



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: February 18, 2021
Virtual via Zoom

Mrs. Mary Ann Roney
Trustee



NOVI BOARD OF EDUCATION
Regular Meeting – February 18, 2021
Virtual via Zoom
7:00 PM

AGENDA

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA**
- V. CONSENT AGENDA A ITEMS**
 - A. Approval of Minutes
- VI. ACTION ITEMS**
 - A Personnel Report
 - B. 2021 MASB Board of Directors Election
 - C. 2021 Copier Equipment Purchase
 - D Walsh College Property Resolution
 - E Resolution for School Boards to Meet in Person
- VII. INFORMATION AND DISCUSSION**
 - A. 2021 Roofing Program - Deerfield
 - B. Extended Instruction Flexibility Plan
- VIII. COMMITTEE REPORTS**
 - A. Curriculum Committee
- IX. COMMENTS FROM THE AUDIENCE**
- X. SUPERINTENDENT’S REPORT**
- XI. ADMINISTRATIVE REPORTS**
- XII. BOARD COMMUNICATION**
- XIII. ADJOURNMENT**

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

SUPERINTENDENT OF SCHOOLS

TOPIC: Consent Items

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

CONSENT ITEMS

- A. Approval of Minutes
 - a. Regular Meeting Minutes of February 4, 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, February 4, 2021
Novi Community School District
Board of Education**

A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, February 4, 2021, beginning at 7:03 PM via Zoom.

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

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

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

Nays: 0

MOTION CARRIED

COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There were 39 comments from the audience regarding returning to school full-time, in person.

CONSENT AGENDA A ITEMS

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

CONSENT ITEMS

A. Approval of Minutes

- a. Regular Meeting Minutes of January 21, 2021

B. Approval of Bills

- a. Board Report
- b. Check Register for November 2020
- c. Purchase Card Report for October 1, 2020 through October 30, 2020

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

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Hood, 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>	New Hires	
				<u>Rate</u>	<u>Effective</u>
Bronson, George	HS/MS	Health/PE/Computer Teacher	New Hire	BA	02-05-21

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Bornowski, Jessica	MS	ELA Teacher	Resigned	06-11-21

A. 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 Mr. Cook and supported by Mrs. Roney that the Novi Board of Education adopts the personnel report recommendations as presented.

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

Nays: 0

MOTION CARRIED

IB CP Report

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

It was moved by Mrs. Murphy and supported by Mr. Mena that the Novi Community School District Board of Education approve the addition of the IB Career Program.

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

Nays: 0

MOTION CARRIED

Bid Package #4: HS-HVAC

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

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

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

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

Award Recommendation Amount: \$ 535,118.00

It was moved by Mrs. Murphy and supported by Mrs. Hood that the Novi Community School District Board of Education approve the recommended bid to Goyette Mechanical for \$535,118.00.

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

Nays: 0

MOTION CARRIED

Secure Entry and Classroom/Office Technology

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

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

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

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

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

Security 101	Yes	Yes	Yes	\$71,316.61
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Received base bids were as follows:

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

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

Received base bids were as follows:

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

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

It was moved by Mrs. Hood and supported by Mrs. Roney that the Novi Community School District Board of Education award the secure entry renovation technology project to Security 101 in the amount of \$71,316.61 with a district managed contingency of \$7,132. In addition, the Board of Education award the classroom and office renovation technology project to Digital Age Technologies in the amount of \$255,641.00 with a district managed contingency of \$25,564.

Ayes: 5 Dr. Ruskin, Mrs. Hood, Mr. Cook, Mrs. Murphy, Mr. Mena, Mr. Smith, and Mrs. Roney

Nays: 2

MOTION CARRIED

COVID Metrics

COVID Metrics to return hybrid students to five-day

This has been a very challenging school year. We continue to look for ways to create that five-day a week in-person option for our students. That is a common goal for our Novi Community School District parents, Board of Education, teachers, and administrators. To do so we must find ways to balance the safety and the educational needs of our students and staff.

The administrative team recognizes that it has been eleven months since our Novi students have had a traditional school experience. We recognize that our hybrid and virtual class experiences present both opportunities and challenges. We recognize that the demands of this year on families have created challenges and struggles as parents and students juggle competing demands and work and school schedules.

Most importantly, we recognize the toll that this experience is taking on our students and staff. As second semester started on January 25, we had students walk through our doors who had not been inside of their school for months. We have students, who are new to the district, who have not seen their classrooms or the inside of their school even now. This, we know, has limited their social interactions and had a tremendous emotional toll on them and their families.

Students do not have access to the same experiences that they had pre-pandemic and there is a toll on their mental and social-emotional health. Concerts, plays, after school activities, athletics – these and many more experiences have all been limited or non-existent for eleven months. Social in-person interaction with other students and with teachers has been significantly reduced for over eleven months and this has had a negative impact.

There has also been a toll on the mental health of our staff, especially our teaching staff. We have asked them to teach in two modalities – virtual and hybrid. We have asked them to find ways to engage students in non-traditional ways. We have asked them to reimagine how to teach while living through a pandemic. Our teachers have spent time learning new skills and planning new lessons, and that has taken time away from their families and other activities.

We have asked administrators to manage two learning modalities within their building. We have asked administrators to reimagine how to service students in a virtual and hybrid world. The concern and worry of our administrative staff is clearly visible.

We have asked staff to find ways to feed students and to transport students and to provide technology to students in ways that we have never done before.

And we have done this while offering an in-person and a virtual option since September 8, 2020, when many districts around us chose to only offer a virtual option.

I have been told that our current hybrid and virtual approaches work for students. I have been told that our current hybrid and virtual approaches do not work for students.

I have received praise for our current hybrid and virtual approaches. I have received criticism for our current hybrid and virtual approaches.

Over the course of this school year, we have done many things to support our students to try and mitigate the impact of the unusual circumstances we have found ourselves in. A partial list of some of these intentional efforts made to engage students includes:

- Hired seven retired teachers to support students
- Started a tutoring program to support students in grades 5-12
- Created virtual intervention services for students
- Distributed technology devices to students
- Distributed whiteboards to all students
- Created social emotional lessons at all levels
- Intentionally solicited feedback from students
- Created virtual student activities

- For example, virtual homecoming activities at the high school
- Created “New to Novi” counseling group
- Provided staff professional development on virtual learning
- Created virtual meetings and clubs for students after school
- Redeployed instructional coaches to work with students
- Reached out to support students through Zoom conferences with teachers and administrators

Teachers report that students are learning. I have visited classrooms and talked with teachers and have seen our students learn.

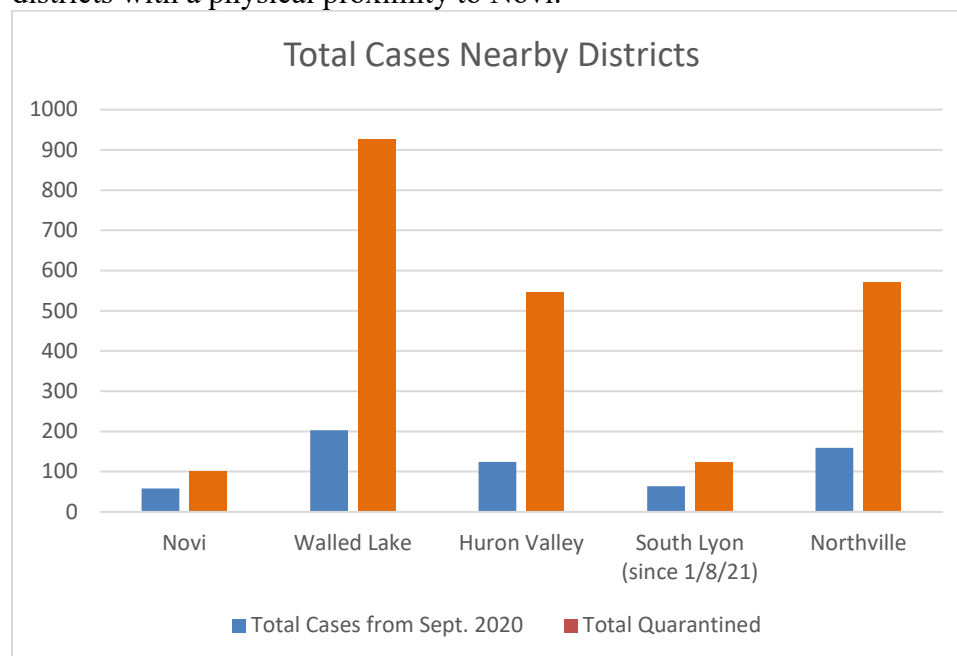
In our buildings, I have seen our teachers working. I have talked with our teachers about the instruction that they are providing. I have great confidence that our teachers are working hard and, in many instances, working harder than they have in the past trying to juggle virtual and in-person lessons, learning new technology, creating connections with students, developing new methods of assessment, engaging students, and so much more.

I understand that parents are frustrated because of the unique nature of this school year. I know that staff are frustrated this year as well.

The most important question at this point is when can we “return to normal,” when can we either return to five-day in-person instruction or increase the amount of in-person instruction for our students.

In Novi we have charted a course that has focused on two priorities – education and safety.

I believe that we have created a safe environment. We can look at the COVID dashboards of districts with a physical proximity to Novi.



