



**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

**Mrs. Mary Ann Roney**  
Trustee

**Meeting Date:** September 9, 2021  
Educational Services Building  
25345 Taft Road  
Novi, MI 48374



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – September 9, 2021**  
**25345 Taft Road**  
**7:00 PM**  
**AGENDA**

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
  - *Individuals who wish to address the Board must identify themselves, their address, and any organization they may represent*
  - *The Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting*
  - *Individuals who wish to address the Board shall direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.*
  - *Behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting is strictly prohibited.*
- V. CONSENT AGENDA ITEMS**
  - A. Approval of Minutes
- VI. ACTION ITEMS**
  - A. Personnel Report
  - B. 2021-22 Board Meeting Schedule
  - C. OCSBA Resolutions and Bylaws
- VII. INFORMATION AND DISCUSSION ITEMS**
  - A. 2021 M-STEP/iReady Results
- VIII. COMMENTS FROM THE AUDIENCE**
- IX. SUPERINTENDENT REPORT**
- X. ADMINISTRATIVE REPORTS**
- XI. BOARD COMMUNICATION**
- XII. CLOSED SESSION**
- XIII. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 9, 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 August 25, 2021
  - b. Regular Meeting Minutes of September 1, 2021

**RECOMMENDATION:**

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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



**Minutes of a Regular Meeting, August 25, 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, August 25, 2021, beginning at 5:30 PM.

Present: Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook  
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. Hood that the Novi Board of Education approve the agenda as amended, eliminating the closed session.

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

Nays: 0

**MOTION CARRIED**

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

There were sixteen comments from the audience regarding the return to school and mask mandate/policy.

**CONSENT AGENDA ITEMS**

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

**CONSENT ITEMS**

A. Approval of Minutes

- a. Regular Meeting Minutes of August 5, 2021
- b. Closed Session Meeting Minutes of August 5, 2021
- c. Work Session Meeting Minutes of August 12, 2021

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

Ayes: 7 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood, Mr. Cook,  
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. New Hires**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Baker, Stephanie	HS	French Teacher	New Hire	BA+15	08-30-21
Benjamin, Andrea	MS	Special Ed Teacher	New Hire	MA	08-30-21
Crowley, Sarah	VO	Academic Interventionist	New Hire	MA	08-30-21
Goldberg, Erin	NM	Social Worker	New Hire	MA+30	08-30-21
Hilbers, Sarah	OH	Academic Interventionist	New Hire	MA	08-30-21
Kable, Emily	NM	6 <sup>th</sup> Grade Teacher	New Hire	BA	08-30-21
Kurtz, Ashley	OH	4 <sup>th</sup> Grade Teacher	New Hire	BA	08-30-21
Leiberman, Brooke	MS	Art Teacher	New Hire	MA	08-30-21
McKinnon, Kimberly	HS	Social Studies Teacher	New Hire	MA+15	08-30-21
Mrozek, Kristen	HS	ELA Teacher	New Hire	MA	08-30-21
Muscio, Lauryn	NM	6 <sup>th</sup> Grade Teacher	New Hire	BA	08-30-21
Rathbun, Danielle	VS	5/6 ELA/Math Teacher	New Hire	BA	09-07-21
Sweeney, Sabrina	PV	Music Teacher	New Hire	BA+15	08-30-21
Therrian, Brad	NATC	Special Ed Teacher	New Hire	BA+15	08-30-21
Tomlinson, Carly	DF	1 <sup>st</sup> Grade Teacher	New Hire	BA	08-30-21
Truitt, Amanda	NM	5 <sup>th</sup> Grade Teacher	New Hire	MA	08-30-21
Zardus, Ashley	HS	Dance Teacher	New Hire	BA	08-30-21
Devogelaere, Scott	Career Prep	ELA Teacher	New Hire	Hourly	08-31-21
Traficant, Mark	Career Prep	Math Teacher	New Hire	Hourly	08-31-21
Evasic, Chelsea	ECEC	Community Ed Asst.	New Hire	Level B	09-13-21

#### **B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Bazini, Emily	NW	Academic Interventionist	Resigned	08-15-21
Gray, Allison	NM	6 <sup>th</sup> Grade Teacher	Resigned	08-17-21
Massey, Kassia	OH	4 <sup>th</sup> Grade Teacher	Resigned	08-17-21
Zelinski, Michael	HS	Counselor	Resigned	08-09-21

#### **C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Janke, Shirley	ECEC	Special Ed Para	LOA #2-Personal	2021-2022 School Year
Zebrowski, Lana	NM	6 <sup>th</sup> Grade Teacher	LOA #1-Personal	2021-2022 School Year

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Board of Education adopts the personnel report recommendations as presented.

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

Nays: 0

**MOTION CARRIED**

### Bid Package #5B – Novi Meadows

On August 5 and August 19, 2021 at 1:00 PM, sealed bids were received and publicly opened.  
In attendance were representatives from the Novi Community School District, Plante Moran

Cresa, TMP Architecture, Inc., McCarthy Smith, Inc. and interested bidders. Based upon the project teams' review of the proposals and bidders, we are recommending the following for contract awards:

Bid Division 101: Sitework

Mr. Daniel Cortis

Cortis Brothers

Base Bid	\$ 2,796,750
PLM Bond (Merchants Bonding Company)	<u>\$ 28,250</u>
TOTAL	\$ 2,825,000

Bid Division 106: Masonry

Mr. Jonathan J Snyder

J&J Construction Company

Base Bid	\$ 2,185,489
Additional vapor barrier	\$ 345,500
Spray Foam-Metal Panels	\$ 159,000
Gym Wall demolition and replacement	\$ 30,000
Masonry knee wall	\$ 10,500
Staining of existing brick	\$ 15,500
PLM Bond (North American Specialty Insurance Company)	<u>\$ 24,586</u>
TOTAL	\$ 2,770,572

Bid Division 107: Steel

Mr. Michael Kirby

Kirby Steel, Inc.

Base Bid	\$ 5,890,000
PLM Bond (Merchants Bonding Company)	<u>\$ 60,000</u>
TOTAL	\$ 5,950,000

Bid Division 108: General Trades/Carpentry

Mr. Grady Graham

Graham Construction

Base Bid	\$ 2,797,030
PLM Bond (Merchants Bonding Company)	<u>\$ 27,970</u>
TOTAL	\$ 2,825,000

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

Mr. Ken Vanbuskirk

\*Daniels Glass Inc.

Base Bid	\$ 1,943,818
VA #1: Use 9/16" colored Lami in lieu of 1' GL-6 DEDUCT	\$ (63,917)
VA#2: Low Voltage Door Hardware Install by Others DEDUCT	\$ (41,000)
PLM Bond (Merchants Bonding Company)	<u>\$ 38,875</u>
TOTAL	\$ 1,877,776

\*3<sup>rd</sup> Low bidder. Envision Glass & Door (low bid) respectfully requested to have their bid withdrawn from consideration. Daniels Glass provided voluntary alternates at bid time that were accepted and made them the new low.

Bid Division 115: Metal Studs/GPDW/EIFS

Mr. Brad Kimmel

Commercial Contracting Corporation

Base Bid		\$ 4,235,097
VA #1: Alternate Metal Studs	DEDUCT	\$ (80,000)
Baffle Allowance	ADD	\$ 100,000

PLM Bond (Traveler's Surety)

\$ 31,903  
TOTAL \$ 4,287,000

*\*2nd Low bidder. Commercial Contracting Company provided voluntary alternates at bid time that was accepted and made them the new low bidder*

Bid Division 140: Plumbing

Mr. Zachary Martin

Professional Thermal Systems

Base Bid \$ 1,855,000

PLM Bond (Merchants Bonding Company) \$ 20,000

TOTAL \$ 1,875,000

Bid Division 142: HVAC

Mr. Zachary Martin

Professional Thermal Systems

Base Bid \$ 4,242,000

PLM Bond (Merchants Bonding Company) \$ 40,000

TOTAL \$ 4,282,000

Bid Division 143: Electrical

Mr. Jim O'Donnell

O'Donnell Electric

Base Bid \$ 6,275,410

2022 Escalation Allowance ADD \$ 100,000

LED Baffle Fixtures ADD \$ 50,000

PLM Bond (Nielson, Wojtowicz, NEY & Associates) \$ 70,000

TOTAL \$ 6,495,410

**AWARD RECOMMENDATION AMOUNT: \$33,187,758.00**

It was moved by Mrs. Murphy and supported by Mr. Mena that the Novi Community School District Board of Education award the bids as recommended above for a total recommendation amount of \$33,187,758.00.

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

Nays: 0

**MOTION CARRIED**

**NEA Wage Re-Opener**

After meeting several times this summer with the Novi Education Association (NEA), a tentative agreement was reached on the wage reopener. The NEA has approved the agreement. It comes before the Board for approval this evening. The agreement would go into effect on the September 10<sup>th</sup> pay for teachers.

It was moved by Mrs. Hood and supported by Mrs. Murphy that the Novi Community School District Board of Education approve the NEA wage re-opener as presented.

