



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

# **Board of Education 2021 Agenda**

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

**Mr. Tom Smith**  
**Vice President**

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

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

**Mr. Paul Cook**  
**Trustee**

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

**Meeting Date: January 7, 2021**  
**Virtual via Zoom**

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



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

**AGENDA**

- I. CALL TO ORDER/WELCOME**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF THE AGENDA**
- IV. NATIONAL SCHOOL BOARD MONTH RESOLUTION**
- V. OATH OF OFFICE**
- VI. ELECTIONS OF OFFICERS**
- VII. BOARD COMMITTEE APPOINTMENTS**
- VIII. 2021 BOARD MEETING SCHEDULE**
- IX. FOIA, FERPA, AND OMA**
- X. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
- XI. CONSENT AGENDA A ITEMS**
  - A. Approval of Minutes
- XII. CONSENT AGENDA B ITEMS**
- XII. ACTION ITEMS**
  - A. Personnel Report
  - B. Bid Package #4: Novi High School Secure Entry Additions
- XIII. INFORMATION AND DISCUSSION**
  - A. Professional Auditing Services
  - B. COVID Metrics to Change Learning Modalities
- XIV. COMMITTEE REPORTS**
  - A. Capital Projects Committee
- XV. COMMENTS FROM THE AUDIENCE**
- XVI. SUPERINTENDENT'S REPORT**
- XVII. ADMINISTRATIVE REPORTS**
- VIII. BOARD COMMUNICATION**
- XIX. ADJOURNMENT**



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Recognizing the month of January 2021 as National Local School Board Month.

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

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

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

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

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

- a) Danielle Ruskin
- b) Tom Smith
- c) Willy Mena
- d) Kathy Hood
- e) Paul Cook
- f) Bobbie Murphy
- g) Mary Ann Roney

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** Certification of Election and Oath of Office

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

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

**RECOMMENDATION**


It is recommended that the Oath of Office be administered to the newly elected Board members. We would ask each of the elected Board members to read the oath tonight as public recognition of their election.

- Danielle Ruskin
- Willy Mena
- Paul Cook

The oath is as follows:

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

**APPROVED AND RECOMMENDED  
FOR OATH OF OFFICE**



Steve Matthews, Superintendent

# **CANVASS OF VOTES CAST**

- AT THE -

## **GENERAL ELECTION**

- HELD ON -

**NOVEMBER 3, 2020**

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# **NOVI COMMUNITY SCHOOL DISTRICT**

**CANVASED BY THE BOARD OF COUNTY CANVASSERS  
OF  
OAKLAND COUNTY, MICHIGAN**

## Canvass Results

Canvass Results

Run Time 3:37 PM  
Run Date 11/17/2020

## Oakland County, Michigan

General Election, Tuesday, November 3, 2020

11/3/2020

Page 58

## Official Results

Registered Voters

775379 of 1035172 = 74.90%

Precincts Reporting

568 of 568 = 100.00%

### Board Member Novi Community School District - Vote for not more than 3

Precinct	Paul D. Cook	Willy Mena	Danielle Ruskin	Cast Votes	Undervotes	Overvotes	Rejected write-in votes	Unresolved write-in votes	Precinct Ballots Cast	Absentee Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
Novi, Precinct 1	636	568	773	1,977	2,851	0	14	0	451	1,163	1,614	1,996	80.86%
Novi, Precinct 2	806	735	937	2,478	3,555	0	12	0	573	1,442	2,015	2,552	78.96%
Novi, Precinct 3	589	492	670	1,751	2,589	0	4	0	422	1,026	1,448	1,868	77.52%
Novi, Precinct 4	644	593	789	2,026	2,887	0	13	0	507	1,135	1,642	2,064	79.55%
Novi, Precinct 5	552	485	646	1,683	2,247	0	18	0	401	915	1,316	1,851	71.10%
Novi, Precinct 6	693	642	803	2,138	2,797	0	9	0	407	1,241	1,648	2,130	77.37%
Novi, Precinct 7	623	556	722	1,901	2,546	0	11	0	359	1,127	1,486	1,997	74.41%
Novi, Precinct 14	430	397	461	1,288	1,546	0	10	0	296	652	948	1,187	79.87%
Novi, Precinct 15	560	557	630	1,747	2,250	0	5	0	347	987	1,334	1,643	81.19%
Novi, Precinct 18	667	726	753	2,146	2,693	0	15	0	455	1,163	1,618	1,966	82.30%
Novi, Precinct 19	683	629	789	2,101	2,846	0	6	0	387	1,264	1,651	2,008	82.22%
Novi, Precinct 20	399	363	466	1,228	1,782	0	11	0	297	710	1,007	1,244	80.95%
Novi, Precinct 21 - A	605	586	756	1,947	2,349	0	15	0	282	1,155	1,437	1,727	83.21%
Novi, Precinct 23	554	540	636	1,730	2,206	0	33	0	315	1,008	1,323	1,626	81.37%
<b>Totals</b>	<b>8,441</b>	<b>7,869</b>	<b>9,831</b>	<b>26,141</b>	<b>35,144</b>	<b>0</b>	<b>176</b>	<b>0</b>	<b>5,499</b>	<b>14,988</b>	<b>20,487</b>	<b>25,859</b>	<b>79.23%</b>

**STATEMENT OF VOTES**

**NOVI COMMUNITY SCHOOL DISTRICT**

The whole number of votes given for candidates for the office of			BOARD MEMBER		Put figures in this column				
was <b>Twenty-six thousand one hundred forty-one</b>			2	6	1	4	1		
and they were given for the following named persons:									
PERSONS RECEIVING THE VOTES		NUMBER OF VOTES WRITTEN IN WORDS							
1.	Paul D. Cook	Eight thousand four hundred forty-one			8	4	4	1	
2.	Willy Mena	Seven thousand eight hundred sixty-nine			7	8	6	9	
3.	Danielle Ruskin	Nine thousand eight hundred thirty-one			9	8	3	1	
4.									
5.									
6.									
TOTAL				2	6	1	4	1	

CERTIFICATE OF DETERMINATION

STATE OF MICHIGAN )

) ss.

COUNTY OF OAKLAND )

The Board of Canvassers of the \_\_\_\_\_ COUNTY \_\_\_\_\_ of \_\_\_\_\_ OAKLAND \_\_\_\_\_,  
(COUNTY, CITY, TOWNSHIP OR VILLAGE) (COUNTY, CITY, TOWNSHIP OR VILLAGE)

having Ascertained and Canvassed the Votes of said \_\_\_\_\_ NOVI COMMUNITY SCHOOL DISTRICT \_\_\_\_\_,  
(COUNTY, CITY, TOWNSHIP, VILLAGE OR SCHOOL)

at the \_\_\_\_\_ GENERAL \_\_\_\_\_ Election, held on the \_\_\_\_\_ 3RD \_\_\_\_\_ day of \_\_\_\_\_ NOVEMBER \_\_\_\_\_,

in the year Two Thousand \_\_\_\_\_ TWENTY \_\_\_\_\_.

**Do Hereby Certify and Determine**

That \_\_\_\_\_ Danielle Ruskin \_\_\_\_\_ having received sufficient number of votes is elected to the office of  
BOARD MEMBER.

That \_\_\_\_\_ Paul D. Cook \_\_\_\_\_ having received sufficient number of votes is elected to the office of  
BOARD MEMBER.

That \_\_\_\_\_ Willy Mena \_\_\_\_\_ having received sufficient number of votes is elected to the office of  
BOARD MEMBER.



CERTIFICATE OF DETERMINATION



ATTEST:

In Witness Whereof, We have hereunto set our hands and affixed the Seal of  
the Circuit Court of Oakland County this 17<sup>th</sup> day of NOVEMBER  
in the year TWO THOUSAND TWENTY.

*Terrence S. Cotton*  
*Shirley A. Cotton* CHAIRPERSON  
*Charles Yarbrough*  
*R. P. [unclear]*

**BOARD  
OF  
CANVASSERS**

*Lisa Brown*  
CLERK OF BOARD OF CANVASSERS  
LISA BROWN

*Terrence S. Cotton*  
CHAIRPERSON OF BOARD OF CANVASSERS

**SCHOOL BOARD MEMBER  
ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

Within 5 business days after the certification of a school board election, the school district's "election coordinator" is required to issue a "Certificate of Election" to each elected candidate. Within 10 business days after the issuance of the certificate, the newly elected candidate is required to file an "Acceptance of Office" with the secretary of the school board. The secretary of the school board is required to forward a copy of the "Acceptance of Office" to the school district's election coordinator. (MCL 168.308 and 309)

Before entering upon the duties of his or her office, an elected school board member must take and file the oath provided in Article XI, Section 1, of the State Constitution. (MCL 168.310(1)) The oath is filed with the secretary of the school board.

**ACCEPTANCE OF OFFICE**

I do hereby accept the office of Member of the Board of Education of Novi Community School District,  
(LEGAL NAME OF SCHOOL DISTRICT)

Michigan. Dated November 23, 20 20. Danielle R. Ruskin, DDS  
SIGNATURE

**CONSTITUTIONAL OATH OF OFFICE**

STATE OF MICHIGAN )  
County of Oakland ) SS

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

Danielle R. Ruskin, DDS  
Signature  
Danielle R. Ruskin, DDS  
Name Printed or Typed

Sworn to and subscribed before me this 23<sup>rd</sup> day of November, 2020

SHEILA M. HOLLY  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES Apr 24, 2022  
ACTING IN COUNTY OF Oakland

Sheila M. Holly  
Signature  
Executive Assistant Superintendent  
Title  
Sheila M. Holly  
Name Printed or Typed

Subscribed and sworn to by Danielle R. Ruskin Name of Notary Sheila M. Holly  
before me on the 23<sup>rd</sup> day of November, 2020 Notary Public, State of Michigan, County of Oakland  
My commission expires April 24, 2022  
Acting in the County of Oakland

Sheila M. Holly  
Signature of notary public

\* This information is requested if Oath of Office is taken before someone other than a notary public.  
(October 2009)



**SCHOOL BOARD MEMBER  
ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

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**ACCEPTANCE OF OFFICE**

I do hereby accept the office of Member of the Board of Education of Novi Community School District,  
(LEGAL NAME OF SCHOOL DISTRICT)

Michigan. Dated November 30, 20 20. Paul D. Cook  
SIGNATURE

**CONSTITUTIONAL OATH OF OFFICE**

STATE OF MICHIGAN )  
County of Oakland ) SS

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

Paul D. Cook  
Signature  
PAUL D. COOK  
Name Printed or Typed

Sworn to and subscribed before me this 30<sup>th</sup> day of November, 2020

SHEILA M. HOLLY  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES Apr 24, 2022  
ACTING IN COUNTY OF Oakland

Sheila M. Holly  
Signature  
Executive Assistant Superintendent  
Title  
Sheila M. Holly  
Name Printed or Typed

Subscribed and sworn to by Paul D. Cook Name of Notary Sheila M. Holly  
before me on the 30<sup>th</sup> day of November, 2020 Notary Public, State of Michigan, County of Oakland  
Sheila M. Holly My commission expires April 24, 2022  
Signature of notary public Acting in the County of Oakland

\* This information is requested if Oath of Office is taken before someone other than a notary public.

**SCHOOL BOARD MEMBER  
ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

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Before entering upon the duties of his or her office, an elected school board member must take and file the oath provided in Article XI, Section 1, of the State Constitution. (MCL 168.310(1)) The oath is filed with the secretary of the school board.

**ACCEPTANCE OF OFFICE**

I do hereby accept the office of Member of the Board of Education of Novi Community School District  
(LEGAL NAME OF SCHOOL DISTRICT)

Michigan. Dated December 3, 2020. [Signature]  
SIGNATURE

**CONSTITUTIONAL OATH OF OFFICE**

STATE OF MICHIGAN )  
County of Oakland ) SS

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

[Signature]  
Signature  
Willy Mena  
Name Printed or Typed

Sworn to and subscribed before me this 3rd day of December, 2020

SHEILA M. HOLLY  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES Apr 24, 2022  
ACTING IN COUNTY OF Oakland

[Signature] \*  
Signature  
Executive Assistant, Superintendent \*  
Title  
Sheila M. Holly \*  
Name Printed or Typed

Subscribed and sworn to by Willy Mena Name of Notary Sheila M. Holly  
before me on the 3rd day of December, 2020 Notary Public, State of Michigan, County of Oakland  
[Signature] My commission expires April 24, 2022  
Signature of notary public Acting in the County of Oakland

\* This information is requested if Oath of Office is taken before someone other than a notary public.

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**BOARD OF EDUCATION**

**TOPIC:** Election of School Board Officers

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

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

**RECOMMENDATION:**

That the Novi Board of Education elects the following officers for 2021 for the positions of:

- President \_\_\_\_\_
- Vice President \_\_\_\_\_
- Secretary \_\_\_\_\_
- Treasurer \_\_\_\_\_

**APPROVED AND RECOMMENDED  
FOR ELECTION OF OFFICERS**

## **Board Policy Manual**

### **1001 - Election of Officers of the Board**

**Election of Officers of the Board** The President, Vice President, Treasurer and Secretary of the Board will be elected at the Board's annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

**President** The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.

The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.

**Vice-President** The Vice-President of the Board will have the powers and duties of the President during the temporary absence or disability of the President. The Vice-President will also have such other powers and duties as the Board may from time to time determine.

**Treasurer** The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

**Secretary** The Secretary of the Board or a District designee will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as the Board may from time to time determine.

## **Board Operating Procedures Elections of Officers**

### **Election of Officers**

The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.

There will be a nominating committee of the whole that will meet in December prior to the January election of officers.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes. Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

M.C.L. 380.11a

- A. Removal from consideration: An individual Board member may, by simple announcement, remove himself or herself from consideration for any or all offices of the Board.
- B. The Officers shall be President, Vice-President, Treasurer, and Secretary who shall be members of the Board. The Board may assign a district employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- C. At the first eligible public meeting of the Board after the Trustee and the term begins, the current Board President will ask for any Board officer nominations. Each office will be voted on separately by the Board.
- D. A vacancy among officers of the Board shall be filled by majority action of the Board.

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**BOARD OF EDUCATION**

**TOPIC:** Board Committee Appointments

The Board President may identify Board members, or Board members may express an interest, for committee appointments or representation as Board liaisons. Board committee opportunities include:

- Novi Educational Foundation Liaison – meets the third Monday evening of the month
- Community Education ISD Liaison – meets the first Wednesday early morning of the month
- OCSBA Government Relations Committee Liaison – meets on the first Wednesday of each month
- Standing Committees:
  - Finance Committee
  - Board Governance and Policy Committee
  - Legislative Committee
- Ad Hoc Committees:
  - Capital Projects Committee
  - Curriculum

**APPROVED AND RECOMMENDED  
FOR COMMITTEE APPOINTMENTS**

## **Board Policy Manual Committees**

**Committees** The Board may create various committees to gather information for the Board. Committee members will be appointed by the Board President. A committee will not consist of more than three (3) Board members. All committee meetings with comport with the Michigan Open Meetings Act.

## **Board Operating Procedures Committees**

### **Committees**

#### **Selection and Operation of Board Committees**

- A. Committees are appointed by the Board President.
- B. Responsibilities of each standing committee:
  - 1. Finance – To review the annual district budget, budget amendments and audit report.
  - 2. Governance and Policy – To review and recommend revisions to Board policies and Board Operating Procedures.
  - 3. Legislative – To review new legislation, its impact on the district, and recommend resolutions for adoption.
- C. Ad Hoc committees may be assigned for a specific need or purpose, but will be time-limited.
- D. Minutes and notes of committee meetings will be posted in Board Books.

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**SUPERINTENDENT OF SCHOOLS**

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

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

**RECOMMENDATION:**

That the Board of Education approve 2021 Board of Education Meeting calendar as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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





## Novi Community School District

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

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

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

January 7, 2021	Thursday	7:00 p.m.	ESB
January 14, 2021 (workshop session)	Thursday	7:00 p.m.	ESB
January 21, 2021	Thursday	7:00 p.m.	ESB
February 4, 2021	Thursday	7:00 p.m.	ESB
February 18, 2021	Thursday	7:00 p.m.	ESB
March 4, 2021	Thursday	7:00 p.m.	ESB
March 18, 2021	Thursday	7:00 p.m.	ESB
April 8, 2021	Thursday	7:00 p.m.	ESB
April 15, 2021	Thursday	7:00 p.m.	ESB
April 29, 2021 (workshop session)	Thursday	7:00 p.m.	ESB
May 6, 2021	Thursday	7:00 p.m.	ESB
May 20, 2021	Thursday	7:00 p.m.	ESB
June 3, 2021	Thursday	7:00 p.m.	ESB
June 10 or 18, 2021 (Career Prep Graduation @ 6:00)	Thursday	7:30 p.m.	ESB
July 8, 2021	Thursday	7:00 p.m.	ESB
August 5, 2021	Thursday	7:00 p.m.	ESB
August 12, 2021 (workshop session)	Thursday	7:00 p.m.	ESB
August 26, 2021	Thursday	7:00 p.m.	ESB
September 9, 2021	Thursday	7:00 p.m.	ESB
September 23, 2021	Thursday	7:00 p.m.	ESB
October 7, 2021	Thursday	7:00 p.m.	ESB
October 14, 2021 (workshop session)	Thursday	7:00 p.m.	ESB
October 28, 2021	Thursday	7:00 p.m.	ESB
November 4, 2021	Thursday	7:00 p.m.	ESB
November 18, 2021	Thursday	7:00 p.m.	ESB
December 2, 2021	Thursday	7:00 p.m.	ESB
December 16, 2021	Thursday	7:00 p.m.	ESB

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** FOIA, FERPA, and OMA

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

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

No action is needed.

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

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



# **OMA, FOIA, AND FERPA**

**Novi Community Schools**

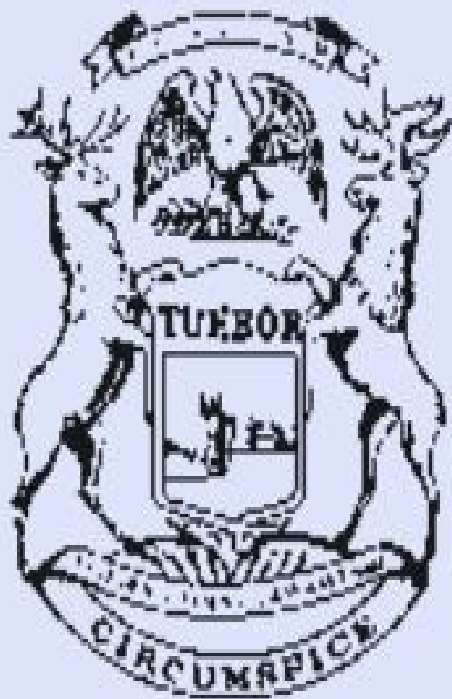
Raymond M. Davis

Timothy T. Gardner, Jr.

Thrun Law Firm, P.C.

## CAUTION

- These slides reflect general legal standards for the related presentation and are not intended as legal advice for specific situations
- Future legal developments may affect these topics
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# The Michigan Open Meetings Act

*“To promote governmental accountability by facilitating public access to official decision making and to provide a means through which the general public may better understand the issues and decisions of public concern.”*

***Herald Co, Inc v Tax Tribunal 258 Mich App 78, 83 (2003)***



Dave Coverly...

**“How’s the school board meeting going?”**

*“All meetings of a public body **shall be open** to the public and **shall** be held in a place available to the general public.”*

**MCL 15.263(1)**



# WHAT CONSTITUTES A “PUBLIC BODY?”

*“Public body” means “any state or local governing body, including a board ... committee, [or] subcommittee, ... that is empowered by state constitution, [or] statute, ... to exercise governmental or proprietary authority or perform a governmental or proprietary function...”*

**MCL 15.262(a)**

## **WHAT CONSTITUTES A “QUORUM?”**

A quorum is a majority of the members elected or appointed on a school board. It would normally be four members.

## **BOARD POLICY 0162**

Defines “quorum” as four members present at a meeting and no business can be conducted without quorum.

