

Novi Board of Education Regular Meeting

Thursday, September 19, 2024 6:00 PM

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CELEBRATIONS

III.a. Esports State Champions

IV. STUDENT BOARD REPRESENTATIVE REPORT

V. REPORTS TO THE BOARD

V.a. 2023-24 School Data Report

VI. COMMENTS FROM THE AUDIENCE

VII. CONSENT AGENDA

VII.a. Approval of Minutes

VII.b. Approval of Bills

VII.c. Approval of Field Trips

VII.d. Approval of SEPAC Representatives

VIII. ACTION ITEMS

VIII.a. Personnel Report A

VIII.b. Personnel Report B

VIII.c. MASB Call for Delegates Approval

VIII.d. Novi High School Cooperative Agreement
Approval

VIII.e. Thrun Law Policy Updates and Revisions
Approval

VIII.f. Novi High School Furniture Phase 3
Approval

IX. INFORMATION AND DISCUSSION

IX.a. Wellness Center Plan Discussion

X. COMMITTEE REPORT(S)

X.a. Governance and Policy Administrative Committee,
August 19

X.b. Governance and Policy Committee of the Whole,
September 9, 2024

XI. SUPERINTENDENT'S REPORT

XII. ADMINISTRATIVE REPORTS

XIII. BOARD COMMUNICATION

XIV. ADJOURNMENT

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19,2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: Esports Valorant Team

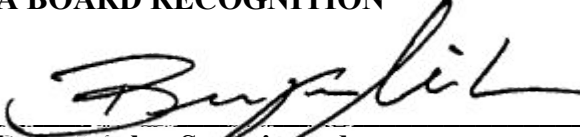
Tonight, Chris White, the Team Coach of Novi's Varsity Valorant Team, will be reporting on the team's great 2023-2024 school year. After winning MHSEL states, Novi's Varsity Valorant Team was invited to the Play VS Cup (Esports National Championship for high schools.)

On May 23, the team won against Gretna High School in the quarterfinals and, on May 30, the team won against the #1 ranked Clayton Valley Charter High School. With that win, the Novi team can proudly say that they are the only undefeated high school Esports Valorant Team in the United States.

Novi High School's Valorant Team:

Ravit Chandra (Michigan Valorant Player of the Year),
Sarhak Tayal,
Shashank Cheedella,
Tsen Gable,
Josh Hong,
Alex Lee,
David Niu, and
Christine An.

**APPROVED AND RECOMMENDED FOR
A BOARD RECOGNITION**



Ben Mainka, Superintendent

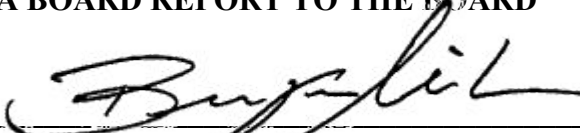
**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: 2023-24 School Data Report

Tonight, Mike Giromini, the Assistant Superintendent of Teaching and Learning, and Andrew Comb, the Director of Instruction and Assessment, will review the School Testing data with the Board of Education.

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



Ben Mainka, Superintendent



Spring 2024 i -Ready & State Assessment Data Report

A. Comb - Director of Curriculum and Assessment
Novi Community School District
September, 2024

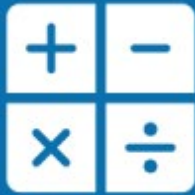
Using Data in Education



- Small sample sizes can have a big impact on the skew of the data
- Decisions are ideally based on multiple data sources
- High degree of uncontrolled variables can impact outcomes
- Measurement is often imprecise
- Rarely finds causal relationships - not research-based (non-experimental)
- Best use is for highlighting areas of interest and further investigation



i-Ready
Spring 24

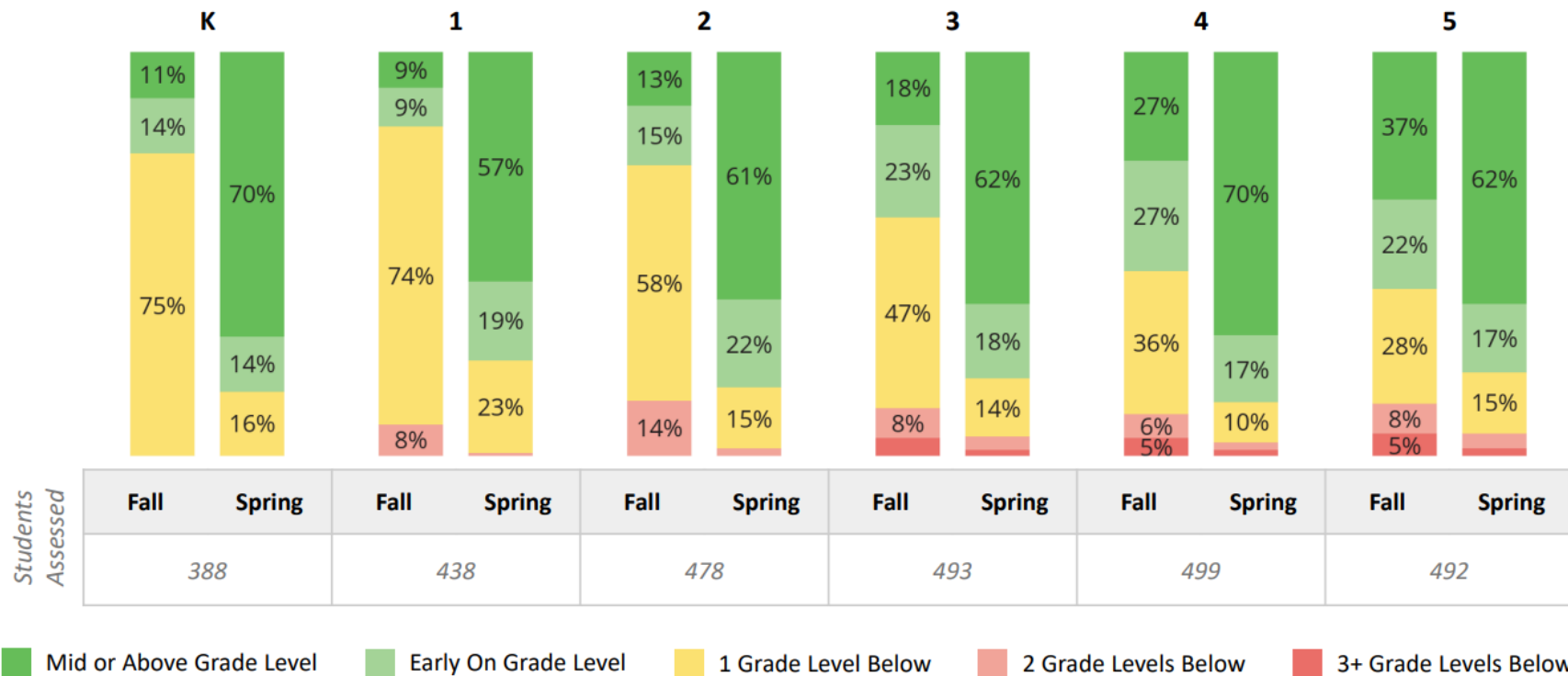


Mathematics Performance Review



i-Ready Math K-5

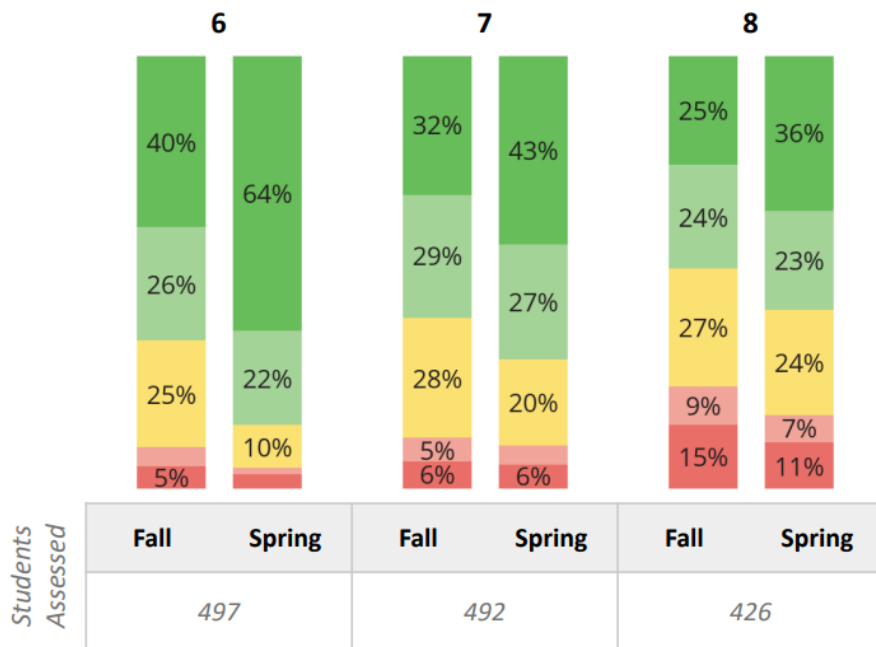
Placement Distribution, Fall 23-24 to Spring 23-24





i-Ready Math 6-8

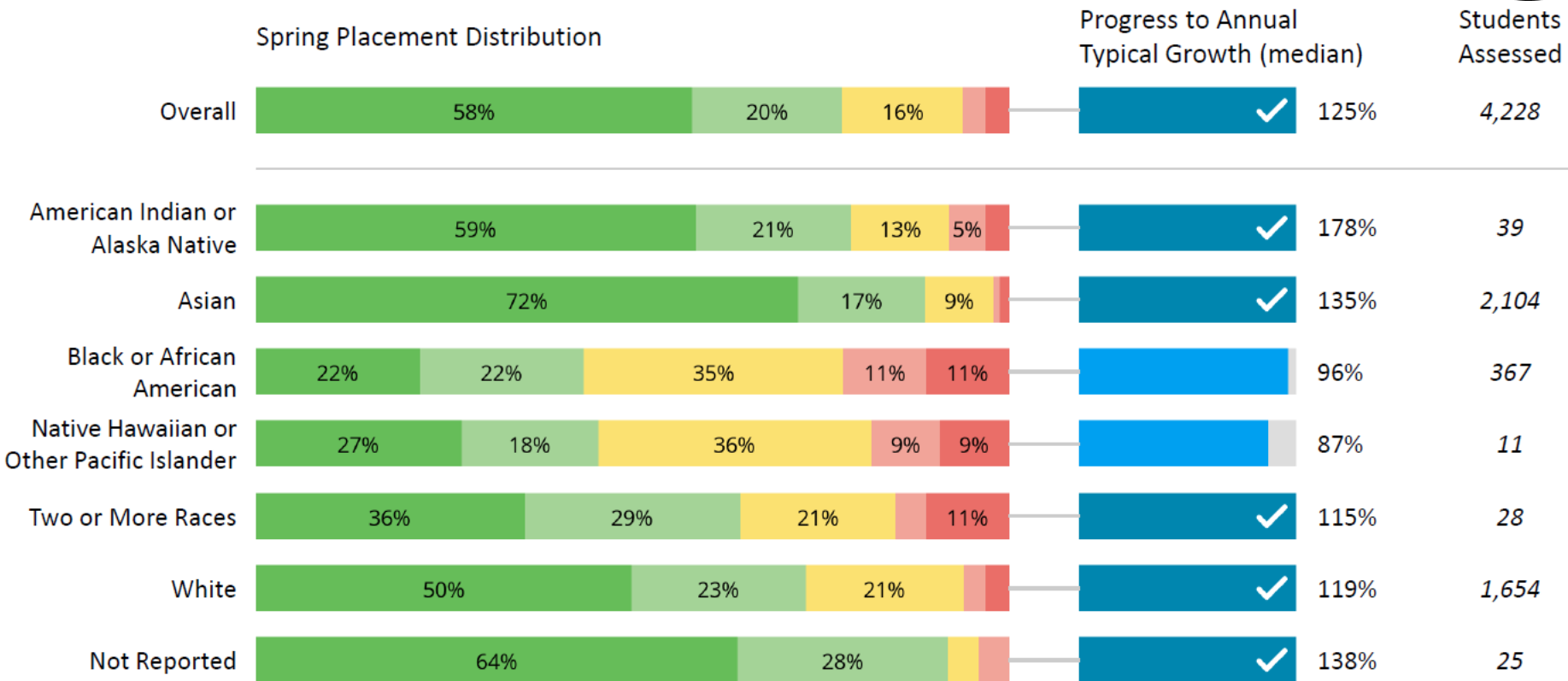
Placement Distribution, Fall 23-24 to Spring 23-24



■ Mid or Above Grade Level
 ■ Early On Grade Level
 ■ 1 Grade Level Below
 ■ 2 Grade Levels Below
 ■ 3+ Grade Levels Below

2024 Spring i -Ready Math K-8

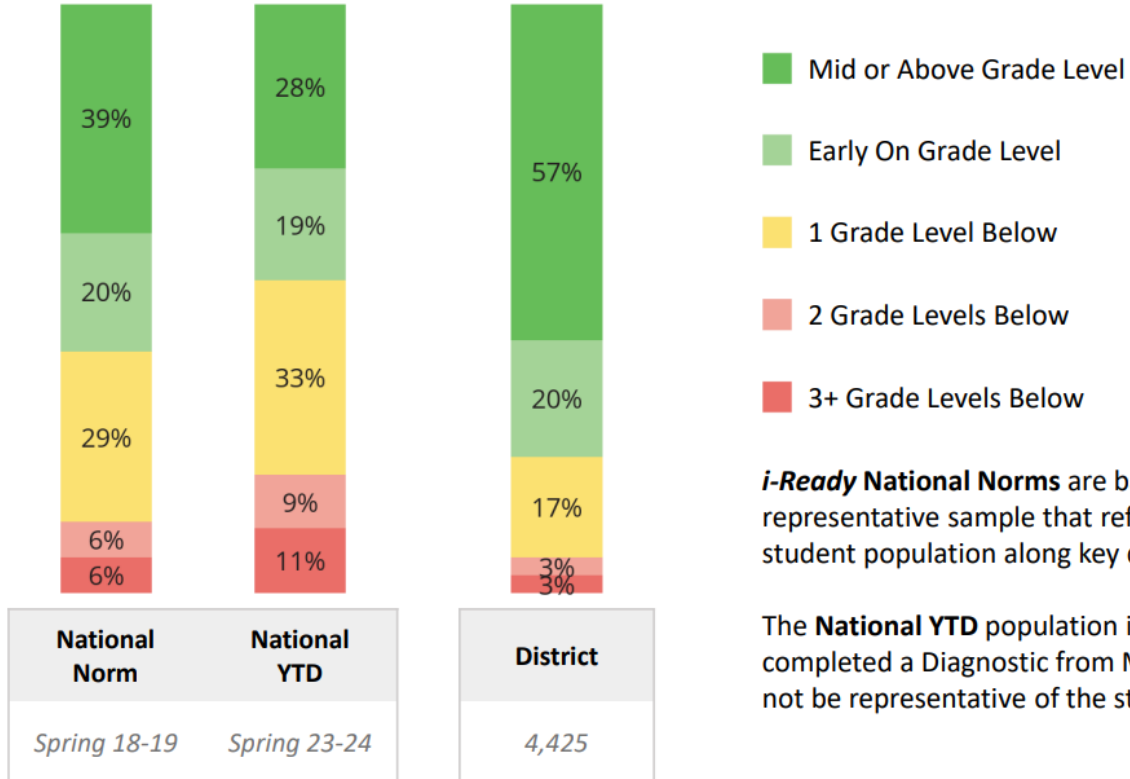
by Subgroup



2024 Spring i-Ready Math Benchmark Comparison



Spring Placement Distribution for District and Benchmarks



i-Ready National Norms are based on a nationally representative sample that reflects the makeup of the US student population along key demographic characteristics.

The **National YTD** population includes 9,100,581 students who completed a Diagnostic from March 2 to June 3. This data may not be representative of the student population.

Students Assessed

i-Ready Math by Cohort



MATH		% Progress to Annual Typical Growth (Median)			
		20-21	21-22	22-23	23-24
K - 2033	Black/Af.Amer	91%			
1 - 2033	Black/Af.Amer		100%		
2 - 2033	Black/Af.Amer			116%	
3 - 2033	Black/Af.Amer				93%
1 - 2032	Black/Af.Amer	90%			
2 - 2032	Black/Af.Amer		119%		
3 - 2032	Black/Af.Amer			97%	
4 - 2032	Black/Af.Amer				100%
2 - 2031	Black/Af.Amer	104%			
3 - 2031	Black/Af.Amer		104%		
4 - 2031	Black/Af.Amer			100%	
5 - 2031	Black/Af.Amer				100%
3 - 2030	Black/Af.Amer	104%			
4 - 2030	Black/Af.Amer		100%		
5 - 2030	Black/Af.Amer			117%	
6 - 2030	Black/Af.Amer				100%
4 - 2029	Black/Af.Amer	86%			
5 - 2029	Black/Af.Amer		83%		
6 - 2029	Black/Af.Amer			119%	
7 - 2029	Black/Af.Amer				46%



i-Ready
Spring 24

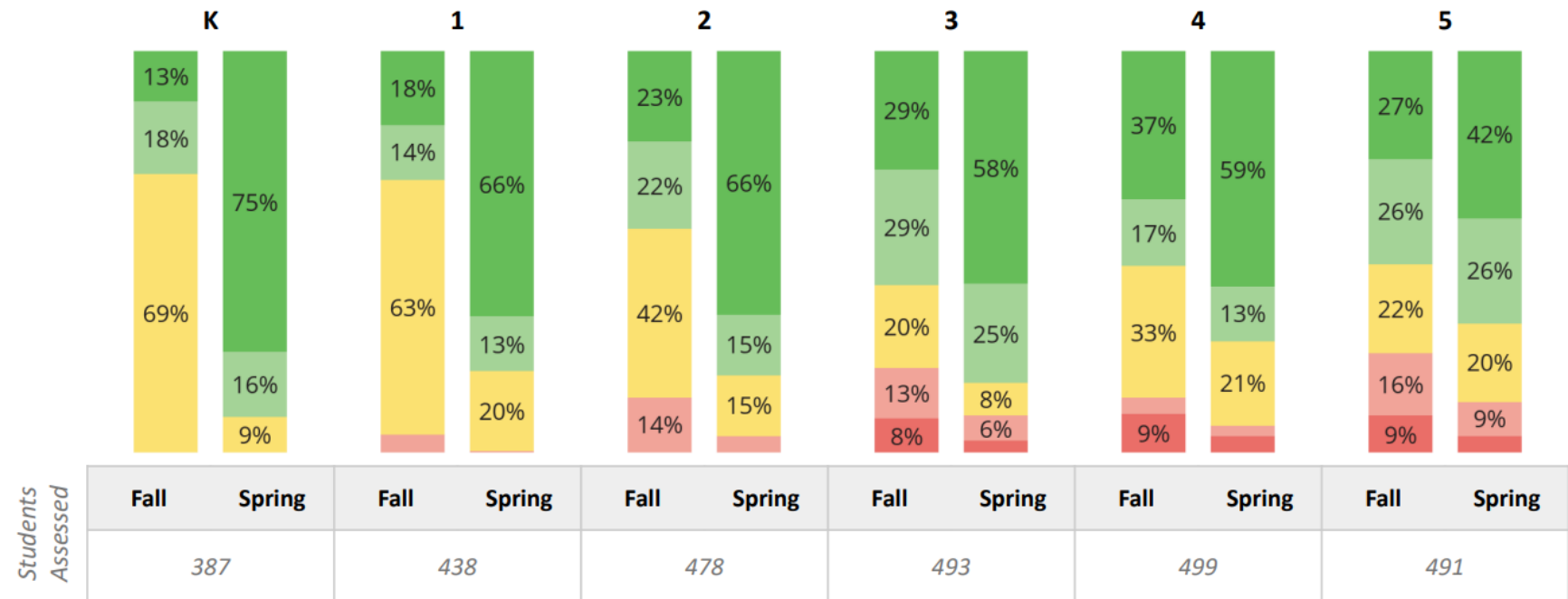


Reading Performance Review



i-Ready Reading K-5

Placement Distribution, Fall 23-24 to Spring 23-24

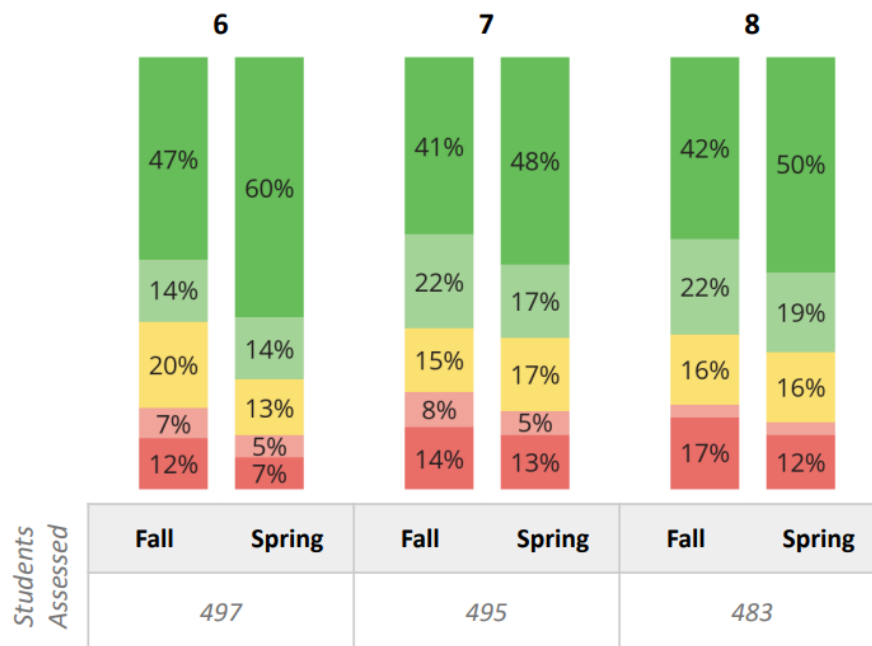


■ Mid or Above Grade Level
 ■ Early On Grade Level
 ■ 1 Grade Level Below
 ■ 2 Grade Levels Below
 ■ 3+ Grade Levels Below



