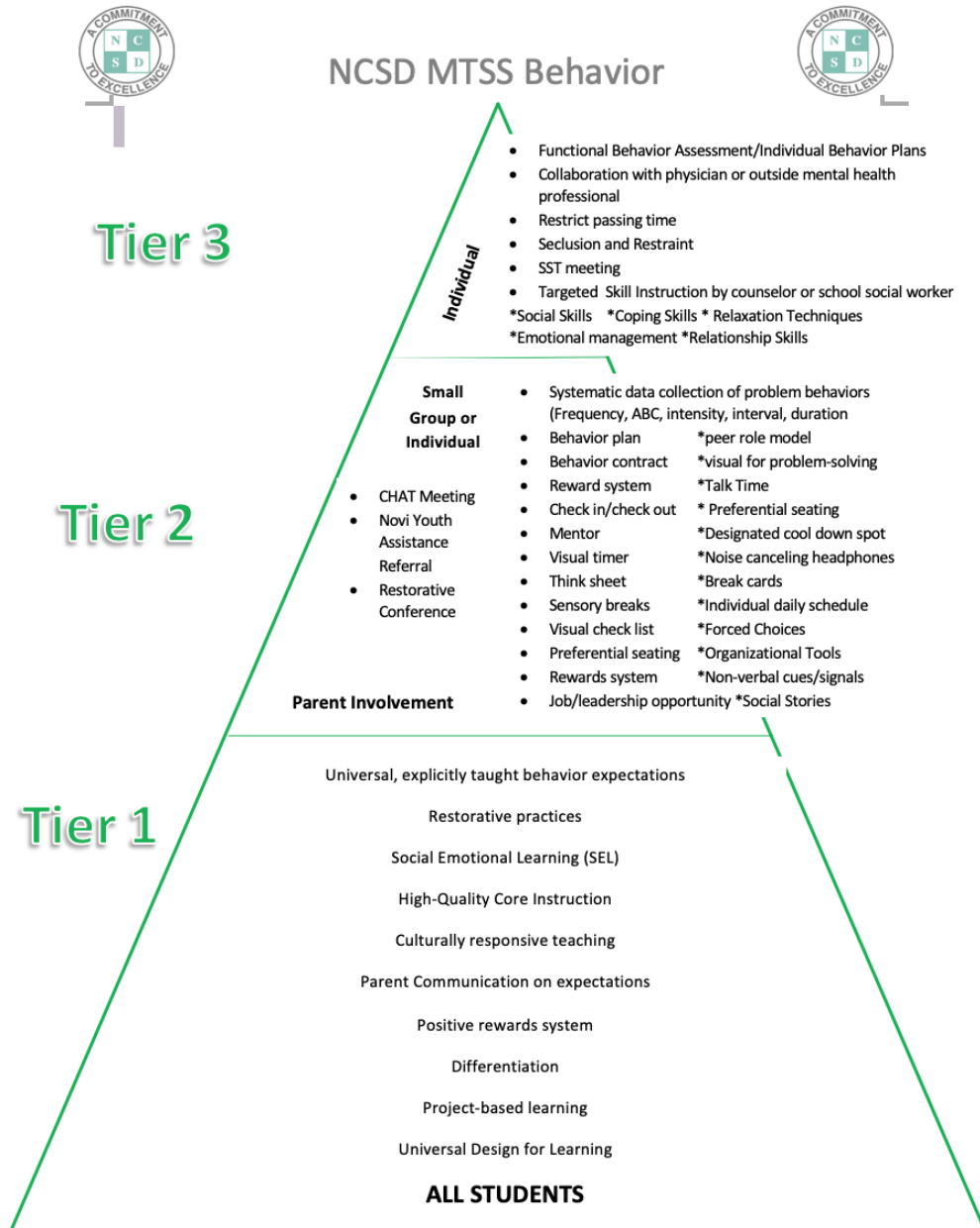
**Tier 3:** At the Tier 3 level, students require individualized intense intervention based on data from an interventionists/ancillary staff to target identified areas of academic or social-emotional/behavioral needs. Tier 3 supports are typically provided outside of the general education system, while Tier 1 and Tier 2 supports continue to be provided to the student.





## NCSD MTSS Behavior Tiered Visual

The visual below outlines key components of each tiered level of support, specific for Behavior.