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

Nays: 0

**MOTION CARRIED**

**2021-2022 Return to School Plans**

On August 24, the Oakland County Health Division issued a mask mandate for schools. The statement reads, in part,

NOW, THEREFORE, IT IS HEREBY ORDERED that all Educational Institutions and all Persons in Educational Settings must adhere to the following rules:

- a. The Educational Institutions shall ensure that people in pre-kindergarten through grade twelve consistently and properly wear a facial covering while inside any enclosed building or structure of the institution.
- b. The Educational Institutions shall ensure that all persons, regardless of vaccination status, providing service to any persons in pre-kindergarten through grade twelve properly and consistently wear a facial covering while inside any enclosed building or structure of the institution.

Here in Novi all of our buildings up through and including our Novi Adult Transition Center and adult ESL and adult education will follow this health department mandate. This is an indoor mandate. Outside activities are not required or mandated to wear masks. But we will of course work to ensure that our students interact as safely as possible outdoors as well.

In addition to abiding by this Oakland County Health Division mask mandate, I would make the following recommendations to the Board of Education for our fall 2021 return to school. I would ask the Board of Education to approve these recommendations:

1. As mandated by the Oakland County Health Division, require masks indoors in all our Novi Community School District buildings up through and including the Novi Adult Transition students and our adult ESL and adult and alternative education programs.
2. Promote vaccination for all staff.
3. Promote vaccination for students who are eligible.
4. Provide hand sanitizer and disinfectant wipes in schools.
5. Emphasize handwashing/hand sanitizing.
6. Emphasize cleaning and disinfecting, especially of high touch points during the day.
7. Quarantine only students and staff who test positive for COVID and monitor others.
8. Create social distance when possible.
9. Decrease close interactions in classrooms by, for example, having desks face one direction.
10. Ensure students disinfect hands with hand sanitizer before and after using common classrooms equipment.
11. Emphasize that if students or staff are sick, they should stay home.
12. Increase fresh air ventilation within classroom spaces.
13. No guests in the buildings.
14. No school assemblies that cannot create appropriate social distance.
15. Masks will be required on buses per the mandate of the CDC.

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Community School District Board of Education approve the return to school recommendations presented above.

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

Nays: 0

**MOTION CARRIED**



## INFORMATION AND DISCUSSION

### COMMENTS FOR THE AUDIENCE

There were four comments from the audience regarding the return to school and mask mandate/policy.

### SUPERINTENDENT REPORT

There was no superintendent report this evening.

### ADMINISTRATIVE REPORTS

Greg McIntyre, Assistant Superintendent of Business and Operations, reported that the Capital Projects is about to conclude. He stated that the financial audit is still ongoing and next week he will be meeting with our financial asset management company and we will get started on this series number two.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, expressed his gratitude to Mr. McIntyre and our NEA representative, Grat Dalton, Heather Burnside, Kim Osmond, and Matt Burry. He stated that our bargaining is a key part of the relationship that we continue to grow between the District and our teachers. Dr. Kinzer said that this has been the case since he has been here and it is very collaborative collegial and that we really live in a good place.

Dr. RJ Webber, Assistant Superintendent for Academic Services, expressed his gratitude for an outstanding effort provided and led by Danielle Birdyshaw and Alison Bradley, two teachers who led a four-week experience at Parkview Elementary for students. He stated that they provided additional support for many days and it was a pleasure to see our students. Dr. Webber said their parents deeply appreciate it.

Dr. Webber reported that you are going to hear a message for him again and again that last year was not a lost year. He stated that they met with representatives from iReady, which is our K-6 benchmark assessments and asked them how many district would like to see data that he was sharing with the Board tonight. Dr. Webber said, all of them. He mentioned that we will continue to delivering for each child in this community with the joy of knowing that we are going to have full classrooms, schools and playgrounds.

### BOARD COMMUNICATION

Mrs. Murphy, Board Trustee, reported that she heard that we added a third soccer team. She stated that we did have two JV teams because we had so many students and it was a great solution. Mrs. Murphy said that they start their season tomorrow night at home.

Mr. Cook, Board Vice-President, reported that he attended the middle school registration today. He stated that things went very orderly and there was no waiting in lines for anything. Mr. Cook said that Mr. Baker has somewhat of a desk, even though it is a piece of scaffolding. He mentioned that hopefully we will be ready on time with the construction.

Mr. Smith, Board Trustee, reported that that he dropped off a student at the high school for registration at 8:05 and there was a big line out the front door. He stated that it was not that long of a wait and everybody got in pretty quickly. Mr. Smith said that the tables were all staffed and it was very efficient; everybody got what they needed. He complimented those that ran the registration. Mr. Smith mentioned that it was a testament to the leadership we have in the buildings and the fact that they have a plan.

Mr. Smith reported that it is sad when he gets a email directed towards him versus the entire Board. He stated that he was not at liberty to respond and feels bad because he is not responding and then he will see another email that say the emailer has not heard from anybody. Mr. Smith said that we need an auto reply that says we got their email.

Mrs. Roney, Board Trustee, said that she just wanted to talk about respect and tolerance. She reported that we all have different opinions and hopes that we, as parents, teacher, administrators, and Board members respect each other's opinions, whether we believe in them or not. Mrs. Roney stated that we are all coming from a place that we are passionate about, but we have to respect each other, whether we think it is right or wrong. She said look up respect and tolerance; we all need to do it better.

#### CLOSED SESSION

#### ADJOURNMENT

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

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

Nays: 0

#### **MOTION CARRIED**

The meeting adjourned at 7:34 p.m. The next regular meeting of the Board is scheduled for September 1, 2021 at 8:30 a.m., at the Educational Services Building.

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Willy Mena, Secretary

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



**Minutes of a Regular Meeting, September 1, 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 Wednesday, September 1, 2021, beginning at 8:30 AM.

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

Absent: Mrs. Roney

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF THE AGENDA**

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

Ayes: 6 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood,  
and Mr. Cook (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. New Hires**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Collini, Tressa	NW	4 <sup>th</sup> Grade Teacher	New Hire	BA	09-01-21
Morse, Melissa	OH	Kindergarten Teacher	New Hire	MA	TBD
McDonald, Adrienne	Career Prep	Math Teacher	New Hire	Hourly	09-02-21
Jones, Amy	NM5	Secretary	New Hire	Level B	09-07-21

**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Kroeger, Mary	MS	ELA Teacher	Resigned	08-26-21

**C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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It was moved by Mrs. Murphy and supported by Mr. Smith that the Novi Board of Education adopts the personnel report recommendations as presented.

Ayes: 6 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood,  
and Mr. Cook, (by Roll Call)

Nays: 0

**MOTION CARRIED**

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

ADJOURNMENT

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

Ayes: 6 Dr. Ruskin (remotely), Mr. Smith, Mr. Mena, Mrs. Murphy, Mrs. Hood,  
and Mr. Cook,

(by Roll Call)

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 8:36 a.m. The next regular meeting of the Board is scheduled for September 9, 2021 at 7:00 p.m., at the Educational Services Building.

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Willy Mena, Secretary

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

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 9, 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>
Marion, Catherine	HS	ELA Teacher	New Hire	BA	TBD
Watkins, Amy	HS	ELA Teacher	New Hire	MA+30	TBD
Hantz, Kelli	ECEC	PS Teacher Site Sub	New Hire	Hourly	09-13-21
Hodorogea, Severina	Adult Ed	ESL Teacher	New Hire	Hourly	09-13-21

**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Keblaitis, Kristin	PV	Special Ed Para	Resigned	09-02-21

**C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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**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  
September 1, 2021**

**SUPERINTENDENT OF SCHOOLS**

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

On January 7, 2021, at the Board's Organizational Meeting, the Board approved the 2021 meeting schedule. A tentative 2021-22 Board of Education Meeting schedule was presented at the August 12 board meeting for review and discussion for District planning and facilities scheduling purposes.

This updated meeting schedule comes back tonight for Board approval.

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

**RECOMMENDATION:**

That the Novi Community School District Board of Education approve the 2021-22 Board meeting schedule as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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



## Novi Community School District

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

### 2021-22 Board of Education Meetings – Quarterly Work Sessions

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

\*Board approved January 7, 2021

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

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 9, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** OCSBA Resolutions and Bylaws Amendments

Each year, the OCSBA Resolutions and Bylaws Committee reviews our bylaws and recommends amendments to the Board of Directors and Member Districts. This year, OCSBA found that our bylaws placed restrictions the way that we conducted our business during the pandemic. Several of the proposed amendments address those restrictions during any declared local, state or national emergency.

The Board of Directors has reviewed the proposed amendments, and approves moving these recommendations forward for a vote of our Member Districts. In accordance with our bylaws, each Member District Board of Education has one (1) vote to approve the recommended amendments.

The Board's completed and signed ballots must be received no later than 5:00 PM on Friday, September 10, 2021, so this comes for Board action tonight. Ballots that are received by the deadline will be acknowledged by email reply (please allow up to 24 hours).