District	Positive Cases Week of Jan. 25	Quarantine Week of Jan. 25
Novi	4	4
Walled Lake	7	56
Huron Valley	6	156
South Lyon	6	30
Northville	3	60
	Total Cases from Sept. 2020	Total Quarantined
Novi	58	<100
Walled Lake	203	926
Huron Valley	124	545
South Lyon	64	122 (since 1-8-21)
Northville	159	570

These numbers demonstrate that in Novi we have found a way to keep our students and our staff safe in our schools.

We also have found ways to provide a quality educational experience for our students. It is not the typical experience but in my visits to classrooms and in my conversations with teachers I have seen quality lessons and quality teaching.

None of us anticipated that the impact of the pandemic would last from March 16, 2020, through today.

But, the COVID numbers are higher now than they were when we made the decision to create a hybrid and a virtual option to begin the 2020-2021 school year.

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

We are still struggling with the pandemic.

We are learning about the impact of the pandemic on different age groups. At our last meeting I presented information that showed that the impact by age group.

Week	5-9 Ages	10-13 Ages	14-18 Ages	Total cases	% of 5- 9 cases	% of 10-13 cases	% of 14-18 cases
23-Sep	30	35	133	198	15.15%	17.68%	67.17%
30-Sep	24	37	75	136	17.65%	27.21%	55.15%
7-Oct	20	27	63	110	18.18%	24.55%	57.27%
14-Oct	31	33	80	144	21.53%	22.92%	55.56%
21-Oct	35	35	128	198	17.68%	17.68%	64.65%
28-Oct	56	55	190	301	18.60%	18.27%	63.12%
4-Nov	74	87	256	417	17.75%	20.86%	61.39%
11-Nov	116	129	376	621	18.68%	20.77%	60.55%
18-Nov	172	169	465	806	21.34%	20.97%	57.69%
25-Nov	179	177	485	841	21.28%	21.05%	57.67%
2-Dec	116	174	431	721	16.09%	24.13%	59.78%
9-Dec	130	151	424	705	18.44%	21.42%	60.14%
16-Dec	126	133	375	634	19.87%	20.98%	59.15%
23-Dec	95	101	244	440	21.59%	22.95%	55.45%
30-Dec	61	75	151	287	21.25%	26.13%	52.61%
6-Jan	51	78	196	325	15.69%	24.00%	60.31%
13-Jan	82	114	281	477	17.19%	23.90%	58.91%
20-Jan	80	106	259	445	17.97%	23.82%	58.20%
27-Jan	68	101	216	385	17.66%	26.23%	56.10%

These numbers show that students age 5-9 and 10-13 are less impacted by the virus. These would be our students in grades K-6. In our county it is important to remember that many of our students in these age groups have not been in school during the first five months of the school year. How that fact impacts these numbers is not known.

And while these numbers give us hope, the CDC reminds us that there is an impact on all ages. In guidance from the CDC on issues related to school return

(<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>) we learn some important points:

While fewer children than adults have had COVID-19 in the United States, the number of school-aged children with COVID-19 has been increasing.¹ Children and adolescents can be infected with the virus that causes COVID-19, can get sick with COVID-19, and can spread the virus to others.²

Most children and adolescents with the virus that causes COVID-19 have mild symptoms and some have no symptoms at all.²⁻⁴ The symptoms of COVID-19 are similar in adults and children and can look like other common illnesses, such as colds, strep throat, influenza, or allergies.²⁻⁴ Children, like adults, who are infected but have no symptoms can still spread the virus to others.⁵

While the number of children who have been hospitalized with COVID-19 has been low compared with adults, one-third of hospitalized children with COVID-19 have been admitted to the intensive care unit.⁶

Because children with the virus that causes COVID-19 can spread it to other children and to adults,^{2,5,8,9} it is important to take measures to minimize risk of spread in school settings.

Resuming and maintaining in-person learning may pose risks to children, teachers, school administrators, and other staff in the school environment, and their families and household members. Among adults, older age and having underlying medical conditions increases the risk for severe illness from COVID-19.

The many benefits of in-person schooling should be weighed against the risks of spreading COVID-19 in the school and community.

The CDC presents a scale of risk from low to high. The lowest risk is an all virtual environment. The next level is some risk, then medium risk, then higher risk, and highest risk:

Some risk:

- Hybrid Learning Model, where **most** students and teachers participate in virtual learning and **some** students and teachers engage in in-person learning, with:
 - **Small**, in-person classes, activities, and events
 - Cohorting and alternating or staggered schedules, **rigorously applied**
 - **No mixing** of groups of students and teachers throughout/across school days
 - **No sharing** of objects between students and teachers
 - Students, teachers, and staff following **all steps** to [protect themselves and others at all times](#) including proper use of face masks, social distancing, and hand hygiene
 - Regularly scheduled **and consistent** (i.e., at least daily or between uses) [cleaning](#) of frequently touched areas

Medium risk:

- Hybrid Learning Model, where **most** students and teachers engage in in-person learning and **some** students and teachers participate in virtual learning, with:
 - **Larger** in-person classes, activities, and events
 - Cohorting and alternating or staggered schedules **applied with some exceptions**
 - **Some mixing** of groups of students and teachers throughout/across school days
 - **Minimal sharing** of objects between students and teachers
 - Students, teachers, and staff following **all steps** to [protect themselves and others](#) such as proper use of face masks, social distancing, and hand hygiene
 - Regularly scheduled (i.e., at least daily or between uses) [cleaning](#) of frequently touched areas

Higher risk:

- Students and teachers engage **entirely in in-person** learning, activities, and events with:
 - **Some mixing** of groups of students and teachers throughout/across school days
 - **Some sharing** of objects between students and teachers
 - Students, teachers, and staff following **some** steps to [protect themselves and others](#) such as proper use of face masks, social distancing, and hand hygiene
 - **Irregular** [cleaning](#) of frequently touched areas

Highest risk:

- Students and teachers **engage entirely in in-person** learning, activities, and events with:
 - Students **mixing freely** between classes and activities
 - Students and teachers **freely sharing** objects
 - Students, teachers, and staff do **not/are not** following steps to [protect themselves and others](#) such as proper use of face masks, social distancing, and hand hygiene
 - **Irregular** [cleaning](#) of frequently touched areas

I would suggest that we are currently operating at the “some” and “medium” risk levels.

The state of Michigan guidance, *State of Michigan Guidelines for Operating Schools Safely*, discusses safety protocols. We meet most of those – designated COVID-19 point of contact, attempt to cohort, personal protective equipment, hand hygiene, and ventilation. But the report provides this guidance for spacing and movement:

1. Spacing and movement
 - a. The recommendations are:
 - i. Maintain six feet of distance at all times.
 - ii. In instructional settings, space desks six feet apart, making creative use of all school spaces (e.g., gymnasiums, cafeterias, multi-purpose rooms).
 - iii. If physical distancing of six feet cannot be maintained in instructional settings with an all in-person approach, schools should consider alternative strategies to reduce student density. This may include the use of a hybrid schedule that allows students to maintain six feet of distancing and attend in-person school for at least half-time.
 - iv. If a school district nonetheless proceeds with in-person learning, at a minimum it should:

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

If we were to bring back all of our hybrid students, we would be hard pressed in many classrooms to provide even 3-feet of space between students and desks. We created hybrid classrooms that, when combined, may exceed the typical class size for Novi because we knew that on hybrid days they would have under 15 students.

It has been suggested that districts around us are returning students to school five days a week so Novi should as well. In my experience, basing a conclusion on the argument that “everyone else is doing it so I should too” has never been the best way to convince someone that I am right. And in this particular case, the argument is also not true.

Here are Oakland County districts and their approaches to return to school: (F2F – face-to-face)

District	Elementary Return to School	Secondary Return to School
Avondale	Hybrid – Beginning February 18	Hybrid – Beginning February 18
Berkley	Hybrid – AM/PM – February 1	Hybrid MS: Feb 8 (with A/B every other day, Wednesdays asynchronous, Gr 6-8) HS: Feb 22 (with A/B every other day, Wednesdays asynchronous, Gr 6-8)
Birmingham	Hybrid – January 11	Hybrid – January 11
Bloomfield Hills	Hybrid	Hybrid
Brandon	Hybrid	Hybrid
Clarenceville	Hybrid – January 25	Hybrid – Feb 1 MS; Feb. 8 HS
Clarkston	5 days F2F – Feb 1	5 days F2F Feb. 1
Clawson	5 days F2F	Hybrid AM/PM 4 days
Ferndale	Virtual	Virtual
Hazel Park	Hybrid	Hybrid
Holly	5 days F2F	5 days F2F
Huron Valley	4 days a week	4 days a week
Lake Orion	Elementary has a 4hr: 15 minute session each day in the mornings with a grab & go lunch format at dismissal. We provide 1-2 asynchronous lessons in the afternoons.	Hybrid 6-12 are in an alternating day hybrid model with asynchronous work on the non-in-person days

Lamphere	Virtual	Virtual
Madison	Hybrid	Hybrid
Oak Park	Virtual	Virtual
Oxford	5 days F2F	5 days F2F
Pontiac	Hybrid	Hybrid
Rochester	Hybrid	Hybrid
Royal Oak	Hybrid	Hybrid
South Lyon	4 days per week all day F2F	4 days per week hybrid Feb 8: allowing secondary students to attend their two assigned days and the other two if they wish. Folks from home can still join in via google meet. Students have 3 class blocks a day. Day A – 3 class periods. Day B – 3 class periods.
Southfield	Virtual	Virtual
Troy	4 days F2F	4 days F2F (only 25% F2F)
Walled Lake	5 days F2F	Hybrid
Waterford	5 days F2F	5 days F2F
West Bloomfield	Hybrid	Hybrid
Northville	5 days F2F Cohorting with an aide to support classrooms were a teacher is not present	Hybrid

As seen in this chart there are a variety of approaches in Oakland County to returning to school.

