

# Novi Board of Education Regular Meeting

Thursday, January 18, 2024 6:00 PM

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

## I. CALL TO ORDER

## II. PLEDGE OF ALLEGIANCE

## III. APPROVAL OF AGENDA

## IV. STUDENT BOARD REPRESENTATIVE REPORT

## V. REPORTS TO THE BOARD

V.a. Thrun Law FOIA, FERPA, and OMA Presentation

## VI. CELEBRATIONS

VI.a. Board Appreciation Month

## VII. COMMENTS FROM THE AUDIENCE

## VIII. CONSENT AGENDA

VIII.a. Approval of Minutes

## IX. DONATIONS

IX.a. Novi Educational Foundation (NEF)  
Donation

## X. ACTION ITEMS

X.a. New Course Offerings at NHS

X.b. Meadows Playground

## XI. INFORMATION AND DISCUSSION

XI.a. Novi Meadows A/V Screen Purchase

XI.b. Owner's Representative

XI.c. 2024 School Building and Site Bonds,  
Series III

## XII. SUPERINTENDENT REPORT

## XIII. ADMINISTRATIVE REPORTS

## XIV. BOARD COMMUNICATION

## XV. ADJOURNMENT

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

January 18, 2024

**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, Thrun Law will present information on these laws and guidelines to the Board as a review of responsibilities in that area.

No action is needed.

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

  
Ben Manika, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 18, 2024**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Recognizing the month of January 2024 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;

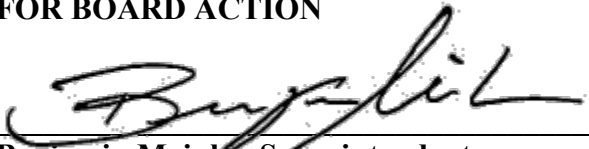
**NOW, THEREFORE,** be it resolved that we, the Novi Community School District, do hereby proclaim the month of January 2024 as Local School Board Month; and honor the contribution of Novi Community School District school board members:

- a) Paul Cook
- b) Danielle Ruskin
- c) Mary Ann Roney
- d) Willy Mena
- e) Tom Smith
- f) Betsy Beaudoin
- g) Jason Michener

Ayes: Members:

Nays: Members:

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

  
\_\_\_\_\_  
Benjamin Mainka, Superintendent



**Minutes of an Organizational Board Meeting, January 11, 2024**  
**Novi Community School District**  
**Board of Education**

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An Organizational Meeting of the Board of Trustees of Novi Community School District was held Thursday, January 11, 2024 beginning at 6:05 PM.

Present: Dr. Ruskin, Mr. Smith, Mrs. Roney, Mr. Mena, Mr. Cook, Mrs. Beaudoin, and Mr. Michener  
Absent: 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 as presented.

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

**MOTION CARRIED**

**ELECTION OF 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. Tonight the Board will recommend and vote on the officer positions of the Board.

**Recommendation for President:**

It was moved by Mrs. Beaudoin and supported by Mr. Smith that the Novi Board of Education elects Paul Cook as the President of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

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

**MOTION CARRIED**

**Recommendation for Vice President:**

It was moved by Mr. Cook and supported by Mr. Mena that the Novi Board of Education elects Danielle Ruskin as the Vice-President of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

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

**MOTION CARRIED**

**Recommendation for Secretary:**

It was moved by Mrs. Roney and supported by Mr. Smith that the Novi Board of Education elects Willy Mena as the Secretary of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

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

**MOTION CARRIED**

**Recommendation for Treasurer:**

It was moved by Mr. Mena and supported by Mr. Cook that the Novi Board of Education elects Mary Ann Roney as the Treasurer of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

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

**MOTION CARRIED**

COMMENTS FROM THE AUDIENCE

There were not comments from the audience.

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. Mena and supported Mrs. Roney by that the Novi Community School Board of Education approve the Consent Item(s) as presented.

Ayes: 7  
Nays: 0

**MOTION CARRIED**

INFORMATION AND DISCUSSION

New Course Offerings at NHS

Math Mentors Course Proposal

Gina Catrine, Lauren Russ, and Michael Kowalski, Math teachers and Novi High School, would like to propose the addition of the Math Mentors Course. This course will not replace any existing courses. It will be in addition to the courses that are already offered at Novi High School and is a yearlong course.

Staffed by students and supervised by MTSS Math Interventionists, student consultants would study intervention strategies and provide feedback to students. Performance of the mentors is based on the Standards of Mathematical Practices from the Common Core State Standards.

Math reaches into all areas and aspects of life, but is also a source of stress and anxiety for some students. Creating this non-threatening space will remove those emotional barriers and help students to seek support and create an inclusive culture.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

Mechatronics Course Proposal

Travis Balogh and Phil Scavo, CTE Engineering teachers at Novi High School, would like to propose the addition of an Elective Course, Mechatronics. This course is an exciting course designed introduce students to today’s industry needs in the areas of robotics, manufacturing, automation, and computer added design.

We will partner with the leaders in the industry including, but not limited to, FANUC robotics, AutoDesk, and Stratasys. The Mechatronics foundation is essential for the expected growth in

automation and manufacturing. This course is a full year, elective course.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

Writing for Publication Course Proposal

Ms. Hallie Smith, ELA teacher at Novi High School, would like to propose the addition of a Writing for Publications Course. This course will help students to develop their investigative and writing skills in various formats and lengths.

This course will satisfy a full year of ELA credit as required by the MMC and will allow students who have taken English 11 to focus on an author's craft.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

Novi Meadows Playground Discussion

The Project Team, consisting of the NCSD administration, PMR, TMP, and Penchura-Landscape Structures, met to select the playground equipment for Novi Meadows. Penchura-Landscape Structures, who replaced the aging structures at the other elementary buildings, will providing the equipment and installation for the playgrounds.

The team recommends awarding to Penchura-Landscape Structures for the following:

**Meadows 5<sup>th</sup> and 6<sup>th</sup> Grade:**

- Playground Equipment \$365,343.00
- Equipment Installation \$137,125.00
- Playground Surfacing \$485,287.00
- Agorespace Field \$146,026.00

PMR recommends awarding the equipment and installation for Novi Meadows totaling \$1,133,781.00. This award is only for the purchase and installation of the equipment and does not include the civil/site work. A contingency will be added to the project once the site work has been bid in early 2024.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

Kindergarten Programming Discussion

Tonight the Board will engage in a discussion regarding the Michigan Kindergarten Age Waiver.

**ACTION ITEMS**

**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

Nays: 0

**MOTION CARRIED**

Board Meeting and Committee of the Whole Schedule Approval

A tentative 2024-2025 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.

First Motion:

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Board of Education approve the 2024-2025 Board of Education Meeting calendar as presented.

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

Nays: 0

**MOTION CARRIED**

Amended Motion:

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Board of Education amend the calendar to have a Board meeting start at a later time of 7:30 PM on June 12, 2025.

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

Nays: 0

**MOTION CARRIED**

Designate Depositories for School Funds

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:

**BANK**

Fifth Third Bank

MILAF/Fifth Third

**ACCOUNT**

General Fund Checking

2020 Bond Fund

2022 Bond Fund

Sinking Fund

Debt Fund

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:

Fifth Third Bank

MILAF

JP Morgan Chase 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.
- 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 one (1) Thursday a month for their regular meetings of the Board 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.

It was moved by Mr. Smith and supported by Mr. Mena that the Novi Community School District Board of Education accept designate depositories for school funds as presented.

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

#### SUPERINTENDENT'S REPORT

Mr. Mainka, Superintendent of Schools, welcomed everyone back. He reported that it was a wonderful break. Mr. Mainka stated that being in most of the buildings since we returned, it was nice to see people a little bit recharged. He said that it is nice to step away for a bit and hopefully people had some family time. Mr. Mainka mentioned that this time of year everyone is clamoring. He reported that he is getting 20 to 30 emails a day from students who are requesting snow days.

Mr. Mainka stated that the National Championship Game was one of his highlights, watching the Wolverines win a National Title. He said, but also reading the tremendously creative, persuasive essays that our students submitted about why it would be so beneficial to have a snow day. Mr. Mainka mentioned that we do see some impending weather coming. He reported during the weather calls with the meteorologists, it looks like there is a pattern coming in late tomorrow afternoon. Mr. Mainka stated that it will probably not affect us for school. He said that he wants to make sure that everyone knows we have protocols in place.

Mr. Mainka reported that talking to Mr. Kling and Mr. Dragoo, one of the exciting things is that they are going to present an operational protocol for establishing the different levels of closure. He explained that this will make it a little easier for parents, staff, and the community to know. Mr. Mainka stated that a level one (1) would be all facilities are closed through the whole day. He said that a different level might be that we have after school activities, but the school day is closed. Mr. Mainka mentioned that being able to create that transparency with closures, we would be so appreciative of Mr. Dragoo and his leadership. He reported that they will be bringing that forward soon, but in the meantime the snow days are upon us and if everyone please make sure we have your name and correct phone number.

Mr. Mainka stated that there is a real cold front coming in next week. He said that once it gets to -10 with the wind-chill factor, we start looking at how long a student could be outside without getting frostbite. Mr. Mainka mentioned that he is up very, very early most days this time of year, trying to figure out from our various partners whether or not it is going to be safe for school.

Mr. Mainka reported something interesting, and this is a signal to the way the state operates, we recently received that Pupil Accounting Manual for this school year and we are just about halfway through the year receiving this manual on how we are to operate. He stated that obviously we are late in getting the information, but one of the things that it allows us to do is to have the ability to go virtual on a particular day. Mr. Mainka said that if we go virtual, we are still allowed to count it as a school day, if we meet certain requirements. He mentioned that this will give us some flexibility on, say, testing at the high school and some other times where we may benefit from this. Mr. Mainka explained that this will require Board action, so Mr. Giromini is investigating that with his team. He reported that we will be getting back with some suggested dates that would be advantageous as a District. Mr. Mainka stated that we will get people as much notice as possible.

Mr. Mainka reported that we have bid out the Owners Rep Services for the 2025 Bond Program. He stated that we did take bids and we had interest from several companies. Mr. Mainka said that we had one (1) bidder that decided to submit a bid and that it is a great opportunity for us to continue working with one of our partners. He acknowledged that fact that we are bidding out a lot of our partners that we are going to be working with in the 2025 Bond Program. Mr. Mainka mentioned the Owner's Representative will help us do that, so we will bring the results of that bid for your approval at our next meeting. He stated that when that occurs then they can start helping us bid out the others.

Mr. Mainka reported that we are in the process of bidding out a variety of services, our insurance program, out property casual insurance, and all of those things. He stated that these things have a lot of impact in terms of our bottom line, so we want to make sure we are making the Board knows that we are getting the best value, the best price, and the best service. Mr. Mainka said that Devin and he have been working closely on that. He mentioned that it has been an ongoing project.

Mr. Mainka reported that we have taken a little hiatus on the strategic planning, since December. He stated that he will be bringing back some additional information at the February Board meeting and ask for Board approval, so that we can start to get the plan off the ground. Mr. Mainka wished everyone a Happy New Year and welcomed them back.

## ADMINISTRATIVE REPORTS

Mr. Devin Kling, Assistant Superintendent of Business and Operations, welcomed everyone back and wished them a Happy New Year. He reported that the CREC is tomorrow at 9:00 AM. He stated that it is really exciting stuff and for those Super Bowl fans, this is the kickoff. Mr. Kling explained that CREC stands for the Consensus Revenue Estimating Conference and it is exactly what it sounds like. He stated that in regards to the US economy and State economy, what they do is present how that reflects on our State revenue. Mr. Kling said that CREC is in January and then there is another in the late spring. He mentioned that January is the kickoff to the 2024-25 budget season. Mr. Kling explained that we are going to get a sneak peek of what the revenues look like and what we can expect come spring because that will be here before you know it.

Mr. Kling reported that Thrun Law is drafting the legal documents needed to initiate the third series of the 2019 Bond. He stated that it will take place next week for information and discussion, then it will come back in February for action.

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, reported that they had a very exciting second meeting for our Wellness Center Planning. She stated that Rosa Leigh Johnson, our Director of Mental Health and Wellness, led that work with our committee. Dr. Carino said that they solicited feedback with regards to thoughts for what our Wellness Center should include and the partnerships that will be active at that location. She mentioned that they look forward to digesting that feedback from the session as well as sending out a survey to families and staff in the coming weeks to garnish more information. Dr. Carino reported that they are looking forward to that and that she is glad to be back. She stated that she is looking forward to a great 2024.

Mr. Mike Giromini, Assistant Superintendent of Teaching and Learning, reported that the literacy materials for the pilots that the Board approved in December, have begun to arrive. He stated lots and lots of material. Mr. Giromini said that his team is working to unbox and prepare for their first set of teacher trainings next week. He mentioned that the trainings will continue through January, so that they are prepared for the start of the February pilot. Mr. Giromini stated that they are pretty excited.

## BOARD COMMUNICATION

A Board member reported that she was able to participate in the Wellness Center Collaborative Meetings. She stated that the process seemed just amazingly thorough and she thinks that Rosa Leigh is doing an amazing job leading us on this. She stated that they looked at all the different ways people experience wellness and what that term means. The Board member said then they dove into what kind of options our community would have to offer our students and families to increase their wellness.

The Board member reported that after she saw the legislation, she pictured the wellness center one way, but after their meeting there are so many more possibilities. She stated that she was very honored to participate. The Board member said that they have 15 groups that brainstormed ideas of different things that could happen here. She mentioned that she is excited to see what they choose to prioritize and what ways they can help increase the general wellness of mental health of our community.

A Board member represented the student voice for a moment when asking for clarity on the virtual days. She asked if we would be having virtual days on the snow days. The response was, only if we run out of the

allowed snow days because virtual is better than making those days up in June; we are currently allotted five (5) to six (6) days.

A Board member reported that today and tomorrow is rivalry week for Novi and the orange school to the south. He stated that the freshmen boys held up their end of the bargain and pulled out a 34/33 win. The Board member said that we have a very good chance this year of holding on to some bragging points. He welcomed our new employees and our seasoned employee. The Board member expressed his appreciation for them coming out.

ADJOURNMENT

It was moved by Mr. Mena and supported by Mrs. Roney 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 7:31 p.m. The next regular meeting of the Board is scheduled for January 18, 2024 at 6:00 p.m., at the Educational Services Building.

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Willy Mena, Board of Education Secretary

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 18, 2024**

**SUPERINTENDENT OF SCHOOLS**

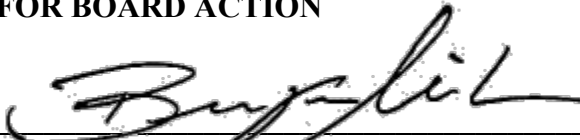
**TOPIC:** NEF Grants and Donations

The Novi Educational Foundation (NEF) is presenting a generous donation in the total amount of \$3,000.00 for the therapy dog program.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education accept the generous donation(s) as presented, with appreciation and thanks.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

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

**Ben Mainka, Superintendent**

# Novi Community Schools

## New Course Proposal Form

**Proposal Date:** 11/8/23      **Building:** Novi High School

**Course Offering and Textbook Proposal for:** Math Mentors

**Proposed by:** Gina Catrine, Lauren Russ, and Michael Kowalski

**\*Subject / GPA Req:** Completed Algebra 2 with a grade of B or higher      **Department:** Math

**# of Terms (typically 1):** Year Long Course, 2 terms

**# of Periods: (typically 1):** 1, class ideally would run all 6 periods

**Effective date (typically start of school year or term):** Fall 2024      **Grade level low to high:** 11 to 12

**Course Classification:**  Academic     Elective     Other

### Part I. Proposal:

The goal of any Math department is to produce logical thinkers, problem solvers, and communicators. Math is a subject that permeates multiple subject areas in both obvious and underlying ways. We would like to create a class, Math Mentors, staffed by students and supervised by the MTSS math interventionists in order to foster these skills and promote math as a lifelong, worthwhile endeavor.

Student consultants would enroll in a yearlong course where they would learn how to provide effective feedback to students, study intervention strategies and how to implement them with fidelity. Mentors will reflect on their intervention strategies, make improvements, and prepare for the next unit of study while mentees are assessing. Alongside the Math Interventionists, mentors will identify and focus on power standards from the CCSS for Algebra 1 and Geometry, design and publish memory aids for use on assessments, and develop relationship skills.

An ideal class size for Math Mentors would be between 4-6 students. That would allow for at least one mentor per Algebra 1 and Geometry class. Students will apply to be in the class. We will model the application after the current Writing Den application here, asking students about mentorship and support in math, as well as complete an Error Analysis Pre-Test.

Performance will be measured based on Standards of Mathematical Practices from the Common Core State Standards. Students will receive two sets of grades to be compiled by the MTSS Teacher and entered into Schoology/Power School.

1. Grade from Cooperating Teacher after each unit quiz/test/assessment on Mathematical Practices 1, 3, 4, and 5. Grades will be based on observations of mentor and mentee interactions.
  - a. MP1 - I can make sense of problems and persevere in problem solving.
  - b. MP3 - Construct viable arguments and critique the reasoning of others.
  - c. MP4 - I can model with mathematics.
  - d. MP5 - Use appropriate tools strategically.
2. Grade from MTSS Teacher on Mathematical Practices 2, 6, 7, and 8. Grades based on completion and correction of pre-unit assessment for each assessment given in mentee class. Mentor students will research necessary learning targets and power standards (common core state standards) for each assessment (MP6 MP7). Based on pre-assessment students will have the length of the unit/assessment to create a viable memory aid for their mentee(s) (MP2 MP8).

- a. MP2 - I can reason abstractly and quantitatively.
- b. MP6 - I can attend to precision
- c. MP7 - I can look for and make use of patterns and structure.
- d. MP8 - I can look for and express regularity in repeated reasoning.

## **Part II. Rationale:**

Why does Novi High School need a Math Mentors class? If our goal is to create logical thinkers, problem solvers, and communicators, the first step is to promote and establish a culture of advocacy and support for all our students. Math Mentors would provide a valuable place where students can not only seek support, but where student mentors can also develop peer-to-peer relationships over content and subject matter.

Novi graduates also need an educational experience where they engage in discourse with a multitude of voices and perspectives. This cannot be accomplished when the audience students interact with is an audience of one: their teacher. The math mentors allow for a high level of engagement in math content where support is rich, dialogue is ongoing, and interventions are targeted.

Math is a subject that often brings about feelings of inadequacy and fear. This is why creating a non-threatening space will help students to manage the stress and anxiety around learning and doing mathematics. Mathematicians thrive when these emotional barriers are removed and they have healthy ways to manage this stress. Underperforming mathematicians are more likely to seek support when they see that support is normalized, creating a more inclusive culture.

Removing barriers will promote a feedback rich learning culture, which is at the core of student growth and achievement. The environment of the Math Mentors Program is one which fosters authenticity and high levels of student engagement for both the students and mentors.

## **Part III. Michigan Framework Implementation:**

The course will align with CCSS for both Algebra 1 and Geometry, the two courses our Math Mentors would be working with. As a group, we would identify power standards within the curriculum to highlight as extreme areas of need. This course would satisfy the requirements for a senior year elective math credit.

## **Part IV. Staff Development Needs:**

The course would be taught by current MTSS teachers. No additional FTE would be needed as MTSS intervention hours will become Math Mentor hours. Oakland schools training on intervention could be a possible training experience for new interventionists.

## **Part V. Review Process and Evaluation:**

(include the Curriculum Instruction and/or Assessment Study Initiation Proposal Form, the Textbook Evaluation Instrument, and (if needed) the Software Evaluation Instrument)

There would be no required textbook, software, or assessment to be studied prior to implementation.

## **Part VI: In addition to the recommended textbook, the other textbooks that were reviewed are:**

There would be no required textbook for this course.

## **Part VII. Cost Analysis:**

There are no required costs associated with getting this course up and running, other than the planning time needed for Cooperating Mentor Teachers.

## **Part VIII. Additional Course Directory Set Up Questions:**

1. Attendance Taking Course – YES or NO (circle one)

If NO, please explain rationale WHY \_\_\_\_\_

2. Assigning grades – YES or NO (circle one)  
If NO, please explain rationale WHY \_\_\_\_\_
3. Post to History (do grades need to show on a Transcript) – YES or NO (circle one)
4. Conflict OK (is it OK to schedule this class w/ other classes @ same time) – YES or NO (circle one)
5. Grad Credits = 1 (typically 0.5 credits)
6. GPA Credits = 1 (typically 0.5 credits)
7. GPA Level = 0 (0 for traditional class, 1 for AP/IB class)
8. Mark Set (circle one):
- |                                 |                           |
|---------------------------------|---------------------------|
| ELEMENTARY MARKS                | HIGH SCHOOL SEMINAR MARKS |
| ELEMENTARY BEHAVIOR             | HIGH SCHOOL STANDARDS     |
| MIDDLE SCHOOL LETTER MARKS      | SPECIAL ED BEHAVIOR       |
| <u>HIGH SCHOOL LETTER MARKS</u> | SPECIAL ED STANDARDS      |
9. Work Level (circle one):
- |                   |                      |
|-------------------|----------------------|
| <u>01 – reg</u>   | 05 - IB              |
| 02 – honors       | 06 – not applicable  |
| 03 – pre-advanced | 07 – Dual Enrollment |
| 04 – AP           | 64B option Y or N    |
10. CIP/SCED Code: TBD (to be reviewed by OOA) initial here \_\_\_\_\_

**Principal/Director's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assistant Superintendent for OAA Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Board Reviewed:** \_\_\_\_\_

**Date Board Approved:** \_\_\_\_\_

# Novi Community Schools

## New Course Proposal Form

Proposal Date: 12/18/2023 Building: Novi High School

Course Offering and Textbook Proposal for: Mechatronics

Proposed by: Travis Balogh and Phil Scavo

\*Subject / GPA Req: TBD \*Department: CTE Engineering

# of Terms (typically 1): full year - 2 terms # of Periods: (typically 1): 1

Effective date (typically start of school year or term): Fall 2024

Grade level low to high: 9 to 12

Course Classification:  Academic  Elective  Other

### Part I. Proposal:

The proposed course will combine curricular content from the fields of robotics, manufacturing, computer aided design, and automation. It will also introduce students to the needs of today's industries by partnering with leaders in industry. Content covered but not limited to FANUC robotics, AutoDesk, Stratasys, and many others.

### Part II. Rationale:

Mechatronics is an essential foundation for the expected growth in automation and manufacturing. Mechatronics is a multidisciplinary field that refers to the skill sets needed in the contemporary, advanced automated manufacturing industry. At the intersection of mechanics, electronics, and computing, mechatronics specialists create simpler, smarter systems.