There are four attachments to this message:

- Summary of the proposed revisions with a rationale for each proposed amendment
- Bylaws - the complete document showing all of the proposed changes
- Ballot for the District's vote on the 2021 bylaws amendments
- Ballot for the District's vote on the 2021 resolutions

**RECOMMENDATION:**

That the Novi Community School District Board of Education approves all OCSBA bylaws amendments and resolutions as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



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Steve M. Matthews, Superintendent



## SUMMARY OF 2021 PROPOSED BYLAWS AMENDMENTS

Page	Article	Section	Proposed Change [Current Language in BLACK. Added Language &/or Deletion in RED]	Rationale
2	III Membership	Section 2 Voting Rights Exceptions	<u>Exceptions:</u> Each Member School District shall have one (1) vote on <del>any proposal to select a committee chair or vote on</del> resolutions (as outlined in Article IX) or to amend these Bylaws (as outlined in Article XVI).	<ul style="list-style-type: none"> <li>Move committee chair language to Article IX Committees, Election of Committee Chairs.</li> </ul>
3-5	VI Election of Board of Directors	Section 1	<b><u>ADD New Section 1 Language &amp; Renumber The Subsequent Sections:</u></b> <b><u>Section 1: Number of Directors.</u></b> The Board of Directors shall consist of an odd number of Directors, with no fewer than 7 nor more than 9 members. The Board of Directors shall have discretion to determine the number of Directors to best meet the needs of the Association. The Board shall consider such a change whenever an election produces less candidates than open seats, and prior to seeking candidates to fill a vacancy under Section 6. The Secretary shall promptly communicate any change to the number of Directors to all Members. Any decrease in the number of Directors shall be accomplished by attrition, which may result in an eight member Board for up to one year, until the next election. An increase in the number of Directors shall be accomplished by election as outlined in Section 4.	<ul style="list-style-type: none"> <li>The current bylaws do not specify the number of Directors (currently 9 Directors for our 29 District/201 Member Association), nor is there a process or provision to alter the number of Directors.</li> <li>This new language will give flexibility In the event of multiple openings on the Board of Directors and/or a lack of candidates for the Board of Directors.</li> </ul>
4	VI Election of Board of Directors	Section 3	<b><u>Section 3 4: Board Election:</u></b> By May 1 <sup>st</sup> yearly, the Board shall convene an Election Committee comprised of the three most recently elected Members of the Board of Directors. The Election Committee shall seek candidates who will create a Board with a geographical balance from throughout Oakland County. Board Candidate Application Forms will also be sent to all Member School Districts to be delivered to their board members. Candidates must submit a completed application to the Election Committee prior to the deadline specified on the form. Nominations cannot be made from the floor during the meeting at which the election occurs. Election of Candidates from Member School Districts shall take place at the June meeting. If there are more candidates than vacancies to be filled, the Member vote shall be by written ballot. If there are less candidates than vacancies to be filled, the Board of Directors shall <del>fill the vacancy at its next meeting. The appointee shall serve until the next scheduled election. At the next election, the Election Committee will seek candidates to fill the remainder of the three year term. follow the procedure to fill a vacancy as outlined in Section 6.</del>	<ul style="list-style-type: none"> <li>Language requires updating to align with Section 1.</li> </ul>
4	VI Election of Board of Directors	<b><u>Section 4 5:</u></b> <b><u>Resignation/Removal.</u></b>	<b><u>Section 4 5: Resignation/Removal.</u></b> Any Director may resign by written notice to the Association. Any Director may be removed by the Members or the Board at any meeting of the Members or the Board, with cause <b><u>as defined in Appendix 1,</u></b> by the affirmative vote of a majority of the Members or the	<ul style="list-style-type: none"> <li>Renumber and ADD reference to Appendix 1.</li> </ul>

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			Directors then in office (excluding the Director who is the subject of such action).	
4	VI Election of Board of Directors	<u>Section 5 6: Vacancy</u>	<u>Section 5 6: Vacancy.</u> If a vacancy shall occur among the Board of Directors as a result of death, resignation, removal, or otherwise, <b>the Board will first consider whether it is appropriate to decrease the number of Directors as outlined in Section 1. If the Board determines that the needs of the Association are best met by retaining the current number of Directors,</b> the President will notify the Members of the vacancy, <b>and</b> each Member School District shall be sent a Board Candidate Application Form and the Board of Directors shall appoint a member to fill the vacancy at its next meeting. The appointee shall serve <b>for the remainder of the vacated term until the next scheduled election.</b>	<ul style="list-style-type: none"> <li>Board seats have become increasingly difficult to fill. The added language allows the BOD flexibility to decrease to a 7 member BOD to serve our 29 Districts &amp; 201 members. Should the Board decide to decrease to 7 members by attrition, the new language removes the current requirement to fill the seat.</li> <li>An appointee will serve up to one year, then have to be elected by the Members to retain their seat.</li> </ul>
5	VI Election of Board of Directors	<u>Section 6 7: Attendance</u>	<u>Section 6 7: Attendance.</u> Failure to attend three (3) consecutive Board meetings shall constitute a resignation; however, a Director <b>may</b> be granted an excused absence by action of the Board. Such a request shall be made in writing to the Board President within thirty (30) days of the missed meeting.	<ul style="list-style-type: none"> <li>Renumber section.</li> <li>Clerical correction to add “may” - inadvertently omitted in 2020.</li> </ul>
8 – 9	Article IX Committees	Sections 2, 3	<p><b><u>ADD New Language And Renumber The Subsequent Sections:</u></b></p> <p><b><u>Section 2: Quorum and Voting Rights.</u></b> Unless otherwise stated within this Article, the presence of twenty-five (25%) percent of the appointed representatives to a Committee will constitute a quorum and each appointed representative present in the meeting shall have one vote. Member School Districts may designate an alternate representative to any committee comprised of representatives of Member School Districts; however, any appointed alternate shall only be counted for quorum and/or vote when the primary appointed representative for their District is absent.</p> <p><b><u>Section 3: Committee Chairs.</u></b> Each standing and ad hoc committee shall elect a Chairperson annually from the appointed representatives. The election shall be the first order of business at the Committee’s first meeting after January 31<sup>st</sup>. Written notice of the election date, time and place shall be provided to all appointed representatives not less than seven (7) calendar days prior to the meeting at which the vote will occur.</p>	<ul style="list-style-type: none"> <li>This will apply to and provide structure for any future standing or ad hoc committee.</li> <li>Quorum and voting rights were never defined for committee meetings. Some committees may have more than one designated representative per Member School District (e.g., DEI).</li> <li>Clarify voting rights for District alternates to maintain equal voting rights for all districts.</li> <li>Committee chair responsibilities have not been previously defined, and currently there is no process to replace a Committee Chair.</li> </ul>

## SUMMARY OF 2021 PROPOSED BYLAWS AMENDMENTS

			<p>Each Committee Chair is responsible for establishing and distributing the meeting schedule and agendas and providing such to the appointed representatives. The Chair shall maintain committee attendance records, distribute meeting minutes to the appointed representatives after each meeting and regularly report to the Board of Directors through the President.</p> <p>Any Committee Chair may resign by written notice to the Association President. Any Committee Chair may be removed by the Committee Members or the Board at any meeting of the Committee Members or the Board, without cause, by the affirmative vote of a majority of the appointed representative(s) present or the Board of Directors then in office (excluding the Committee Chair who is the subject of such action).</p>	
16	Article XV Miscellaneous Provisions	Section 7: Participation in Meeting by Telephone	<p>Section 7: <u>Remote</u> Participation in Meeting <u>by Telephone</u>. By oral or written permission of a majority of the Board of Directors, a Member of the Board of Directors or of a committee designated by the Board may participate in a meeting by means of conference telephone, or similar communications equipment by means of which all persons participating in the meeting can hear each other ("<u>two way communication</u>"). Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.</p>	<ul style="list-style-type: none"> <li>Update - refer to "remote" participation, which could be by telephone, or another means of electronic communication (e.g., Zoom or WebEx), using two way audio communication. Video is not required.</li> </ul>
16	Article XVI Amendments and Additions	N/A	<p>ARTICLE XVI AMENDMENTS, <del>AND ADDITIONS</del> RULES AND REGULATIONS</p>	Change Article header to accurately reflect the sections contained within.

Adopted by Board of Directors: 11/15/2017  
Adopted by General Membership: 1/24/2018; 10/18/2018  
Amendments Adopted by General Membership: 9/16/2020  
**PROPOSED 2021 AMENDMENTS ARE IN RED**

## **BYLAWS OF THE OAKLAND COUNTY SCHOOL BOARDS ASSOCIATION**

### **ARTICLE I OFFICES**

**Section 1: Principal Office.** The principal office of the Oakland County School Boards Association (the "Association") in the State of Michigan will be located at 2111 Pontiac Lake Road, Waterford Township, County of Oakland. The Association may have such other offices, either within or without the State of Michigan, as the Board of Directors of the Association may determine or as the affairs of the Association may require from time to time.

**Section 2: Registered Office.** The Association will have and continuously maintain a registered office and a registered agent whose office is identical with the registered office. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time by the Board of Directors of the Association.

### **ARTICLE II PURPOSE**

**Section 1: Purpose.** The purpose of the Association shall be:

- (a) To advance the quality of public education in Oakland County through the cooperative efforts of locally-elected boards of education.
- (b) To promote high standards in providing educational programs and services to meet the needs of all students.
- (c) To make available to school board members information concerning educational issues.
- (d) To conduct and sponsor meetings and programs about various aspects of education in partnership with Oakland Schools.
- (e) To promote public understanding about the role of school boards in our education system and the need for citizen involvement in maintaining and improving our schools.
- (f) To enhance cooperation and communication among boards of education in Oakland County.
- (g) To present a strong force representing the views of school boards in Oakland County to the political representatives serving the area.
- (h) To advocate for county, state and national legislation and governance that promotes and supports public education services by locally elected boards of education.