i-Ready Reading 6-8

Placement Distribution, Fall 23-24 to Spring 23-24

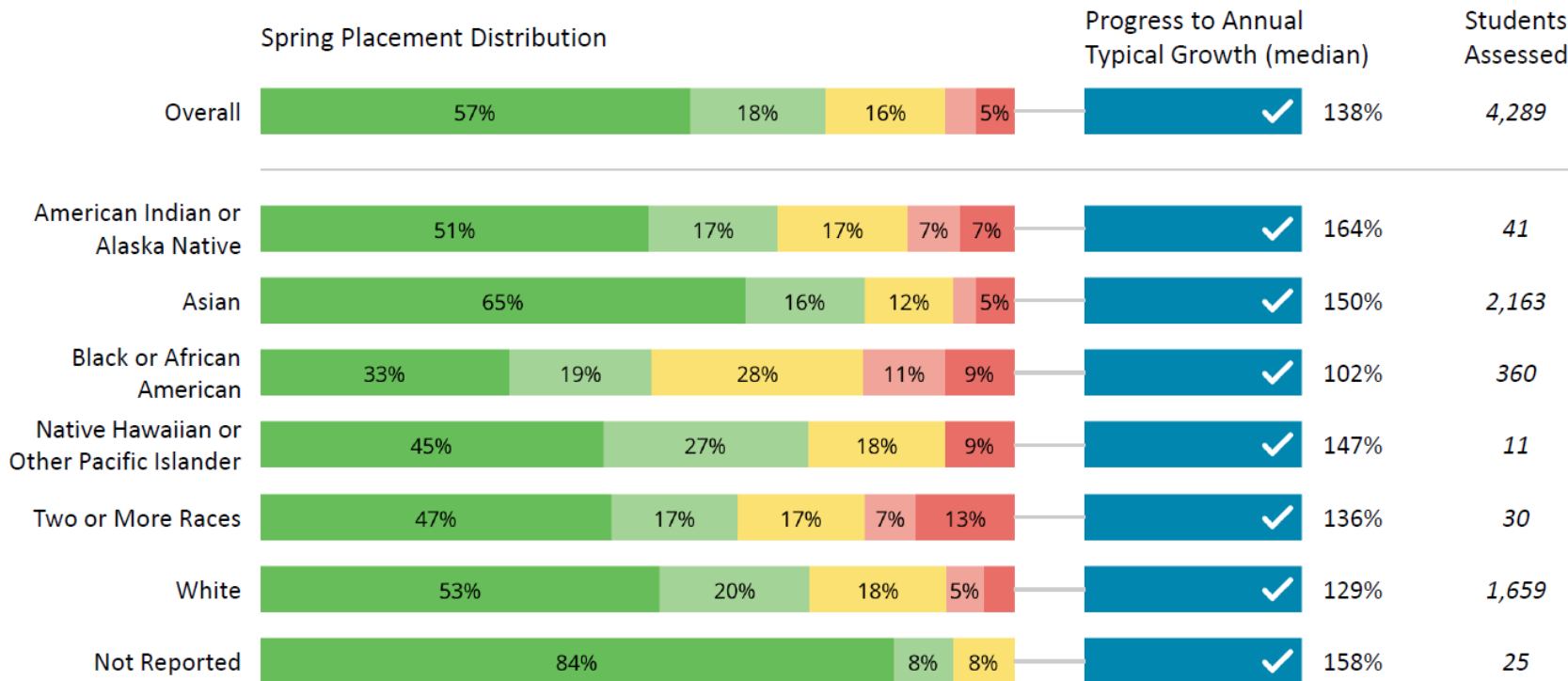


Mid or Above Grade Level Early On Grade Level 1 Grade Level Below 2 Grade Levels Below 3+ Grade Levels Below



2024 Spring i -Ready Reading K-8

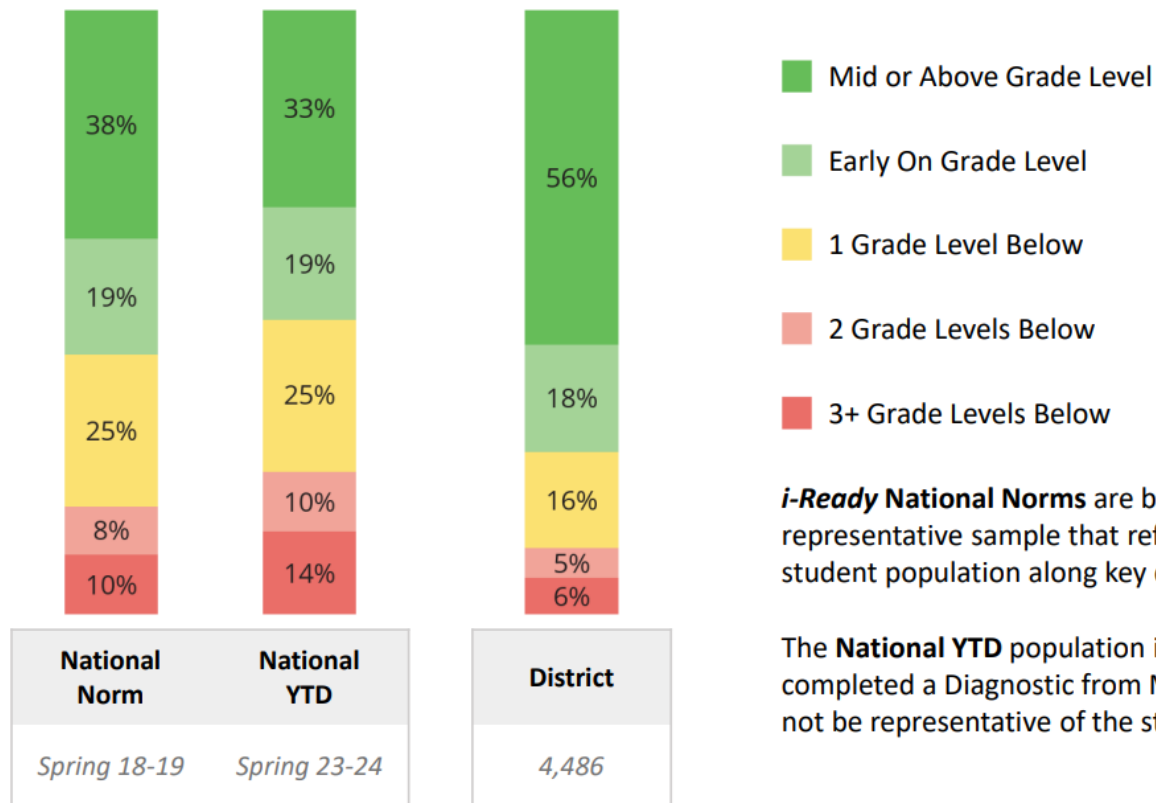
by Subgroup





2024 Spring i-Ready Reading Benchmark Comparison

Spring Placement Distribution for District and Benchmarks



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The **National YTD** population includes 7,950,584 students who completed a Diagnostic from March 2 to June 3. This data may not be representative of the student population.

i-Ready Reading by Cohort



		% Progress to Annual Typical Growth (Median)			
READING		20-21	21-22	22-23	23-24
K - 2033	Black/Af.Amer	77%			
1 - 2033	Black/Af.Amer		92%		
2 - 2033	Black/Af.Amer			122%	
3 - 2033	Black/Af.Amer				96%
1 - 2032	Black/Af.Amer	81%			
2 - 2032	Black/Af.Amer		116%		
3 - 2032	Black/Af.Amer			137%	
4 - 2032	Black/Af.Amer				80%
2 - 2031	Black/Af.Amer	91%			
3 - 2031	Black/Af.Amer		155%		
4 - 2031	Black/Af.Amer			115%	
5 - 2031	Black/Af.Amer				115%
3 - 2030	Black/Af.Amer	64%			
4 - 2030	Black/Af.Amer		114%		
5 - 2030	Black/Af.Amer			106%	
6 - 2030	Black/Af.Amer				158%
4 - 2029	Black/Af.Amer	38%			
5 - 2029	Black/Af.Amer		75%		
6 - 2029	Black/Af.Amer			129%	
7 - 2029	Black/Af.Amer				90%

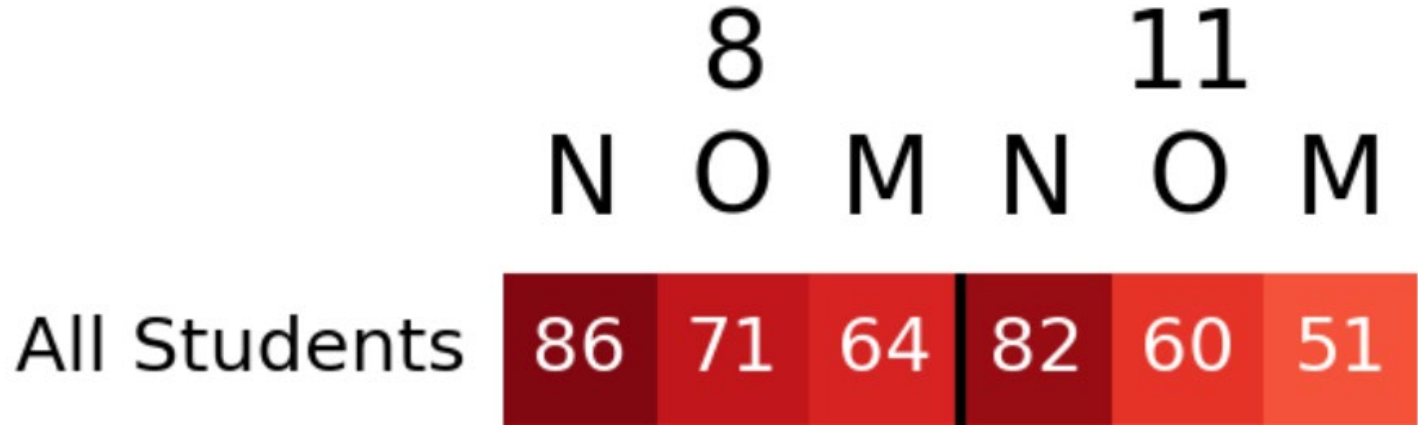


State Proficiency & Subgroup Performance

ELA - Proficiency

8 & 11

PSAT & SAT

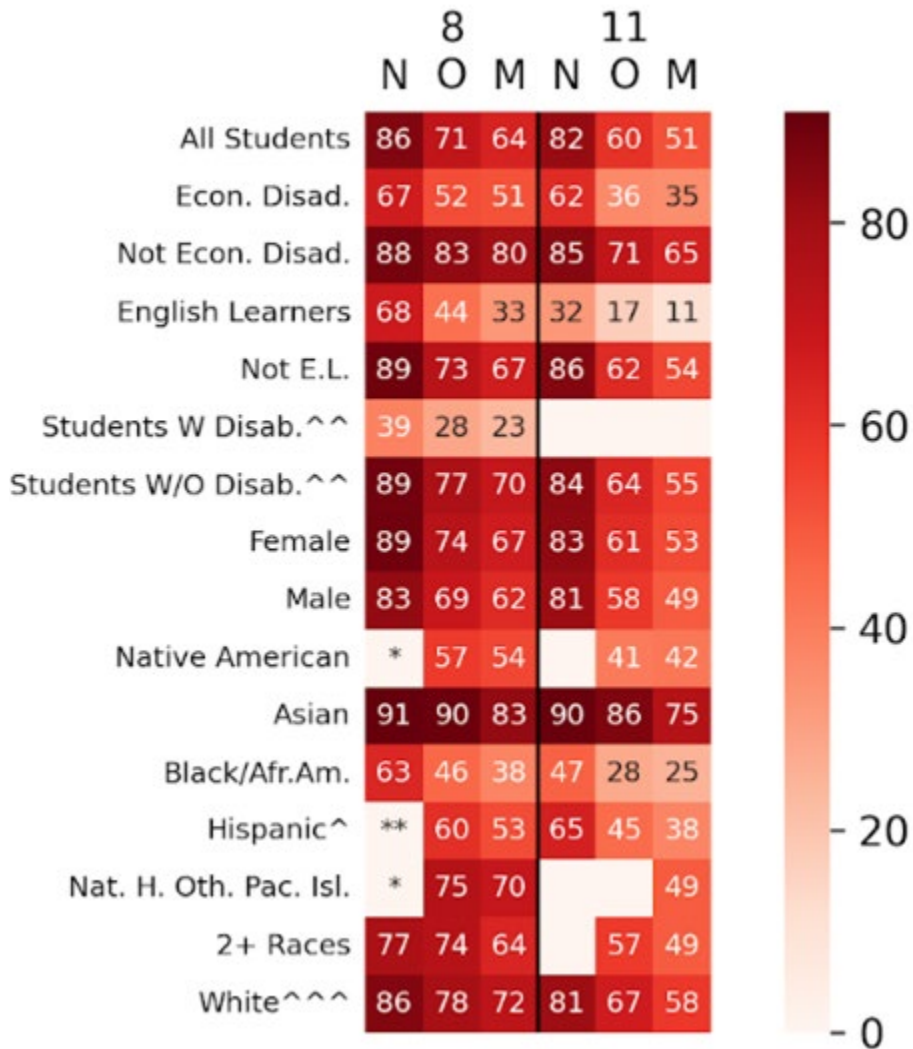


Novi, Oakland, Michigan

ELA - Subgroups

8 & 11

PSAT & SAT

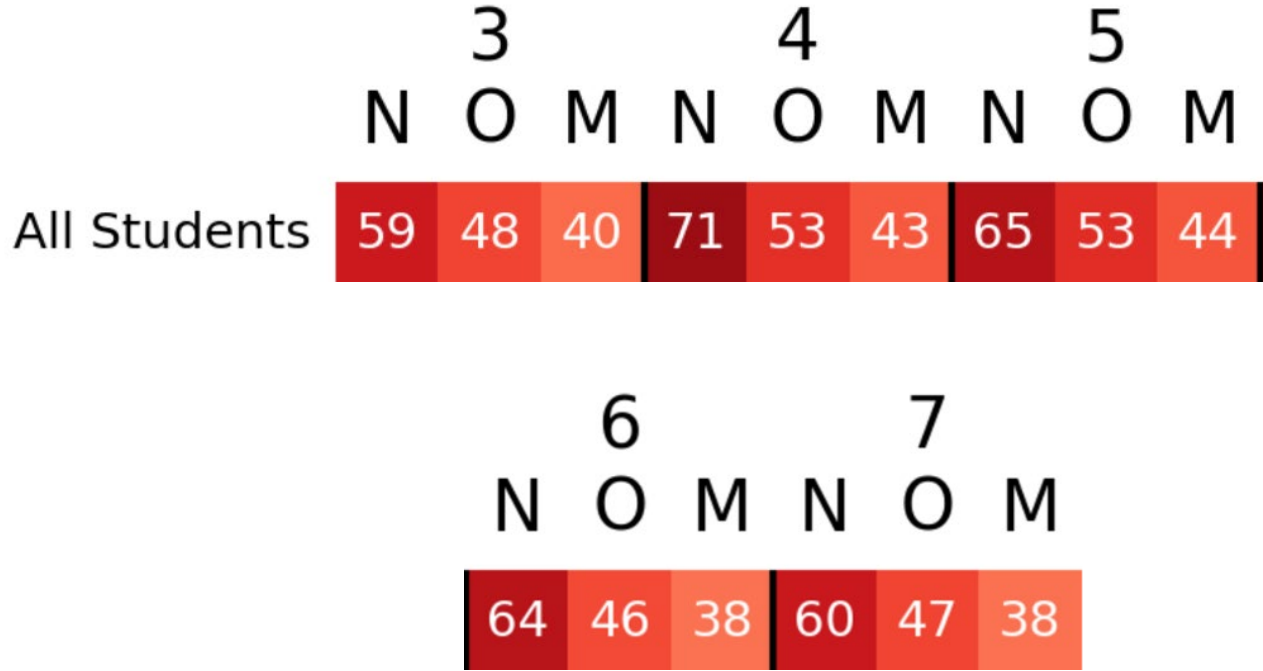


* Too few to report
 ^^ “with(out) IEP for PSAT
 ** Censored per FERPA
 ^ “Hisp. of any race” for MSTEP only
 ^^^ “not of Hisp. origin” PSAT