## **“MEETINGS”**

Deliberations through multiple phone calls, e-mails, etc., where less than a quorum is present at any one time, but where a decision of the public body is made or deliberated upon will be deemed a meeting under the OMA.

***See Booth Newspapers v Bd of Regents of the Univ of Mich, 444 Mic 211 (1993)***

## **“DECISION” DEFINED**

*“[A] determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates policy.”*

**MCL 15.262(d)**

# DELIBERATIONS

*“All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public **except** as provided in this section and sections 7 and 8.”*

**MCL 15.263(3)**



## CONFERENCES/WORKSHOPS

*“[A] quorum of a public body may, without complying with the [OMA] attend a conference which is designed to focus upon issues of general concern to similar public bodies and which is intended primarily to provide general training or background information rather than to directly address and resolve issues particular to the public body.”*

**OAG No. 6074 (1982)**

# CHANCE MEETING

*“[C]hange meetings or social gatherings at which a quorum may be present are not included within the definition of meeting.”*

**OAG No. 5183 (1977)**





# MEETING REQUIREMENTS



## **“OPEN TO THE PUBLIC”**

- Proper notice/posting
- Held in place available to general public
- All persons permitted to attend except as otherwise provided in OMA
- Opportunity for public comment

**MCL 15.263, 15.264**

# PUBLIC NOTICE REQUIREMENTS

- Name, phone number, and address of school district
- Date, time, and location of meeting
- Instructions for persons with disabilities requiring accommodation to attend (required by ADA)

**MCL 15.264, 15.265**



# POSTING REQUIREMENTS

Meeting notice must be posted at district's *principal office* and any other locations board considers appropriate.

**MCL 15.264**



## **REGULAR MEETING**

- Post notice of regular meeting schedule within 10 days after first meeting in calendar or fiscal year
- Must include meeting dates, times, and places
- Board action required to amend
  - Within 3 days after change
  - At least 18 hours before new meeting

**MCL 15.265**

# SPECIAL MEETING

- Posted at least 18 hours in advance
- Date, time, place of meeting
- OMA does *not* require notice to state specific purpose of special meeting

**MCL 15.265(4)**

**NOTICE  
OF  
SPECIAL  
MEETING**

## ONLINE POSTING REQUIREMENTS

*“[F]or a **rescheduled regular** or a **special** meeting ..., a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at **both** the public body’s principal office, ... on a portion of the website that is fully accessible to the public...”*

**MCL 15.265(4)**

# EMERGENCY MEETING

- Requires “severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.”
- Additional notice requirements

**MCL 15.265(5)**





## **NOTICE: MINOR PROCEDURAL FLAW**

If public body *substantially complies* with notice provisions, a court will not invalidate public body's decisions, even when there were minor procedural flaws in the notice.

**Arnold v Crestwood Bd of Educ 87 Mich App 625 (1978)**

# AGENDA



- OMA silent on agenda contents
- No requirement to include in public notice
- Must include agenda for public *hearing* held as public meeting
- Board policy may control agenda requirements

## **BOARD POLICY 0166**

*The Board shall transact business according to the agenda prepared by the Superintendent and Board President and submitted to all Board Members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.”*

# PUBLIC RIGHTS



# PUBLIC COMMENT



- “A person **shall** be permitted to address a meeting of a public body under rules established and recorded by the public body.”

**MCL 15.263(5)**

- May require *speaker* to register
- May place reasonable time limits on each comment

# PUBLIC COMMENT

*“[A] public body in its discretion may determine through reasonable rules whether the public shall address the public body at the beginning, middle, or end of its meeting.”*

**OAG No. 5716 (1980)**



## EXCLUSION FROM MEETING

*“A person shall **not** be excluded from a meeting otherwise open to public except for a **breach of the peace actually committed at the meeting.**”*

**MCL 15.263(6)**

## **PUBLIC PARTICIPATION AT MEETINGS**

*“The presiding officer of each board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.”*

**Board Policy 0167.3**





## DECISION V. DELIBERATION

- *Decisions* of public body must be made at meeting open to public
- Public body may *deliberate* in closed session for a permissible purpose under OMA

**MCL 15.263(2), (3)**

## CLOSED SESSION

All meetings of a public body must be open to the public *unless* a statutory exemption applies.

*“A public body may meet in a closed session **only** for the following purposes...”*

**MCL 15.268**

## PERMISSIBLE CLOSED SESSIONS

With some conditions, closed session permitted for:

- Employee discipline
- Student discipline
- Collective bargaining
- Property lease or purchase
- Litigation strategy
- Review employment application
- Consider exempt material



**MCL 15.268**

## **CLOSED SESSION: UPON REQUEST**



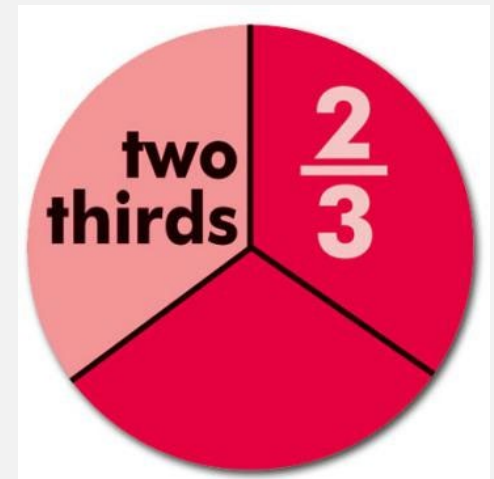
If interested party requests:

- Certain employment matters
- Student discipline
- Negotiation sessions
- Review/consider employment application

**MCL 15.267, 15.268**

## UPON 2/3 ROLL CALL VOTE

- 2/3 members *serving*
- Purchase/lease of real property
- Consult with legal counsel on strategy for specific pending litigation
- Consider material exempt by statute, including written opinion of counsel



**MCL 15.267, 15.268**

## **CLOSED SESSION PARTICIPANTS**

- Board determines who may be in closed session
- May include employees, private citizens
- May remove anyone who disrupts

**OAG No. 5532 (1979)**

## CLOSED MEETING MINUTES

*“The roll call **vote** and the **purpose** or purposes for calling the closed session **shall** be entered into the minutes of the meeting at which the vote is taken.”*

**MCL 15.267(1)**





# **CLOSED SESSION CONFIDENTIALITY**

- Minutes and discussions confidential
- Minutes may only be disclosed with court order
- Criminal and civil penalties for intentional violations

**MCL 15.267, 15.272, 15.273**

## **POINT TO CONSIDER**

Boards should preserve minutes if they relate to employee or student discipline or pending litigation.

# PENALTIES FOR OMA VIOLATION

OMA Sections 12 and 13 prescribe both criminal and civil penalties for violation:

- \$1,000 fine – 1<sup>st</sup> offense
- \$2,000 fine/1 year – 2<sup>nd</sup> offense
- \$500 damages, court costs, attorney fees – civil penalty

A red rectangular stamp with the word "VIOLATION" in bold, red, sans-serif capital letters. The stamp is tilted slightly to the right.

© Can Stock Photo

# FOIA: PUBLIC POLICY

*“It is the public policy of this state that all persons [except incarcerated inmates] are entitled to **full and complete information** regarding the affairs of government and the official acts of those who represent them or public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process.”*

**MCL 15.231(2)**

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tion-, definitio, fr.  
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c : a product  
the act:



# THE PUBLIC'S FOIA RIGHTS

*“Except as expressly provided in section 13... a person has a right to inspect, copy, or receive copies of the requested public records of the public body.”*

**MCL 15.233(1)**



## FOIA DEFINES “PUBLIC RECORD”

*“[A] **writing** prepared, owned, used, in the possession of, or retained by a public body in the performance of an **official function, from the time it was created.**”*

**MCL 15.232(e)**



## PRO-DISCLOSURE PRESUMPTION

*“The FOIA **presumes** that **all records are subject to disclosure** unless the public body can show that the requested information falls within one of the statutory exemptions.”*

***Lepp v Cheboygan Area Schs* 190 Mich App 726 (1991)**

# FOIA DISCLOSURE EXEMPTIONS





# DISCLOSURE EXEMPTIONS

- Privacy invasion
- Law enforcement
- Exempt by law
- Privileged
- Bid/contract proposals
- Real estate appraisals
- Test Qs and As
- Medical records
- Frank advisory communications
- Security measures
- Civil litigation
- Social security numbers
- FERPA protected (“shall”)

**MCL 15.243**

## **TYPICAL DIRECTORY INFORMATION**

- Dates of attendance/graduation
- Honors, degrees, awards
- Telephone numbers in school or PTO directories
- Grade placement
- Photo/video images of student in school activities, events, or programs
- Information generally found in yearbooks

# FOIA REQUEST PROCEDURES



# FOIA REQUEST

- Provide FOIA coordinator
- With “*written request that describes a public record sufficiently to enable the public body to find the public record*”
- Does *not* need to reference FOIA
- Employee who receives FOIA request “*shall promptly*” forward to FOIA coordinator

**MCL 15.233(1)**

## “RECEIVED” DEFINED

- Request delivered by hand or mail is “received” on business day actually received
- Request made by facsimile, email, or other electronic transmission not “received” until 1 business day *after* electronic transmission made.

**MCL 15.235(1)**



## TIME FOR RESPONSE

*“[A] public body shall respond to a request for a public record within **5 business days** after the public body receives the request....”*

**MCL 15.235(2)**



# TIME EXTENSION PERMITTED

- Written notice within 5 business days that school intends to take 10 business day extension
- Reason extension is needed
- No more than 1 extension per request

**MCL 15.235(2)(d), (6)**



## POSSIBLE RESPONSES TO REQUEST

1. Grant the request
2. Issue written notice *denying* the request
3. Grant request *in part* and issue notice *denying* request *in part*
4. Issue notice *extending* response period by not more than 10 business days

**MCL 15.235(2)(a)-(d)**



# GRANTING REQUEST



- Give reasonable opportunity to inspect records
- Provide copies of records
- Furnish reasonable facilities for making memoranda from public records during usual business hours

**MCL 15.233(3)**

## WRITTEN NOTICE OF DENIAL

1. Explain basis for denial
2. If applicable
  - Certify that public record does not exist, and/or
  - Describe public information that was separated or deleted
3. Notice of right to appeal to “head of public body” [Board president] or to seek judicial review
4. Notice of prevailing party’s right to receive attorney fees and damages

**MCL 15.235(4)**

## NONEXISTENT RECORDS

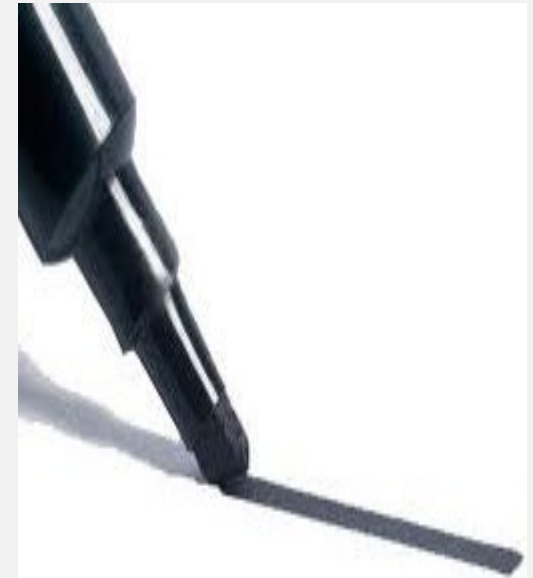
- Issue written notice denying request
- Include “*certificate that the public record does not exist under the name given by the requester or by another name reasonably known to the public body, if that is the reason for denying the request or a portion of the request*”

**MCL 15.235(4)(b)**

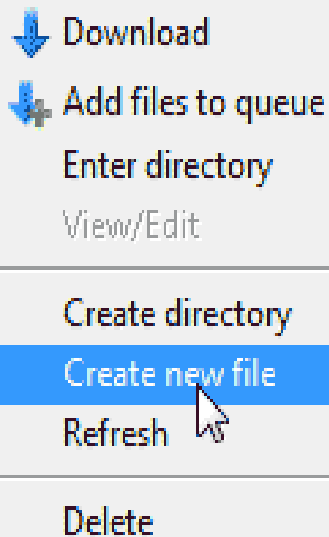
# PARTIAL DENIAL

- Denied “in part”
  - Words redacted
  - Pages removed
  - Documents excluded
- Describe information that was separated/deleted
- Indicate basis for removing or redacting information

**MCL 15.235(4)(c)**



# RECORD CREATION NOT REQUIRED



FOIA “*does not require a public body to make a compilation, summary or report of information ...[or] ...to create a new public record....*”

**MCL 15.233(4), (5)**

# JUDICIAL REVIEW

- Requester may sue in civil court, alleging wrongful withholding of records
- Burden on school to justify denial
- Court may order school to produce all or part of public record



**MCL 15.240(4)**

**Amended by PA 563 of 2014, effective July 1, 2015**

## **ATTORNEYS' FEES/COSTS**

- Reasonable attorneys' fees and costs *shall* be awarded to a prevailing person asserting a FOIA request
- Court, in its discretion, *may* award fees and costs to a partially prevailing party

**MCL 15.240(6)**

**Amended by PA 563 of 2014, effective July 1, 2015**

# FOIA VIOLATION

If court determines that public body “arbitrarily and capriciously” violated FOIA, the court shall award actual or compensatory damages and punitive damages in the amount of \$500

**MCL 15.240(7)**

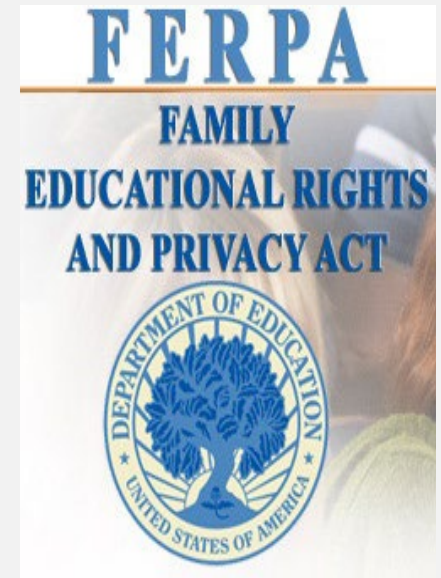




# FERPA

*“A public body **shall** exempt from disclosure information that, if released, would prevent the public body from complying with 20 USC 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.”*

**MCL 15.243(2)**



## **FERPA: TWO PURPOSES**

1. Access to education records
2. Limit on disclosure:
  1. Prior written consent, or
  2. Consent exception

Family Educational Rights and Privacy Act

# **FERPA RIGHTS**

- Access education records
- Seek to have records amended
- Control disclosure of personally identifiable information
- File a complaint with the Department of Education

# RECORD

*“Record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.”*

**34 CFR 99.3**

## PRIOR CONSENT TO DISCLOSE

*“The parent or eligible student **shall** provide a signed and dated written consent before [a school] discloses **personally identifiable information** from the student’s **education records**, except as provided in Sec. 99.31.”*

**34 CFR 99.30**



# FERPA: “EDUCATION RECORDS”

- Information “directly related to student”
- Maintained by educational agency or party acting for agency

**34 CFR 99.3**



## **EXCEPTION TO “EDUCATION RECORD”**

Records of school personnel which are:

- Kept in maker's sole possession
- Used only as a personal memory aid
- Not accessible/revealed to anyone except temporary substitute for record maker

## CONSENT EXCEPTIONS

- School official with “*legitimate educational interest*” as determined by school
- Other schools where student seeks to enroll, or is currently enrolled
- Authorized governmental officials
- Financial aid applications
- Organizations conducting certain educational studies
- Accrediting organizations



## **MORE CONSENT EXCEPTIONS**

- Parent of dependent student under IRC
- Health and safety emergencies
- Certain disciplinary or legal proceedings
- Court order or lawfully issued subpoena
- Directory information

# SCHOOL OFFICIALS

*“School Official”*

+

*“Legitimate Educational Interest”*

## **“SCHOOL OFFICIALS” =**

- Professors
- Instructors
- Health staff
- Counselors
- Attorneys
- Clerical Staff
- Trustees
- Disciplinary boards
- Outsourced Institutional function/service

# **LEGITIMATE EDUCATIONAL INTEREST**

- Define in annual notification
- Is it legitimate?
- It is educational?

## **BOARD MEMBER AUTHORITY**

Individual Board Members have no authority outside of a board meeting that would allow them to review a student's education records.

If school officials or board members have a legitimate educational interest in a student's educational records, then prior parental consent is not required.

## **THE FAMILY POLICY AND COMPLIANCE OFFICE (FPCO)**

Held that a school official performing an official task for the agency requiring access to a student's education records would be considered a legitimate educational interest.

*Letter to Public School Board (FPCO, 2006)*

## **OMA/FOIA/FERPA CLOSING THOUGHTS**

- OMA violations can result in civil and criminal penalties for schools and individual board members
- 2015 FOIA amendments have increased legal exposure for school boards if violations occur
- Trump Administration may issue more guidance on FERPA in the next few years



**QUESTIONS?**



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 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 December 17, 2020
  - b. Work Session Meeting Minutes of December 17, 2020

**RECOMMENDATION:**

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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



**Minutes of a Regular Meeting, December 17, 2020**  
**Novi Community School District**  
**Board of Education**

A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, December 17, 2020, beginning at 7:02 PM via Zoom.

Present: Dr. Ruskin, Mr. Smith (joining at 7:10 PM; leaving at 7:55 PM), Mrs. Hood, Mr. Mena, Mrs. Murphy, Mr. Cook, 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 amended moving the Technology: Student Device Purchase to an action item.

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

Nays: 0

**MOTION CARRIED**

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

Mr. Chris Hollman commented on the return to school plan.

**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 December 3, 2020

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

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

Nays: 0

**MOTION CARRIED**

**ACTION ITEMS**

**Personnel Report**

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

**A. New Hires**

<b><u>Name</u></b>	<b><u>Bldg.</u></b>	<b><u>Assignment</u></b>	<b><u>Reason</u></b>	<b><u>Rate</u></b>	<b><u>Effective</u></b>
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Dalzochio, Michelle      NM                      6<sup>th</sup> Grade Social Studies                      New Hire                      BA+15                      01-25-21

## **B. Retirements and Resignations**

<u><i>Name</i></u>	<u><i>Bldg.</i></u>	<u><i>Assignment</i></u>	<u><i>Reason</i></u>	<u><i>Effective</i></u>
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## **A. Leaves of Absence**

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

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. Murphy, Mrs. Hood, Mr. Cook, and Mrs. Roney

Nays: 0

**MOTION CARRIED**

### 2020-2021 General Fund Budget

The State requires that all school districts adopt a budget for the upcoming fiscal year by June 30 of each year. The public hearing was held on Thursday, June 18, 2020, at 7:30 p.m. at the regular meeting of the Board of Education. The notice appeared in the local newspaper on Thursday, June 4, 2020, and the budget document was available for public inspection at the Educational Services Building beginning Friday, June 5, 2020.

The preliminary budget document was adopted by the Board at the June 18, 2020 regular meeting of the Board. The revised budget was presented to the Finance Committee on December 1, 2020 for review and was presented to the Board for information and discussion at the December 3, 2020 regular meeting.

It comes back to night for Board approval.

It was moved by Mr. Mena and supported by Mrs. Murphy that the 2020-21 Budget revision, as presented, be approved by the Novi Community School District Board of Education, per the attached resolution.

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

Nays: 0

**MOTION CARRIED**

### Extended COVID-19 Reconfirmation

The Novi Community School District Board of Education met on the following dates to consider the Extended COVID-19 Learning Plan:

- September 24, 2020
- October 15, 2020
- November 19, 2020
- November 23, 2020
- December 1, 2020

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

following:

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

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

The daily cases per zip code numbers have also continued to increase since September 8.