### Part III. Michigan Framework Implementation:

Michigan CTE CIP 14.4201 Mechatronics competencies

<https://www.michigan.gov/mde/services/octe/educators/cte-instructional-resources-for-all-programs/career-clusters/science-technology-engineering-and-mathematics>

- Demonstrate industrial and personal safety skills as recognized by the Manufacturing industry standards. A1
- Explain concepts and processes for the application of technology to engineering including information management, planning and time management techniques. A2
- Explain concepts of Manufacturing processes surrounding design, implementation, and execution of lean production. A3
- Explain principle operations of the mechatronic system and its subsystems, and the inter-relationships of components and modules within a system. A4
- Demonstrate the ability to interpret a variety of drawings utilized in mechatronics such as but not limited to: blueprints, schematics, and CAD documents. A5
- Analyze, explain, and demonstrate fundamental elements & components of electricity within a mechatronic system (including tools and equipment). B1

- Analyze, explain and demonstrate fundamentals elements of varying mechanical components & systems utilized in mechatronics (including tools and equipment). B2
- Analyze, explain and demonstrate various pneumatic and hydraulic systems in complex mechatronic systems and subsystems. C1
- Analyze, explain and demonstrate concepts associated with a variety of controls and sensors utilized in mechatronics. C2
- Create and operate various circuits using devices such as solenoid valves, relays, limit switches and cylinders. C3
- Demonstrate design, programming & maintenance of programmable logic controllers in complex mechatronic systems, modules and subsystems. C4
- Explain and demonstrate understanding of the concepts of Industrial Robotics including axis theory, point teaching, general programming, setup, and robotic safety principles. C5
- Use computer aided design software to create a variety of drawings/designs utilized in Mechatronics. D1
- Demonstrate the ability to set up and operate shop machinery: lathe, mill, drill press, and grinder to handbook specifications. D2
- Demonstrate the ability to utilize Basic & Precision Measurement devices. D3
- Demonstrate the ability to setup, program, troubleshoot, modify, and operate CNC equipment. D4
- Demonstrate the ability to develop and print 3D Parametric Models using software & 3D Printers, utilizing appropriate modeling & prototyping. D5

**Part IV. Staff Development Needs:**

See IST order pages 3 - 5

- FANUC CERT HandlingTool Operations & Programming Instructor Training
- HandlingPRO Intro PLUS (ROBOGUIDE) - Virtual Training
- FANUC 2D iRVision Operation and Programming CERT Instructor Training Program
- FANUC CNC Level 1 Training (Online)
- FANUC CNC Level 2 Training (Live)
- Laser cutter training

**Part V. Review Process and Evaluation:**

(include the Curriculum Instruction and/or Assessment Study Initiation Proposal Form, the Textbook Evaluation Instrument, and (if needed) the Software Evaluation Instrument)

Per order with IST a base curriculum of instruction and textbooks have been provided by the following: FANUC, Intelitek, IST, Stratasys, CompactLogix System, Rockwell Automation. Additional curriculum development to be completed in partnership with the *Teaching and Learning Department*.

**Part VI: In addition to the recommended textbook, the other textbooks that were reviewed are:**

See IST order pages 3-5:

- FANUC Academy HandlingTool Operations & Programming Manual
- FANUC Academy 2D iRVision Operations & Programming R-30iB PLUS Controller Student Manual
- FANUC HandlingPRO (ROBOGUIDE Simulation) Manual
- Offline Machining center presentations disk (single user, 1 time purchase)
- Offline Turning Center presentations disk (single user, 1 time purchase)
- FANUC CNC (Offline) Curriculum Materials Milling/Turning
- Electric Motors Curriculum content and hardware to teach electric motors
- Variable Frequency Drives Curriculum content and hardware to teach Variable Frequency Drives

- Mechanical Training Level 1 Bundle (Double) - Training for Basic Machines, Machine Statics & Dynamics, Shafts & Keys, Bearings. Bundle includes Two (2) Base Working Surface (Benchtop), required hardware and eLearning Curriculum (4 modules),
- Mechanical Training Level 2 Bundle (Single Sided) - Training for Belt Drives, Chain Drives, and Machine Shaft Coupling. Bundle includes required hardware and eLearning Curriculum (3 modules)
- CompactLogix System Fundamentals & Troubleshooting Lab Book, Additional Micro850 Configuration, Programming, and Troubleshooting Student Kit, Pathway to CSM - PLC/HMI Student Curriculum

**Part VII. Cost Analysis:**

Initial costs for facilities and equipment that were part of the bond (see IST order)

- Tools - Approximately \$12,000\* in storage, tools, and precision measuring equipment
- Materials - Approximately \$50-100\* per student, recurring
- Learning Management System Subscription - Approximately \$5,000\*, recurring

\*Amounts subject to change due to curricula, student enrollment, supplier, state requirements, and would need to be reevaluated annually

**Part VIII. Additional Course Directory Set Up Questions:**

1. Attendance Taking Course – **YES** or NO (circle one)  
If NO, please explain rationale WHY \_\_\_\_\_
2. Assigning grades – **YES** or NO (circle one)  
If NO, please explain rationale WHY \_\_\_\_\_
3. Post to History (do grades need to show on a Transcript) – **YES** or NO (circle one)
4. Conflict OK (is it OK to schedule this class w/ other classes @ same time) – YES or **NO** (circle one)
5. Grad Credits = 0.5 per semester (typically 0.5 credits)
6. GPA Credits = 0.5 per semester (typically 0.5 credits)
7. GPA Level = 0 (0 for traditional class, 1 for AP/IB class)
8. Mark Set (circle one):
 

ELEMENTARY MARKS ELEMENTARY BEHAVIOR MIDDLE SCHOOL LETTER MARKS <b>HIGH SCHOOL LETTER MARKS</b>	HIGH SCHOOL SEMINAR MARKS HIGH SCHOOL STANDARDS SPECIAL ED BEHAVIOR SPECIAL ED STANDARDS
--	---
9. Work Level (circle one):
 

<b>01 – reg</b> 02 – honors 03 – pre-advanced 04 – AP	05 - IB 06 – not applicable 07 – Dual Enrollment <i>64B option Y or N</i>
--	--
10. CIP/SCED Code: 14.4202 (to be reviewed by OOA) initial here \_\_\_\_\_

Principal/Director's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Assistant Superintendent for OAA Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

# Novi Community Schools

## New Course Proposal Form

Proposal Date: 12/18/2023 Building: HS

Course Offering and Textbook Proposal for: Writing for Publications

Proposed by: Hallie Smith

\*Subject / GPA Req: NA \*Department: ELA

# of Terms (typically 1): 2 # of Periods: (typically 1): 1

Effective date (typically start of school year or term): \_\_\_\_\_

Grade level low to high: \_\_\_\_\_ to \_\_\_\_\_

Course Classification:  Academic  Elective  Other

### Part I. Proposal:

This writing course is designed to enhance students' development of voice and craft. Through a combination of theory and practice, students will develop skills in researching, interviewing, and writing in a variety of formats and lengths. They will also learn about the ethical considerations and standards of journalism. By the end of the course, students will have a solid foundation in writing and will be able to produce well-crafted pieces suitable for publication and an authentic audience.

Course Objectives include:

- Understand the principles and ethics of journalism
- Craft interview questions
- Conduct effective research and interviews
- Enhance communication skills (oral and written)
- Write in a variety of formats and lengths (brief, feature, editorial, pro/con, long form)
- Write for various purposes (inform, educate, entertain)
- Edit and proofread written content
- Utilize multimedia tools for journalism (photography, video and audio)
- Publish and distribute content through print and digital media
- Analyze and critique fellow writers' work
- Examine and discuss mentor texts
- Develop critical thinking and problem-solving skills
- Understand the role of journalism in society and its impact on public opinion

### Part II. Rationale:

This course would satisfy a full year of ELA credit (1.0) as required by the MMC because it is based on Michigan ELA standards, unlike the Journalism or Newspaper courses which do not satisfy this requirement. The course will utilize nonfiction texts for analysis, critiques and as mentor texts. Articles will be selected by the instructor as well as students on a whole class and individual basis. Lengths will vary from briefs to in-depth investigative articles to narrative nonfiction books. Narrative nonfiction books will be selected by students based on criteria provided by the instructor.

This class will provide an opportunity for students who took English 11 to continue focusing on author's craft, with an increased emphasis on nonfiction texts. This class also provides an option for those students who took either AP Language or AP Literature and are looking for a similar challenge but do not need more AP English credits. A class exclusively devoted to reading nonfiction "supports students' development as critically, visually, and informationally literate 21st century thinkers and creators" (National Council of Teachers of English). Students will also expand their media literacy skills and research skills, and further develop their communication skills through interviews with sources of varying age ranges, occupations and backgrounds.

### **Part III. Michigan Framework Implementation:**

#### **Reading:**

- Determine two or more themes or central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to produce a complex account; provide an objective summary of the text.
- Determine the meaning of words and phrases as they are used in a text, including figurative, connotative, and technical meanings; analyze how an author uses and refines the meaning of a key term or terms over the course of a text (e.g., how Madison defines faction in Federalist No. 10).
- Analyze and evaluate the effectiveness of the structure an author uses in his or her exposition or argument, including whether the structure makes points clear, convincing, and engaging.
- Determine an author's point of view or purpose in a text in which the rhetoric is particularly effective, analyzing how style and content contribute to the power, persuasiveness, or beauty of the text.
- Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.
- Delineate and evaluate the reasoning in seminal U.S. texts, including the application of constitutional principles and use of legal reasoning (e.g., in U.S. Supreme Court majority opinions and dissents) and the premises, purposes, and arguments in works of public advocacy (e.g., The Federalist, presidential addresses).

#### **Writing:**

- Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
- Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.
- Write narratives to develop real experiences or events using effective technique, well-chosen details, and well-structured event sequences
- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.
- Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.
- Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.
- Draw evidence from literary or informational texts to support analysis, reflection, and research.
- Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes, and audiences.

#### **Listening:**

- Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 11–12 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
- Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source and noting any discrepancies among the data.
- Present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks.
- Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

Language:

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.
- Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

**Part IV. Staff Development Needs:**

none - can be taught by current certified teachers

**Part V. Review Process and Evaluation:**

(include the Curriculum Instruction and/or Assessment Study Initiation Proposal Form, the Textbook Evaluation Instrument, and (if needed) the Software Evaluation Instrument)

The concept of this course is to replace the journalism and newspaper courses with one course that could serve both needs while adapting instruction to a more modern flexible context. Students would learn writing skills applicable to a wide range of traditional and new media.

**Part VI: In addition to the recommended textbook, the other textbooks that were reviewed are:**

Rather than a textbook recommendation, what follows is a basic scope and sequence that could be used with current instructor content knowledge and available materials. Many of these are intertwined. For example, some journalistic writing knowledge is needed in the interviewing "unit"; students need to determine in an interview when they have sufficient quotes for the story. However, long form journalism would be later as students gain skills in the other forms. Additionally, research is needed any time a student conducts an interview for a story, but more in-depth research is needed as students write longer news and opinion pieces.

- Ethics and Standards
  - Role of Journalism in society
  - First Amendment
  - Code of Ethics - bias, objectivity, handling of information
  - Elements of news (timeliness, impact, prominence, etc.)
  - Overview of journalistic writing process and formats
  - AP Style
  - Potential Tasks and Assessments

- Research and present key First Amendment Cases
  - Read scenarios and use prior First Amendment Cases to guess rulings
  - Red, Yellow or Green - Read scenarios and determine potential ethical conflicts
  - Pitch and evaluate potential story ideas by aligning with news elements
  - AP style assessments
- Interviewing
  - Identifying sources
  - Research and Question Development
  - Conducting an Interview - do & don't, equipment, Michigan law, ethical considerations
  - Potential Tasks and Assessments
    - Critique sample interviews to determine effectiveness,
    - Research information needed for interviews
    - Develop interview questions based on interview/story needs
    - Conduct interviews on multiple levels - in class, peer-to-peer, panel, student-to-adult
    - Transcribe interviews and use in composing a story
- Research
  - Evaluating and verifying sources
  - Where/how to get information and sources
  - FOIA
  - Ethical considerations
  - Potential Tasks and Assessments
    - Conduct research of varying levels for the different formats (for example: article on fashion trends vs. impact of bus driver shortage on schools)
    - Red, Yellow or Green - Read scenarios and determine potential ethical conflicts
    - Fill out a FOIA request
- Writing
  - Leads, headlines and captions
  - News
  - Feature
  - Opinion - entertainment, editorial, pro/con
  - Long form -
  - Potential Tasks and Assessments
    - Writing throughout the semester on each of the different formats, looking for:
      - Incorporating elements appropriate to the format
      - Crafting engaging leads and narratives
      - Incorporating descriptive language and storytelling techniques
      - Using quotes effectively to move the article
      - Writing with the audience in mind
      - Use of research
      - Evaluating information needed for the article vs information to use for sidebar, infographic, etc.
    - Composing infographics, sidebars and other alternative articles to accompany main article
- Editing
  - Identifying components of various article formats
  - Knowing where, when and why to cut, edit and transform
  - AP style review
  - Potential Tasks and Assessments
    - Evaluate author's work and make recommendations

- Edit student's own articles
- Writer's conference with peers and make recommendations
- Finding and correcting AP errors in articles

**Part VII. Cost Analysis:**

There might be some resources that would enhance the course, but it could be currently implemented using existing resources.

**Part VIII. Additional Course Directory Set Up Questions:**

1. Attendance Taking Course – YES or NO (circle one)  
If NO, please explain rationale WHY \_\_\_\_\_
2. Assigning grades – YES or NO (circle one)  
If NO, please explain rationale WHY \_\_\_\_\_
3. Post to History (do grades need to show on a Transcript) – YES or NO (circle one)
4. Conflict OK (is it OK to schedule this class w/ other classes @ same time) – YES or NO (circle one)
5. Grad Credits = 0.5 (typically 0.5 credits)
6. GPA Credits = 0.5 (typically 0.5 credits)
7. GPA Level = 0 (0 for traditional class, 1 for AP/IB class)

8. Mark Set (circle one):

ELEMENTARY MARKS  
ELEMENTARY BEHAVIOR  
MIDDLE SCHOOL LETTER MARKS  
HIGH SCHOOL LETTER MARKS

HIGH SCHOOL SEMINAR MARKS  
HIGH SCHOOL STANDARDS  
SPECIAL ED BEHAVIOR  
SPECIAL ED STANDARDS

9. Work Level (circle one):
- |                   |                      |
|-------------------|----------------------|
| <u>01 – reg</u>   | 05 - IB              |
| 02 – honors       | 06 – not applicable  |
| 03 – pre-advanced | 07 – Dual Enrollment |
| 04 – AP           | 64B option Y or N    |

10. CIP/SCED Code: TBD (to be reviewed by OOA) initial here \_\_\_\_\_

· **Principal/Director's Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

· **Assistant Superintendent for OAA Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

· **Date Board Reviewed:** \_\_\_\_\_ **4. Date Board Approved:** \_\_\_\_\_

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 11, 2024**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Novi Meadows Playground Equipment Purchase**

The Project Team, consisting of the NCSD administration, PMR, TMP, and Penchura-Landscape Structures, met to select the playground equipment for Novi Meadows. Penchura-Landscape Structures, who replaced the aging structures at the other elementary buildings, will providing the equipment and installation for the playgrounds.

The team recommends awarding to Penchura-Landscape Structures for the following:

**Meadows 5<sup>th</sup> and 6<sup>th</sup> Grade:**

- Playground Equipment      \$365,343.00
- Equipment Installation      \$137,125.00
- Playground Surfacing      \$485,287.00
- Agospace Field      \$146,026.00

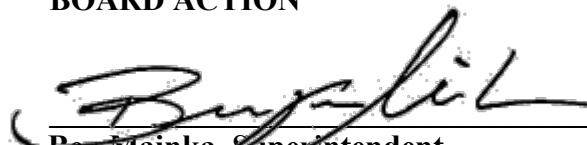
PMR recommends awarding the equipment and installation for Novi Meadows totaling \$1,133,781.00. This award is only for the purchase and installation of the equipment and does not include the civil/site work. A contingency will be added to the project once the site work has been bid in early 2024.

This came for information and discussion at the January 11, 2024 Board meeting and comes back for approval.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approve the Novi Meadows Playground Equipment Purchase and Installation as presented and awarding the contract to Penchura-Landscape Structures in the amount of \$1,133,781.00 Plus a contingency.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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

December 21, 2023

Mr. Ben Mainka  
Superintendent of Schools  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

RE: Novi Community Schools 2019 Bond Program  
Contract Award Recommendation Playground Equipment and Surfacing  
Meadows 5<sup>th</sup> and 6<sup>th</sup> Grade

Dear Mr. Mainka,

This letter transmits an update from Plante Moran Realpoint (PMR) as it relates to the assignment to assist and advise Novi Community School District (NCSD) in its selection of playground equipment / surfacing and procurement of consortium proposals for Meadows 5<sup>th</sup> and 6<sup>th</sup> Grade. This update represents the mutual efforts of the NCSD administration, PMR, TMP, and Penchura-Landscape Structures.

Attached for the Board's review and approval are consortium proposals (Sourcewell) for the above noted playground equipment which is scheduled for final completion Summer 2024. The team recommends awarding to Penchura-Landscape Structures for the following:

**Meadows 5<sup>th</sup> and 6<sup>th</sup> Grade**

- Playground Equipment \$365,343.00
- Equipment Installation \$137,125.00
- Playground Surfacing \$485,287.00
- Agospace Field \$146,026.00

PMR recommends awarding the equipment, surfacing, and installation for the Meadows 5<sup>th</sup> and 6<sup>th</sup> Grade totaling **\$1,133,781.00**. This award is only for the equipment purchase and installation and does not include the civil / site work related to the project. This is bidding early 2024 and will be a separate award recommendation, at that time a contingency will be added to the project.

PMR is available if anyone has any questions via email-phone and will be available at the December 21, 2023 Board Meeting.

Sincerely,

Plante Moran Cresa



Kevin Donnelly  
Sr. Vice President

Enclosures:

- LSI / Sourcewell Equipment Proposal
- Equipment Installation Proposal
- Playground Surfacing Proposal
- Agorespace Field Proposal



Please make check payable to:  
 Landscape Structures, Inc  
 SDS 12-0395, PO Box 86  
 Minneapolis, MN 55486-0395 USA

# Proposal

Date	Proposal #
10/30/2023	23-1634

Bill To:
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
	<b>Novi Meadows Playground Equipment using Sourcwell.</b>				
307423A	Folio Balance Climber DB	1		28,830.00	28,830.00
307436A	Footprint Balance Beam DB	1		560.00	560.00
307433A	Footprint Stepper 16" DB	3		415.00	1,245.00
307434A	Footprint Stepper 24" DB	1		435.00	435.00
307432A	Footprint Stepper 8" DB	2		400.00	800.00
307425A	Forge Climber DB Only	1		24,945.00	24,945.00
307421A	Fortress™ Multi-Climber	1		50,080.00	50,080.00
307421A	Fortress™ Multi-Climber	1		2,305.00	2,305.00
307426A	Forma Sol Spinner DB Only	1		8,710.00	8,710.00
307426A	Forma Sol Spinner DB Only	1		19,890.00	19,890.00
307426A	Forma Sol Spinner DB Only	1		29,195.00	29,195.00
CP021047A	DTR IND Crab Trap w/SlideWinder2 and Transfer	1		98,730.00	98,730.00
247179A	Curva Spinner	1		2,395.00	2,395.00
185927A	Flywheel Spinner	1		4,270.00	4,270.00
295695A	ReviWheel Spinner DB Only	1		6,365.00	6,365.00
148638A	LSI Stand-Up Seesaw	1		3,235.00	3,235.00
194663B	ZipKrooz™ 50' Aluminum Posts	1		18,105.00	18,105.00
194663B	ZipKrooz™ 50' Aluminum Posts	1		17,290.00	17,290.00
182503C	Welcome Sign Ages 5-12 Direct Bury	1		0.00	0.00
244196A	FitCore Angled Balance Beam Single	1		2,050.00	2,050.00
244194A	Angled Overhead Ladder (5-12) DB1	1		7,680.00	7,680.00
246587A	FitCore Extreme Sign (5-12) DB	1		1,090.00	1,090.00
244201A	High Step (5-12) DB	1		5,425.00	5,425.00

Proposal Good For 30 Days  
 Shipping Time: 10 weeks  
 Ship Via: Common Carrier  
 Please call 24 hours prior to delivery: \_\_\_\_\_

Customer signature below constitutes a purchase order.

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

Penchura, LLC, 889 S. Old US 23 Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Please make check payable to:  
 Landscape Structures, Inc  
 SDS 12-0395, PO Box 86  
 Minneapolis, MN 55486-0395 USA

# Proposal

Date	Proposal #
10/30/2023	23-1634

Bill To:
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
244198A	Over Under Bars One Pair (5-12) DB	1		880.00	880.00
244195A	Peg Bridge (5-12) DB	1		4,440.00	4,440.00
244199A	Rope Climb (5-12) DB1	1		3,575.00	3,575.00
244200A	Spiderwalk (5-12) DB1	1		17,335.00	17,335.00
244192A	Vertical Cargo Net (5-12) DB1	1		7,365.00	7,365.00
174018A	Belt Seat w/Chains ProGuard Chains for 8' Beam Height	9		160.00	1,440.00
237296A	Friendship Swing w/single Post swing frame 52" bury	1		3,590.00	3,590.00
177351A	Molded Bucket Seat w/Harness & ProGuard Chains for 8' Beam Height	1		1,090.00	1,090.00
173592A	Oodle Swing	1		7,015.00	7,015.00
177344A	Single Post Swings, 8' Beam Height	1		1,810.00	1,810.00
177345A	Single Post Swing Frame 52" Bury Additional Bay 8' Beam Height Only	4		1,290.00	5,160.00
Shipping	Shipping	1		9,000.00	9,000.00
discount	Special Discount for purchase using Sourcewell			-30,986.40	-30,986.40

Proposal Good For 30 Days  
 Shipping Time: 10 weeks  
 Ship Via: Common Carrier  
 Please call 24 hours prior to delivery: \_\_\_\_\_

Customer signature below constitutes a purchase order.

<b>Subtotal</b>	\$365,343.60
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$365,343.60

Penchura, LLC, 889 S. Old US 23 Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:  
**Penchura, L.L.C.**  
**889 S. Old US 23**  
**Brighton, MI 48114**

# Proposal

Date	Project #
11/16/2023	23-1634-2

<b>Bill To</b>
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

<b>Ship To</b>
MRC

<b>Customer Contact</b>	<b>Customer Phone</b>	<b>Customer Fax</b>	<b>Terms</b>	<b>P.O. No.</b>	<b>Rep</b>
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Installation	Meadows Installation Professional Certified Installation Install all of the play equipment and signs shown on the Penchura design drawing #: 1179608-01,	1		126,500.00	126,500.00
Stone Base	Provide 3,217 SF at a depth of 4" in the circular Crab Trap area	1		10,625.00	10,625.00

Proposal good for 30 days.  
 Ship Via: common carrier  
 Delivery contact name and number: \_\_\_\_\_

Customer signature below constitutes a purchase order.