ELA - Proficiency

3-7

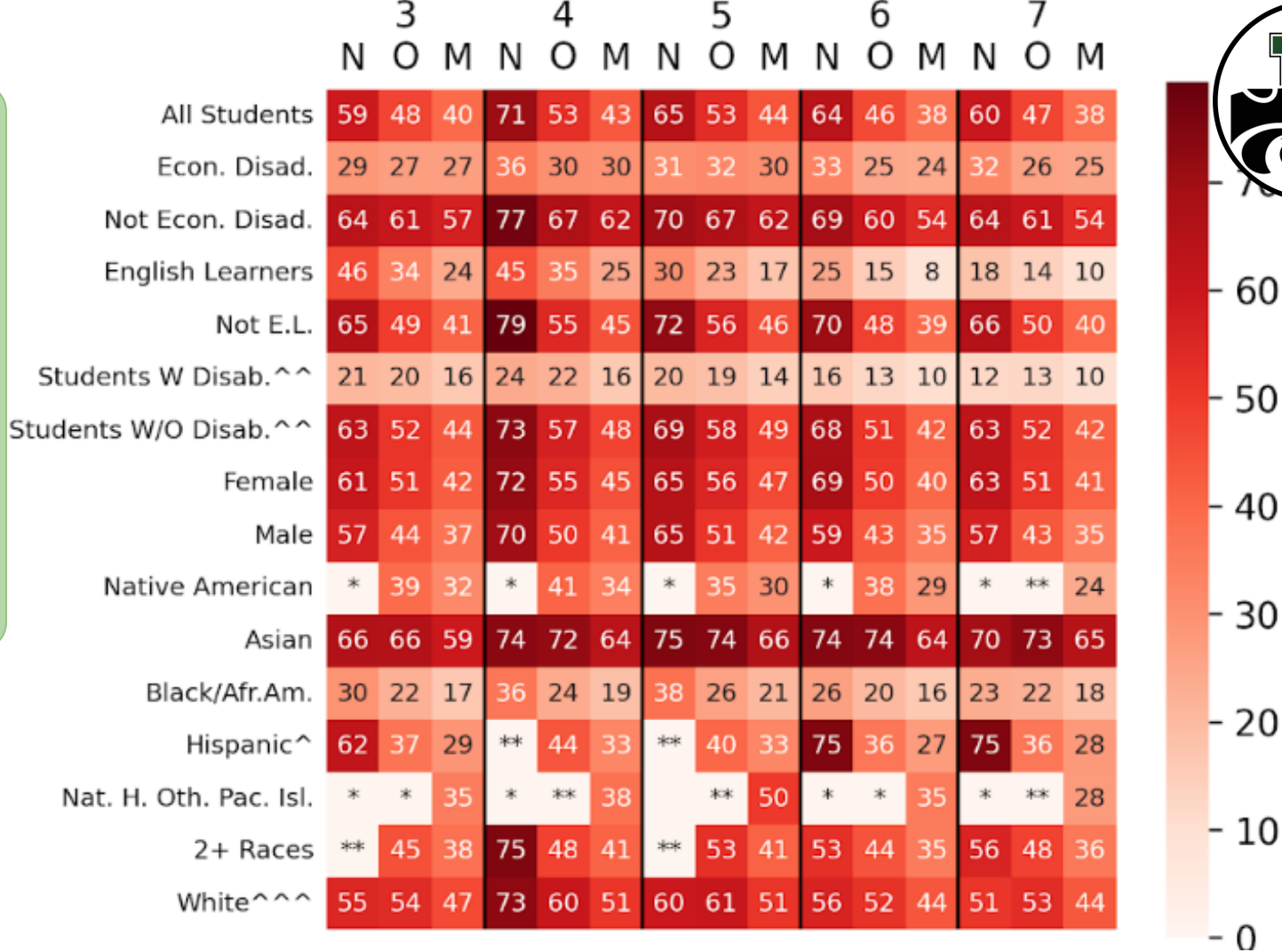
M-Step



ELA - Subgroups

3-7

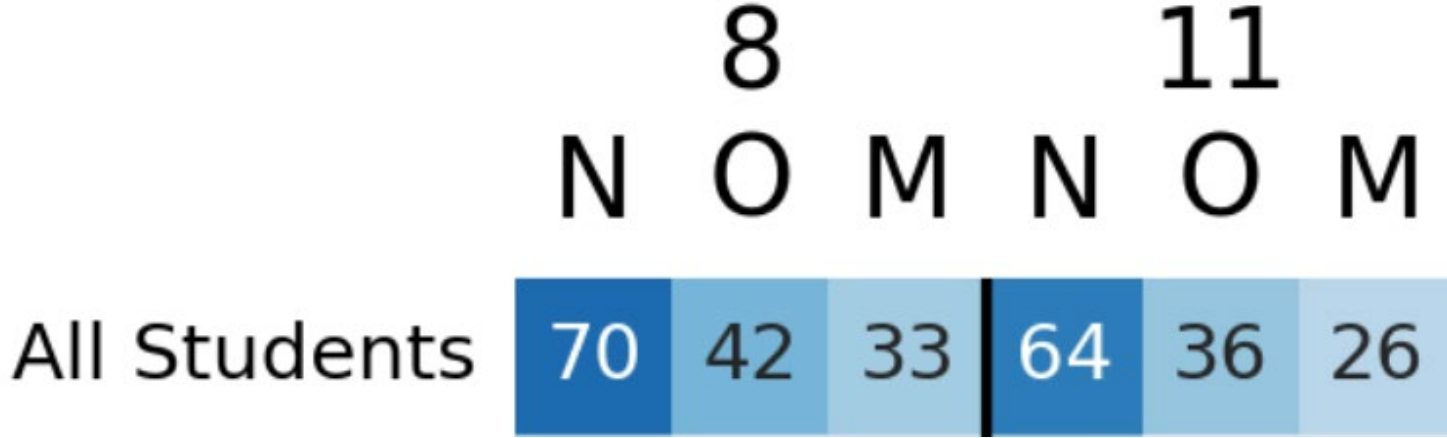
M-Step



Math - Proficiency

8 & 11

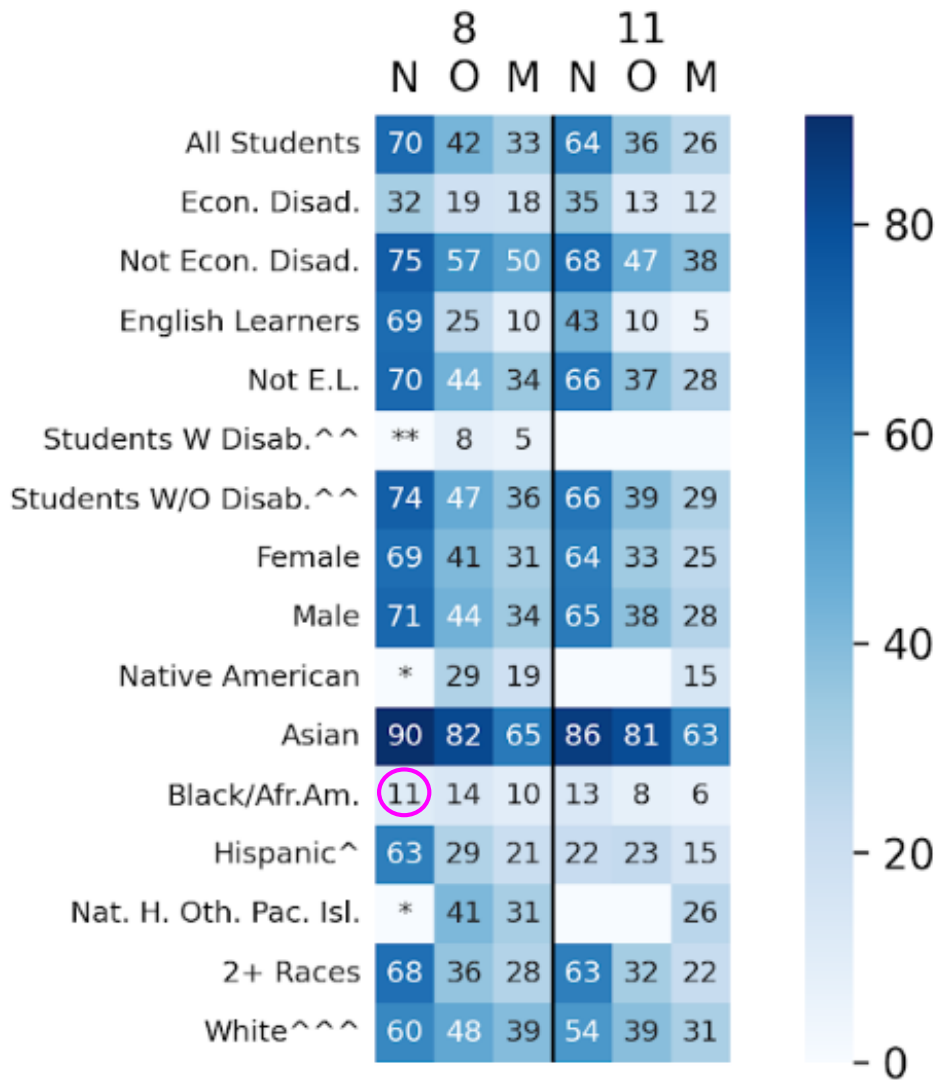
PSAT & SAT



Math - Subgroups

8 & 11

PSAT & SAT



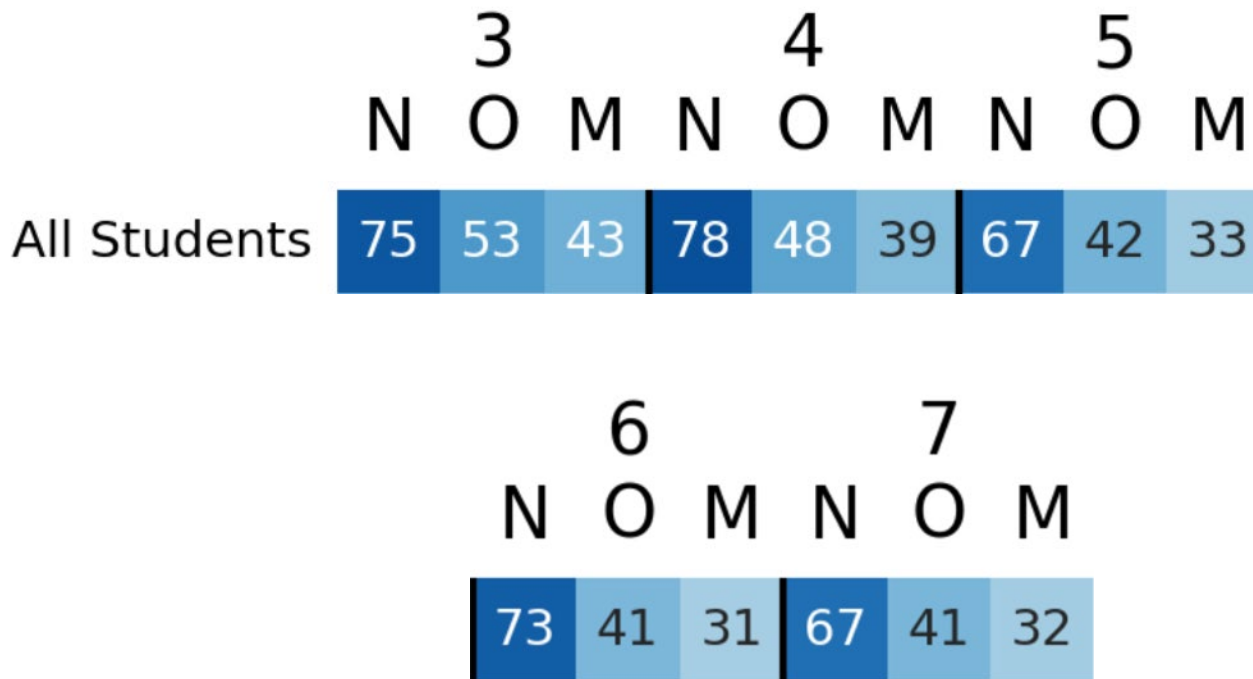
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Math - Proficiency

3-7

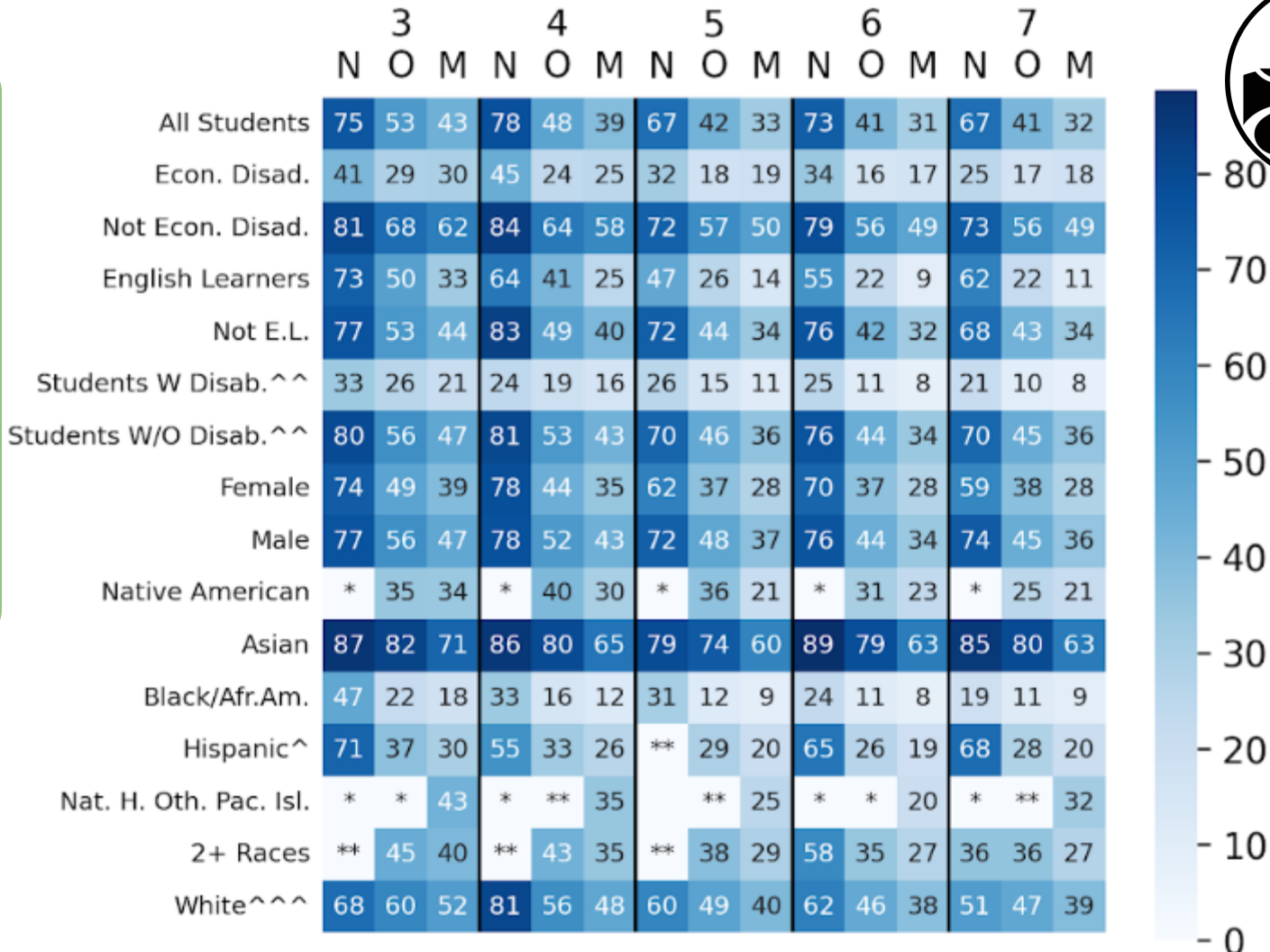
M-Step



Math - Subgroups

3-7

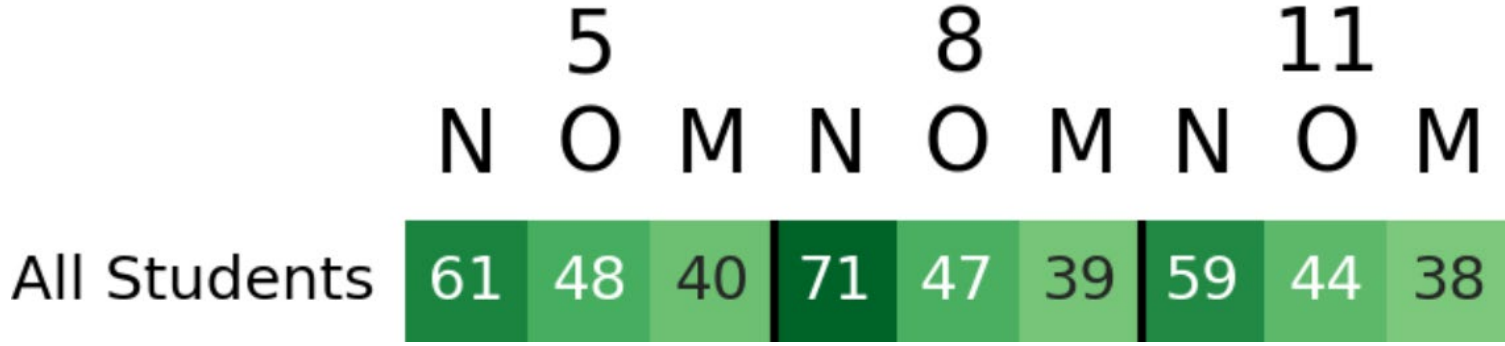
M-Step



Science - Proficiency

5,8,11

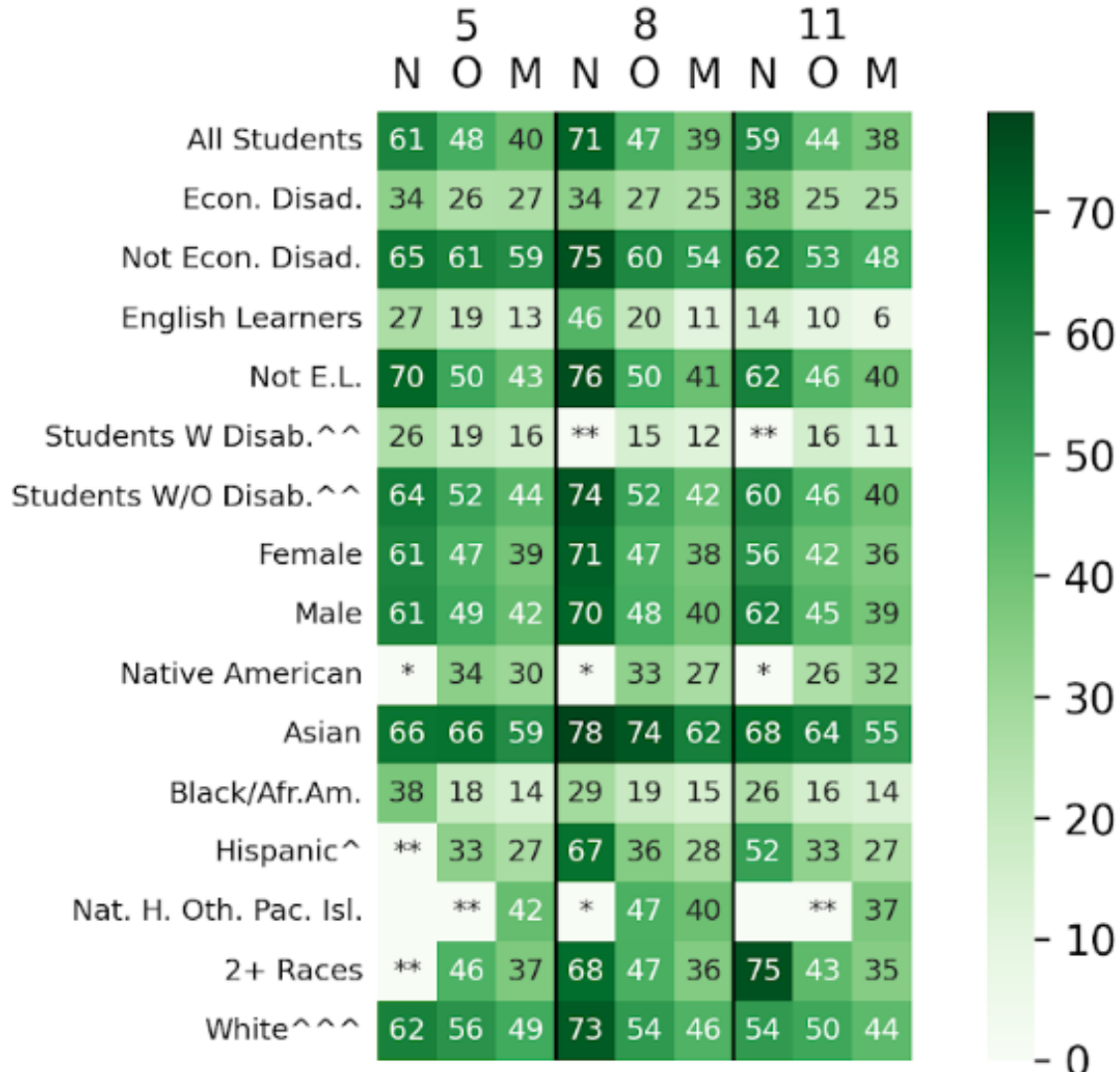
M-Step



Science - Subgroups

5,8,11

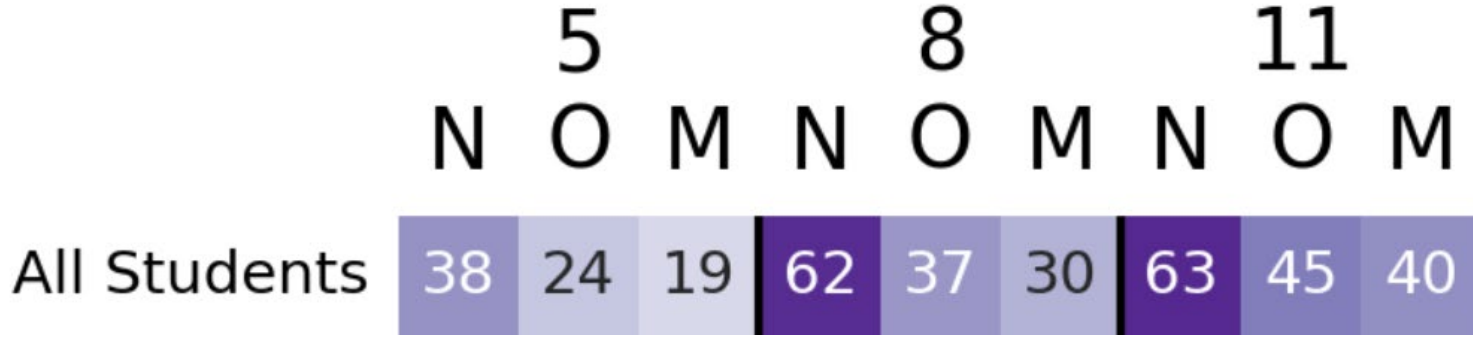
M-Step



Soc Stud - Proficiency

5,8,11

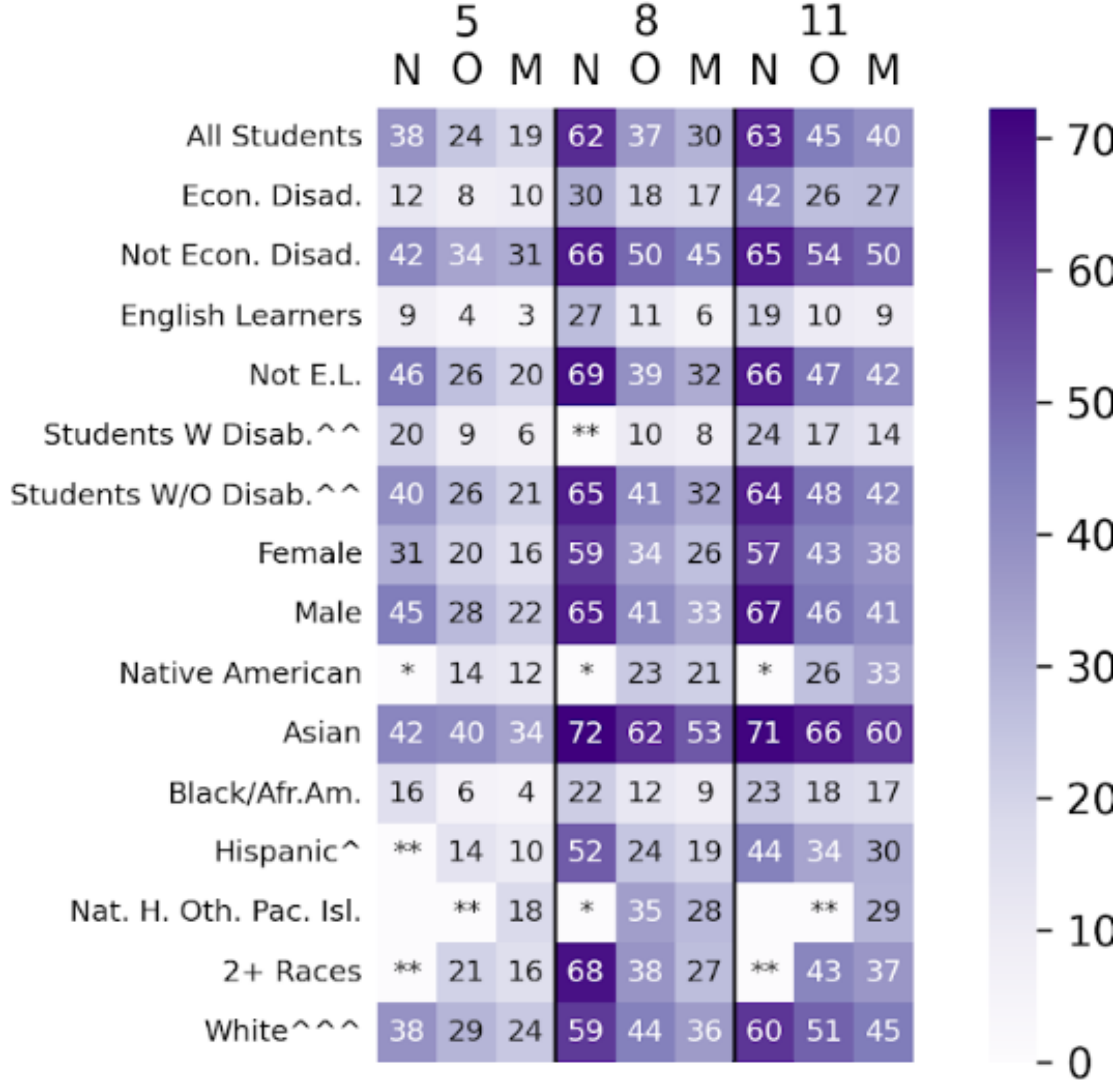
M-Step



Soc Stud - Subgroups

5,8,11

M-Step





Trends

Positive Trends



Positive ELA trend continues for 8th PSAT & 11th grade SAT



Gr. 11



Gr. 4



Gr. 6

Grades 4, 6 & 7 improving or maintaining proficiency on M-Step ELA



Gr. 4



Gr. 6



Gr. 7

Students maintaining proficiency year over year and significant Improvements in grades 4 & 6 on M-Step Math

Positive Trends



Gr. 8



Gr. 11



Grades 8 & 11
improving or
maintaining
proficiency on M-Step
Science

Gr. 8



Gr. 11



Grade 8 maintaining and
grade 11 improving on M-
Step Social Studies



On the Radar



Grades 3 & 5 show significant decline on M-Step ELA

Drop in 5th grade M-Step Science



Sharp decline in PSAT and SAT math in first year of digital test



Drop in 5th grade M-Step Social Studies



Responding to Outcomes

- Sharing building level reports with principals
- Principals meeting with Mike about data, plans
- K-4 Building data meetings after each i-Ready administration to respond to trends
- Revamped K-4 MTSS processes
- Installing cycles to review and develop K-12 curriculum
- New K-4 literacy curriculum and assessments
- K-12 Whole Child support: Panorama & Positivity Project.
- Revised logistics for i-Ready test at MS
- Experience with digital (P)SAT administration