<b>By zip code daily case per 10,000 residents</b>				
	48374	48375	48377	
8-Sep	22.5	13.6	22.7	
8-Oct	16.0	19.8	20.3	
8-Nov	44.3	38.6	65.1	
30-Oct	21.8	27.7	37.5	
31-Oct	23.7	27.7	41.2	
2-Nov	32.1	32.1	51.6	
28-Nov	112.9	94.8	154.2	
30-Nov	111.6	95.3	153.0	
8-Dec	109.1	115.9	159.1	

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

<b>By district, cases per 10,000</b>	
8/6 - 8/19	4.3
8/13 - 8/20	6.7
8/13 - 8/26	6.7
8/20 - 9/2	9.1
8/27 - 9/9	8.8
9/3 - 9/16	12.2
9/10 - 9/23	15.2
9/17 - 9/30	8.8
9/24 - 10/7	4.9
10/1 - 10/14	7.3
10/8 - 10/21	16.7
10/15 - 10/28	24.3

10/22 - 11/4	28.6
10/29 - 11/11	37.4
11/5 - 11/18	51.6
11/12 - 11/25	60.2
11/19 - 12/2	61.7

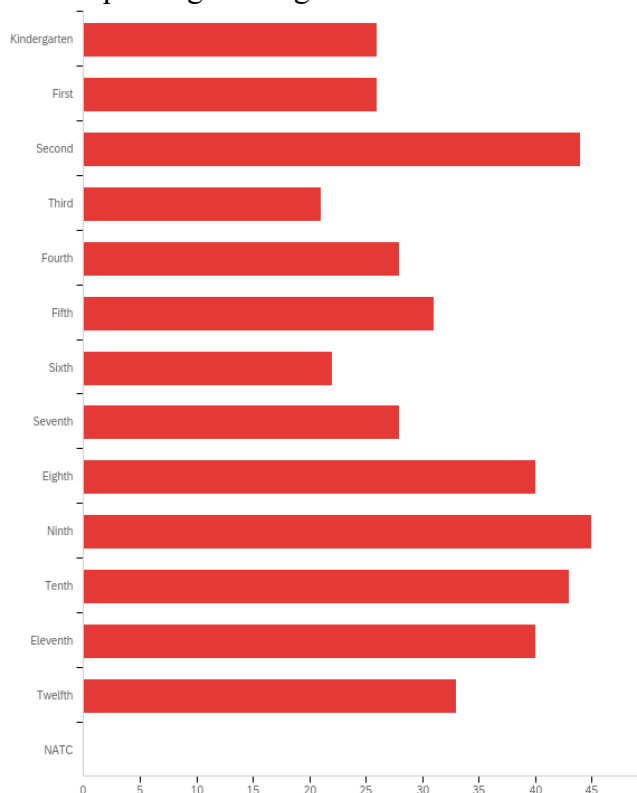
Also reported is the percent positive on COVID-19 tests:

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

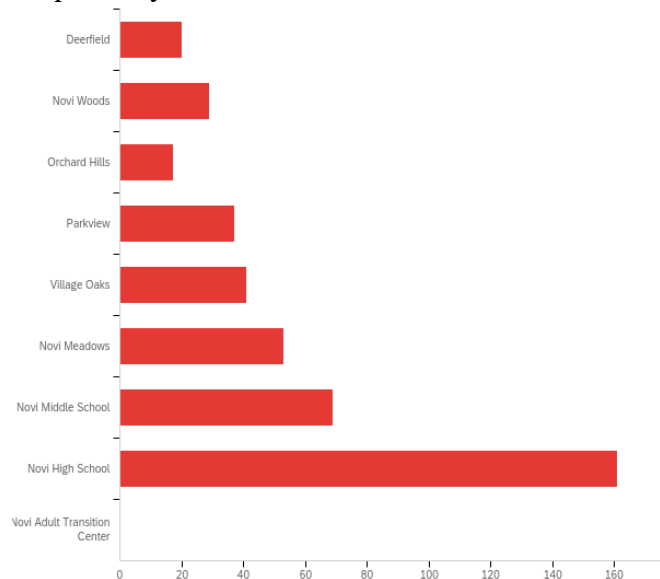
The Oakland County Guidance for In-Person Instruction document lists the county at level E – the lowest rating based on cases per million residents and percent positivity.

After the December 1, 2020, Board of Education vote, a commitment survey was sent to parents. This would allow them to confirm the learning modality for their children beginning second semester. If parents did not want to change they did not need to complete the survey. If parents wanted a change for their children they could complete the survey. As of December 11, when the survey closed, 427 parents had requested a switch in learning modality. 224 selected to move from hybrid to virtual and 203 had requested to move from virtual to hybrid. All grades were represented.

Grades requesting a change:



### Requests by school:



Remember, as perspective Novi High School has over 2000 students and 161 requested a change or 7.8%. At Novi High School 101 requested go from hybrid to virtual and 60 requested to go from virtual to hybrid.

On November 23, 2020, and December 1, 2020, the Novi Community School District Board of Education approved the following Extended COVID-19 Learning Plan recommendations:

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

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

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

*Beginning January 25, 2020:*

*Virtual:*

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

*In-person beginning as hybrid:*

1. *In-person instruction would continue in a hybrid format to ensure safety measures including the use of social distance.*
  - a. *Hybrid would utilize a variety of instructional strategies such as in-person instruction, at-home lessons, or virtual instruction.*
  - b. *Work would continue to look for opportunities to improve the hybrid experience.*
    - i. *Improvements that individual teachers discover and utilize would be shared with all teachers.*
    - ii. *Hybrid classes may take on a variety of forms as certain disciplines utilize formats that work in a subject area.*
      1. *For example, if a science class could find a way to make Zooming in during at home days' work then that could be utilized by all similar science classes.*
  - c. *It is anticipated that the current structure of two days in-person – either Hybrid A - Monday/Thursday or Hybrid B - Tuesday/Friday, a Wednesday virtual day with a modified schedule, and at-home assignments and activities for at-home days would continue.*
  - d. *But it might be possible that the structure could change if other beneficial approaches could be implemented.*
2. *Hybrid could move to five days in-person if certain conditions are met that improve safety for both students and staff.*
3. *At-risk students will continue to be provided with additional support as determined by our district team in consultation with parents.*
4. *Choices made for second semester will continue for the entire second semester, through June 2021, to provide continuity in the learning experience for both students and teachers.*
  - a. *Virtual students would stay virtual for the entire second semester.*
  - b. *In-person students would stay in-person for the entire second semester.*
5. *Any changes in plan to second semester will potentially result in changes in teachers or schedules for all students. We will work to avoid changes as much as possible but it is inevitable that changes in both teacher and schedules will occur for some students.*
6. *Parents will be asked again to recommit for second semester by December 11 to either virtual or in-person learning for second semester beginning January 25.*

It was moved by Mrs. Hood and supported by Mrs. Murphy that the Novi Community School District Board of Education reconfirm the recommendations approved on November 23, 2020, and December 1, 2020.

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

Nays: 2      Mr. Smith and Mr. Mena

**MOTION CARRIED**

**Bid Package #3: Novi Middle School Additions and Remodeling**

On Tuesday, November 10, 2020, sealed bids were received and publicly opened for the Novi Middle School additions and remodeling. In attendance for the bid opening were representatives from the Novi Community School District, Plante Moran Cresa, TMP Architecture, McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a Zoom meeting.



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

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

Bid Division 101: Sitework  
Mr. Aaron Pietila  
Eagle Excavation Inc.  
TOTAL \$ 257,500.00

VanBuskirk  
Daniels Glass Inc.  
TOTAL \$  
340,508.00

Bid Division 102: Asphalt Paving / Site Concrete  
Mr. Rob Nagle  
Nagle Paving Company  
TOTAL \$ 49,350.00

Bid Division 115: Metal Studs / GPDW /  
EIFS  
Mr. Brandon Jennings  
BJ Construction Services  
TOTAL \$ 458,125.00

Bid Division 103: Selective Demolition  
Mr. Freddy Yacoub  
DKI International, Inc.  
TOTAL \$ 59,600.00

Bid Division 116: Hard Tile  
Ms. Tonya Elzay  
Regal Floor  
Covering  
TOTAL \$ 24,973.00

Bid Division 104: Concrete Footings & Foundations  
Mr. Marc Messina  
CI Contracting, Inc.  
TOTAL \$ 59,680.00

Bid Division 118: Carpet / Resilient Flooring  
Mr. Lucas Beiswanger  
Cohn's Commercial Floor Covering,  
Inc.  
TOTAL \$ 94,965.00

Bid Division 105: Interior Concrete Flatwork  
Mr. Victor Ferrini  
DSP Constructors  
TOTAL \$ 63,816.00

Bid Division 120: Painting  
Ms. Tracy Zappella  
Bella Paint Design,  
Inc.  
TOTAL \$ 25,485.00

Bid Division 106: Masonry  
Mr. Paul Rosati  
Rosati Mason Contractors  
TOTAL \$ 427,777.00

Bid Division 128: Casework  
Mr. Terry Edewaard  
Architectural Systems Group LLC  
TOTAL \$ 91,900.00

Bid Division 107: Steel  
Mr. Ron Pawlak  
Judd Industrial Contracting, Inc.  
TOTAL \$ 131,797.00

Bid Division 140: Plumbing  
Mr. Larry Harnden  
Ecker Mechanical Contractors, Inc.  
TOTAL \$81,485.00

Bid Division 108: General Trades /  
Carpentry  
Mr. Seth Helfman  
City Contracting Services  
TOTAL \$ 248,484.00

Bid Division 141: Fire Suspension  
Mr. Joseph Boedeker  
Johnson Controls  
TOTAL 46,199.00

Bid Division 109: Roofing/Sheetmetal  
Mr. Steve Eskelinen  
Esko Roofing & Sheet Metal  
TOTAL: 92,190

Bid Division 142: HVAC  
Mr. Mike Miemczycki  
Systemp Corp.  
TOTAL \$ 369,300.00

Bid Division 114: Aluminum Entrances / Storefront  
/ Glass / Glazing  
Mr. Ken

Bid Division 143: Electrical

Mr. Jonas Ramonaitis  
Amcomm Telecommunications Inc.  
TOTAL \$ 322,901.00

Total Award Recommendation Amount: \$3,244,035.00

This comes before the Board for information and discussion and will come back for approval at the December 17, 2020 regular Board meeting.

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approve the contract awards as recommended above in the amount of \$3,244,035.00.

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

Nays: 0

**MOTION CARRIED**

Technology: Student Device Purchase

The Instructional Technology Department is requesting that the Novi Board of Education to approve the purchase of 2200 Dell Chromebooks. This purchase is a part of the District's technology commitment, which includes continuing to refresh student devices. 2079 Chromebooks will be at their end-of-life on September 1, 2020. Due to the worldwide pandemic, there are significant delays in shipping, anywhere from three to six months. The new Chromebooks will be used during the 2021-2022 academic to continue with the District's 1:1 learning environment. The existing 2079 devices will be recycled or re-provisioned (loaner pool, spare parts for repairs, etc.) due to Google no longer supporting those devices (i.e. not able to be used for District/State testing).

The administration is recommending the Novi Board of Education approve the following purchases from the **Technology Capital Projects (Bond) 2019 fund** in the total amount of **\$820,600.00**. The device purchasing is part of the REMC Educational Cooperative Bid. The specifications of the device being purchased are:

- Dell Chromebook 3100 2-in-1 convertible, 8GB Ram, 32 GB storage, up to 13 hr. battery, dual camera (world-facing camera), educational-designed rubberized trim and rounded corners, 1-year warranty. Google management license for life of device

The award would go to Presidio Networked Solutions Group, LLC the amount of **\$820,600.00** (eight hundred twenty thousand six hundred dollars) for the purchase of 2200 - Dell 2-in-1 Touchscreen Chromebooks and the necessary Google Chrome management licenses and would be funded out of the 2019 School Bond Fund.

It was moved by Mrs. Murphy and supported by Mrs. Roney that in the best interest of the Novi Community School District, the Board of Education Award to Presidio Networked Solutions Group, LLC the amount of **\$820,600.00** (eight hundred twenty thousand six hundred dollars) for the purchase of 2200 - Dell 2-in-1 Touchscreen Chromebooks and the necessary Google Chrome management licenses, to be paid out of the 2019 Bond Fund.

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

Nays: 0

**MOTION CARRIED**

## **INFORMATION AND DISCUSSION**

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

The Oakland County Health Division provided numbers to help us determine the level of severity of the COVID-19 contagion. The question is what to do with all the numbers.

For example, the Oakland County Health Division provides daily case average per 10,000 residents for both our Novi zip codes and for the Novi Community School District.

The daily case average for the zip codes in Novi is considerably higher than for the daily case average just for the district.

<b>By zip code daily case per 10,000 residents</b>			
	48374	48375	48377
8-Sep	22.5	13.6	22.7
8-Oct	16.0	19.8	20.3
8-Nov	44.3	38.6	65.1
30-Oct	21.8	27.7	37.5
31-Oct	23.7	27.7	41.2
2-Nov	32.1	32.1	51.6
28-Nov	112.9	94.8	154.2
30-Nov	111.6	95.3	153.0
9-Dec	110.3	120.3	162.8

<b>By district, cases per 10,000</b>	
8/6 - 8/19	4.3
8/13 - 8/20	6.7
8/13 - 8/26	6.7
8/20 - 9/2	9.1
8/27 - 9/9	8.8
9/3 - 9/16	12.2
9/10 - 9/23	15.2
9/17 - 9/30	8.8
9/24 - 10/7	4.9
10/1 - 10/14	7.3
10/8 - 10/21	16.7
10/15 - 10/28	24.3
10/22 - 11/4	28.6
10/29 - 11/11	37.4
11/5 - 11/18	51.6
11/12 - 11/25	60.2
11/19 - 12/9	57.4

The Oakland County Health Division epidemiologist explains this difference by noting that:

*“ . . . there are people that live in what is considered a Novi zip code, but are not in the Novi School District. For example, my apartment complex is on the corner of Beck and Pontiac Trail, which is Novi, 48377. However, our school district is Walled Lake. My complex is rather large, so any COVID cases would count for zip code 48377 (Novi) but appear in the district data for Walled Lake.*

*Similarly, a large chunk of southern Novi is Northville Schools, which would go into the Northville District data, but the Novi zip code data. Same goes for the small area that is Novi, but South Lyon schools.”*

As a result, the most relevant data to use would be the Novi Community School District cases per 10,000 data from the Oakland County Health Division.

The Board also needs to think through using county level data. The Oakland County Health Division *Guidance on In-person Instruction* document identifies two county level indicators – cases per million and positivity rate. These give a global picture of the risk within the county but do not give a granular picture of the risk within the district.

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

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

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

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

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

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

How important are these indicators?

From the perspective of identifying the risk level within the county these numbers are very important.

The dilemma with the Oakland County Health Division scale is that the scale relies on the lowest possible indicator. For example, the seven-day positivity rate on the December 9 county report was 12.66% which is a Level C rating. But the seven-day cases per million average was 480 which is a Level E rating. The scale applies the lowest rating which is why the county is at Level E.

Earlier in the school year the county risk level rose to B, tended to be in C until the middle of October, then dropped to E where it remains.

I would encourage the Board to adopt ranges for these county level indicators but to separate them and look at them individually.

Cases per million - Oakland County	
23-Sep	47
30-Sep	31
7-Oct	41
14-Oct	46
21-Oct	110
28-Oct	150
4-Nov	261
11-Nov	470
18-Nov	534
25-Nov	628
2-Dec	525
9-Dec	480

Percent Positive - Oakland County	
23-Sep	3.92%
30-Sep	3.32%
7-Oct	3.17%
14-Oct	3.77%
21-Oct	4.71%
28-Oct	6.68%
4-Nov	8.57%
11-Nov	12.10%
18-Nov	13.85%
25-Nov	13.18%
2-Dec	13.32%
9-Dec	12.66%

I have examined whether attendance data for teachers and students could be used. One concern with teacher data is that because only half of our teachers are teaching in person a metric that seems reasonable in a non-pandemic time might not be applicable in this setting. For example, if 30% of our teachers were out in a building that could be cause for alarm. But at Meadows 5 we only have 10 in-person teachers right now. If three of them are absent because of COVID, or other reasons like the flu, we can still staff the building. So placing a hard stop on teacher absences could lead to unnecessary closure.

I originally proposed using student attendance. But I have rethought this option. In a “normal” school year we need at least 75% of our students in attendance to count it as a school day for state pupil accounting purposes. But with the distribution of technology to all students and with the ability of teachers to connect through technology teachers can still connect with students each day. Additionally, only 25% of our students are physically present each day. Half of our students are virtual and half are hybrid. Of the half that are hybrid only half of them come on any given day.

Also we are monitoring illness much more closely and students are encouraged to stay home and stay connected if they have symptoms.

So student attendance is more about teachers engaging students each day – whether in the classroom or at home.

The students who physically come need that connection. If there was a serious outbreak in one school, I am not sure that it could be used to justify closing the district.

We do not test for COVID-19. We rely on staff and students through their parents completing a health screener. We rely on self-reports of positive tests from staff and families. As a result, there is no reliable way for us to identify how many cases are in a building or the district per day.

We have received limited feedback from parents on the metric issue.

Here was one suggestion:

For Hybrid students returning to 5 day a week I would suggest 2 weeks in a row of

Cases per Million 20-40 for Oakland county

Less than 5% positivity rate for Oakland county

Cases Per 10,000 average over the 3 area codes is at or below 20

Number of positive Covid-19 cases of staff and students in the schools of less than 10 per week across the district and no individual school having more than 5 cases.

We would also like to see the mask requirement maintained even after return to school is implemented at least through the end of the year. First, to prevent bullying of students who choose to wear them, and second, to prevent outbreaks from stray pockets.

Here was a second suggestion:

- Positivity rate of 3% or less
- 10 to <25 cases per day
- Continued social distance and wearing masks

Here was a third suggestion:

- I think the case positivity rate being below 10% and student/staff attendance above 80% seem like reasonable metrics.

There is no perfect measure.

We need to discuss and reach agreement on which metrics we will examine and use to determine if it is safe for our hybrid students to return from two days a week to five days a week.

So what measures will we use?

After thinking through options, proposing one idea on December 3, I have now revised my suggestion. I would suggest that the Board focus on these measures:

- Oakland County Cases per million
- Oakland County test positivity
- Novi Community School District cases per 10,000 residents

Hybrid will move to five days a week of in-person instruction when the following four factors are achieved:

- Oakland County Cases seven day cases per day per million residents is at or under 70 (Level C) for two reporting periods in a row
- Oakland County Percent positive on tests is at or under 10% (Level B) for two reporting periods in a row
- Cases per 10,000 residents in the Novi Community School District has declined for two consecutive reporting periods and is at or below 40 cases per 10,000 residents

Each indicator would need to meet the threshold before we could move to five-day per week in-person instruction.

If things began to turn negative again, I would look at the same three indicators and suggest the following:

- Oakland County Cases per million residents rises to 100 or more (mid-range of Level D) for two reporting periods in a row
- Oakland County Percent positive on tests rises to 15% or above for two reporting periods (Level D) for two reporting periods in a row
- Cases per 10,000 in the Novi Community School District move above 50 cases per 10,000 residents for two reporting periods in a row

Metric	11-25 Report	Outcome	Decision
Oakland County Cases per million	12-9 - 480 12-2 - 525 11-25 - 628 11-18 - 534	Hybrid	Hybrid
Oakland County percent positive	12-9 - 12.66% 12-2 - 13.32% 11-25 - 13.18% 11-18 - 13.85%	Hybrid	
Cases per 10,000 in NCSD	12-9 - 57.4 12-2 - 61.7 11-25 - 60.2 11-18 - 51.6	Hybrid	

There is no right answer. We must use our collective best judgment to create conditions where students

can learn and where they are safe.

I would ask that the Board continue to consider these options and make a decision on January 7.