\_\_\_\_\_

<b>Subtotal</b>	\$137,125.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$137,125.00

**Credit Card fee of 3% on all purchases over \$2,000.00**

**AMX fee of 5% on all purchases over \$2,000.00**

889 S. Old US 23, Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:  
**Penchura, L.L.C.**  
**889 S. Old US 23**  
**Brighton, MI 48114**

# Proposal

Date	Project #
11/16/2023	23-1634-1

<b>Bill To</b>
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

<b>Ship To</b>
MRC

<b>Customer Contact</b>	<b>Customer Phone</b>	<b>Customer Fax</b>	<b>Terms</b>	<b>P.O. No.</b>	<b>Rep</b>
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Forever Lawn	Meadows Surfacing				
Forever Lawn	Fitness Area Turf	1		160,283.00	160,283.00
Forever Lawn	Forever Lawn Playground Area	1		251,036.00	251,036.00
	*provide and install 100% plastic perimeter boards, provide and install 3-4 inches of limestone drainage base, provide and install 2" Safety Foam Pro for a max fall height of 8', provide and install 3" Safety Foam Pro for a max fall height of 10', provide and install 1" Safety Foam Pro combined with 4" of chunk rubber for a max fall height of 12', provide and install Playground Grass Ultra installed with micromechanical seam tape reinforced with a bead of urethane glue, trimmed and stapled with stainless steel staples, final groomed with .075 of rubber infill as needed. Note; sub base must be 7 inches below finish grade and 90% compacted.				
	*50% deposit required for turf upon acceptance. Price does not include prevailing wage or any backfilling or work outside the turf area.				
PIP - Safety Su...	PIP - Poured In Place Safety Surfacing	3,216		23.00	73,968.00

Proposal good for 30 days.  
 Ship Via: common carrier  
 Delivery contact name and number: \_\_\_\_\_

Customer signature below constitutes a purchase order.

<b>Subtotal</b>	\$485,287.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$485,287.00

**Credit Card fee of 3% on all purchases over \$2,000.00**

**AMX fee of 5% on all purchases over \$2,000.00**

889 S. Old US 23, Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:  
**Penchura, L.L.C.**  
**889 S. Old US 23**  
**Brighton, MI 48114**

# Proposal

Date	Project #
11/16/2023	23-1634-3

<b>Bill To</b>
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

<b>Ship To</b>
MRC

<b>Customer Contact</b>	<b>Customer Phone</b>	<b>Customer Fax</b>	<b>Terms</b>	<b>P.O. No.</b>	<b>Rep</b>
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Misc	Meadows Multi-Sport Field Agorespace - STRUCTURE & SPORTS EQUIPMENT * Steel treated with Triplex process: galvanization + cataphoresis + thermo-lacquering with a self cleaning painting integrating Teflon * Posts and infill panel made of steel : 2 low fences + 2 First Sportswalls * Exclusive assembly system: - Most of weldings have been eliminated - Integration of vibration dampeners (thermoplastic elastomer) * Anodised aluminum large handrail allowing spectators to sit-down * Inox screws and bolts recessed and covered by anti-vandal plugs * 2 football-handball goals (3m x 2m) equipped with reinforced goal nets covering the back + half sides or galvanised steel bars covering the back of goal * Goal nets fixed with a high-resistance exclusive system (steel bars) * 2 height-adjustable basketball sets with hoops resisting to 640 kg load (3 heights: 2,65m, 2,85m and 3,05m) * Rules of the game display board * Start'up kit bag composed of 4 balls adapted to the use on a multisports pitch (futsal, soccer, basket) + 12 jumpers (2 different colours)	1		46,236.00	46,236.00
Misc	Agorespace - PAIR OF STEEL MINI GOALS (X2)	1		3,062.00	3,062.00
Misc	Anti-Cylce Bars	1		692.00	692.00

Proposal good for 30 days.  
 Ship Via: common carrier  
 Delivery contact name and number: \_\_\_\_\_

Customer signature below constitutes a purchase order.

\_\_\_\_\_

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

**Credit Card fee of 3% on all purchases over \$2,000.00**  
**AMX fee of 5% on all purchases over \$2,000.00**

889 S. Old US 23, Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:  
**Penchura, L.L.C.**  
**889 S. Old US 23**  
**Brighton, MI 48114**

# Proposal

Date	Project #
11/16/2023	23-1634-3

<b>Bill To</b>
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

<b>Ship To</b>
MRC

<b>Customer Contact</b>	<b>Customer Phone</b>	<b>Customer Fax</b>	<b>Terms</b>	<b>P.O. No.</b>	<b>Rep</b>
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Misc	Agorespace - COORDINATION FOR INSTALLATION BY CHIEF AGORESPACE BUILDER * Workforce for 4 days * Travel from France to NOVI * Accomodation and food for the chief builder	1		9,000.00	9,000.00
Labor	Local installers * 3 local workers to work under the chief builder * Hiring for a skip for evacuation of refuse * Foundations digging and concrete supply * Forklift to unload the container			50,000.00	50,000.00
Misc	I - SYNTHETIC TURF WITH MULTISPORTS LAYOUT *Very dense curly Supersoft grass, not requiring sanding. UV stabilized fibrillated polyethylene yarn - Fiber height 10mm * Multisports line marking to be encrusted for the practice of 8 sports and more: Soccer, Basketball, Handball, Hockey II - TURF RETENTION PROFILE III - LINE CUTTER FOR TURF (one time purchase)			24,536.00	24,536.00
Shipping	Shipping - Estimated			12,500.00	12,500.00

Proposal good for 30 days.  
 Ship Via: common carrier  
 Delivery contact name and number: \_\_\_\_\_

Customer signature below constitutes a purchase order.

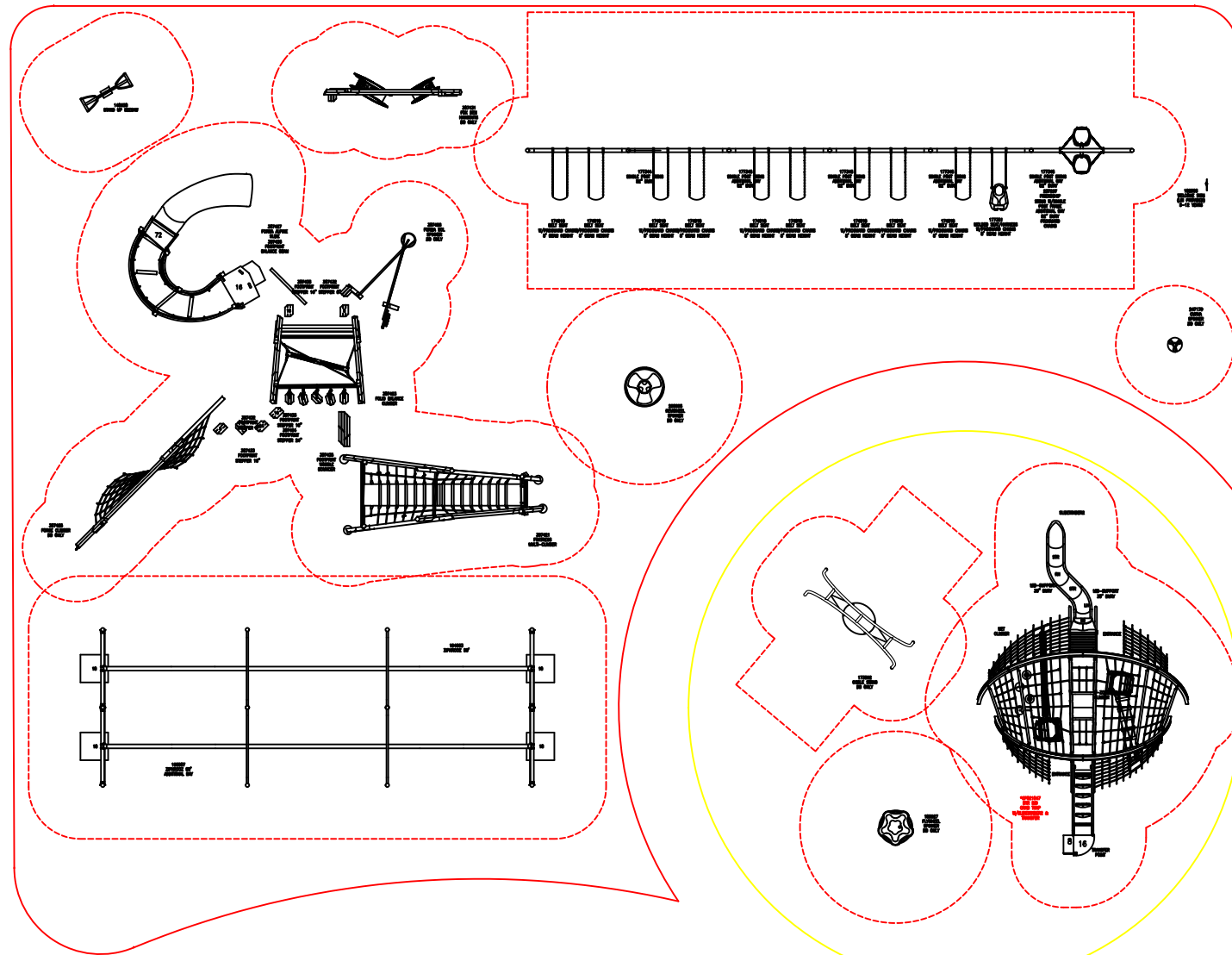
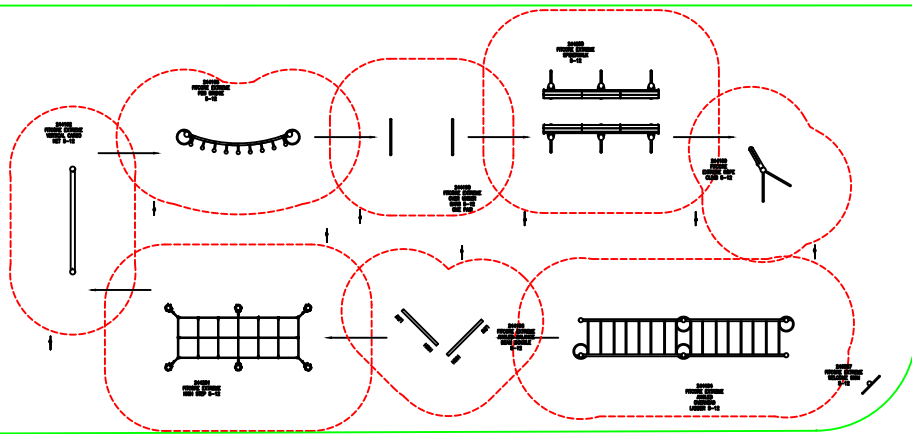
\_\_\_\_\_

<b>Subtotal</b>	\$146,026.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$146,026.00

**Credit Card fee of 3% on all purchases over \$2,000.00**

**AMX fee of 5% on all purchases over \$2,000.00**

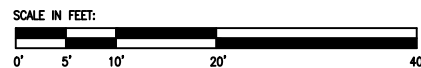
889 S. Old US 23, Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Forma  
5-12 years  
Max Fall Height 105 inches  
TOTAL SQUARE FOOTAGE  
TURF: 17,338 SF

TOTAL ELEVATED PLAY COMPONENTS	4		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	4	REQUIRED	2
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	41	REQUIRED	1
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	20	REQUIRED	20

Estimated manufacturing time:  
6 weeks from the time of  
LSI order acceptance, or receipt of  
SkyWay's release of fabrication  
form if applicable.



Novi Meadows Elementary  
Novi, MI

Penchura, LLC  
Lance Shipman

SYSTEM TYPE:  
Forma/FitCore  
DRAWING #:  
PEN1179608-01



SLR  
landscape  
structures



The play components identified on this plan are IPEMA certified. (Unless model number is preceded with \*) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit [www.ipema.org](http://www.ipema.org)

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

AREA OF ACCESSIBLE/PROTECTIVE SURFACING (POURED-IN-PLACE SUGGESTED)  
3,217 SF

DESIGNED BY:  
AH

COPYRIGHT: 10/5/2023  
LANDSCAPE STRUCTURES, INC.  
601 7th STREET SOUTH - P.O. BOX 198  
DELANO, MINNESOTA 55328  
PH: 1-800-328-0035 FAX: 1-763-972-6091

Date	Previous Drawing #	Initials



Novi Meadows Elementary

Color Option 1 • 11.14.2023





Novi Meadows Elementary

Color Option 1 • 11.14.2023





Novi Meadows Elementary

Color Option 1 • 11.14.2023

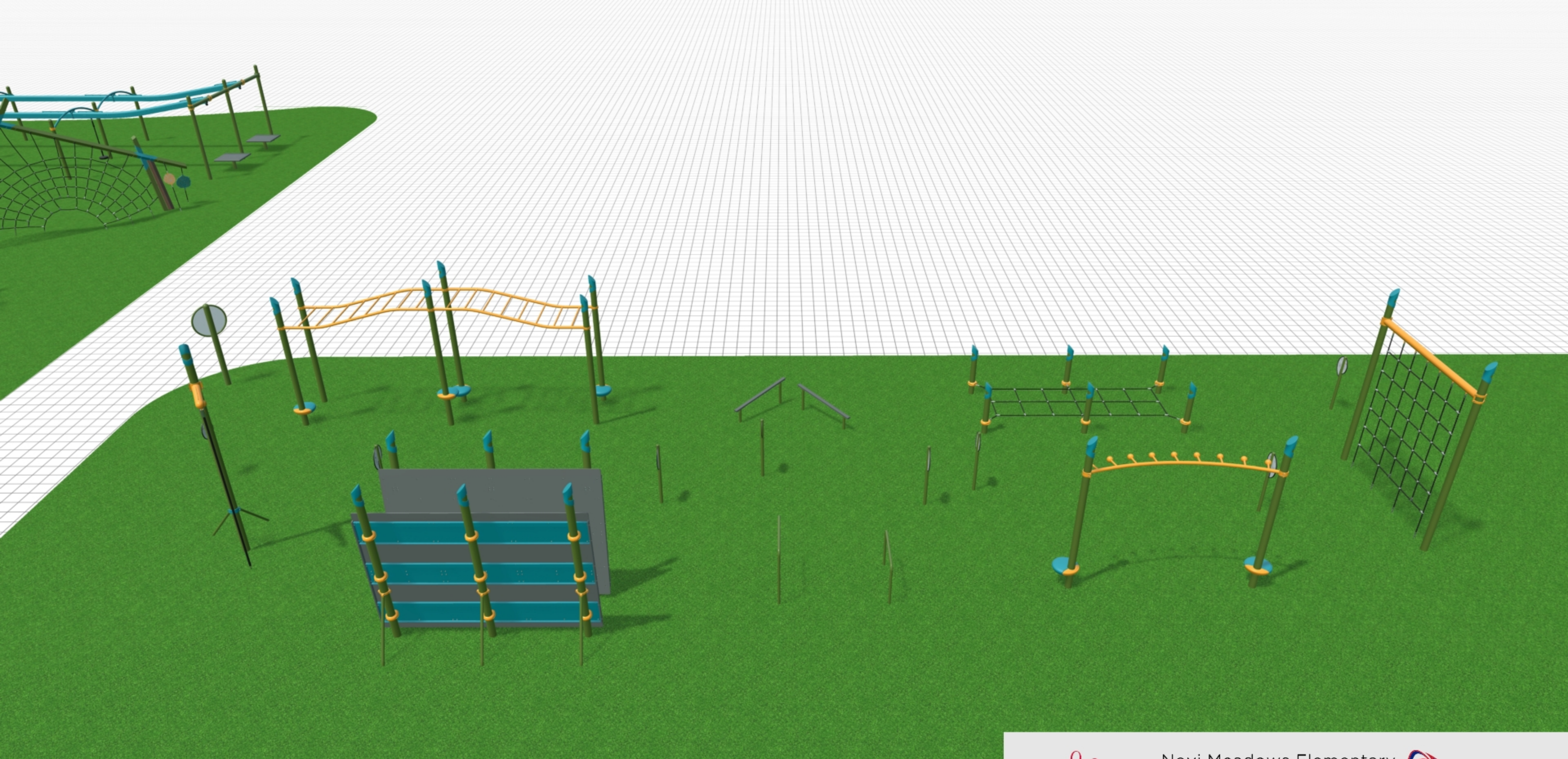




Novi Meadows Elementary

Color Option 1 • 11.14.2023





Novi Meadows Elementary

Color Option 1 • 11.14.2023



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 18, 2024**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: Novi Meadows A/V Screen Purchase**

IDS, the District's technology team, administration, and the architect, worked together to identify an A/V system that would meet the needs of the new Novi Meadows Cafeteria and gymnasium. On Thursday, December 7, 2023, bids were opened and publicly read. Post bid interviews were conducted and Advanced Lighting and Sound (ALS) met the requirements for the project as specified.

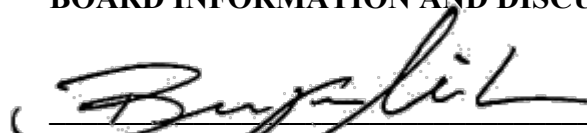
Tonight, IDS is recommending the Meadows Large-Format A/V project be awarded to ALS in the amount of \$126,018.00 for the base bid and warranty upgrade.

IDS also recommends a district managed 15% contingency of \$18,903.

The total award for this project is \$144,921.00.

This will come back for approval at the February 22, 2024 Board meeting.

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

  
\_\_\_\_\_  
**Ben Manka, Superintendent**

December 20, 2023

Mr. Devin Kling  
 Novi Community School District  
 Assistant Superintendent of Business and Operations  
 Educational Services Building  
 25345 Taft Road  
 Novi, MI 48347

Project Name: Novi Community School District  
 Novi Meadows Large-Format A/V  
 Novi, Michigan

IDS Project No.: 19244-1000 BP05

Dear Mr. Kling

As part of the 2019 School Bond approved by the Novi community, IDS, working with the district's technology team, administration, and architect, developed plans and specifications to acquire and install the Large-Format A/V, systems for the New Novi Meadows cafeteria and gymnasium.

The team worked together to gather and identify the Large-Format A/V system needs for the new Meadows cafeteria and gymnasium. This project includes the installation and appropriate configuration of:

- Large-format projectors and screens
- Audio systems
- Audio/Video Control systems

IDS issued the Request for Bids (RFB) on Tuesday, November 14, 2023.

On Thursday, December 7 at 2:00 PM, bids were opened and publicly read. Four firms submitted bids: Tel Systems, Advanced Lighting and Sound (ALS), Digital Age Technologies, Inc (DAT) and Moss Audio.

Received base bids were as follows:

Bidder's Name	Bid Bond	Familial Disclosure	Affidavit of Compliance	Base Bid	MA 1
Tel Systems	Yes	Yes	Yes	\$146,808.85	-\$5,212.37
ALS	Yes	Yes	Yes	\$124,846.00	-\$5,910.91
Moss	Yes	Yes	Yes	\$128,846.56	-\$5,381.79
DAT	Yes	Yes	Yes	\$130,359.00	-\$11,088.06*

\* DAT's mandatory alternate amount did not account for the replacement of the scissor lift with a fixed lift and represents the scissor lift deduction only.

The RFP design allowed vendors to submit proposals that utilized a variety of approved manufacturers' products to provide a system that meets the district's desired outcomes.

On Thursday, December 14, 2023, IDS and the district's technology team conducted post-bid interviews with each vendor.

The apparent low bidder, ALS, met the requirements of the project as specified and designed. References for the proposed solutions were contacted and considered in the evaluation process.

Mr. Devin Kling  
IDS Project No. 19244-1000 BP05  
December 20, 2023  
Page 2

ALS proposed a voluntary alternate (V.A. No. 2) to upgrade the warranty of the gymnasium projector to a 5-year whole unit exchange warranty for \$1,172.00. We recommend the Board of Education approve this warranty upgrade as part of the overall award. Please note that the cafeteria projectors come standard with a 5-year warranty.

Funding for this project is from the 2019 Technology Bond Fund – Construction Related Technology allocation.

IDS recommends award of the Meadows Large-Format A/V project be awarded to ALS in the amount of \$126,018.00 for the base bid and warranty upgrade.

IDS also recommends a district managed 15% contingency of \$18,903.

The total award for this project is \$144,921.00. This project is within the district allocation for Construction Related Technology.

Thank you for your attention to this matter. If you need further assistance, please contact me.

Sincerely,

Integrated Design Solutions, LLC

A handwritten signature in black ink, appearing to read "Matt McCarty", with a long horizontal flourish extending to the right.

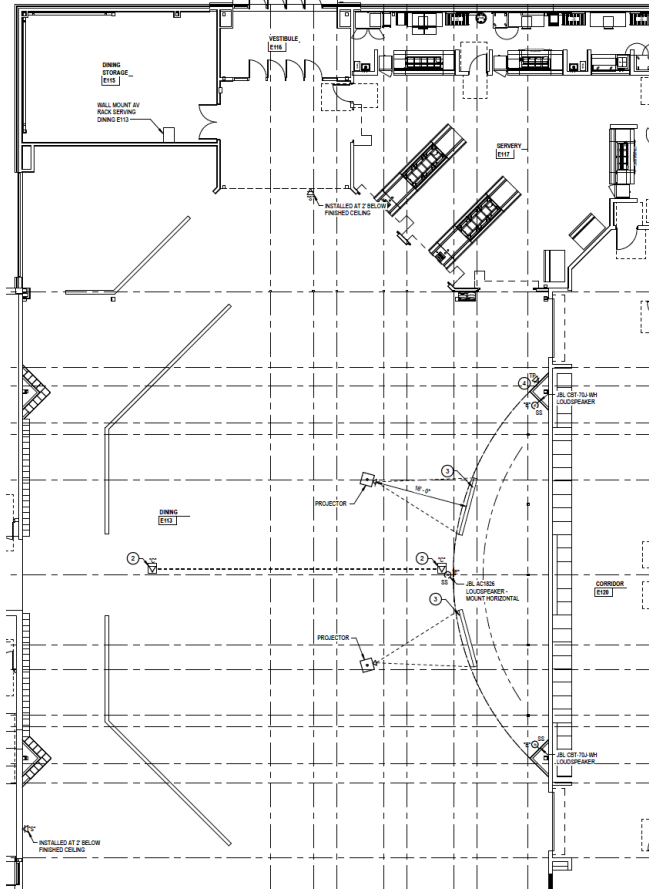
Matt McCarty, PMP  
Project Manager

cc: File

ec: J. Smith, NCSD  
L. Whiteside, NCSD  
K. Donnelly, PM

F:\2019\19244\1000\Corr\Construction\BP05\LTR001

## Meadows Cafeteria



## Meadows Gymnasium



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 18, 2024**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Owner's Representation

For the 2019 Bond, the Novi Community School District Board of Education engaged the Owner's Representative Services of Plante Moran Cresa, LLC ("PMC"), now known as Plante Moran Realpoint, LLC ("PMR"). The District is looking ahead toward a new 2025 Bond and Owner's Representative for this Bond.

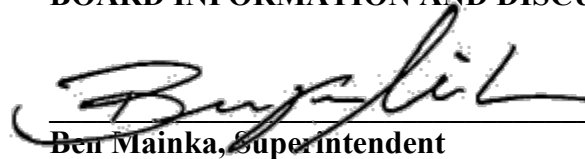
In December 2023, the District administration put out an RFP for companies that might be interested in being the District's Owner's Representative. Plante Moran Realpoint, LLC ("PMR") has presented the District tonight with their Owner's Representative Services 2025 Bond Program Proposal.

The District previously engaged Plante Moran Realpoint, LLC ("PMR") in 2014 and in 2019, as owner's representative for projects funded by a capital improvement bond program through a competitive bid process.

Because this was a successful partnership, the administration is recommending Plante Moran Realpoint, LLC ("PMR") to provide owner's representative services in connection with the School District's 2025 Bond Projects.

This is presented for information and discussion this evening, and will come back for approval at the February 22, 2024 Board meeting.