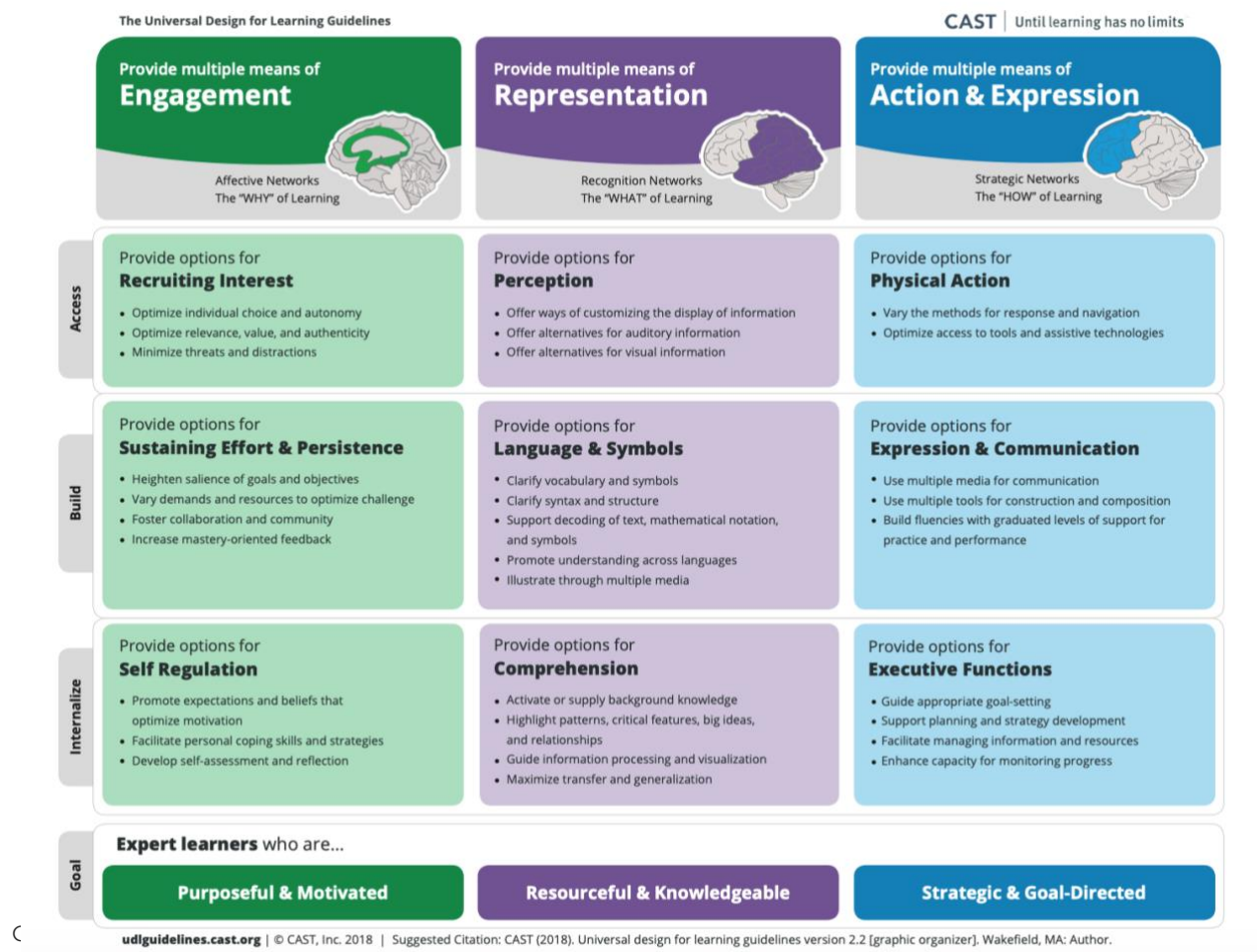


## Universal Design for Learning (UDL):

"UDL aims to change the design of the environment rather than to change the learner" (CAST, 2018).

Universal design for learning aligned strategies encompasses the following areas:

- Strategies for Engagement
- Strategies for Representation
- Strategies for Expression



- For more information on UDL aligned guidelines: [CAST UDL Guidelines](https://udlguidelines.cast.org)
- For some free sample UDL strategy ideas: [Goalbook Strategies](#)
- For additional guidance, planning for, and removing barriers for UDLs: [Oakland Schools UDL Resources](#)

### **Learner Variability Project: “Meeting students where they are.”**

This webtool helps to identify connections between “research-based factors” and “learning strategies,” to support student learning needs.

From the [homepage](#), click the “Models” tab and then select the grade level content strand you prefer. Strands include:

<b>Math:</b> <ul style="list-style-type: none"><li>• PK-2</li><li>• 3-6</li><li>• 7-9</li></ul>	<b>Reading/Literacy:</b> <ul style="list-style-type: none"><li>• Reading PK-3</li><li>• Literacy 4-6</li><li>• Literacy 7-12</li></ul>
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From here you can select “**Factors**” or “**Strategies**” to dive deeper into seeing how different learning factors connect with one another across disciplines (*tip- After selecting “factors” hover the cursor over a preferred factor to see how they connect with other learning factors.” The diagram is interactive, where the factor colors will highlight to show connections*). Clicking on the factor will provide additional information and resources for researched-based strategies for the factor(s) selected. Clicking on the “strategies” will open up additional resource information with examples, videos, links to digital tools, activity sheets, research, and professional development for example.

This website has a wealth of information for guiding student academic and social-emotional learning instruction across the MTSS Tiers.

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### **PBIS World:**

The [PBIS World website](#) provides information and resources for looking at specific behaviors of concern at a Tier 1, Tier 2, Tier 3 level. The website provides sample data tracking/progress monitoring forms and intervention examples.

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### **Resources:**

1. [Learner Variability Project](#)
2. [PBIS World](#)
3. [University of Missouri EB Interventions](#)
4. [National Center on Intensive Interventions](#)
5. [CAST UDL Guidelines](#)
6. [Goalbook Strategies](#)
7. [Oakland Schools UDL Resources](#)

## NCSD: SEL & Literacy Instruction

Social-emotional learning naturally occurs within day-to-day interactions and during academic instruction. Opportunities to infuse SEL competencies are inherently embedded within the ELA content standards, in addition to Essential Instructional Practices in Early Literacy (Grades K-3).

**Video:** [NCSD SEL & Literacy Integration Staff PD Video](#)

<b>Essential Practice:</b>	<b>SA</b>	<b>SO</b>	<b>SM</b>	<b>RS</b>	<b>RDM</b>
1. Deliberate, researched-informed efforts to foster literacy motivation and engagement within and across lessons.					
2. Read alouds of age-appropriate books and other materials, print or digital.					
3. Small group and individual instruction, using a variety of grouping strategies, most often with flexible groups formed and instruction targeted to children's observed and assessed needs in specific aspects of literacy development.					
4. Activities that build phonological awareness.					
5. Explicit instruction in letter-sound relationships.					
6. Research-and standards-aligned writing instruction.					
7. Intentional and ambitious efforts to build vocabulary and content knowledge.					
8. Abundant reading material and reading opportunities in the classroom.					
9. Ongoing observation and assessment of children's language and literacy development that informs their education.					
10. Collaboration with families in promoting literacy.					

**Key:**

**SA:** Self-Awareness; **SO:** Social Awareness; **SM:** Self-Management; **RS:** Relationship Skills; **RDM:** Responsible Decision-Making

*\*Adapted from GELN Literacy Essentials*  
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## Targeted Read Aloud Books with a Social-Emotional Learning Focus:

Below is a resource list of targeted read aloud books for infusing SEL into literacy & to further incorporate awareness of special need topics, diversity, English Learners/global experiences. Many titles overlap across the SEL competency areas, where a variety of mini-lessons both academically and socially-emotionally can be developed. There are more than enough books for 1 targeted read aloud per day for the school year. Most titles can be found online, at local public libraries and at school libraries. Counselors and School Social Workers may also have some titles that could be borrowed.