Appendix: Proficiency

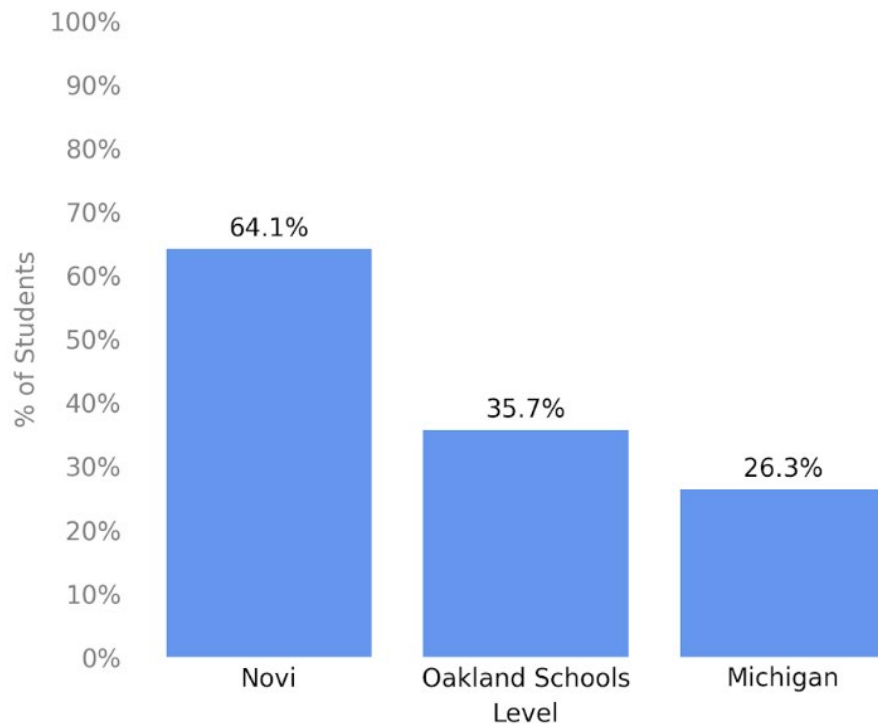
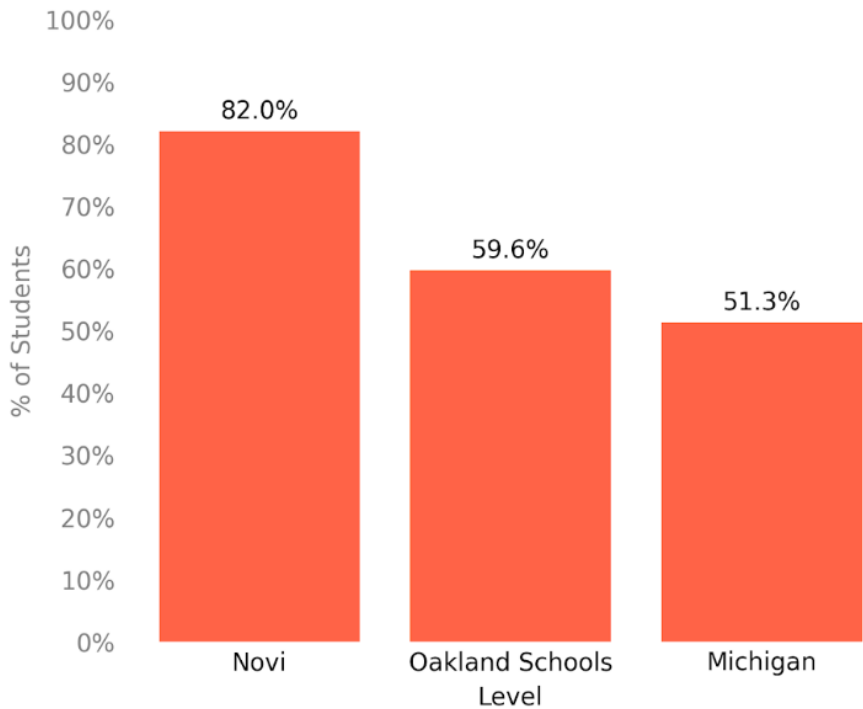
SAT

11



Spring 2024 SAT ELA Proficiency

Spring 2024 SAT Mathematics Proficiency



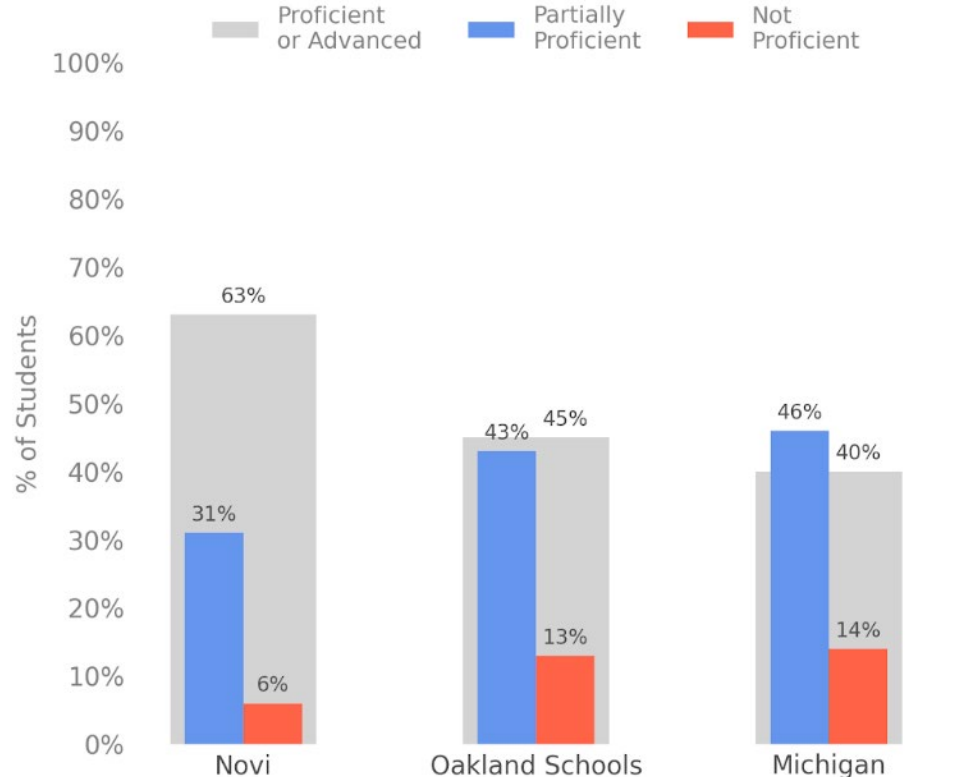
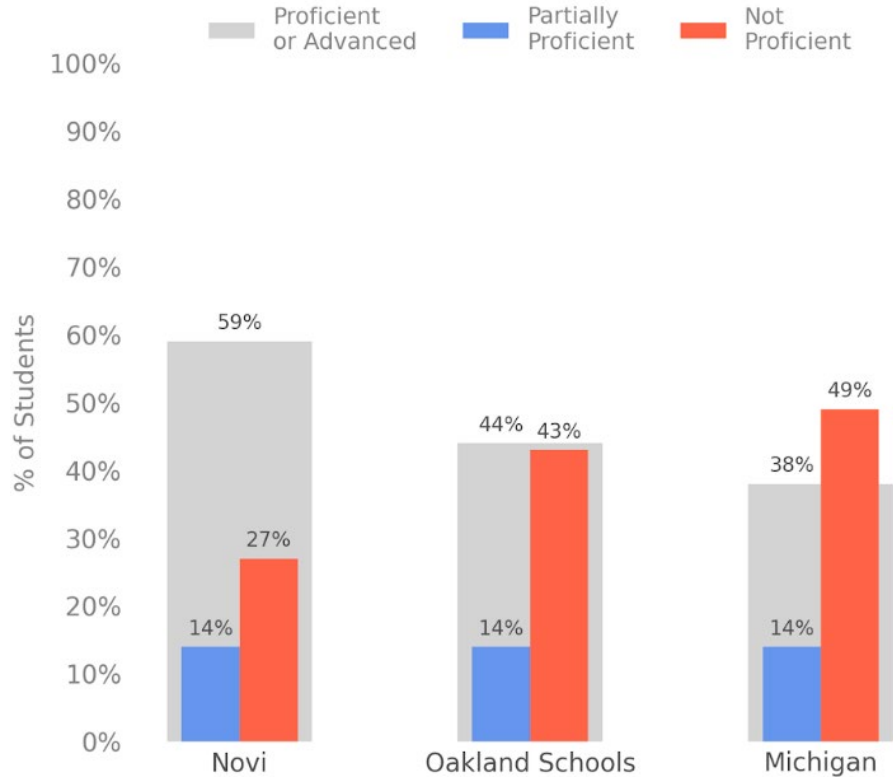
M-Step

11



M-STEP Spring 2024 Science Grade 11 Proficiency

M-STEP Spring 2024 Social Studies Grade 11 Proficiency



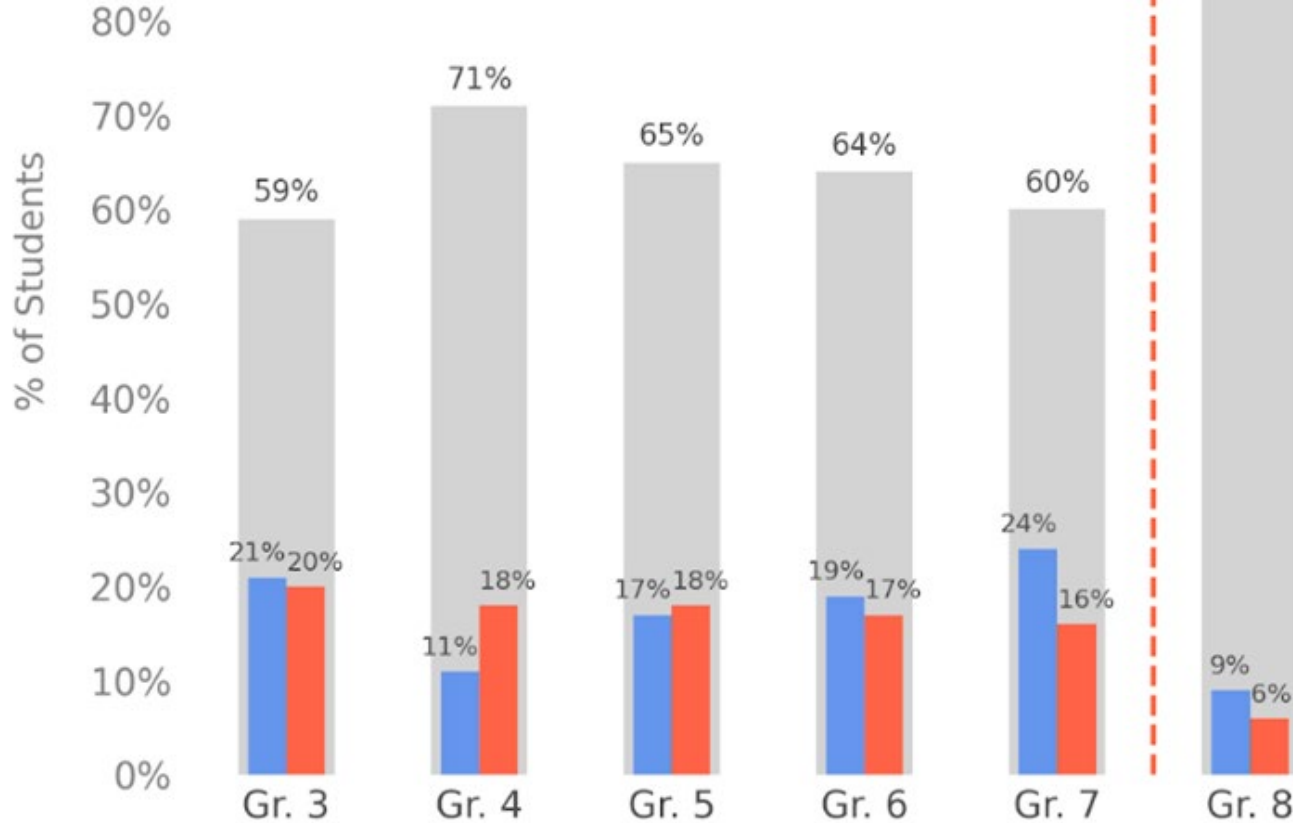
M-Step & PSAT - ELA

3-8



Spring 2024 ELA Proficiency

Proficient or Advanced
Partially Proficient
Not Proficient



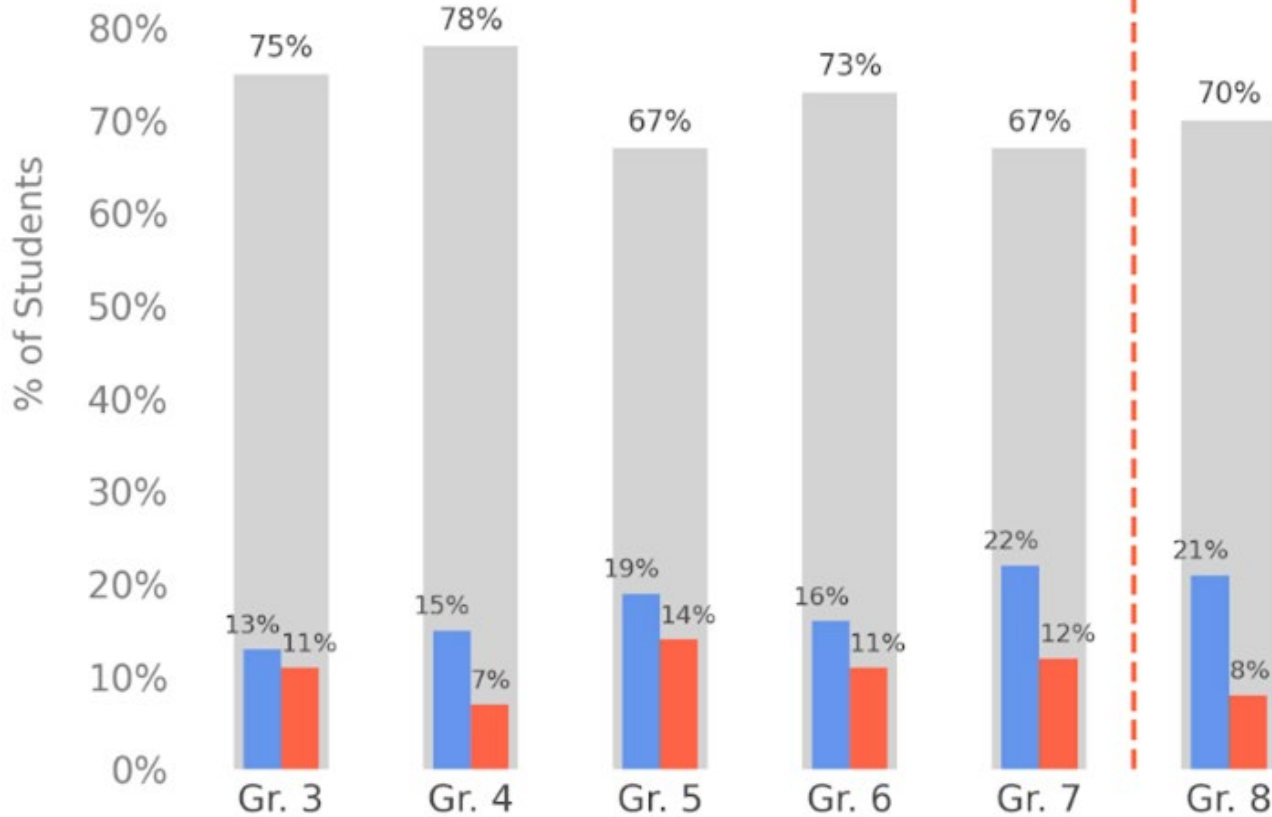
M-Step & PSAT - Math

3-8



Spring 2024 Mathematics Proficiency

Proficient or Advanced
Partially Proficient
Not Proficient



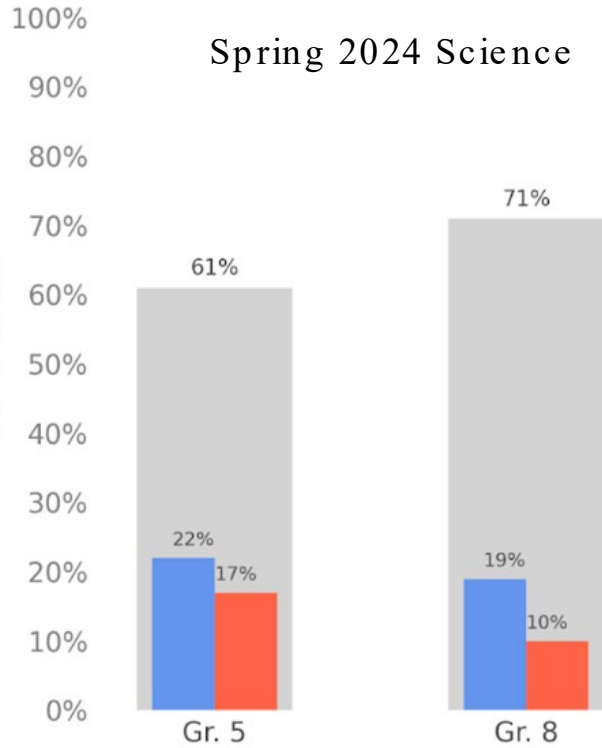
M-Step

5,8,11

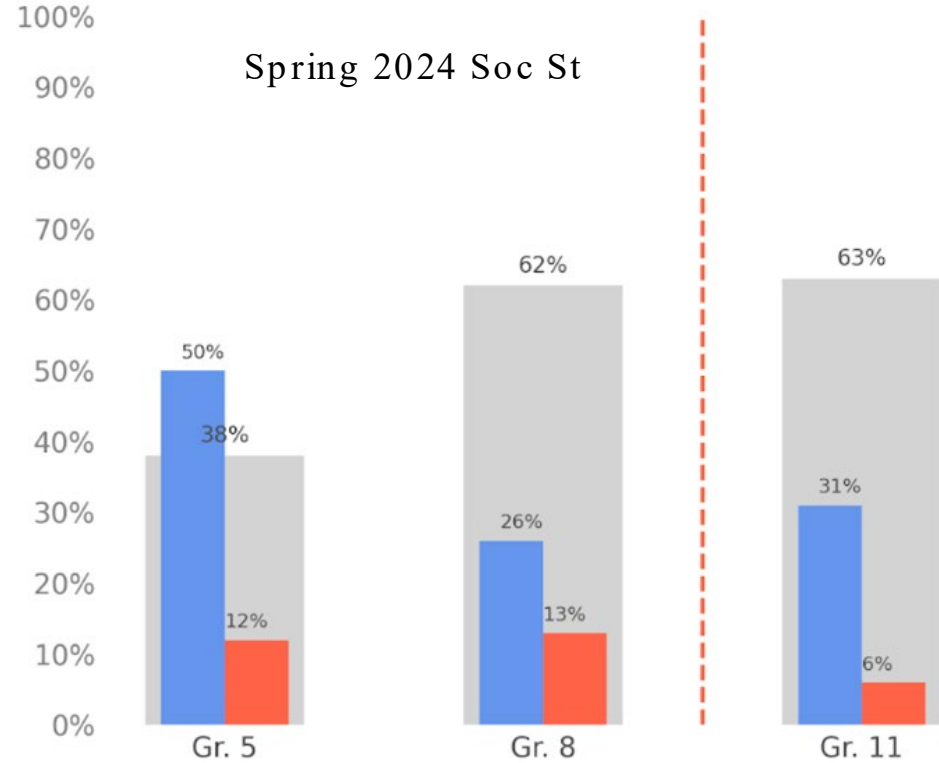


Proficient or Advanced Partially Proficient Not Proficient

Spring 2024 Science



Spring 2024 Soc St



2024 Spring i -Ready Math K-8

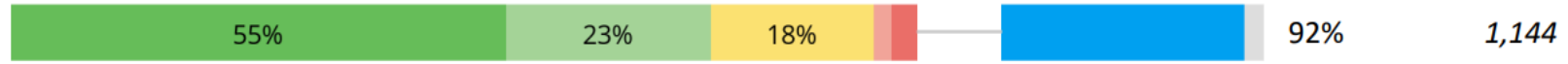
Additional Subgroups



Hispanic or Latino



English Learner



Economically Disadvantaged



Hispanic or Latino





Appendix: Trends

i-Ready Math by Cohort*



		% Progress to Annual Typical Growth (Median)			
MATH		20-21	21-22	22-23	23-24
K - 2033	econ disadv Y	99%			
1 - 2033	econ disadv Y		106%		
2 - 2033	econ disadv Y			115%	
3 - 2033	econ disadv Y				88%
1 - 2032	econ disadv Y	93%			
2 - 2032	econ disadv Y		119%		
3 - 2032	econ disadv Y			97%	
4 - 2032	econ disadv Y				104%
2 - 2031	econ disadv Y	116%			
3 - 2031	econ disadv Y		108%		
4 - 2031	econ disadv Y			100%	
5 - 2031	econ disadv Y				100%
3 - 2030	econ disadv Y	98%			
4 - 2030	econ disadv Y		113%		
5 - 2030	econ disadv Y			100%	
6 - 2030	econ disadv Y				86%
4 - 2029	econ disadv Y	96%			
5 - 2029	econ disadv Y		92%		
6 - 2029	econ disadv Y			100%	
7 - 2029	econ disadv Y				67%

*Not a true cohort as students have moved in and out of them.