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

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



December 21, 2023

# Owner's Representative Services 2025 Bond Program

*Novi Community School District*



# Table of contents

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## Main point of contact

Kevin Donnelly

Senior Vice President

[Kevin.Donnelly@plantemoran.com](mailto:Kevin.Donnelly@plantemoran.com)

(248) 603-5326



SECTION 1

# Cover letter

25345 Taft Road Novi, Michigan 48374

Dear Mr. Kling,

Thank you for allowing Plante Moran Realpoint (PMR) the opportunity to submit our proposal for Owner's Representation services to the Novi Community School District (NCSD). Our goal is to provide a suite of services that will work in harmony with your organization, and to be your trusted advisor for this important engagement. We believe PMR can provide Novi Community School District with the most comprehensive and experienced team to conduct this process and build on the work undertaken by NCSD and PMR to date.

Our experience, coupled with a long history of working with NCSD and K-12 clients, uniquely positions our team to provide exemplary services to the District. Teaming with our firm offers the following benefits to NCSD:

**Unequaled Michigan K-12 capital project experience:** To successfully manage your anticipated capital program, NCSD requires the best. PMR is the leading owner's representation firm for K-12 school districts in the State of Michigan, having led capital bond planning/programs for more than 35 school districts throughout the state. Our team is currently implementing more than \$3.5 billion of capital programs for many of Michigan's largest districts, including:

- Novi Community School District
- Warren Consolidated Schools
- Livonia Public Schools
- Woodhaven-Brownstown School District
- Detroit Public Schools Community District
- Bloomfield Hills Schools

**Relevant owner's representation capabilities:** In addition to unparalleled K-12 experience, PMR has written the book on capital project success in Michigan, helping clients manage billions of dollars in capital programs across many corporate and public sector industries simultaneously with our robust K-12 practice. Additional capital projects relevant to NCSD include:

- Northwestern Michigan College
- The Hawk Farmington Hills Community Center

Plante Moran Realpoint brings NCSD the best of both worlds — experience working with the District and specialization matched with local presence and market knowledge; we are confident that our efforts will provide a successful program outcome for NCSD. We look forward to discussing our proposal with you to ensure your goals, objectives, and vision are realized during this important program. Please do not hesitate to contact us with any questions.

Sincerely,



Gregory P. VanKirk, CPA | Partner  
Greg.VanKirk@plantemoran.com | (248) 223-3395



Kevin Donnelly | Senior Vice President  
Kevin.Donnelly@plantemoran.com | (248) 603-5326



SECTION 2

# Experience & qualifications

# Firm overview

## Plante Moran Realpoint introduction

Plante Moran Realpoint is a comprehensive, full-service real estate consulting and program management/owner's representative firm delivering successful capital projects concept through completion.

We are affiliated with Plante Moran, one of the nation's largest public accounting and business advisory firms.

We have served as an independent owner's representative for more than 25 years, working on an average of \$5 billion per year in program management across a variety of industries. PMR's unequalled K-12 capital project experience offers the collective bond planning/project management experience and is currently helping school districts complete more than \$3.5 billion in K-12 client work. PMR is built on a foundation of integrity and independence. We advocate solely for our clients at all times. As your unbiased advisor, we bring dedicated resources, proven processes, and deep experience to guide you in making the right strategic, financial, and mission-driven decisions.

We bring a team of true industry experts

Our team of professionals brings a broad background of experience and skills. We serve as an extension of an organization by creating a customized team dedicated to addressing your evolving needs. Our team members have previous experience as:

- |                        |                                |                                 |
|------------------------|--------------------------------|---------------------------------|
| ✓ Accountants/CPAs     | ✓ Development Specialists      | ✓ LEED-Accredited Professionals |
| ✓ Architects           | ✓ Engineers                    | ✓ Project Managers              |
| ✓ Attorneys            | ✓ Financial Analysts           | ✓ Real Estate Professionals     |
| ✓ Construction Experts | ✓ FF&E Procurement Specialists | ✓ Relocation Managers           |

Scalable to any industry and size

Our clients span corporate offices to K-12 schools, single buildings to global portfolios. You get the full depth and breadth of our expertise, no matter the industry or scale of the project.



## Real estate & construction “department for hire”

We seamlessly integrate into your organization, providing leadership for any real estate or construction project through a single point of contact.

Our services include:



### Real estate consulting

- Development advisory & feasibility
- Incentives
- Public-private partnerships
- Market studies
- Facility condition assessments
- Workplace



### Real estate transactions

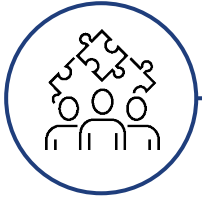
- Portfolio optimization
- Space programming
- Lease administration
- Site Selection
- Tenant & buyer representation (land/facilities)
- Transaction management
- Sale-leasebacks



### Owner representation/ program management

- Project feasibility & delivery methods
- Program budget, schedule, & scope development
- Team selection & procurement
- Design & construction oversight
- Furniture, technology, & equipment coordination

## The Plante Moran Realpoint difference



### Experience you can count on

PMR is currently implementing more than \$3.5 billion worth of capital projects for the public and municipal sectors (i.e., police stations, courthouses, K-12 school buildings, libraries, fire stations, city halls, etc.). This includes the renovation and expansion of more than 500 facilities, with costs ranging in value from \$1 million to more than \$300 million.



### Your trusted advisor

We will represent and advocate on behalf of your organization, which allows us to provide unbiased recommendations throughout the project as your advocate. Your project savings go BACK into your projects, NOT into our pockets.



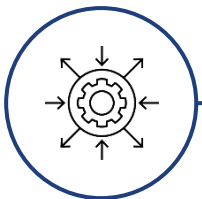
### Custom solutions and unmatched resources

Through our affiliated entity, Plante Moran, we have the resources of more than 3,500 professionals. With such robust team resources, our approach is truly unique in that we customize and create holistic solutions to fit your project needs.



### Knowledge of design and construction professionals

With our local, regional, and national experience in owner's representation and as a program management firm, we have successfully worked with national design and construction firms on a range of projects. We can help your organization identify the right vendors for this project.



### Scalability & business acumen

We offer our clients scalability and an understanding of the business and financial components that make programs successful.



### We understand K-12 public schools

We specialize in working with mission-driven, consensus decision-making bodies. Our experience working on billions of dollars in public projects means we understand the challenges and opportunities these types of projects present.



### We're local

Our headquarters, in Southfield, Michigan, is only 14.9 miles away from NCSD.

## Firm finances

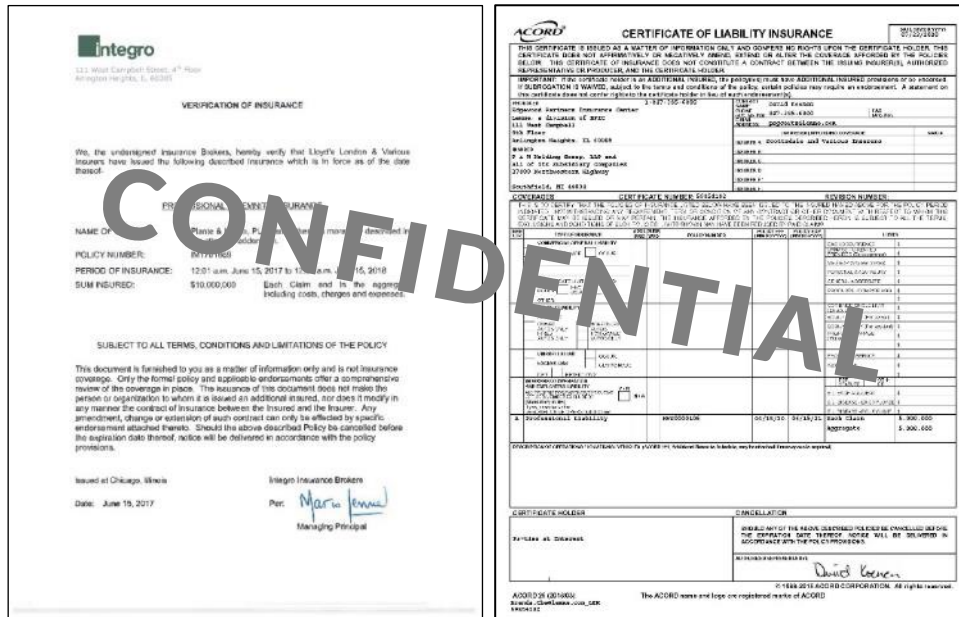
Below is the firm's financial information from the past 5 years.

**PM Realpoint LLC**  
**Financial Information**  
(in thousands)

	Fiscal Year Ending 6/30/2023	Fiscal Year Ending 6/30/2022	Fiscal Year Ending 6/30/2021	Fiscal Year Ending 6/30/2020	Fiscal Year Ending 6/30/2019	Fiscal Year Ending 6/30/2018
<b>Income Statement</b>						
Net Revenue	33,104	29,763	21,521	18,953	24,130	22,355
<b>Balance Sheet</b>						
Current Assets	13,744	13,623	12,233	11,628	14,131	12,921
Total Assets	16,869	16,748	15,450	14,788	17,257	16,042
Current Liabilities	6,252	6,894	5,732	4,117	5,959	6,515
Total Liabilities	6,252	6,894	5,732	4,117	5,959	6,515
Partners Investment	10,617	9,854	9,718	10,671	11,298	9,527

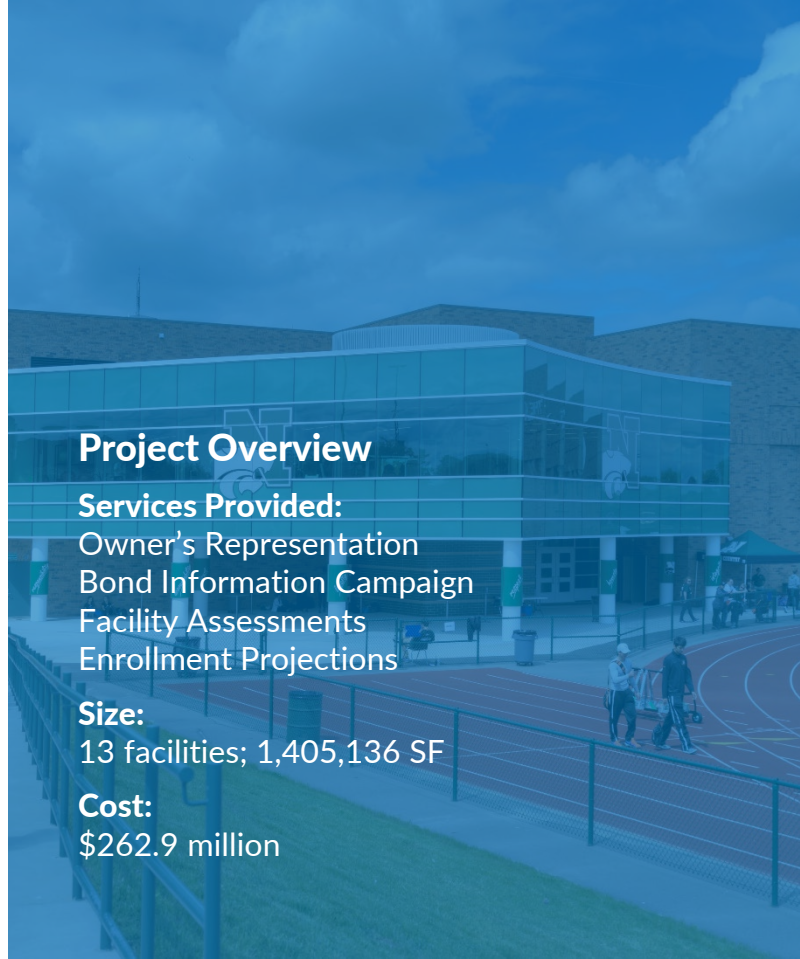
## Insurance information

We carry appropriate levels of commercial liability, automobile liability, excess umbrella liability, and workers' compensation and employer's liability insurance. We carry \$5 million at no additional charge in professional liability (errors and omissions) coverage, underwritten by leading insurers including Lloyd's of London, at amounts commercially appropriate for a firm our size. We are happy to provide verifications of our insurance coverage if we are retained by NCSd.



## Firm information

<b>Legal Name:</b>	Plante & Moran Realpoint, LLC
<b>Headquarters Address &amp; Contact:</b>	3000 Town Center, Suite 100, Southfield, MI 48075 Phone: (248) 223-3500   Fax: (248) 223-3150
<b>Business Organization</b>	PLANTE & MORAN REALPOINT, LLC is owned 50% by P&M HOLDING GROUP, LLP and 50% by REALPOINT MEMBER, LLC. PMR is managed by an executive board consisting of 2 directors from REALPOINT MEMBER, LLC and 2 directors from P&M HOLDING GROUP, LLP. The chairman of the executive committee and president of PMR is a member of REALPOINT MEMBER, LLC.
<b>Year Established</b>	1995
<b>Legal Formation</b>	Limited Liability Company
<b>State of Incorporation</b>	Plante & Moran Realpoint, LLC's Articles of Organization have been filed in the State of Michigan since January 20, 1995.
<b>Firm's Officers</b>	Bill Lichwalla, President & CEO



## Project Overview

### Services Provided:

Owner's Representation  
Bond Information Campaign  
Facility Assessments  
Enrollment Projections

### Size:

13 facilities; 1,405,136 SF

### Cost:

\$262.9 million

## Your district

# Novi Community School District

Located in Oakland County, Novi Community School District (NCSD) consists of eight schools with over 6,500 students. To keep its mission of “a commitment to excellence,” NCSD first engaged Plante Moran Realpoint (PMR) in 2014 as owner’s representative to assist with overseeing a \$70.9 million bond program. After a successful program completion, the district once again engaged PMR in 2019 to assist with a \$192 million bond program that would continue building on the work completed in the last bond program.

PMR guided the district during the bond information campaign, facility assessments, enrollment projections, pre-planning, planning, design, and construction of each project within both

programs. With our team’s assistance, the district has been able to align the scope of both bond projects to fit within the overall budgets.

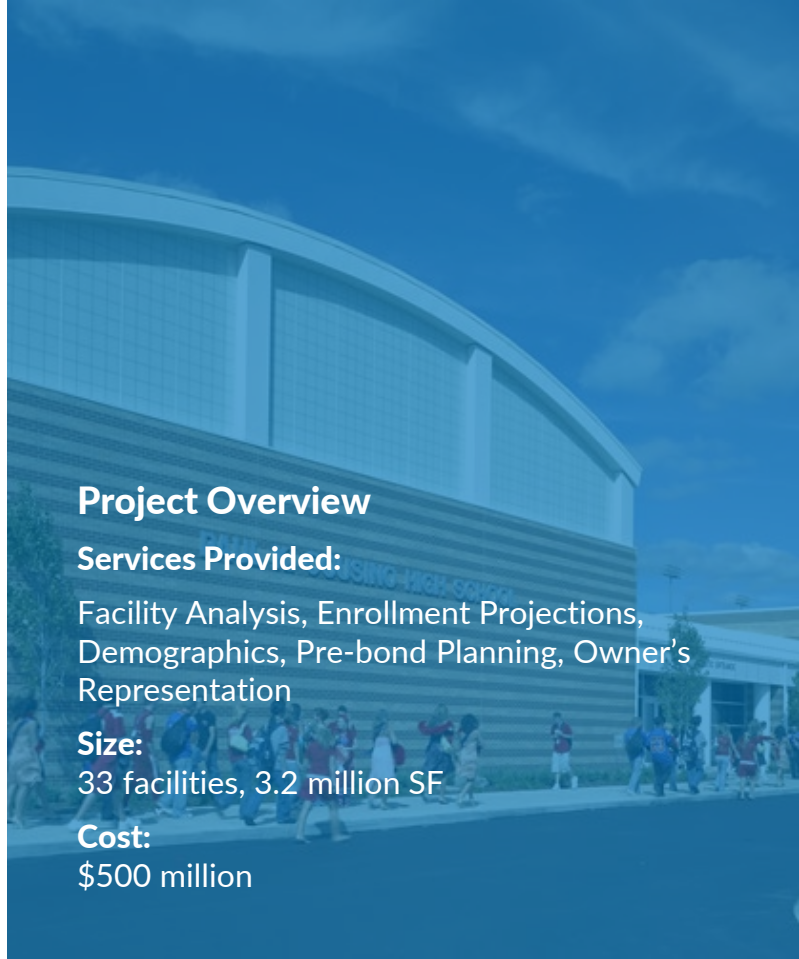
The funds from the 2014 bond were used to address three key areas at each facility: building and site renovations, facility enhancements, and technology upgrades. One major project of the bond program was the design and construction of a 39,000-square-foot Early Childhood Education Center, which opened in 2017. The bond also included significant improvements to infrastructure, HVAC systems, and electrical upgrades across the district.

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The funds from the 2019 bond were used to address site and building renovations, facility enhancements, security enhancements, and technology upgrades. The bond addressed the need for secured entries, building additions, athletic improvements, playground equipment and outdoor learning, and a significant expansion to the Meadows 5th / 6th Grade House. The bond also included significant improvements to infrastructure, resurfaced parking lots, and roof replacements across the district.

The projects from both bond campaigns were completed over an eight-year period, with new bond projects set to begin in 2023.



## Project Overview

### Services Provided:

Facility Analysis, Enrollment Projections, Demographics, Pre-bond Planning, Owner's Representation

### Size:

33 facilities, 3.2 million SF

### Cost:

\$500 million

## Long-term K12 client

# Warren Consolidated Schools

Warren Consolidated Schools (WCS), the tenth largest public school district in Michigan, is committed to offering the best educational environments through a thoughtful, planned approach to capital planning. To help reach that goal, WCS has engaged Plante Moran Realpoint (PMR) since 2000 for bond planning and owner's representative services for four bond programs totaling more than \$500 million of site work, renovations, and new construction across 35 facilities.

The 2000 voter-approved bond program included \$150 million to address aging facilities, improve learning environments, and support energy-efficient operations across the district. Projects included extensive additions at all three high schools, new

secure entrances, and gymnasium additions at the elementary schools.

The 2009 voter-approved bond program encompassed \$65 million in site work, roof replacements, technology, safety and security upgrades, new buses, and building renovations.

The 2016 voter-approved bond program was a \$135 million program for technology and infrastructure updates; building renovations; safety and security improvements; site work, athletic, and playground improvements; and bus, furniture, and equipment replacements across the district.

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The 2022 voter-approved bond program is a \$150 million program focused on HVAC improvements, technology, and infrastructure updates; safety and security improvements; site, athletic, playground, and performing arts improvements; and equipment replacements across the district.

As a trusted advisor, PMR's first step is always to help our clients understand the scope of their capital needs and financial capabilities. Before guiding the bond application process, we helped WCS assess, articulate, and prioritize those needs into a long-term capital plan through sophisticated analyses of pupil enrollment projections, facility condition assessments, and building utilization studies. We also helped the district identify and assess all of its financing options to determine reasonable budgets for any proposed projects. Regular updates to this capital plan have kept the district's goals and budgets aligned over the years.

In each engagement, we have helped the district communicate the capital plan to the community. With the bonds successfully passed, PMR leveraged our experience working on billions of dollars of development projects to support the district's staff, architects, and construction managers throughout design and

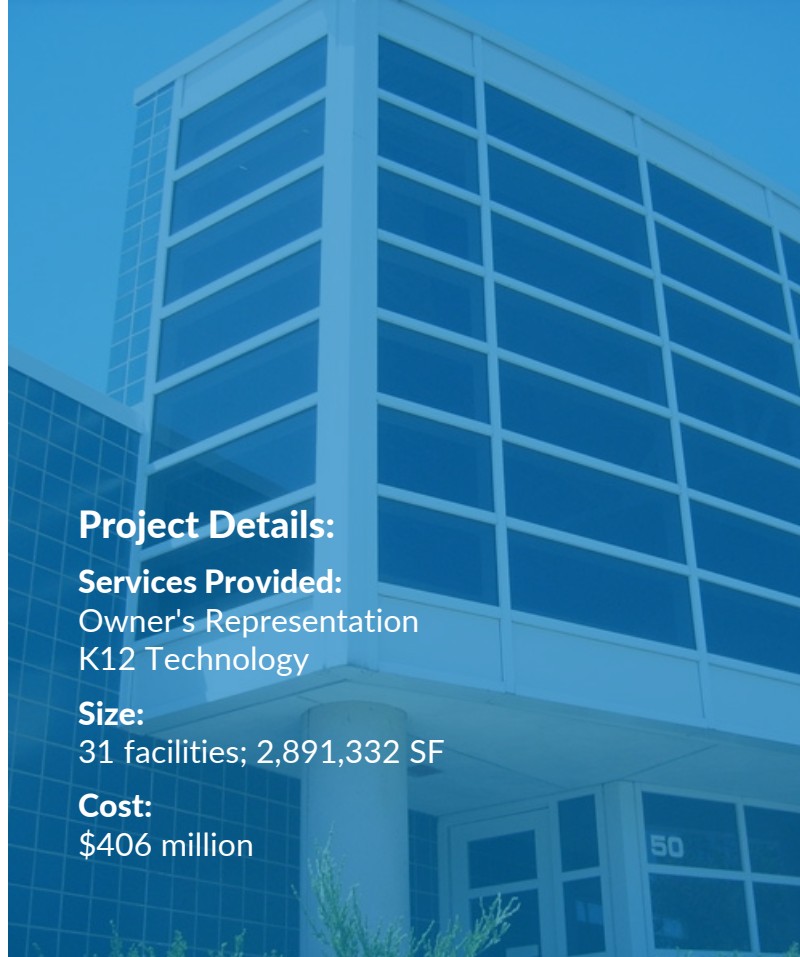
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construction. Our team gave WCS transparency into the bond programs' progress and fostered a collaborative team environment that ensured the programs' budget, schedule, and quality goals were met or exceeded.

Throughout our engagements with WCS, PMR executed strategies to meet numerous detailed tracking requirements for the district to benefit from multiple funding sources and maximize the use of funds. We also helped WCS complete projects ahead of schedule, resulting in savings that the district then reinvested into additional scope. All work so far (planned and additional) was completed on time and under budget while minimizing disruption and program risk.

With our proven process and dedicated team, PMR is proud to continue to work with WCS to help them meet their short-term and long-term capital needs now and in the future.



### **Project Details:**

#### **Services Provided:**

Owner's Representation  
K12 Technology

#### **Size:**

31 facilities; 2,891,332 SF

#### **Cost:**

\$406 million

## *Major performing arts improvements*

# Livonia Public Schools

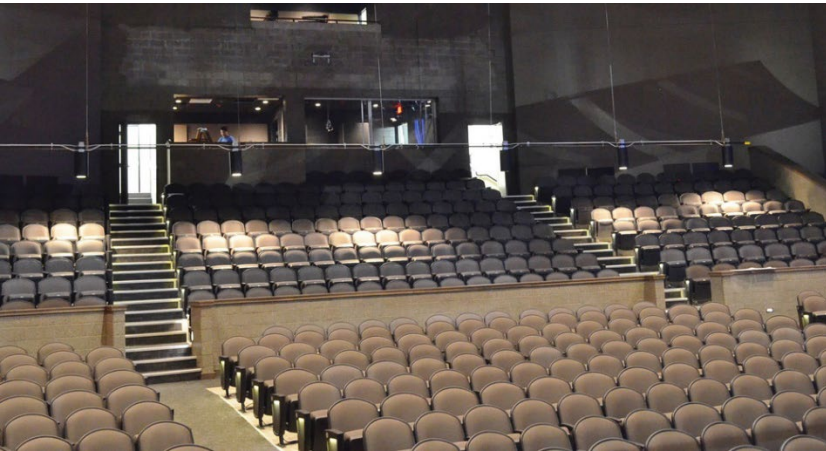
As the ninth largest school district in Michigan, Livonia Public Schools (LPS) aims to provide innovative, future-forward offerings to its students and community. For more than a decade, Plante Moran Realpoint (PMR) has helped LPS develop modern learning facilities that support the district's mission.