K-4 SEL Book Title Resource List						
Self-Awareness	Self-Management	Social Awareness	Relationship Skills	Responsible Decision-Making	NOVI4ALL	Diversity/ELD/Global
The Way I Feel	Soda Pop Head	The Girl Who Thought In Pictures	Bully B.E.A.N.S.	Even Superheroes Make Mistakes	My Brother Charlie (Autism)	The Name Jar
I Am Enough	My Mouth is a Volcano!	The Invisible Boy	The Invisible Boy	Lying Up a Storm	I Can't Believe You Said That! (Autism)	Mindy Kim and the Lunar New Year Parade
Beautiful Oops	Howard B. Wigglebottom Learns to Listen	The Name Jar	Have You Filled a Bucket Today?	Spaghetti in a Hot Dog Bun	The Girl Who Thinks in Pictures (Autism)	The Boy and the Bindi
Your Fantastic Elastic Brain	What Were You Thinking? Learning to Control Your Impulses	The Judgmental Flower	The Art of Making Friends	Enemy Pie	We're All Wonders (General); Wonder-Chapter book	Festival of Colors
Bubble Gum Brain	Interrupting Chicken	Ruby the Copycat	Enemy Pie	What If Everybody Did That?	My Sister Alicia May (Down Syndrome)	Whoever You Are
Ruby the Copycat	Worry Says What?	Mindy Kim and the Lunar New Year Parade	Swimmy	A Bad Case of the Tattle Tongue	The Pirate of Kindergarten (Vision)	Sulwe
Stand Tall Molly Lou Melon	Angry Octopus	All Are Welcome	Teamwork Isn't My Thing and I Don't Like to Share!	Noah Chases the Wind	Thank You, Mr. Falker (Learning)	The Colors of Us
Sulwe	The Very Frustrated Monster	The Boy and the Bindi	The Day You Begin	The Great Compromise	Yes I Can! A Girl and Her Wheelchair (Physical)	Suki's Kimono
Giraffes Can't Dance	Listening with My Heart	Festival of Colors	Drawn Together	But It's Not My Fault!	Fish in A Tree (Learning) chapter book	Same, Same But Different
Jabari Jumps	Listening with My Body	I Can't Believe You Said That!	If Winning Isn't Everything, Why Do I Hate to Lose?	I Just Want to do it My Way!	Uniquely Wired (Autism)	I Am Enough
The Bad Seed	Salt in his Shoes	My Many Colored Days	Chrysanthemum	Strega Nona	El Deaf (Hearing) chapter book	Julian is a Mermaid ?
The Most Magnificent Thing	A Chair for a Mother	Stick and Stone	A Chair For My Mother	What Should Danny Do?	All My Stripes (Autism)	Pink is For Boys?
Salt in His Shoes	It Was Just Right Here!	Last Stop on Market Street	Do Unto Otters	Sally Sore Loser	It's Hard to be a Verb! (Attention/Sensory)	Thunder Boy Jr.
A Bad Case of Stripes	Planning Isn't My Priority and Making Priorities isn't in my plans.	Those Shoes	The Recess Queen	Cheaters Never Prosper	My Travelin' Eye (Vision)	Mommy's Khimar
The Girl Who Never Made a Mistake	My Day is Ruined!	But I Need Your Help Now!	Cliques Just Don't Make Sense	I'll Never Get All of that Done	The Can in Cancer (Medical)	Under My Hijab
The Kissing Hand	Of Course It's a Big Deal!	The Good Egg	Sparkle Boy	The Day the Crayons Quit	Blueloon (Sadness)	Four Feet, Two Sandals
Pete the Cat: I Love My White Shoes	Stress Stinks!	Personal Space Camp	Stick and Stone	Teamwork Isn't My Thing and I Don't Like to Share	When I Couldn't Get Over It, I Learned to Start Acting Differently (Sadness)	The Story of Ruby Bridges
The Garden in my Mind	Waiting Is Not Easy	Decibella and her Six Inch Voice	Stone Soup	Swimmy	Wilma Jean the Worry Machine (Anxiety)	My Name is Bilal
Dancing in the Wings	David Gets in Trouble	Stand In My Shoes	Rulers of the Playground	One	Herman Jiggle, Say Hello! How to Talk to People when your words get stuck (Speech)	Something Happened in Our Town
Spaghetti in a Hotdog Bun	Lacey Walker, Non-Stop Talker	Have You Filled a Bucket Today?	Millie Fierce	The Juice Box Bully	Amanda's Fall (Traumatic Brain Injury)	Chocolate Milk Por Favor!
My Magical Choices	Wilma Jean the Worry Machine	Millie Fierce	A Morning with Grandpa	What Do You Do With a Problem	A Terrible Thing Happened (Trauma)	Drum Dream Girl
My Day is Ruined!	The Way I Act	Magic Trash: A Story of Tyree Guyton and His Art	The Crane Girl	That Rule Doesn't Apply to Me!	Tear Soup (Grief/Loss)	Emmanuel's Dream
It Was Just Right Here!	A Flicker of Hope	Click, Clack, Moo Cows That Type	Twenty-Two Cents: Muhammad Yunus and the Village Bank	Rickey Stickey Fingers	The Invisible String (Grief/Loss)	Hiromi's Hands
How Did You Miss That?	Even Superheroes Have Bad Days	Book Uncle and Me	One Plastic Bag: Isatou Ceesay and the Recycling Women of the Gambia	The Boy Who Harnessed the Wind	Deployment: One of our Pieces is Missing (Military)	Drumbeat in our Feet
Odd Dog Out	I'm Stretched!	Hula-Hoopin' Queen	Something Happened in Our Town	Ruthie and the (not so) Teeny Tiny Lie	Foster Care: One Dog's Story of Change (Foster Care)	The Have a Good Day Cafe
Don't Put Yourself Down in Circus Town: A Story About Self-Confidence	Be Where Your Feet Are!	The Can Man	Sparkle Boy	The Recess Queen	Maybe Days: A Book for Children in Foster Care (Foster Care)	Cora Cooks Pancit
The Boy with Big, Big Feelings	The Color Monster	Sam and the Lucky Money	Rumor Has It	Lilly's Purple Plastic Purse	Wolfe the Bunny (Adoption)	King for a Day
Thelma the Unicorn	The Boy with Big Big Feelings	Seeds of Change: Wangari's Gift to the World	Trouble Talk	What's the Problem?	The Story I Tell (Adoption)	Going Home, Coming Home

5-6 SEL Book Title Resource List						
Self Awareness	Self- Management	Social Awareness	Relationship Skills	Responsible Decision Making	Novi4ALL	Diversity
The One and Only Ivan	Bad Magic	Insignificant Events in the Life of a Cactus	Because of Mr. Terupt	Escape From Mr. Lemoncello's Library	Rain, Reign (Asperger's)	Brown Girl Dreaming
Number the Stars	Turtle in Paradise	Wild Robot	Mr. Terupt Falls Again	The War I Finally Won	Out of My Mind	Blended
Holes	The Fourteenth Goldfish	When You Reach Me	Saving Mr. Terupt	Liar and Spy	The War that Saved my Life	Two Doors Down
Inside Out and Back Again	The 7th Most Important Thing	Hoot	All Rise for the Honorable Perry T. Cook	Wolf Hollow	Wonder	Front Desk
A Night Divided	Love that Dog	The Lemonade War	Wishtree	Circus Mirandus	Fish in a Tree	Birchbark House
Chasing Vermeer	Wild Robot	Flush	One for the Murphys	Ranger's Apprentice	Stand Tall	Mighty Miss Malone
One Crazy Summer	Absolutely Almost	A dog called Homeless	Summerlost	Fablehaven	Mia Lee is Wheeling through Middle School	Lions of Little Rock
I Survived the Japanese Tsunami, 2011	All Four Stars	Almost Home	The One and Only Ivan	Charlie Joe Jackson Series	Freak the Mighty	Inside and Out and Back Again
Mockingbird	Lost in the Sun	Bird in a Box	When Friendship Followed Me Home	Ellie's Story	Mascot	Watsons go to Birmingham
Counting By 7's	Slacker	Nuts to You	Harbor Me	The Danger Box	A Blind Guide to Normal	The Crossover
Because of Winn-Dixie						Look Both Ways

### Online Read Aloud Book Resources:

- [Novi Public Library](#)
- [Epic!](#)
- [Vooks](#)
- [Storyline Online](#)
- [International Children's Library](#)
- [Scholastic: One More Story](#)

### Read Aloud Pre & Post Discussion Questions:

After selecting a book with an SEL focus or SEL focused-themes, consider posing pre-reading questions that embed social-emotional learning thinking skills. For example, [Reading is Fundamental](#) suggests the following pre-questions based on framing SEL competencies through the lenses of "Feelings, Friendship, Fairness, and Focus."