Bid Package #4: Novi High School Secure Additions

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

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

Bid Division 101: Sitework  
Mr. Daniel Cortis  
Cortis Brothers  
TOTAL \$ 435,800.00

Bid Division 102: Asphalt Paving / Site Concrete  
Mr. Tim Baugher  
Asphalt Specialists, Inc.  
TOTAL \$ 49,350.00

Bid Division 103: Selective Demolition  
Mr. Scott Krall  
Blue Star, Inc.  
TOTAL \$ 20,950.00

Bid Division 104: Concrete Footings & Foundations  
Mr. David Glowski  
North Channel Construction  
TOTAL \$ 89,900.00

Bid Division 105: Interior Concrete Flatwork  
Mr. Dave Reece  
Clark Contracting Services  
TOTAL \$ 76,551.00

Bid Division 106: Masonry  
Mr. Howard Hicks  
HMC Mason Contractors  
TOTAL \$ 217,550.00

Bid Division 107: Steel  
Mr. Ron Pawlak  
Judd Industrial Contracting, Inc.  
TOTAL \$ 700,200.00

Bid Division 108: General Trades / Carpentry  
Mr. Seth Helfman  
City Contracting Services  
TOTAL \$ 270,637.00

Bid Division 109: Roofing/Sheetmetal  
Mr. Steve Eskelinen  
Esko Roofing & Sheet Metal  
TOTAL: \$ 259,400.00

Bid Division 114: Aluminum Entrances / Storefront / Glass / Glazing  
Mr. Howard Beindit  
Preferred Glass Inc.  
TOTAL \$ 607,950.00

Bid Division 115: Metal Studs / GPDW / EIFS  
Mr. Seth Helfman  
City Contracting Services  
TOTAL \$ 329,291.00

Bid Division 116: Hard Tile  
Mr. Franko Sallaku  
Continental Contracting Co., LLC  
TOTAL \$ 55,200.00

Bid Division 118: Carpet / Resilient Flooring  
Mr. Richard Krupske  
Continental Interiors, Inc.  
TOTAL \$ 35,000.00

Bid Division 120: Painting  
Mr. Xhuliano Pjetrushi  
Continental Contracting Co., LLC  
TOTAL \$ 33,000.00

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Bid Division 128: Casework  
Mr. Scott Farnell  
FCI Group LLC  
TOTAL \$ 29,500.00

Bid Division 140: Plumbing  
Mr. Paul Bowers  
Contrast Mechanical, Inc.  
TOTAL \$149,000.00

Bid Division 141: Fire Suspension  
Mr. William Case

Professional Sprinkler, Inc.  
TOTAL \$ 32,980.00

Bid Division 143: Electrical  
Mr. John Ramonaitis  
Amcomm Telecommunications Inc.  
TOTAL \$ 328,368.00

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

This comes before the Board tonight for information and discussion and will come back for approval at the January 7, 2021 regular Board meeting.

COMMITTEE REPORTS

Capital Projects Committee

Willy Mena, Board Secretary and Chair of the Capital Projects Committee, reported that the committee reviewed the Walsh College Property proposal and reviewed the closeout of the 2020 Bond projects.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience tonight.

SUPERINTENDENT'S REPORT

Dr. Steve Matthews, Superintendent of Schools, expressed his gratitude to students who have been doing a great job of engaging in a new and unique way of learning. He expressed his appreciation for all of their hard work to continue learning in our District. Dr. Matthews also expressed his gratitude to our parents for their support, encouragement, and questions that have pushed us to ensure that we are meeting the needs of our students and helping us to get better this fall.

He thanked the Board for making the very hard and difficult decisions that no Board before them has had to make. Dr. Matthews reported that the Board has done so in a very collaborative way. He stated that the Board has pushed each other which is okay and helped us make sure that we are providing the best product we can to our students.

Dr. Matthews said that our teachers, bus drivers, food service, custodians, tech, secretaries, par pros, and early childhood center staff have all been exceptional this year. He mentioned that this year has been tremendous and they have gone above and beyond what they typically have been asked to do, which is provide a high quality service and, this year, in a new way. Dr. Matthews expressed his deep appreciation for all that they have done.

He reported that he is so appreciative to his administrative team that has been asked to think through, about, and consider new ways that they had never done before and they have risen to the occasion. Dr. Matthews stated that in this season where we count our blessings, he is so thankful to be in this District and to be surrounded by people who care deeply for our students and families. He expressed his gratitude to everyone and wished them a great, happy, and safe holiday season.



### ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, expressed his gratitude to the Cabinet members of r help on getting the budget prepared for this year. He also thanked the Board for approving the budget. Mr. McIntyre reported that he will be meeting with stakeholders after break and wished everyone a happy holiday to them and their family.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, expressed a very specific gratitude to the child care staff. He reported that we offered a unique form of child care this year specifically for our teachers. Dr. Kinzer stated that we utilized child care staff as well as some of our para pros in the District and they have done an absolutely fantastic job providing space and care for the children of our teachers, which allowed them to do their virtual schooling and helped our ability to program and staff. He thanked them and said that he wanted everyone to be aware of the fantastic job they have done stepping up to take on that challenge. Dr. Kinzer wished everyone a very happy holiday.

Dr. RJ Webber, Assistant Superintendent for Academic Services, shared a quote on gratitude from the Italian actor, Roberto Benigni, "It's a sign of mediocrity when you demonstrate gratitude with moderation." Dr. Webber stated that he has no interest in being mediocre, so he absolutely cannot thank the community, our administrators, our teachers, Dr. Matthews, and everyone in this system that has helped us.

Dr. Webber said that listening to comments earlier and hearing districts having plans to execute in the future, we have been making it happen since September 8<sup>th</sup> in order to have this hybrid opportunity for our children. He mentioned that there are a ton of things behind the scenes that people do not see. Dr. Webber reported that members of the office of academics' team have been substituting in classrooms and as administrators to keep that opportunity open for our children. He stated this meant taking work home on the weekend and at night. Dr. Webber said that he will be forever grateful to the people he serves beside and to see the very best in humanity, during one of the most challenging global times in the history of the world.

He gave a shout out to science this week, with the vaccine being rolled out from Pfizer, in Michigan. Dr. Webber said that there is a lot of pride there and ties to the value of a K-12 science program. He mentioned that science is very well going to turn the course of this horrific situation.

Dr. Webber expressed his gratitude to community members and shared it on Twitter. He reported that he is recovering from COVID and had no idea where he contracted it from. Dr. Webber stated that it is very real and is not a joke. He said many people in his life have been negatively impacted by his positive test and had to quarantine for two (2) weeks. Dr. Webber expressed his appreciation for Dr. Matthews and his approach to this from the beginning and said that he would be happy to share his experience with anyone on the impact of COVID. He mentioned that he was extremely grateful to our nurse, Cathy Farris, who guided him through this difficult situation.

Dr. Webber told everyone to have a fantastic couple of weeks, unencumbered by all sorts of things. He expressed his gratitude to his core team: Dr. Matthews, Dr. Kinzer, and Mr. McIntyre for being able to serve beside them and seeing how they fight for each family in our District is a pleasure.

BOARD COMMUNICATION

Mrs. Murphy, Board Trustee, wished Dr. Matthews a happy birthday, coming up in a couple of days. She expressed to her fellow Board member that it has been her pleasure to serve again with them this year. Mrs. Murphy wished them all a very happy holiday.

Mrs. Hood, Board Treasurer, echoed what Dr. Matthews said and stated that she was thinking about our teachers and kids. She reported that she had always felt that kids are really resilient when you put them in a situation, they do not have any preconceived notion of what is good or bad about it, they just accept it and keep on moving through. Mrs. Hood stated that she is not a fan of survival of the fittest. She said that what Darwin said was survival depends not on toughness, but on adapting to circumstances and everyone who was mentioned tonight, every group, if they had not adapted to circumstances over the last six (6) months, then we would be in a world of hurt. Mrs. Hood expressed that everyone deserves a pat on the back for getting u to where we are. She thanked everyone.

Mrs. Roney, Board Trustee, thanked Dr. Kinzer for informing the Board about the child care. She reported that she had no idea what a wonderful thing our child care staff was doing for our teachers, being able to keep them and students in the classroom. Mrs. Roney expressed a great thank you and told everyone to have a great holiday.

Dr. Ruskin, Board President, reported that she does thank people privately, via email and test messages, but during the conversation about technology, she found it to be super positive. She stated that technology can be a double-edged sword, a love-hate relationship, but what was pointed out is that it is really just a piece of plastic and that it is the human's behind it.

Dr. Ruskin said that she watched on Twitter the staff and all the exciting, fancy things that they do. She mentioned that she had only learned how to Zoom, but there is Peachjar, from George Sipple, and we have teachers using paradox and these really wonderful things. Dr. Ruskin reported that it was COVID that pushed us to do these positive things that maybe would have been years down the line and that there was an accelerated piece to what has happened. She stated that we will come out of that in one year, which may have taken people, the District, students, and everyone involved five (5) to ten (10) years.

Dr. Ruskin said she thought when we look back on where we started and where we have come, that we will have some really positive attributes to 2020. She mentioned that she was excited today to write 2021 on a patient's appointment card. Dr. Ruskin stated that she is going to continue to have optimistic thoughts that things are going to improve. She wished everyone a wonderful holiday and expressed her appreciation to everyone including the community members.

ADJOURNMENT

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

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

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 8:55 p.m. The next regular meeting of the Board is scheduled for January 7, 2021 at 7:00 p.m.

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

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



**Minutes of a Work Session, December 17, 2020**  
**Novi Community School District**  
**Board of Education**

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A Work Session of the Board of Trustees of Novi Community School District was held Thursday, December 17, 2020, beginning at 9:30 PM virtually via Zoom.

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

Absent: Mr. Smith

Others Present:

TOPIC(S) DISCUSSED

Discussion of officers and committee assignments

The Work Session adjourned at 9:33 PM. The next regular meeting of the Board is scheduled for January 7, 2021 at 7:00 p.m., virtually via Zoom.

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Willy Mena, Secretary

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

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Consent Agenda B Items

The Board shall, at the organizational meeting:

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

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

<b><u>BANK</u></b>	<b><u>ACCOUNT</u></b>
Fifth Third Bank	General Fund Checking
	Debt Fund Checking
MILAF/Fifth Third	Bond Funds
Huntington Bank	Money Market Account
CIBC Bank USA	Money Market Account
Comerica Bank	Money Market Account
Chemical Bank	Money Market Account

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

Bank of America	Flagstar Bank
Bank of New York Mellon	Huntington Bank
CIBC Bank USA	JP Morgan Chase Bank
Citizens Bank	Level One Bank
Comerica Bank	PNC Bank
Fifth Third Bank	TCF Bank
	Washington Trust Bank

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RECOMMENDATION:**

That the Novi Community Schools Board of Education accept Consent Items A through H as presented.

**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

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 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>
-------------	--------------	-------------------	---------------	-------------	------------------

**B. Retirements and Resignations**


<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Check, Mary Anne	NW	Kindergarten Teacher	Retired	02-18-21

**C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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**RECOMMENDATION:** That the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
Steven M. Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

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

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

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

Bid Division 101: Sitework  
Mr. Daniel Cortis  
Cortis Brothers  
TOTAL \$ 435,800.00

Bid Division 108: General Trades / Carpentry  
Mr. Seth Helfman  
City Contracting Services  
TOTAL \$ 270,637.00

Bid Division 102: Asphalt Paving / Site Concrete  
Mr. Tim Baugher  
Asphalt Specialists, Inc.  
TOTAL \$ 49,350.00

Bid Division 109: Roofing/Sheetmetal  
Mr. Steve Eskelinen  
Esko Roofing & Sheet Metal  
TOTAL: \$ 259,400.00

Bid Division 103: Selective Demolition  
Mr. Scott Krall  
Blue Star, Inc.  
TOTAL \$ 20,950.00

Bid Division 114: Aluminum Entrances / Storefront /  
Glass / Glazing  
Mr. Howard Beindit  
Preferred Glass Inc.  
TOTAL \$ 607,950.00

Bid Division 104: Concrete Footings & Foundations  
Mr. David Glowinski  
North Channel Construction  
TOTAL \$ 89,900.00

Bid Division 115: Metal Studs / GPDW / EIFS  
Mr. Seth Helfman  
City Contracting Services  
TOTAL \$ 329,291.00

Bid Division 105: Interior Concrete Flatwork  
Mr. Dave Reece  
Clark Contracting Services  
TOTAL \$ 76,551.00

Bid Division 116: Hard Tile  
Mr. Franko Sallaku  
Continental Contracting Co., LLC  
TOTAL \$ 55,200.00

Bid Division 106: Masonry  
Mr. Howard Hicks  
HMC Mason Contractors  
TOTAL \$ 217,550.00

Bid Division 118: Carpet / Resilient Flooring  
Mr. Richard Krupske  
Continental Interiors, Inc.  
TOTAL \$ 35,000.00

Bid Division 107: Steel  
Mr. Ron Pawlak  
Judd Industrial Contracting, Inc.  
TOTAL \$ 700,200.00

Bid Division 120: Painting  
Mr. Xhuliano Pjetrushi  
Continental Contracting Co., LLC  
TOTAL \$ 33,000.00



Bid Division 128: Casework  
Mr. Scott Farnell  
FCI Group LLC  
TOTAL \$ 29,500.00

Bid Division 140: Plumbing  
Mr. Paul Bowers  
Contrast Mechanical, Inc.  
TOTAL \$149,000.00

Bid Division 141: Fire Suspension  
Mr. William Case

Professional Sprinkler, Inc.  
TOTAL \$ 32,980.00

Bid Division 143: Electrical  
Mr. John Ramonaitis  
Amcomm Telecommunications Inc.  
TOTAL \$ 328,368.00

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

**RECOMMENDATION:** That the Novi Community School District Board of Education approve the contract awards as recommended above in the amount of \$3,738,777.00.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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

**Steve Matthews, Superintendent**



December 15, 2020

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

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

SUBJ: Contract Award Recommendation

Dear Mr. McIntyre,

On Thursday, November 24<sup>th</sup> and December 9<sup>th</sup> 2020 at 1:00 PM, sealed bids were received and publicly opened for the above referenced project. In attendance for the bid opening were representatives from Novi Community School District, Plante Moran Cresa, TMP Architecture Inc., McCarthy & Smith, Inc. and interested bidders. Bids were opened, recorded, and tabulated through a zoom meeting.

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

**Bid Division 101: Sitework**

Mr. Daniel Cortis

**Cortis Brothers\***

6052 Starville Road

Marine City, MI 48039

Base Bid		\$	376,200.00
MA#1 Donor Bench	<b>ADD</b>	\$	55,800.00
PLM Bond (Merchants Bonding Company)		\$	3,800.00
<b>TOTAL</b>		<b>\$</b>	<b>435,800.00</b>

\*2<sup>nd</sup> Low Bidder. Eagle Excavation, Inc. (low bidder) did not have complete scope (did not include Mandatory Alternate #1 – Donor Benches).

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

Mr. Tim Baugher  
**Asphalt Specialists, Inc.**  
 1780 E. Highwood  
 Pontiac, MI 48340

Base Bid	\$	67,000.00
PLM Bond (Hudson Insurance Company)	\$	<u>500.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>67,500.00</b>

**Bid Division 103: Selective Demolition**

Mr. Scott Krall  
**Blue Star Inc.**  
 21950 Hoover  
 Warren, MI 48089

Base Bid	\$	20,950.00
PLM Bond (Not Required)	\$	<u>0.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>20,950.00</b>

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

Mr. David Glowski  
**North Channel Construction**  
 6137 Lakeshore Road  
 Lexington, MI 48450

Base Bid	\$	87,700.00
PLM Bond (Merchants Bonding Company)	\$	<u>2,200.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>89,900.00</b>

**Bid Division 105: Interior Concrete Flatwork**

Mr. Dave Reece  
**Clark Contracting Services \***  
 3535 Moores River Drive,  
 Lansing, MI 48911

Base Bid	\$	75,793.00
PLM Bond (Federal Insurance Company)	\$	<u>758.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>76,551.00</b>

\*2nd Low bidder. Apparent low bidder, McCarthy Construction Company respectfully requested to have their bid withdrawn from consideration.

**Bid Division 106: Masonry**

Mr. Howard Hicks  
**HMC Mason Contractors**  
 14314 Industrial Center Dr  
 Shelby Charter Township, MI 48314

Base Bid	\$	214,700.00
PLM Bond (Selective Insurance Company of America)	\$	<u>2,850.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>217,550.00</b>

**Bid Division 107: Steel**

Mr. Ron Pawlak  
**Judd Industrial Contracting, Inc.\***  
 17900 Ryan Road  
 Detroit, MI 48212

Base Bid		\$	680,000.00
Allowance Miscellaneous	<b>ADD</b>	\$	10,000.00
PLM Bond (Merchants National Bonding, Inc.)		\$	10,200.00
<b>TOTAL</b>		<b>\$</b>	<b>700,200.00</b>

\*4<sup>th</sup> Low bidder. Zak Welding (low bid) respectfully requested to have their bid withdrawn from consideration. Nelson Iron Works (2<sup>nd</sup> low bid) has not completed comparable complex structural work projects. Howard Steel (3<sup>rd</sup> low bid) scope incomplete, cost to complete exceeds Judd Industrial Contracting.

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

Mr. Seth Helfman  
**City Contracting Services**  
 132 N. Old Woodward Ave.  
 Birmingham, Michigan 48009

Base Bid		\$	262,115.00
VA#1 – Small Lockers	<b>ADD</b>	\$	6,000.00
PLM Bond (The Cincinnati Insurance Company)		\$	2,522.00
<b>TOTAL</b>		<b>\$</b>	<b>270,637.00</b>

**Bid Division 109: Roofing / Sheetmetal**

Mr. Steve Eskelinen  
**Esko Roofing & Sheet Metal**  
 14000 Simone Drive  
 Shelby Charter Township, MI 48315

Base Bid		\$	255,600.00
PLM Bond (Westfield Insurance Company)		\$	3,800.00
<b>TOTAL</b>		<b>\$</b>	<b>259,400.00</b>

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

Mr. Howard Beindit  
**Preferred Glass Inc.**  
 6215 King Rd  
 Marine City, MI 48039

Base Bid		\$	588,425.00
MA #1: School Guard Glazing	<b>ADD</b>	\$	11,550.00
PLM Bond (Hudson Insurance Company)		\$	7,975.00
<b>TOTAL</b>		<b>\$</b>	<b>607,950.00</b>

**Bid Division 115: Metal Studs / GPDW / EIFS**

Mr. Seth Helfman  
**City Contracting Services**  
 132 N. Old Woodward Ave.  
 Birmingham, Michigan 48009

Base Bid		\$	326,002.00
PLM Bond (The Cincinnati Insurance Company)		\$	3,289.00
<b>TOTAL</b>		<b>\$</b>	<b>329,291.00</b>

**Bid Division 116: Hard Tile**

Mr. Franko Sallaku  
**Continental Contracting Co., LLC**  
23450 Telegraph Road  
Southfield, MI 48033

Base Bid		\$	49,000.00
Allowance for Terrazzo Floor Removal	<b>ADD</b>	\$	5,000.00
PLM Bond (Granite Re, Inc.)		\$	1,200.00
<b>TOTAL</b>		\$	<b>55,200.00</b>

**Bid Division 118: Carpet / Resilient Flooring**

Mr. Richard P. Krupske  
**Continental Interiors, Inc. \***  
1210 East Maple Road  
Troy, Michigan 48083

Base Bid		\$	35,000.00
PLM Bond (Not Required)		\$	0.00
<b>TOTAL</b>		\$	<b>35,000.00</b>

\*2nd Low bidder. Apparent low bidder, Continental Contracting Company respectfully requested to have their bid withdrawn from consideration.

**Bid Division 120: Painting**

Mr. Xhuliano Pjetrushu  
**Continental Contracting Co., LLC \***  
23450 Telegraph Road  
Southfield, MI 48033

Base Bid		\$	27,000.00
Wallcoverings Panel	<b>ADD</b>	\$	6,000.00
PLM Bond (Not Required)		\$	0.00
<b>TOTAL</b>		\$	<b>33,000.00</b>

\*2nd Low bidder. Apparent low bidder, R & G Painting did not have complete scope and respectfully requested to have their bid withdrawn from consideration.