i-Ready Reading by Cohort*



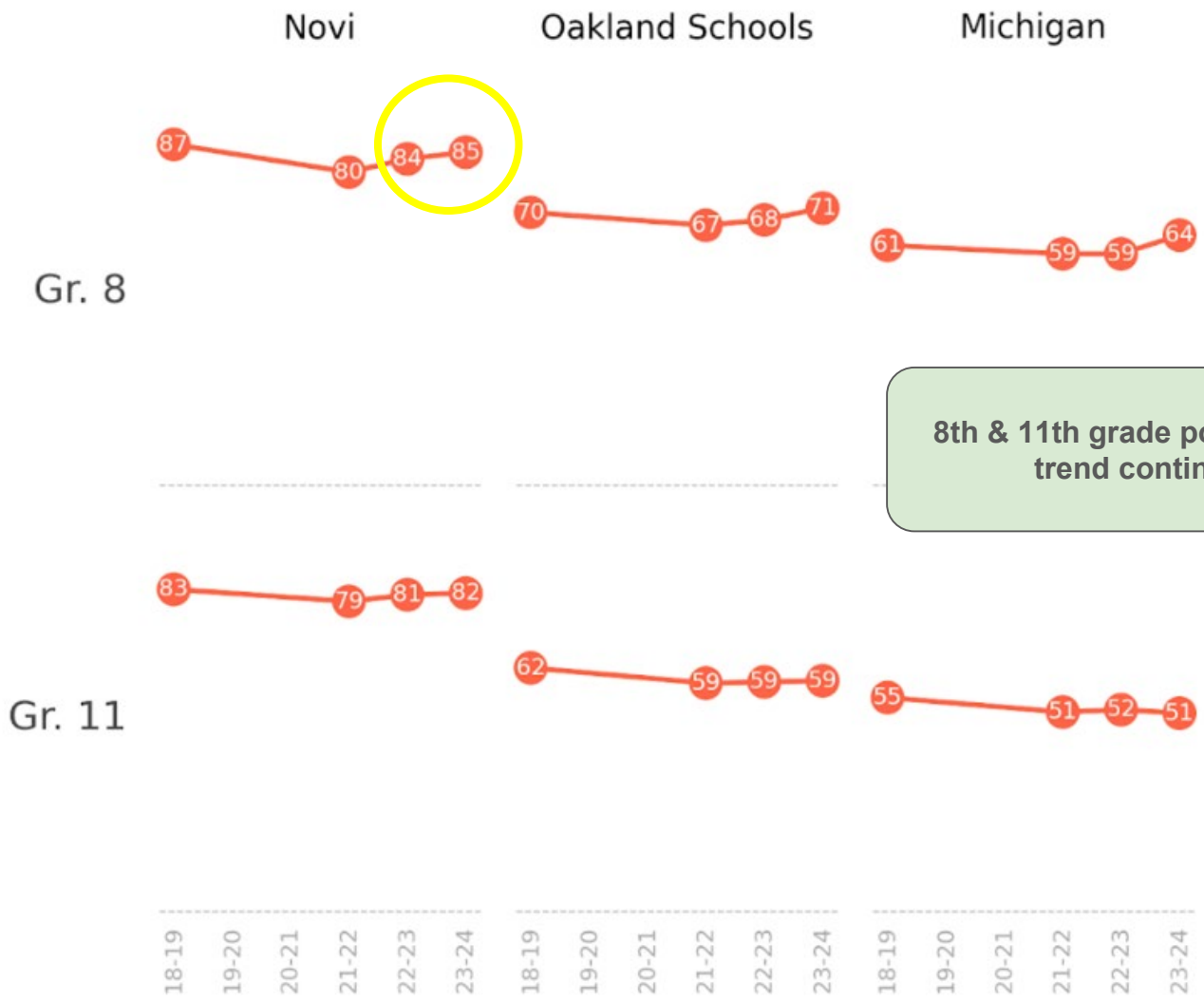
READING		% Progress to Annual Typical Growth (Median)			
		20-21	21-22	22-23	23-24
K - 2033	econ disadv Y	95%			
1 - 2033	econ disadv Y		101%		
2 - 2033	econ disadv Y			110%	
3 - 2033	econ disadv Y				100%
1 - 2032	econ disadv Y	80%			
2 - 2032	econ disadv Y		127%		
3 - 2032	econ disadv Y			132%	
4 - 2032	econ disadv Y				110%
2 - 2031	econ disadv Y	103%			
3 - 2031	econ disadv Y		135%		
4 - 2031	econ disadv Y			118%	
5 - 2031	econ disadv Y				138%
3 - 2030	econ disadv Y	106%			
4 - 2030	econ disadv Y		121%		
5 - 2030	econ disadv Y			100%	
6 - 2030	econ disadv Y				150%
4 - 2029	econ disadv Y	95%			
5 - 2029	econ disadv Y		139%		
6 - 2029	econ disadv Y			200%	
7 - 2029	econ disadv Y				76%

*Not a true cohort as students have moved in and out of them.

ELA - Trends

8 & 11

PSAT & SAT

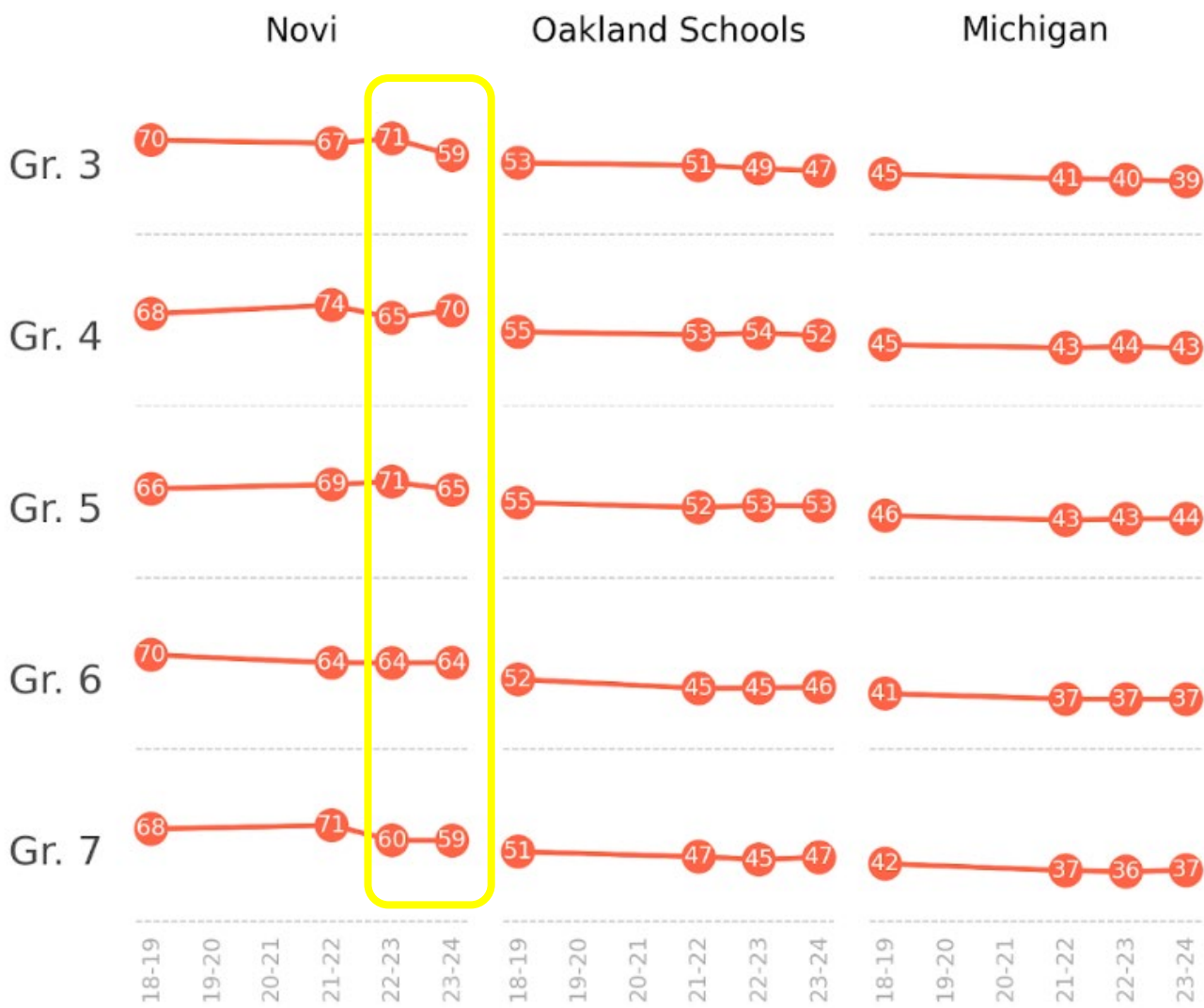


8th & 11th grade positive ELA trend continues

ELA - Trends

3-7

M-Step



Grades 4, 6 & 7 maintaining proficiency

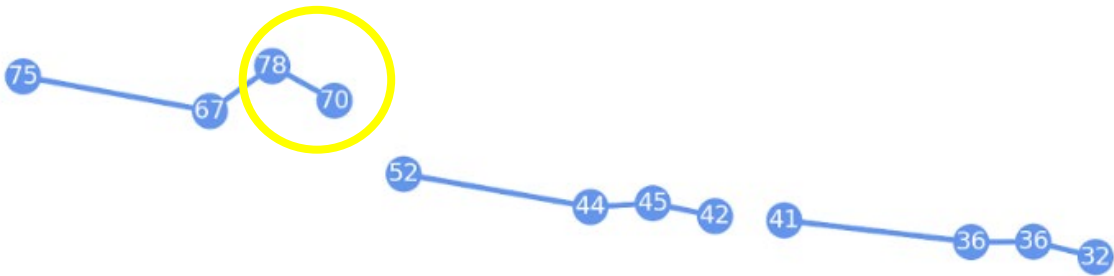
Grades 3 & 5 declining

Math - Trends

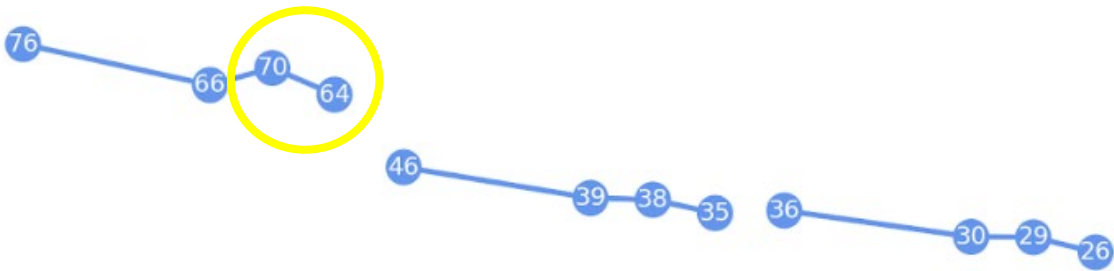
8 & 11

PSAT & SAT

Gr. 8



Gr. 11



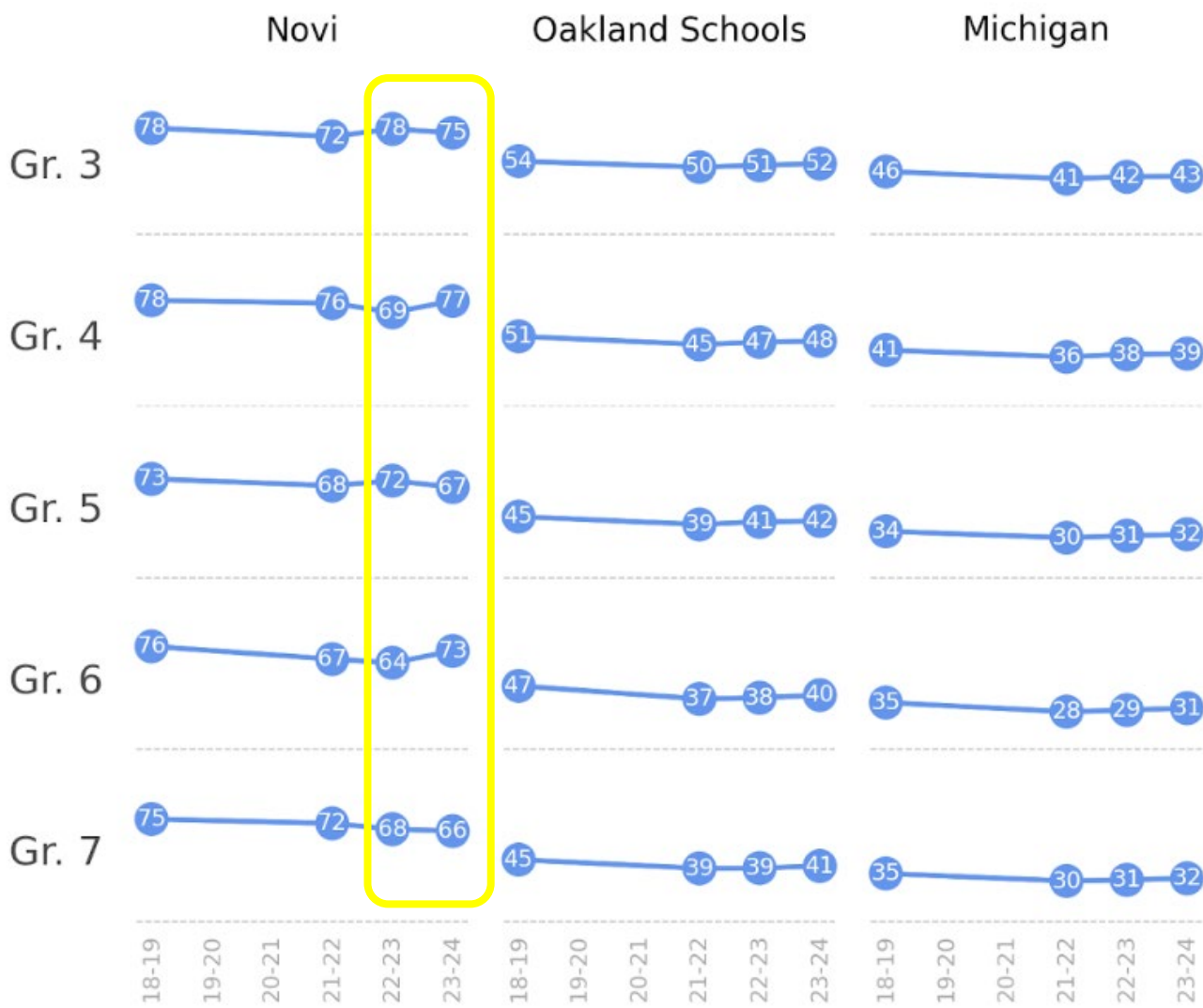
Grades 8 & 11 decline



Math - Trends

3-7

M-Step

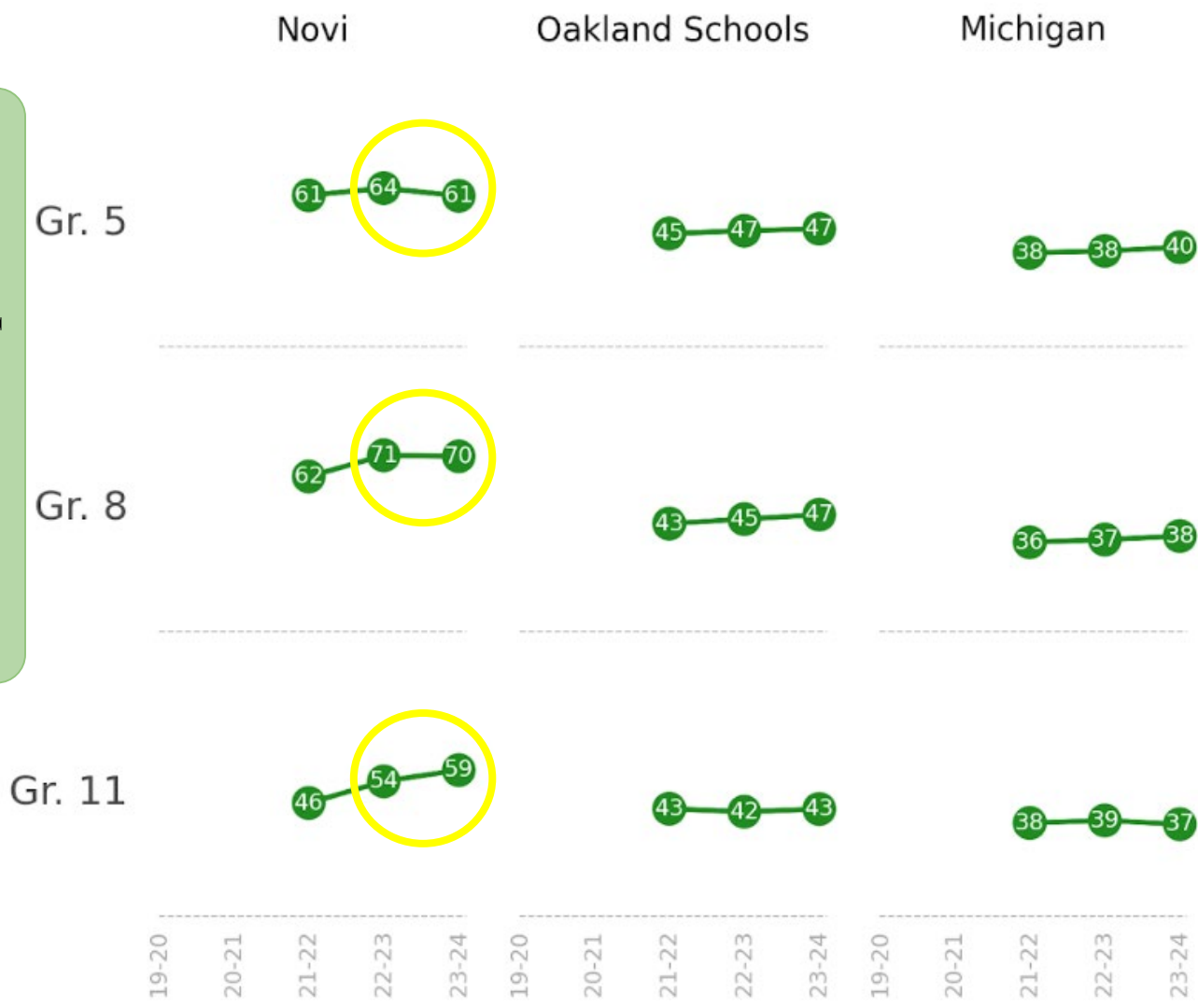


Grades 3 to 7
maintaining
proficiency in
cohorts

Science - Trends

5,8,11

M-Step



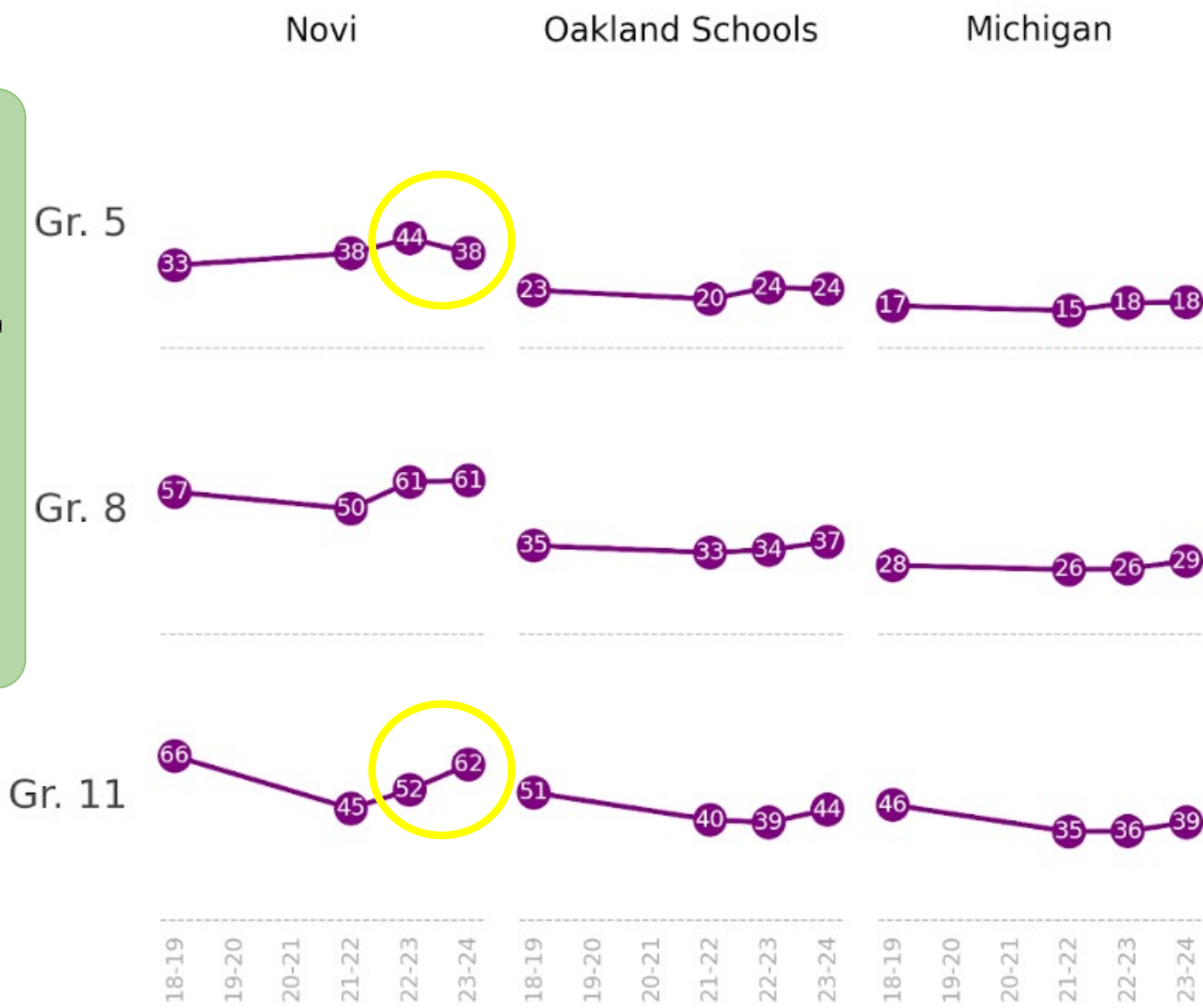
Grade 8
maintaining
and grade 11
improvement

Grade 5
declining

Soc Stud - Trends

5,8,11

M-Step



Grade 8
maintaining
and grade 11
improvement

Grade 5
declining &
grade 8 steady

Using Data in Education



- **engineering** : because materials will always behave as expected in known conditions (breaking strength or melting point, for example) - engineers can reliably use that data to make decisions
- **medicine** : large scale studies show reliable ranges or rates of some effect - Docs can use that to make *predictions* about how it will work for an individual - they can't *know*
- **education** : data uses small samples with less precise data and no experimental results - educators can make best guesses for what will work: this is important to consider when making decisions



Minutes of a Regular Board Meeting, August 15, 2024
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, August 15, 2024 beginning at 6:00 PM.

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

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Novi Community School District Board of Education that approve the agenda as presented.

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

REPORTS TO THE BOARD

First Robotics Frog Force Report

The Ms. Janet Bloom and Mr. Kaushik Baskar, of First Robotics Frog Force, along with some of the First Robotics Frog Force team, would like to summarize the wonderful experience that the team has had this school year and recognize all of the sponsors who supported them through their competitions.