In 2012, LPS's academic buildings were in need of updates, but the recession and state budget cuts were still top of mind to voters. The school board engaged PMR to thoroughly understand the condition and usage of its facilities and assist with developing, communicating, and executing a bond proposal in 2013.

Following a successful \$195 million bond campaign, PMR acted as owner's representative, guiding the district through procuring multiple architectural, construction, professional firms, and other vendors for the five-year program.

We oversaw design and construction, using an online program management system to ensure all parties collaborated together to share real-time project data. In addition, Plante Moran's K12 technology consulting team assisted the district with \$26 million in computer, learning device, and network upgrades.

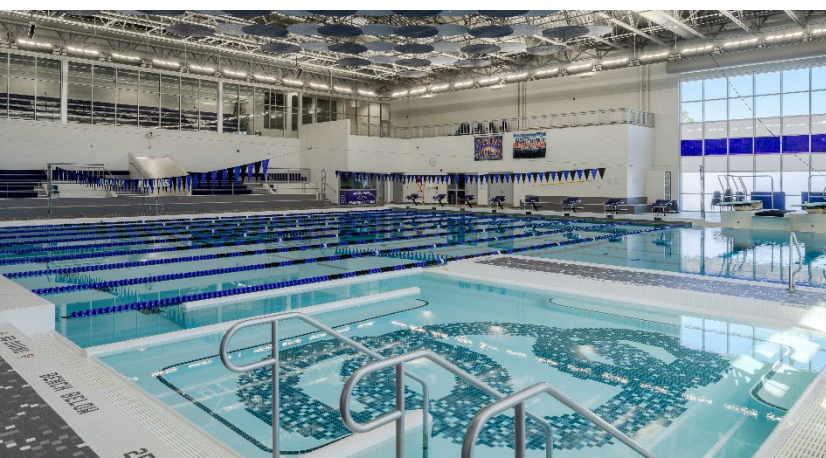
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Our planning and oversight ensured the district's funds were well managed to complete the program's entire scope, which included two new performing arts center additions at the high schools and district-wide renovations to improve security, infrastructure, technology, temperature control systems, lighting, windows, flooring, and aesthetics.

As LPS's trusted advisor, PMR was also engaged to help oversee the \$25 million sinking fund, taking an active role in planning and executing projects such as roofing, parking lots, boiler replacements, and athletic field improvements. Throughout this time, we were also re-engaged several times to update the district's facility condition assessment, building utilization study, and capital plan so the school board could remain proactive in addressing the district's capital needs.

In 2021, voters approved a \$186 million bond proposal to improve and upgrade LPS's classrooms, technology, and security. PMR was once again engaged to help with pre-bond planning and owner's representation. Included in the bond was the addition of a new 19,000-square-foot robotics center addition to the Livonia Career Technical Center (LCTC), which houses multiple trade and alternative classes. The addition includes two robotics labs, additional flex classrooms, student collaboration areas, a glass-front corridor, medical simulation labs, and more. Also funded by the bond was a new 70,000-square-foot Early Childhood Education Center.



### **Project Details:**

#### **Services Provided:**

Owner's Representation  
Pre-Bond Planning  
Pupil Enrollment Projections  
Facility Assessments  
Building Utilization Studies  
Demographics Analyses  
Capital Plan Development

#### **Size:**

8 facilities; 865,000 SF

#### **Cost:**

\$206 million

### *Major athletic improvements*

# Woodhaven-Brownstown School District

Woodhaven-Brownstown School District (WBSD) consists of eight schools with more than 5,500 students. Over the last decade, WBSD has worked with owner's representative Plante Moran Realpoint (PMR), formerly Plante Moran Realpoint, to become a "Destination of Excellence" by upgrading and modernizing its school facilities at no additional taxes for residents.

PMR was first engaged in 2013 to assist the district in assessing its facility needs and developing an inspiring vision for the future of its school buildings. With a long-term capital plan in place, our bond communications team helped WBSD procure funding for facility upgrades, first through a \$57

million bond program and \$5 million sinking fund in 2015 and again through a \$144 million bond program in 2021.

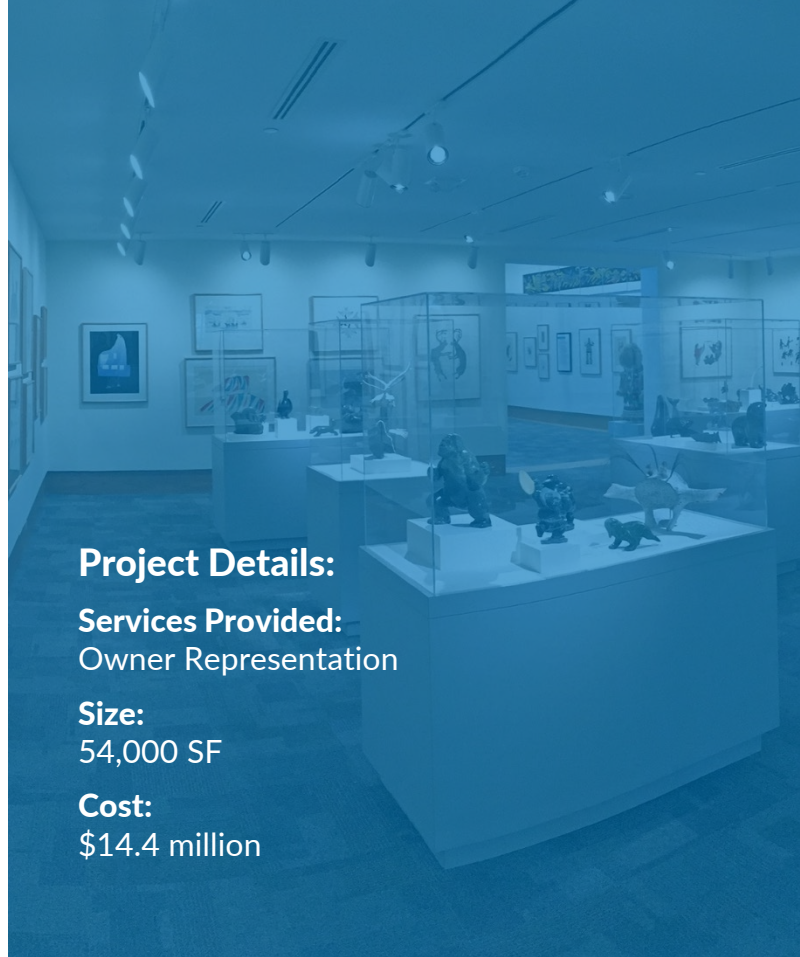
PMR was retained as owner's representative. Our role was to provide expertise to guide the district during the pre-planning, planning, design, and construction of each project within the programs, ensuring the overall scopes and goals were met.

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Major projects PMR helped plan or complete over the last decade of service include:

- Safety and security upgrades
- New gymnasium, natatorium, and technology wing at Woodhaven High School
- Career technical education spaces
- Collaborative learning spaces
- Parking lot upgrades
- Furniture and equipment upgrades
- New fieldhouse
- Technology upgrades
- Media center renovations
- Collaborative outdoor classroom areas
- New baseball/softball complex



### Project Details:

**Services Provided:**  
Owner Representation

**Size:**  
54,000 SF

**Cost:**  
\$14.4 million

## State-of-the-art facilities

# Northwestern Michigan College

In 2016, Northwestern Michigan College (NMC) embarked on a five-year, \$30 million capital plan to implement renovations and building additions across the campus. NMC engaged Plante Moran Realpoint (PMR) to act as its owner's representative at the start of these projects.

PMR was involved in the successful construction of two major buildings as a part of the improvement plan:

- In 2017, PMR oversaw the design and construction of a modern student housing building, the only residential building constructed on the campus in the last 40 years.
- In 2019, the college completed the renovation of

the Dennos Museum Center with an 11,000 square foot addition, guided by PMR.

With the success of previous programs, NMC board members were more than satisfied with the services provided by PMR and elected to partner with the firm for the college's third major project, a new innovation center.

NMC commissioned PMR to act as an owner's representative and help the college manage the budget and schedule for the new \$14.4 million project, which included a split investment from the state of Michigan and NMC donors.

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PMR provided NMC with a high level of expertise, deep design and construction knowledge, and strong resources to do the following throughout the two-year project:

- Coordinating project scope with allocated budget
- Procuring architects, construction managers, and other contracted firms in alignment with NMC’s project goals
- Facilitating communication between NMC stakeholders and construction and design teams
- Establishing a recovery plan amid the pandemic to ensure timely project completion

As a result of the oversight provided by PMR, the West Hall Innovation Center officially opened its doors in September 2020. The 54,000-square-foot center hosts a multi-story library and several dynamic learning spaces for students. The new facility will also house two cafés, a technology help desk, the campus safety and security department, and the college radio station. Community members have expressed their delight with the new building; they are confident that it will serve the students, faculty, and the surrounding community for years to come.

With the opening of the new West Hall Innovation Center, the campus’s major renovations have been completed. Plante Moran Realpoint is proud to have partnered with the NMC community in bringing this state-of-the-art building to life.



### **Project Details:**

#### **Services Provided:**

- Owner Representation
- Assisted With Contractor Selection
- Design
- Pre-Construction
- Construction Oversight Services
- Building Commissioning
- Project Close Out

#### **Size:**

244,000 SF

#### **Cost:**

\$27 million

### *State-of-the-art facilities*

# The Hawk Farmington Hills Community Center

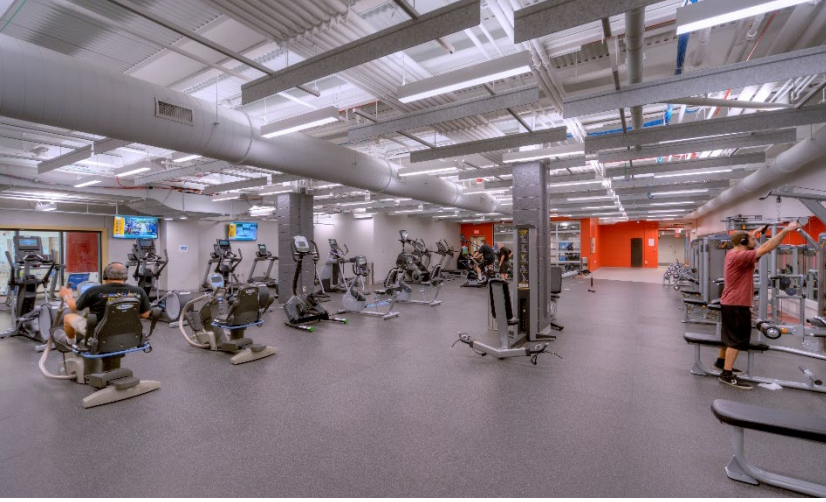
The residents of Farmington Hills, Mich., were not satisfied with their current community center, which was in need of updates due to the age of the building. The city heard these complaints and made plans to convert a former high school into a new, state-of-the-art community center for residents to enjoy. The city of Farmington Hills engaged Plante Moran Realpoint (PMR) to provide owner's representative services to oversee the project's budget, scope, and schedule throughout the three-year renovation.

PMR's value was first recognized during the planning phase of the project, when our team identified a new funding source to help offset the

cost of demolition. With additional funding secured, increasing the total budget of the project to \$27 million, additional critical-need items could be included in the project scope.

During design and construction, PMR helped the city prioritize needs, oversee project team activities, and guide solution development when challenges threatened the project. For example, the project team encountered issues with repainting an exterior metal deck. PMR coordinating additional due diligence to identify the issue and worked with the construction manager on enacting a timely and cost-efficient solution.

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PMR's ability to develop creative solutions for challenges, generate effective and creative value engineering results, and mitigate unnecessary or duplicative costs throughout the project saved the city well over \$1 million on the project overall. PMR provided the city of Farmington Hills with a high level of expertise to assist throughout the design, preconstruction, construction, and closeout phases of the project.

With PMR's guidance as owner's representative, the city of Farmington Hills was able to turn the former school building into an asset the community can continue to enjoy. The Hawk Farmington Hills Community Center, which opened in the summer of 2021, houses an aquatics center, fitness area, auditorium, café, and multipurpose room available for all residents to use.

## Extensive K-12 experience: significant programs and current clients

The following are similar bond programs that PMR has worked on in the last 15 years :

- ☆ Detroit Public Schools \$1.2 billion
- ☆ Farmington Public Schools \$229 million
- ☆ Warren Consolidated Schools \$500 million
- ☆ Bloomfield Hills Schools \$200 million
- ☆ Birmingham Public Schools \$260 million
- ☆ Grand Rapids Public Schools \$200 million

The following are active K12 programs that PMR is currently working on, totaling \$3.5 billion managed by 100+ PMR professionals. The projects below are in various states of completion and PMR is confident in our staffing and commitment to Novi Community School District.

Project Name	Current Budget
Birmingham Public Schools	198,267,146.37
Bloomfield Hills Schools	200,936,353.11
Caledonia Community Schools	88,090,000.00
Dearborn Heights School District #7	6,512,680.00
Detroit Public School Community District	644,546,580.96
DeWitt Public School District	66,030,000.00
Farmington Public School District	105,768,216.20
Grand Rapids Public Schools	203,027,284.78
Grosse Ile Township Schools	72,390,000.00
Grosse Pointe Public School System	124,635,278.68
Harbor Springs Public Schools	41,850,000.00
KRESA CTE Center	99,500,000.00
Lakeview School District	48,300,000.00
Lansing School District	129,809,189.00
Livonia Public Schools	206,542,165.39
Madison District Public Schools	11,400,000.00
Novi Community School District	192,300,000
Oak Park Schools	67,034,605.00
Redford Union School District	65,926,000.00
SFRF-School Finance Research Foundation	20,000,000.00
Southfield Public Schools	346,100,000.00
Southgate Community Schools	59,873,122.20
Taylor School District	150,000,000.00
Three Rivers Community Schools	46,780,000.00
Van Buren Public Schools	44,213,981.11
Whiteford Agricultural Schools	15,465,814.42
Woodhaven-Brownstown School District	150,022,405.43
Westwood Community School District	12,161,345.00
Warren Consolidated Schools	150,000,000.00

## References



### **Detroit Public Schools Community District**

Machion Jackson, Assistant Superintendent  
 machion.jackson@detroitk12.org  
 (313) 873-6532  
 3011 W Grand Blvd. Detroit, MI 48202

- \$700 million
- Facility assessment, ARPA compliance oversight, design documents review, contractor invoice review, consulting services, program management services



### **Grand Rapids Public Schools**

Dr. Leadriane Roby, Superintendent  
 robyl@grps.org | (616) 819-2193  
 1331 Martin Luther King Jr St SE  
 Grand Rapids, MI 49506

- \$175 million
- 1.2M SF, renovations, remodeling, and additions to 30+ buildings
- Facility assessment, program management services



### **Warren Consolidated Schools**

Dr. Robert Livernois, Superintendent  
 livernois@wस्कids.net  
 (586) 698-4093  
 31300 Anita Warren, MI 48093

- \$500 million
- Renovations & additions of 33 facilities
- 3.2 million SF
- Facility analysis, enrollment projections, demographics, pre-bond planning, program management services



### **Livonia Public Schools**

Andrea Oquist, Superintendent  
 aquist@livoniapublicschools.org  
 (734) 744-2589  
 15125 Farmington Rd. Livonia, MI 48154

- \$380 million
- Renovations & additions of 27 facilities
- 2.8 million SF
- Facilities condition assessment, facility utilization study, pre-bond planning, program management services



### **Woodhaven-Brownstown School District**

Mark Greathead, Superintendent  
 greathm@wbsdweb.com  
 (734) 789-2357  
 24821 Hall Rd Woodhaven, MI 48183

- \$206 million
- 550,000 SF, renovations & additions of 10 facilities
- Facility assessment, utilization study, demographics, pre-bond planning, program management services



Denotes PMR's successful pre-bond planning efforts leading to a successful bond proposal



**Grosse Pointe Public Schools**

Amanda Matheson, Deputy Superintendent  
 mathesa@gpschools.org  
 (313) 432-3080  
 20601 Morningside Grosse Pointe Woods, MI 48236

- \$125 million
- 1.6M SF, renovations & additions of 19 facilities
- Facility assessment, pupil enrollment consulting, pre-bond planning, program management services



**Birmingham Public Schools**

Dr. Embekka Roberson, Superintendent  
 eroberson@birmingham.k12.mi.us  
 (248) 203-3000  
 31301 Evergreen Road Beverly Hills, MI 48025

- \$260 million
- Renovations, additions, & site work for 15 facilities
- Facility assessment, enrollment projections, demographics, pre-bond planning, program management services



**Novi Community School District**

Ben Mainka, Superintendent  
 benjamin.mainka@novik12.org  
 (248) 449-1204  
 25345 Taft Road Novi, MI 48374

- \$263 million
- Renovations, upgrades, and addition of Early Childhood Education Center
- Facilities condition assessment, facility utilization study, pre-bond planning, program management services



**Farmington Public Schools**

Christopher Delgado, Superintendent  
 christopher.delgado@fpsk12.net  
 (248) 489-3338  
 32500 Shiawassee St. Farmington, MI 48336

- \$229 million
- 1.9 million SF
- Facility assessment, enrollment projections, demographics, pre-bond planning, program management services



**Van Buren Public Schools**

Peter Kudlak, Superintendent  
 superintendent@vanburenschools.net  
 (734) 697-9123 x1010  
 555 W. Columbia Ave. Belleville, MI 48111

- \$115 million
- 366,000 SF new high school
- Facility analysis, enrollment projections, demographics, pre-bond planning, program management services



Denotes PMR's successful pre-bond planning efforts leading to a successful bond proposal



**Caledonia Community Schools**

Sara DeVries  
 Chief Financial Officer  
 (616) 891-8185  
 8948 Kraft Ave SE Caledonia, MI 49316

- \$149 million
- District renovations and additions
- Facility assessment, pre-bond planning, building utilization study, demographics analysis, program management services



**Southgate Community Schools**

Sharon Irvine, Superintendent  
 IrvineS@sgate.k12.mi.us  
 (734) 246-4600  
 13940 Leroy Southgate, Mi 48195

- \$80 million
- Renovations to all schools
- Technology updates
- Facilities condition assessment, pre-bond planning, program management services



**DeWitt Public Schools**

Dr. Shanna Spickard, Superintendent  
 shannaspickard@dewittschools.net  
 (517) 668-3000  
 2957 W. Herbison Rd. DeWitt, MI 48820

- \$77 million
- District renovations and additions
- Facility assessment, pre-bond planning, building utilization study, demographics analysis, program management services



**Bedford Public Schools**

Dr. Carl Shultz, Superintendent  
 carl.shultz@mybedford.us  
 (734) 850-6002  
 1135 Smith Road, Temperance, MI 48182

- \$35 million
- 683,000 SF, renovations & additions of 6 facilities
- Facility assessment, pre-bond planning, program management services



**Milan Area Schools**

Brian Girbach, Superintendent  
 girbachb@milanareaschools.org  
 (734) 439-5050  
 100 Big Red Drive, Milan, MI 48160

- \$49 million
- District renovations and additions
- Facility assessment, pre-bond planning, building utilization study, demographics analysis, program management services



Denotes PMR's successful pre-bond planning efforts leading to a successful bond proposal



**Lakeview School District**  
 Dr. William Patterson,  
 Superintendent  
 wpatterson@lakeviewspartans.org  
 (269) 565-2400  
 15 Arbor Street, Battle Creek, MI 49015

- \$77 million
- District renovations and additions
- Facility assessment, pre-bond planning, building utilization study, demographics analysis, program management services



**Bloomfield Hills School District**  
 Dr. Randy Liepa, Interim  
 Superintendent  
 (248) 341-5406  
 7273 Wing Lake Road Bloomfield Hills,  
 MI 48301

- \$200 million
- District renovations and additions
- Building utilization studies, demographics analysis, program management services, property disposition



**Dearborn Heights School District #7**  
 Mark Kleinhans, Assistant,  
 Superintendent  
 kleinhma@dhsd7.net  
 (313) 203-3171  
 20629 Annapolis St, Dearborn Heights,  
 MI 48125

- \$6 million
- Mechanical upgrades and athletic renovations
- Pre-bond planning, facility assessment, owner's representation services




**Northview Public Schools**  
 Julie Bylsma, Finance Director  
 jbylsma@nvps.net  
 (616) 363-6861  
 4365 Hunsberger Ave NE Grand Rapids,  
 MI

- \$34 million
- Renovations across the district
- Facility assessments, pre-bond planning, demographics analysis, building utilization studies, program management services



**Oak Park School District**  
 Daniel Phillips, Chief Operations  
 Officer  
 dphillips@oakparkschools.org  
 (248) 336-7665  
 13900 Granzon Oak Park, MI 48237

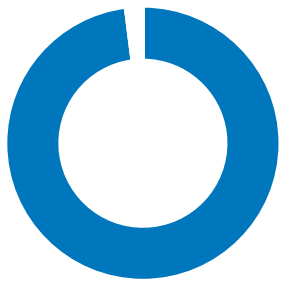
- \$54 million
- Renovations across the district
- Facility assessments, pre-bond planning, demographics analysis, building utilization studies, program management services

 Denotes PMR's successful pre-bond planning efforts leading to a successful bond proposal

## We provide the best for the best

We love client feedback because it points out the best ideas and allows us to repeat them with you.