<b>FEELINGS</b>	<ul style="list-style-type: none"> <li>• How do you feel when you are with your friends or family?</li> <li>• When someone is upset, what sort of facial expressions do they have?</li> <li>• When someone is happy, what sort of facial expressions do they have?</li> <li>• Look at some of the illustrations of the characters in the book. Can you tell how they are feeling?</li> </ul>
<b>FRIENDSHIP</b>	<ul style="list-style-type: none"> <li>• How do you make friends? What do you say? How do you act?</li> <li>• How do friends make you feel?</li> <li>• Why is friendship important?</li> <li>• Look at the illustrations in the book. How can you tell when two characters are friendly toward one another? How can you tell when they are being unfriendly?</li> </ul>
<b>FAIRNESS</b>	<ul style="list-style-type: none"> <li>• What happens when one person treats another person unfairly?</li> <li>• Have you ever been treated unfairly? How did it make you feel?</li> <li>• Look at some of the illustrations of different situations in the book. How are characters behaving in these different settings?</li> </ul>
<b>FOCUS</b>	<ul style="list-style-type: none"> <li>• How can you tell if someone is paying attention to something?</li> <li>• When you're following directions, why is it important to focus your attention?</li> <li>• Look at some of the illustrations of different situations in the book. What do you think this story is about?</li> </ul>

Source: *Reading is Fundamental Teacher's Guide* (January 2020)

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[Reading is Fundamental](#) also provides the following suggested post-reading discussions to facilitate classroom discussions that also incorporate social-emotional learning thinking skills. Here are some sample questions for consideration:

- ***Who was the main character in the story?*** (CCSS.ELA-LITERACY.RL.K1--CCSS.ELA-LITERACY.RL.2.1)
- ***How did the main character feel at different parts of the story? When were they happy? When were they sad? What caused these emotional changes?*** (CCSS.ELA-LITERACY.RL.K.3-CCSS.ELA-LITERACY.RL.2.3)
- ***As a class, let's put together a list of words or phrases that described how the main character and other characters felt at various points in the book*** (CCSS.ELA-LITERACY.RL.K4-CCSS.ELA-LITERACY.RL.2.4)
- ***As a class, let's identify illustrations from the book that match some of the words or phrases from our list.*** (CCSS.ELA-LITERACY.RL.K7-CCSS.ELA-LITERACY.RL.2.7)

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### **Word Walls, Spelling Lists, & Vocabulary Lists:**

When developing word walls, spelling lists, and/or vocabulary lists, consider incorporating keywords that are “socially-emotionally focused.” Lessons could also be tailored for word sorts, the practice of identifying synonyms and antonyms, writing prompts to encourage the use of higher-level vocabulary, and developing emotion thermometers to show the relationship between emotion states and level of emotions.

For other instructional activity ideas, book recommendations, and lesson planning ideas for incorporating SEL into literacy instruction, check out the [Reading is Fundamental's Teacher's Guide](#).

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**Resources:**

1. [GELN Literacy Essentials](#)
2. [Michigan Department of Education Social-Emotional Learning](#)
3. [MDE: Early Childhood-Grade 12 SEL Competencies & Indicators](#)
4. [SEL K-4 Book List](#)
5. [SEL 5-6 Book List](#)
6. [Reading is Fundamental Teacher's Guide](#)



## NCSD: Supporting the Transition Back into School

### SEL & Supportive Classroom Environments

In-Person	Virtual
<ul style="list-style-type: none"> <li>• <b>Morning Meetings</b> (Create a visual circle on the front board with student photos or names to go "around in a circle," while practicing social distancing.</li> <li>• <b>Classroom Shared Agreements:</b> Identify classroom rules/norms.</li> <li>• <b>Providing Choice:</b> Give students the option to participate/ engage for their level of comfort.</li> <li>• <b>Classroom Learning Space:</b> Set up the physical space to practice social distancing, yet still conveying a space of inclusivity. Teach/reinforce routines with grace. Returning to the classroom will be an adjustment. Post bulletin boards/images that promote diversity &amp; inclusion. Be mindful of excessive decorations, as it can create distractions from learning and potentially be visually overwhelming for some students.</li> <li>• <b>Model humility and compassion:</b> Mistakes will happen-masks will come off at some point- model a sense of understanding- This is a challenging time for both students and teachers.</li> <li>• <b>Daily Check-Ins:</b> Provide opportunities to touch-base with students individually (i.e. Survey, Pear Deck; Post-It Notes; private conference, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Morning Meetings:</b> (Create a visual slide to share screen with class to provide structure for "going around in a circle."</li> <li>• <b>Classroom Shared Agreements:</b> Identify classroom rules/norms.</li> <li>• <b>Providing Choice:</b> Give students the option to participate/engage for their level of comfort. It is okay if they turn their camera/audio off. Virtual learning may be invasive into their home environment.</li> <li>• <b>Virtual Learning Space:</b> Create a welcoming virtual classroom. Teach/reinforce routines with grace. Virtual learning will be an adjustment. Keep links to learning platforms/resources for students/families in an easily accessible location. Be mindful of excessive bitmoji classroom designs, as it can create distractions from learning and potentially be visually overwhelming for some students.</li> <li>• <b>Model humility and compassion:</b> Mistakes will happen, technology will have its moments- model a sense of understanding. This is a challenging time for both students and teachers.</li> <li>• <b>Daily Check-Ins:</b> Provide opportunities to touch-base with students individually (i.e. Survey, Pear Deck; individual virtual sessions, etc.).</li> </ul>

### **Second-Step Community Rebuilding Units:**

Second-Step has developed 5 lesson units by targeted grade levels to support rebuilding community and connections with the transition back to school. These lessons may be most helpful at the start of the school year and/or when in-person instruction resumes:

- [Grades K-1 Unit Lessons](#)
- [Grades 2-3 Unit Lessons](#)
- [Grades 4-5 Unit Lessons](#)
- [Middle School Unit Lessons](#)

© 2012–2020 [Committee for Children](#)

**Transition back to school video:** [Do the 6! By Julia Cook](#)

© 2020 Boys Town Press's Online Store.

