

# **Novi Board of Education Regular Meeting**

Thursday, September 21, 2023 7:00 PM

Educational Services Building, 25345 Taft Road, Novi, MI 48374

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF THE AGENDA**

IV. **STUDENT BOARD REPRESENTATIVE REPORT**

V. **REPORTS TO THE BOARD**

VI. **CELEBRATIONS**

VII. **COMMENTS FROM THE AUDIENCE**

VIII. **CONSENT AGENDA**

IX. **ACTION ITEMS**

X. **INFORMATION AND DISCUSSION**

XI. **COMMITTEE REPORTS**

XII. **SUPERINTENDENT REPORT**

XIII. **ADMINISTRATIVE REPORTS**

XIV. **BOARD COMMUNICATIONS**

XV. **ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

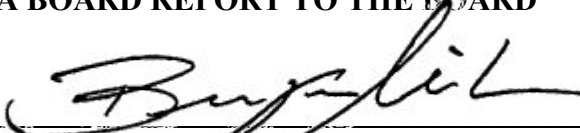
**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Spring 2023 iReady Data Report

The district assessed K-6 students using iReady this fall.

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

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



---

**Ben Mainka, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**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.

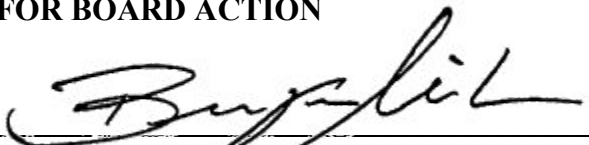
**CONSENT ITEMS**

- A. Approval of Minute(s)
  - a. Regular Meeting Minutes of August 24, 2023
  
- B. Approval of Field Trip(s)
  - a. 5<sup>th</sup> Grade Camp

**RECOMMENDATION:**

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Ben Mainka, Superintendent



**Minutes of a Regular Board Meeting, August 24, 2023**  
**Novi Community School District**  
**Board of Education**

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, August 24, 2023, beginning at 7:06 PM.

Present: Dr. Ruskin, Mr. Smith, Mr. Mena, Mr. Cook, Mrs. Beaudoin, and Mr. Michener  
Absent: Mrs. Roney by Roll Call Vote

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

Approve the Agenda

It was moved by Mr. Smith and supported by Mrs. Roney that the Novi Community School Board of Education approve the agenda adding a closed session just before the action times.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener  
Nays: 0

**MOTION CARRIED**

CELEBRATIONS

Don Watchowski, Novi's Athletic Director, introduced the Novi High School's baseball team and coaches. The Board celebrated them for winning the State Championship.

COMMENTS FROM THE AUDIENCE

There one comment from the audience. She gave tribute to Ms. Darby Hoppenstedt for all her work in the District and wished her well.

CONSENT AGENDA

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.

It was moved by Mr. Michener and supported by Mr. Mena that the Novi Community School Board of Education approve the Consent Item(s) as presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener  
Nays: 0

**MOTION CARRIED**

Personnel Report A

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, presented for the Board's consideration the personnel changes.

It was moved by Mrs. Roney and supported by Mrs. Beaudoin that the Novi Community School Board of Education adopts the personnel report recommendations as presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

**MOTION CARRIED**

Personnel Report B – Administrative Contracts

Mr. Ben Mainka, Superintendent, presents for your consideration the following administrative hires.

It was moved by Mrs. Beaudoin and supported by Mr. Michener the Novi Community School District Board of Education approve the above hires, and in addition, approve their 2023-2025 Administrative Contracts.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

**MOTION CARRIED**

There was a brief break at 7:45 PM. The Board returned at 7:50 PM

2023 Summer Tax Levy

In order to prepare for the December 1 tax bills, the District must certify the winter tax levy.

The 2023 (2023-24 fiscal year) taxable value of the Novi Community School District is \$2,971,009,260. This represents an increase over the previous year's taxable value of \$2,791,206,540. Using the district's taxable value as the predominant factor, the 2023-24 budget will be based upon the millage rates on the attached schedule.

In the past, the Novi Board of Education resolved to levy 50% of the taxes in the summer and 50% in the winter.

The certification of the attached winter tax levy is presented tonight for approval per the attached resolution.

It was moved by Mr. Mena and supported by Mrs. Beaudoin the Novi Community School District Board of Education approve the 2023 Winter Tax Levy as presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

NHS Orchestra Trip to Camp Copneconic

Mr. Jim Van Eizenga, Novi High School Orchestra Teacher, is requesting approval for the Novi High School Orchestra to travel to Camp Copneconic, in Fenton, Michigan, for their annual camp. He has led this trip for the last four (4) years. This Camp experience allows students to build community within their group. By attending this camp, the orchestra program is strengthened as ties are built between ensembles that can continue to be built upon year to year. The trip also offers students the opportunity to begin working on the music that they will play during the school year.

Parents and families will provide transportation to camp on Friday evening and pick them up on Sunday Morning.

It was moved by Mr. Mena and supported by Mrs. Beaudoin the Novi Community School District Board of Education approve the Novi High School OrchestraCamp to the Camp Copneconic, in Fenton, Michigan, August 25-27, 2023.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener  
Nays: 0

### INFORMATION AND DISCUSSION

#### MASB Call for Delegates

MASB's 2023 Delegate Assembly will begin Thursday, November 9, 2023, at 7:00 p.m. at the Lansing Center in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2023-2024 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified by Friday, October 27, 2023. A link to certify the official voting delegates and alternates who will represent your board of education has been sent to the superintendent secretary.

The naming of delegates and alternates by their respective Board is presented tonight for discussion, and will come back at the regular meeting of the Board of Education on September 21, 2023.

#### Plow Truck Purchase

The maintenance vehicle fleet has greatly improved through replacement of vehicles over the past several years. As part of our original replacement plan, we need to replace both 2009 plow trucks that we rely on heavily. This purchase has been budgeted for in the 2023-2024 budget.

The best price for the F-350 trucks is available through the State of Michigan cooperative bid (Contract #071B7700180) using Lunghamer Ford as the dealer. The vehicles will take approximately 30 weeks to build from the time of approval. The cost of each vehicle is \$52,478.