In the Novi Community School District, we made the conscious choice to provide a hybrid and a virtual format in our return to school plan. We did so for several reasons, not the least of which, was the importance placed on social distancing.

The discussion we are now having really comes down to an issue of social distancing. We can meet all of the safety protocols spelled out by the CDC and the state of Michigan – masks, improved ventilation, hand washing, disinfecting surfaces, and social distancing – with our current hybrid approach. If we bring hybrid students back to school together we cannot meet the social distancing recommendations from the CDC or the state of Michigan.

In December we invited parents to recommit for second semester. In asking for that recommitment we informed parents that the goal would be to try and return hybrid students back to five-day in-person instruction during second semester if the conditions warranted that for our students. We were clear that if parents were uncomfortable with that possibility then the choice for their children should be virtual.

However, in saying that it must be noted that if we return to five-day in-person instruction we

cannot have social distance.

Without social distance, the school day would look different than the school day looks now. Children would remain at their desks for the majority of the day. Desks would face one direction to limit face-to-face interaction. We would not have space for students to engage in safe, socially distant activities in the classroom. Teachers would teach from the front of the room in a whole class format. Teachers could walk through the classroom aisles but one-on-one classroom instruction, interaction, and support would be minimal. Lunch would limit access to the cafeterias and be in classrooms or be in the lunchroom but keeping students apart as much as possible.

The majority of teachers and school staff are not vaccinated at this point. We believe, although it is not guaranteed, that most teachers and school staff will be vaccinated over the next several weeks.

A final issue is middle and high school students. Our middle and high schools are organized around a 6 period day. What that means for COVID exposure is that our middle and high school students would have six periods with different groups of students in each classroom. Our teachers would also have exposure to many more students during the course of the day than our elementary and Meadows teachers. Students would also be in the hallways six times during the day. This structure increases the number of people each middle and high school student and each middle and high school teacher is exposed to each day.

In our elementary schools and Meadows, students have reduced movement. These students have a modified cohort, in that they are with the students in their classroom for the majority of the day.

The difference between middle/high school and the elementary/Meadows experience makes bringing back middle and high school students more problematic.

The Board of Education has expressed to me a desire to have a plan on how to bring back students to five-day in-person instruction. I will provide that. But before I do I would like to express my belief that the Board should consider maintaining our current approach. I strongly believe that what we are currently doing is working.

Our hybrid and virtual students are learning.

Our hybrid and virtual students are safe.

Our positive cases and quarantine cases are significantly lower than neighboring districts.

When I examine both learning and safety of students and staff, what we are currently doing is working. It is not perfect. We continue to strive to improve our approach. But I know that our students are learning and that our students and staff are safe.

I know the argument is that other districts are going back. But many of them are not going back fulltime, many that are back have higher COVID positive tests and multiple quarantines, and the

in-person learning is not the same as what we are providing in our current format. My recommendation would be to continue our current approach – the hybrid and the virtual options until COVID case counts drop significantly.

When would I recommend that we consider bringing back our hybrid students? When our COVID numbers drop close to what they were when we started this school year. Under 20 cases per 10,000 in our school district, average of under 25 in our three zip codes, and under 125 average daily case counts in Oakland County.

But the Board has been clear that you would like to consider an alternative approach.

At the January 21, 2021, Board of Education meeting, I suggested that we could look to return to five-day a week in-person instruction if the COVID-19 case counts met certain thresholds. I have made some revisions to those recommendations and include information on a secondary return:

1. K-6 hybrid students could return to school five days a week if:
 - a. Case counts per 10,000 residents in the Novi Community School District 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.
 - i. That last three weeks:
 1. 12/31 – 1/14: 30.4
 2. 1/7 – 1/20: 34.0
 3. 1/14 – 1/27: 31.6
 - 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>)
 - i. The last three week averages:
 1. Week of January 11: 53.53
 2. Week of January 18: 55.05
 3. Week of January 25: 55.53
 - 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:
 - i. The last three week averages:
 1. Week of January 13: December 30 – January 12: 287
 2. Week of January 20: January 6 - 19: 248
 3. Week of January 27: January 13 – 26: 202
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. Taking into account the increased movement and the increased exposure to multiple groups of students, 7-12 hybrid students could return to school five days a week if:
 - 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.
 - i. That last three weeks:
 1. 12/31 – 1/14: 30.4
 2. 1/7 – 1/20: 34.0
 3. 1/14 – 1/27: 31.6
 - 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>)
 - i. The last three week averages:
 1. Week of January 11: 53.53
 2. Week of January 18: 55.05
 3. Week of January 25: 55.53
 - 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:
 - i. The last three week averages:
 1. Week of January 13: December 30 – January 12: 287
 2. Week of January 20: January 6 - 19: 248
 3. Week of January 27: January 13 – 26: 202
4. 7-12 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 40 for three consecutive weeks.
 - b. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or above 60 for three consecutive weeks
 - c. Case counts in Oakland County are above 225 for three consecutive weeks

At this point, with these metrics, we have not met the thresholds outlined above and could not bring hybrid students back to five-day in-person instruction for at least three weeks at either the K-6 or 7-12 levels.

But, to reiterate, my preferred recommendation, would be to continue our current model until COVID-19 cases were under 20 cases per 10,000 in our school district, average of under 25 in our three zip codes, and under 125 average daily case counts in Oakland County.

The Superintendent presents the following recommendations to the Board.

Recommendation One stands alone. It can be ignored or voted up or down. If it is approved the other recommendations do not need to be voted on. If Recommendation One is ignored or fails then move to Recommendations 2, 3, and 4.

Recommendation One:

1. That the Novi Community School District Board of Education continue our current model until COVID-19 cases reach these thresholds. If these thresholds are met for three weeks in a row hybrid students would return to school for five-day per week in-person instruction.
 - 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 cases.
 - b. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or below 25 per 10,000 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

If Recommendation One fails or is not voted on then move to the following recommendations.

Recommendation Two:

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

Recommendation Three:

1. 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:
2. 7-12 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 40 for three consecutive weeks.
 - b. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or above 60 for three consecutive weeks
 - c. Case counts in Oakland County are above 225 for three consecutive weeks

Recommendation Four

1. That the Board of Education directs the Superintendent to communicate weekly the status on meeting thresholds to the parent and school community.
2. 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.
3. That virtual students remain virtual as per their choice in December.

Recommendation One was moved by Mr. Cook, but there was no support. **MOTION FAILED**

It was moved by Mr. Mena and supported by Mrs. Murphy that the Novi Community School District Board of Education approve recommendation two, returning K-6 hybrid students to five-day a week in-person learning if our COVID-19 case counts meet the listed thresholds.

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

Nays: 1 Mr. Smith **MOTION CARRIED**

It was moved by Mrs. Murphy and supported by Mr. Mena that the Novi Community School District Board of Education approve recommendation three:

1. 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 weekly COVID report 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.

- 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:
2. 7-12 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 40 for three consecutive weeks.
 - b. Case count average of the three Novi zip codes – 48374, 48375, 48377 – is at or above 60 for three consecutive weeks.
 - c. Case counts in Oakland County are above 225 for three consecutive weeks.

Mr. Mena moved and supported by Mrs. Roney to amend the current motion to modify the Oakland County case count number from 125 to 140 to make it more consistent with the other two values that we have for this particular set of metrics

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

Nays: 0

MOTION CARRIED

It was moved by Mrs. Murphy and supported by Mr. Mena that the Novi Community School District Board of Education approve recommendation four:

1. That the Board of Education directs the Superintendent to communicate weekly the status on meeting thresholds to the parent and school community.
2. 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.
3. That virtual students remain virtual as per their choice in December.

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

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

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.

Copier Equipment Purchase

With the continued support of the Novi Community, the District passed a Bond issue in 2019 that will support facility and technology projects. Part of the plan for the bond projects was the refresh of district copiers. The district currently has 53 copiers with an average age of seven years old. Part one of the refresh plan will be to replace 36 (35 black/white copiers, 1 color copier) of the oldest and least reliable devices. In addition, the project will include the installation of Papercut.

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.

Anthony Locricchio, Senior Technology Coordinator, and Jeff Mozdierz, Technology Director, reviewed each company's proposal. The proposed equipment, copy volume, and installation plans were aligned as part of the review process. Each vendor included device rebates after installation. The replaced equipment will be disposed of with an independent recycler.

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) cooperative. 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.

The purchase of copier equipment is presented and recommended to the Board of Education at this meeting, with awarding of the bid at the next regular Board meeting on February 18, 2021.

COMMITTEE REPORTS

Governance and Policy Committee

Mr. Cook, Board Vice-President and Chair of the Governance and Policy Committee, reported that the committee reviewed a Board procedure and a policy regarding remote meetings. He stated there were several question, so it was sent back to Mr. Sutton for clarity. Mr. Cook said there was one on bullying that the committee made minor revisions to. He mentioned that the committee will get back together before brining any recommendations to the Board.

COMMENTS FROM THE AUDIENCE

There were three (3) additional comments from the audience this evening regarding the return to school plan and the District's DEI initiatives.

SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of Schools, expressed his deep gratitude and appreciation to the teachers, administrators, drivers, secretaries, childcare workers, early childhood staff, tech staff, food service, and custodial staff. He reported that this has been a most unusual year. Dr. Matthews stated that what he knows to be true is that each and every one of those staff members has done everything they can to make this year successful.

He said that today he walked the high school and there was food stacked on tables awaiting our families as they would come to pick up that food. Dr. Matthews mentioned that food service has been distributing food since last march. He reported that when he walked into the high school he saw tubs of work that our virtual and hybrid teachers had collected to distribute to our students when they came in to pick it up, so that they could continue to do work at home.

Dr. Matthews stated that our teachers and our staff have done amazing things this year and he want them to know the he deeply, deeply appreciates everything that they have done. He said that he believes we have made a tremendous difference this year.

ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, expressed his gratitude to the Board for reviewing the copier refresh proposal. He reported that is one of the expense reductions the he has been looking at since he arrived in Novi. Mr. McIntyre stated that he is really happy about the efficiency and the expense reduction that we can gain from moving to these new copiers.

He informed the Board that last week Moody's, the investment firm used to evaluate out credit risk for our bonds, is changing their rating methodology. Mr. McIntyre said the old way used to lump cities, counties, and school districts. He mentioned that now they will look at school districts individually. Mr. McIntyre reported that currently we have a double, a two (2), rating, which is a high grade rating with Moody's.

He stated that they have identified 34 school districts that will be reviewed for possible downgrade and he was happy to say that Novi is not one of those school districts. Mr. McIntyre said that it is important to continue to monitor our fund balance, our enrollment, and our debt. He mentioned that as more developments occur, he will keep the Board abreast as it happens.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that Monday afternoon we had our fourth mentee Monday series of professional development for our new teachers. He stated that Darby Hoppenstedt presented our MTSS system, first to our 7-12 new teachers and then later to our K-6 new teachers.

Dr. Kinzer said that he and Dr. Webber had a conversation after the presentation and how impressive our first year teachers are. He mentioned that their level of engage and the stories they shared about their commitment to their students, whether it was virtual or in a hybrid

modality was really impressive. Dr. Kinzer stated that he wanted the Board to know that we have a tremendous group of first year teachers.

Dr. RJ Webber, Assistant Superintendent for Academic Services, expressed his gratitude to a whole bunch of people out there and also each and every parent, student, and Board member. He reported that this has been really hard and we should give ourselves and each other some grace that we all need to make it through this. Dr. Webber stated that there is a light at the end of the tunnel. He said that when you hear about people getting vaccinated there is a kind of hope that we have not had in a long time and it feels really good. Dr. Webber mentioned to please take care of yourselves.

BOARD COMMUNICATION

Mrs. Hood, Board Treasurer, reported that one of our community members is a mental health professional. She stated that many community members are mental health professionals, but this one in particular does mental health moments on her Facebook. Mrs. Hood said that she listened to her today and it was about bullying. She mentioned that many things struck her, but one thing was, don't be a bystander, be an up stander, and when you notice or witness bullying, ask yourself who benefits from me being quiet.

Mrs. Hood commented on the last commentary from a parent of teacher. She stated that she has been so gratified by so many people reaching out and saying, via email, that we have all been doing a great job and that they appreciate everything the District, teachers, and administration are doing for our kids.

Mrs. Hood said then we have some, and there are multiple parents, who send the Board 15 emails and they are often insulting, rude, condescending, and unprofessional towards the leadership of our district. She mentioned that they are elected and can take it or leave it, but towards the leadership of our District, our teachers. Mrs. Hood stated, let your son or daughter read it before you hit send or before your tweet because middles schoolers and high schoolers will say, oh gee, do not send that; that is not nice; that is cruel. She reported that bullies behind keyboards are still bullies and when you send 15 emails berating our superintendent to open schools on this date.

Mrs. Hood said we are in receipt of an unintended communication for this same person who says that the COVID risk is nonsenses and there is no reason to treat it differently than the flu. She mentioned that you really need to stop and think what you are doing before you hit send that stuff. Mrs. Hood stated that she just had to speak up. She reported that she is speaking for herself and does not speak for the Board. Mrs. Hood said we do our wonderful teachers and staff and Para pros a disservice when we do not push back on this kind of staff.

Mr. Mena, Board Secretary, reported that he attended the library board meeting last week and they brought up an issue. He stated that the library has not always been open because of COVID, so Chartwells has not been able to use the area where they have their service. Mr. Mena said that the library board and director took it upon themselves to waive the fee that they would normally charge for this last section of time. He mentioned that is was the fair thing to do for Chartwells and tells him that they really cherish the relationship that they have with

Chartwells and the District. Mr. Mena expressed his gratitude to the library board and Julie Farkas for that.

Mr. Mena said that he wanted to thank everyone who worked so hard to advocate for our student athletes over the past month. He mentioned they were those who were respectfully vocal on social media and who reached out to our legislators and anyone who took the time to go out to Lansing to have their voices heard. Mr. Mena reported that you were clearly heard and did indeed make a difference, so thank you.

Dr. Ruskin, Board President, expressed he gratitude to the Board and administration and kudos to everyone for all they do. She reported importantly to our students, there were some students who had a learning experience, a life lesson over the weekend and let their voices be heard. Dr. Ruskin stated that we really do look forward to the student athletes returning safely and with safety protocols in place very soon. She expressed her appreciation for everyone's feedback

ADJOURNMENT

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

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

Nays: 0

MOTION CARRIED

The meeting adjourned at 10:21 p.m. The next regular meeting of the Board is scheduled for February 18, 2021 at 7:00 p.m, via Zoom.

Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: novi.k12.mi.us
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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 18, 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>
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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

C. 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 th 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

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**

SUPERINTENDENT OF SCHOOLS

TOPIC: 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.

RECOMMENDATION:

That the Novi Community Schools Board of Education's MASB Board of Directors Election ballot for **Region 8** be cast for _____, candidate for a 3-year term and MASB Board of Directors Election ballot.

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



Steve Matthews, Superintendent



All votes are confidential and counted one time.

Please cast your vote for one candidate to represent Region 8 for a three-year term on the MASB Board of Directors.

2021 MASB Board of Directors Official Ballot

This is a Required Question.



Sandra Dukhie

District: Ferndale Public Schools

County: Oakland

Time served on this board: Four years

Offices held: Vice President

MASB Certification:

Election Statement:

Education is said to be the great equalizer but has struggled to level the playing field since the very beginning. I believe, as board members, we are in a position to set education on a path to excellence for all by way of equity and inclusion.

I am pleased to write to you today regarding my application to serve on the MASB Board of Directors. I believe my passion combined with my experience make me an exceptional candidate for the position.

I believe diversity, equity and inclusion work is necessary and imperative. Serving my community as a school board member, challenges me to look at all decisions that cross our Board table through an equity lens which led to my co-authoring of our district's resolution declaring racism as a public health crisis. I take pride in educating while walking alongside others on their journey to our collective responsibility of ensuring equity for all. I am an active member and participant of the Oakland County Council for Diversity Equity and Inclusion. This past summer I hosted and facilitated a 30-Day Racial Equity Habit Building Challenge via social media, adapted from Eddie Moore Jr.'s 21-day challenge.

I am a natural leader. Not only have I worked in public education since 1999, I have been an active parent in the education of my five sons which led me to seek a board seat for my school district. I was appointed to the Ferndale School Board in March of 2017 and then elected for my current term in the November 2018 election. Community members selected me to chair the Ferndale Inclusion Network, an organization whose mission is intent on building a more diverse and inclusive community.

I would like to serve on the MASB Board of Directors because I believe I will bring a different perspective and a much needed lens on equity and inclusion.



Mary Hanser**District:** Oxford Community Schools**County:** Oakland**Time served on this board:** Two years**Offices held:****MASB Certification:**

Certified Boardmember Award

Award of Merit

Election Statement:

I wish to serve on the MASB Board to actively advocate for and support Region 8 districts, and work with other school board members to make Michigan a public school destination—because we have equitable funding and educational opportunities, well trained and knowledgeable school boards, and honor the value of every single student and staff member. I am relatively new in the school board world and bring a forward thinking perspective to the table.

I currently serve on the Oakland County School Board Association (OCSBA) Diversity, Equity & Inclusion Committee and the OCSBA Government Relations Committee. Within my first two years of board service I have earned my CBA Certification and Award of Merit and recently completed the coursework for the Advocacy Skills Specialty.

My previous service to the community includes high school robotics team mentor, FIRST Robotics Competition volunteer, and the Macomb County Commission on Women.

My background is in business, earning a Bachelor of Business Administration degree from Walsh College. I have worked in the non-profit sector as well as in the corporate world and small business.



Birgit McQuiston**District:** Lake Orion Community Schools**County:** Oakland**Time served on this board:** Nine years**Offices held:** Vice President and Secretary**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

Election Statement:

I was first elected to the Lake Orion Board of Education in May of 2011. My passion for education was ignited as I volunteered in my children's classroom. That passion grew as I worked on School Improvement Teams and the District Improvement Team. I ran for the board of education in order to preserve the integrity of the work of our board, and today that passion burns brighter than ever. My board work includes the policy, curriculum, board self-assessment, superintendent evaluation, and Lamp of Learning committees, and the Government Relations Committee and Diversity Equity and Inclusion Representative to our county association. I have served as president, vice president and secretary. I've traveled to Lansing to address the senate and house education committees to advocate for local control and against unfunded mandates. I was elected to my third term this past November and am honored to continue serving our students and community.