CELEBRATIONS

Mr. Mainka, Superintendent of Schools, stated that that we had a successful summer band camp. He expressed his appreciation to Mr. Diroff for all that he does to make that. Mr. Mainka reported that he is a great leader and pulls off a really impressive program and the number of students involved is massive. He said to get all of them to play and perform in harmony and unison is so impressive. Mr. Mainka mentioned that they sound great and he is excited to be able to see them this fall.

COMMENTS FROM THE AUDIENCE

There were no comments from that 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 by Mr. Michener that the Novi Community School Board of Education approve the Consent Item(s) as presented.

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

DONATIONS

Novi Educational Foundation

The Novi Educational Foundation (NEF) is presenting a generous donation in the total amount of \$23,500.00 to help cover the cost of the following items:

- \$13,500 – the Positivity Project
- \$ 7,000 – Teacher Fellowship Grants
- \$ 3,000 – Therapy Dog Care

Their total donation amount is \$23,500

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Novi Community School Board of Education accept the generous donation in the total amount of \$23,500 as presented, with appreciation and thanks.

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

ACTION ITEMS

Personnel Report A

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

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

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Personnel Report B

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, presented the Administrative Promotion for the Board’s consideration.

It was moved by Mrs. Beaudoin and supported by Mr. Michener that the Novi Community School Board of Education approve the promotion as noted above.

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Positivity Project Plan Discussion

The Positivity Project is a character education and social emotional learning program dedicated to empowering America's youth to build positive relationships and become their best selves. They achieve this by partnering with schools and equipping students, educators, and families with the resources, training, and strategies to teach their students positive psychology’s 24 character strengths. Possessing and practicing such critical skills leads to more positive relationships, an improved school culture, and the development of responsible, capable, and empowered citizens who will enhance their schools and communities.

It was moved by Mr. Michener and supported by Mr. Mena that the Novi Community School District Board of Education approve the purchase of the Positivity Project in the amount of \$97,065.00

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Panorama Platform Discussion

RosaLeigh Johnson, Director of Mental Health and Wellness, in collaboration with members from the Teaching and Learning Department, have been reviewing and discussing the Panorama Platform resource for the district. Panorama provides a comprehensive platform for gathering student, staff, and family perception data regarding the school learning environment, culture, and climate. The survey data will serve as a universal screener, helping staff identify student strengths and specific needs. Panorama’s Playbook will provide educators with over 800 strategies and interventions to implement tiered supports that target specific social-emotional, behavioral and/or academic needs. Additionally, the MTSS platform will provide educators with specific tools to set goals, build support plans based on data-driven recommendations, and track progress based on the identified interventions.

It was moved by Mr. Mena and supported by Mrs. Beaudoin that the Novi Community School District Board of Education approve the purchase of the Panorama Platform in the amount of \$45,700.00.

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

NCSD Student Handbook Discussion

In September 2018, the elementary principals met several times to create one (1) uniform student handbook. In August 2019, the student handbook was revised again to be more comprehensive, including information for all grades K-12 and Athletics. During the 2023/2024 school year, it was determined that the student handbook needed revision in many areas, so a student handbook committee was formed to review and update the handbook. Administrators from all levels and multiple departments across the district serving on the Student Handbook committee met routinely throughout the 2023/2024 school year.

It was moved by Mrs. Beaudoin and supported by Mr. Michener that the Novi Community School District Board of Education approve the Student Handbook as presented.

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Special Olympics Unified Schools – Champions of Change

On January 30, 2018, at 5:30 pm, the Novi Community School District hosted its first ever Unified Basketball Game against Brighton High School. They played a regulation type game against a fellow KLAA school. This initiative was the first of its kind where schools from the same league came together to promote Educational Athletics for our special needs kids. This was the start of the future of the Unified Champion Schools Program in Michigan and was recognized by the Michigan Interscholastic Athletic Association.

Fast Forward to 2024, tonight the Office of Teaching and Learning and the Department of Special Education are requesting board approval to add to its list of firsts by being the first school district to partner with Special Olympics in the Unified Champion Schools Program, a Pre-K through Transition education program. This program unifies students with and without disabilities through an inclusive youth leadership, unified sports, and whole-school engagement.

It was moved by Mrs. Beaudoin and supported by Mr. Mena that the Novi Board of Education in the best interest of the Novi Community School District approve the Memorandum of Understanding

between the Novi Community School District and the Special Olympics of Michigan as presented.

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

MASB Call for Delegates Discussion

MASB's 2024 Delegate Assembly will begin Thursday, October 24, at 7:00 p.m. at the Lansing Center in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2024-2025 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified by Friday, October 4, 2024. A link to certify the official voting delegates and alternates who will represent your board of education has been sent to the superintendent secretary.

The naming of delegates and alternates by their respective Board is presented tonight for discussion, and will come back at the regular meeting of the Board of Education on September 19, 2024.

Novi High School Hockey Cooperative Agreement Discussion

Don Watchowski, Novi High School's Athletic Director, is requesting that the Novi High School Hockey program enter into an MHSAA cooperative agreement with Livonia Clarenceville High School. Clarenceville does not currently have a Hockey program. This agreement would be beneficial to Novi as Clarenceville will provide Novi with overall depth and a definite position of need. Novi will remain the primary school.

This comes tonight for information and discussion. It will come back with the recommendation that the Novi Community School District Board of Education approve the MHSAA Cooperative Agreement as presented.

COMMITTEE REPORTS

Capital Projects Committee of the Whole

Mr. Mena, Board Secretary and Committee Chair, reported that the committee met on August 8th and had a very robust discussion on a few topics including: the status of the current Bond schedule, where we are with projects, and completed projects. He stated that some of them have checklist items that need to be taken care of. Mr. Mena said that there was some discussion around the estimated completion dates and the timeline with some of the future projects. He mentioned that they also discussed the hiring of a professional service.

DEI Committee of the Whole

Mr. Michener, Board Trustee and Committee Chair, reported that the committee met and picked some topics that they would like to tackle this calendar year. He stated that they have been methodically working through them. Mr. Michener said they went over the DEI District Summary and had

representatives from Village Oaks, Parkview, and Novi Meadows who discussed things that they are doing and shared they were appreciative of our hiring practices that are improving and eliminating entry barriers and now we are seeing more diverse hires. He thanked Dr. Carino for figuring out and improving our systems. Mr. Michener reported that they talked about the two (2) programs that were approved this evening; the Positivity Project and the Panorama Platform and that will improve the DEI goals.

SUPERINTENDENT'S REPORT

Mr. Ben Mainka, Superintendent of Schools, reported that it is a busy time in the district. He stated that this week is tough for some kids because of Fall sports cuts. Mr. Mainka said that our no-cuts sports, our big teams like the football program is reporting record numbers. He mentioned that we have a lot of kids practicing for a while.

Mr. Mainka reported that our staff comes back next week and we are gearing up for a full week of professional learning and supporting them as we transition into the start of an exciting new school year. He stated that this is a fun time to be in the schools. Mr. Mainka said that we are excited and lots of things are happening. He mentioned that we talked a little bit about construction and we have a community open house that is scheduled for September 16th, from 5:00 to 7:00 PM for our Novi Meadows building. He mentioned that this is an opportunity for the community members, other staff, and people to come see the space and celebrate what this district has to offer our fifth and sixth grade young people.

Mr. Mainka reported that we have a town hall meeting at the Novi Middle School, on Monday, at 6:00 PM. He stated that he will be talking about the pilot with the Yondr pouches, so if anyone is interested, all are welcome to attend. Mr. Mainka expressed his appreciation of the Board support for this pilot. He said that on the 19th, we have the welcome back for the teachers, at 8:00 AM in the auditorium and invited the board members to attend. Mr. Mainka mentioned that the Food Service Department does a districtwide light breakfast for everyone and that will start at 7:30 AM.

ADMINISTRATIVE REPORTS

Mr. Giromini, Assistant Superintendent of Teaching and Learning, reported that they have PD next week and are very excited to welcome our staff back. He stated that they are prepped and ready to go and expressed kudos to everyone involved in planning and designing these professional learning experiences. Mr. Giromini said that this team worked really hard to get feedback from the teachers and then incorporate it into the design.

Mr. Giromini gave a shout out to the literacy coaches and expressed his appreciation for all of their work on the literacy materials. He stated that they put in hundreds of ours and it is inventoried, organized, and delivered. Mr. Giromini said they lead the charge with many volunteers who helped and it would not have been possible without them.

Mr. Giromini acknowledged Mr. Comb, our Director of Curriculum and Assessment. He stated that he is hosting today and tomorrow, a two (2) day CAL summit for our content area leaders. Mr. Giromini said they are teachers who are leaders in content areas and grade levels and are really setting things in motion for the curricular process that we talked about in committee a few months ago.

Mr. Devin Kling, Assistant Superintendent of Business and Operations, reported that because they do a lovely thing in school finance called modified Accrual Accounting, we are still in the process of closing our books. He stated that we have a couple of things at the end of the year, through July and August, that we book back; teachers' contracts, state aid, and stash reports. Mr. Kling said the August stated stash report has not hit yet. He mentioned that it normally hits around the 20th and it should have been out by now, so more to come on that. Mr. Kling stated that hopefully it is what they have been telling us all year round. Mr. Kling said that with that comes the closing of the books, which is going to lead to the audit and that is going to be next week of next month.

Mr. Kling reported that he was out walking meadows and the ITC today. He stated the walls are down and it is getting cleared out. Mr. Kling said that the old sixth grade house has really changed. He mentioned that it is wide open and is bizarre when you go in there. Mr. Kling reported that it is hard to picture what it used to look like.

Mr. Kling stated that in the new Meadows building, the bleachers are up in the gym and that was a big project that just finalized and you need to check out the playground around back. Mr. Kling mentioned that they are still working on it, but you can tell where the "ninja/obstacle course" is. He reported that it is pretty exciting and way cooler than any playground he has ever seen. Mr. Kling stated that there are three (3) basketball courts, so court time is not going to be a problem. He said that there is also a separate turf basketball/soccer court.

Dr. Carino, Assistant Superintendent of Talent Management and Development, reported that she is very excited that Bear, the therapy dog at Village Oaks, will be transitioned over to the handler tomorrow. She stated that they are one step closer to having Bear at school. Dr. Carino said they took a tour of the district on a school bus.

Dr. Carino said that they had new staff orientation last week and it seems like time is flying by. She mentioned that it is exciting to have all of this new energy in our district, in one room. Dr. Carino said they took a tour of the district on a school bus and they were very excited about the professional development session they attended throughout the day. She reported that they covered everything from payroll to teaching and learning, to talking about our strategic plan. Dr. Carino stated that just feeling the new excited energy for them to be in the district was very uplifting. She said that they have just been hiring and are continuing to hire for next week's personnel report. Dr. Carino mentioned that they are excited to bring new staff in front of our students.

BOARD COMMUNICATION

Mrs. Beaudoin, Board Trustee, echoed Mr. Kling's assessment that the playground at the 5-6 building is going to be really cool. She expressed her excitement when she saw it and how for that age group and how children that age play. Mrs. Beaudoin reported that there is a fun obstacle course and she thought a zip line. She encouraged parents to check it out. Mrs. Beaudoin expressed her gratitude to everyone that had been working on it.

Mrs. Beaudoin expressed her gratitude to Mr. Giromini and his team for getting all the literacy content and materials sorted out. She stated that it was a ton of work with bins, stickers, tables, and a lot of people volunteering and taking the time out of their summer.

Mrs. Beaudoin thanked Mrs. Pohlonski and her team for the tutoring that occurred over the summer. She stated that it went very smooth and was a fun experience for the kids and very positive for their education. Mrs. Beaudoin extended her gratitude to Dr. Ellis, who did a wonderful job with the students. She reported that Dr. Ellis was helping her students as well as pulling other students when the schedules changed. Mrs. Beaudoin stated that she went above and beyond. She said that she is very proud of our district and the work that we did helping students.

Mrs. Beaudoin expressed her gratitude to Dr. Carino for all of her effort with the hiring. She stated that Dr. Carino has brought incremental changes in how many diverse people are in our buildings. Mrs. Beaudoin reported that it is going to make a huge difference and she is so proud the work that Dr. Carino is going. Mrs. Beaudoin expressed her appreciation to Mr. Kling for the excellent job he is doing.

Mr. Cook, Board President, stated that he believes that the Special Olympics and peer-to-peer program need to be considered as part of the DEI. He reported that all kids have a lot of differences and we need to make sure that they are included. Mr. Cook said that he sent an article to Mr. Giromini that covers one of the other disabilities that a lot of people have and that is color blindness. He mentioned that when people play a color game like UNO or Phase 10 it is difficult for people with color blindness and that is something that our teachers need to keep in mind as they are organizing kids with colored bins. Mr. Cook reported that it is nice to see major corporations taking on something that most people brush aside.

ADJOURNMENT

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

Ayes: 4 Mr. Cook, Mr. Mena, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

The meeting adjourned at 7:20 p.m. The next regular meeting of the Board is scheduled for September 19, 2024 at 6:00 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary



Minutes of a Regular Board Meeting, August 21, 2024
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, August 21, 2024 beginning at 6:03 PM.

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

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Novi Community School District Board of Education that approve the agenda as presented.

Ayes: 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mr. Smith, Mrs. Beaudoin, and Mr. Michener
Nays: 0

MOTION CARRIED

COMMENTS FROM THE AUDIENCE

There were no comments from that audience.

ACTION ITEMS

Personnel Report A

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

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

Ayes: 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mr. Smith, Mrs. Beaudoin, and Mr. Michener
Nays: 0

MOTION CARRIED

ADJOURNMENT

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

Ayes: 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mr. Smith, Mrs. Beaudoin, and Mr. Michener
Nays: 0

MOTION CARRIED

The meeting adjourned at 6:08 p.m. The next regular meeting of the Board is scheduled for September 19, 2024 at 6:00 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary



GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE MEETING MINUTES

September 9, 2024

I. CALL TO ORDER

The meeting was called to order by Dr. Ruskin, Chair of the Committee, at 4:36 PM.

II. NEW BUSINESS

- Thrun 2024 Recommended Policy Updates

The committee reviewed and discussed the number of new policies and revisions.

- Dr. Carino explained that due to Title IX changes in the law, Board Policy 3115 – Non-Discrimination and Non-Retaliation was divided into a number of sub-policies under 3115.
- Thrun introduced a new policy utilizing the number 3119, so the current 3119 policy - Web Accessibility must be changed. The recommendation is that it be changed to number 3120.
- Thrun is recommending that Policy 3402 – Drills, Plans, and Reports now include:
 - mandatory CPR and AED training for all coaches. NCSD will take that one step further and have all staff CPR trained.
 - Effective January 25, districts must have a Drinking Water Management Plan. In addition, the district will resume reporting to the Board on the drinking water quality, which is done every year.
- Thrun is recommending Policy 4101 – Non-Discrimination add verbiage that states the district will comply with and prohibit actions that violate FMLA, PMLA, USERRA, and FLSA.
 - A board member expressed concern that the district not show preferential treatment when hiring people.
- It was noted that in Policy 4206 - Employment Contracts, that the appeal process is in the Bargaining Units' Agreements.
- Thrun added verbiage to Policy 5303 – Student Enrollment and Withdrawal that states the Superintendent or designee *may* pursue legal action against anyone who provides false or misleading enrollment information.
 - A board member expressed concern over getting law enforcement involved in a residency matter.
- Thrun added verbiage to Policy 5309 – Student Records and Directory Information that addresses the new Address Confidentiality Program Act. Parents must notify the district in writing if they do not wish their phone number or address disclosed in the directory and the district must honor this request.
- Thrun is recommending adding verbiage to Policy 5415 – Summer School stating that summer school students have to abide by the rules and regulations, etc. found in the Student Code of Conduct.
- Thrun is recommending adding verbiage to Policy 5416 – Homebound and Hospitalization Instruction stating for student under IDEA the district should convene an IEP Team meeting as soon as possible.
- Thrun is recommending adding verbiage to Policy 5701 – Abuse and Neglect adding vulnerable adults.
- The MDHHS is requiring that all incoming kindergarteners have an oral health assessment from their dentist.
- Most of the other policies had minor changes.

- 5710 – Student Suicide Prevention – This was referred to the Director of Mental Health and Wellness from the G&P advisory committee for input. Her recommendations were discussed by the Committee of the Whole.
- 5714 – Threat Assessment and Response – This was referred to the Supervisor of School Safety. His recommendations were discussed by the Committee of the Whole.
- 5407 - Instructional Program and Curriculum Development – is was brought to the committee by the Assistant Superintendent of Teaching and Learning and the media specialists. This policy had been inforce before the introduction of the new policy provider. They are just asking to have it reinstated.
- 3303 – Gifts and Donations Policy – This policy was being reviewed by the committee for updates in the amount and types of donations. The policy was old and the amounts needed to reflect inflation, while keeping the integrity of the policy. The committee is recommending for the Board to approve the following verbiage:

The Board authorizes the building administrator to accept donations of a non-curricular purpose including but not limited to spirit wear, staff appreciation, products with branding in a positive light on behalf of the Board with an estimated fair market value of \$5,000 or less. The Board retains authority, in its discretion, to accept donations of personal property exceeding \$5,000 regardless of the purpose.

- 4229 – Acceptable Use of Generative AI – This policy is for staff. The committee is recommending that this policy be referred to a focus group, possibly the PCAC committee, for further research and discussion. For now, this will show as intentionally left blank.

III. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

IV. ADJOURNMENT

The meeting was adjourned at 6:04 PM

The meeting ended at 5:51 PM

Respectfully submitted by
Sheila Holly,
Board designated Recording Secretary

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

September 19, 2024

DIRECTOR OF FINANCE

TOPIC: Approval of Bills - July 2024

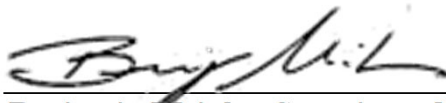
The monthly bills payable for July 2024 are submitted to the Novi Board of Education for review and approval:

Net payroll		\$0.00
Withheld and employer payroll taxes		\$0.00
Employer and employee ORS liability		\$0.00
Expenditures of accounts payable, comprised of:		
General Fund	\$0.00	
Special Revenue Funds	\$0.00	
Recreation Fund	\$0.00	
Food Service Fund	\$0.00	
Debt Funds	\$0.00	
Sinking Funds	\$0.00	
Capital Projects Fund	\$0.00	
Pcard and EduStaff ACHs	<u>\$0.00</u>	
Total	\$0.00	<u>\$0.00</u>
Grand Total:		<u><u>\$0.00</u></u>

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the payment of bills for the month of July 2024 in the amount of \$0.00, as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Benjamin Mainka, Superintendent

September 19, 2024

Date

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: AP

Vendor Name	Check Date	Check Amount
A PARTS WAREHOUSE	07/10/2024	\$272.82
ABRAHAM, JACQUELINE	07/10/2024	\$413.45
AMALACHARI, PADMAPRIYA	07/10/2024	\$49.35
ANSARI, MEENA	07/10/2024	\$28.74
AQUATIC SOURCE LLC	07/10/2024	\$1,168.00
ARC DOCUMENT SOLUTIONS LLC	07/10/2024	\$110.00
ARCH ENVIRONMENTAL GROUP INC	07/10/2024	\$10,521.44
ASCENSION MICHIGAN EMPLOYER SO	07/10/2024	\$176.00
AT&T	07/10/2024	\$1,073.94
BAKER, ROBERT	07/10/2024	\$400.26
BARSZCZOWSKI, MELISSA	07/10/2024	\$354.30
BERATI, ELONA	07/10/2024	\$58.00
BIANCO MOTORCOACH CHARTER	07/10/2024	\$1,314.00
CAPITAL ALLIANCE DBA ADVANTAGE	07/10/2024	\$330.00
CDW GOVERNMENT INC	07/10/2024	\$33,762.00
CHUMAN, SHUICHI	07/10/2024	\$33.25
CINTAS CORPORATION #31	07/10/2024	\$111.34
CITY OF NOVI WATER & SEWER DEP	07/10/2024	\$31,567.05
CONSTELLATION NEWENERGY INC	07/10/2024	\$508.81
CORRIGAN ENTERPRISES	07/10/2024	\$3,317.31
DELTACOM INC	07/10/2024	\$420.00
DESAI, SUMAN	07/10/2024	\$165.62
DIGITAL SIGNUP	07/10/2024	\$921.20
DIRECT ENERGY BUSINESS INC	07/10/2024	\$80,343.45
DOWNRIVER REFRIGERATION SUPPLY	07/10/2024	\$105.42
DTE ENERGY	07/10/2024	\$67,909.61
ENGEL, JENNA	07/10/2024	\$16.37
ENTECH MEDICAL STAFFING SOLUTI	07/10/2024	\$432.00
ENVIRO-CLEAN SERVICES INC	07/10/2024	\$226,730.55
EVER KOLD REFRIGERATION	07/10/2024	\$2,672.00
GFL ENVIRONMENTAL USA INC.	07/10/2024	\$975.00
GIROMINI, MICHAEL	07/10/2024	\$50.00
HAN, WONSUP	07/10/2024	\$80.25
HIYAMA, YUMITO	07/10/2024	\$71.75
HOLLAND BUS COMPANY	07/10/2024	\$1,636.47
HOPSKIPDRIVE INC	07/10/2024	\$1,126.97
HOTH TESTING	07/10/2024	\$175.00
HP INC	07/10/2024	\$2,817.59
IMPACT SPORTS PERFORMANCE INC.	07/10/2024	\$1,920.00
INDUSTRIAL CLEANING SUPPLY CO	07/10/2024	\$3,470.00
JULIA IRENE KEIDER KEIDER CONS	07/10/2024	\$6,420.00
KALAMAZOO REGIONAL EDUCATIONAL	07/10/2024	\$170.00
KANG, RACHEL	07/10/2024	\$150.83
KANTEJEV, VLADIMIR	07/10/2024	\$23.40
KINGSCOTT ASSOCIATES INC	07/10/2024	\$15,000.00
KODABLE	07/10/2024	\$11,250.00
KRAEMER, SARAH	07/10/2024	\$73.03
KURTZ, ASHLEY	07/10/2024	\$26.30