Hoekstra Equipment can provide and install the 8'- 6" Western MVP3 snow plows, controls, roof mounted and tail light strobes through the Sourcewell Contract # 062222-DDY-2 for \$10,414 for each vehicle. They will need approximately 2 weeks to outfit the vehicles after they receive them.

The trucks will be ready for delivery to the Novi Community School District approximately 32 weeks from the time of approval. Total expenditure for both vehicles is **\$125,784**.

This comes tonight for information and discussion. It will come back before the Board on September 21, 2023 for approval.

#### NCSD Whole Child Programming

Our goal as educators is to educate students, but not just in mathematics, English, science and other core areas. It is also the development of students beyond the core curriculum to be the best, most successful and productive adults in society and in life that they can be. The Office of Teaching and Learning will walk the Board through the Whole Child Education program and explain the Positivity Project with the 24 character strengths.

The Whole Child Education, being presented tonight, goes beyond the core curriculum to support the whole child using the Positive Behavioral Interventions and Supports (PBIS), Restorative Practices, Character Education, Executive Functioning, Social Emotional Learning (SEL), and Trauma-Informed Teaching, and to build strong relationships.

## COMMITTEE REPORTS

### Curriculum Committee

Mrs. Beaudoin, committee member, reported for that the majority of the meeting was the PowerPoint that was presented tonight. She stated that they also discussed the SEAB committee and the progress they are making with their goal setting, but there are no major changes. Mrs. Beaudoin said that Mr. Giromini shared that the committee is functioning very well and it has been going smoothly. She mentioned that there was conversation about the K-5 literacy program and we will hear more about that in the coming week.

### Governance and Policy Committee

Dr. Ruskin reported that the committee looked at two (2) policies; Policy 2501 and Policy 2502. She stated that they will be coming to the September Board meeting. Dr. Ruskin said that Thrun puts out policy recommendations on an annual basis. She mentioned that we just approved the big packet and now just got the new policy recommendations. Dr. Ruskin reported that Mrs. Holly has offered to compare what just came through with what was recently approved and the changes that need to be looked at to come to the Board at our next meeting.

### Capital Projects Committee

Mr. Smith, Committee Chair and Board Vice-President, reported that this committee is typically run by Kevin Donnelly, from Plante Moran. He stated that they spent most of their time discussing the updates to current construction projects. Mr. Smith said the fifth grade house is going to be open and ready for the kids. He mentioned that there is still a lot to do with sixth grade house and the football stadium may not be exactly what we want for the first game, but by the fourth game, everything should be up and running.

Mr. Smith reported that they spent time talking about the master plan timeline going into the 2024-25 school year and beyond. He stated that there will be some projects just getting started and will require more capital due to overruns, that everyone in the country has been experiencing with regards to material cost and delays.

## SUPERINTENDENT'S REPORT

Mr. Mainka, Superintendent of Schools, reported one of the most exciting days of the year for him is the Super Bowl and a close second is the first day that our entire staff comes back. He invited the Board to our Opening Day kickoff. Mr. Mainka stated that we will be recognizing some milestones within our staff; we are going to kick off the theme for the year; and we are going to share some breakfast from Chartwells'. He said that breakfast will start at 7:30 AM and then go right into the high school auditorium at 8:00 AM. Mr. Mainka mentioned that he will be recognizing Board members at 8:00 AM and it will go until 11:00 AM.

Mr. Mainka reported that he will follow up with the Board on setting some dates and times for our strategic planning. He stated that they had a great work session recently, where they talked about our

values and kick off ideas. Mr. Mainka said the goal is to try and start meeting fairly regularly taking us through the fall and hope to have a strategic plan to this Board by the turn of the year that will have community, students, and staff input. He mentioned it would be really nice to have a guiding document.

Mr. Mainka thanked the Board for their support and for their support of our new staff members that were hired tonight. He also thanked the team that has been working very hard. Mr. Mainka reported that the administrators came back a couple of weeks ago and hit the ground running. He stated that we had teachers and instructional coaches that have been in trainings over the past few weeks and it is exciting to feel the energy and excitement for coming back to school. Mr. Mainka said and seeing the students walk into the new Meadows building for the first time was priceless. He mentioned that it has been a really fun this week and he appreciates Ms. Fenchel and Ms. Brickey for all of their work and pulling off a new building. Mr. Mainka reported that it was really an amazing feat and there is a lot to be proud of in the District.

Mr. Mainka reported that he is excited to announced that, thanks to the legislature, we will have free breakfast and lunch for all students. He stated that is an important piece that people should know about. He stated that we have communicated a couple of times that we are going to an informational blitz out before Labor Day weekend regarding bus routes, just in case anything needs to be ironed out.

#### ADMINISTRATIVE REPORTS

Mr. Devin Kling, Assistant Superintendent of Business and Operations, reported that it is called summer break, but in the business and operations world, we closed our books on June 30<sup>th</sup>. He stated that all of July and into August we had 60 days to close out the books before our audit on September 5<sup>th</sup>. Mr. Kling said that the audit was going to take two (2) weeks.

Mr. Kling reported that transportation will be having their back to school pizza party next week on Wednesday. He stated that all drivers will be back and have their routes. Mr. Kling said that food service, Chartwells, had their orientation today and we got to meet a couple of the new team members. He mentioned that Kim is very excited about the fifth grade health.

Mr. Kling reported that He and Dr. Carino did a tour this week of the whole furniture/carpet, everything and the amount of work that was done since the last time they were in, is just crazy. He stated that they still have a lot of things to do; sound panels that have to go up and features moving in. Mr. Kling said that it is a very impressive building.

Mr. Kling reported that the operations ground crew has been doing a great job all summer. He stated that the team is really busy trying to get facilities ready. Mr. Kling said that it has been a very busy summer.

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, reported that she is very excited to welcome all of the new hires at the new staff orientation. She stated it was wonderful to see them all in one room and to look around and see the fruits of their labor. Dr. Carino said that it takes a lot of time to schedule interviews and write the interview questions, do reference checks and be intentional throughout each step of the process. She mentioned that that have great caliber people and are excited to get them started.