### **ARTICLE III MEMBERSHIP**

**Section 1: Members.** The Association shall be organized upon a membership basis. Any publicly elected Board of Education member of a school district located in Oakland County or any elected Oakland ISD Board of Education member (referred to herein as “Member School Districts”), that is also a member in good standing in the Michigan Association of School Boards (“MASB”), in an eligible general member of this Association (referred to herein as a “Member” or collectively the “Members”).

**Section 2: Voting Rights.** Each Member is entitled to one vote on each matter submitted to a vote of the Members, with specific exceptions as outlined in this section. All right s to vote on business or election before the Members will be done in person.

**Exceptions:** Each Member School District shall have one (1) vote on ~~any proposal to select a committee chair or vote on~~ resolutions (as outlined in Article IX) or to amend these Bylaws (as outlined in Article XVI). Member School District votes shall be recorded upon receipt of the completed resolution or ballot indicating the vote of the Member School District’s Trustees. Member School District votes must be received prior to the deadline indicated on the ballot or resolution. Results of such Member School District voting shall be provided to all Member Districts not later than the next general membership meeting.

**Section 3: Electronic Voting.** Electronic voting rights are granted to the Board of Directors only to conduct emergency business. All electronic vote(s) will be reaffirmed at the next meeting of the Board of Directors.

**Section 4: Transfer of Membership.** Membership in this Association is not transferable or assignable.

### **ARTICLE IV DUES**

The Association shall be financed by an annual MASB grant to its County Area School Boards Association (CASBA) members, Intermediate School District membership dues in an amount not to exceed the MASB CASBA grant, and by contributions and gifts accepted by the Association.

### **ARTICLE V MEETING OF MEMBERS**

**Section 1: Annual and Regular Meetings.** There shall be an annual meeting of the Members and not less than three additional, regular membership meetings each year for the purpose of appointing the Board of Directors and for the transaction of such other business as may come

before the meeting. The annual meeting shall be the first regular meeting after July 1. The date, time, and place of all meetings shall be determined by the Board of Directors.

**Section 2: Special Meetings.** Special meetings of the Members may be called by voice or email by the President or by two or more members of the Board of Directors with 30 days' notice.

**Section 3: Place of Meeting.** The Board of Directors may designate the place of meeting for any annual or regular meeting or for any special meeting. If no designation is made, or if a special meeting is otherwise called, the place of the meeting will be the registered office of the Association; but if all of the Members meet at any time and place and consent to holding of a meeting, such meeting will be valid without call or notice, and at such meeting any corporate action may be taken.

**Section 4: Notice of meetings.** Written notice stating the place, day, and hour of any meeting of Members will be delivered, either personally or by email, to each Member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of the meeting by the Secretary. In case of a special meeting, or when required by statute or these Bylaws, the purpose or purposes for which the meeting is called will be stated in the notice. If mailed, the notice of a meeting will be deemed to be delivered when deposited in the United States mail addressed to the Member at his or her address as it appears on the records of the Association, with postage thereon prepaid.

**Section 5: Informal Action by Members.** Any action required by law to be taken at a meeting of the Members, or any action which may be taken at a meeting of the Members, may be taken without a meeting if a consent in writing, setting forth the action so taken, will be signed by all of the Members entitled to vote with respect to the subject matter thereof.

**Section 6: Quorum.** The presence of at least one Member from twenty-five (25%) percent of the Member School Districts will constitute a quorum at such meeting. If a quorum is not present at any meeting of Members, a majority of the Members present may adjourn the meeting without further notice.

**Section 7: Involvement of Member School District Administrators.** Superintendents and Administrators of Member School Districts are encouraged to participate in the Member meetings and other Association activities.

## **ARTICLE VI**

### **ELECTION OF BOARD OF DIRECTORS**

**Section 1: Number of Directors.** The Board of Directors shall consist of an odd number of Directors, with no fewer than 7 nor more than 9 members. The Board of Directors shall have the discretion to determine the number of Directors to best meet the needs of the Association. The

Board shall consider such a change whenever an election produces less candidates than open seats, and prior to seeking candidates to fill a vacancy under Section 6. The Secretary shall promptly communicate any change to the number of Directors to all Members. Any decrease in the number of Directors shall be accomplished by attrition, which may result in an eight member Board for up to one year, until the next election. An increase in the number of Directors shall be accomplished by election, as outlined in Section 4.

**Section 1 2: Eligibility.** Any Member is eligible to be elected to the Association's Board of Directors. Only one Member from each Member School District is allowed to serve on the Board at any given time.

**Section 2 3: Term.** The term of office for each Director shall be for three (3) years and shall continue until his or her successor has been elected and qualified.

**Section 3 4: Board Election:** By May 1<sup>st</sup> yearly, the Board shall convene an Election Committee comprised of the three most recently elected Members of the Board of Directors. The Election Committee shall seek candidates who will create a Board with a geographical balance from throughout Oakland County. Board Candidate Application Forms will also be sent to all Member School Districts to be delivered to their board members. Candidates must submit a completed application to the Election Committee prior to the deadline specified on the form. Nominations cannot be made from the floor during the meeting at which the election occurs. Election of Candidates from Member School Districts shall take place at the June meeting. If there are more candidates than vacancies to be filled, the Member vote shall be by written ballot. If there are less candidates than vacancies to be filled, the Board of Directors shall ~~fill the vacancy at its next meeting. The appointee shall serve until the next scheduled election. At the next election, the Election Committee will seek candidates to fill the remainder of the three year term follow the procedure to fill a vacancy as outlined in Section 6.~~

**Section 4 5: Resignation/Removal.** Any Director may resign by written notice to the Association. Any Director may be removed by the Members or the Board at any meeting of the Members or the Board, with cause ~~as defined in Appendix I~~, by the affirmative vote of a majority of the Members or the Directors then in office (excluding the Director who is the subject of such action).

**Section 5 6: Vacancy.** If a vacancy shall occur among the Board of Directors as a result of death, resignation, removal or otherwise, ~~the Board will first consider whether it is appropriate to decrease the number of Directors as outlined in Section 1. If the Board determines that the needs of the Association are best met by retaining the current number of Directors,~~ the President will notify the Members of the vacancy, ~~and~~ each Member School District shall be sent a Board Candidate Application Form and the Board shall appoint a member to fill the vacancy at its next meeting. The appointee shall serve ~~for the remainder of the vacated term~~ until the next scheduled election.

**Section 67: Attendance.** Failure to attend three (3) consecutive Board meetings shall constitute a resignation; however, a Director **may** be granted an excused absence by action of the Board. Such a request shall be made in writing to the Board President within thirty (30) days of the missed meeting.

## **ARTICLE VII BOARD OF DIRECTORS**

**Section 1: General Powers.** It shall be the responsibility of the Board of Directors to carry out the purposes of the Association as specified in Article II of the Articles of Incorporation.

**Section 2: Regular Meetings.** A regular annual meeting of the Board of Directors will be held without other notice than these Bylaws. The date and time of the annual meeting shall be determined by the Board of Directors. The Board of Directors may provide by resolution the time and place for holding of additional regular meetings of the Board without other notice than such resolution.

**Section 3: Special Meetings.** Special meetings of the Board of Directors may be called by or at the rest of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

**Section 4: Notice.** Notice of any special meeting of the Board of Directors will be given at least two days by written notice delivered personally, phone, fax, or email to each Director's contact information as shown by the records of the Association or five days' notice by mail. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting will constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

**Section 5: Quorum.** A majority of the Board of Directors will constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

**Section 6: Manner of Acting.** The act of a majority of the Directors serving (whether elected or appointed), at a meeting at which a quorum is present will be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.



**Section 7: Compensation.** Directors as such will not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Director from serving the Association in any other capacity and receiving compensation therefor.

**Section 8: Informal Action by Directors.** Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the Directors.

**Section 9: Confidentiality.** The records and business of all Board of Directors proceedings shall be confidential and shall not be subject to disclosure without the Board of Directors' authorization in advance of disclosure.

## **ARTICLE VIII OFFICERS**

**Section 1: Election or Appointment.** The Board of Directors, as soon as may be practical after the annual appointment of Directors in each year, shall elect from the current Board of Directors, a President, a Vice-President, a Secretary, and a Treasurer of the Association.

**Section 2: Term of Office.** Their term of office for all officers shall commence upon their election or appointment and shall continue until the next annual meeting of the Association and thereafter until their respective successors are chosen or until their resignation or removal. Any officer may be removed from office at any meeting of the Directors, with cause, by the affirmative vote of a majority of the Directors, whenever in their judgment the best interests of the Association will be served thereby. An officer may resign by written notice to the Association. The resignation shall be effective upon its receipt by the Association or at a subsequent time specified in the notice of resignation. The Directors shall have the power to fill any vacancies in any offices occurring for whatever reason.

**Section 3: Compensation.** Officers as such will not receive any states salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Officer from serving the Association in any other capacity and receiving compensation therefore.

**Section 4: The President.** The President shall be the Chief Executive Officer of the Association and shall have general and active management of the activities of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect. He or she shall execute all authorized conveyances, contracts, or other obligations in the name of the Association, except where required by law to be otherwise signed and executed, and except

where the signing and execution thereof shall be expressly delegated by the Directors to some other officer or agent of the Association. He or she shall preside at all meetings of the Directors.