I became interested in the work of the Oakland County School Boards Association (OCSBA) by attending meetings and broadened my professional development (PD) while connecting with other trustees. I am currently serving in my third year on the OCSBA Board of Directors (BOD), have been the secretary for two years, and am on the meeting planning committee. My drive to be a part of the OCSBA BOD has been to help broaden the scope of our work with the 201 trustees of Oakland County. Even amidst a pandemic, we are increasing the opportunities to connect and to provide relevant PD.

My pursuit of excellence led me to earn my Master Diamond Award in 2019. I was appointed to the MASB Resolutions & Bylaws Committee in 2018. I am running for the MASB BOD to be a part of the on-going work of developing board leaders and in advocating for equitable and exceptional public education for ALL students. I want to help maintain the integrity of board work and am a strong proponent of local control. I seek to serve region 8 as a visible and accessible director who will collaborate with all trustees in our region.

I am a founding and current member of Blessings in a Backpack – Lake Orion, which provides weekend food for at-risk students facing food insecurity. I have also been active within our community since March in helping provide resources and delivering food to community members at risk of food insecurity.



Gina Walker

District: New Haven Community Schools

County: Macomb

Time served on this board: 10 years

Offices held: President

MASB Certification:

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

Election Statement:

I have served in an elected position in public education for 10 years, four of which I served as President of New Haven Community Schools Board of Education. I am interested in helping provide opportunities for School Board Members on current challenges and obstacles facing public education. I have been active in my county association as well as in the MASB and have earned the Master Diamond Award for education credits. I am hoping to have a positive impact for both Region 8 and public education across the state. I welcome the opportunity to bring back and share information to Region 8, as well as share ideas from my region with other members of the Board of Directors. I have a Bachelor of Business Administration from Eastern Michigan University with a focus in Accounting and Internal Auditing. I look forward to the opportunity to represent and support my region as a member of the MASB Board of Directors.

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

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Copier Equipment Purchase

With the continued support of the Novi Community, the District passed a Bond issue in 2019 that will support facility and technology projects. Part of the plan for the bond projects was the refresh of district copiers. The district currently has 53 copiers with an average age of seven years old. Part one of the refresh plan will be to replace 36 (35 black/white copiers, 1 color copier) of the oldest and least reliable devices. In addition, the project will include the installation of Papercut.

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.

Anthony Locricchio, Senior Technology Coordinator, and Jeff Mozdierz, Technology Director, reviewed each company's proposal. The proposed equipment, copy volume, and installation plans were aligned as part of the review process.

Each vendor included device rebates after installation. The replaced equipment will be disposed of with an independent recycler.

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.

The purchase of copier equipment was presented to the Board of Education at the February 4, 2021 meeting and is being recommended for approval tonight.

RECOMMENDATION:

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.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**


Steve Matthews, Superintendent



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

February 4, 2021

Mr. Gregory McIntyre
Assistant Superintendent of Business
Novi Community School District
Educational Services Building
25345 Taft Road, Novi, MI 48374

Re: Copier Refresh

Dear Mr. McIntyre,

With the continued support of the Novi Community, the District passed a Bond issue in 2019 that will support facility and technology projects. Part of the plan for the bond projects was the refresh of district copiers. The district currently has 53 copiers with an average age of seven years old. Part one of the refresh plan will be to replace 36 (35 black/white copiers, 1 color copier) of the oldest and least reliable devices. In addition, the project will include the installation of Papercut. This product helps improve the security of printing and reduce waste. The staff members will use their existing ID card to release the print job from the copier. The implementation of Papercut is anticipated to save the district one million copies per year (\$3,200).

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. One of the district goals was to reduce the number of models supported to improve service and flexibility over the five to seven-year life of the devices. The Ricoh proposal utilized Ricoh devices while the Applied proposal utilized Canon devices (note: Applied Imaging supplies both Ricoh and Canon products).

Anthony Locricchio, Senior Technology Coordinator, and Jeff Mozdierz, Technology Director, reviewed each company's proposal. The proposed equipment, copy volume, and installation plans were aligned as part of the review process.

Each vendor included device rebates after installation. The replaced equipment will be disposed of with an independent recycler.

Here is a review of the two proposals:

Vendor	Product	Total Project Cost	Rebate	Net Cost	Cost per Copy b/w	Cost per Copy color
Applied Imaging	Canon	\$481,708.84	\$50,000	\$431,706.84	.0032	.047
Ricoh	Ricoh	\$474,322.00	\$42,500	\$431,822.00	.004	.045

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

Anthony Locricchio, Senior Technology Coordinator – Field Services, Oakland Schools • anthony.locricchio@oakland.k12.mi.us



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

The administration is recommending the Board of Education approve the purchases of 36 copiers, installation services, training, and support from Applied Imaging. The funding source is the **Capital Projects (Bond) 2019 fund and district operating budget (support services) 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.

Please contact either Anthony or Jeff at your earliest convenience if you have any questions.

Sincerely,

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

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

Anthony Locricchio, Senior Technology Coordinator – Field Services, Oakland Schools • anthony.locricchio@oakland.k12.mi.us

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

SUPERINTENDENT OF SCHOOLS

TOPIC: Walsh College Property Formal Resolution

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.

The board authorized the Superintendent or his designee the authority to execute the appropriate contracts and legal documents.

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

RECOMMENDATION:

That the Novi Community School District Board of Education approve the attached resolution on the purchase of the Walsh College – Novi property and facility.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Steve Matthews, Superintendent

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

A _____ meeting of the board of education of the Issuer (the "Board") was held:

☐ in the _____, within the boundaries of the Issuer,

☐ electronically through _____ with identification number _____

on the 18th day of February, 2021, at _____ o'clock in the ____m. (the "Meeting").

The Meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Act No. 99, Public Acts of Michigan, 1933, as amended, authorizes this Board to acquire real or personal property for public purposes through an installment purchase contract; and

2. The Board intends to purchase (i) land and improvements located in the City of Novi, County of Oakland, State of Michigan, commonly known as 41500 Gardenbrook Road, Novi, Michigan and further described in Exhibit B; and (ii) certain personal property identified and described in Exhibit B (the "Property") from Walsh College of Accounting and Business Administrators, Troy, Michigan (the "Vendor"), in an amount not to exceed Four Million One Hundred Fifty Thousand Dollars (\$4,150,000) and to enter into an Installment Purchase Agreement (the "Installment Purchase Agreement") to finance the purchase of the Property; and

3. The outstanding balance of all Issuer purchases of lands, property or equipment for public purposes, to be paid for in installments (i.e., installment purchase agreements, land contracts, leases, etc.), and the taxable value of the real and personal property within the Issuer as of the date hereof are identified in Exhibit A; and

4. This Board has received a bid from Fifth Third Bank, National Association, Detroit, Michigan (the "Bank") to finance the purchase of the Property at an interest rate of two and twenty-five hundredths percent (2.25%) per annum, a copy of which is attached as Exhibit C.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Issuer has complied with all legal requirements with respect to the acquisition of the Property.

2. The Board determines that it is in the best interest of the Issuer to accept the bid from the Bank to finance the acquisition of the Property through an Installment Purchase Agreement among the Issuer, the Bank and the Vendor for a total amount not to exceed Four

Million One Hundred Fifty Thousand Dollars (\$4,150,000.00) at an interest rate of two and twenty-five hundredths percent (2.25%) per annum over a period of approximately seven (7) years with approximately equal semi-annual principal and interest payments beginning September 1, 2021, with semi-annual interest thereon, based upon a 360-day year, 30-day month.

3. The Superintendent of Schools or the President, Vice President, Secretary or Treasurer of the Board shall execute an Installment Purchase Agreement in substantially the form attached hereto as Exhibit B on behalf of the Issuer, and the executed Installment Purchase Agreement shall be delivered to the Bank.

4. The Installment Purchase Agreement may be prepaid in whole or in part at any time without penalty.

5. The Issuer hereby irrevocably pledges to make the principal installments and interest payments on the Installment Purchase Agreement, beginning with the fiscal year 2021-2022 and during each fiscal year for which an operating budget is adopted, the first operating budget obligation within its authorized millage until such time as the principal installments and interest payments have been paid in full.

6. The Issuer hereby pledges its limited tax full faith and credit for the payment of the principal installments and interest payments on the Installment Purchase Agreement, payable from ad valorem taxes which will be levied within the authorized constitutional and statutory operating millage rate available to the Issuer and an irrevocable appropriation of a sufficient amount of taxes will be made each year from said millage rate for the payment of principal installments and interest payments on the Installment Purchase Agreement.

The obligation to pay the principal installments and interest payments will be the limited tax general obligation of the Issuer, and if tax collections are insufficient to pay the principal of or interest on the borrowing when due, the Issuer pledges to use any and all other resources available for the payment of principal and interest on the Installment Purchase Agreement.

7. The President, Vice President, Secretary, Treasurer, Superintendent and individual acting in the capacity of the business official are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

8. The useful life of the Property is hereby determined to be not less than fifteen (15) years.

9. The Issuer hereby covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code"), that must be satisfied subsequent to the execution of the Installment Purchase Agreement in order that interest thereon be or continue to be excluded from gross income for federal income tax purposes, including the filing of Form 8038-G or 8038-GC with the Internal Revenue Service.