Mr. Mike Giromini, Assistant Superintendent of Teaching and Learning, reported that he is ecstatic to be welcoming the staff back next week. He stated that it is a very busy time as the department thinks about what they are going to be doing. Mr. Giromini said that Mr. Mainka mentioned they have a great day of celebration on Monday and on Tuesday and Thursday staff will be engaged in professional learning. He mentioned that he is very proud of the work that this team has done to link the staff sessions with the improvement goals, that they are trying to accomplish, into their instructional framework. Mr. Giromini reported that there is a clear line that they connect through the entire experience. He stated that he has not worked in a lot of districts that have done this before.

Mr. Giromini acknowledged Emily Pohlonski, our Director of Instruction, who led the team. He stated that they had a lot of help from the Instructional Coaches, building administrators and the entire teaching and learning department, but Emily spearheaded the work. Mr. Giromini gave a shout out to Sheila Holly and Kimberly Sinclair, our Director for Food Service, for feeding the folks as they go through a lot of intensive training. He said they have done a tremendous job and gone above and beyond to make sure that we are able to take care of people and that is a lot of what this community is about.

### BOARD COMMUNICATION

A Board member reported that she had the chance to go to the new building and she was speechless. She reported that it is beautiful, simple, innovative, and has the safety piece. The Board member expressed her gratitude to the community for supporting this past Bond and, potentially, some future bonds because it is something to be proud of. She stated that she believes that every community member, whether you have a fifth or sixth grader, own a business, or whoever you are, that has either supported the Bonds or pays taxes in this community, should take a walk through because it is amazing and something we should be proud of.

The Board member said there is a varsity football game tomorrow, so get over to the high school. She mentioned that with all of the cement going on right now, in about four (4) weeks it is going to be beautiful with this Welcome to the Wildcat Plaza.

A Board member complimented the Senior All Night Party Team who got involved with the parking spot painting project. He reported that it was cool and the kids that participated in that had a great time. The Board member recognized Darby for all of her great work and service to our children.

A Board member reported that we have heard comment of the new Meadows building from the perspective of the eyes of a parent, but watching their child take to the new space, during the open house, exploring all the furniture and classrooms. He stated that the space is warm, inviting, and open. The Board member said that he did not really appreciate the architecture until he saw all of the kids in there and how they were congregating, finding their friends, and walking around. He mentioned that everything is in line of sight, all the classrooms, the main facilities; it is a real nice, very innovative layout.

The Board member reported that it is real nice that they have that giant mixing and the opportunity to go through fifth and sixth grade and to walk into new friendships without losing the old ones. He stated that he ran into Mr. Brickey and said that this is one of the nicest school that he had seen in the country and that our high schoolers would be envious. The Board member said that it is nicer than any university or college.

ADJOURNMENT

It was moved by Mr. Cook and supported by Mr. Michener that the Novi Community School District Board of Education Regular Board meeting be adjourned.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 8:59 p.m. The next regular meeting of the Board is scheduled for September 21, 2023 at 7:00 p.m., at the Educational Services Building.

---

Willy Mena, Board of Education Secretary

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Annual 5<sup>th</sup> Grade Camp Overnight

The Novi Meadows 5<sup>th</sup> grade students, accompanied by their core teachers, will travel by school bus to the Walled Lake Outdoor Education Center during their teams' scheduled two and a half days session between the dates of December 4, 2023 through January 31, 2024. This trip allows students to interact with their core science curriculum and the outdoors.

The objective is to continue to build science knowledge in an outdoor setting, continue team building, and gain valuable life experiences. Students will be expected to pay \$225 for this trip to cover the cost of meals, overnight lodging for two days, and the evening entertainment which is also science related.

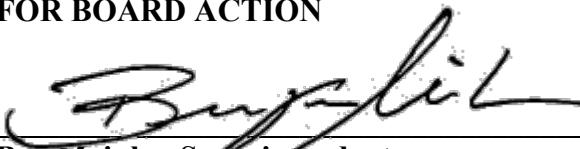
5<sup>th</sup> grade students will be attending, their core teachers, and parent volunteers who will come in shifts (morning, afternoon and evening). All parent volunteers will undergo a background check before attending the event.

This is an annual field trip.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve Annual 5<sup>th</sup> Grade Camp Overnight Field Trip to the Walled Lake Outdoor Education Center during their teams' scheduled days' session between the dates of December 4, 2023 through January 31, 2023.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Ben Mainka, Superintendent

Date of Request (at least 12 weeks prior to trip)

Date of Trip

**OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM**

Field Trip Coordinator: \_\_\_\_\_ Other Staff Members Attending: \_\_\_\_\_

Have you coordinated this trip in previous years?: \_\_\_\_\_ If yes, when? \_\_\_\_\_

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

\*\*It is required that one chaperone has previously coordinated an overnight trip\*\* \_\_\_\_\_

**TRIP INFORMATION**

Title of Field Trip: \_\_\_\_\_ Organization/Club/Course Name: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ School Days Missed (by students): \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_ City/State: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Departure Location: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Arrival Location: \_\_\_\_\_

Total Cost per Student: \_\_\_\_\_ Items included in cost: \_\_\_\_\_

Trip Funded By: \_\_\_\_\_

**LODGING**

Lodging name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Number of students attending: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Lodging Cost Per Student: \_\_\_\_\_ Funded By (circle): Student Other: \_\_\_\_\_

**CHAPERONES**

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

**Names of Teacher Chaperones:**

**Names of Volunteer Chaperones:**

## TRANSPORTATION

**Method of Transportation (select one):** \_\_\_\_\_

**School Bus:** Tentative school bus confirmation made by \_\_\_\_\_ on \_\_\_\_\_  
name date

**Charter Bus:** Company \_\_\_\_\_ Contact Number \_\_\_\_\_

**Private Car:** Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

**Cost Per Student:** \_\_\_\_\_ **Funded By (select one):** \_\_\_\_\_

Address of Destination \_\_\_\_\_ Pickup Location \_\_\_\_\_

Group \_\_\_\_\_ Pickup Building \_\_\_\_\_

# Of Adults \_\_\_\_\_ # Of Students \_\_\_\_\_ Parking Facilities \_\_\_\_\_

Departure Time \_\_\_\_\_ Are Drivers' Meals, Tickets, or Fees Included? \_\_\_\_\_