**Section 5: Vice-President.** The Vice-President in the order designated by the Board of Directors, or, lacking such designation, by the President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

In the absence of both the President and Vice-President, the Directors present thereat shall designate another presiding officer.

**Section 6: The Secretary.** The Secretary shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. He or she shall give, or cause to be given, notice of all meetings of the Directors for which notice may be required, and shall perform other duties as may be prescribed by the Directors. He or she shall have the authority to execute with the President all authorized conveyances, contracts or other obligations in the name of the Association, except as otherwise directed by the Directors.

**Section 7: The Treasurer.** The Treasurer shall have custody of the funds and securities of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Directors. He or she shall disburse the funds of the Association as may be ordered by the Directors, taking proper vouchers for such disbursements, and shall render to the President and Directors, at the regular meetings of the Directors, or whenever they may require it, an account of all his or her transactions as Treasurer and of the financial condition of the Association. If required by the Directors, he or she shall give the Association a bond in such sum and with such surety or sureties as shall be satisfactory to the Directors for the faithful performance of the duties of his or her office and for the restoration to the Association (in case of his or her death, resignation or removal from office) of all books papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the Association.

**Section 8: Bonding of Officers.** All officers of the Association, if required to do so by the Board of Directors, shall furnish bonds to the Association for the faithful performance of their duties, in such amounts and with such conditions and security as the Board shall require. The Association shall assume the cost of providing any bond required hereunder.

## **ARTICLE IX COMMITTEES**

**Section 1: General.** The Board of Directors may designate standing and ad hoc committees with such duties and powers as it may provide in order to carry out the program and purposes of the Association.

**Section 2: Quorum and Voting Rights.** Unless otherwise stated within this Article, the presence of twenty-five (25%) percent of the appointed representatives to a Committee will constitute a quorum and each appointed representative present in the meeting shall have one vote. Member School Districts may designate an alternate representative to any committee comprised of representatives of Member School Districts; however, any appointed alternate shall only be counted for quorum and/or vote when the primary appointed representative for their District is absent.

**Section 3: Committee Chairs.** Each standing and ad hoc committee shall elect a Chairperson annually from the appointed representatives. The election shall be the first order of business at the Committee's first meeting after January 31<sup>st</sup>. Written notice of the election date, time and place shall be provided to all appointed representatives not less than seven (7) calendar days prior to the meeting at which the vote will occur.

Each Committee Chair is responsible for establishing and distributing the meeting schedule and agendas and providing such to the appointed representatives. The Chair shall maintain committee attendance records, distribute meeting minutes to the appointed representatives after each meeting and regularly report to the Board of Directors through the President.

Any Committee Chair may resign by written notice to the Association President. Any Committee Chair may be removed by the Committee Members or the Board at any meeting of the Committee Members or the Board, without cause, by the affirmative vote of a majority of the appointed representative(s) present or the Board of Directors then in office (excluding the Committee Chair who is the subject of such action).

**Section 4: The Government Relations Committee.** The Government Relations Committee shall be a standing committee. The committee's purpose is to receive information legislative matters for the purpose of sharing said information with the Member School Districts to advocate for, and increase awareness of, issues facing public education. The committee will meet at least 6 times per year.

**Committee Membership/Leadership.** At each Member School District's annual organizational meeting, a Member should be appointed to represent their Member School District at the Government Relations Committee.

A Committee Chairperson will be elected annually from the appointed Members at the first committee meeting after January 31<sup>st</sup>. Each Member School District in attendance

shall have one (1) vote, which shall be cast by the Member School District's appointed representative.

**Legislative Priorities.** The Government Relations Committee will review/revise their Legislative Priorities annually. Revised Legislative priorities will be submitted to the Board of Directors for approval by June 15<sup>th</sup>. Once approved by the Board, Legislative Priorities will be provided to the Resolutions and Bylaws Committee and Member School Districts.

**Section 3.5: Resolutions and Bylaws Committee.** The Resolutions and Bylaws Committee shall be a standing committee and shall exercise the powers prescribed in this section. The committee's purpose is to develop and manage the resolutions and bylaws process. The committee shall meet at least once per year.

**Committee Membership/Leadership.** Committee members will be appointed by the Board of Directors annually. Committee members may be reappointed for additional terms. The appointed Committee members will elect a Committee Chairperson at the first committee meeting after appointment.

**Initiation of Resolutions and Bylaws Revisions.** Resolutions or bylaws revisions may be initiated by a Member School District Board, the Board of Directors, the Government Relations Committee or the Resolutions and Bylaws Committee. Once approved by the OCSBA Board of Directors, the Legislative Priorities shall be included in the resolutions drafted by the Resolutions and Bylaws Committee. All proposed resolutions and/or bylaws revisions shall be submitted in writing to the Board of Directors or Resolutions and Bylaws Committee and shall be addressed by the Resolutions and Bylaws Committee at their next meeting.

**Submission to Vote.** The Board of Directors shall review all proposed resolutions and bylaws amendments prior to submission to the Member School Districts.

Once reviewed by the Board of Directors, proposed resolutions and bylaws amendments shall be sent to the Member School Districts for voting. Member School Districts will be asked to vote at their next meeting. The window for Member School District voting shall be at least forth (40) calendar days and the voting deadline shall be specified on the ballot or resolution.

**Resolution Adoption.** Resolutions that are approved by at least nineteen (19) Member School Districts shall be the official position of the Association as interpreted and pursued by its Board of Directors.

## **ARTICLE X DISSOLUTION**

**Section 1: General.** In the event of dissolution of the Association, all of the Association's assets, real and personal, shall be distributed as provided in Article VIII of the Association's Articles of Incorporation.

**Section 2: No Inurement.** No part of the net earnings of the Association shall be distributed to or inure to the benefit of any Member, Director or Officer of the Association, as prohibited by Section 501(c)(4) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of subsequent federal tax laws), or the Michigan General Sales Tax Act or the Michigan Use Tax Act.

## **ARTICLE XI FIDUCIARY AND FINANCIAL RESPONSIBILITIES**

**Section 1: Financial Expenditures.** All financial expenditures of the Association shall not exceed those within the parameters of the approved annual budget. No committee has the power to create any financial liability for the Association, unless specifically authorized by the majority of the Members. The Board of Directors approval and signatory by both the President and Treasurer are required for any expenditure exceeding \$2,500. Expenditures up to \$2,500 must be approved by either the Board President or the Treasurer. In the event that the President and/or Treasurer are absent or disabled, the Vice-President may approve expenditures.

**Section 2: Financial Reports.** The Treasurer shall maintain all financial statements, reports, and budgets as follows:

- (a) Reports shall be completed on a timely basis and distributed to all Board members on a quarterly basis or upon request.
- (b) The Treasurer shall present for approval by the Board of Directors an annual budget (July 1 to June 30) by June 30<sup>th</sup> along with an annual actual income and expense report by August 30<sup>th</sup> following the end of the fiscal year.
- (c) The approved budget and annual report of income and expenditures will be presented at the first fall Member Meeting.
- (d) Annually the accounting records of the Association will be closed in preparation for any necessary IRS filings.

**Section 3: Review of Financial Records.**

- (a) Internal – Board of Directors. Annually, the Association shall perform certain agreed upon procedures related to the financial records of the Association. The year-end report and supporting documentation shall be available for review by the Board of Directors prior to the annual Board of Directors and Member meetings.
- (b) External. An audit will only be conducted in place of the agreed upon procedures if required by law or a third party.

**Section 4: Fiduciary Agreement.** The Board of Directors may enter into an Administrative and Financial Services Agreement with Oakland Schools to support management of the Association. The Treasurer shall monitor the work performed by Oakland Schools under this agreement.

## **ARTICLE XII**

### **INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS**

**Section 1: Indemnification of Directors and Officers: Claims Brought by Third Parties.** The Association shall, to the fullest extent authorized or permitted by the Michigan Nonprofit Association Act or other applicable law, as the same presently exists or may hereafter be amended (the “Act”), indemnify a director or officer (the “Indemnatee”) who was or is a party or is threatened to be made a party to a threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, other than an action by or in the right of the Association, by reason of the fact that he or she is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust or other enterprise, whether for profit or not for profit, against expenses, including attorneys’ fees, judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by the Indemnatee in connection with the action, suit or proceeding, if the Indemnatee acted in good faith and in a manner the Indemnatee reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, if the Indemnatee has no reasonable cause to believe the conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that the Indemnatee did not act in good faith and in a manner which in the Indemnatee reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

**Section 2: Indemnification of Directors and Officers: Claims Brought by or in the Right of the Association.** The Association shall, to the fullest extent authorized or permitted by the Act or other applicable law, as the same presently exists or may hereafter be amended, indemnify a director or officer who was or is a party to or is threatened to be made a party to a threatened, pending or completed action or suit by or in the right of the Association to procure a judgement in its favor by reason of the fact that the Indemnatee is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust or other enterprise, whether for profit or not, against expenses, including actual and reasonable attorneys’ fees and amounts paid in

settlement incurred by the person in connection with the action of suit, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association. However, indemnification under this Section shall not be made for a claim, issue or matter in which the Indemnitee has been found liable to the Association unless and only to the extent that the court in which the action or suit was brought has determined upon application that, despite the adjudication of liability but in view of all circumstances of the case, the Indemnitee is fairly and reasonably entitled to indemnification for the expenses for which the court considers proper.