10. The Issuer hereby designates the Installment Purchase Agreement as a "qualified tax-exempt obligation" for purposes of deduction of interest expense by financial institutions under the Code. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on

behalf of the Issuer during calendar year 2021 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

11. The outstanding balance of all of the Issuer's contractual agreements for the purchase of real or personal property, exclusive of interest, does not exceed 1.25% of the taxable valuation of real and personal property in the Issuer.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

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

Secretary, Board of Education

CJI/ssw

EXHIBIT A

1. Total currently outstanding principal balance of all Issuer installment financing contracts (i.e., installment purchase agreements, land contracts, lease purchase agreements, etc.), plus the proposed principal borrowing under this Resolution is: \$_____.
2. The Issuer's total current taxable value for all taxable property within the Issuer's geographic boundaries is \$_____.

EXHIBIT B

INSTALLMENT PURCHASE AGREEMENT

PART I

- "OBLIGOR" means Novi Community School District, Oakland County, Michigan
- "VENDOR" means Walsh College of Accounting and Business Administrators, Troy, Michigan
- "Property" means (i) land and improvements located in the City of Novi, County of Oakland, State of Michigan, commonly known as 41500 Gardenbrook Road, Novi, Michigan and further described in Attachment A; and (ii) certain personal property described in Attachment A.
- "Purchase Price" means Four Million One Hundred Fifty Thousand and 00/100 Dollars (\$4,150,000.00)
- "Contract Amount" and "Principal" mean Four Million One Hundred Fifty Thousand and 00/100 Dollars (\$4,150,000.00)
- "Maturity Date", "Principal Installment", and "Interest Payment" shall have the meanings as described in Attachment B.
- "Dated Date" means February 26, 2021
- "Interest Rate" means the interest rates pursuant to Part II of this Installment Purchase Agreement which shall be two and twenty-five hundredths percent (2.25%).

The provisions of Part II of this Installment Purchase Agreement are hereby approved and incorporated herein.

PART II

THIS INSTALLMENT PURCHASE AGREEMENT (the "Installment Purchase Agreement") is dated as of the Dated Date by and between the OBLIGOR, a Michigan municipal corporation, the VENDOR, and FIFTH THIRD BANK, NATIONAL ASSOCIATION, Detroit, Michigan (the "BANK"), as assignee of VENDOR or registered assigns. All capitalized terms not defined in Part II shall have the meaning set forth in Part I.

1. Purchase Price, Title and Useful Life. On the Dated Date, (i) the OBLIGOR agrees to purchase and VENDOR agrees to sell and provide the Property to the OBLIGOR for the Purchase Price and (ii) the OBLIGOR agrees to deliver the Purchase Price to the VENDOR. The Purchase Price includes all property described in Attachment A and in the associated Purchase and

Sale Agreement, as defined herein, between the OBLIGOR and VENDOR (the "Purchase and Sale Agreement"). On the Dated Date, the BANK will pay the Contract Amount to the OBLIGOR in federal funds by wire transfer and the OBLIGOR will pay the full Purchase Price including the difference, if any, between the Contract Amount and the Purchase Price to the VENDOR immediately upon the receipt of the Contract Amount and the delivery of the Property to and acceptance of the Property by the OBLIGOR. Upon delivery to and acceptance by the OBLIGOR, title to the Property shall vest in the OBLIGOR. The OBLIGOR shall not sell, assign title to, lease, or obtain further financing with respect to the Property except with the permission of the BANK while Principal remains outstanding under this Installment Purchase Agreement. The OBLIGOR agrees that the useful life of the Property is equal to or longer than the date of the final payment hereunder. The BANK may pledge this Installment Purchase Agreement as security for any obligation of the BANK.

2. Repayment Provisions. The OBLIGOR agrees to pay to the BANK the Principal in the Principal Installments on the Maturity Dates and interest payments on the unpaid Principal balance from the Dated Date at the Interest Rate on the Interest Payment Dates. The Interest Rate shall be the rate set forth in Part I. Interest shall accrue on the unpaid balance of the Principal from the date hereof at the Interest Rate computed on the basis of a 360-day year, 30-day month.

The Installment Purchase Agreement may be prepaid in whole or in part at any time prior to final maturity.

It is expressly agreed between the VENDOR and the OBLIGOR, and the BANK by acceptance of the assignment of this Installment Purchase Agreement, that the OBLIGOR shall make all payments of principal or interest due hereunder directly to the BANK or to a depository as shall be designated in writing by the BANK. The OBLIGOR further agrees that it will deposit with the BANK, or if so directed shall deposit with said depository, all payments of principal or interest due hereunder in immediately available funds at least one business day before the date on which said principal or interest due hereunder is due or in such other manner or such other time as the BANK shall approve.

3. Incorporation by Reference. The VENDOR agrees to all of the instructions, terms and conditions as outlined in the Purchase and Sale Agreement. In the event of a conflict in terms between this document and the Purchase and Sale Agreement with respect to the financing details only, the specific terms of this Installment Purchase Agreement shall govern.

4. Assignment by VENDOR to BANK. The VENDOR hereby irrevocably assigns this Installment Purchase Agreement immediately to the BANK in consideration for payment from the OBLIGOR of the Purchase Price. The OBLIGOR hereby consents to that assignment, except with respect to the warranties and other obligations of the VENDOR set forth in Paragraphs 3, 6 and 8 of this Installment Purchase Agreement, all of which shall remain the sole responsibility of the VENDOR and shall not be assignable and the VENDOR hereby acknowledges that all of said warranties and other obligations shall not be assigned and remain the sole responsibility of the VENDOR. The OBLIGOR'S obligation to the BANK is absolute and unconditional and shall remain in full force and effect until the amounts owed hereunder shall have been paid by the

OBLIGOR to the BANK and such obligation shall not be affected, modified or impaired upon the happening from time to time of any event, including without limitation any of the following:

- a. Any failure of title with respect to the VENDOR'S interest in the Property or the invalidity, enforceability or termination of this Installment Purchase Agreement;
- b. The modification or amendment (whether material or otherwise) of any obligation, covenant or agreement set forth in this Installment Purchase Agreement;
- c. The voluntary or involuntary liquidation, dissolution, sale or other disposition of all or substantially all of the assets, marshalling of assets and liabilities, receivership, insolvency, bankruptcy, assignment for the benefit of creditors, reorganization, arrangement, composition with creditors or readjustment or other similar proceedings affecting the VENDOR or any of its assets or any allocation or contest of the validity of this Installment Purchase Agreement, or the disaffirmance of this Installment Purchase Agreement in any such proceedings;
- d. To the extent permitted by law, any event or action which would, in the absence of this clause, result in release or discharge by operation of law of the VENDOR from the performance or observation of any obligation, covenant or agreement contained in this Installment Purchase Agreement;
- e. The default or failure of the VENDOR fully to perform any of its obligations set forth in this Installment Purchase Agreement or any other agreement; or
- f. Any casualty or destruction of the Property.

After payment of the Contract Amount, the BANK shall have no liability for payment of monies to the VENDOR or for the performance of any obligations to the VENDOR. The VENDOR represents and warrants that the assignment of this Installment Purchase Agreement to the BANK does not violate any agreement, contract, or loan agreement to which it is a party and that the Installment Purchase Agreement has been duly executed and delivered by the VENDOR.

5. Limited Tax General Obligation. The obligation of the OBLIGOR to pay Principal Installments and interest payments is a limited tax general obligation subject to applicable constitutional, statutory and charter limitations, if any, on the taxing power of the OBLIGOR. The OBLIGOR shall include in its budget and pay each year, until this Installment Purchase Agreement is paid in full, such sum or sums as may be necessary each year to make payments of the Principal Installments and interest herein, when due.

6. Delivery Date. The VENDOR agrees to deliver the Property as provided in the Purchase and Sale Agreement.

7. Tax Covenant. The OBLIGOR covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to delivery of this Installment Purchase Agreement in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. The OBLIGOR has designated this Installment

Purchase Agreement as a "qualified tax-exempt obligation" within the meaning of the Internal Revenue Code of 1986, as amended.

8. Warranty. Warranties, if any, with respect to the Property shall not be assigned but shall remain enforceable by the OBLIGOR and shall be described in the Purchase and Sale Agreement.

9. Entire Agreement. Except for closing documents delivered in connection with the Installment Purchase Agreement or to the BANK, this Installment Purchase Agreement (including the provisions of the Purchase and Sale Agreement incorporated by reference in section 4 above) constitutes the entire agreement of the parties. All other prior or contemporaneous agreements, understandings, representations and statements, oral or written, are hereby terminated.

10. Amendments. Any attempt to modify the term of this Installment Purchase Agreement or of any supporting document (except the Purchase and Sale Agreement) shall be ineffectual unless approved in writing by the BANK.

11. Counterparts. This Installment Purchase Agreement may be executed in any number of counterparts and all of said counterparts taken together shall be deemed to constitute one and the same agreement.