### **Resources:**

1. [CASEL-Community Building](#)
2. [Classroom Decorations & Visual Stimulation](#)
3. [Second-Step](#)
4. [Second-Step COVID-19 Resources for Educators & Families](#)
5. [Do the 6! Video](#)

**School Support Animals:** Consider getting your school's support animals in on the fun of promoting mask wearing & and washing of hands.



**VO's Finn says, to “wear your mask” and to “wash your paws!”**

*Photos from Colleen Ponte*

### Handwashing:

- [Slippery Fish Hand Washing Video](#): For classroom, school, & home use to promote safe hand washing practices in a fun and interactive way.  
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### Recess Play Guides:

- [Safe Return to Play Guide](#): This game guide will help with transitioning to safe and healthy play by breaking down the return to play into three phases using a stoplight system to define risk categories. The recommendations will help outline how games can safely be integrated when kids, teachers, and school staff go back to school.  
© 2020 Playworks.
- [Recess Guidelines \(July 2020\)](#): As schools prepare to implement both in-school and virtual recess experiences, Playworks Recess Guidelines provide options for what recess could look like in Novi Community Schools based on State guidelines and CDC recommendations as of July 2020.  
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### Playworks SEL Games:

SEL Competency	Sub-Competency Skills	Game
Self Awareness	<i>Identify Characteristics</i>	Blast Off
	<i>Identifying strengths</i>	Concentration Ball
	<i>Self-Confidence</i>	Popcorn
	<i>decision making</i>	
	<i>Physical Self Awareness</i>	This is my Nose
	<i>Identify Emotions</i>	Seven
	<i>Accurate Self Perception</i>	If You Really Knew Me
	<i>Self - Efficacy</i>	<a href="#">Charades Relay</a>
	<i>Growth Mindset</i>	<a href="#">Around the World</a>
Self Management	<i>Self-control</i>	<a href="#">Land Sea Air</a>
	<i>Responsibility</i>	<a href="#">"Clean your room"</a>
	<i>Resilience</i>	<a href="#">Red Light Green Light</a>
	<i>Motivation</i>	Quick Count
	<i>Impulse Control</i>	The Big Cheese
	<i>Active Listening</i>	Whistle Clap

	<b>Self Discipline</b>	
	<b>Stress Management</b>	
<b>Social Awareness</b>	<b>Inclusion</b>	<a href="#">3 Line Soccer</a>
	<b>Empathy</b>	Marshmallow
	<b>Integrity</b>	<a href="#">Huckle Buckle Beanstalk</a>
	<b>Appreciating Diversity</b>	<a href="#">I Love My Neighbor</a>
	<b>Respect</b>	Rock Paper Scissors Stretch
	<b>Perspective Taking</b>	<a href="#">Splat</a>
	<b>Building Community</b>	Run If/Move If
	<b>Accepting Help from Other</b>	<a href="#">Charades Relay</a>
<b>Relationship Skills</b>	<b>Conflict Resolution</b>	Rock paper scissors Party
	<b>Playing Fair</b>	Up down stop go
	<b>Teamwork</b>	Keep it Up
	<b>Communication</b>	<a href="#">Line of Silence</a>
	<b>Positive Language</b>	Blizzard
	<b>Social Engagement</b>	Clean your Room
	<b>Offering Help</b>	Bird's Nest
	<b>Cooperation</b>	Movement Name Game Race
<b>Responsible Decision Making</b>	<b>Identifying problems</b>	Rhythm Detective
	<b>Analyzing Situations</b>	Toxic Waste Dump
	<b>Problem Solving</b>	The Maze Game
	<b>Good Citizens</b>	
	<b>Personal Responsibility</b>	Home Run Tag
	<b>Using your Voice</b>	Iron Lungs
	<b>Understanding Consequences</b>	Secret Agent
	<b>Ethical Responsibility</b>	

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**TIP:** Reach out to your building's Playworks Coach to help with introducing and modeling games for either in-person and/or virtual settings. Coordinate playworks games with a targeted SEL skill that was introduced earlier in the day during a core instructional lesson to reinforce the skill and to transfer the application of skill across environments.

## NCSD: SEL, PBIS, & Leader In Me

### CASEL's SEL 3 Signature Practices Playbook\*:

Resource document that outlines sample activities and resource ideas for:

1. Welcoming & Inclusion Activities
2. Engaging Strategies & Brain Breaks
3. Optimistic Closures

\*Some activities may need to be adapted for social-distancing/virtual settings.

### Resource: [CASEL's SEL 3 Signature Practices Playbook](#)

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Whether instruction occurs in-person or virtually, SEL, PBIS, and Leader In Me skills are easily adaptable to learning environments, which can help to provide structure and a sense of familiarity for students.

© 2019 Positive Behavioral Interventions & Supports (PBIS)

Sample PBIS/LIM Matrix for In-Person Learning:

Village Oaks Expectation Matrix						
	Classroom	Hallway	Bus	Bathroom	Playground	Cafeteria
<b>H</b> Have a growth mindset.	- Setting goals. - Learn from mistake. - Begin with the end in mind.	- Explore student work.	- Share a highlight from the day with seat partner.	- Think about how your choices in the bathroom impact others.	- Meet new friends. - Challenge yourself. - Try new things.	- Learn about other foods.
<b>E</b> Empathize and show kindness.	- See other's point of view. - Help others learn. - Seek first to understand before being understood.	- Help others who are lost.	- Help others stay safe. - Sit with someone who needs a friend.	- Wait your turn. - Clean up after yourself.	- Help others feel included. - Play with someone sitting on the Buddy Bench. - "See something? Say something."	- Sit next to someone who needs a friend. - Help others. - Pick up after yourself. - Talk to others. - Help others clean up.
<b>A</b> Act responsibly.	- Be prepared for learning. - Put away personal belongings. - Clean up after yourself. - Be proactive. - Put first things first.	- Go directly to location and stay in assigned area. - Report problems to a staff member. Return to class promptly.	- Wait your turn to exit/enter the bus. - Take care of personal belongings. - Stay in assigned seat.	- Flush the toilet. - Keep water and soap in sink. - Throw trash away. - Return to class promptly.	- Report injuries to staff members. - Follow rules and procedures. - Use conflict management skills. - Put away games and equipment after use.	- Clean up after yourself. - Raise your hand for assistance. - Respond to adults. - Report problems to lunchroom staff.
<b>R</b> Respect everyone.	- Use kind words and actions. - Keep hands to yourself. - Follow adult directions. - Look and listen to speaker. - Respect diversity (learning styles).	- Walk quietly. - Take care of personal and school property. - Don't touch hallway displays. - Respect diversity (languages).	- Use kind words and actions. - Follow adult directions. - Use appropriate voice levels. - Respect diversity (personal space).	- Use kind words and actions. - Keep this space clean.	- Use kind words and actions. - Follow adult directions. - Line up when signal is given. - Re-enter the building safely. - Play safely. - Respect diversity (games/play).	- Use kind words and actions. - Follow adult directions. - Use appropriate voice levels. - Respect diversity (food).
<b>T</b> Team up and collaborate.	- Synergize - Think "win-win" - Be a good listener.	- Model appropriate behavior.	- Ask for help from bus leader. - Listen to bus driver.	- Do your part to keep this space clean. - Report problem to an adult.	- Include everyone. - Be a problem solver.	- Include everyone. - Work together to clean up.