**Section 3: Actions Brought by the Indemnitee.** Notwithstanding the provisions of Sections 1 and 2 of this Article, the Association shall not indemnify an Indemnitee in connection with any action, suit, proceeding or claim (or part thereof) brought or made by such Indemnitee; unless such action, suit, proceeding or claim (or part thereof) (i) was authorized by the Board of Directors of the Association, or (ii) was brought or made to enforce this Article and such Indemnitee has been successful in such action, suit, proceeding or claim (or part thereof).

**Section 4: Approval of Indemnification.** An indemnification under Sections 1 or 3 of this Article, unless ordered by a court, shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the Indemnitee is proper in the circumstances because the Indemnitee has met the applicable standard of conduct set forth in Sections 1 and 3 of this Article. This determination shall be made promptly in any of the following ways:

- (a) By a majority vote of a quorum of the Board consisting of Directors who were not parties to the action, suit or proceeding.
- (b) If the quorum described in subdivision(a) is not obtainable, then by a majority vote of a committee of Directors who are not parties to the action. The committee shall consist of not less than two (2) disinterested Directors.
- (c) By independent legal counsel in a written opinion.

**Section 5: Advancement of Expenses.** Expenses incurred in defending a civil or criminal action, suit or proceeding described in Sections 1 or 3 of this Article shall be paid promptly by the Association in advance of the final disposition of the action, suit or proceeding upon receipt of any undertaking by or on behalf of the Indemnitee to repay the expenses if it is ultimately determined that the Indemnitee is not entitled to be indemnified by the Association. The undertaking shall be by unlimited general obligation of the person on whose behalf advances are made but need not be secured.

**Section 6: Partial Indemnification.** If an Indemnitee is entitled to indemnification under Sections 1 or 3 of this Article for a portion of expenses including attorneys' fees, judgments, penalties, fines and amounts paid in settlement, but not for the total amount thereof, the Association shall

indemnify the Indemnitee for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the Indemnitee is entitled to be indemnified.

**Section 7: Indemnification of Employees and Agents.** Any person who is not covered by the foregoing provisions of this Article and who is or was an employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust or other enterprise, whether for profit or not for profit, may be indemnified to the fullest extent authorized or permitted by the Act or other applicable law, as the same exist or may hereafter be amended, but in the case of any such amendment, only to the extent such amendment permits the Association to provide broader indemnification rights than before such amendment, but in any event only to the extent authorized at any time or from to time by the Board of Directors.

**Section 8: Other Rights of Indemnification.** The indemnification or advancement of expenses provided under Sections 1 to 7 of this Article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under the articles of incorporation, bylaws or a contractual agreement. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking indemnification or advancement or expenses. The indemnification provided for in Sections 1 to 5 of this Article continues as to a person who ceases to be a director, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of the person.

**Section 9: Liability Insurance.** The Association shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was serving a the request of the Association as a director, officer, employee or agent of another Association, business Association, partnership, joint venture, trust or other enterprise against any liability asserted against the person and incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Association would have the power to indemnify the person against such liability under the provisions of the Act.

**Section 10: Severability.** Each and every paragraph, sentence, term and provision of this Article shall be considered severable in that, in the event a court finds any paragraph, sentence, term or provision to be invalid or unenforceable, the validity and enforceability, operation, or effect of the remaining paragraphs, sentences, terms, or provisions shall not be affected, and this Article shall be construed in all respects as if the invalid or unenforceable matter had been omitted.

**Section 11: Definitions.** "Other enterprises" shall include employee benefit plans; "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan; and "serving at the request of the Association" shall include any service as a director, officer,



employee, or agent of the Association which imposes duties on, or involves services by, the director, officer, employee, or agent with respect to an employee benefit plan, its participants or beneficiaries; and a person who acted in good faith and in a manner he or she reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be considered to have acted in a manner “not opposed to the best interests of the Association as referred to in Sections 1 and 2”.

### **ARTICLE XIII FISCAL YEAR**

**Section 1: Fiscal Year.** The fiscal year of the Association shall be determined by the Board of Directors.

### **ARTICLE XIV CONFLICTS**

**Section 1: Statement of Policy.** It is the policy of the Association that all officers, directors, committee members and employees of the Association shall avoid any conflict between their own respective individual interests and the interests of the Association, in any and all actions taken by them on behalf of the Association in their respective capacities.

**Section 2: Dealing with the Association.** A contract or other transaction between the Association and one or more of its directors or officers, or between the Association and one or more of its directors or officers, or between the Association and a domestic or foreign corporation, firm or association of any type or kind in which one or more of the Association’s directors or officers are trustees or officers, or are otherwise interested, is not void or voidable solely because of such common trusteeship, officership or interest, or solely because such directors are present at the meeting of the Board of Directors or committee thereof at which such contract or transaction is acted upon, or solely because their votes are counted for such purpose, if any of the following conditions is satisfied:

- (a) The contract or other transaction is fair and reasonable to the Association when it is authorized, approved or ratified;
- or
- (b) The material facts as to such trustee’s relationship or interest as to the contract or transaction are disclosed or known to the Board of Directors or committee thereof authorizes, approves or ratifies the contract or transaction by a vote sufficient for the purpose without counting the vote of any common or interested director.

**Section 3: Procedure in Event of Potential Conflict of Interest.** In the event that any officer, trustee, committee member or employee of the Association shall have any direct or indirect

interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Association, such officer, director, committee member or employee shall give the Board of Directors notice of such interest or relationship and shall thereafter refrain from voting or otherwise attempting to exert any influence on the Association, its Board of Directors, or its committees, to affect its decision to participate or not to participate in such transaction.

**Section 4: Special Voting Rules.** Any member of the Board of Directors who has a conflict of interest on any matter involving the Association shall not be counted in determining the quorum for the meeting at which the matter is to be acted upon, even when permitted by law. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

## **ARTICLE XV MISCELLANEOUS PROVISIONS**

**Section 1: Contracts, Conveyances, Etc.** All conveyances, contracts and instruments of transfer and assignment shall be approved as provided by a resolution of the Board of Directors.

**Section 2: Execution of Instruments.** Except as otherwise provided for herein, all Association instruments and documents, including, but not limited to, checks, drafts, bills or exchange, acceptances, notes or other obligations or orders for the payment of money, shall be signed as provided by a resolution of the Board of Directors.

**Section 3: Borrowing.** Loans and renewals of loans shall be contracted on behalf of the Association as provided by a resolution of the Board of Directors.

**Section 4: Adjourned Meetings.** A majority of the Directors present, whether or not a quorum, may adjourn any meeting to another time and place. Notice of such adjourned meeting shall be given even though the time and place thereof are announced at the meeting at which the adjournment is taken.

**Section 5: Method of Giving Notices.** Any notice required by statute or by these Bylaws to be given to the directors, or to any officers of the Association unless otherwise provided herein or in any statute, shall be given by mailing to such director or officer at his or her last address as the same appears on the records of the Association, and such notice shall be deemed to have been given at the time of such mailing.

**Section 6: Action by Written Consent.** Action required or permitted to be taken pursuant to authorized vote at any meeting of the Board of Directors or a committee thereof, may be taken without a meeting if, before or after the action, all Members of the Board of Directors or the committee consent thereto in writing. Written consent shall be filed with the minutes of the

proceedings of the Board or committee. Such consent shall have the same effect as the vote of the Board or committee for all purposes.

**Section 7: Remote Participation in Meeting ~~by Telephone~~.** By oral or written permission of a majority of the Board of Directors, a Member of the Board of Directors or of a committee designated by the Board may participate in a meeting by means of conference telephone, or similar communications equipment by means of which all persons participating in the meeting can hear each other ("~~two-way communication~~"). Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.

**Section 8: Corporate Seal.** If the Association has a corporate seal, it shall have inscribed thereon the name of the Association and the words "Corporate Seal" and "Michigan". The seal may be used by causing it or a facsimile to be affixed, impressed or reproduced in any other manner.

## ARTICLE XVI

### AMENDMENTS, ~~AND ADDITIONS~~ RULES AND REGULATIONS

**Section 1: Amendments.** These Bylaws may be altered or amended by the vote of the Member School Districts. The Board of Directors will provide written ballot with the proposed amendment(s) to each Member School District giving at least a forty (40) day period in which to vote. Each Member School District will have one vote.

**Section 2: Rules and Regulations.** The Board of Directors may adopt additional rules and regulations, general or specific, for the conduct of their meetings, and additional rules and regulations, general or specific, for the conduct of the affairs of the Association; provided, however, unless a local, state or national emergency has been declared, no such additional rule or regulation shall be inconsistent with or in contravention of any provision of the Articles of Incorporation or these Bylaws.

**Section 3: Rules and Regulations During a Declared Emergency.** In the event of a declared local, state or national emergency, the Board of Directors may set aside rules and regulations within these bylaws, general or specific, regarding the conduct of their meetings and election and to conduct the affairs of the Association.

## **Appendix 1**

### **Definition of Cause for Removing a Board Member or Officer**

*Adopted by the OCSBA Board of Directors: September 16, 2020*

#### **Preface:**

The Board of Directors of a nonprofit has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”\*

1. **Duty of Care:** Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will.
2. **Duty of Loyalty:** Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit, not in the best interest of the individual board member (or any other individual or for-profit entity).
3. **Duty of Obedience:** Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

The Board of Directors does not exist solely to fulfill legal duties and serve as a fiduciary of the organization's assets. Board members also play very significant roles providing guidance to nonprofits by contributing to the organization's culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates.