Approx. Arrival Time \_\_\_\_\_ Special Equipment Needed \_\_\_\_\_

Time Leaving Destination \_\_\_\_\_ Does the Bus Need to Stay with the Group? \_\_\_\_\_

Approx. Return Time \_\_\_\_\_

**Deadlines:** This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

### **FIELD TRIP FEES**

**(A)** START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ TOTAL # OF HOURS \_\_\_\_\_ x Hourly Rate Below = \_\_\_\_\_

**(B)** # OF MILES TO DESTINATION \_\_\_\_\_ x 2 = \_\_\_\_\_ TOTAL MILES x \$3.00 \_\_\_\_\_  
(MILEAGE BEGINS AT 45505 11 MILE)

**(A + B)** x # OF BUSES = TRIP TOTAL \_\_\_\_\_

**Hourly Rate:** Monday-Friday = \$30/hr Saturday = \$45/hr Sunday = \$60/hr

**Complete the following questions if the trip is curricular.**

1. What are the class objectives that tie into the proposed trip?
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
3. Why is the field trip the best way to achieve/reinforce the class objectives?
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

**Summary of Trip to Present to the Board of Education for Approval:**

**APPROVAL**



**Sponsor's Signature**



**Administrator's Signature**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT**

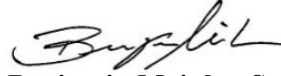
**TOPIC:** Personnel Recommendations

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, presents for your consideration the following personnel changes:

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
<b>A. New Hires</b>					
<b>NEA:</b>					
Harrison, Victoria	NW	ELD Teacher	New Hire	Salary	09-11-23
Leve, Lauren	HS	Counselor	New Hire	MA	10-02-23
Pawloski, Logan	NM	6 <sup>th</sup> Grade Social Studies Teacher	New Hire	Salary	08-28-23
<b>NESPA:</b>					
Kerr, Makayla	OH	Secretary	New Hire	Hourly	08-31-23
Sinanis, Heather	DF	Administrative Asst.	New Hire	Hourly	09-05-23
<b>NTA:</b>					
Gatson, Dexter	Trans.	Bus Driver	Position Chg.	Hourly	08-28-23
Jordan, Charlie	Trans.	Bus Driver	Position Chg.	Hourly	09-18-23
<b>B. Retirements and Resignations</b>					
<b>NEA:</b>					
Watson, Holly	PV & DF	School Social Worker	Resignation		09-29-23
<b>NESPA:</b>					
Johnson, Kyoko	NM	Gen. Ed. Para	Resignation		08-15-23
<b>C. Leaves of Absence</b>					
<b>NEA:</b>					
Furlow, Seth	HS	Science Teacher	Association Office LOA#3		06-30-23

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

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read "Benjamin Mainka". The signature is fluid and cursive, with the first name being more prominent.

**Benjamin Mainka, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Administrative Hires

Mr. Ben Mainka, Superintendent, presents for your consideration the following administrative hires:

**Name:** RosaLeigh Johnson  
**Building:** ESB  
**Assignment:** Director of Mental Health & Wellness  
**Reason:** Replacement for Darby Hoppenstedt  
**Effective date:** November 1, 2023

**Name:** Steve LeBlanc, Jr.  
**Building:** ESB  
**Assignment:** Director of Finance  
**Reason:** Replacement for Deanna Wheeler  
**Effective date:** October 2, 2023

**Name:** Spencer Riley  
**Building:** ESB  
**Assignment:** Director of ELD and State & Federal Programs  
**Reason:** Replacement for Adva Ringle  
**Effective date:** September 18, 2023

**RECOMMENDATION:** That the Novi Community School District Board of Education approve the above hires, and in addition, approve their 2023-2025 Administrative Contracts.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



---

**Ben Mainka, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** MASB Certification of Delegates

MASB's 2023 Delegate Assembly will begin Thursday, November 9, 2023, at 7:00 p.m. at the Lansing Center in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2023-2024 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified by Friday, October 27, 2023. A link to certify the official voting delegates and alternates who will represent your board of education has been sent to the superintendent secretary.

The naming of delegates and alternates by their respective Board was presented for discussion and comes back tonight for action.

**RECOMMENDATION:**

That the Novi Community School District Board of Education designates the following individuals to serve as delegates and alternates to the MASB 2023 Delegate Assembly:

Delegates (up to 4 members)

Alternates (up to 4 members)

---

---

---

---

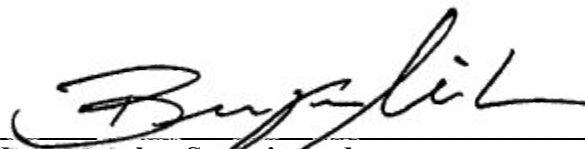
---

---

---

---

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



**Ben Mainka, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Plow Truck Purchase**

The maintenance vehicle fleet has greatly improved through replacement of vehicles over the past several years. As part of our original replacement plan, we need to replace both 2009 plow trucks that we rely on heavily. This purchase has been budgeted for in the 2023-2024 budget.

The best price for the F-350 trucks is available through the State of Michigan cooperative bid (Contract #071B7700180) using Lunghamer Ford as the dealer. The vehicles will take approximately 30 weeks to build from the time of approval. The cost of each vehicle is \$52,618.


Hoekstra Equipment can provide and install the 8'- 6" Western MVP3 snow plows, controls, roof mounted and tail light strobes through the Sourcewell Contract # 062222-DDY-2 for \$10,414 for each vehicle. They will need approximately 2 weeks to outfit the vehicles after they receive them.

The trucks will be ready for delivery to the Novi Community School District approximately 32 weeks from the time of approval. Total expenditure for both vehicles is **\$126,024**.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approves the purchase of two (2) new 2024 F-350 plow trucks with a snowplow and all necessary plow flasher lighting is needed in the amount of \$126,024, as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Ben Mainka, Superintendent



# Novi Community School District

45495 Eleven Mile Road, Novi, MI 48374

Ph: (248) 449-1241 Fax: Business Office: (248) 449-1249

Email: [michael.dragoo@novik12.org](mailto:michael.dragoo@novik12.org)

## MEMO

Date: 9/21/2023  
To: Ben Mainka  
From: Mike Dragoo  
Re: (2) 2024 Ford F-350 Plow trucks

The maintenance vehicle fleet is in need of (2) more F-350 plow trucks. As part of our vehicle replacement plan we need to replace both 2009 F-350 plow trucks that are no longer reliable for this purpose. This purchase has been budgeted for in the 2023-2024 fiscal year.