VENDOR:

WALSH COLLEGE OF ACCOUNTING &
BUSINESS ADMINISTRATORS, TROY,
MICHIGAN

By: _____

Its: _____

OBLIGOR:

NOVI COMMUNITY SCHOOL DISTRICT,
OAKLAND COUNTY,
STATE OF MICHIGAN

By: _____

Its: _____

Approved:

BANK:

FIFTH THIRD BANK, NATIONAL
ASSOCIATION, DETROIT, MICHIGAN

By: _____

Its: _____

ATTACHMENT A

Legal Description of Real Property

That certain land situated in the City of Novi, Oakland County, Michigan, as described as follows:

Part of the Southeast 1/4 of Section 14, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan, being more particularly described as commencing at the Southeast corner of said Section 14, Town 1 North, Range 8 East; thence North 03 degrees 39 minutes 40 seconds West 355.00 feet along the East line of said Section 14; also being the centerline of Meadowbrook Road to the point of beginning; thence along the centerline of a 36 foot wide ingress and egress easement the following eight (8) courses: South 86 degrees 20 minutes 20 seconds West 74.00 feet; 235.62 feet along the arc of a curve to the right (radius 150.00 feet, central angle 89 degrees 59 minutes 56 seconds, chord bears North 48 degrees 39 minutes 40 seconds West 212.13 feet); North 03 degrees 39 minutes 40 seconds West 29.96 feet; 236.00 feet along the arc of a curve to the left (radius 150.00 feet, central angle 90 degrees 08 minutes 42 seconds, chord bears North 48 degrees 44 minutes 00 seconds West 212.40 feet); South 86 degrees 11 minutes 40 seconds West 273.88 feet; 98.68 feet along the arc of a curve to the right (radius 100.00 feet, central angle 56 degrees 32 minutes 11 seconds, chord bears North 65 degrees 32 minutes 18 seconds West 94.72 feet); North 37 degrees 16 minutes 15 seconds West 33.91 feet and 24.18 feet along the arc of a curve to the left (radius 100.00 feet, central angle 13 degrees 51 minutes 22 seconds, chord bears North 44 degrees 11 minutes 53 seconds West 24.12 feet); thence North 03 degrees 48 minutes 20 seconds West 102.48 feet; thence South 86 degrees 11 minutes 40 seconds West 38.41 feet; thence North 04 degrees 15 minutes 50 seconds West 105.86 feet; thence North 05 degrees 57 minutes 20 seconds East 31.6.00 feet to a point on the Southerly right-of-way line of I-96; thence along said Southerly right-of-way line, South 84 degrees 02 minutes 40 seconds East 684.21 feet to a point on the Westerly right-of-way line of Meadowbrook Road; thence along said Westerly right-of-way line, South 07 degrees 24 minutes 17 seconds East 500.00 feet; thence North 86 degrees 21 minutes 58 seconds East 46.00 feet to a point on the aforementioned East line of said Section 14, also being the centerline of Meadowbrook Road; thence South 03 degrees 39 minutes 40 seconds East 327.04 feet along the East line of said Section 14 and said centerline of Meadowbrook Road to the point of beginning.

Tax Parcel ID No. 22-14-451-024

Common Address: 41500 Gardenbrook Road, Novi, MI 48375

Description of Personal Property

(See List of Personal Property attached)

List of Personal Property

Location	Count			Location	Count
<u>Library</u>				<u>Storage Room (506)</u>	
NOVA computer tables	10			classroom chairs	33
computer chairs	10			file cabinets	8
club chairs	9			office chair	1
floor lamp	2			side chair	1
end tables	4			overheads	2
work station	1			credenza	1
office chair	1			desk	1
3 drawer file cabinet	2				
study tables	4			<u>classroom 507 & 508</u>	
study table chairs	16			classroom tables	56
table lamps	4			classroom chairs	112
bookshelves	2				
				<u>Study Room A</u>	
<u>conference room - library</u>				table	1
conference table	1			chairs	5
classroom chairs	5				
				<u>Study Room B</u>	
<u>classroom 501</u>				table	1
classroom tables	10			chairs	5
classroom chairs	19				
podium	1			<u>Study Room C</u>	
instructor chair	1			table	1
				chairs	5
<u>classroom 502 - empty</u>	0				
				<u>classroom 509</u>	
<u>classroom 503</u>				classroom tables	17
classroom tables	11			classroom chairs	33
				podium	1
<u>classroom 504</u>				instructor chair	1
classroom tables	8				
chairs	16			<u>classroom 510</u>	
				tables	17
<u>classroom 505</u>				chairs	33
classroom tables	24			instructor chair	1
classroom chairs	50				
podium	1			<u>classroom 511</u>	
instructor chair	1			tables	17
				chairs	33
<u>classroom 506</u>				instructor chair	1
classroom tables	25				
classroom chairs	49			<u>classroom 512</u>	
podium	1			tables	17
instructor chair	1			chairs	33
				instructor chair	1
				1 podium	1

Location	Count		Location	Count
<u>Room 513 -distance learning</u>			<u>Admin. Area</u>	
chairs	28		5 drawer file cabinet	3
fixed tables - 4 seat	7		3 drawer file cabinet	1
podium	1		office workstations	8
instructor chair	1		office chairs	9
			desks - back area	4
<u>Room 514 - computer lab</u>				
NOVA Computer Tables	31		bookshelves	8
computer chairs	31		2 drawer cabinets	8
podium	1		guest chairs	23
instructor chair	1		open office work station	6
2x5 classroom table	1		work station chairs	6
			picture	1
<u>Open Lab</u>			lounge furniture	1
NOVA computer tables	30		table	1
computer chairs	27		book shelf	1
work station	1		picture	1
file cabinets	3			
office chairs	3		<u>storage room -facilities office</u>	
			cabinet	3
<u>Head End Room</u>			lockers	3
empty data rack	1		shelf	1
bookshelf	1		work bench	1
UPS unit	1		desk	1
			desk chair	1
<u>East Storage</u>			file	1
classroom tables	2		side chairs	2
classroom chairs	17		workstations	6
storage shelf	1		office chairs	6
			bookshelf	2
<u>Lounge</u>			pallet jack	1
tables	25		extension ladder	1
classroom chairs	51		salt spreader	1
lounge chairs	4		shelves - janitors closet	2
			1 janitor cart	1
<u>Bookstore</u>			pictures	2
shelves	27			
cabinet	1			
counter top	1			
<u>Lobby</u>			<u>Outside Storage</u>	
lamp	1		Honda Tractor	1
lounge chairs	2		miscellaneous tools	
lounge pieces	18			
sculpture	1			

pictures	5				
Location	Count				
<u>work room</u>					
classroom table	1				
classroom chairs	2				
sorters	3				
refrigerator	1				
<u>Food Prep Area</u>					
file cabinets	3				
computer station	2				
stainless work sink	1				
commercial fridge	1				
freezer chest	1				
freezer	1				
instructor chair	1				
<u>Shipping & Receiving</u>					
flat bed utility cart	1				
dolly	2				
classroom tables	19				
office chairs	2				
composition chairs	2				
shelving	5				
smart board	1				
classroom chairs	2				
lounge furniture - hallways	20 pieces				
hallway pictures	8				
Classroom Tables: Turnstone					
Classroom Chairs: Steelcase Inc.					

ATTACHMENT B

MATURITY SCHEDULE

(See following page.)

Maturity Date	Funding	Payment	Interest Payment	Principal Installment
February 26, 2021	\$4,150,000.00			
March 1, 2021		0.00	\$ 1,296.82	\$ -1,296.82
September 1, 2021		\$ 323,342.60	46,700.11	276,642.49
March 1, 2022		322,045.73	43,588.01	278,457.72
September 1, 2022		322,045.73	40,455.50	281,590.23
March 1, 2023		322,045.73	37,287.74	284,757.99
September 1, 2023		322,045.73	34,084.35	287,961.38
March 1, 2024		322,045.73	30,844.92	291,200.81
September 1, 2024		322,045.73	27,569.05	294,476.68
March 1, 2025		322,045.73	24,256.33	297,789.40
September 1, 2025		322,045.73	20,906.34	301,139.39
March 1, 2026		322,045.73	17,518.67	304,527.06
September 1, 2026		322,045.73	14,092.88	307,952.85
March 1, 2027		322,045.73	10,628.56	311,417.17
September 1, 2027		322,045.73	7,125.26	314,920.47
March 1, 2028		322,045.73	3,582.56	318,463.17
	\$4,150,000.00	\$4,509,937.09	\$359,937.09	\$4,150,000.00

EXHIBIT C

Bank Bid

(See following pages)



Brian Downs
Vice President
One Woodward Suite 2600
Detroit, MI 48226

February 1, 2021

Novi Community School District
Greg McIntyre
25345 Taft Road
Novi, MI 48374

Re: Request for Financing for Building Purchase

Fifth Third (the "Bank") is pleased to offer the following proposal for an Installment Purchase Agreement (IPA) for Novi Community School District (the "Borrower"):

Lender	Fifth Third Bank, National Association, its affiliates or assigns
Borrower:	Novi Community School District
Financing Request:	\$4,150,000
Closing:	TBD
Payments:	7 year term / 7 year amortization, mortgage style amort with payments monthly, quarterly or semi-annual.
Tax Exempt Rate:	2.25%
Security:	The IPA, as authorized for issuance by the Issuer, is based upon a full faith and credit of the Issuer for payment of principal and interest. Other general language regarding this type IPA to be included.
Optional Redemption:	The IPA may be prepaid in whole or in part at any time without penalty.
Bank Qualification:	The Lessee will be required to certify that it does not reasonably expect to issue more than \$10,000,000 in tax-exempt debt during the current calendar year as defined in Section 265 (b)(3) of the Internal Revenue Code.
Cost And Expenses:	\$0. No closing costs.
Expiration Date:	This proposal shall expire on February 5, 2021, unless a signed copy of acceptance is received by Bank prior to expiration.