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: AP

Vendor Name	Check Date	Check Amount
LAKE ORION COMMUNITY SCHOOLS	07/10/2024	\$225.00
LAPORTE, LISA	07/10/2024	\$155.09
LEONARD'S SYRUPS	07/10/2024	\$251.00
LETTMANN, HOLGER	07/10/2024	\$20.69
LOGISOFT COMPUTER PRODUCTS LLC	07/10/2024	\$11,750.00
LOWERY CORP. DBA APPLIED INNOV	07/10/2024	\$4,759.59
MARSHALL MUSIC	07/10/2024	\$30.00
MAXWELL, KAYANA	07/10/2024	\$24.00
MIDWEST MOTOR SUPPLY CO INC	07/10/2024	\$104.16
MOORE, JANELLE	07/10/2024	\$325.64
MPS	07/10/2024	\$78,372.16
MULTILANGUAGE SERVICES INC	07/10/2024	\$784.02
NANDINI, ASHWARYA	07/10/2024	\$14.30
OSBURN INDUSTRIES INC	07/10/2024	\$2,255.88
PEDIATRIC HEALTH CONSULTANTS I	07/10/2024	\$672.06
POHLONSKI, EMILY	07/10/2024	\$28.12
POSPESHIL, TOM	07/10/2024	\$750.00
PREMIER PEST MANAGEMENT	07/10/2024	\$421.00
RAPTOR TECHNOLOGIES LLC	07/10/2024	\$11,495.00
REDDIRIDE TRANSPORTATION	07/10/2024	\$7,627.50
RELIABLE DELIVERY	07/10/2024	\$2,340.00
RIDDELL ALL AMERICAN	07/10/2024	\$3,948.95
RILEY, SPENCER	07/10/2024	\$286.59
SECURE DOOR LLC	07/10/2024	\$4,860.00
SINOPOLI-SMITH, DAVID	07/10/2024	\$379.39
SOUTHWORTH, ANGELA	07/10/2024	\$375.60
SQUIRES, AMANDA	07/10/2024	\$107.70
THE SHERWIN-WILLIAMS COMPANY	07/10/2024	\$670.03
THOMPSON, KELLY	07/10/2024	\$11.50
THRUN LAW FIRM P.C.	07/10/2024	\$85,023.74
TIWARI, NAVIN	07/10/2024	\$857.97
TRANE U.S. INC	07/10/2024	\$3,874.18
US GAMES (DIVISION OF BSN SPOR	07/10/2024	\$23,339.31
VALENTINE, CYNTHIA	07/10/2024	\$649.90
VARGAS, SUSAN	07/10/2024	\$8.72
VEJENDLA, SUMAN	07/10/2024	\$43.50
VESCO OIL CORPORATION	07/10/2024	\$289.00
VIKING AUTOMATIC SPRINKLER DBA	07/10/2024	\$3,205.00
WALKER, JADA	07/10/2024	\$101.75
WASTE MANAGEMENT OF MICHIGAN I	07/10/2024	\$2,991.31
WEST BLOOMFIELD SCHOOL DISTRIC	07/10/2024	\$22,591.45
WILLOUGHBY, HATTIE	07/10/2024	\$17.50
ACHARYA, SUKANTA	07/17/2024	\$230.00
ADER, KATHLEEN	07/17/2024	\$202.41
ANUMULA, SATHISH KRISHNA	07/17/2024	\$230.00
ARCH ENVIRONMENTAL GROUP INC	07/17/2024	\$955.00
ASCENSION MICHIGAN EMPLOYER SO	07/17/2024	\$28.00
BIANCO MOTORCOACH CHARTER	07/17/2024	\$1,195.00

Novi Community SD
Check Register Web Version
 from 7/1/2024 to 7/31/2024

Check ID: AP

Vendor Name	Check Date	Check Amount
BILLA, SAHITI	07/17/2024	\$230.00
BLINDS & DRAPERY DIRECT LLC	07/17/2024	\$986.00
CARTER CROMPTON INC	07/17/2024	\$530.00
CITY OF NOVI TREASURER'S OFFIC	07/17/2024	\$103,974.74
CONSTELLATION NEWENERGY INC	07/17/2024	\$7,764.84
CONSUMERS ENERGY	07/17/2024	\$8,412.39
DIGITAL AGE TECHNOLOGIES INC	07/17/2024	\$88,871.40
HETTEL, ERIC	07/17/2024	\$20.60
HORIZON ENGINEERING ASSOCIATES	07/17/2024	\$4,969.86
INTEGRATED DESIGN SOLUTIONS LL	07/17/2024	\$8,305.51
KURIAN, SHARMIL	07/17/2024	\$230.00
LOWERY CORP. DBA APPLIED INNOV	07/17/2024	\$2,744.53
MCDOUGALL, BARBARA	07/17/2024	\$49.26
MOHABANSI, SUNITA	07/17/2024	\$230.00
MOSS AUDIO CORPORATION	07/17/2024	\$8,428.50
PAINI, VIJAYA	07/17/2024	\$230.00
PATEL, SHAILEE	07/17/2024	\$93.49
PITNEY BOWES INC	07/17/2024	\$265.59
PREMIER RELOCATIONS LLC	07/17/2024	\$956.80
RAYHAVEN GROUP INC	07/17/2024	\$1,950.00
SAFEWAY SHREDDING LLC	07/17/2024	\$304.95
SHUDO, RITSUKO	07/17/2024	\$131.65
THRUN LAW FIRM P.C.	07/17/2024	\$1,365.00
VENUGOPAL, VIJAY	07/17/2024	\$545.74
WAGeworks INC	07/17/2024	\$869.20
WALLED LAKE CONSOLIDATED SCHOO	07/17/2024	\$99.43
WILLIAMS SCOTSMAN INC DBA WILL	07/17/2024	\$1,750.00
ASCENSION MICHIGAN EMPLOYER SO	07/24/2024	\$88.00
DIRECT ENERGY BUSINESS INC	07/24/2024	\$64,362.01
GABEL, AMIE	07/24/2024	\$2,000.00
INACOMP TECHNICAL SERVICES GRO	07/24/2024	\$16,350.00
INTEGRATED DESIGN SOLUTIONS LL	07/24/2024	\$8,063.31
KEM-TEC LAND SURVEYORS	07/24/2024	\$4,500.00
LOWE, RODNEY	07/24/2024	\$10.25
MATHESON TRI-GAS INC	07/24/2024	\$4,443.00
MIDDLE CITIES RISK MANAGEMENT	07/24/2024	\$293.50
MULTILANGUAGE SERVICES INC	07/24/2024	\$240.00
PLANTE AND MORAN REALPOINT LLC	07/24/2024	\$40,709.87
PREMIER RELOCATIONS LLC	07/24/2024	\$47,689.55
WALKER, KATIE	07/24/2024	\$237.79
WILLIAMS SCOTSMAN INC DBA WILL	07/24/2024	\$25,765.50
AP Checks Processed: 137		Issued: \$1,248,663.84
		AP Bank Total: \$1,248,663.84
AGER, SHANNON THERESE	07/10/2024	\$1,869.89
ARMSTRONG, JILL ALISE	07/10/2024	\$2,541.44
BAGIAN, PEGGY FRANCES	07/10/2024	\$2,299.19
BIERLEY, CHRISTINA ALEXANDRA	07/10/2024	\$1,704.42
CHAMPE, LISA JOY	07/10/2024	\$2,178.29

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
CLARKSON, AMANDA CATHERINE	07/10/2024	\$2,046.42
FRANCIS, RYAN MICHAEL	07/10/2024	\$3,019.82
HENRY, JULEE MARIE	07/10/2024	\$2,521.35
JEUNG, JILL A	07/10/2024	\$2,717.79
KOBROSSY, THERESE HOUDA	07/10/2024	\$522.11
LACH, KELLIE ELIZABETH	07/10/2024	\$2,466.02
LUSSIER, KARI NOELLE	07/10/2024	\$1,930.61
MCCURDY, RONALD R	07/10/2024	\$2,724.80
MYINT, CHRISTINE MARIE	07/10/2024	\$2,043.42
PASSEGGIATO, MICHELLE M	07/10/2024	\$3,023.01
PAULISIN, JOSHUA THOMAS	07/10/2024	\$1,467.21
PAWLOSKI, MARISSA BRIANNE	07/10/2024	\$1,485.42
PELLETT, CHRISTINE A	07/10/2024	\$1,526.96
PINTAR, LINDSEY A	07/10/2024	\$2,192.26
RAFFOUL, RUTH ELIZABETH	07/10/2024	\$2,287.29
REESBECK, CHELSEA LAUREN	07/10/2024	\$1,333.27
SAVEN, VANESSA LYN	07/10/2024	\$2,371.56
SCOTT, STACI LYNN	07/10/2024	\$2,141.80
STEWART, HEATHER NICOLE	07/10/2024	\$3,082.61
TAYLOR, DANIEL PATRICK	07/10/2024	\$1,697.21
THOMPSON, HEATHER M	07/10/2024	\$2,089.68
TOMLINSON, CARLEY HOPE	07/10/2024	\$1,397.78
WHITTY, KATHERINE L	07/10/2024	\$2,477.93
BRASIL, SANDRA MARIE	07/10/2024	\$1,926.61
CARINO, LAURA ANNE	07/10/2024	\$4,232.10
CEMBORSKI, GRETCHEN BRYNN	07/10/2024	\$1,330.32
CROSS, ELIZABETH BREWSTER	07/10/2024	\$2,060.75
DINSMORE, JULIE KAY	07/10/2024	\$1,900.63
GIROMINI, MICHAEL BRIAN	07/10/2024	\$3,025.69
HENDERSON, BETH ANN	07/10/2024	\$2,072.07
HOLLY, SHEILA MARIE	07/10/2024	\$1,016.06
KLING, DEVIN WESLEY	07/10/2024	\$1,809.51
LANDAU, DENISE MICHELE	07/10/2024	\$2,096.80
LOEFFLER-PARK, CATHRYN ANNE	07/10/2024	\$2,072.18
MAINKA, BENJAMIN JOHN-ALEXANDE	07/10/2024	\$6,446.68
MASSOLIA, LAWRENCE JAMES	07/10/2024	\$2,196.23
PATEL, SHAILEE	07/10/2024	\$3,472.43
POHLONSKI, BRENT	07/10/2024	\$1,995.74
SIPPLE, GEORGE FRANKLIN	07/10/2024	\$2,794.45
SQUIRES, AMANDA MARIE	07/10/2024	\$3,070.71
ABEL, MARCI	07/10/2024	\$2,651.79
ALEX, CHRISTINA T	07/10/2024	\$1,949.11
ALLCORN, JAIME MARIE	07/10/2024	\$1,362.58
ANDREWS, ALISSA VICTORIA	07/10/2024	\$1,607.42
ARMSTRONG, ROBERT J	07/10/2024	\$3,000.52
BAKER, STEPHANIE MICHELE	07/10/2024	\$1,820.92
BALDWIN, DAVID J	07/10/2024	\$2,944.07
BASSETT, PEGGY LYNN	07/10/2024	\$2,939.61

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
BELANGER, DAVID M	07/10/2024	\$2,234.00
BONACORSI, GINA MARIE	07/10/2024	\$1,670.54
BONNER, LEE M	07/10/2024	\$4,324.78
BOOTZ, ASHLEY	07/10/2024	\$1,366.37
BRACH, CATHERINE ANN	07/10/2024	\$2,012.38
BRATNEY, BETHANY L	07/10/2024	\$2,266.86
BRENNER, THOMAS WILLIAM	07/10/2024	\$2,846.00
BROWN, ALAINA M	07/10/2024	\$2,699.26
BROWN, CHANDLER MARY	07/10/2024	\$1,598.57
BROWN, RANSOM WARNER	07/10/2024	\$2,218.40
BYRON, KACY LYNN	07/10/2024	\$1,582.55
CAPUANO, CHRISTOPHER L	07/10/2024	\$5,655.36
CARTER, NICOLE JANEEN	07/10/2024	\$3,390.40
CATRINE, GINA MARIE	07/10/2024	\$2,215.26
CHAPIN-DUBE, MEGAN MARIE	07/10/2024	\$1,967.25
CHINN-KESHISHIAN, REBECCA MARI	07/10/2024	\$2,794.96
DAME, JACOB PAUL	07/10/2024	\$3,364.06
DARWAK, ALISON M	07/10/2024	\$2,808.59
DICKERMAN, MATTHEW	07/10/2024	\$2,069.37
DIDIO, JAMES	07/10/2024	\$1,806.98
DIROFF, MATTHEW WILLIAM	07/10/2024	\$2,976.83
DROST, MARY ELLEN	07/10/2024	\$2,127.40
DUKES, SHANE MICHAEL	07/10/2024	\$1,330.27
EBEL, SHEILA D	07/10/2024	\$4,340.31
EDMUNDS, MELISSA	07/10/2024	\$2,124.69
ERSKINE, ALEXANDER DAVID	07/10/2024	\$1,670.83
ESBROOK, ABIGAIL SARA	07/10/2024	\$1,805.40
EVANS, MICHELLE P	07/10/2024	\$4,411.35
FAIRLAMB, LINDA M	07/10/2024	\$2,670.97
FARMER, DOUGLAS JAMES	07/10/2024	\$2,641.72
FICANO-PETRICCA, SABRINA MICHE	07/10/2024	\$2,301.38
FIELDER, DEANNA MARIE	07/10/2024	\$1,930.52
FITZGIBBON, APRIL DAWN	07/10/2024	\$2,388.59
FORSTER, JODI	07/10/2024	\$2,825.35
FRANCHI, KRISTIN EVA	07/10/2024	\$2,426.99
FRITSCHEN, PAMELA K	07/10/2024	\$2,419.69
FURTAH, MELISSA	07/10/2024	\$2,261.89
GOWER, MELISSA ANN	07/10/2024	\$2,417.07
HAASE, LISA MARIE	07/10/2024	\$1,693.80
HARBAR, ERIN TERESA	07/10/2024	\$2,450.76
HARRIS, CHRISTINE J	07/10/2024	\$1,678.66
HARROW, LORI JEAN	07/10/2024	\$2,525.21
HELMKAMP, RAND W	07/10/2024	\$2,692.26
HENDERHAN, RONALEE PECK	07/10/2024	\$2,243.59
HOUSEY, CHRISTOPHER ALLEN	07/10/2024	\$5,825.02
JAKSIC, JELENA	07/10/2024	\$1,482.47
JAMES, KATHERINE JO	07/10/2024	\$3,243.51
JONES, KRISTEN M	07/10/2024	\$2,490.70

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
KALCZYNSKI, SARAH J	07/10/2024	\$1,195.21
KANE JR, RONALD ANDREW	07/10/2024	\$3,447.87
KASPER, KELLY ANN	07/10/2024	\$1,127.22
KIM, STEPHEN ALEXANDER	07/10/2024	\$2,019.08
KOWALSKI, MICHAEL A	07/10/2024	\$2,557.77
LANGLEY, BRIAN R	07/10/2024	\$2,477.01
LEE, MEGAN M	07/10/2024	\$2,737.70
LEONARD, DANIELLE SUZANNE	07/10/2024	\$1,510.14
LEPHART, SARAH	07/10/2024	\$3,010.24
LETARTE, NICHOLAS A	07/10/2024	\$2,831.27
LOWES, DANIEL M	07/10/2024	\$2,398.51
MADAFFERI, CHANDRA ANN	07/10/2024	\$2,558.84
MAGUIRE, HATTIE A	07/10/2024	\$2,392.46
MARKOS, COREY P	07/10/2024	\$2,624.45
MCDOUGALL, BARBARA LYNN	07/10/2024	\$3,132.75
MCKINNON, KIMBERLY SAMANTHA	07/10/2024	\$2,221.90
MEYER, BRETT JUSTIN	07/10/2024	\$2,939.27
MILLER, AMY SIMS	07/10/2024	\$2,609.07
MOLNAR, LEANNE MARIE	07/10/2024	\$377.14
MOSS, DARCIÉ GOULETTE	07/10/2024	\$2,605.18
MROZEK, KRISTEN RENEE	07/10/2024	\$1,999.57
NARRA, BONITA H	07/10/2024	\$1,873.66
NIZOL, LAUREN ELIZABETH	07/10/2024	\$1,775.29
NUCKOLLS, KOREY	07/10/2024	\$2,230.49
O'SHAUGHNESSY, REBECCA CAITLYN	07/10/2024	\$1,276.50
ODONNELL, WILLIAM J	07/10/2024	\$2,594.53
OLEARY, BRIAN JAMES	07/10/2024	\$1,808.23
PAYTON, CHRISTOPHER	07/10/2024	\$2,748.82
PENDERGRAFF, PAMELA HEIDI	07/10/2024	\$3,058.66
PHEIFFER, TODD ERIC	07/10/2024	\$2,281.23
PIRRIE, MARYANN JACQUELINE	07/10/2024	\$1,678.91
RUSS, LAUREN MORGAN	07/10/2024	\$1,227.06
RYAN, NICHOLAS W	07/10/2024	\$1,819.41
SAXTON, ROBERT S	07/10/2024	\$2,962.22
SCAVO, LAWRENCE PHILLIP	07/10/2024	\$2,794.70
SCAVO, PHILLIP L	07/10/2024	\$3,731.93
SCHMID, PAUL A	07/10/2024	\$2,837.09
SCHNURSTEIN, LAURA ANNE	07/10/2024	\$1,914.38
SCHUITEMA, GABRIELLE MARIE	07/10/2024	\$1,812.53
SCHURIG, CLAIRE E	07/10/2024	\$1,908.81
SCHYPINSKI, RACHEL ELIZABETH	07/10/2024	\$1,995.58
SCOBIE, ERIC CLARK-ROAC	07/10/2024	\$4,439.60
SCOTT, EVELYN GRACE	07/10/2024	\$1,454.49
SHPAKOFF, KATHLEEN M	07/10/2024	\$555.66
SHUMAN, JENNY RAE	07/10/2024	\$1,417.63
SMITH, COLLEEN MARIE-DOYLE	07/10/2024	\$1,806.38
SMITH, HALLIE LEIGH	07/10/2024	\$2,065.84
SPRING, TORY RENEE	07/10/2024	\$1,709.37

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
STOJANOV, LJILJANA	07/10/2024	\$2,948.18
SZKRYBALO, ELIZABETH A	07/10/2024	\$2,653.04
TAGAI, DANIELLE ANN	07/10/2024	\$2,232.21
TOBIS, ANDREA JOY	07/10/2024	\$2,946.68
VAN EIZENGA, JAMES M	07/10/2024	\$1,998.69
VANHOOSER, NINA R	07/10/2024	\$2,679.84
WARRA, MARY NORMAN	07/10/2024	\$1,219.42
WATCHOWSKI, DONALD MICHAEL	07/10/2024	\$2,731.66
WEST-CARDENAS, KAITLYN MARIE	07/10/2024	\$1,910.60
WHITE, CHRISTOPHER CHARLES	07/10/2024	\$1,956.01
ZARDUS, ASHLEY CAROLYN	07/10/2024	\$3,348.98
ZIEGLER, MICHAEL	07/10/2024	\$2,587.36
ZUK, GARRET ANTHONY	07/10/2024	\$1,502.73
ABDALLAH, JESSICA LYNN	07/10/2024	\$1,603.78
ABRAHAM, JACQUELINE MARIE	07/10/2024	\$1,546.44
ADER, KATHLEEN M	07/10/2024	\$1,139.24
AGUAS, SOPHIE HANSELLE HAN	07/10/2024	\$402.70
ALINDOGAN, ANDREW STEPHENS	07/10/2024	\$400.85
ALLEN, MEAGHAN TIFFANY	07/10/2024	\$1,772.16
ALLERTON, ELIZABETH DIANE	07/10/2024	\$1,033.68
ALVAREZ VARGAS, MINERVA L	07/10/2024	\$675.74
ANSARI, MEENA	07/10/2024	\$2,161.74
ASHTIANI, MANSOUR	07/10/2024	\$456.33
ATTANASIO, ANTHONY GUY	07/10/2024	\$1,954.74
BALDOVINO, JASMINE L	07/10/2024	\$439.40
BALOGH, TRAVIS CHRISTIAN	07/10/2024	\$2,115.49
BARANIK, KRISTY JEAN	07/10/2024	\$1,480.75
BARNES, BETHANY KATHLEEN	07/10/2024	\$2,240.83
BARSZCZOWSKI, MELISSA MAE	07/10/2024	\$1,527.92
BATCHU, PRIYANKA	07/10/2024	\$2.06
BEARDSLEY, CATHERINE ELISABETH	07/10/2024	\$220.47
BELANGER, KIMBERLY RENEE	07/10/2024	\$77.93
BELTRAN, STEPHEN RICHARD	07/10/2024	\$1,901.41
BENJAMIN, ANDREA ERIN	07/10/2024	\$2,746.92
BERMAN, MADISON ARIN	07/10/2024	\$2,064.49
BIANCHINI, MARIA DANIELLE	07/10/2024	\$1,475.96
BLACK, JILLIAN ROSE	07/10/2024	\$1,708.79
BOBOIGE, JACQUELINE MARIE	07/10/2024	\$1,523.06
BORDNER, REBECCA LYNN	07/10/2024	\$1,598.04
BORTON, LINDA	07/10/2024	\$2,876.88
BOWEN, DEBORAH JO	07/10/2024	\$224.98
BOWYER, JILL L	07/10/2024	\$584.22
BRADLEY, ALLISON JILL	07/10/2024	\$1,941.83
BRAMHANE, RAKHI	07/10/2024	\$343.04
BREWER, FIONA KATHERINE	07/10/2024	\$1,859.26
BROWNELL, JENNIFER LYNN	07/10/2024	\$327.52
BULL, DANIELA	07/10/2024	\$1,866.27
BURG, ALLISON E FRALEIGH	07/10/2024	\$3,036.25