The 2024 F-350 4x4 trucks with plows, controls, and necessary safety lighting are needed. The best price for the F-350 trucks is available through the State of Michigan cooperative bid (Contract #071B7700180) using Lunghamer Ford as the dealer. The vehicles will take approximately 30 weeks to build from the time of approval. The cost of each vehicle is \$52,618.

Hoekstra Equipment can provide and install the 8'-6" Western MVP3 snow plows, controls, roof mounted and tail light strobes through the Sourcewell Contract # 062222-DDY-2 for \$10,414 for each vehicle. They will need approximately 2 weeks to outfit the vehicles after they receive them.

The trucks will be ready for delivery to the Novi Community School District approximately 32 weeks from the time of approval. Total expenditure for both vehicles and snowplow packages is **\$126,064**.

Thank you for your consideration.

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Thrun Policy 2501 and 2502 Approval

The Governance and Policy Advisory Committee and Committee of the Whole have met several times over the past few months to review and discuss Thrun Law's Policies. Policies 2501 and 2502 came to the Board for further discussion on August 24, 2023 committee of the whole meeting.

They come tonight for Board Approval:

**RECOMMENDATION:**

That, in the best interest of the Novi Community School District, the Board of Education adopt Thrun Law Policies 2501 and 2502 as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**



---

**Ben Mainka, Superintendent**

## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2501 Meetings

Board meetings must be conducted in accordance with the Open Meetings Act.

##### A. Notice

1. The Board must publicly post its regular meeting schedule within 10 calendar days after the Board's first meeting in each calendar or fiscal year. The notice must include the dates, times, and places of the regular meetings. If the regular meeting schedule is changed, the Board must publicly post the revised regular meeting schedule within 3 calendar days after the Board meeting at which the change was made.
2. Special meeting and rescheduled regular meeting notices must be posted at least 18 hours in advance of a special or rescheduled regular meeting.
3. Regular, rescheduled regular, and special meeting notices must be posted at the Board's principal offices. The notice, or a prominent and conspicuous link to the notice, also must be posted on the District website's homepage as required by the Open Meetings Act, if the District's website is updated at least monthly with meeting agendas or minutes.
4. Meeting notices must contain:
  - a. the name, address, and telephone number of the Board;
  - b. the time, date, and place of the meeting;
  - c. a statement where official minutes are stored and available for inspection; and
  - d. a disability accessibility notice.
5. Emergency meetings may be held without complying with the above-described notice requirements if there is a severe and imminent threat to the health and safety of the public. The Board will provide notice of an emergency meeting in compliance with the Open Meetings Act.
6. Public hearing notices must contain a description of the purpose(s) for which the public hearing will be conducted to the extent required by law.
7. The notice for an electronic Board meeting must comply with Policy 2501A.

## B. Quorum

1. A quorum of the Board means a majority of the Board members elected or appointed to and serving on the Board, unless different quorum and voting rules are otherwise provided by law.
2. All deliberations of a quorum of the Board must take place at a meeting that is open to the public, unless closed session deliberations are permitted by law.
3. All decisions made by the Board constituting a quorum of its members must take place at a meeting that is open to the public, except as otherwise provided by the Open Meetings Act.

## C. Meeting Types

1. The Board will hold its regular meetings at the dates, times, and locations specified in the District's annual notice published pursuant to the Open Meetings Act. If the notice is amended, then meetings will be held according to the amended notice.
2. Special, rescheduled regular, or emergency meetings may be called by the President, the Superintendent, or two Board members. Notice of such meetings will be provided in accordance with the Open Meetings Act.
3. The Board may, in compliance with the Open Meetings Act, hold work sessions and retreats to provide Board members and administrators with the opportunity to plan, research, and engage in discussion.
4. The Board may meet as a committee of the whole. See Policy 2505(C).

## D. Closed Session

1. The Board may meet and deliberate in closed session only for 1 or more purposes authorized by the Open Meetings Act.
2. Depending on the closed session purpose(s), the Open Meetings Act may require a 2/3 roll call vote for the Board to meet in closed session. A vote to enter closed session must be made in open session.
3. Closed session meeting minutes must be kept confidential. Board members must keep matters discussed and documents received confidential unless otherwise authorized by the Board or law. See Section G, below.
4. All discussions in closed session are limited to the purpose(s) identified in the motion calling the closed session.
5. The Board will determine the non-member attendees for a closed session unless attendance is required by Policy or law.
6. No decisions will be made during a closed session.

## E. Meeting Cancellation

The Board is legally required to hold at least 1 public meeting each month. The President or designee may cancel a Board meeting if the President or designee determines that a quorum of the Board will not be present for the meeting, there is no business for the Board to conduct at the meeting, or it would be unreasonable or dangerous for Board members or the public to attend the meeting (e.g., inclement weather). The President or designee will ensure that a District staff member posts notice of the cancellation on the District's website on the same day as the cancellation. If necessary, a cancelled meeting will be rescheduled.

## F. Electronic Board Meetings and Remote Participation

Electronic Board meetings may be held, and a Board member may participate in a Board meeting remotely, as authorized by Policy 2501A.

## G. Minutes

The Board will keep minutes of each Board meeting in accordance with the following:

1. The Secretary will record and maintain meeting minutes.
2. The Secretary, or an acting Secretary in the absence of the Secretary, will sign meeting minutes.
3. Meeting minutes will comply with the Open Meetings Act.
  - a. Open session meeting minutes.
    - i. Minutes for a meeting open to the public will include at least the following information:
      - A) the meeting date, time, and location;
      - B) the Board members present for or otherwise participating in the meeting;
      - C) the Board members absent from the meeting;
      - D) board decisions;
      - E) the purpose(s) for which any closed session meeting was held and the specific provision(s) of the Open Meetings Act that permitted the closed session;
      - F) any roll call votes conducted by the Board; and
      - G) corrections, if any.