**Bid Division 128: Casework**

Mr. Scott Farnell  
**FCI Group LLC**  
3355 Lahring Road  
Linden MI 48451

Base Bid		\$	29,500.00
PLM Bond (Not Required)		\$	0.00
<b>TOTAL</b>		\$	<b>29,500.00</b>

**Bid Division 140: Plumbing**

Mr. Paul Bowers  
**Contrast Mechanical, Inc.**  
15825 Leone Drive  
Macomb, MI 48042

Base Bid	\$	147,000.00
PLM Bond (Travelers Casualty and Surety Company of America)	\$	<u>2,000.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>149,000.00</b>

**Bid Division 141: Fire Suppression**

Mr. William Case  
**Professional Sprinkler, Inc.**  
28214 Beck Road  
Wixom, MI 48393

Base Bid	\$	32,980.00
PLM Bond (Not Required)	\$	<u>0.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>32,980.00</b>

**Bid Division 142: HVAC – Post Bid Addendum has been issued to provide pricing for three snow melt system options.**

**Bid Division 143: Electrical**

Mr. John Ramonaitis  
**Amcomm Telecommunications Inc.**  
12482 Emerson Drive  
Brighton, MI 48116

Base Bid	\$	321,930.00
PLM Bond (The Cincinnati Insurance Company)	\$	<u>6,438.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>328,368.00</b>

**AWARD RECOMMENDATION AMOUNT: \$3,738,777.00**

I trust the above recommendation meets the approval of the administration and the Board of Education. I will attend the December 17, 2020 and January 7, 2020 board of education meeting to address any questions or concerns that may arise.

Please feel free to contact me with any questions.

Sincerely,

*Agnes Arbuckle*

Agnes Arbuckle  
Sr. Project Manager

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

Novi Community School District 2019 Bond Issue

BP#4 High School Secure Entry Additions

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

Project Location: Novi, MI, United States of America

Date : 12/15/2020

BID PACKAGES	Final Total Award Recommendation w/ Bond		Base Bid	PLM Bond	# of Bids Received	Bid Range		Apparent High Address
	Company	Total Cost w/Bond & Scope Adjustments				Low	High	
BD 101: Sitework	Cortis Brothers Trucking & Excavating	\$435,800	\$376,200	\$3,800	3	\$311,000	\$396,587	Simone Contracting Corporation 6816 19 1/2 Mile Road, Sterling Heights, MI 48314
BD 102: Asphalt Paving / Site Concrete	Asphalt Specialists, Inc.	\$67,500	\$67,000	\$500	2	\$67,500	\$79,440	Nagle Paving Company 39525 West 13 Mile Road, Novi, MI 48377
BD 103: Selective Demolition	Blue Star, Inc.	\$20,950	\$20,950	\$0	2	\$21,205	\$59,600	DKI, International Inc. 6775 Daly Rd, 101, West Bloomfield Township, MI 48322
BD 104: Concrete Footings & Foundations	North Channel Construction	\$89,900	\$87,700	\$2,200	5	\$89,900	\$293,432	Clark Contracting Services 2660 Superior Court, Auburn Hills, MI 48326
BD 105: Interior Concrete Flatwork	Clark Contracting Services	\$76,551	\$75,793	\$758	5	\$38,827	\$112,792	Midtown Group, LLC 5650 West Jefferson Avenue, Detroit, MI 48209
BD 106: Masonry	HMC Mason Contractors	\$217,550	\$214,700	\$2,850	6	\$217,550	\$343,500	R C Nowak Company 5848 Hubbard St, Garden City, MI 48135
BD 107: Steel	Judd Industrial Contracting	\$700,200	\$680,000	\$10,200	4	\$409,500	\$690,200	Judd Industrial Contracting, Inc. 17900 Ryan Rd, Detroit, MI 48212
BD 108: General Trades / Carpentry	City Contracting Services	\$270,637	\$262,115	\$2,522	7	\$264,637	\$364,200	Clark Contracting Services 2660 Superior Court, Auburn Hills, MI 48326
BD 109: Roofing / Sheetmetal	Esko Roofing & Sheet Metal	\$259,400	\$255,600	\$3,800	2	\$259,400	\$269,596	Quality Roofing 10800 Plaza Drive, Township of Hamburg, MI 48189
BD 114: Aluminum Entrances / Storefront / Glass / Glazing	Preferred Glass Inc	\$607,950	\$588,425	\$7,975	3	\$596,400	\$758,400	Advantage Glass And Metal 15103 Spanish Court, Livonia, MI 48154
BD 115: Metal Studs / GPDW / EIFS	City Contracting Services	\$329,291	\$326,002	\$3,289	5	\$329,291	\$466,000	Clark Contracting Services 2660 Superior Court, Auburn Hills, MI 48326
BD 116: Hard Tile / Terrazzo	Continental Contracting Co., LLC	\$55,200	\$49,000	\$1,200	2	\$50,200	\$67,200	Michielutti Brothers Inc. 15033 East 9 Mile Road, Eastpointe
BD 118: Carpet / Resilient Flooring	Continental Interiors, Inc.	\$35,000	\$35,000	\$0	4	\$30,750	\$54,665	Cohns Commercial Floor Covering, Inc. 47641 Avante Dr, Wixom, MI 48393
BD 120: Painting	Continental Contracting Co., LLC	\$33,000	\$27,000	\$0	6	\$23,950	\$39,260	Seven Brothers Painting 50805 Rizzo Drive, Shelby charter Township, MI 48315
BD 128: Casework	FCI Group LLC	\$29,500	\$29,500	\$0	2	\$29,795	\$30,000	BJ Construction 35440 Forton Ct, Charter Twp of Clinton, MI 48035
BD 140: Plumbing	Contrast Mechanical, Inc.	\$149,000	\$147,000	\$2,000	3	\$149,000	\$173,500	Tempco Mechanical Contractors, inc. 24383 Indoplex Cir, Farmington Hills, MI 48335
BD 141: Fire Suppression	Professional Sprinkler, Inc.	\$32,980	\$32,980	\$0	4	\$33,930	\$57,131	Wolverine Fire Protection 8067 N Dort Hwy, Mt Morris, MI 48458
BD 142: HVAC	ESTIMATE - Mandatory Alternate Re-Bid	\$550,000	TBD	TBD	6	\$375,618	\$610,000	Tempco Mechanical Contractors, inc. 24383 Indoplex Cir, Farmington Hills, MI 48335
BD 143: Electrical	Amcomm Telecommunications Inc.	\$328,368	\$321,930	\$6,438	2	\$328,368	\$367,637	A. F. Smith Electric, Inc. 624 South Mansfield Street, Ypsilanti, MI 48197
Total Bids with Bond and BD 142 Estimate		\$4,288,777	\$3,596,895	\$47,532	73	\$3,626,821	\$5,233,140	
Total Letter of Recommendation Dated 12/15/2020		\$3,738,777						
Total Bond Budget for High School Secure Entry Additions		\$5,216,449						
VARIANCE		\$927,672	UNDER BUDGET (With All Alternates Accepted and BD 142 Estimate)					

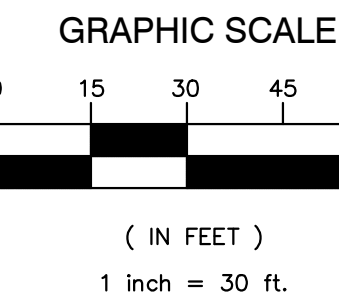
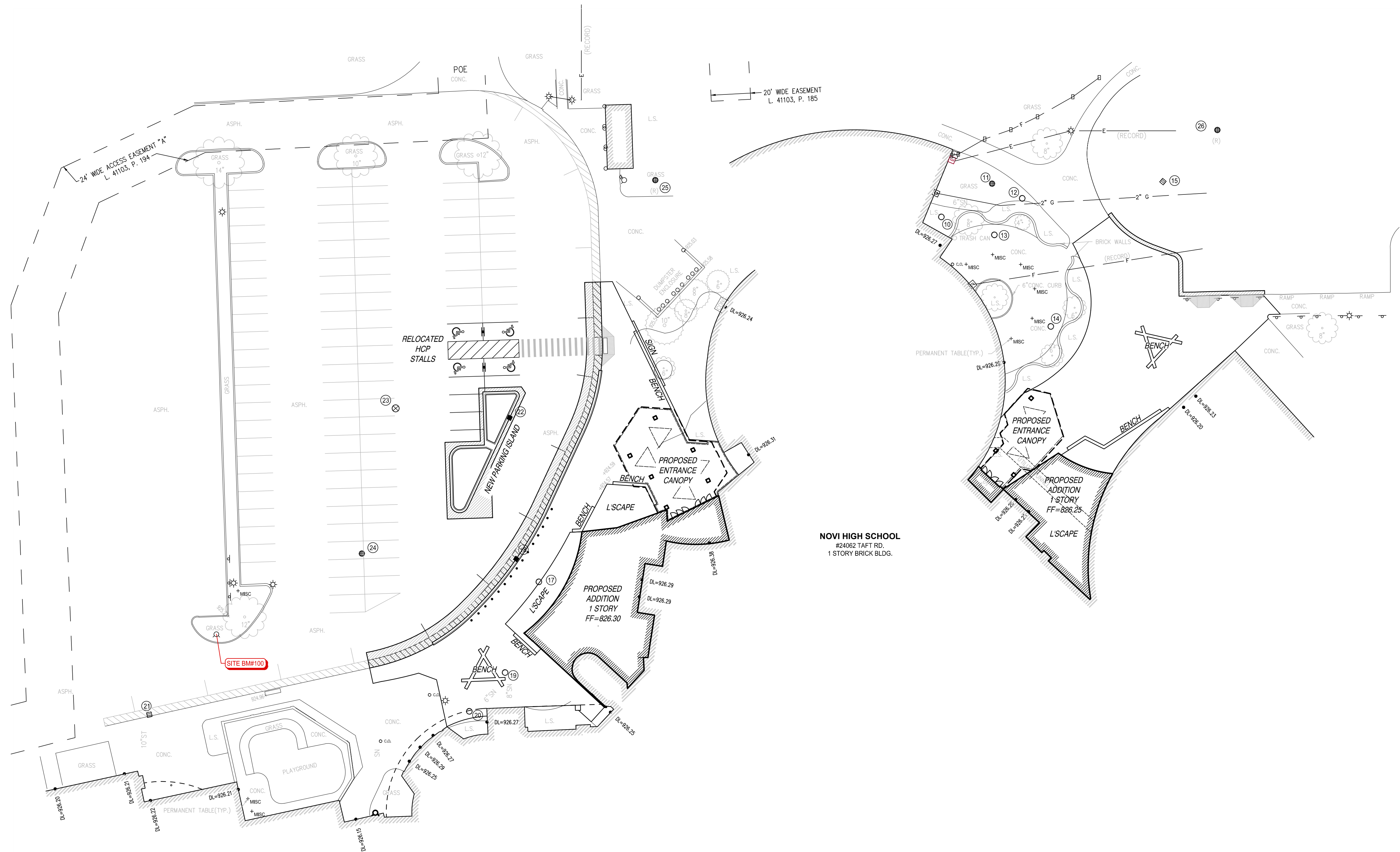


NOVI COMMUNITY SCHOOL DISTRICT  
**NOVI HIGH SCHOOL**

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TMP PROJECT NO. 19140





REGISTRATION SEAL

CONSULTANT



905 South Blvd. East  
Rochester Hills, MI 48307  
Phone: (248) 844-5400  
Fax: (248) 844-5404

www.sda-eng.com  
(800) 598-1600

PROJECT TITLE

## Novi High School Secure Entry Additions

Novi Community  
School District

DRAWING TITLE

Overall Site Plan

ISSUE DATES


09/18/2020 95% CD REVIEW

08/14/2020 50% REVIEW

DATE ISSUED FOR:

DRAWN	TL
CHECKED	TS
APPROVED	TS

PROJECT NO.

19140

SD NP20068

DRAWING NO.

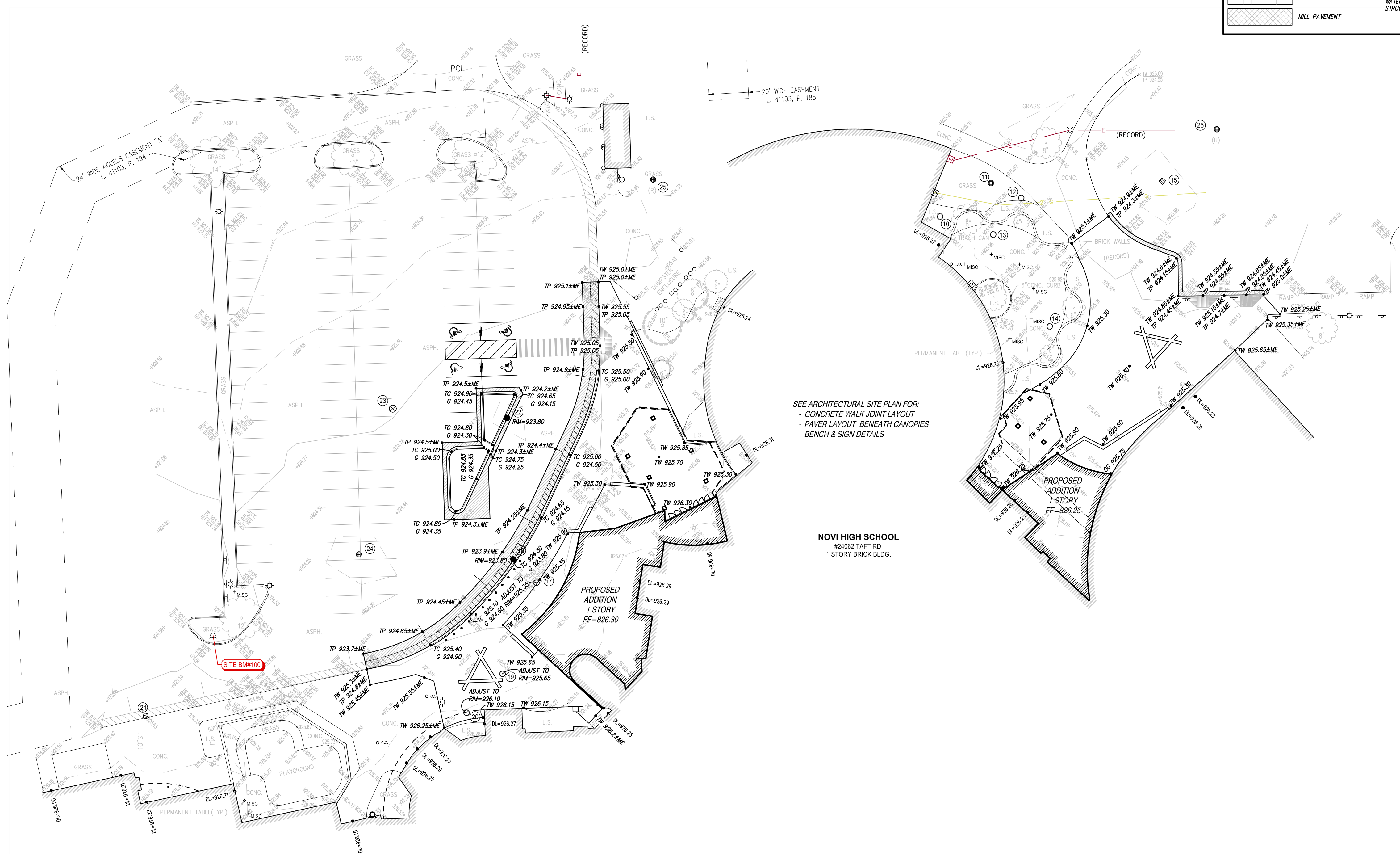
C1.1

### CIVIL SHEET INDEX

- C1.1 - OVERALL SITE PLAN
- C1.2 - TOPOGRAPHICAL SURVEY
- C1.3 - DEMOLITION PLAN
- C1.4 - SITE ENGINEERING PLAN
- C1.5 - SITE GRADING PLAN







GRADING LEGEND	
EXISTING ELEVATION	
• TC 000.00	PROPOSED TOP OF CURB ELEVATION
• G 000.00	PROPOSED GUTTER ELEVATION
• OG 000.00	OUTSIDE GRADE ELEVATION
— 11.30 —	EXISTING CONTOURS
— 11.30 —	PROPOSED CONTOURS
• TP 000.00	TOP OF PAVEMENT ELEVATION
• TW 000.00	TOP OF WALK ELEVATION
• FG 000.00	FINISH GRADE ELEVATION
• T/WALL 000.00	TOP OF WALL ELEVATION
• ME 000.00	MATCH EXISTING ELEVATION
—	FLOW ARROW

LEGEND	
—	PROPOSED WATERMAIN
—	PROPOSED SANITARY
—	PROPOSED STORM SEWER
—	PROPOSED GAS MAIN
—	PROPOSED ELECTRIC
—	PROPOSED HYDRANT
—	PROPOSED GATE
—	PROPOSED TAPPING SLEEVE, VALVE & WELL (GVW)
—	PROPOSED TAPPING SLEEVE, VALVE & WELL (TSVW)
—	PROPOSED SAN MANHOLE (SAN)
—	PROPOSED STORM MANHOLE (MH)
—	PROPOSED CATCH BASIN (CB)
—	PROPOSED INLET (INL)
—	PROPOSED END SECTION (ES)
—	PROPOSED FIELD CATCH BASIN (FCB) W/ BENTHIC COVER OR STANDPIPE (SP) W/ BAR GRATE COVER
—	UTILITY CROSSING (SEE DATA TABLE)
—	STORM SEWER STRUCTURE
—	SANITARY SEWER STRUCTURE
—	WATERMAIN STRUCTURE
—	STANDARD BITUMINOUS PAVEMENT
—	HEAVY-DUTY BITUMINOUS PAVEMENT
—	DEEP-STRENGTH BITUMINOUS PAVEMENT
—	CONCRETE PAVEMENT
—	CONCRETE SIDEWALK
—	MILL PAVEMENT
—	STRUCT. NO.
—	STRUCT. TYPE

- GRADING NOTES**
- CONTRACTOR TO PLACE ALL NEW PAVEMENT TO THE GRADES INDICATED, OR MATCH ORIGINAL GRADES IF NEW GRADES ARE NOT SHOWN. CONTRACTOR SHALL CONFIRM MINIMUM 1% PAVEMENT SLOPES ARE ATTAINED IN ALL AREAS.
  - PROPOSED GRADES MAY BE BASED ON AN INTERPOLATION OF DATA SHOWN ON THE TOPOGRAPHIC SURVEY. THIS INTERPOLATED DATA IS APPROXIMATE AND COULD DIFFER SLIGHTLY BASED ON THE ACCURACY OF THE SURVEY. CONTRACTOR SHALL CONFIRM THAT THE PROPOSED GRADES SHOWN ON THIS PLAN WILL NOT CREATE A STANDING WATER CONDITION (I.E. A LOW SPOT OR PAVEMENT SLOPES LESS THAN 1%) OR AN UNSAFE CONDITION WITH SLOPES IN EXCESS OF 5%. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF THEY BELIEVE THAT ONE OF THESE SITUATIONS WILL OCCUR BASED ON THE PROPOSED GRADES.
  - ALL PAVEMENT PLACED WITHIN HANDICAP PARKING AREAS (STALLS AND ACCESS AISLES) SHALL HAVE A MAXIMUM SLOPE OF 2% IN ANY DIRECTION, INCLUDING MEASURED DIAGONALLY ACROSS THE AREAS. CONTRACTOR SHALL ADJUST SLOPES AS NECESSARY TO PROVIDE ADA COMPLIANT SLOPES AS WELL AS PROVIDING RE-GRADED TRANSITION SLOPES OUTSIDE OF THE HANDICAP PARKING AREAS. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF TRANSITION ZONES WILL EXCEED MAXIMUM 5% SLOPES. CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE PATTERNS WITH ALL NECESSARY PAVEMENT RE-GRADED.
  - ALL HANDICAP RAMPS AND ADA ACCESSIBLE ROUTES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT VERSION OF MDT DETAIL R-28 "SIDEWALK RAMP AND DETECTABLE WARNING DETAILS".
  - CONTRACTOR IS RESPONSIBLE FOR CONTROLLING STORM WATER RUNOFF DURING CONSTRUCTION OPERATIONS. OF PARTICULAR CONCERN WILL BE THE TIME PERIOD AFTER THE SITE HAS BEEN STRIPPED AND NOT YET RESTORED, BUILT UPON, OR PAVED. CONTRACTOR MUST INSTALL OR CONSTRUCT APPROPRIATE TEMPORARY MEASURES TO PROTECT ADJACENT PROPERTIES.