The desire to exceed client expectations is woven into the fabric of our firm. We consciously look for opportunities to add value to the work we do. We let clients tell us how we are doing throughout the year. We are happy to report the results of our most recent client satisfaction survey:



**98%**

were very satisfied with the overall value of Plante Moran Realpoint's services



**98%**

would work with Plante Moran Realpoint again



**98%**

provided industry insight



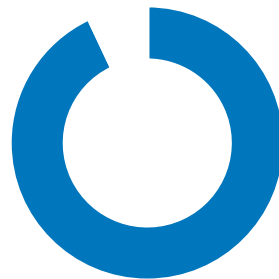
**95%**

developed a strategy



**93%**

demonstrated responsiveness



**93%**

advocated in our best interest



**92%**

offered creative solutions and insights



**90%**

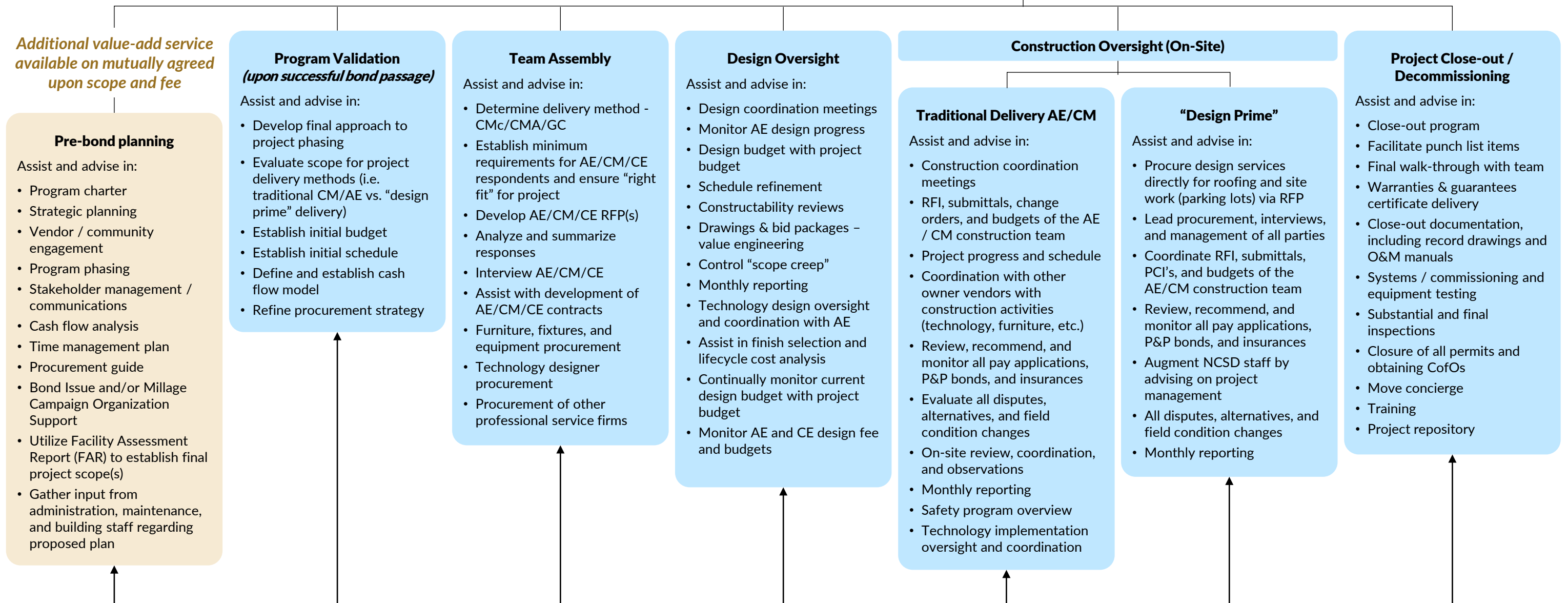
brought timely completion



# Team organization

Plante Moran’s greatest asset is our people — not just their knowledge, but also their integrity and their commitment to our clients, staff, and communities. Our philosophy for staffing your engagement is simple: find the best people with the most relevant experience and balance the team with varied ways of thinking that complement one another.

Upon selection, in 2025, PMR and NCS D will agree upon additional staff that will be utilized throughout the program.



Additional staff will be utilized throughout the program – At any given time, we can utilize our firm’s bench strength of over 125 professionals specializing in K-12 projects



## Gregory P. VanKirk, CPA

PARTNER

[Greg.VanKirk@plantemoran.com](mailto:Greg.VanKirk@plantemoran.com) | (248) 223-3395

Greg, partner at Plante Moran Realpoint, is responsible for leading the firm's corporate real estate and public sector program management practices. His expertise centers on providing strategic planning, process improvement, transaction management, and project management services to a wide range of clients, and he specializes in managing build-to-suit transactions. Greg's vision and leadership have resulted in the management of millions of square feet of real estate assignments.

Greg's broad professional background, including accounting, tax, finance, and consulting, provides his clients with highly technical expertise concerning strategic real estate opportunities. Current assignments include the development and implementation of programs that range in scope of \$10 million to \$500 million. As a result, Greg is extremely effective in analyzing project feasibility and delivering a comprehensive plan that takes a project from conception to completion.

Greg began his professional career in the accounting field with Plante Moran in 1992. His client responsibilities included managing audit and tax engagements for manufacturing companies, municipal and not-for-profit organizations.

Greg received his Bachelor of Arts degree in Accounting from Michigan State University. He is a certified public accountant and holds a Michigan Real Estate Broker's License.



## Kevin Donnelly

SENIOR VICE PRESIDENT

[Kevin.Donnelly@plantemoran.com](mailto:Kevin.Donnelly@plantemoran.com) | (248) 603-5326

Kevin is a senior vice president on Plante Moran Realpoint's (PMR's) program management team. In his 27-year career, he's overseen more than \$1 billion in government, pharmaceutical, higher education, K-12, municipal, industrial, commercial, and retail construction projects.

Kevin is currently involved with several K-12 bond programs, including Novi Community School District's \$192 million bond program, and municipal projects. As part of PMR, Kevin has completed projects for Olympia Development of Michigan, including Little Caesars Arena, as well as the Detroit Pistons, Wayne State University, Commerce Township, Canton Township, Atlas Copco, SAPA Group, and Superior Industries.

Kevin's proven leadership ability and strong communication skills were developed over a wide variety of projects. Prior to joining PMR, Kevin's project list included leading the Detroit/Wayne County Port Authority's new state-of-the-art public dock and terminal facility; the U.S. Citizenship and Immigration Service's LEED-certified Gold headquarters; the LEED-certified Platinum Kresge Foundation headquarters renovation; and the two-phase, \$100 million Fairlane Green Retail Center, which was the largest retail project located on a brownfield site in Michigan. He also guided several K-12 school bond projects through schedule and construction challenges.



## Tricia Dziegelewski

VICE PRESIDENT | PROJECT COST ACCOUNT MANAGER

[Tricia.Dziegelewski@plantemoran.com](mailto:Tricia.Dziegelewski@plantemoran.com) | (248) 603-5276

Tricia is a project cost accountant manager at Planet Moran Realpoint with 30 years of experience in the accounting and project financial management fields. Tricia manages the project management team's project financial accounting, handling audits, cash flows, budgeting, and financial reporting for engagements with various healthcare and senior living facilities, religious and education institutions, and manufacturing companies.

Prior to joining Plante Moran Realpoint, Tricia was the senior project accountant at Jones Lang LaSalle for Beaumont Health Systems, where she served as the company's chief point of contact for all financial projects. She was responsible for a full range of accounting and project financial management functions, such as regulatory compliance, accounting cost control, asset accounting, and auditing.

Prior to that, she worked as the budget control manager for Barton Malow, a Fortune 500 company, developing and executing all financial accounting aspects for over \$4 billion in construction projects. She's also an expert in federal and state compliance, with experience auditing schools and hospitals for asset accounting.

Tricia has a Bachelor of Business Administration degree with an accounting focus from Walsh College of Business Administration and is certified in Michigan lien law.



## Kelly Green

CONSULTANT / PROJECT COST ACCOUNTANT

[Kelly.Green@plantemoran.com](mailto:Kelly.Green@plantemoran.com) | (248) 603-5290

Kelly brings more than 25 years of accounting experience to Plante Moran Realpoint's project management team, where she works primarily with K-12 and higher education clients as a project cost accountant. Kelly collaborates with a client's design and construction teams to help keep everything from small capital projects to large programs organized and on budget.

As an e-Builder Certified Professional, Kelly understands all aspects of the e-Builder software, a secure, cloud-based portal that provides a virtual dashboard of clients' construction projects. With her deep technical knowledge of the construction project management software, she is able to customize workflows to each client's unique needs, helping them achieve successful project outcomes.

Kelly is a resource for owners and their project teams as they plan and execute construction projects. Her collaborative work style ensures clients' financial reporting, budgeting, invoices, construction documents, and contracts are managed efficiently. She plays a critical role in verifying and reconciling budgets as projects advance.

Kelly joined Plante Moran Realpoint from Jones Lang LaSalle's team at Beaumont Health System, where she managed the invoicing, monthly closing process, reporting, budget reconciliations, and related duties as a staff accountant. Her accounting and bookkeeping experience prior to Beaumont Health was varied, giving her a broad foundation to understand the needs of diverse clients.

Kelly has an associate degree from Macomb Community College.



SECTION 3

# Work plan

# Approach







## Our approach to serving you

Plante Moran Realpoint is a comprehensive, full-service real estate consulting and program management/owner's representative firm delivering successful capital projects concept through completion. What this means is that we have a scope of services and expert resources that allow us to scale to fit your exact needs, even as those needs evolve.

From strategic planning and feasibility to execution and move management, our program management staff offer leadership that ensures your projects are integrated into a master real estate strategy that aligns with your overall business goals. We keep this strategy, and your goals, in the forefront of the project team's efforts throughout project execution.

This focus on you, the client, is part of our DNA. Our firm is built on a foundation of integrity and independence. We advocate solely for our clients at all times. As an unbiased program manager/owner's representative, we help projects stay on budget, on schedule, and on target with the plans our clients set forth. The advantage of our real estate consulting is clear: You can be sure we're always 100% on your side and invested in your success.

Plante Moran Realpoint is the right choice for organizations who want a truly engaged partner with a breadth and depth of capabilities tempered by our "We care" culture.

-  Our financial and business acumen keeps us focused on the project's impact to your bottom line.
-  We know where to look for efficient and effective cost/time-saving opportunities.
-  Our deep bench pulls in the right resources when needed.
-  We have a fully transparent delivery model with strong internal controls.
-  We offer a single point of contact and process consistency.
-  We provide a positive rate of return on your investment with PMR.

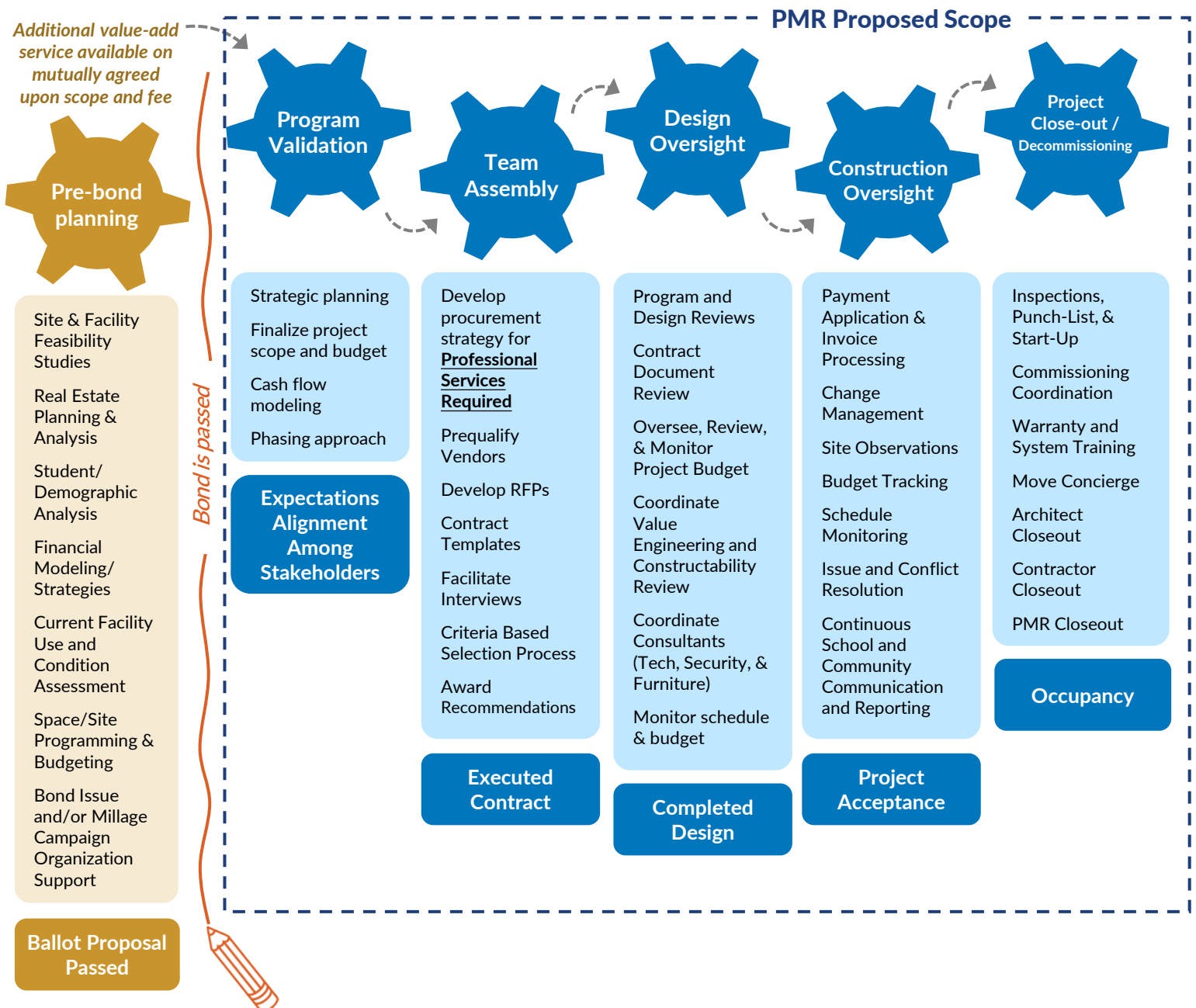
The following pages illustrate our approach to serving YOU.

## Approach to K-12

Concept through completion, we solely advocate for you

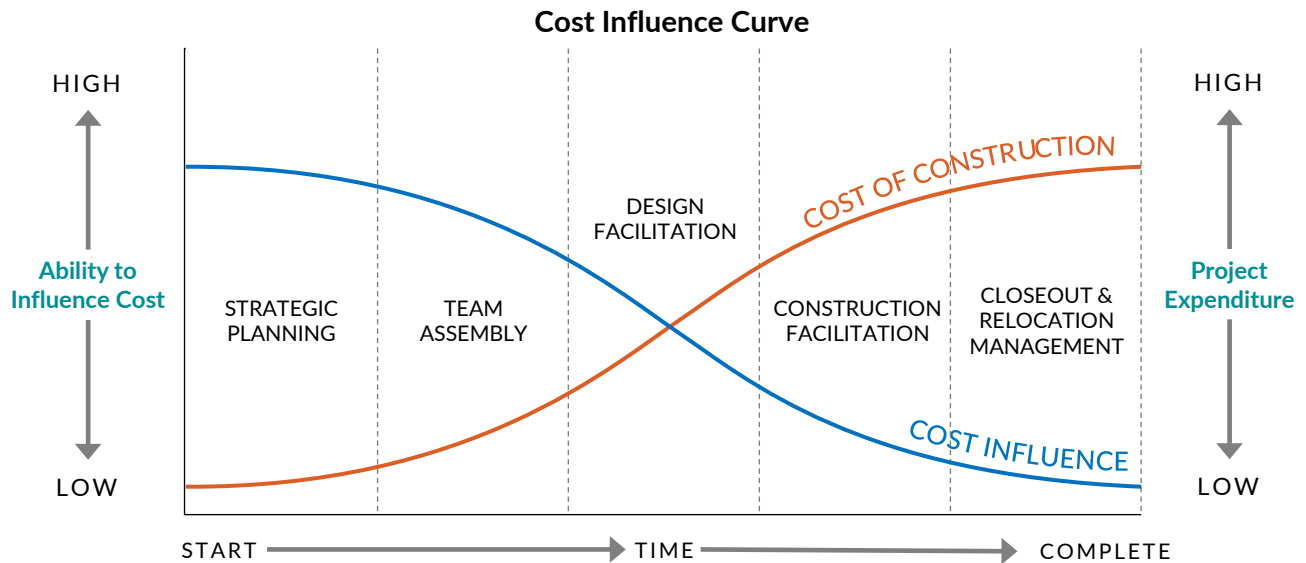
Our team of professionals has made serving the K-12 industry the focus of our careers. We not only monitor the regulations, legislation, economic conditions, and trends that affect the industry, but we also provide year-round counsel and education to best arm our K-12 clients to tackle the changing climate. This means that your district won't need to educate or train us in best practices and nuances. We hit the ground running and immediately start providing you with best-in-class services.

Implementation process

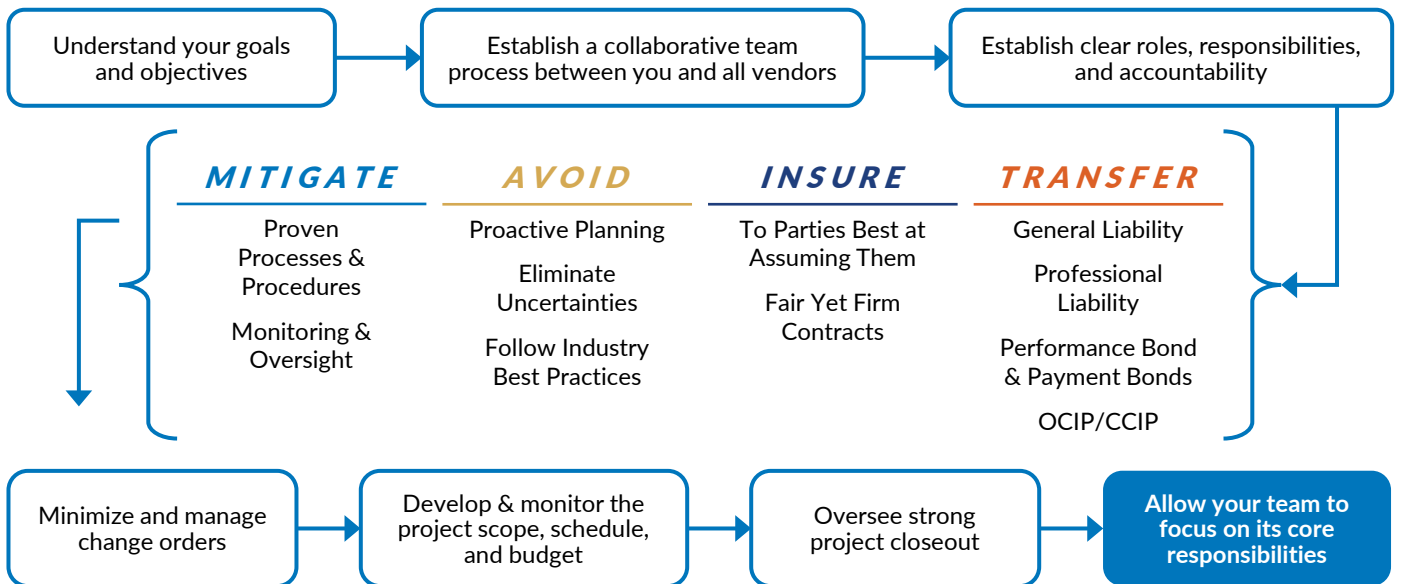


## Our role in managing costs and protecting your investment

While organizations who engage PMR prior to engaging architects, contractors, and vendors have the most opportunity for a successful project, we are a valued advocate sitting on your side of the table throughout all phases of the project to help you manage risk and costs and maximize your return on investment.



### Our process to mitigating risk



# Project tracking & documentation

## e-Builder - technology to keep it all a click away

Having accurate, real-time data is the cornerstone for all decision-making. Our e-Builder platform provides the opportunity to combine measurements of scope, schedule, and costs in a single integrated system. This allows clients to make informed decisions relating to accurate forecasts of project performance, which is an important aspect of project management.

Our online platform enables instant visibility for project managers, corporate leadership, and clients, helping to produce positive and predictable project outcomes while reducing risk. Using just this one system also eliminates redundancies, increases efficiency, and improves the accuracy and transparency of project details. It provides access to information and reports that project managers can leverage for their daily activities, but also increases confidence that stakeholder needs are being met through increased visibility.

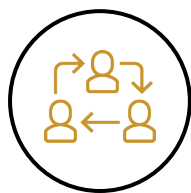
Faster access to information will also give project managers more time to focus on the projects and increase stakeholder involvement in the planning process, eliminating the risk of significant scope creep and owner-directed changes.

e-Builder benefits include:



### Cloud-based access

Our online platform allows you access to every document, no matter where you are



### Collaborative environment

Improve collaboration, communication, and accountability between your stakeholders and the project team



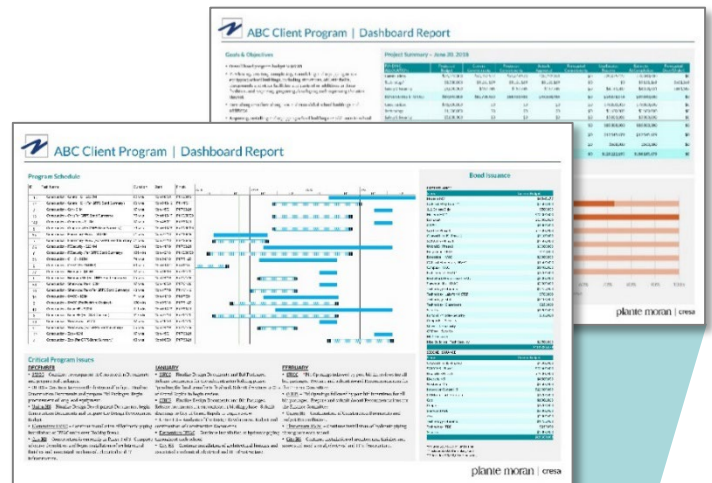
### Cost management

Better decision-making with a complete database of your costs and change order data



### User-friendly reporting

Total visibility into outstanding action items and your project data

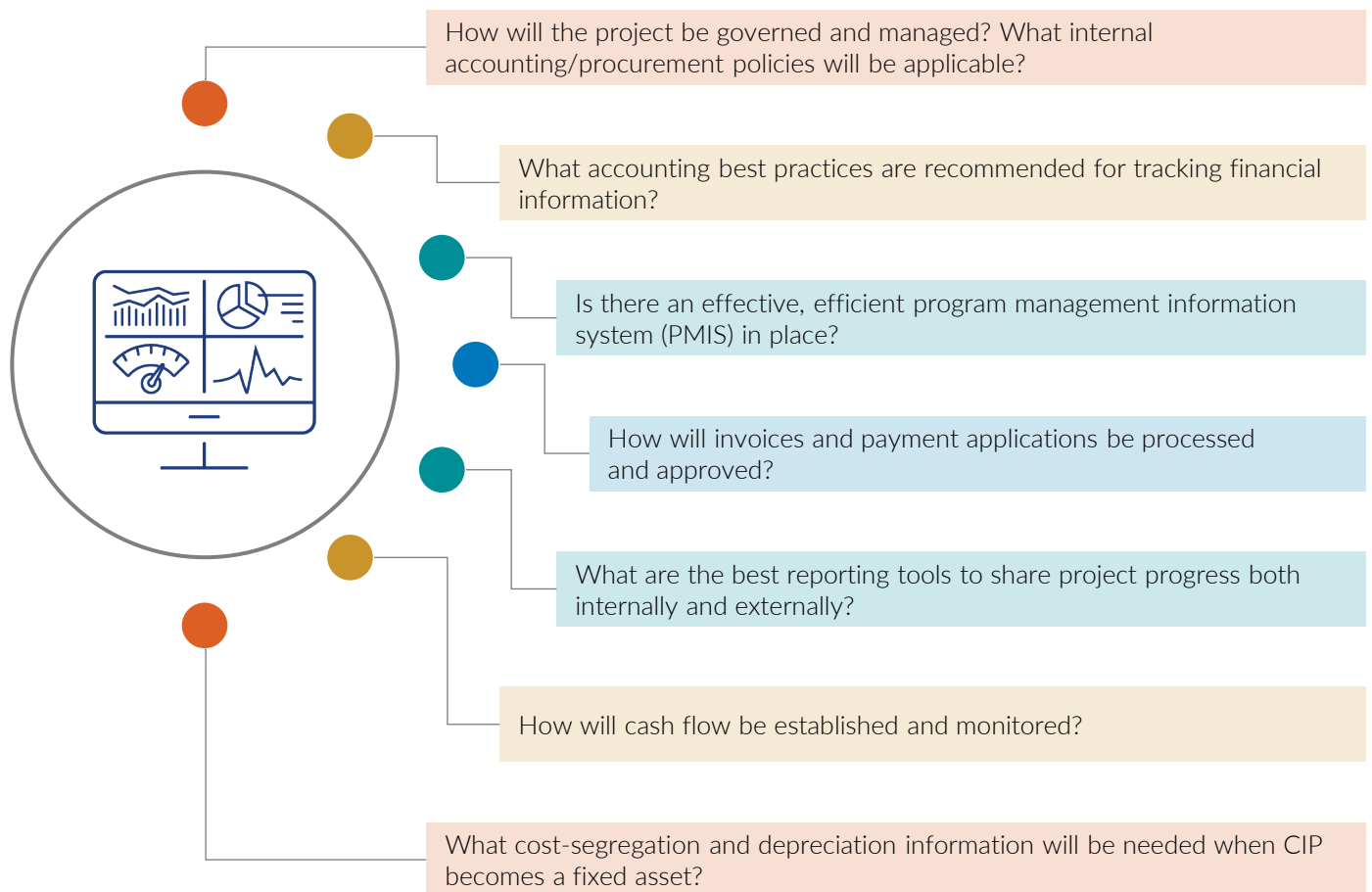


## The value of an experienced project financial manager

Reliable, accurate, real-time financial information and analysis can be the difference between program success and setbacks. That's why PMR's project financial managers (PFMs) are a game changer — they are involved throughout the entire capital program process, from beginning planning stages through project closeout.