- ii. The Board must make proposed open session meeting minutes available for public inspection within 8 business days after the applicable Board meeting.
  - iii. The Board must make approved open session meeting minutes available for public inspection within 5 business days after the meeting at which the Board approved the minutes.
- b. Closed session meeting minutes.
  - i. Closed session meeting minutes must be prepared and maintained separately from open session meeting minutes.
  - ii. Closed session meeting minutes will not be made available to, or be disclosed to, the public, except as required by court order.
  - iii. Closed session meeting minutes may be destroyed by the District 1 year and 1 calendar day after the approval of the minutes of the regular meeting at which the closed session minutes were approved, or any time thereafter.
  - iv. Closed session meeting minutes must include at least the following information:
    - A) the meeting date, time, and, location;
    - B) the Board members present for or otherwise participating in the meeting;
    - C) the Board members absent from the meeting; and
    - D) the purpose(s) for which the closed session meeting was held and the specific Open Meetings Act provision(s) that permitted the closed session.
- c. Open session Board meeting minutes may be published on the District's website.

#### H. Accommodating Board Members and Other Individuals with Disabilities

Any Board member or other individual with a disability who requires reasonable accommodations to participate in, or attend, a Board meeting must contact the Superintendent's office in advance of the meeting to request an accommodation.

#### I. Broadcasting, Streaming, and Recording

All Regular Board meetings for the conduct of the affairs of and the transaction of business by the Board, shall be streamed and video recorded.

To the extent available, all special meetings and work sessions will be audiotaped and archived.

Legal authority: MCL 15.263, 15.263a, 15.267, 15.269; MCL 380.1201

Date adopted: 07/13/2023

Date revised:

## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2502 Board Meeting Agenda

Meeting agendas will be prepared by the Superintendent or designee in coordination with the President or designee or other procedure as determined by the Board.

A Board member who wishes to have an item placed on an agenda will:

- Make the request to the Board President, after gaining the support of another Board member.
- The request will be reviewed by both the Board President and the Superintendent.
- The Board President will do one of more of the following:
  - notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.
  - refer it out to appropriate committee for initial discussion or recommendation.
  - place on agenda to be discussed at the table no later than two months from the initial request.

A Board member who wishes to remove an item from the agenda will:

- Make the request to the Board President.
- The request will be reviewed by both the Board President and the Superintendent.
- The Board President will make the final decision on the request.

The agenda sets forth the proposed business to be addressed and the items to be discussed at the Board meeting. The agenda will serve as a guide for the order of procedure for the Board meeting.

The agenda must include at least 1 period during which members of the public will be permitted to address the Board.

The agenda for a regular monthly Board meeting or a special meeting must be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda may contain the following statement:

"The board respectfully requests that any individual wishing to speak to the board provide their name, address, any organization they represent, keep their comments to the allotted time, and refrain from directing comments to individual members of the board, district employees, or members of the audience."

The agenda and related materials will be distributed to Board members in advance of a Board meeting by U.S. Mail, personal delivery, email, or another delivery method selected by the Board or the District's administration. The agenda and related materials will be delivered to each Board member so as to provide proper time for the Board member to study the agenda. Generally, the agenda should be received no later than 72 hours before meeting so as to provide time for the study of the agenda by Board members. The agenda for a special meeting should be delivered at least 24 hours before the meeting, consistent with provisions calling for special meetings.

The agenda, if any, for an electronic Board meeting will be posted to the District's website as required by Policy 2501A.

The agenda may be amended by the Board at a Board meeting by majority vote of the members serving on the Board. However, it is the preference of the Board that action items not be added after this time; action items should not be added unless timing is critical. Discussion items may be added if there are time constraints that need to be accounted for.

The Board may use a consent agenda to address routine and/or recurring matters. For each item listed as part of the consent agenda, the Board will be furnished with background material. All such items will be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. In that case, the remaining items shall be adopted under a single motion and vote. Any Board member may request that a consent agenda item be removed from the consent agenda for separate consideration. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion. Consent items typically include, but are not limited to:

- Minutes of prior meeting(s)
- Bills for payment
- Resolution that require annual adoption, such as bank signatories, memberships in associations, etc.
- Other items deemed appropriate

Regular board meeting agenda items may include, as applicable:

- Meeting Location
- Opening Items:
  - Call to Order
  - Pledge of Allegiance
  - Agenda Approval – Roll Call

- Student Board Member Reports
- Awards, Recognitions, and Celebrations
- Reports to the Board
- Consent Items Agenda
- Comments from the Audience
- Donations
- Action Items
- Information and Discussion
- Committee Reports
- Superintendent's Report
- Administrative Report
- Board Communication
- Adjournment

Legal authority: MCL 15.263, 15.263a; MCL 380.11a, 380.601a

Date adopted: 07/13/2023

Date revised:

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Middle Cities Risk Management Trust**

The Novi Community School District has been a member of the Middle Cities Risk Management Trust since 1993. This Trust provides property, general liability, auto liability, and errors and omissions insurance for the District.

There are 32-member school districts and other entities in this Trust and each member has a designated Trustee, Alternate Trustee and Risk Management Coordinator. The District is required to appoint individuals to fill these roles.

The proposed Resolution is being submitted to the Board of Education tonight for information and discussion. It will come back to the Board for adoption at the October 19, 2023 Board Meeting.

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

  
\_\_\_\_\_  
Ben Mainka, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT**

**RESOLUTION OF INSTITUTION APPOINTMENT OF A TRUSTEE, ALTERNATE  
TRUSTEE, AND RISK MANAGEMENT COORDINATOR TO THE  
MIDDLE CITIES RISK MANAGEMENT TRUST**

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

A regular meeting of the Board of Education of the Novi Community School District, Oakland County, Michigan was held in the Educational Services Building, in the District, on the 21<sup>st</sup> day of September, 2023, at 7 o'clock in the evening.

The meeting was called to order at 7:00 PM o'clock by Dr. Danielle Ruskin, President.

Present: Dr. Danielle Ruskin, Tom Smith, Willy Mena, Paul Cook, Mary Ann Roney, and  
Betsy Beaudoin

Absent: Jason Michener

WHEREAS: **Novi Community Schools** is a member of the Middle Cities Risk Management Trust, having duly executed the membership Inter-Local Agreement and Declaration of Trust as of **July 1, 1993**; and,

WHEREAS: Bylaws of the Trust require the appointment of a designated Trustee as the institution's representative to the Trust's Board of Trustees.