Rate Adjustment:

The interest rate can be locked upon receipt of the executed term sheet. The rates and/or payments referenced in this proposal are based on the stated Base Term, Commencement Date, Equipment Cost, and current money market conditions. In addition, the payment illustrated above may be adjusted for every basis point increase corresponding to the appropriate Bloomberg SWAP Rate report, which is based on the US dollar, a 30/360 day year, with a Semi-Annual Settlement (USD SWAP SEMI 30/360), and a term approximating the weighted average life of the transaction. At the time of this proposal, the appropriate weighted average life was 3.63 years, respectively, and applicable rate for this SWAPs were 0.335%, respectively, which is based on a straight-line interpolation, proportional to the closest whole year SWAP rates.

Fifth Third Bank appreciates the opportunity to support the Novi Community School District. If you have any questions, please call me directly at (248) 229-9697

Sincerely,

Brian C. Downs
Vice President

Accepted this ____ day of February, 2021.

Novi Community School District

By _____

Its _____

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

SUPERINTENDENT OF SCHOOLS

TOPIC: Resolution to Permit In-Person Board Meetings

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.

RECOMMENDATION:

That the Novi Community School District Board of Education approve/disapprove the attached resolution for in-person school board meetings.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

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

Steve Matthews, Superintendent

RESOLUTION TO PERMIT SCHOOL BOARDS TO MEET IN PERSON

WHEREAS, school districts have been strongly encouraged to begin offering in-person instruction by March 1, 2021 and each local school board has the responsibility to make that ultimate decision for their school district, and

WHEREAS, the Novi Community School District has provided a hybrid in-person instructional option since September 8, 2020, and has continued to work to increase the amount of in-person instruction offered in our district; and

WHEREAS, all students and staff are permitted by the state of Michigan, including the Michigan Department of Health and Human Services, to attend school in person; and

WHEREAS, members of school boards are the only individuals within their school districts who are not permitted to meet in person; and

WHEREAS requiring school boards to meet virtually while encouraging students to attend school in person and for staff to work in person sends a mixed message to our community and staff, and

WHEREAS, the Novi Community School District Board of Education would like the ability to meet in person with strong health and safety mitigation measures in place that are consistent with measures taken for all other school classes and activities;

NOW, THEREFORE, BE IT RESOLVED, the Novi Community School District Board of Education requests that MDHHS and the Governor of allow school boards to have the option to meet either virtually, in-person or a combination of the two beginning immediately.

Ayes: Members:

Nays: Members:

Secretary, Board of Education

**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 4, 2021 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

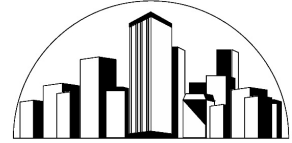
**NOVI COMMUNITY SCHOOLS
MR. MIKE DRAGOO**

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

StructureTec®

Total Building Envelope Management SolutionSM
(800) 745-STEC (7832) • 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: 586-565-1704 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 Steenhuis </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**

	Butcher & Butcher	TeamCraft	CEI Group LLC
Addenda Acknowledged			
Addendum No. 1	YES	YES	YES
Addendum No. 2	YES	YES	YES
Addendum No. 3	YES	YES	YES
Addendum No. 4	YES	YES	YES
Pricing			
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
Schedule			
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
TOTALS			
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
Total - Base Bid 2A & 2C and Alternate Bids 1, 2, 3	\$2,295,910.00	\$7,266,900.00	\$2,012,018.00
Total - Base Bid 1A and Alternate Bids 1, 2, 3	\$2,295,910.00	\$7,882,600.00	\$194,280.00

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

	Butcher & Butcher	TeamCraft	CEI Group LLC
Roofing Unit Prices			
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%
Hourly Rate Basis - Labor (Including Overhead & Profit)			
	ST	OT	ST OT ST OT
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
Attachments Included			
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

StructureTec

Total Building Envelope Management SolutionSM

Business Technology and Research Park

4777 Campus Drive • Kalamazoo, MI 49008-2594

(269) 353-9944 • FAX (269) 353-9368 • geninfo@structuretec.com

Warranty Audit ProgramSM Contractor Pricing Schedule

Date: January 12, 2021

To: Phil LaPointe
Butcher and Butcher Construction
3885 Industrial Drive
Rochester Hills, MI 48309
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.

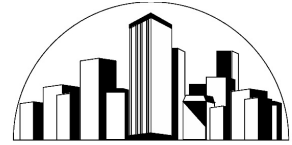
The invoice you will receive will be from **Maintenance Service Financial CorporationSM** (MSFC) which is an affiliated StructureTec Company that will serve to ensure these services for the client. These provisions are clearly designated in the specifications for this project.

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 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 & 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? Floating clips, snow rail.	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? Can be approved if required.	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?	NO
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?	NO
42. Did you find or are you aware of any discrepancies in the safety requirements for this project?	NO
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?	NO
52. Does the schedule comply with the requirements of the Project Manual?	YES
53. What is your planned starting date? Weather dependent. Any way to move up the start date?	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 nd or 3 rd shift work? "Subcontractors only"	NO
62. If your schedule requires 2 nd or 3 rd shift work, have you included all of those costs in your bid submittal?	NO
63. What are the estimated total manhours?	NO

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.

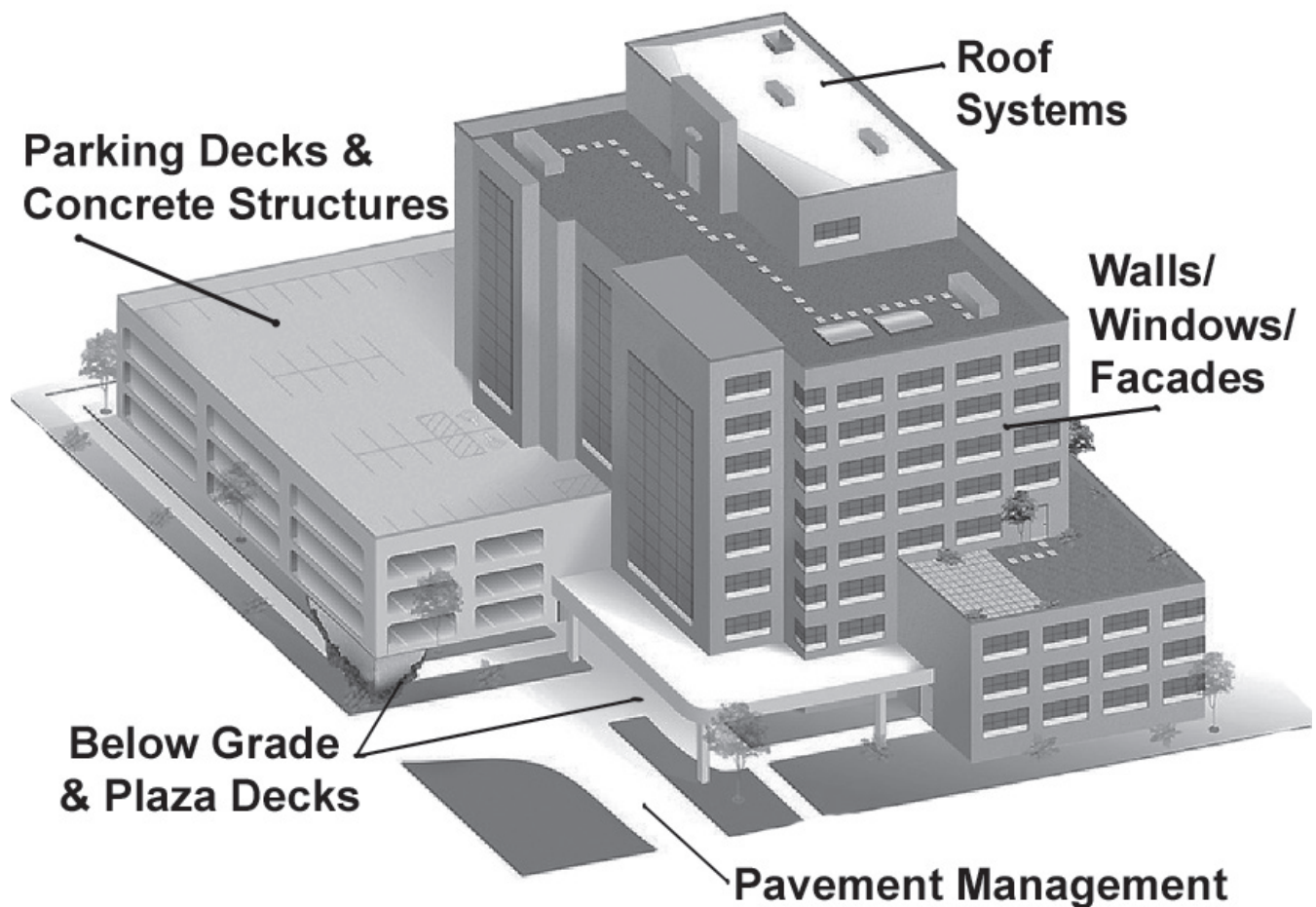
StructureTec: _____ Date: _____

Contractor: _____ Date: _____

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

SUPERINTENDENT OF SCHOOLS

TOPIC: 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.

**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