**RESTORATION NOTE**

RESTORE ALL NON-PAVED AREAS WITH 3" OF CLEAN TOPSOIL AND SEED MIX (50% KENTUCKY BLUEGRASS, 50% PERENNIAL RYEGRASS, 50% CREEPING RED FESCUE). PLACE MULCH IN ALL SEED AREAS. ON SLOPES IN EXCESS OF 10% HORIZONTAL TO 1 VERTICAL PLACE NORTH AMERICAN GREEN D5150 MULCH BLANKET IMMEDIATELY AFTER SEEDING. USE METAL STAPLES PER MANUFACTURERS RECOMMENDATIONS TO HOLD MATING IN PLACE.



REGISTRATION SEAL

CONSULTANT



905 South Blvd. East  
Rochester Hills, MI 48307  
Phone: (248) 844-5400  
Fax: (248) 844-5404

www.sda-eng.com  
(800) 598-1600

PROJECT TITLE

**Novi High School  
Secure Entry  
Additions**

**Novi Community  
School District**

DRAWING TITLE

**Grading Plan**

ISSUE DATES


09/18/2020 95% CD REVIEW

08/14/2020 50% REVIEW

DATE: ISSUED FOR:

DRAWN TL

CHECKED TS

APPROVED TS

PROJECT NO.

**19140**

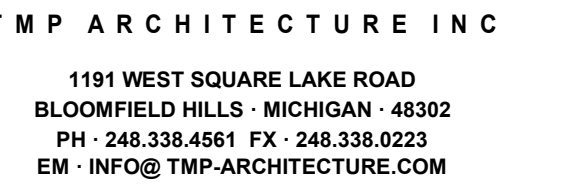
**SD NP20068**

DRAWING NO.

**C1.5**







**REGISTRATION SEAL**

CONSULTANT

PROJECT TITLE  
**NOVI HIGH  
SCHOOL -  
SECURE ENTRY  
ADDITIONS**

NOVI COMMUNITY  
SCHOOL DISTRICT

DRAWING TITLE  
**Architectural Site Plan**



## ISSUE DATES

[illegible]

06/22/2020	DESIGN DEVELOPMENT
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DATE: ISSUED FOR:

<b>DRAWN</b>	Author
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**CHECKED**      **Checker**

APPROVED      Approver

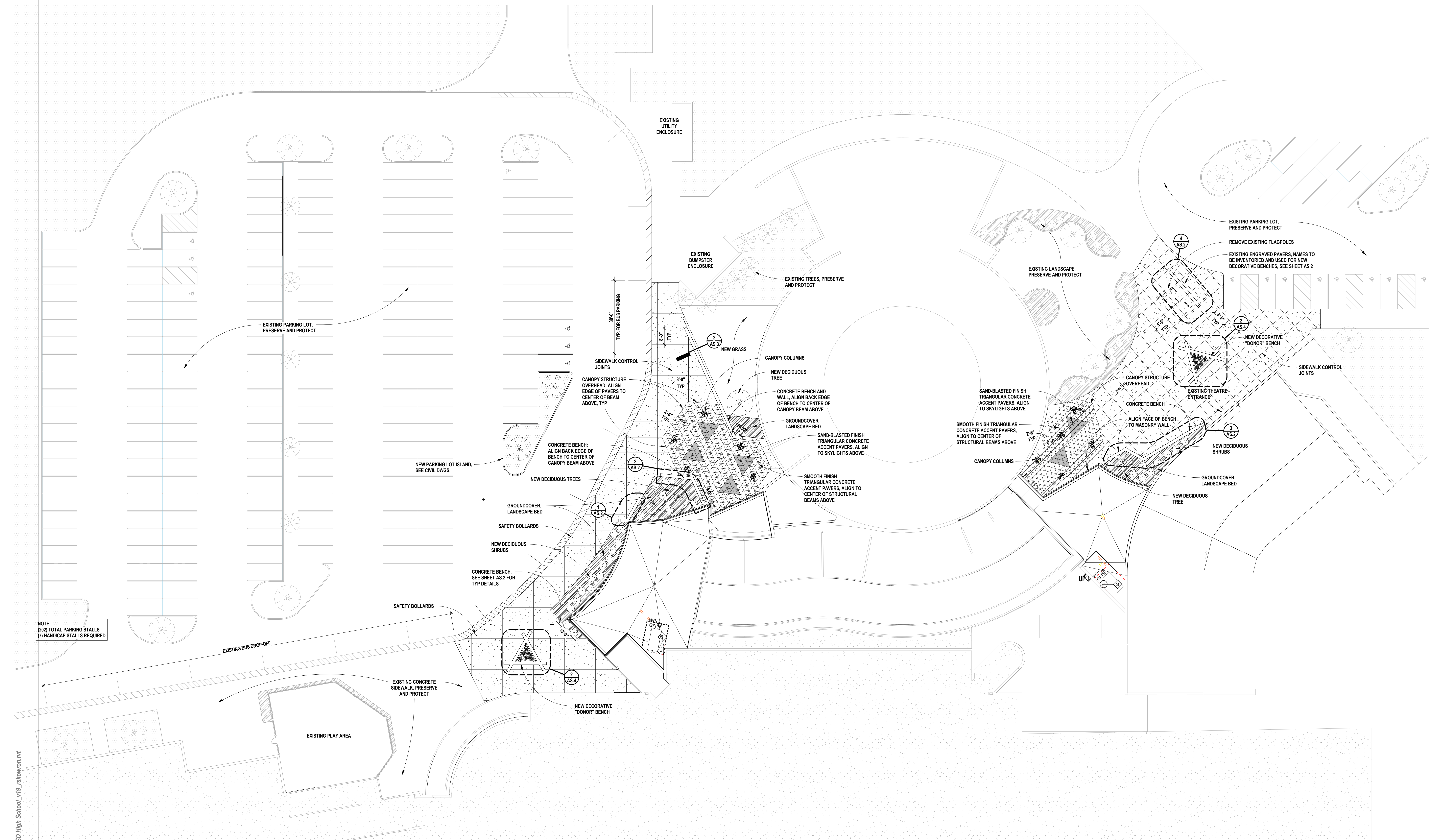
PROJECT NO.

19140

DRAWING NO.

## AS.1

**PRELIMINARY NOT  
FOR CONSTRUCTION**

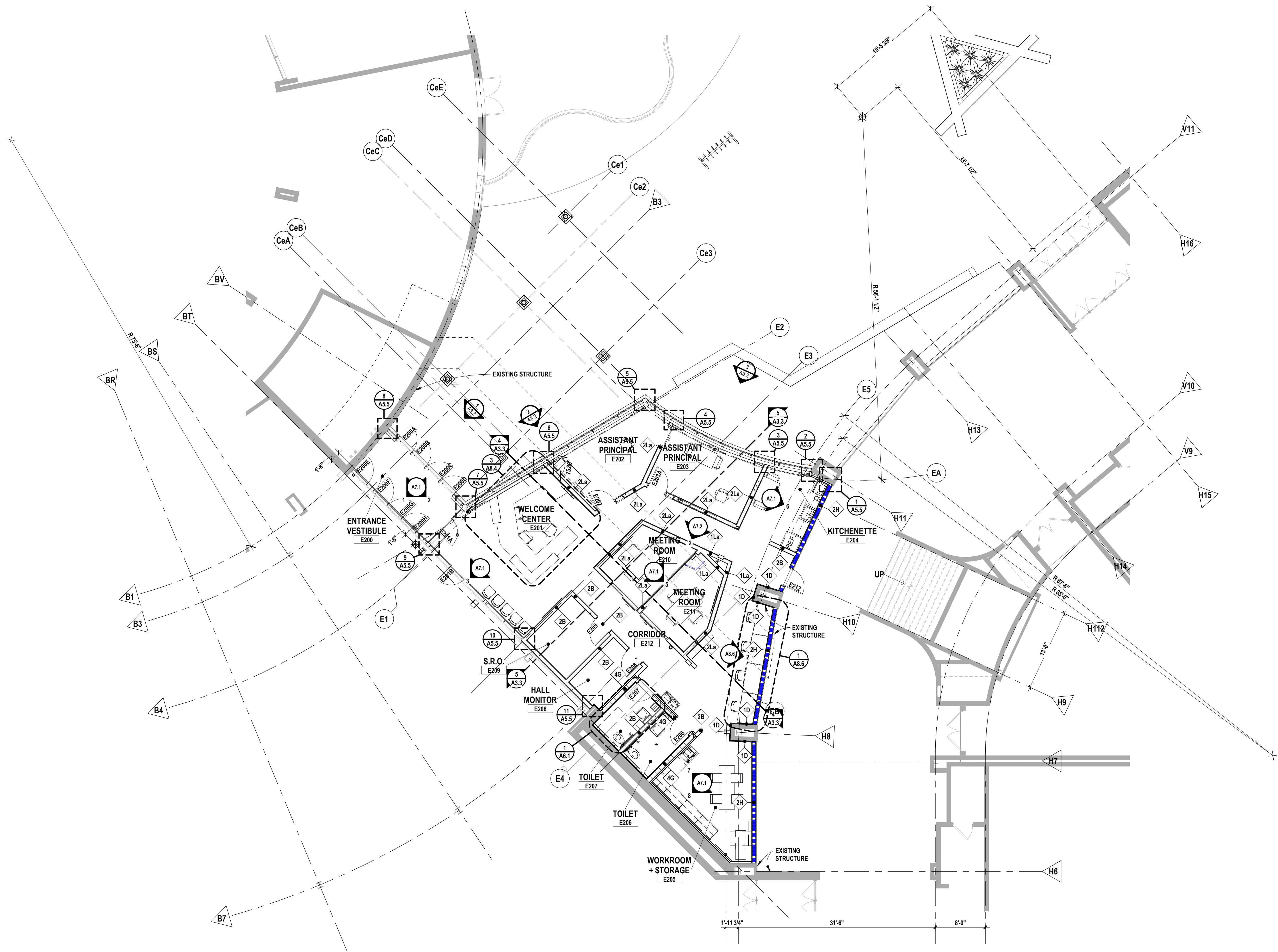


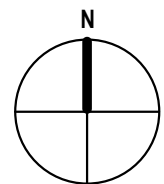
ARCHITECTURAL SITE PLAN

SCALE: 1" = 20'-0"

C:\Revit Files\19140\_NCSH High School\_v19\_rskowron.rvt  
9/20/2020 8:00:14 PM





 LEVEL 01 PLAN - EAST ENTRANCE  
SCALE: 1/8" = 1'-0"

ROOM NAME & OWNER ASSIGNED ROOM NUMBER

ROOM NAME 101

REFERENCE NUMBER FOR SCHEDULING PURPOSES ONLY

WALL / PARTITION KEY

METAL STUD PARTITION

CMU PARTITION

1 HOUR RATED PARTITION, SEE WALL LEGEND FOR CONSTRUCTION TYPE

2 HOUR RATED PARTITION, SEE WALL LEGEND FOR CONSTRUCTION TYPE

3 HOUR RATED PARTITION, SEE WALL LEGEND FOR CONSTRUCTION TYPE

SMOKE TIGHT METAL STUD PARTITION

GENERAL NOTES

1. COORDINATE SIZE AND LOCATION OF ALL CONCRETE HOUSEKEEPING PADS AND/OR EQUIPMENT SUPPORTS WITH APPROPRIATE EQUIPMENT MANUFACTURER.

2. COORDINATE SIZE AND LOCATION OF ALL ACCESS PANELS WITH TRADE REQUIRING THE SAME. ACCESS PANELS ARE SPECIFIED ARCHITECTURALLY BUT ARE REQUIRED TO BE PROVIDED BY EACH TRADE. ALL LOCATIONS MUST BE COORDINATED AND APPROVED BY THE ARCHITECT'S FIELD REPRESENTATIVE.

3. CONTRACTORS SHALL VERIFY ALL EXISTING BUILDING DIMENSIONS, PARTITION AND WALL LOCATIONS, AND FLOOR ELEVATIONS IN THE FIELD AND NOTIFY THE ARCHITECTS REPRESENTATIVE OF ANY DISCREPANCIES BEFORE START OF WORK.

4. DIMENSIONS FOLLOWED BY "S" SHOULD BE REVIEWED AND ALL NECESSARY ADJUSTMENTS MADE PRIOR TO FABRICATION AND/OR INSTALLATION OF AFFECTED WORK. NOTIFY ARCHITECTS REPRESENTATIVE IF DISCREPANCIES ARISE BEFORE PROCEEDING WITH THE WORK.

5. PROVIDE INTERIOR CMU AND GYPSUM BOARD CONTROL JOINTS AT BOTH JAMBS OF DOORS, WINDOWS, AND OPENINGS. PROVIDE AT HEAD AND SILL OF WINDOWS AND PASS THRU OPENINGS.

6. PROVIDE CONTROL JOINTS WHERE INTERIOR CMU (ON SLAB) ABUTS EXTERIOR/INTERIOR MASONRY (ON FOUNDATIONS OR FOOTINGS).

7. VERIFY QUANTITY, SIZE, AND LOCATION OF ALL FLOOR, ROOF, AND WALL OPENINGS FOR MECHANICAL AND ELECTRICAL WORK WITH THE APPROPRIATE TRADE. PROVIDE ALL OPENINGS SHOWN OR REQUIRED FOR THE COMPLETION OF THE WORK. PROVIDE ALL LINTELS REQUIRED FOR THESE OPENINGS PER SPECIFICATIONS.

8. REFER TO REFLECTED CEILING PLANS FOR EXTENSION OF PARTITION WALLS TO FLOOR OR ROOF CONSTRUCTION ABOVE.

9. REFER TO STRUCTURAL DRAWINGS FOR ALL WIND FRAME LOCATIONS AT INTERIOR AND EXTERIOR WALLS.

10. REFER TO A10. SERIES DRAWINGS FOR FLOOR FINISH PATTERNS AND ROOM FINISHES.

11. REFER TO STRUCTURAL DRAWINGS FOR EXACT ORIENTATION AND SIZES OF ALL STRUCTURAL COLUMNS.

12. VERIFY ALL DIMENSIONS IN FIELD.

13. PROVIDE WOOD BLOCKING (OR METAL STUD) WITHIN STUD WALLS AND/OR SOFFITS FOR WALL MOUNTED ITEMS (i.e. TOILET ACCESSORIES, TOILET PARTITIONS, WALL STOPS, OPERABLE PARTITION JAMBS, TV MOUNTS, DEMOUNTABLE PARTITION POLE SUPPORTS, ETC). REFER ALSO TO A3 SERIES AND A6 SERIES DRAWINGS.

14. PROVIDE 5/8" PLYWOOD GROUNDS FOR ATTACHMENT OF HARDWOOD BASE AND TRIM (COORDINATE LOCATIONS W/ MILLWORK CONTRACTOR).

15. PROVIDE MISCELLANEOUS STEEL FRAMING FOR OVERHEAD SUSPENDED TOILET PARTITIONS, TV MONITORS, PROJECTOR MOUNTS.

16. REFER TO EXTERIOR ELEVATIONS AND PLAN DETAILS FOR LOCATIONS OF CONTROL JOINTS IN EXTERIOR WALLS.

WALL / PARTITION LEGEND

1A

2 1/2" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO 6" ABOVE CEILING.

1B

3 5/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO 6" ABOVE CEILING.

1D

7/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO 6" ABOVE CEILING.

1E

1 1/2" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.

1F

3 5/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.

1G

6" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.

1L

6" METAL STUDS @ 16" OC (MAX) W/ 2 LAYERS OF 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.

2B

6" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD BOTH SIDES TO 6" ABOVE CEILING.

2C

3 5/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE.

2D

6" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE.

2H

6" METAL STUDS @ 16" OC (MAX) W/ 2 LAYERS 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE, 2 HOUR RATED UL DESIGN NO. U411.

2L

6" METAL STUDS @ 16" OC (MAX) W/ 2 LAYERS OF 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE.

4B

6" CMU TO ONE FULL COURSE ABOVE CEILING.

4E

4" CMU TO STRUCTURE ABOVE.

4G

8" CMU TO STRUCTURE ABOVE.

4H

12" CMU TO STRUCTURE ABOVE.

6C

8" CMU TO STRUCTURE ABOVE, 2 HOUR RATED, UL DESIGN NO. U905.

6D

12" CMU TO STRUCTURE ABOVE, 2 HOUR RATED, UL DESIGN NO. U905.

ADDITIONAL WALL COMPONENTS/SYSTEMS:

a - ADD ACOUSTICAL INSULATION

t - ADD THERMAL INSULATION

g - ADD FACE LAYER OF 5/8" GYPSUM BOARD

c - ADD FACE LAYER OF 1/2" CEMENT BACKER BOARD

v - ADD CONTINUOUS VAPOR BARRIER

NOTES:

1. WHERE FINISH PLANS (A10 SERIES DRAWINGS) CALL FOR WALL TILE, PROVIDE CEMENT BOARD SUBSTRATE IN LIEU OF GYPSUM BOARD.

2. REFER TO BUILDING SECTIONS, WALL SECTIONS AND INTERIOR ELEVATIONS FOR BANDING OF SPECIAL CMU TYPES OR ANY OTHER SPECIAL CONDITIONS. PARTIAL HEIGHT CMU WALLS WILL BE NOTED AS SUCH ON THE FLOOR PLANS.

3. REFER TO MASONRY SPECIFICATION FOR VERTICAL REINFORCEMENT AND WALL BRACING NOT INDICATED ON DRAWINGS.

4. AT FIRE-RATED AND SMOKE-RESISTING WALLS (MASONRY OR GYPSUM BOARD), PROVIDE U.L. APPROVED, FIRE-RATED, HEAD-OF-WALL TERMINATIONS AS INDICATED. IF NOT INDICATED, PROVIDE "BASIS OF DESIGN" HEAD-OF-WALL FIRESTOP JOINT SYSTEM AS INDICATED IN SPECIFICATION SECTION 078446 (1 OR 2 HOUR AS APPROPRIATE). PROVIDE MINIMUM 1 HOUR TERMINATION AT SMOKE-RESISTING WALLS.

T M P ARCHITECTURE INC  
1191 WEST SQUARE LAKE ROAD  
BLOOMFIELD HILLS · MICHIGAN · 48302  
PH · 248.338.4691 FX · 248.338.0223  
EM · INFO@TMP-ARCHITECTURE.COM

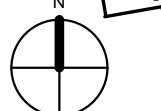
REGISTRATION SEAL

CONSULTANT

PROJECT TITLE  
**NOVI HIGH SCHOOL - SECURE ENTRY ADDITIONS**

NOVI COMMUNITY SCHOOL DISTRICT

DRAWING TITLE  
**First Level Floor Plan - East Entry**

  
KEY PLAN

ISSUE DATES

06/22/2020 DESIGN DEVELOPMENT

DATE: ISSUED FOR:

DRAWN Author

CHECKED Checker

APPROVED Approver

PROJECT NO.

**19140**

DRAWING NO.