**An OCSBA Officer or Member of the Board of Directors may be removed for cause, defined as any of the following:**

- ❖ Acts of malfeasance, misfeasance, or nonfeasance.
- ❖ Willful failure to follow OCSBA bylaws.
- ❖ Willful neglect of duties.
- ❖ Failure to disclose a conflict of interest and/or using the Association for his or her own personal gain.
- ❖ Using their position on the OCSBA Board of Directors or OCSBA's logo in a political endorsement, as such could reasonably be misconstrued as an endorsement by the Association.
- ❖ Frequently missed Board meetings or committee meetings.
- ❖ Creating an unhealthy or dysfunctional boardroom through inappropriate behavior or disrespecting the other members of the Association.
- ❖ Ethical concerns such as discrimination, harassment, or criminal behaviors.

Basically, the removal of a Director or Officer should only be done when absolutely necessary. However, the reasons for doing so are up to the Association's other Directors and Members. If a Director has failed his or her fiduciary duty in some way, then he or she should be removed from the board.

# Member District Ballot

## Proposal to Amend the Bylaws



**INTRODUCTION.** The Oakland County School Boards Association Resolutions and Bylaws Committee reviews and recommends amendments to the Association's bylaws annually. The OCSBA Board of Directors has reviewed the proposed changes and recommends approval of all bylaws amendments as presented. Every Member District Board of Education has been provided with the proposed amendments and a summary of proposed changes with a rationale for each change.

**VOTING PERIOD AND ELIGIBILITY TO VOTE.** OCSBA Bylaws Article XVI Section 1. These Bylaws may be altered or amended by the vote of the Member School Districts. The Board of Directors will provide written ballot with the proposed amendment(s) to each Member School District giving at least a forty (40) day period in which to vote. Each Member School District will have one vote.

The proposed amendments and written ballot were transmitted to Member School Districts on Friday, July 23, 2021. Completed ballots must be received by 5:00 PM on Friday, September 10, 2021.

### DOES THE BOARD OF EDUCATION APPROVE ALL PROPOSED AMENDMENTS TO THE OCSBA BYLAWS AS PRESENTED?

The vote of the \_\_\_\_\_ School District  
*Insert District Name*

Board of Education on \_\_\_\_\_, 2021  
*Insert Meeting Date*

(check one) ☐ **YES. The Board approves all bylaws amendments as presented.**

☐ **NO. The Board does not approve all bylaws amendments as presented.**

I HEREBY CERTIFY that the foregoing is a true and correct record of a vote of the Board of Education.

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
**Secretary, Board of Education**

\_\_\_\_\_  
*Signature*

**Email the completed & signed ballot to [Carol.Finkelstein@wbsd.org](mailto:Carol.Finkelstein@wbsd.org)**

**Completed ballots must be received by 5:00 PM on Friday, September 10, 2021**

**Questions? Contact Carol Finkelstein at (249) 321-7999 or at the email above**

## Member District Ballot 2021 Resolutions



**Introduction.** Annually, the Oakland County School Boards Association (OCSBA) Government Relations Committee (GRC) establishes Legislative Priorities for the current legislative session. The Resolutions and Bylaws Committee then reviews the adopted legislative priorities and drafts resolutions based on those legislative priorities. When there is alignment with MASB and/or NSBA resolutions, the appropriate resolution information is referenced.

Once reviewed by the Board of Directors, the proposed resolutions are presented to our member districts for consideration. Resolutions that are approved by at least nineteen (19) Member School Districts shall be the official position of the Association as interpreted and pursued by its Board of Directors.

**Eligibility to Vote.** Each Member District receives one (1) vote on the proposed Resolutions.

**Voting Period.** The proposed resolutions, legislative priorities and a written ballot were transmitted to Member School Districts on Friday, July 23, 2021. Completed ballots must be received by 5:00 PM on Friday, September 10, 2021.

### DOES THE BOARD OF EDUCATION APPROVE THE PROPOSED AND AMENDED RESOLUTIONS AS PRESENTED?

The vote of the \_\_\_\_\_ School District  
*Insert District Name*

Board of Education on \_\_\_\_\_, 2021  
*Insert Meeting Date*

check one

- ☐ YES. The Board approves all proposed and amended resolutions as presented.
- ☐ NO. The Board does not approve all proposed and amended resolutions as presented.

I HEREBY CERTIFY that the foregoing is a true and correct record of the vote by the Board of Education.

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
**Secretary, Board of Education**

\_\_\_\_\_  
*Signature*

**Ballots must be received no later than 5:00 PM on Friday, September 10, 2021**

**Email completed & signed ballot to: [Carol.Finkelstein@wbsd.org](mailto:Carol.Finkelstein@wbsd.org)**

**Questions? Contact Carol Finkelstein at (248) 321-7999 or at the email above**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
August 5, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** M-STEP/iReady Assessment

On August 31, 2021, the Michigan Department of Education released M-STEP results from the spring assessment period.

In addition, the district assessed K-6 students using iReady three times over the course of the 2020-2021 school year.

Tonight, the Superintendent and the Assistant Superintendent of Academics will review this data with the Board of Education.

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

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

# M-STEP and iReady

Assessment Results for the 2020-2021 school year



# Longitudinal M-STEP Data Grades 3-6

	NOVI			
	2016/17	2017/18	2018/19	2020/21
	Total proficient	Total profcient	Total profcient	Total profcient
3rd				
ELA	69.12%	66.90%	70.10%	70.00%
Math	76.60%	75.50%	78.80%	78.20%
4th				
ELA	71.80%	68.40%	68.50%	65.80%
Math	81.00%	77.00%	78.40%	70.70%
5th				
ELA	75.80%	72.00%	66.00%	67.60%
Math	76.00%	75.50%	73.20%	72.20%
6th				
ELA	72.40%	72.10%	70.10%	66.40%
Math	71.00%	74.30%	76.50%	73.40%

# Longitudinal M-STEP Data Grades 7,8, and 11

	NOVI			
	2016/17	2017/18	2018/19	2020/21
	Total proficient	Total proficient	Total profcient	Total profcient
7th				
ELA	68.40%	65.30%	68.40%	56.50%
Math	73.80%	72.60%	75.70%	62.50%
8th				
ELA	77.20%	64.00%	87.80%	85.30%
Math	74.20%	66.90%	75.90%	79.80%
11th				
ELA	83.90%	83.80%	83.00%	83.00%
Math	71.30%	74.60%	76.20%	74.10%
Total	68.20%	72.20%	73.20%	70.10%

# District Comparisons: (selected near and like) Grades 3-6

	Novi	Troy	Northville	Grosse Pointe	Rochester	Berkley	Walled Lake	South Lyon	East Grand Rapids
	2020/21	2020/21	2020/21	2020/21	2020/2021	2020/2021	2020/2021	2020/2021	2020/21
	Total Proficient	Total Proficient	Total Proficient	Total Proficient	Total Proficient	Total Proficient	Total Proficient	Total Proficient	Total Proficient
3rd									
ELA	70.00%	66.50%	72.90%	62.80%	60.40%	59.20%	53.80%	55.70%	76.30%
Math	78.20%	70.60%	79.00%	60.70%	65.30%	54.60%	60.90%	55.20%	68.60%
4th									
ELA	65.80%	70.40%	76.80%	60.80%	65.40%	60.10%	55.70%	55.90%	81.50%
Math	70.70%	64.50%	77.20%	65.10%	65.90%	56.40%	57.70%	48.90%	74.50%
5th									
ELA	67.60%	67.50%	75.00%	61.30%	66.20%	59.20%	59.60%	54.50%	77.60%
Math	72.20%	56.50%	63.00%	51.70%	64.00%	51.50%	52.30%	34.80%	50.80%
6th									
ELA	66.40%	72.80%	65.00%	54.10%	63.50%	51.10%	43.00%	47.70%	69.60%
Math	73.40%	75.00%	63.30%	46.40%	50.60%	28.80%	31.50%	39.90%	60.20%