Managing a large capital program on your own can be a daunting task, but we are dedicated to helping you every step of the way. Acting as an extension of your accounting staff, our PFMs work alongside your internal teams to monitor the progress of your capital program, allowing your teams to continue running day-to-day operations without sacrificing resources.

Before your project even begins, our PFMs work with you to answer a handful of critical questions including:



With more than 25 years of experience, we bring knowledge, resources, values, and industry best practices to empower and enable your team and leadership to make smart decisions. In short: You can count on us to handle the details while you focus on the big picture.

## The value of a project control/accounting leader

PMR brings proven best practices to our clients, allowing them to take advantage of our 25 years of experience implementing over \$5 billion in K-12 capital programs. Our team plays an integral part in our success by providing our clients with expert resources through each of the following elements of a capital program:

- ✔ Assist in establishing project governance structure and accounting procedures and controls
- ✔ Set up and monitor PMIS environment for owner and vendors with project budget, commitments, expenditures, and reporting
- ✔ Assist in developing processes that allow the entire project team to work efficiently and collaboratively to process payments, approve contracts and change orders, and complete many of the day-to-day challenges large programs face
- ✔ Assist in establishing project reporting guidelines and deliverables such as dashboards, cash flow, budget and commitments, and cost to complete reports
- ✔ Track project budget, commitments and actual costs through e-builder
- ✔ Establish document control to verify executed contracts, bonds, and insurance are on file
- ✔ Complete financial reconciliation of project commitments, actual spend, and cost to complete
- ✔ Reconcile pay applications, sworn statements, and waivers to ensure subcontractors are paid timely and accurately
- ✔ Timely, accurate and complete financial closeout
- ✔ Continuously tracking cost escalation and inflation data across the construction industry

# Program validation

## Budgeting & cost control

### Cost benchmarks on large construction projects

A unique benefit offered by PMR is the utilization of our cost benchmark database that consists of more than 400 completed projects to validate initial budgets.

### A process to successfully manage costs

- ✓ Establishing a realistic initial program budget with reasonable project contingencies.
- ✓ Facilitating design process to minimize the introduction of added scope. Overseeing budget reviews at each design milestone.
- ✓ Ensuring the project schedule is aggressive yet realistic, and has a well-planned phasing sequence.
- ✓ Continuously monitoring the status of the project, asking questions of the design/construction management team to ensure there are no “holes” in the project scope with respect to construction items, phasing costs, and furniture, fixture, and equipment coordination.
- ✓ Performing a thorough review of all proposed changes. Always ask: is this legitimate? What can be done as a “no cost” or lower cost solution? And explore viable alternate solutions that might minimize costs.
- ✓ Continuously updating actual costs vs. budgeted costs to avoid any financial “surprises”.
- ✓ Managing all owner provided FF&E elements as diligently as the design and construction costs are managed.

## Project delivery methods

Construction project delivery methods help determine the way that stakeholders work together during the planning, design, and building phases. While construction programs usually involve an owner, a design team, and a contractor, the relationships between these members can differ depending on the project delivery method. PMR will help key stakeholders navigate the pros and cons of each delivery method below and guide the team with determining the best and appropriate delivery method for the Novi Community School District.



DELIVERY METHOD	SUITED FOR	SCOPE/ FLEXIBILITY	QUALITY (RISK FACTOR)	SCHEDULE (RISK FACTOR)	COST (RISK FACTOR)
General Contractor (GC)	Simple projects that are budgeted, but not schedule sensitive, and not subject to change.	Medium	Medium	High	Low
Construction Manager CMA – CM as Advisor	Large, complex, or multi-phase projects that are schedule sensitive or subject to change.	High	Medium	Medium	High
Construction Manager CMc – CM as Constructor	Large, complex, or multi-phase projects that are schedule sensitive or subject to change.	High	Low	Low	Medium
Design Build (D/B)	New construction that is time sensitive and has small user groups.	Medium	High	Low	Medium
Design Prime	New construction or direct replacement that has a very limited number of trades.	Medium	Medium	High	Low

# Team assembly

## Architect/engineer, construction management, & vendor procurement

A proposed selection process based on qualitative and quantitative data to provide the best value to NCSD. PMR has a detailed process and tools for architect/engineer and contractor selection and negotiation. Our approach utilizes a criteria-based selection process that is a multi-step process involving qualifications and fee proposals.

### Identify experienced contractors

Step One - Qualifications is a process to first determine if the contractor has the necessary and relevant firm and individual experiences suited for the particular project type. We will also determine if the current workload, available resources, and financial strength of the firm are able to successfully complete the assignment. Data received is put into our evaluation format and the selection criteria rolls up into a summary spreadsheet for comparison.

### A proprietary selection process with weighted selection criteria

Step Two – Firms that meet the qualifications from Step One are invited to submit their proposal on project specific requirements, costs, and fees. This process includes providing the architect/engineering firms and/or contractor's project specific information and schedule, insurance requirements. Our process requires the proposer to provide detailed staffing, schedule, and cost worksheets as defined by your customized contract, general conditions and terms, and conditions necessary for each project or group of projects.

The firms are required to complete our customized personnel/cost worksheet that includes: the name and function of each team member, their annual salary and benefits and the mark-up rate for staff of preconstruction services; construction phase services for a construction manager are based on an actual cost plus the construction manager's overhead costs and profit. They are then required to complete our summary of hours worksheet, entering the estimated hours for each team member in the appropriate cells. The worksheet will then summarize the total hours and costs.

### Team selection

The next step is to complete the support worksheet that provides a category cost allocation for: equipment and material, labor, trade costs, bonds, and insurance. The Summary worksheet also includes cells for reimbursable costs and overhead and profit.

## Team assembly continued

Architect/engineer: A criteria-based selection process

PMR solicits only prequalified architecture and engineering firms to bring the most experienced and appropriate firms to the Request for Proposal process. We create and issue all Architectural/Engineering Requests for Proposals tailored to each specific assignment. We also assist our clients with short-listing and scheduling interviews with selected firms and facilitate the negotiation of the Architectural/Engineering contract.

### Deliverables:

- ✓ Prequalification of architectural and engineering firms
- ✓ Create architectural and engineering Request for Proposal
- ✓ Analyze architecture and engineering bids for client review
- ✓ Prepare short list and interview candidates
- ✓ Assist the client in selecting the appropriate architecture and engineering firms
- ✓ Assist in negotiating strong but fair contract terms

Contractor: A selection process based on qualitative & quantitative data

PMR can help you determine the best project delivery method for your project and then solicit only prequalified contractors to bring the most experienced and appropriate firms to the Request for Proposal process. We create and issue all construction Requests for Proposals tailored to each specific assignment. We also assist our clients with short-listing and scheduling interviews with selected firms and facilitate the negotiation of the construction contract.

### Deliverables:

- ✓ Prequalification of construction companies
- ✓ Create Request for Proposal for selected contracting method
- ✓ Analyze bids for client review
- ✓ Prepare short list and facilitate interview of candidates
- ✓ Assist the client in selecting the appropriate construction firm
- ✓ Negotiate strong but fair contract terms

Additional vendors

PMR can assist clients in selecting other appropriate vendors, such as:

- ✓ **Construction Testing**
- ✓ **Commissioning**
- ✓ **Furniture & Fixtures**
- ✓ **Security**
- ✓ **Technology**
- ✓ **Material Testing**

Strong contract language: reduces risk, improves accountability



### Separate, tailored contracts for architects & constructors

Our extensive experience in contract negotiations and custom-tailored AIA Documents provide provisions and conditions within the contract favorable to your organization, minimizing your exposure to design and construction issues, and maximizing your financial resources towards more capital costs and less soft costs.

The contracts would also identify the proposed teams from each firm to ensure you receive the services from top-level principals and associates specializing in municipal education projects.

### Strong but fair contract language

Our project specific contract language and general conditions are also included for the firm's review and acceptance as a condition of the negotiating process. **Our amended provisions in the AIA standard form of agreements and general conditions is designed to transfer and mitigate owner risk by requiring much greater A/E & CM accountability.** Having the firms agree to the terms and conditions at this early step streamlines the negotiating process.

# Design oversight

PMR's multidisciplinary team of professionals including in house architects and engineers will review and validate the schematic design and design development drawings. During the design and construction document phase, PMR's team will visit with the architect regularly to monitor their progress and to coordinate design activities among key design disciplines. This is to assure the architect is continuing to make good design progress toward the project objectives. We will also coordinate budget verification, construction sequencing, and phasing, as well as implement value engineering reviews in conjunction with the construction management team.

Key elements to successfully managing the design process include:

- ✓ Work with owner to set up informal work teams for direction and approval
- ✓ Review design drawings for any potential phasing constraints
- ✓ Define any missing design data needed, and define the applicable dates such data will be required
- ✓ Define process for document review, constructability input, and budget verification moving forward
- ✓ Ensure deliverables are issued on time and to the level of completeness required
- ✓ Review drawing for compliance with owner's intent
- ✓ Assist in obtaining local and state approvals



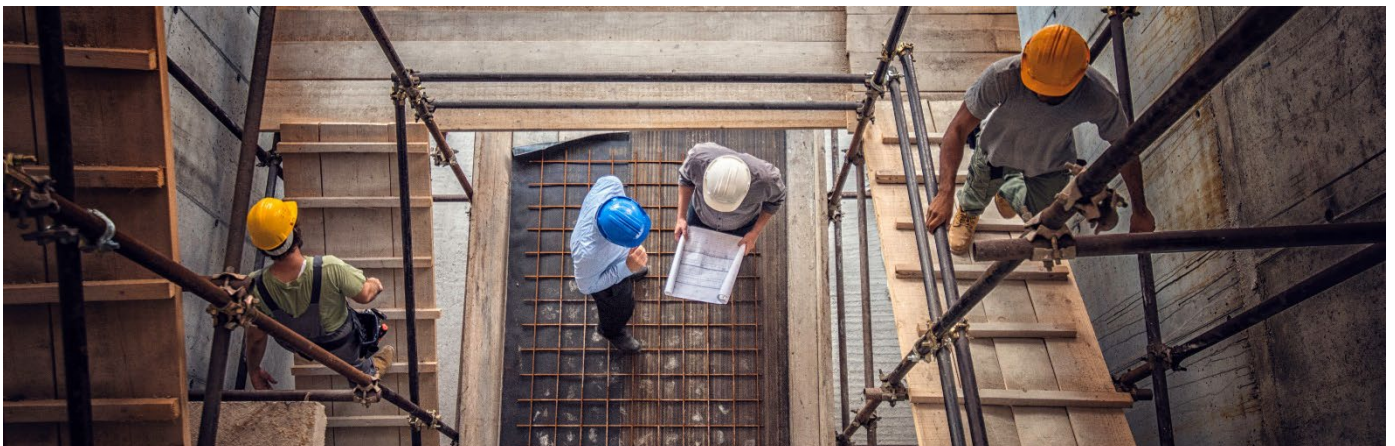
# Construction oversight

## An independent advocate sitting on your side of the table

As a program evolves into the construction phase, the timely flow of information becomes critical. As questions and/or field issues arise, they must be addressed. Our team becomes the hub in this process. With constant communication and a continued clear understanding of all project issues, we effectively facilitate the process to keep your schedule on track. We will also review the project as it is constructed to ensure the scheduled progress remains on track, the work installed is in conformance to the contract documents, and that the necessary inspections are performed.

Key elements to effective construction oversight include:

- ✓ Maintaining strong information flow between design and construction team
- ✓ Advise the team in making good decisions with respect to field issue resolutions
- ✓ Assist in ensuring all work is being installed per the contract requirements, the required independent testing is being performed, and permit inspections are occurring as needed
- ✓ Facilitating the change management process to ensure not only that costs submitted are fair and equitable, but also that final costs for any particular event reflect the best overall solution to the problem
- ✓ Review schedule updates and verify work is progressing as required. If not, assist the Construction Manager in defining and implementing an acceptable correction plan
- ✓ Assisting with all owner furnished elements in a timely manner as to not delay the construction trade work
- ✓ Facilitate all stakeholder relationships during the process which involves the project team, design team, construction management team, and all other suppliers and vendors engaged in the project



## On-site observation method

Construction is often fast-paced and fluid, requiring timely and specialized advice. Because Plante Moran Realpoint operates as a team of experienced professionals, we have the necessary redundancy to provide prompt advice and, more importantly, leverage a broad range of specialized reach-back resources. Supported by a comprehensive suite of communication and collaboration technology, the Plante Moran Realpoint team provides our clients with the advice they need when they need it.

## Continuing education and accreditations

Staff have a responsibility for continuing their education and remaining at the forefront of industry standards, built into the firm's culture and performance management processes to ensure accountability. In particular, our affiliation with the following associations (among others) allows us to stay up to date on all construction code, regulatory, and other legal requirements related to school construction.

- AGC - The Associated General Contractors of America
- AIA - American Institute of Architects
- AIC - American Institute of Constructors
- ASCE - American Society of Civil Engineers
- CAM - Construction Association of Michigan
- CMAA - Construction Management Association of America
- ESD - Engineering Society of Detroit
- IFMA - International Facility Management Association
- LEED - Leadership in Energy & Environmental Design
- MAPSA - Michigan Association of Public Schools Academy
- MASA - Michigan Association of School Administrators
- MASB - Michigan Association of School Boards
- MIEM - Michigan Institute of Educational Management
- MSBO - Michigan School Business Officials
- MSU Construction Management Alumni and Industry Advisory Board
- NCARB - National Council of Architectural Registration Boards

## Projects that finish on budget are proactively managed

### **Periodic budget reconciliations to minimize “scope creep”**

Once the initial team buy-in is obtained, providing periodic budget reconciliations to minimize “scope creep” during the design phase is essential to controlling budgets for all program elements. Experienced field management along with clear and complete design documents will help to manage costs during construction. PMR will lead this effort and will begin this process by validating all of the initial budget assumptions to determine if it is adequate for each element. We will ask questions, challenge assumptions, validate findings, and then refine the program budget as needed. Establishing accurate project budgets that are responsive to the project schedule and intended scope is extremely important on any project and is a major focus of our management approach.

### **Project cost accounting & budget tracking processes**

PMR will utilize our project cost accounting and budget tracking processes for all aspects of the program and projects, including fees and soft costs, furniture and equipment, and construction costs that can easily be customized to your specific requirements. The reports will allow you to review the status of all budget line items, its committed, pending, and potential costs supplemented by a detailed breakdown of how each program dollar has been utilized.

# Project close-out/decommissioning

## Project close-out

Strong contract terms leverages timely close-out

Plante Moran Realpoint has a very specific process for project close-out and incorporates the requirements into our customized contract language between the owner and contractor at the start of the project.

### Costs associated with completing requirements

We have assigned costs associated with completing the requirements for project close-out that are incorporated into the architect's AND contractor's schedule of values and listed in the Application for Payment. These are scheduled values and not part of retention and include:

As-Built (Record Drawings)	1% of contract value
Training and O&M Manuals	1% of contract value
Attic Stock Materials	0.5% of contract value
Documents	0.5% of contract value

This provides PMR and your organization with leverage in having the contractors diligently manage the close-out process.

### Defined process for project close-out

It is easy for contractors and vendors to forget that a strong project completion is just as important as a strong project start. By entering into close-out planning at the beginning of the project, continuing dialogue throughout the construction phase, and diligently managing the close-out process, we will require both the Construction Manager and the various Furniture, Fixture, and Equipment vendors to quickly complete their required close-out activities and provide all of the necessary documentation required at the completion of your project.

Key elements to effective construction oversight include:

- ✓ Defining process early in the construction process
- ✓ Defining all required O&M and Commissioning Documentation
- ✓ Ensuring all required Owner training is performed at the appropriate time
- ✓ Ensuring Punch list work is performed diligently
- ✓ Reviewing all submitted documentation to ensure it is complete, accurate, and in accordance with the contract requirements
- ✓ Ensuring all final inspection certificates are received
- ✓ Ensuring all final billing paperwork is in order including final trade
- ✓ Contractor lien releases, sworn statements, and bond release

## Move concierge

Avoiding disruptions to your organization

The relocation process must be seamless and transparent to your daily operations. Plante Moran Realpoint has extensive experience relocating organizations and uses a proven process which time and time again yields successful results.

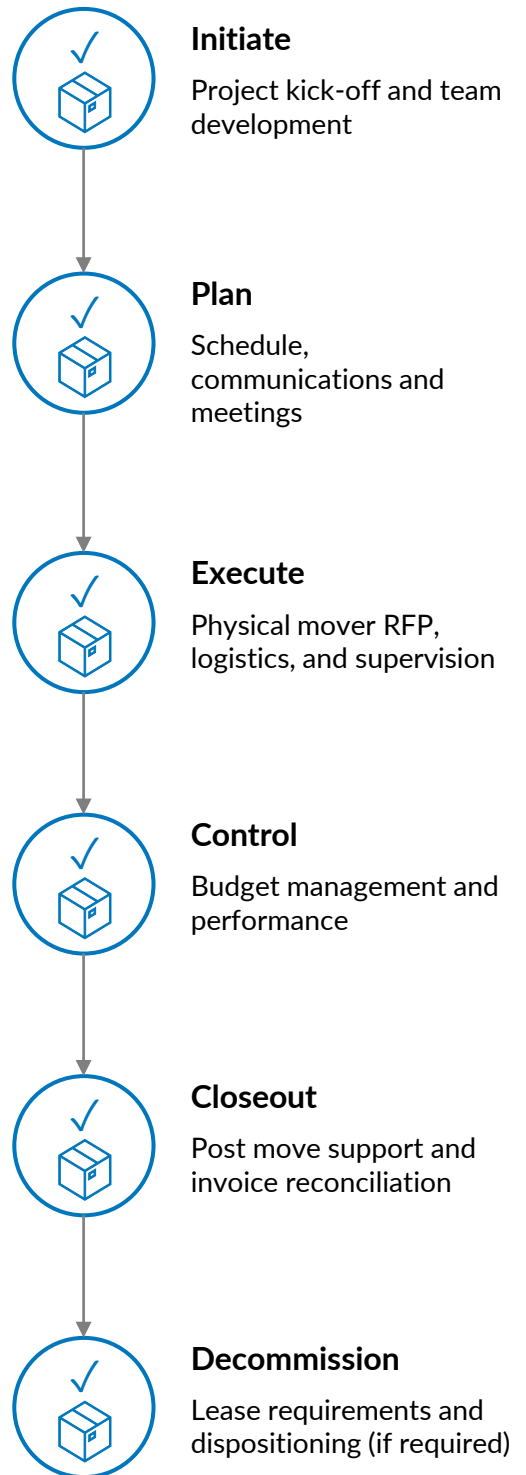
### A proven process & leadership for your move

- Develop and coordinate an occupancy logistics plan and schedule that will outline the methods, processes, procedures, and timeline to successfully carry out the relocation of content and equipment
- Develop and execute a staff communications plan
- Develop evaluation and relocation plan for:
  - Furniture
  - Confidential Files
  - Technology
  - Equipment
- Developing and implementing recommendations for storage
- Developing and implementing recommendations for disposal of unneeded assets through a purge or recycle process
- Development of and solicitation of a Physical Move RFP
- Coordinate all sub-contractors (i.e. physical and rigging companies)

### Accountability measures

Accountability measures include pre-move checklists and site visits to ensure that all items are coded correctly and clearly identified. During move times, supervision is provided to address any issues that may come up. Upon completion, a post-move checklist is reviewed and site visits conducted prior to the start of staff work.

Preparation and strategy is key



# Pre-bond planning

Additional value-add services available on mutually agreed upon scope and fee

## Strategic planning

## Evaluation & programming

PMR will review your district’s long-term facility requirements and develop an updated program and plan. By gaining a thorough understanding of our client’s objectives, requirements, standards, budgets, and schedules we test for the validity and compatibility of an individual and combined facility basis. The program and plan identify the best correlation between facility, site needs, cost parameters, timetables, and funding mechanisms to maximize our client’s goals and objectives.

## Deliverables:

- Needs Analysis
- Space/Site Program
- Site Due Diligence Analysis
- Preliminary Budgets
- Preliminary Milestone Scheduling
- Financing Considerations
- Project Description

## Community engagement

Your community’s vision for your district guides everything we do

We understand how important the support and involvement of community members is to NCSD. As they say, “It takes a village to raise (and teach) children.”

Our team will assist in providing the means and the strategies that support a culture of honest and transparent public input. Outlined below are a few tactics we have seen successfully implemented prior to, during, and after successful completion of K-12 school capital programs:



- Develop “task force” oversight bodies that can work together to discuss the district and community’s ideas, concerns, shared goals, and vision about what they want their educational environments to look like and how they want it to support student learning and the classroom experience. These task forces may include folks such as NCSD board members and administrators, union leaders, local business owners, political leaders and advocacy groups, LGBTQIA+ advancement groups, minority advancement groups, religious leaders, and senior citizens.
- Outline, in a meaningful and clear way, bond program timelines, financial and nonfinancial components driving the direction of the program, and introductions to initiative leaders to “put a face” to the program.
- Ensure that input process and procedures support continuous engagement and are not just a “one-time” and “one-meeting” approach, especially when “course corrections” are contemplated or needed.
- Incorporate teachers’ professional expertise as well as parent, student, and community input into decisions, as appropriate.
  - Use parent surveys and hold multiple meetings across various channels, including in person and online.
  - At the district level, create a “Student Advisory Group” to create opportunities for students to have a say in their school day and learning experience.

We help you keep your community educated and informed

Large capital programs don't just impact students and administration; they also have an impact on the community as a whole. As such, the community should be involved every step of the way from inspiration to implementation.