NOW THEREFORE, IT IS RESOLVED THAT:

**The Assistant Superintendent of Business and Operations** is appointed as the institution's designated Trustee representative to the Middle Cities Risk Management Trust's Board of Directors and is authorized to cast the institution's vote on all matters which come before the Board. He shall serve as Trustee until replaced by this Board in its absolute discretion.

Also, **the Director of Finance** is appointed as the institution's Alternate Trustee and shall function in the capacity of the Trustee in their absence. She shall serve as an Alternate Trustee until replaced by this Board in its absolute discretion.

Furthermore, **the Assistant Superintendent of Business and Operations** is appointed as Risk Management Coordinator for the institution as provided in paragraph 8 of the Interlocal Agreement. He shall serve as Risk Management Coordinator until replaced by this Board in its absolute discretion.

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

Ayes: Dr. Danielle Ruskin, Tom Smith, Willy Mena, Betsy Beaudoin,  
Paul Cook, and Mary Ann Roney

Nays: Members

Resolution declared adopted.

---

Willy Mena, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Novi Community School District, Oakland County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on September 21, 2023, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

---

Willy Mena, Board of Education

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Strategic Planning

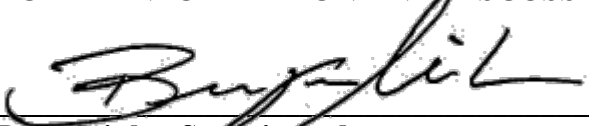
On October 4, 2018, the Novi Community School District Board of Education agreed to engage in a process of strategic planning involving the Board, Novi Community School District parents, students, and community members, and Novi Community School District staff. The goal was to develop goals and objectives from that would help us as a district live into our new vision, mission, and beliefs.

On April 11, 2019, after several meetings with all stakeholders, the Board approved a strategic plan. In order to stay current and in touch with their stakeholders, a Board should review and update their strategic plan every five (5) years.

On July 13, 2023, the Board held its' annual July Work Session and discussed building a Strategic Planning Committee that would include Board member, administration, staff, parents, students, and community members.

Tonight, the Board will discuss the next steps and dates and times for the committee to meet and build a new five (5) year plan.

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

  
\_\_\_\_\_  
Ben Mainka, Superintendent

**RESOLUTION OF THE NOVI COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION**  
September 21, 2023

Recognizing the month of October 2023 as “National Principals Month”.  
Expressing support for the national designation of October as National Principals Month.

**Whereas** the National Association of Secondary School Principals, the National Association of Elementary School Principals, and the American Federation of School Administrators have declared the month of October National Principals Month;

**Whereas** principals and assistant principals are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives as well as being entrusted with young people, the most valuable resource;

**Whereas** principals set the academic tone for their schools and work collaboratively with teachers and teacher leaders to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives;

**Whereas** the vision, dedication, and determination of a principal provides the mobilizing force behind any school reform effort;

**Whereas** leadership is second only to classroom instruction among all school-related factors that contribute to what students learn at school, according to research conducted by the Wallace Foundation;

**Whereas** the NAESP National Distinguished Principals program honors exemplary elementary and middle level public, private, and independent school leaders as well as leaders from the United States Department of Defense Schools and the United States Department of State Overseas Schools, for outstanding leadership for student learning and the profession;

**Whereas** the NASSP National Principal of the Year program began in 1993 as a means to recognize outstanding middle level and high school principals who have succeeded in providing high-quality learning opportunities for students as well as their exemplary contributions to the profession;

**Whereas** the American Federation of School Administrators (AFSA) promotes the professional and occupational interests of public school principals, administrators, and supervisors across the Nation;

**Whereas** the celebration of National Principals Month would honor elementary, middle level, and high school principals and recognize the importance of school leadership in ensuring that every child has access to a high-quality education; and

**Whereas** the month of October would be an appropriate month to designate as National Principals Month: Now, therefore, be it resolved

That the House of Representatives—

- (1) honors and recognizes the contribution of school principals and assistant principals to the success of students in the Nation’s elementary, middle, and high schools; and
- (2) encourages the people of the United States to observe National Principals Month with appropriate ceremonies and activities that promote awareness of school leadership in ensuring that every child has access to a high-quality education.

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

the Novi Community School District Board of Education:

- (1) recognizes the month of October as National Principals Month; and
- (2) honors the contribution of Novi Community School District principals and assistant principals:
  - a) Alice Kazee, Novi Woods Elementary
  - b) Ryan Francis, Deerfield Elementary
  - c) Jennifer Murphy, Parkview Elementary
  - d) Joi Danforth, Orchard Hills Elementary
  - e) Katy Dinkelman, Village Oaks Elementary
  - f) Lisa Fenchel, Novi Meadows Elementary
  - g) John Brickey, Novi Meadows Elementary
  - h) Robert Baker, Novi Middle School
  - i) Angie Southworth, Novi Middle School
  - j) David Sinopoli-Smith, Novi Middle School
  - k) Nicole Carter, Novi High School
  - l) Ronald Kane, Novi High School
  - m) Sarah Lephart, Novi High School
  - n) Michelle Debrincat, Novi High School
  - o) Jacqueline Smith, Novi High School

Ayes:

Nays:

Resolution declared adopted.

---

Willy Mena, Secretary,  
Board of Education

The undersigned duly qualified and acting Secretary of the Novi Community School District Board of Education of Novi, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular meeting held on September 21, 2023, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

---

Willy Mena, Secretary,  
Board of Education

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
September 21, 2023**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC: Go Bucket Purchase**

The District has been participating in the A.L.I.C.E Training since 2016. This has been a mandatory training program and all staff and students. Together with our Novi Police Department and SROs, the district practices this training with regular ALICE drills.

The Go Bucket would not only compliment this training, but be a necessary tool in every classroom. During prolonged lockdowns, staff and students would not be able to access any of the amenities that are outside of the classroom. These 5-gallon buckets would ensure their safety and well-being and contain items such as first aid kits, list of classroom students, non-perishable food, water, sanitation wipes and supplies, rope, duct tape, flashlights, batteries or alternative power supply, whistle, blanket, etc.

Administration is requesting the purchase of enough Go Buckets for every classroom in the District, as outlined in the attached report.