**A1.1E**

**PRELIMINARY NOT FOR CONSTRUCTION**



 SMOKE TIGHT METAL STUD PARTITION

1. COORDINATE SIZE AND LOCATION OF ALL CONCRETE HOUSEKEEPING PADS AND/OR EQUIPMENT SUPPORTS WITH APPROPRIATE EQUIPMENT MANUFACTURER.
2. COORDINATE SIZE AND LOCATION OF ALL ACCESS PANELS WITH TRADE REQUIRING THE SAME. ACCESS PANELS ARE SPECIFIED ARCHITECTURALLY BUT ARE TO BE PROVIDED BY EACH TRADE. ALL LOCATIONS MUST BE COORDINATED AND APPROVED BY THE ARCHITECTS FIELD REPRESENTATIVE.
3. CONTRACTORS SHALL VERIFY ALL EXISTING BUILDING DIMENSIONS, PARTITION AND WALL LOCATIONS, AND FLOOR ELEVATIONS IN THE FIELD AND NOTIFY THE ARCHITECTS REPRESENTATIVE OF ANY DISCREPANCIES BEFORE START OF WORK.
4. DIMENSIONS FOLLOWED BY \* SHOULD BE REVIEWED AND ALL NECESSARY ADJUSTMENTS MADE PRIOR TO FABRICATION AND/OR INSTALLATION OF AFFECTED TRADES. DISCREPANCIES SHOULD BE NOTICED AND DISCUSSED WITH THE ARCHITECTS REPRESENTATIVE IF DISCREPANCIES ARE BEFORE PROCEEDING WITH THE WORK.
5. PROVIDE INTERIOR CMU AND GYPSUM BOARD CONTROL JOINTS AT BOTH JAMBS OF DOORS AND PARTITION OPENINGS. PROVIDE AT HEAD AND SILL OF WINDOWS AND PASS THRU OPENINGS.
6. PROVIDE CONTROL JOINTS WHERE INTERIOR CMU (ON SLAB) ABUTS EXTERIOR/INTERIOR MASONRY (ON FOUNDATIONS OR FOOTINGS)
7. VERIFY QUANTITY, SIZE, LOCATION OF ALL FLOOR, ROOF, AND WALL OPENINGS FOR MECHANICAL AND ELECTRICAL WORK WITH THE APPROPRIATE TRADES. PROVIDE ALL OPENING DETAILS AS REQUIRED FOR THE COMPLETION OF THE WORK. PROVIDE ALL LITNETS REQUIRED FOR THESE OPENINGS PER SPECIFICATIONS.
8. REFER TO REFLECTED CEILING DRAWINGS FOR EXTENSION OF PARTITION WALLS TO CEILING OR TO CEILING CONSTRUCTION ABOVE OR REQUIRED FOR THE COMPLETION OF THE WORK.
9. REFER TO STRUCTURAL DRAWINGS FOR ALL WIND FRAME LOCATIONS AT INTERIOR AND EXTERIOR WALLS.
10. REFER TO A10. SERIES DRAWINGS FOR FLOOR FINISH PATTERNS AND ROOM FINISHES.
11. REFER TO STRUCTURAL DRAWINGS FOR EXACT ORIENTATION AND SIZES OF ALL STRUCTURAL COLUMNS.
12. VERIFY ALL DIMENSIONS IN FIELD.
13. PROVIDE WOOD BLOCKING (OR METAL STUD) WITH STUD WALLS AND/OR SOFFITS FOR WALL MOUNTED ITEMS (i.e. TOILET ACCESSORIES, TOILET PARTITIONS, WALL STOPS, OPERABLE PARTITION JAMS, TV MOUNTS, DEMOUNTABLE PARTITION POLE SUPPORTS, ETC.). REFER ALSO TO A4 SERIES AND AS SERIES DRAWINGS.
14. PROVIDE 4"X4" PLYWOOD GROUNDINGS FOR ATTACHMENT OF HARDWOOD BASE AND TRIM TO CONCRETE OR CONCRETE ON JOIST LOCATIONS.
15. PROVIDE MISCELLANEOUS STEEL FRAMING FOR OVERHEAD SUSPENDED TOILET PARTITIONS, TV MONITORS, PROJECTOR MOUNTS.
16. REFER TO EXTERIOR ELEVATIONS AND PLAN DETAILS FOR LOCATIONS OF CONTROL JOINTS IN EXTERIOR WALLS.

1A	2 1/2" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO F ABOVE CEILING.
1B	3 5/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO F ABOVE CEILING.
1D	7/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO F ABOVE CEILING.
1E	2 1/2" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.
1F	3 5/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.
1G	6" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.
1H	6" METAL STUDS @ 16" OC (MAX) W/ 2 LAYERS OF 5/8" GYP BOARD ONE SIDE TO STRUCTURE ABOVE.
2B	6" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD BOTH SIDES TO F ABOVE CEILING.
2C	3 5/8" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE.
2D	6" METAL STUDS @ 16" OC (MAX) W/ 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE.
2H	6" METAL STUDS @ 16" OC (MAX) W/ 2 LAYERS 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE, 2 HOUR RATED UL DESIGN NO. Q411.
2L	6" METAL STUDS @ 16" OC (MAX) W/ 2 LAYERS OF 5/8" GYP BOARD BOTH SIDES TO STRUCTURE ABOVE.
4B	6" CMU TO ONE FULL COURSE ABOVE CEILING.
4E	4" CMU TO STRUCTURE ABOVE.
4G	6" CMU TO STRUCTURE ABOVE.
4H	12" CMU TO STRUCTURE ABOVE.
6C	8" CMU TO STRUCTURE ABOVE, 2 HOUR RATED, UL DESIGN NO. U905.
6D	12" CMU TO STRUCTURE ABOVE, 2 HOUR RATED, UL DESIGN NO. U905.

**ADDITIONAL WALL COMPONENTS/SYSTEMS:**

- a - ADD ACOUSTICAL INSULATION
- t - ADD THERMAL INSULATION
- g - ADD FACE LAYER OF 5/8" GYPSUM BOARD
- c - ADD FACE LAYER OF 1/2" CEMENT BACKER BOARD
- v - ADD CONTINUOUS VAPOR BARRIER

**NOTES:**

1. WHERE FINISH PLANS (A10 SERIES DRAWINGS) CALL FOR WALL TILE, PROVIDE CEMENT BOARD SUBSTRATE IN LIEU OF GYPSSUM BOARD.
2. REFER TO BUILDING SECTIONS AND WALL SECTIONS AND INTERIOR ELEVATIONS FOR BANDING OF SPECIAL CMU TYPES OR ANY OTHER SPECIAL CONDITIONS. PARTIAL HEIGHT CMU WALLS WILL BE NOTED AS SUCH ON THE FLOOR PLANS.
3. REFER TO MASONRY SPECIFICATION FOR VERTICAL, REINFORCEMENT AND WALL BRACING NOT INDICATED ON DRAWINGS.
4. AT FIRE-RATED AND SMOKE-RESISTING WALLS (MASONRY OR GYPSSUM BOARD), PROVIDE U-1, APPROVED, FIRE-RATED, HEAD-OF-WALL TERMINATIONS AS INDICATED. IF NOT INDICATED, PROVIDE "BASIC OF DESIGN" HEAD-OF-WALL FINISHES TO JOINT SYSTEM AS INDICATED IN SPECIFICATION SECTION 07446 (1 OR 2 COURSE AS APPROPRIATE). PROVIDE MINIMUM 1 HOUR TERMINATION AT SMOKE-RESISTING WALLS.



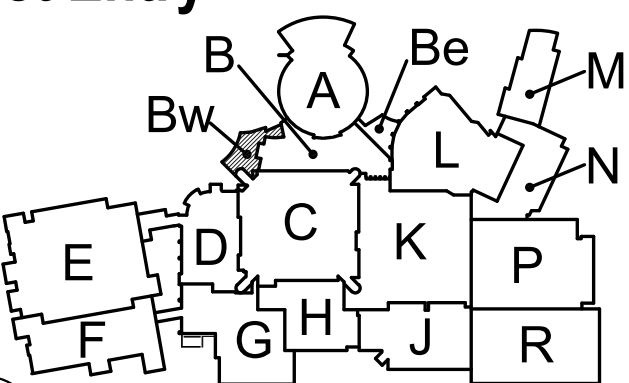
**REGISTRATION SEAL**

## CONSULTANT

PROJECT TITLE  
**NOVI HIGH  
SCHOOL -  
SECURE ENTRY  
ADDITIONS**

**NOVI COMMUNITY  
SCHOOL DISTRICT**

DRAWING TITLE  
**First Level Floor Plan -  
West Entry**



## KEY PLAN

## ISSUE DATES

06/22/2020	DESIGN DEVELOPMENT
DATE:	ISSUED FOR:
DRAWN	Author
CHECKED	Checker
APPROVED	Approver

PROJECT NO.

19140

DRAWING NO.

## A1.1W

**PRELIMINARY NOT  
FOR CONSTRUCTION**





East Plaza

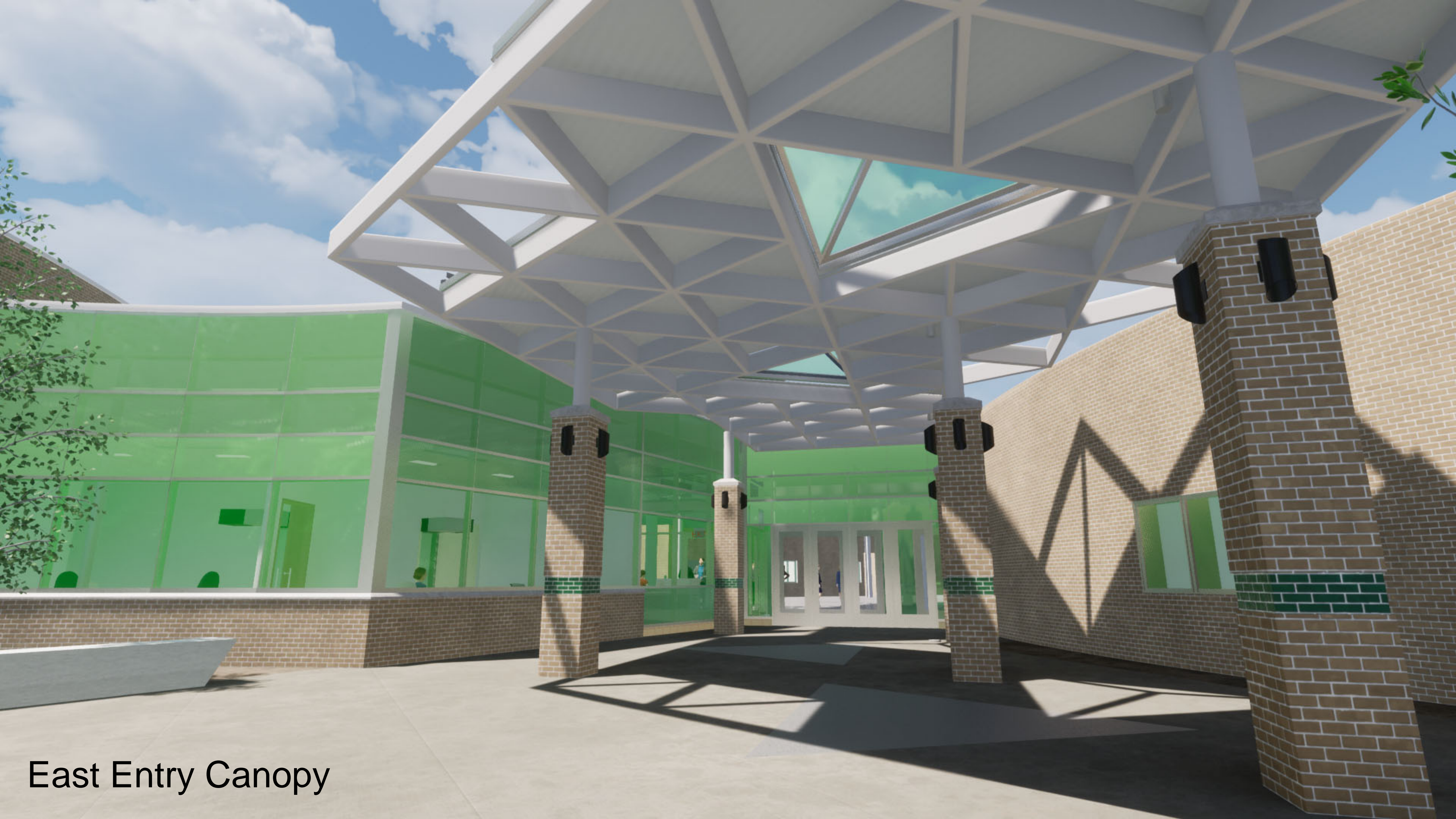
NOVI HIGH SCHOOL





East Entrance





East Entry Canopy





West Aerial / Bus Drop-off





West Parking Lot

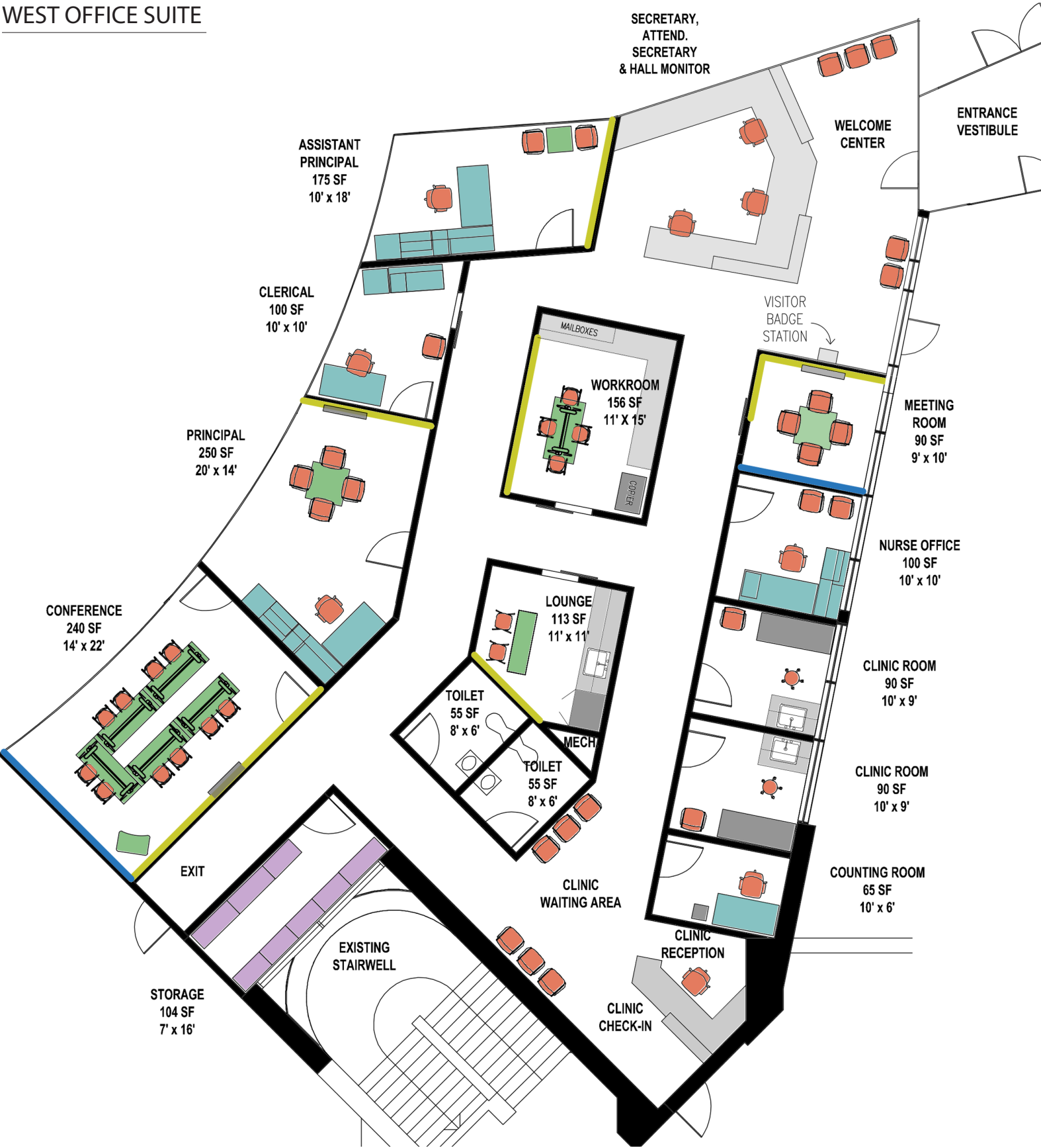




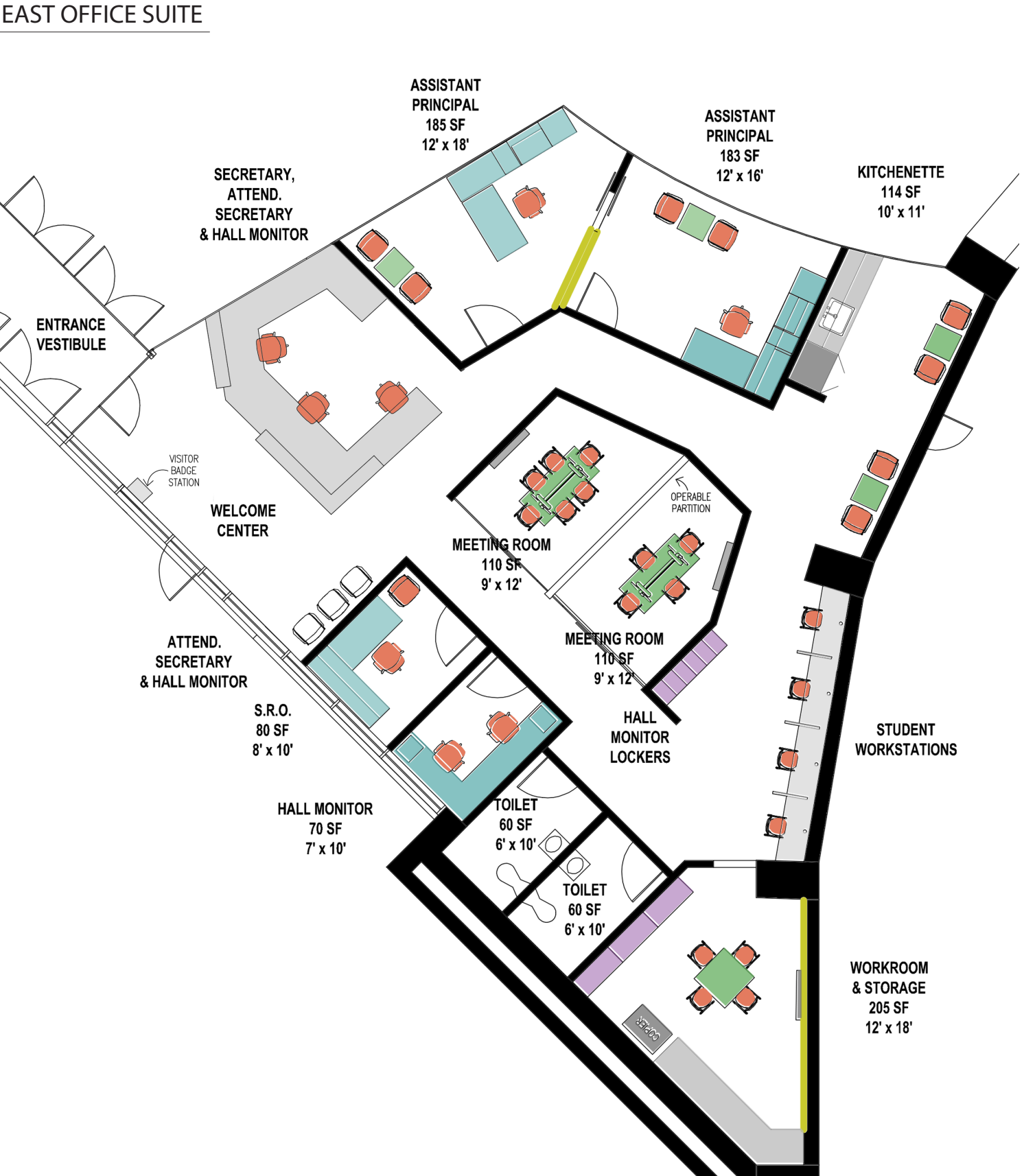
West Entry Canopy



WEST OFFICE SUITE

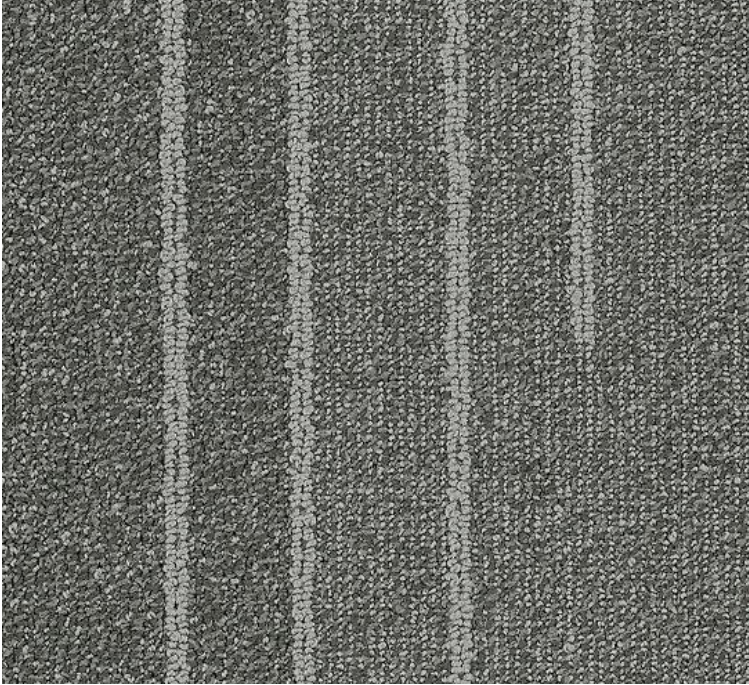


EAST OFFICE SUITE

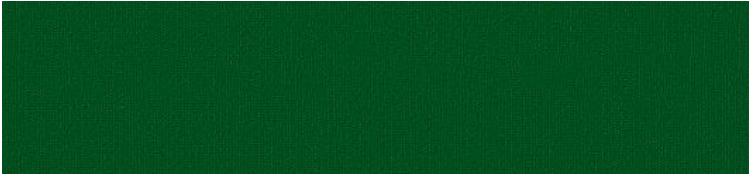




FLOOR FINISHES



**Carpet Tile**  
Shaw Contract : Dash Tile : Strategy



**Carpet Tile Accent**  
Shaw Contract : Tru Colors - Envy



**Resilient Tile Flooring**  
Shaw Contract : Unveil : Alter



**Resilient Floor Base**  
Johnsonite - Burnt Umber



**Walk-Off Carpet Tile**  
Mats Inc : Super Nop 52 - Charcoal

PAINT COLORS



Sherwin Williams - Extra White (SW 7006)