**Sample PBIS/LIM Matrix for Virtual Learning:** PBIS can easily be infused into the virtual learning environment and the verbal feedback provided to students to support their engagement. One way to reinforce a school's school-wide behavioral values within a virtual setting, is to create a PBIS Matrix, specifically for the virtual learning environment.

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**SAMPLE: Village Oaks Virtual Learning Expectation Matrix PBIS & LIM Integrated -DRAFT**

	Entering Virtual Class	Teacher-led Whole-Group Instruction	One-on-One Instruction/Office Hours	Small-Group Activities (i.e. Breakout Rooms)	Virtual Learning Tasks
<b>H</b> Have a growth mindset.	<ul style="list-style-type: none"> <li>- Be open to virtual learning.</li> <li>- Set goals.</li> <li>- Learn from mistakes.</li> <li>- Begin with the end in mind.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in check-in/connector activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in check-in/connector activities.</li> <li>- Use positive self-talk.</li> </ul>	<ul style="list-style-type: none"> <li>- Listen to other ideas.</li> <li>- Be open to new learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Be flexible.</li> <li>- Challenge yourself.</li> <li>- Try new things/be open to learning new concepts.</li> </ul>
<b>E</b> Empathize and show kindness.	<ul style="list-style-type: none"> <li>- See other's point of view.</li> <li>- Help others learn.</li> <li>- Seek first to understand before being understood.</li> <li>- Be patient with technology.</li> </ul>	<ul style="list-style-type: none"> <li>- Be patient when others are speaking/having technology challenges.</li> </ul>	<ul style="list-style-type: none"> <li>- Be kind to others and to yourself with your learning progress.</li> </ul>	<ul style="list-style-type: none"> <li>- Wait your turn to speak.</li> <li>- Include all members.</li> </ul>	<ul style="list-style-type: none"> <li>- Share your challenges with your teacher.</li> <li>- Be kind to yourself and others.</li> </ul>
<b>A</b> Act responsibly.	<ul style="list-style-type: none"> <li>- Be on-time &amp; ready to learn.</li> <li>- Find a quiet, distraction free learning space.</li> <li>- Be prepared-tech device charged/plugged in.</li> <li>- Video on at all times.</li> <li>- Be proactive.</li> <li>- Put first things first.</li> </ul>	<ul style="list-style-type: none"> <li>- Ask questions (voice, chat, "raise hand") when you have them.</li> <li>- Be Present-avoid off-task activities (i.e. zoom backgrounds, playing with video, etc.).</li> <li>- Report problems to a staff member.</li> </ul>	<ul style="list-style-type: none"> <li>- Be on-time &amp; ready to learn.</li> <li>- Find a quiet, distraction free learning space.</li> <li>- Be prepared-tech device charged/plugged in.</li> <li>- Video on.</li> </ul>	<ul style="list-style-type: none"> <li>- Stay on-task with assignment.</li> <li>- Take turns.</li> <li>- Use appropriate voice volume.</li> </ul>	<ul style="list-style-type: none"> <li>- Use a homework schedule for getting tasks done on-time.</li> <li>- Turn assignments in on-time.</li> <li>- Ask for help if needed.</li> </ul>
<b>R</b> Respect everyone.	<ul style="list-style-type: none"> <li>- Use kind words and faces.</li> <li>- Keep Audio off when not speaking.</li> <li>- Follow adult directions.</li> <li>- Eyes on the screen &amp; listen to the speaker.</li> <li>- Respect diversity (learning styles).</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words and faces.</li> <li>- Answer in the chat box when prompted.</li> <li>- Take care of technology.</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words and faces.</li> <li>- Follow adult directions.</li> <li>- Use appropriate voice levels.</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words and actions.</li> <li>- Respect others' cultures, ideas, opinions, and viewpoints.</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words and actions.</li> <li>- Follow directions.</li> <li>- Show gratitude to self and others.</li> </ul>
<b>T</b> Team up and collaborate.	<ul style="list-style-type: none"> <li>- Let family members assist you with technology challenges.</li> <li>- Engage in learning (i.e. voice, chat box, using visuals, etc.).</li> <li>- Synergize.</li> <li>- Think "win-win"</li> <li>- Be a good listener.</li> </ul>	<ul style="list-style-type: none"> <li>- Model appropriate virtual learning behavior.</li> </ul>	<ul style="list-style-type: none"> <li>- Ask for help.</li> <li>- Participate in learning tasks.</li> </ul>	<ul style="list-style-type: none"> <li>- Encourage others to participate.</li> <li>- Follow the assigned group plan.</li> <li>- Complete the work together.</li> <li>- Ask for help when needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Be a problem solver.</li> </ul>