Plante Moran Realpoint engages, informs, and reports to K-12 communities by instituting the following best practices:

We engage your community with:

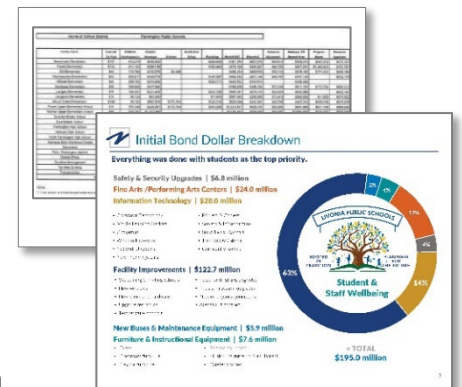
- ✓ Timely, thoughtful surveys regarding work done and work to be done
- ✓ Live, broadcasted presentations showcasing program progress
- ✓ Focus groups to learn more about needs, vision, and priorities

Web-based communications on the unique needs of your District, deliverables and initiatives may include:

- ✓ Community presentations
- ✓ Focus group, surveys, reports, and presentations
- ✓ Virtual Q&A sessions utilized through platforms such as Teams, Zoom, etc.
- ✓ Contact forms on district website for 24/7 access for community members to submit questions directly to district leadership
- ✓ Social media strategy and profile creation
- ✓ Presentation of up-to-the-minute information via web-based PMIS platform



Example of website landing page for communication.



Our communications plan is scalable to any industry and size

Large capital programs don't just impact students and administration; they also have an impact on the community as a whole. As such, the community should be involved every step of the way from inspiration to implementation. Our team engages, informs, and reports to K-12 communities by instituting the following best practices:

We engage your community with:



Timely, thoughtful surveys regarding work done and work to be done

Focus groups to learn more about needs, vision, and priorities

Live, broadcasted presentations showcasing program progress



SECTION 4

# Cost proposal

# Cost proposal

Based on PMR team’s professional experience and industry standards for Owner’s Representation services, our proposed fee is 2% of the total project cost, to be amortized annually and escalate at 3% per year. This is based on a proposed project schedule of eight years and performing the scope described in the approach and organizational chart of this proposal.

Any project delivered via “design prime” delivery approach (i.e. roofing, parking lots, etc.) will be charged at an additional 2%, totaling 4% on the value of “design prime” work only.

Reimbursables:

Reimbursable expenses such as e-builder licensing, mileage, printing, overnight courier services, etc., will be invoiced at actual cost, without mark-up, not to exceed \$12,000 on a yearly basis.

Hourly rates:

Below are hourly rates for PMR for additional services upon request, escalating 3% per year.

## Plante Moran Realpoint FY 2024 standard rate ranges

Partner:	\$375.00 – \$445.00 / hour
Principal	\$375.00 – \$445.00 / hour
Senior Vice President:	\$315.00 – \$370.00 / hour
Vice President:	\$250.00 – \$310.00 / hour
Senior Consultant:	\$215.00 – \$245.00 / hour
Consultant:	\$190.00 – \$210.00 / hour
Administrative:	\$145.00 – \$185.00 / hour

## Sample fee structure and details

### Proposal – fixed / percentage fee approach

In consideration of NCSD’s Capital Program needs as identified in the RFP, the following fee structures would have an applied percentage as follows:

### EXAMPLE

- 2% of \$200 million = \$4 million over 8 years (96 months)
- Monthly fees escalates by 3% yearly

### EXAMPLE: Yearly breakdown

Year 1:	\$41,667 monthly
Year 2:	\$42,917 monthly
Year 3:	\$44,205 monthly
Year 4:	\$45,531 monthly
Year 5:	\$46,897 monthly
Year 6:	\$48,304 monthly
Year 7:	\$49,753 monthly
Year 8:	\$51,246 monthly

## Proposal clarifications & terms

- PMR's fee would be calculated on total "program managed" and based on the RFP, is anticipated to be at least \$200 million for the various capital improvements and transformational projects identified for completion between 2025 and 2032.
- Should NCSD require pre-bond planning services, a mutually agreed upon scope of services and additional fee can be provided including:
  - Program charter
  - Strategic planning
  - Vendor / community engagement
  - Program phasing
  - Stakeholder management / communications
  - Cash flow analysis
  - Time management plan
  - Procurement guide
  - Bond Issue and/or Millage Campaign Organization Support
  - Utilize Facility Assessment Report (FAR) to establish final project scope(s)
  - Gather input from administration, maintenance, and building staff regarding proposed plan
- PMR is under the assumption that the District will use a similar format and policy and procedures that was used in the 2014 and 2019 bond programs.
- PMR's fee proposal includes assistance to NCSD's procurement and legal departments for contract templates/agreements for RFPs for professional and construction services.
- PMR's fee proposal includes development and administration of a Project Management Information System (e-Builder) platform included in the RFP.

## Proposal exclusions

- At time of this proposal, the funding compliance accounting and reporting requirements are not clearly defined. If any additional funding compliance and reporting accounting requirements are needed, if any, PMR and NCSD shall mutually agree to additional fee/scope. It is assumed the 2014 and 2019 bond program compliance requirements will remain the same for funding.
- PMR anticipates that any applicable wage regulatory or program requirements, if any, will be performed by others (i.e. Davis Bacon).
- PMR's proposal does not include organizing and performing workforce public outreach effort. Should NCSD require these services, PMR and NCSD shall mutually agree to additional fee/scope.
- PMR's proposal does not include the design and construction of specific certifications for "Green" architecture (i.e. LEED, Well Building, etc.).

## Exception/clarification to the scope of work

PMR has successfully worked together with its public sector clients to arrive at mutually agreeable contract scope and terms to assist in overseeing approximately \$5B of ongoing work. PMR conditions its proposal upon working with the district to understand their needs further and arrive at a mutually agreeable contract form and refined scope of services consistent with industry norms and insurable under industry standard insurance policies.



SECTION 5

# Forms & attachments



3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for the owner representative services.

4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

*JJ Vankir*

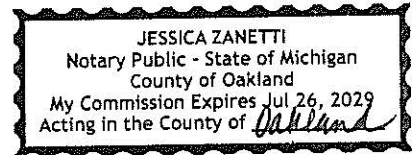
(signature of affiant)

Dated: 12/20/23

Subscribed and sworn before me in Oakland County,  
Michigan, on the 20 day of December, 2023

*Jessica Zanetti* (signature)  
JESSICA ZANETTI (printed)

Notary public, State of Michigan, County of Oakland  
My Commission expires on 07-26-2029  
Acting in the County of Oakland



**Attachment B – Iran Economic Sanctions Act Certification**

I am the Partner of Plante Moran Realpoint, or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of owner representative services to Novi Community School District. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.



\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Greg VanKirk

(printed)

\_\_\_\_\_  
December 20, 2023

(date)

**Attachment C - Proposal Form**

Proposer shall provide necessary information including but not limited to the information below. Proposer can attach additional pages as necessary to provide additional information or explanation.

**Proposer Information:**

Name: Plante & Moran Realpoint, LLC  
Address: 3000 Town Center, Suite 100, Southfield, MI 48075  
Telephone Number: (248) 223-3500  
Fax Number: (248) 223-3150  
Email Address: Greg.VanKirk@plantemoran.com

**Pricing Terms:**

1. Basic Fee: Lump Sum: \$ \_\_\_\_\_

*or*

Percentage of Program Cost: \_\_\_\_\_ 2 %

- For purposes of determining the above percentage, total Program Costs should be assumed at least \$200,000,000.

2. Additional Services: To be negotiated by the parties prior to performance, based on the following hourly rates:

Position:	Hourly Rate:
<u>Please see Section 4 of our cost</u>	\$ <u>_____</u>
<u>proposal for staff hourly rates and</u>	\$ <u>_____</u>
<u>additional information.</u>	\$ <u>_____</u>

3. Estimated Number of Hours Budgeted for All Services: Based on limited information, PMR believes this to be ~2,000-3,000 charge hours per year.

4. Optional Alternates: Please see Section 4 of our cost proposal for design prime delivery.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Addenda:**

Proposer \_\_\_ has / \_\_\_ has not requested, received and reviewed all addenda to this RFP.

**Exceptions:**

Proposer identifies the following exceptions to the RFP in accordance with Section 2.2.20:

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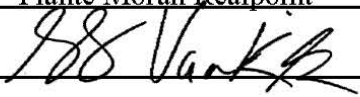
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I hereby certify that I am authorized to submit this Proposal on behalf of the Proposer and that the pricing described herein is in accordance with all terms and conditions of the RFP and Contract.

Name of Proposer: Plante Moran Realpoint

Signature: 

Printed: Greg VanKirk

Date: 12/20/2023

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## Attachment D – Form of Contract

PMR has successfully worked together with its public sector clients to arrive at mutually agreeable contract scope and terms to assist in overseeing approximately \$5B of ongoing work. PMR conditions its proposal upon working with the district to understand their needs further and arrive at a mutually agreeable contract form and refined scope of services consistent with industry norms and insurable under industry standard insurance policies.



SECTION 6

# Specific RFP items not addressed elsewhere

# Specific RFP items

2.2.6 | The Proposer shall acknowledge in writing all Addenda received and reviewed, if any, prior to submission of its Proposal.

**PMR acknowledges all Addenda received and reviewed, prior to submission of our proposal.**

2.2.10 | The Proposer shall acknowledge and agree to comply with all applicable federal, state, and local laws, rules, regulations, codes, ordinances and policies that apply to Michigan public schools and school building construction projects, particularly including the Revised School Code and the School Building Construction Act.

**Plante Moran Realpoint acknowledges and agrees to comply with all applicable federal, state, and local laws, rules, regulations, codes, ordinances and policies that apply to Michigan public schools and school building construction projects, particularly including the Revised School Code and the School Building Construction Act.**

2.2.11 | The Proposer shall provide a list of all litigation, arbitrations, mediation and/or regulatory proceedings for the past five years related to Proposer's provision of Owner's Representative Services. It is not contemplated that workers compensation or unemployment proceedings be discussed pursuant to this section.

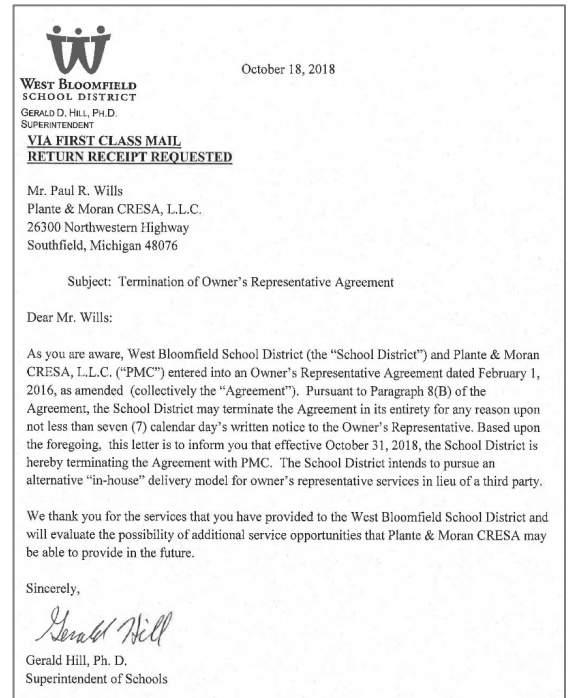
**PMR is not currently a party to any litigation, arbitrations, mediation, regulatory proceedings, and/or lawsuits or legal action the past five years related to provision of Owner's Representative Services and is not aware of any ongoing governmental investigations of our company related to our provision of Owner's Representative Services.**

2.2.12 | The Proposer shall list any instances in which it was terminated for cause or for convenience prior to completion of a project, along with an explanation of same.

In this history of working with more than 50 school districts and hundreds of other clients, PMR has not been terminated for cause during an owner’s representation projects. Our contracts typically allow for either party to terminate the relationship for any reason by providing sufficient notice. Our yearly client satisfaction survey sent to all clients typically shows nearly 100% of our clients would work with us again.

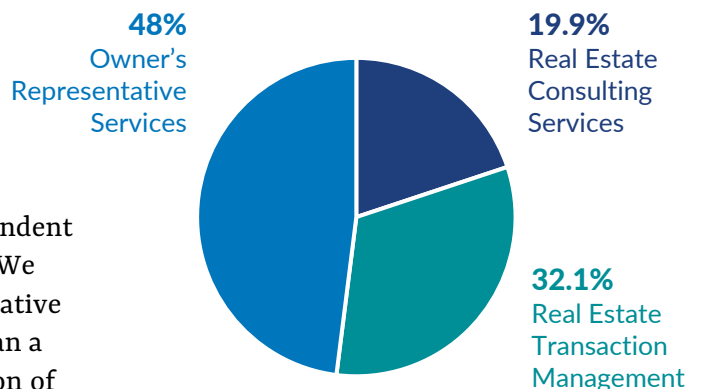
PMR has been terminated for convenience only a single time by West Bloomfield School District. The district was 18 months into a 5-year project and determined to promote their facility director as the role of Owner’s Representative.

We have included the recommendation letter from the superintendent promoting PMR as an Owner’s Representative.



2.2.13 | If the Proposer does not exclusively provide Owner Representative Services, the Proposer should identify the percentage of its business devoted to exclusively Owner Representative Services over the past ten (10) years, as well as any relationships – legally, contractually or otherwise – that could be perceived as a conflict of interest.

PMR’s owner’s representation services have encompassed approximately 50% of our business operations over the past 10 years. We do not believe our firm has any relationships that would be perceived as a conflict of interest. We have served as an independent Owner's Representative for more than 25 years. We average \$5 billion per year in Owner’s Representative work. Our recent projects total \$5 billion and span a variety of industries. PMR is built on a foundation of integrity and independence. We advocate solely for our clients at all times. As your trusted advisor, we bring dedicated resources, proven processes, and deep experience to guide you in making the right strategic, financial, and mission-driven decisions.





plante moran  
REALPOINT



[pmrealpoint.com](http://pmrealpoint.com) | 248.223.3500

3000 Town Center, Suite 100

Southfield, MI 48075

**NOVI COMMUNITY SCHOOL DISTRICT  
COUNTY OF OAKLAND  
STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING SUPERINTENDENT TO EXECUTE  
OWNER’S REPRESENTATION AGREEMENT**

A regular meeting of the board of education of the District (the “Board”) was held in the Educational Services Building, within the boundaries of the District, on the \_\_\_\_ day of \_\_\_\_\_ 2024, at 6:00 o’clock in the p.m. The meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

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

**WHEREAS**, For the 2019 Bond, the Novi Community School District Board of Education engaged the Owner’s Representative Services of Plante Moran Cresa, LLC (“PMC”), now known as Plante Moran Realpoint, LLC (“PMR”) for the purpose of projects funded by a capital improvement bond program through a competitive bid process; and

**WHEREAS**, the School District has determined it necessary to engage an owner’s representative to perform services in connection with the 2025 Bond; and

**WHEREAS**, the School District previously engaged Plante Moran Realpoint, LLC (“PMR”) in 2014 and 2019 as owner’s representative for projects funded by a capital improvement bond program through a competitive bid process; and

**WHEREAS**, Plante Moran Realpoint, LLC (“PMR”) has presented the District tonight with their Owner’s Representative Services 2025 Bond Program Proposal.

**NOW THEREFORE, BE IT RESOLVED:**

1. The Board hereby authorizes the Superintendent, or the Superintendent’s designee, subject to the review and approval of its School District Counsel, to negotiate and execute an agreement to extend and restate the prior agreement with PMR for owner’s representative services to be performed in connection with the School District’s 2025 Bond Projects.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members: \_\_\_\_\_  
\_\_\_\_\_

Nayes: Member(s): \_\_\_\_\_

**Resolution declared adopted.**

\_\_\_\_\_

Board of Education, Secretary

I hereby certify that the foregoing constitutes a true and complete copy of resolution adopted by the Board of Education of Novi Community School District, County of Oakland, State of Michigan, at a regular meeting held on February 22, 2024, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of 1978, and that minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_

Board of Education, Secretary

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
January 18, 2024**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: 2024 School Building and Site Bonds, Series III**

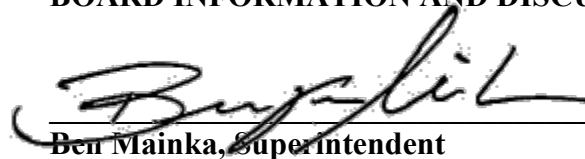
The Novi Community School District is presenting a Bond Authorizing Resolution to be adopted by the Board. The purpose of this Bond Authorizing Resolution is to aggregate the principal sum of not more than Fifty-Five Million Dollars (\$55,000,000) for the purpose of funding a portion of the Bond Project. The Bonds shall be designated 2024 School Building and Site Bonds, Series III.

The bond refunding team is comprised of the following:

Senior Bond Underwriter - Stifel Nicolaus & Company  
Financial Advisor – PFM Financial Advisors LLC  
Bond Counsel - Thrun Law Firm

The proposed Resolution is submitted to the Board of Education tonight for information and discussion, with approval at the next meeting of the Board of Education on February 22, 2024.

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

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

**NOVI COMMUNITY SCHOOL DISTRICT  
RESOLUTION AUTHORIZING THE ISSUANCE  
AND DELEGATING THE SALE OF BONDS  
AND OTHER MATTERS RELATING THERETO**

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

A regular meeting of the board of education of the Issuer (the “Board”) was held in the \_\_\_\_\_, within the boundaries of the Issuer, on the 22<sup>nd</sup> day of February, 2024, at \_\_\_\_\_ o’clock in the \_\_\_\_m. (the “Meeting”).

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

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

**WHEREAS:**

1. On November 5, 2019, the qualified electors of the Issuer voted in favor of bonding the Issuer for the sum of not to exceed One Hundred Eighty-Five Million Dollars (\$185,000,000), the proceeds to be used for the purpose of erecting additions to, remodeling, installing security measures for, equipping and re-equipping and furnishing and refurbishing school buildings, facilities and a natatorium; erecting, furnishing and equipping a new activity center and school support buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; purchasing school buses; and developing and improving playgrounds, play fields, athletic fields and facilities, parking areas and sites (the “Project”); and

2. It has been determined by the Board of the Issuer that there be issued at this time bonds of the Issuer in an aggregate principal amount not to exceed Fifty-Five Million Dollars (\$55,000,000); and

3. The Board has received a proposal from Stifel, Nicolaus & Company, Incorporated, to act as underwriter for the bonds (the “Underwriter”); and

4. Prior to the issuance of bonds, the Issuer must either achieve qualified status or secure prior approval of the bonds from the Michigan Department of Treasury (the “Department of Treasury”) pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

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

1. The third and final series of bonds of the Issuer, aggregating the principal sum of not to exceed Fifty-Five Million Dollars (\$55,000,000), be issued for the purpose of funding a portion of the Project. The Bonds shall be designated 2024 School Building and Site Bonds, Series III (the “Bonds”).

**EXHIBIT A**

**[No.]  
UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF OAKLAND  
NOVI COMMUNITY SCHOOL DISTRICT  
2024 SCHOOL BUILDING AND SITE BOND, SERIES III  
(GENERAL OBLIGATION - UNLIMITED TAX)**

Rate                      Maturity Date                      Date of Original Issue                      CUSIP No.

REGISTERED OWNER:  
PRINCIPAL AMOUNT:

NOVI COMMUNITY SCHOOL DISTRICT, COUNTY OF OAKLAND, STATE OF MICHIGAN (the “Issuer”), promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above in lawful money of the United States of America on the Maturity Date specified above, with interest thereon, from the Date of Original Issue until paid at the Rate specified above on the basis of a 360-day year, 30-day month, payable on \_\_\_\_\_, 20\_\_\_\_, and semiannually thereafter on the first day of \_\_\_\_\_ and \_\_\_\_\_ of each year (the “Bond” or “Bonds”). Principal on this Bond is payable at the corporate trust office of \_\_\_\_\_, MICHIGAN (the “Paying Agent”), upon presentation and surrender hereof. Interest is payable by check or draft mailed to the Registered Owner at the registered address shown on the registration books of the Issuer kept by the Paying Agent as of the close of business on the 15th day of the month preceding any interest payment date. The Issuer may hereafter designate a successor paying agent/bond registrar by notice mailed to the Registered Owner not less than sixty (60) days prior to any interest payment date.

The Bonds, of which this is one, are the third and final series of bonds to be issued from a total amount of not to exceed \$185,000,000 authorized by the electors of the Issuer. The Bonds are of like date and tenor, except as to denomination, rate of interest and date of maturity, aggregating the principal amount of \$\_\_\_\_\_. The Bonds are issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended; Act 34, Public Acts of Michigan, 2001, as amended; a majority vote of the qualified electors of the Issuer voting thereon at an election duly called and held on November 5, 2019; and resolutions duly adopted by the Board of Education of the Issuer on February 22, 2024 and \_\_\_\_\_, 2024, for the purpose of authorizing issuance of the Bonds by the Issuer.

The series of Bonds of which this is one is issued for the purpose of erecting additions to, remodeling, installing security measures for, equipping and re-equipping and furnishing and refurbishing school buildings, facilities and a natatorium; erecting, furnishing and equipping a new activity center and school support buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; purchasing school buses; and developing and improving playgrounds, play fields, athletic fields and facilities, parking areas and sites.

**EXHIBIT B**

**FORM OF  
CONTINUING DISCLOSURE AGREEMENT**

**§ \_\_\_\_\_  
NOVI COMMUNITY SCHOOL DISTRICT  
COUNTY OF OAKLAND  
STATE OF MICHIGAN  
2024 SCHOOL BUILDING AND SITE BONDS, SERIES III  
(GENERAL OBLIGATION - UNLIMITED TAX)**

This Continuing Disclosure Agreement (the “Agreement”) is executed and delivered by Novi Community School District, County of Oakland, State of Michigan (the “Issuer”), in connection with the issuance of its \$ \_\_\_\_\_ 2024 School Building and Site Bonds, Series III (General Obligation - Unlimited Tax) (the “Bonds”). The Bonds are being issued pursuant to resolutions adopted by the Board of Education of the Issuer on February 22, 2024 and \_\_\_\_\_, 2024 (together, the “Resolution”). The Issuer covenants and agrees as follows:

SECTION 1. Purpose of the Disclosure Agreement. This Agreement is being executed and delivered by the Issuer for the benefit of the Bondholders and in order to assist the Participating Underwriter in complying with the Rule. The Issuer acknowledges that this Agreement does not address the scope of any application of Rule 10b-5 promulgated by the SEC pursuant to the 1934 Act to the Annual Reports or notices of the Listed Events provided or required to be provided by the Issuer pursuant to this Agreement.

SECTION 2. Definitions. In addition to the definitions set forth in the Resolution, which apply to any capitalized term used in this Agreement unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

“Annual Report” shall mean any Annual Report provided by the Issuer pursuant to, and as described in, Sections 3 and 4 of this Agreement.

“Bondholder” means the registered owner of a Bond or any person which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bonds (including any person holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of any Bond for federal income tax purposes.

“Dissemination Agent” means any agent designated as such in writing by the Issuer and which has filed with the Issuer a written acceptance of such designation, and such agent’s successors and assigns.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access which provides continuing disclosure services for the receipt and public availability of continuing disclosure documents and related information required by Rule 15c2-12 promulgated by the SEC.