Sherwin Williams - Shamrock (SW 6454)



Sherwin Williams - Overt Green (SW 6718)



Sherwin Williams - Attitude Grey (SW 7060)



Sherwin Williams - Tin Lizzie (SW 9163)



Sherwin Williams - Aloof Gray (SW 6197)

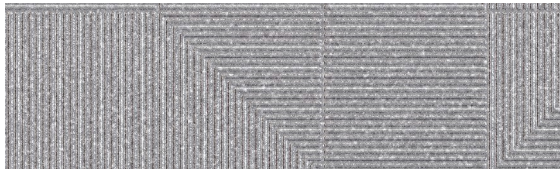


PPG - Obligation (PPG 1135-7)



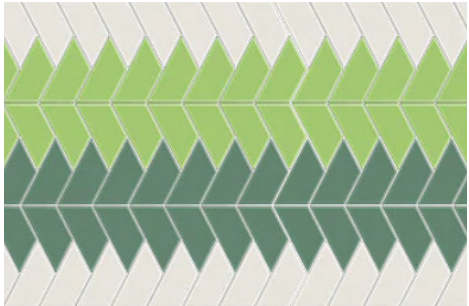
Sherwin Williams - Cyberspace (SW 7076)

DIMENSIONAL WALL PANELS



**Impact Resistant Dimensional Wall Panels**  
MDC Wall : Wayfind - Silver

WALL TILE



**Backsplash Tile**  
Daltile : Keystone Mosaics - Dark Olive Blend

TACK PANELS



**Fabric Wallcovering**  
DL Couch - Silence Wallcovering - Warm Grey

ILLUMINATED RESIN

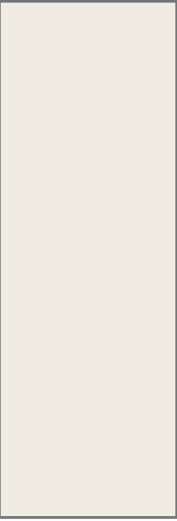


**Reception Desk Accent Panel**  
3Form - Kite Scale D in Cilantro



**Illuminated Letter "N"**  
3Form - Cilantro

MILLWORK & CASEWORK

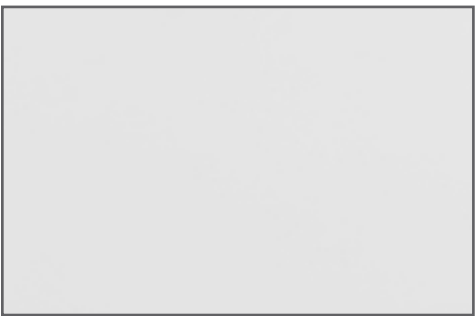


**Plastic Laminate- Reception Desk, Wainscot, Student Workstation, Casework**  
Wilsonart - Satin Stainless, Steel Mesh, and Frosty White  
Formica - Citadel Warp

COUNTERTOPS



**Solid Surface Countertops**  
Corian - Silver Birch



**Quartz Transaction Top at Reception Desks**  
Corian - Bianco Pur





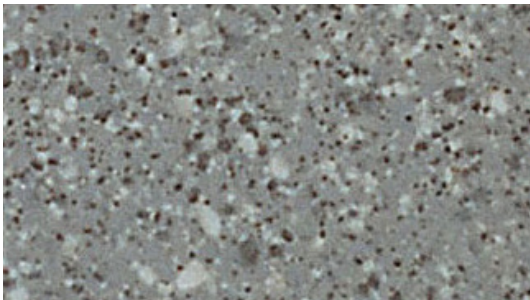
Epoxy Wall Paint  
PT6 | Sherwin Williams : Aloof Gray



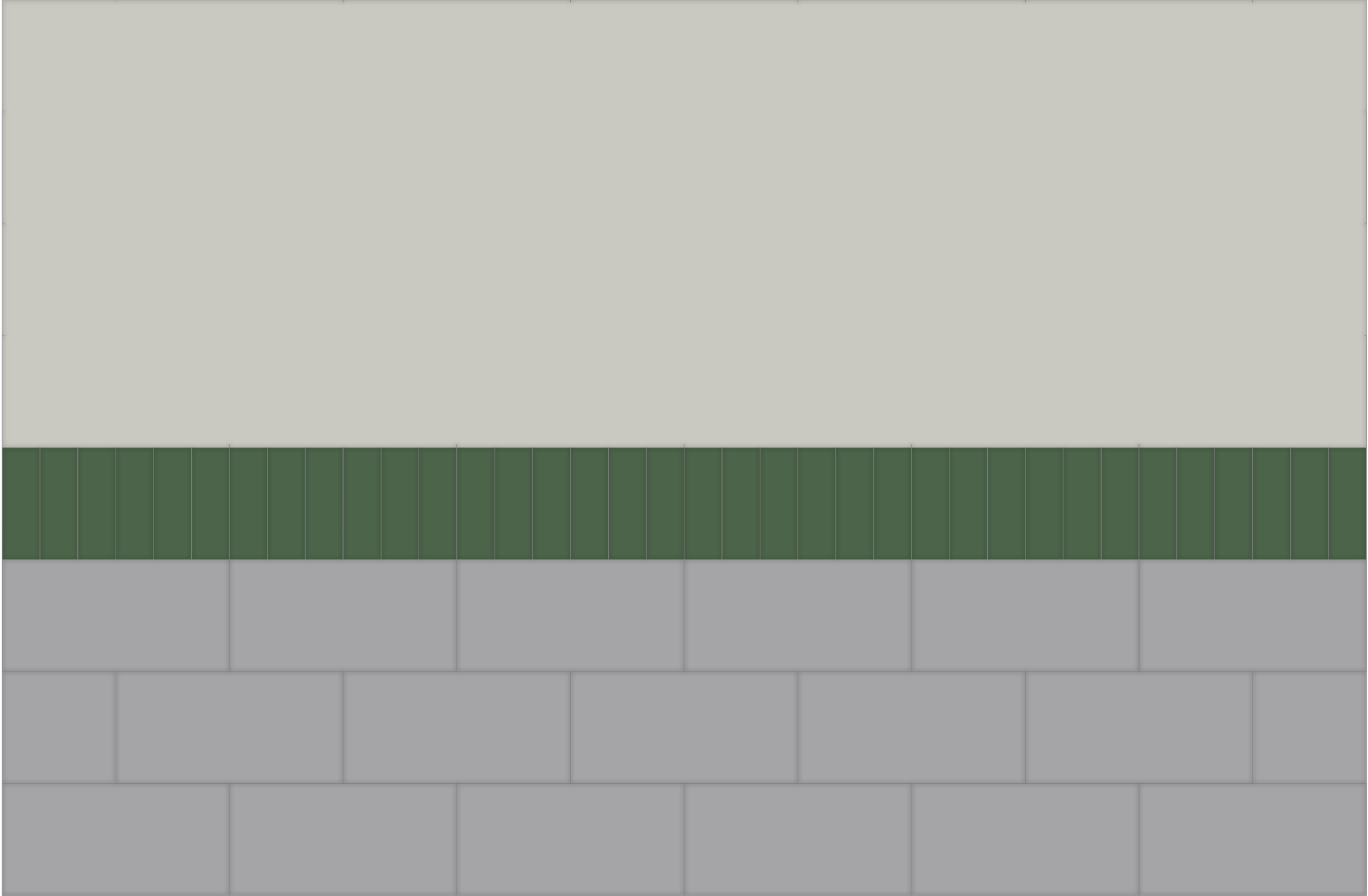
Restroom Wall Tile - 12" x 24"  
Crossville : Retro Active 2.0 - Mercurial



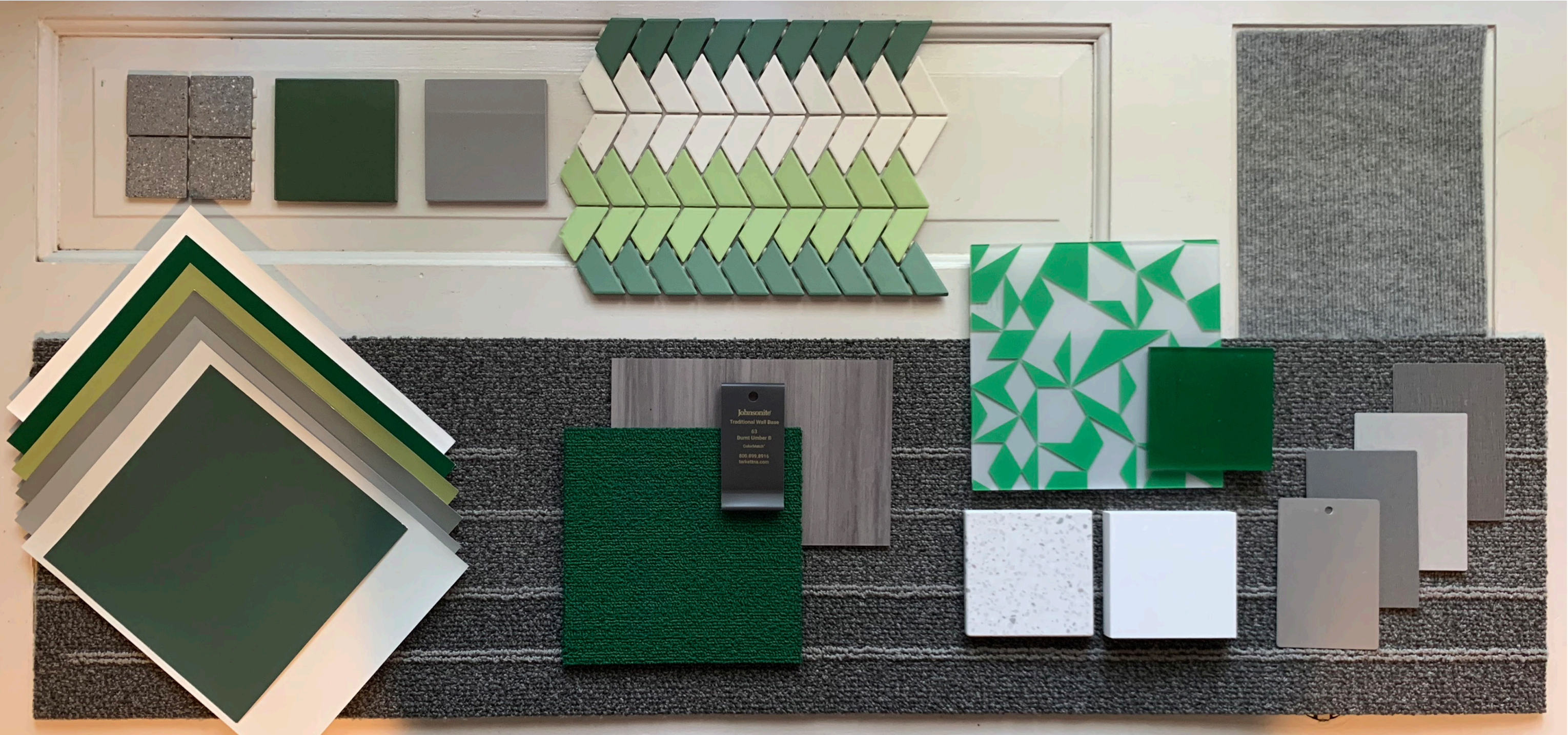
Restroom Wall Tile - 4" x 12"  
Crossville : Retro Active 2.0 - Racing Green



Restroom Floor Tile - 2" x 2"  
Daltile : Keystone Mosaics - Suede Grey Spec







NOVI COMMUNITY SCHOOL DISTRICT - NOVI HIGH SCHOOL  
FINISH CONCEPT BOARD : PHOTOGRAPH OF FINISH SAMPLES

TMP PROJECT NO. 19140

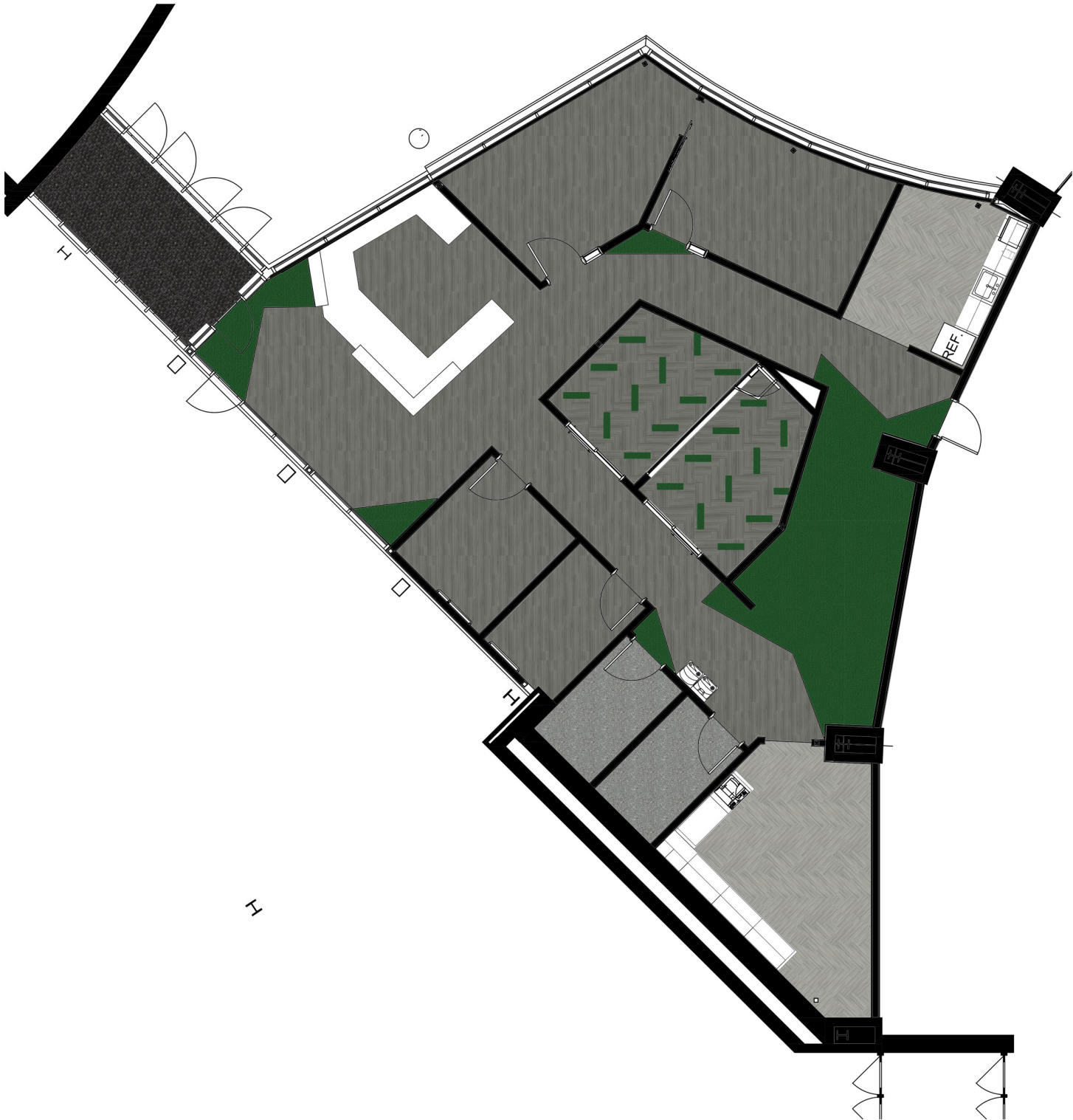




WEST OFFICE SUITE



EAST OFFICE SUITE







NOVI COMMUNITY SCHOOL DISTRICT - NOVI HIGH SCHOOL  
3D INTERIOR VIEW : WEST WELCOME CENTER

TMP PROJECT NO. 19140







NOVI COMMUNITY SCHOOL DISTRICT - NOVI HIGH SCHOOL  
3D INTERIOR VIEW : CONFERENCE ROOM

TMP PROJECT NO. 19140







NOVI COMMUNITY SCHOOL DISTRICT - NOVI HIGH SCHOOL  
3D INTERIOR VIEW : PRINCIPAL'S OFFICE  
TMP PROJECT NO. 19140







NOVI COMMUNITY SCHOOL DISTRICT - NOVI HIGH SCHOOL  
3D INTERIOR VIEW : WEST STAIRWELL  
TMP PROJECT NO. 19140











NOVI COMMUNITY SCHOOL DISTRICT - NOVI HIGH SCHOOL  
3D INTERIOR VIEW : KITCHENETTE  
TMP PROJECT NO. 19140



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS**

**TOPIC:** Professional Audit Services

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

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

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

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

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

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

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



**Steve Matthews, Superintendent**

November 12, 2020

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

Dear Mr. McIntyre:

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

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

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

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

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

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



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

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

Very truly yours,

**PLANTE & MORAN, PLLC**



Jeffrey C. Higgins, CPA

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 7, 2021**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** COVID Metrics to return hybrid to five-day in-person classes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>Building</b>	<b>Total Positive Cases</b>	<b>Students</b>	<b>Staff</b>
ECEC	4		4
Deerfield	2	1	1
Meadows	7	3	4
Novi Woods	2	1	1
Orchard Hills			
Parkview	2	1	1
Village Oaks	3	2	1
Novi Middle School	3	3	
High School	18	15	3
Career Prep/Adult Ed			
NATC	2		2
Other (transportation)	5	2	3
	48	28	20

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. We make no decision based on numbers today as we wait to see if there will be a surge following the holidays.
2. That we focus on three indicators:
  - a. Cases per million in the county
  - b. Cases in our three zip code areas of the Novi Community School District
    - i. This in essence is our neighborhood pod
  - c. Cases per 10,000 in the Novi Community School District
3. Recommended levels to return to five-day per week in-person instruction would be:
  - a. 150 cases per million in the county
    - i. Three consecutive weeks
  - b. 20 cases per 10,000 in the three zip code areas of the Novi Community School District
    - i. Three consecutive weeks
  - c. 20 cases per 10,000 in the Novi Community School District
    - i. Three consecutive reporting periods

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

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

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



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Steve Matthews, Superintendent