Sample: Novi Meadows Hybrid/Virtual learning expectations

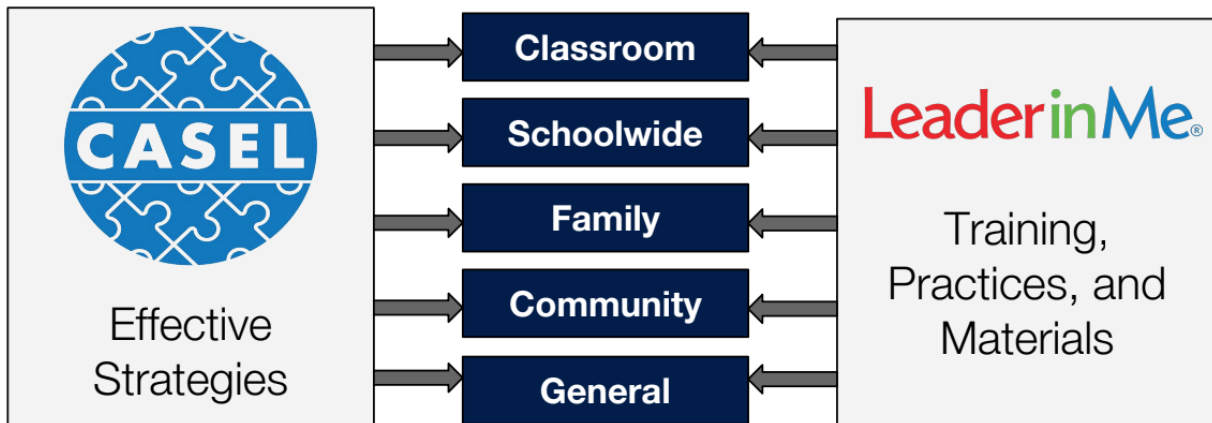


# Hybrid/Virtual **NOVI WILDCAT PRIDE**



<b>Meadows Expectations</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Classrooms</b>	<b>Library/Media Center</b>	<b>Restrooms</b>	<b>Playground</b>	<b>Dismissal (Busses/Walkers/Pick Up)</b>	<b>Technology</b>
<b>Preparation</b>	<ul style="list-style-type: none"> <li>- Keep hallways clear of litter and personal items</li> <li>- Have your mask on before entering the hallway</li> </ul>	<ul style="list-style-type: none"> <li>- Bring lunch to school</li> <li>- Have money in lunch account</li> <li>- Sit in your assigned seat</li> <li>- Wash your hands before lunch</li> </ul>	<ul style="list-style-type: none"> <li>- Come to class with all needed materials</li> <li>- Log into class ten minutes before (virtual students)</li> <li>- Bring your mask</li> </ul>	<ul style="list-style-type: none"> <li>- Have an assignment to do or a book to read</li> <li>- Ask for help or assistance</li> <li>- Bring your mask</li> </ul>	<ul style="list-style-type: none"> <li>- Plan restroom visits during transitions</li> </ul>	<ul style="list-style-type: none"> <li>- Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>- Be ready to leave by 3:00</li> <li>- Wait for bus on the sidewalk</li> <li>- Check for belongings before exiting</li> <li>- Have your mask on before entering the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>- Know login and password</li> <li>- Charge your computer</li> <li>- Find a quiet spot to work (virtual students)</li> <li>- Use your real name on your Zoom account</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>- Open/Close lockers quietly</li> <li>- Walk</li> <li>- Keep moving until you arrive at your destination</li> <li>- Social distance from others</li> </ul>	<ul style="list-style-type: none"> <li>- Get everything needed before leaving for lunch</li> <li>- Know account number</li> <li>- Clean/sanitize space before and after eating</li> </ul>	<ul style="list-style-type: none"> <li>- Clean/sanitize space before and after class</li> <li>- Allow teachers to teach and students to learn</li> <li>- Take ownership</li> <li>- Be positive</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up/sanitize your space</li> <li>- Push in chairs</li> <li>- Log out of devices</li> <li>- Return technology</li> </ul>	<ul style="list-style-type: none"> <li>- Put toilet paper in toilet</li> <li>- Flush toilet</li> <li>- Wash hands thoroughly</li> <li>- Put paper towels in trash</li> </ul>	<ul style="list-style-type: none"> <li>- Come into the building when called</li> <li>- Be mindful of others and social distance</li> </ul>	<ul style="list-style-type: none"> <li>- Clean/sanitize your classroom space</li> <li>- Listen for dismissal</li> <li>- Watch for bus</li> <li>- Listen to driver, follow bus rules</li> <li>- Keep aisle clear and bus clean</li> </ul>	<ul style="list-style-type: none"> <li>- Stay on assigned websites</li> <li>- Handle technology carefully</li> <li>- Only use your own device</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>- Go straight to your destination</li> <li>- Keep hands to yourself</li> <li>- Be quiet</li> <li>- Wear your mask at all times and social distance</li> </ul>	<ul style="list-style-type: none"> <li>- Keep tables and floor clean</li> <li>- Be kind</li> <li>- Stay in line</li> <li>- Put your mask on when you are not eating</li> </ul>	<ul style="list-style-type: none"> <li>- Do your own work, be honest</li> <li>- Be supportive in group work</li> <li>- Be courteous</li> <li>- Make appropriate choices</li> <li>- Keep your mask on</li> </ul>	<ul style="list-style-type: none"> <li>- Fill out a media center pass</li> <li>- Get permission from a teacher to visit</li> <li>- Keep your mask on</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain privacy for self and others</li> <li>- Use closest restroom</li> <li>- Keep your mask on</li> <li>- Be kind and courteous</li> </ul>	<ul style="list-style-type: none"> <li>- Take turns, share equipment</li> <li>- Report any danger/incidents</li> <li>- Keep your mask on</li> </ul>	<ul style="list-style-type: none"> <li>- Treat everyone with respect</li> <li>- Leave only when bus is called</li> <li>- Walk directly to bus without socializing</li> <li>- Social distance from your classmates and teachers</li> <li>- Be kind</li> </ul>	<ul style="list-style-type: none"> <li>- Use your own account</li> <li>- Only modify peers' documents with permission</li> <li>- Try to keep your video on if possible (virtual students)</li> </ul>
<b>Discipline</b>	<ul style="list-style-type: none"> <li>- Stay on right side and social distance</li> <li>- Speak appropriately, politely and quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Use manners</li> <li>- Use quiet voices</li> <li>- Keep open food in cafeteria</li> <li>- Social distance while waiting in line</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> <li>- Practice mindfulness</li> <li>- Follow directions the first time</li> <li>- Social distance</li> </ul>	<ul style="list-style-type: none"> <li>- Respect each other</li> <li>- Work quietly or silently</li> <li>- Walk at all times</li> <li>- Social distance</li> </ul>	<ul style="list-style-type: none"> <li>- Keep restrooms clean and litter free</li> <li>- Quiet voices</li> <li>- Social distance</li> </ul>	<ul style="list-style-type: none"> <li>- Stay within designated areas</li> <li>- Play safely</li> <li>- Use equipment appropriately</li> <li>- Social distance</li> </ul>	<ul style="list-style-type: none"> <li>- Use appropriate language, quiet voice</li> <li>- Keep hands and feet to self</li> <li>- Display self-control</li> <li>- Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>- Always use appropriate language</li> <li>- Used only for educational purposes at all times</li> <li>- Stay muted until called upon (virtual)</li> <li>- Use the chat box for school topics only</li> </ul>
<b>Effort</b>	<ul style="list-style-type: none"> <li>- Stop and listen to adults</li> <li>- Keep locker clean/sanitized and organized</li> </ul>	<ul style="list-style-type: none"> <li>- Active listening</li> <li>- Be polite</li> </ul>	<ul style="list-style-type: none"> <li>- Stay focused and on task</li> <li>- Stay motivated to do your best</li> <li>- Complete work</li> </ul>	<ul style="list-style-type: none"> <li>- Use resources</li> <li>- Check out books</li> <li>- Return on time</li> <li>- Return unwanted books to cart</li> </ul>	<ul style="list-style-type: none"> <li>- Get in and out quickly</li> </ul>	<ul style="list-style-type: none"> <li>- Actively listening to adults</li> <li>- Exit and enter building quietly socially distant</li> </ul>	<ul style="list-style-type: none"> <li>- Bus riders go straight to bus</li> <li>- Walkers and pickup go straight outside</li> <li>- Be alert</li> </ul>	<ul style="list-style-type: none"> <li>- Use headphones with microphone if possible</li> <li>- Plug in devices</li> <li>- Return technology correctly</li> </ul>