# District Comparisons: (selected near and like)

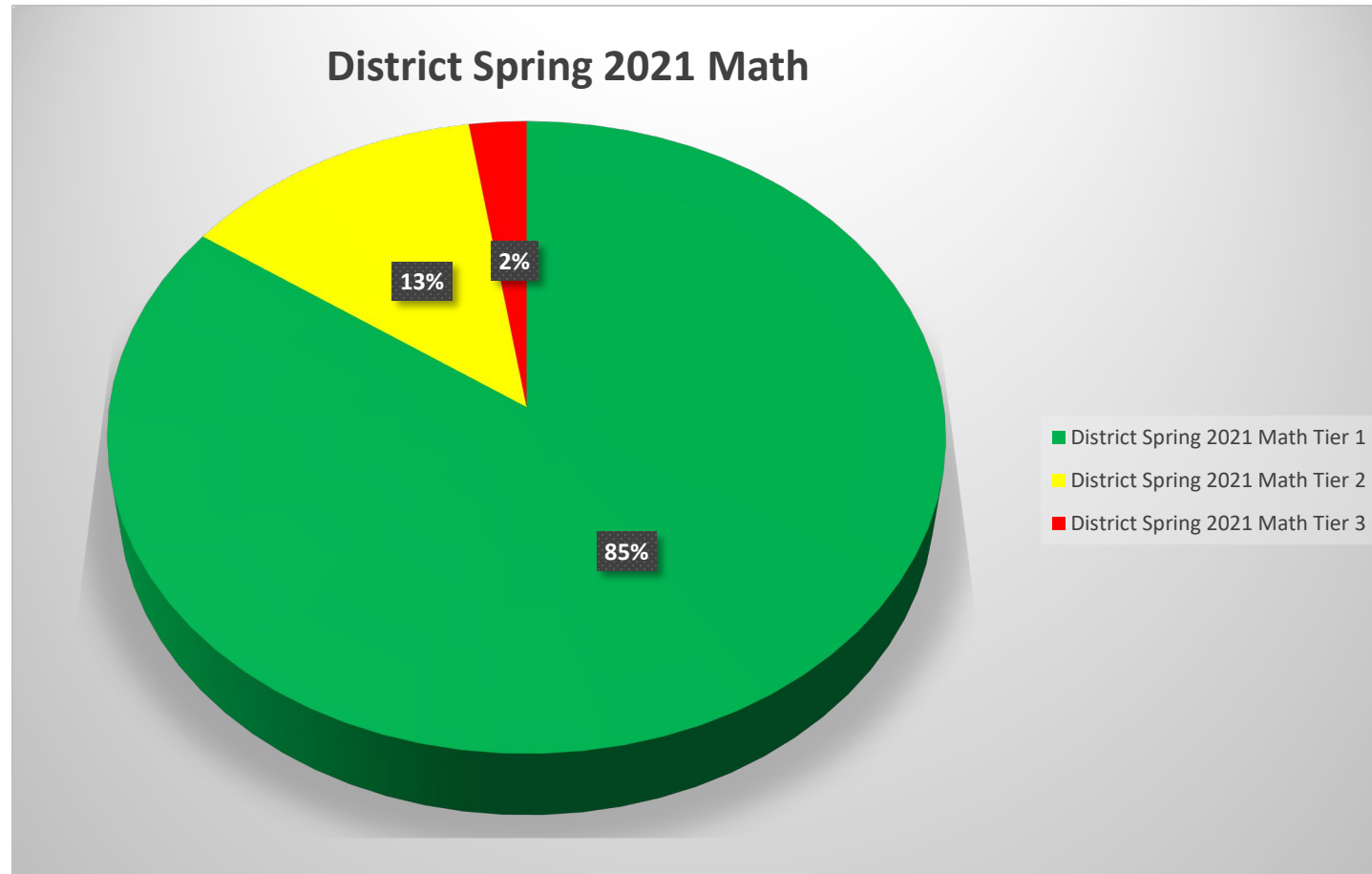
## Grades 7,8,11

	Novi	Troy	Northville	Grosse Pointe	Rochester	Berkley	Walled Lake	South Lyon	East Grand Rapids
	2020/21	2020/21	2020/21	2020/21	2020/2021	2020/2021	2020/2021	2020/2021	2020/21
	Total proficient	Total proficient	Total proficient	Total proficient	Total Proficient	Total Proficient	Total Proficient	Total Proficient	Total proficient
7th									
ELA	56.50%	73.80%	63.20%	64.60%	64.80%	52.00%	53.80%	54.40%	77.70%
Math	62.50%	77.20%	64.40%	53.90%	56.20%	38.20%	46.00%	39.50%	73.70%
8th									
ELA	85.30%	90.60%	88.00%	79.10%	82.90%	78.10%	74.60%	71.10%	87.30%
Math	79.80%	71.90%	69.70%	57.30%	55.00%	46.20%	49.00%	48.90%	65.50%
11th									
ELA	83.00%	83.70%	87.00%	81.20%	78.90%	73.80%	70.70%	71.10%	83.30%
Math	74.10%	69.20%	69.00%	57.40%	62.70%	52.70%	56.20%	51.10%	62.30%
Total	70.10%	67.30%	66.70%	56.30%	60.30%	50.60%	52.60%	48.30%	61.90%

# iReady Math

	District Fall 2020			District Winter 2021			District Spring 2022		
Grade	Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3
K	56%	44%	0%	81%	19%	0%	90%	10%	0%
1	46%	51%	4%	65%	34%	1%	86%	14%	0%
2	43%	48%	9%	62%	34%	4%	80%	18%	2%
3	41%	52%	7%	72%	25%	4%	85%	13%	3%
4	58%	34%	8%	74%	23%	3%	85%	12%	3%
5	63%	28%	8%	77%	17%	6%	83%	12%	5%
6	68%	23%	8%	81%	15%	4%	85%	11%	4%
Overall	54%	40%	6%	73%	24%	3%	85%	13%	2%

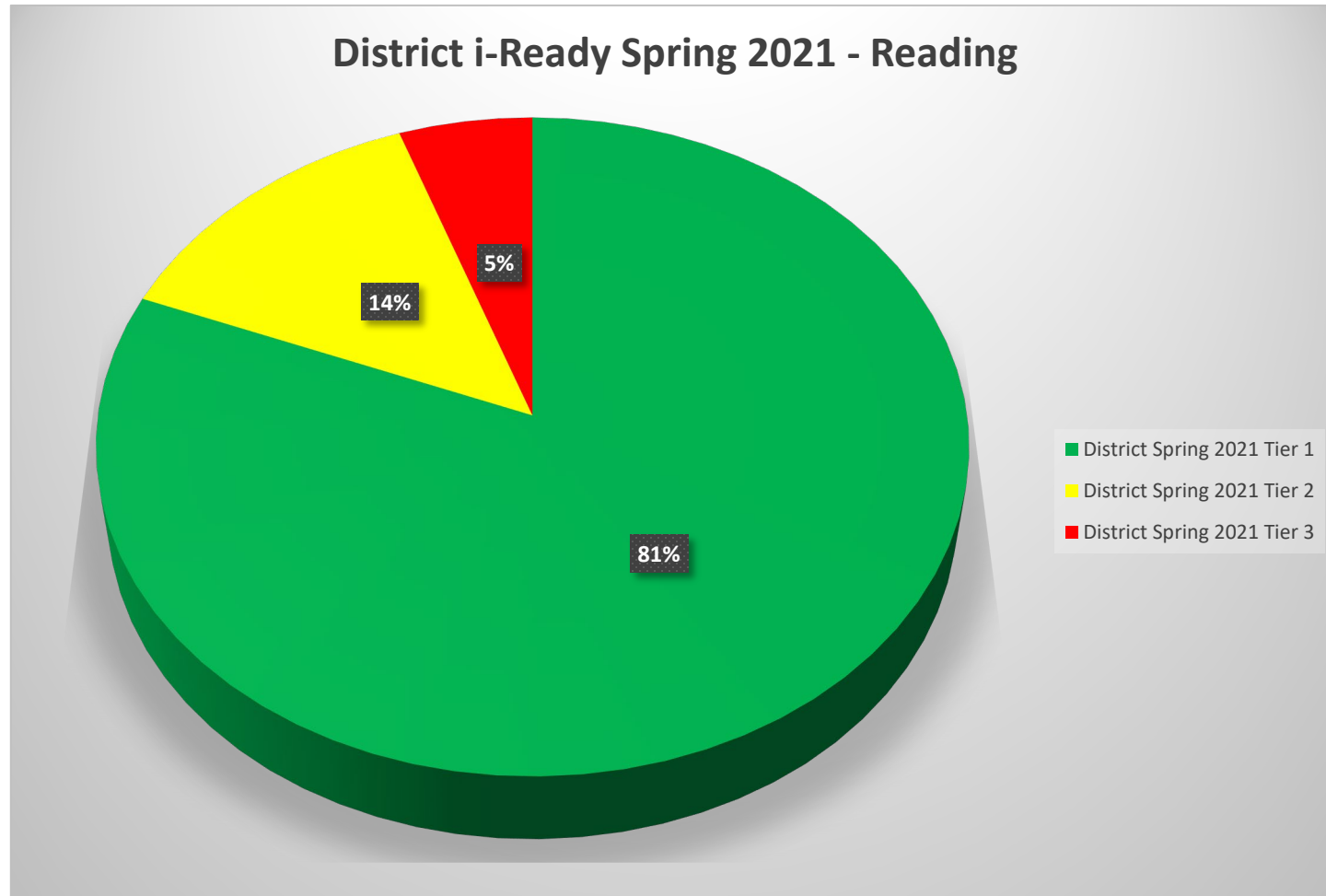
# iReady Math



# iReady Reading

	District Fall 2020			District Winter 2021			District Spring 2021		
Grade	Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3
K	63%	37%	0%	90%	10%	0%	93%	7%	0%
1	55%	44%	2%	72%	27%	1%	85%	15%	0%
2	55%	37%	8%	70%	26%	5%	82%	15%	3%
3	73%	16%	11%	84%	10%	6%	89%	6%	5%
4	57%	34%	9%	71%	25%	4%	77%	19%	4%
5	59%	25%	17%	67%	20%	14%	68%	20%	13%
6	62%	19%	19%	72%	14%	13%	74%	13%	13%
Overall	60%	30%	10%	75%	19%	6%	81%	14%	5%

# iReady Reading





Thank you