This comes tonight for information and discussion and will come back for approval at the October 19, 2023 Board meeting.

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

  
\_\_\_\_\_  
**Ben Mainka, Superintendent**



# **PURCHASE REQUEST**

CLASSROOM LOCKDOWN KIT

---



Prepared By:  
DENNIS HUISMAN

SUPERVISOR OF SAFETY &  
SECURITY

# Purchase Request and Narrative

---

## **PURPOSE**

This purchase request's primary objective is to allocate funds for acquiring classroom lockdown kits. These kits will enhance preparedness and empower teachers and students to react appropriately during lockdown situations, ensuring the safety and well-being of everyone within Novi Community School District.

During prolonged lockdowns, students and teachers cannot access any amenities outside of their classrooms. These lockdown kits will provide necessities that are needed during a lockdown of a school building.

## **KEY PERSONNEL**

Novi Community School District Supervisor of Safety & Security Dennis Huisman, is responsible for coordinating the ordering and distribution of the Classroom Lockdown Kits for the Novi Community School District.

## **OTHER PERSONNEL**

Novi Police Department School Resource Officers Detective Sarah Moulik and Julie Warren will assist Dennis Huisman with distributing and inventorying the Classroom Lockdown Kits.

## **PERSONNEL**

There are no personnel costs associated with this project.

## **FRINGE BENEFITS**

There are no fringe benefit costs associated with this project.

## **TRAVEL**

There are no travel costs associated with this project.

## **EQUIPMENT**

The More Prepared Company offers a Premium Classroom Lockdown Kit. The Premium Classroom Lockdown Kit provides a comprehensive emergency preparedness solution for classrooms. Each kit contains food, water, blankets, lighting and communication items, and sanitation supplies so students can use the bathroom without leaving the class during a lockdown. The classroom lockdown kit is packed in a sturdy 5-gallon pail that conveniently doubles as a toilet when needed, complete with a snap-on seat. Listed below is a detailed list of everything the Premium Classroom Lockdown Kit includes:

## Purchase Request and Narrative

---

- Toilet Seat and Lid (1)
- Toilet Paper Roll (1)
- Biohazard Bags (6)
- Toilet Deodorant (1)
- Vinyl Gloves (2)
- Moist Towelettes (30)
- Five Gallon Red Pail (1)
- 5'x7' Blue Vinyl Tarp (1)
- Duct Tape-10yd (1)
- Help/OK Placard (1)
- 2400 Calorie Food Bars (5)
- Water Pouches- 4.2oz (30)
- Emergency Thermal Blanket (1)
- Pump LED Flashlight (1)
- Safety Whistle (1)

The Premium Classroom Lockdown Kit from More Prepared costs **\$67.67** per unit. To equip 500 classrooms, the total cost would be **\$33,835**. Shipping of 500 Premium Classroom Lockdown Kits would cost **\$2,795**. The shipping company requires a forklift to be on-site at delivery time. The total cost for 500 Premium Classroom Lockdown Kits is **\$36,630**. The More Prepared Company provided an estimate attached to this proposal (Q-9235).

### **MATERIALS AND SUPPLIES**

There are no materials and supplies costs associated with this project.

### **CONTRACTUAL**

There are no contractual costs associated with this project.

### **CONSTRUCTION**

There are no construction costs associated with this project.

### **OTHER COSTS**

There are no additional costs associated with this project.

## Purchase Request and Narrative

---

### BUDGET NARRATIVE

Premium Lockdown Kit- More Prepared	Amount
<b>Personnel</b>	
There are no personnel costs associated with this purchase.	\$0
<b>Total Personnel</b>	<b>\$0</b>
<b>Fringe Benefits</b>	
There are no fringe benefit costs associated with this purchase.	\$0
<b>Total Fringe Benefits</b>	<b>\$0</b>
<b>Travel</b>	
There are no travel costs associated with this purchase.	\$0
<b>Total Travel</b>	<b>\$0</b>
<b>Equipment</b>	
Equipment cost includes 500 Premium Classroom Lockdown Kits from More Prepared. Cost of the Lockdown kits is \$33,835. The shipping cost for 500 buckets is \$2,795.	\$36,630
<b>Total Equipment</b>	<b>\$36,630</b>
<b>Materials and Supplies</b>	
There are no material and supply costs associated with this purchase.	\$0
<b>Total Materials and Supplies</b>	<b>\$0</b>
<b>Contractual</b>	
There are no contractual costs associated with this purchase	\$0
<b>Total Contractual</b>	<b>\$0</b>

## Purchase Request and Narrative

<b>Construction</b>	
There are no construction costs associated with this purchase.	\$0
<b>Total Construction</b>	<b>\$0</b>
<b>Other Costs</b>	
There are no other costs associated with this purchase.	
<b>Total Other Costs</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$36,630</b>



# Purchase Request and Narrative

---



More Prepared LLC  
 635 Hawaii Avenue  
 Torrance, CA 90503  
 310.676.3155  
 info@moreprepared.com

## ESTIMATE

**DATE**                      **NUMBER**  
 9/5/2023                      Q-9235

**BILL TO**  
 Novi Community School District  
 49000 West 11 Mile  
 Novi MI 48374

**SHIP TO**  
 Novi Community School District  
 25549 Taft Rd  
 Novi MI 48374

**QUOTE BY**  
 MA

**FOB**  
 Destination

248.449.1606  
 Julie.Warren@novik12.org

Description	Quantity	Price	Amount	Tax
<b>KS-05-07G</b>				
GSA - Classroom Lockdown Kit - Premium with Seat	500	67.67	33,835.00	Tax
<b>Shipping - Pallet Delivery (S)</b>				
Pallet Delivery by Truck (S)	1	2,795.00	2,795.00	Non

\*\*This pricing includes shipping only. It does not include: Inside Delivery, White Glove Service, Additional Insurance Requirements or any special delivery circumstances. Should you require these extra services, please let us know and we will provide a quote. Any unexpected additional services requested at the point of delivery will be billed in addition to this pricing.\*\*

	<b>Subtotal</b>	\$36,630.00
Quote is valid for 30 days unless otherwise stated.	<b>Out of State</b>	0.00
	<b>Total</b>	<b>\$36,630.00</b>