### Leader In Me Alignment with Social-Emotional Learning:



Franklin Covey Co. (2020); <https://drive.google.com/file/d/16K5dQZ7s9RB3LCePTAGv2xx3KQbW1e3r/view>  
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### SEL Competencies & Habits

CASEL SEL Competency	Leader In Me
Self-Awareness	VISION (Habit #2 – Begin with the End in Mind)
Self-Management	SELF-DISCIPLINE (Habit #1 – Be Proactive)
Social Awareness	COMMUNICATION (Habit #5 – Seek First to Understand – Then to be Understood) COLLABORATION (Habit #6 – Synergize)
Relationship Skills	RELATIONSHIP BUILDING (Habit #4 – Think Win-Win)
Responsible-Decision Making	INITIATIVE (Habit #3 – Put First Things First)

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## Virtual Service Learning Activity Ideas: "The 8th Habit"

# Empowering Virtual Service Learning: The 8<sup>th</sup> Habit<sup>®</sup>

TOPIC	AUDIENCE	INTRODUCTORY MESSAGE	RESOURCE TYPE	RESOURCE LINK
<b>The 8th Habit: Find Your Voice and Inspire Others to Find Theirs</b>  We can make a contribution by using our voice in service to others.  How do we find our voice? By engaging in work that taps our talent and fuels our passion and rises out of a need in the world that we feel drawn by conscience to meet.  Especially in the middle of COVID-19 stress, let's seek opportunities to find our voice and serve others.	<b>Student Learning</b>	"Social distancing does not mean we cannot make connections and have a meaningful impact on our communities. The 8 <sup>th</sup> Habit reminds us that we can use our voice to make positive contributions. Use this interactive PDF to discover the impact you can make TODAY! Be prepared to report to the class on your service learning activity and its impact on our next class meeting."	Interactive PDF	<a href="#">Finding My Voice Through Service Learning (Elementary)</a>  <a href="#">Finding My Voice Through Service Learning (Middle and High School)</a>
	<b>Family Learning</b>	"The 8 <sup>th</sup> Habit reminds us that we can use our voice to make positive contributions. Watch this video with your children and engage them in a discussion around their passions, talents, needs, and conscience."	Video	<a href="#">The Jenny and Zippy Show: What Is My Voice? (Grades K-2)</a>  <a href="#">The Jenny and Chris Show: What Is My Voice? (Grades 3-5)</a>  <a href="#">Resilience (Middle and High School)</a>
	<b>Professional Learning</b>	"We know you are working overtime to create inspiring remote learning opportunities. Take a few minutes to watch these videos and remind yourself of your voice as an educator and the opportunities you have to inspire others to find theirs."	Video	<a href="#">Find Your Voice</a>  <a href="#">Inspire Others to Find Their Voice</a>

LeaderinMe<sup>®</sup>


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EDU2054657 Version 10.4

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## Leader In Me Home Activity Resource:

# Lights! Camera! Leadership!

Leadership learning is all around us, including one of our favorite activities—watching movies! Ask these questions to invite leadership learning through movies.



**LeaderinMe®**

Exploring Leadership Through Movie Characters	Exploring Leadership Through Plot and Conflict	More Questions About Leadership
<p>The characters in a movie—their values, attributes, and the paradigms they hold—provide excellent opportunities to discuss leadership.</p>	<p>In most story arcs, a conflict surfaces, action rises, there is a climax, and then, finally, there is a resolution of the challenge. The overall plot is the journey the characters take, and their decisions are great conversation starters.</p>	<p>Broad, open-ended questions often provide the best opportunities for children to respond based on feelings. These questions also provide a chance for them to demonstrate knowledge.</p>
<ul style="list-style-type: none"><li>• Which of the 7 Habits® did the characters practice in this movie?</li><li>• Which habit or habits could the characters have used to find greater success?</li><li>• Did the characters perceive themselves as leaders in this movie? Why or why not?</li><li>• How did the characters communicate with each other? What was effective about their communication?</li><li>• Which characters demonstrated high-trust behaviors? Which characters did not?</li></ul>	<ul style="list-style-type: none"><li>• How did the events in the plot provide opportunities to practice the 7 Habits?</li><li>• Have you ever faced a challenge similar to the challenges the characters experienced? If so, how did you overcome it?</li><li>• Are there any scenes where the characters could have done something different? How would you write the scene differently?</li><li>• In what ways does the movie plot connect to real-life situations—either those you may be experiencing or those in the world?</li></ul>	<ul style="list-style-type: none"><li>• How would you define leadership?</li><li>• How do you think leaders inspire others?</li><li>• What leadership lessons can we take away from this movie?</li><li>• What did you learn about yourself from watching this movie?</li><li>• How do you think this movie impacts others?</li></ul>

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## Resources:

1. [PBIS Matrix for Remote Instruction](#)
2. [Supporting Families with PBIS at Home](#)
3. [LeaderinMe Alignment with CASEL](#)
4. [Virtual Service Learning \(LIM\)](#)
5. [SEL-LIM](#)
6. [Lights! Camera! Leadership! LIM](#)

## NCSD: SEL & Second-Step

Second-Step is an evidenced-based social-emotional learning program that is tailored by grade level from preschool-8th grade. Social workers in your building have Second-Step curriculum kits that can be borrowed to be used for classroom lessons.

**Additionally, now through December 2020, access to lessons and curriculum lessons are free through their website, under their [COVID-19 resources](#).** The curriculum lessons target skills related to 1. Skills for Learning, 2. Empathy Skills, 3. Emotion-Management Skills, and 4. Problem-Solving Skills.

### ***Second-Step Community Rebuilding Units:***

Second-Step has developed 5 lesson units by targeted grade levels to support rebuilding community and connections with the transition back to school. These lessons may be most helpful at the start of the school year and/or when in-person instruction resumes:

[-Grades K-1 Unit Lessons](#)

[-Grades 2-3 Unit Lessons](#)

[-Grades 4-5 Unit Lessons](#)

[-Middle School Unit Lessons](#)

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### **Resources:**

[Second-Step](#)

[Second-Step COVID-19 Resources for Educators & Families](#)

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