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
CAREY, AMY MARIE	07/10/2024	\$721.89
CARINO, CARTER JOSEPH	07/10/2024	\$217.16
CARPENTER, LORI SUZANNE	07/10/2024	\$111.14
CARROLL, MARTINA RENEE	07/10/2024	\$2,753.43
CASTANEDA, DONNA LEA	07/10/2024	\$1,854.22
CHARFI, HANA	07/10/2024	\$1,313.00
CHAVEY, DANA JOEL	07/10/2024	\$261.39
CHICHILA, KAILEE ANNE-HOBBI	07/10/2024	\$1,892.98
CINGEL, MICHELE M	07/10/2024	\$1,351.60
COLLINI, TRESSA NICOLE	07/10/2024	\$1,552.46
COMB, ANDREW MAITLAND	07/10/2024	\$3,598.74
CROAD, LORI SUE	07/10/2024	\$797.91
CROSE, COLLIN JAMES	07/10/2024	\$1,686.85
CROWLEY, SARAH IRENE	07/10/2024	\$2,030.64
CZISCHKE, ALISON MARIE	07/10/2024	\$2,032.29
DAHRING, KAYLEY MADISON	07/10/2024	\$1,483.59
DANFORTH, JOI ARMENTHIA	07/10/2024	\$3,835.97
DAVIS, KRYSTAL LEEANNA	07/10/2024	\$1,560.16
DAY, REBECCA LAYNE	07/10/2024	\$1,196.88
DEMYANOVICH, SANDRA LYNN	07/10/2024	\$243.28
DINKELMANN, JEFFREY S	07/10/2024	\$3,209.82
DINKELMANN, KATY MARIE	07/10/2024	\$3,596.07
DIROFF, LAURA JANE	07/10/2024	\$780.01
DOYLE, MELANIE ANN	07/10/2024	\$290.16
EASTER, CYNTHIA ANN	07/10/2024	\$1,842.59
EATHORNE, MICHELLE ANN	07/10/2024	\$1,524.15
EDDY, ERIN MICHAEL	07/10/2024	\$2,045.98
EDWARDS, MARAL A	07/10/2024	\$1,159.75
ELENBAAS, BLAKELY ANNE	07/10/2024	\$2,039.02
ELHAGE, AMAL	07/10/2024	\$1,311.60
ELLIS, JENNIFER F	07/10/2024	\$4,473.03
ENGEL, JENNA LYNN	07/10/2024	\$1,681.60
ESTRADA, MARINA MARTINEZ	07/10/2024	\$1,031.44
ESTRADA, NELSON ANDRES	07/10/2024	\$1,382.85
EVATZ, CARLY ANNE	07/10/2024	\$1,102.37
FARNSWORTH, SARAH KATHRYN	07/10/2024	\$1,477.11
FARRIS, CATHERINE MAY	07/10/2024	\$2,651.15
FEDEL, ALYSON MICHELE	07/10/2024	\$1,442.49
FELDPAUSCH, ARIEIS ELIZABETH	07/10/2024	\$45.50
FERGUSON, REBEKAH JOY	07/10/2024	\$1,984.59
FINLEY, LIAM RUSSELL	07/10/2024	\$209.02
FINLEY, SUZANNE F	07/10/2024	\$1,003.26
FLORES MONTOYA, MARIA FERNANDA	07/10/2024	\$47.78
FORTE, MARIA THERESA	07/10/2024	\$308.83
FRANKE, PAIGE MARIE	07/10/2024	\$1,638.95
GALLIGAN, JENNIFER	07/10/2024	\$1,198.56
GAMI, UMANG RAHUL	07/10/2024	\$349.89
GARIENSRIPOGSA, PUNETRIGA	07/10/2024	\$856.79

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
GATSON, DEXTER LEWIS	07/10/2024	\$411.24
GEORGE, MARSHA SERETTA	07/10/2024	\$1,482.07
GLINSKI, JASON ROBERT	07/10/2024	\$1,826.38
GOLEMBIEWSKI, EMILY JO	07/10/2024	\$1,208.26
GOODMAN, NATASHA MARIE	07/10/2024	\$52.42
GOVEN, DONALD R	07/10/2024	\$1,904.82
GRAVES, CARMEN MARIE	07/10/2024	\$1,486.29
GREEN, JOSEPH DONALD	07/10/2024	\$1,437.35
GRIFFIN, CASSANDRA LEE	07/10/2024	\$1,798.75
GUNASEKAR, BALASARASWATHI	07/10/2024	\$790.76
HAAPALA, MEGAN	07/10/2024	\$1,512.55
HADLEY, SHANNON E	07/10/2024	\$2,370.15
HADZIALIJAGIC, EROL	07/10/2024	\$455.42
HADZIALIJAGIC, MELIHA	07/10/2024	\$1,384.34
HALLETT, HANNAH FLORENCE	07/10/2024	\$1,533.26
HANSEN, ANN M	07/10/2024	\$3,436.93
HANTZ, KELLI JOY	07/10/2024	\$1,012.64
HARBIN, KAITLIN MAE	07/10/2024	\$1,688.06
HARRISON, VICTORIA SOWA	07/10/2024	\$2,284.28
HARTMUS, ALLISON MARIE	07/10/2024	\$2,226.08
HARTWIG, MEGAN ELIZABETH	07/10/2024	\$1,520.58
HAWKINS, STEPHANIE NICOLE	07/10/2024	\$1,576.99
HEALY, CASEY RYAN	07/10/2024	\$1,419.40
HENDRICKS, PAMELA J	07/10/2024	\$1,068.26
HILBERS, SARAH JOYCE	07/10/2024	\$1,716.95
HINES, MARIE BRIDGET	07/10/2024	\$1,909.63
HOLBEL, PAULA	07/10/2024	\$1,285.49
HOSKINS, DIANE LYNN	07/10/2024	\$1,862.92
HUBER, MADELYN ROSE	07/10/2024	\$1,518.28
HUISMAN, DENNIS PAUL	07/10/2024	\$2,789.67
HURLBURT, THOMAS VINCENT	07/10/2024	\$1,523.75
JAIN, RACHNA	07/10/2024	\$220.61
JAISWAL, NAINA	07/10/2024	\$763.54
JAKUBIK, KAITLIN MARIE	07/10/2024	\$1,153.76
JANKE, SHIRLEY J	07/10/2024	\$300.80
JARVIS, JUSTIN MATTHEW	07/10/2024	\$1,539.28
JOB, STACEY ANN	07/10/2024	\$1,842.22
JODOIN, SAMANTHA MARY	07/10/2024	\$1,679.81
JOHNSON, MICHELLE ELIZABETH	07/10/2024	\$2,012.13
JOHNSON, ROSALEIGH MARIA	07/10/2024	\$3,469.31
JONES, AMY MARIE	07/10/2024	\$1,445.26
JONES, OLIVIA NICOLE HEWITT	07/10/2024	\$1,264.83
KAMOO, ADRIANA BERENICE	07/10/2024	\$1,541.62
KASCHYK, JACQUELINE SUE	07/10/2024	\$2,296.94
KATZMAN, KAYLA	07/10/2024	\$546.65
KAZEE, ALICE EESAN	07/10/2024	\$3,185.50
KENNETT, RACHEL ANN	07/10/2024	\$1,435.87
KERR, MAKAYLA NICHOLE	07/10/2024	\$1,121.04

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
KESSEL, THOMAS ANDREW	07/10/2024	\$1,729.47
KESZEL, KATHRYN RENEE	07/10/2024	\$2,371.95
KILGORE, KEVIN JAMES	07/10/2024	\$2,863.54
KNOLL, HAILEY ANNE	07/10/2024	\$217.61
KRAEMER, SARAH FRANCES	07/10/2024	\$2,910.96
KUMAR, ANSHIKA	07/10/2024	\$290.16
KURIAN, ALDRIC ALEX	07/10/2024	\$231.27
KURTZ, ASHLEY ANN	07/10/2024	\$1,605.56
LAPORTE, LISA	07/10/2024	\$2,305.56
LATOUR, GREGORY MARK	07/10/2024	\$924.30
LAUER, KELLI MARIE	07/10/2024	\$1,333.64
LEBLANC JR, STEVEN MATTHEW	07/10/2024	\$3,548.38
LEMANSKI, TONYA LYNN	07/10/2024	\$2,620.62
LESCOE, BETH EVA	07/10/2024	\$1,261.65
LESNIAK, LAUREN KAY	07/10/2024	\$2,109.93
LEVE, LAUREN ALEXANDRA	07/10/2024	\$2,521.09
LEVIN, RONALD B	07/10/2024	\$2,623.58
LEVITAN, SAMANTHA LOUISE	07/10/2024	\$1,489.74
LICON LOYA, SANTIAGO	07/10/2024	\$217.61
LOCHBILER, DYLAN SKYE	07/10/2024	\$91.70
LONEY, AMBER LYNNE	07/10/2024	\$2,450.91
LONG, CINDY ELAINE	07/10/2024	\$1,570.82
LOUIS, ANTOINETTE MARIE	07/10/2024	\$1,081.00
MACKINDER, NICOLE LYNN	07/10/2024	\$2,586.43
MAINKA, ALYSSA LAURA	07/10/2024	\$991.62
MAKLED, ZENA DAKHLALLAH	07/10/2024	\$1,601.41
MALINOWSKI, EMILY ANN	07/10/2024	\$1,683.16
MARION, CATHERINE ANN	07/10/2024	\$1,832.50
MARTINEZ MADRIGAL, LIDIA	07/10/2024	\$157.54
MARTINEZ, CARLY MICHAELA	07/10/2024	\$1,471.33
MARTINEZ, DEBORAH MARIE	07/10/2024	\$304.39
MARTINEZ, ZACHARY RAUL	07/10/2024	\$1,242.34
MASSENGILL, JESSICA KAYE MARIE	07/10/2024	\$858.21
MATHES, MEGAN ELIZABETH	07/10/2024	\$1,871.10
MCCLINTIC, LYNDSEY MARIE	07/10/2024	\$1,812.50
MECH, THEODORE STEPHEN	07/10/2024	\$470.06
MILEWSKI, CYNTHIA C	07/10/2024	\$480.71
MILLER, HELEN K	07/10/2024	\$79.29
MOLNAR, KATHRYN JEAN	07/10/2024	\$309.69
MOULDING, ALYSON ELENA	07/10/2024	\$2,190.11
MUETING, JOANN M	07/10/2024	\$1,696.84
MULLINS, LAURA ANGELA	07/10/2024	\$325.60
NAFAL, RENAY SUZANE	07/10/2024	\$381.66
NELSON, LEVI MACKENZIE	07/10/2024	\$1,809.19
NICHOLSON, SUZANNE RENE	07/10/2024	\$2,152.45
NORUK, JESSICA RANAE	07/10/2024	\$1,136.23
NOWICKI, MATTHEW EUGENE	07/10/2024	\$1,939.54
OKAGBARE, ONAJITTE FAITH	07/10/2024	\$1,426.27

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
OLMO TERRASA, MARIA	07/10/2024	\$419.76
OSINSKI, KATHLEEN ANN	07/10/2024	\$1,167.72
PALLIYUDETHEKKATHIL THOMAS, BA	07/10/2024	\$1,130.29
PARASHAR, BEENA	07/10/2024	\$1,253.12
PARK, REBECCA J	07/10/2024	\$148.64
PAULK, ANTHONY EDWARDS	07/10/2024	\$1,272.46
PAULK, LAURA RENEE	07/10/2024	\$2,117.24
PAWLEY, FALLON RAE	07/10/2024	\$1,424.85
PAWLOSKI, LOGAN MATTHEW	07/10/2024	\$1,358.55
PEARCE, CHRISTA ROSELLA	07/10/2024	\$1,634.50
PFILE, MEGHAN KATHERINE	07/10/2024	\$309.00
PIET, MEGAN PATRICIA	07/10/2024	\$1,940.60
PIETRZAK, NATHAN DANIEL	07/10/2024	\$1,860.52
PIORKOWSKI, LAUREN ASHLEY	07/10/2024	\$540.08
POHLONSKI, EMILY PARKER	07/10/2024	\$2,909.22
PONTE, COLLEEN M	07/10/2024	\$2,881.97
POSHADLO, JEFFREY MICHAEL	07/10/2024	\$1,033.25
PUCE, ELZA	07/10/2024	\$926.87
PUGH, MEGAN MICHELE	07/10/2024	\$883.81
RADTKE, LINDSAY BROOKE	07/10/2024	\$1,900.32
RAFFLE, TAMMY ANN	07/10/2024	\$3,653.91
RAI, AVNI	07/10/2024	\$166.51
RAJENDRAN, VISALAKSHI	07/10/2024	\$289.31
RATHBUN, DANIELLE MARIE	07/10/2024	\$1,845.49
RATHINAVEL, SADHANA SREE	07/10/2024	\$460.99
REDDY, MARK PATRICK	07/10/2024	\$1,795.86
REITZ, EMILY ANN	07/10/2024	\$2,469.84
RIDAL, KRISTIN ANN	07/10/2024	\$283.74
RILEY, SPENCER LEE	07/10/2024	\$3,122.05
ROBERTS, GALE LYNN	07/10/2024	\$555.67
ROSE, MARILYN TERESE	07/10/2024	\$2,385.65
ROTENHEBER, LISA MICHELE	07/10/2024	\$2,145.25
RUTKOWSKI, MELANIE ANN	07/10/2024	\$1,867.38
RZUCIDLO, KATHRYN ELIZABETH	07/10/2024	\$513.29
SAARI, ANDREW BENJAMIN	07/10/2024	\$2,095.24
SAD, NICOLE MARIE	07/10/2024	\$1,287.59
SATTERFIELD, SHARON	07/10/2024	\$496.97
SCHUITEMA, SCOTT STEVEN	07/10/2024	\$1,628.96
SCHULTE, ALLISON LAUREN GOSEN	07/10/2024	\$592.90
SEARS, LISA MARIE	07/10/2024	\$2,197.49
SEAVER, AMY ALLYSON	07/10/2024	\$2,355.39
SERGISON, MEGAN ELLEN	07/10/2024	\$1,758.69
SHALLAL-JOHNSTON, CONSTANCE	07/10/2024	\$2,391.41
SHIMOGA NAGARAJAPPA, SHILPA	07/10/2024	\$190.53
SHOUNIA, CRYSTAL ANN	07/10/2024	\$2,503.62
SHUDO, RITSUKO	07/10/2024	\$1,605.10
SIMMONS, SHAINA MARIE	07/10/2024	\$2,337.82
SIMRAK, MONICA ELIZABETH	07/10/2024	\$551.70

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
SINANIS, HEATHER ANNE	07/10/2024	\$1,165.21
SINGH, PRIYANKA	07/10/2024	\$530.50
SINOPOLI-SMITH, DAVID ROBERT	07/10/2024	\$2,317.60
SMITH, JACQUELINE MARIE	07/10/2024	\$2,888.85
SOCIE, PHILIP HENRY	07/10/2024	\$567.35
SOUCY, ELISE MARIE	07/10/2024	\$1,763.92
SOUTHWORTH, ANGELA Y	07/10/2024	\$1,833.23
SOVEL, SHEILA M	07/10/2024	\$2,027.30
SPIKER, BLANE LARSEN	07/10/2024	\$1,896.21
STACER, DANIELLE RENEE	07/10/2024	\$2,083.99
STANEK, DEBORAH A	07/10/2024	\$353.93
STANLEY, TABITHA ANN	07/10/2024	\$1,161.80
STRICKER, CHRISTINE ANN	07/10/2024	\$555.66
STULTS, OLIVIA RENEE	07/10/2024	\$2,223.57
SUMMERS, TIMOTHY C	07/10/2024	\$693.84
SWIRCZEK, MEGAN ELIZABETH	07/10/2024	\$1,589.49
TAKASHIMA, TOMOKO NAKAMURA	07/10/2024	\$583.72
TANACEA, ALYSON DENISE	07/10/2024	\$113.77
THERRIAN, BRAD CHARLES	07/10/2024	\$2,146.83
TOBIS, DANIEL	07/10/2024	\$2,710.83
TOBIS, JAMES MCNARY	07/10/2024	\$206.14
TROYER, TYLER DOUGLAS	07/10/2024	\$1,521.84
TRUAX, REBEKAH TAYLOR	07/10/2024	\$1,767.73
UTLEY, SHANNON MARIE	07/10/2024	\$485.82
VANDER TUIG, BLAIRE CATHERINE	07/10/2024	\$1,320.61
VANGIESON, ROBERT C	07/10/2024	\$1,360.41
VARTANIAN, KNAR	07/10/2024	\$320.06
VILLANUEVA, JENNIFER LYNN	07/10/2024	\$165.91
WALKER, AMANDA LYNN	07/10/2024	\$1,870.74
WALKER, KATIE MARIE	07/10/2024	\$2,183.55
WARREN, COLEEN R	07/10/2024	\$1,545.14
WATKINS, AMY MICHELLE	07/10/2024	\$3,246.85
WEAVER, JENNIFER LAUREN	07/10/2024	\$1,667.35
WEINERT, ASHLEY LYNN	07/10/2024	\$1,205.33
WEINHARDT, WENDY A	07/10/2024	\$211.44
WELCH, CLAUDIA LEONA	07/10/2024	\$1,716.79
WILCHER, PREINA LIROB	07/10/2024	\$1,906.68
WILKINS, RENEE ELIZABETH	07/10/2024	\$2,089.02
WILKINSON, KAREN JANE	07/10/2024	\$2,306.78
WILLENS, REBECCA GENISE	07/10/2024	\$2,043.82
WILSON, KAREN MICHELLE	07/10/2024	\$496.14
WOJTOWICZ, ALEXANDRA LOUISE	07/10/2024	\$1,900.11
WOLSTENCROFT, HANNAH RAQUEL DA	07/10/2024	\$2,152.36
YOB, EMILY ROSE	07/10/2024	\$1,538.71
ZIEGELHOFER, MORGAN CATHERINE	07/10/2024	\$1,951.59
ZIELINSKI, GINA L	07/10/2024	\$2,621.75
ZIMMERMAN, BARBARA M	07/10/2024	\$2,634.09
COOLMAN, ROBERT SCOTT	07/10/2024	\$2,207.18

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
DRAGOO, MICHAEL B	07/10/2024	\$3,609.58
DUQUETTE, EDWARD DANIEL	07/10/2024	\$1,902.08
FULAR, JAMES DENNIS	07/10/2024	\$1,538.68
GREAVES, JASON PATRICK	07/10/2024	\$1,602.34
HETTEL, ERIC THOMAS	07/10/2024	\$2,351.15
JORDAN, CHRISTOPHER ANTHONY	07/10/2024	\$1,811.58
NESMITH, RUSSELL PAUL	07/10/2024	\$1,594.82
TURNER, NANCY MARIE	07/10/2024	\$1,927.98
ABRAHAM, MARY CATHERINE	07/10/2024	\$1,949.40
ARBAN, VICTORIA ALYSON	07/10/2024	\$2,183.85
BAKER, ROBERT JAMES	07/10/2024	\$3,330.79
BARNAUSKAS, MEGHAN LEE	07/10/2024	\$1,595.25
BISHOP, BAILEY ASHLYNN	07/10/2024	\$1,594.14
BISHOP, NOLA M	07/10/2024	\$2,373.14
BLANKSTROM, KAREN JEAN	07/10/2024	\$745.69
BODNOVITS, MIRANDA L	07/10/2024	\$2,499.74
BOERSMA, STEPHANIE M	07/10/2024	\$825.62
BON, JEREMY S	07/10/2024	\$1,744.31
BRODERICK, NICOLE HELEN	07/10/2024	\$2,338.34
BRONSON, GEORGE NATHANIEL	07/10/2024	\$1,579.71
BURCHARD, MELANIE LEE	07/10/2024	\$2,095.58
COLONE, NICOLE MARIE	07/10/2024	\$2,832.43
DAMBROSI, SARAH MARIE	07/10/2024	\$1,632.85
DAVID, SARAH L	07/10/2024	\$2,793.40
EVO, EMILY BURNS	07/10/2024	\$1,467.20
FARMER, SAMANTHA MARIE	07/10/2024	\$1,423.36
GASIDLO, MEGAN C	07/10/2024	\$2,803.87
GERECKE, LORI LIN	07/10/2024	\$3,186.94
GRANT, LAURIE S	07/10/2024	\$2,759.71
GRESHAM, MICHELLE L	07/10/2024	\$2,018.51
HARRIS, KATHRYN A	07/10/2024	\$1,866.18
HOFFMAN, PAUL WILLIAM	07/10/2024	\$2,723.80
HUBENSCHMIDT, KRISTY A	07/10/2024	\$2,812.76
HUYCK, SUSAN KARI	07/10/2024	\$2,677.63
JODOIN, DEBRA FAYE	07/10/2024	\$1,094.33
KANG, RACHEL SUJI	07/10/2024	\$1,439.97
KEIMIG, ELIZABETH ANN	07/10/2024	\$2,127.77
KERBRAT, JENNIFER	07/10/2024	\$555.66
KHALIL, LAURA JEAN	07/10/2024	\$1,902.70
KIDDER, CAROLYN NAJMA	07/10/2024	\$2,872.88
KILGORE, AMY S	07/10/2024	\$2,524.24
LEIBERMAN, BROOKE ESTHER	07/10/2024	\$1,560.83
LEMIEUX, ROBERTA	07/10/2024	\$1,759.19
LIEBERMAN, SARAH ELIZABETH	07/10/2024	\$2,610.56
MARANOWSKI, JORDAN MAY	07/10/2024	\$1,559.00
MCCURDY, DIANE	07/10/2024	\$3,228.69
MCKIBBIN, CAROLYN RACHELLE	07/10/2024	\$1,475.64
MILLER, BRAD A	07/10/2024	\$2,814.12

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
MINARD, SHAWN THOMAS	07/10/2024	\$1,984.00
NARDUCCI, KATHLEEN	07/10/2024	\$2,589.10
OSMONSON, KIMBERLY ANN	07/10/2024	\$2,930.05
PATTERSON, ALISON LINDY	07/10/2024	\$1,745.94
PEARCE, BRITTANY MARIE	07/10/2024	\$1,763.86
PULSIFER, PAIGE MARIE	07/10/2024	\$1,218.89
RONNING, ADAM TIMOTHY	07/10/2024	\$1,556.43
SCHNEIDER, JAMES P	07/10/2024	\$2,531.06
SCHULZE, REBEKAH JONAS	07/10/2024	\$1,482.73
SHINDORF, LISA S	07/10/2024	\$2,960.18
SINAWI, BRANDON J	07/10/2024	\$2,235.38
SOWDERS, ERICA M	07/10/2024	\$2,239.79
ULTCH, LORI D	07/10/2024	\$2,528.59
VANREMORTEL, JESSE CARL	07/10/2024	\$1,592.53
WESNER, KIMBERLY KATHERINE-	07/10/2024	\$2,709.87
WILLETTE, KENDRA ANNE	07/10/2024	\$1,653.26
WILLIAMS, KIMBERLY KAHEALANI	07/10/2024	\$2,514.85
WINKLER, LEANNE MARIE	07/10/2024	\$2,357.12
ALSPAUGH, ANDREA B	07/10/2024	\$2,720.38
BURRY, ASHLEIGH RONAYNE	07/10/2024	\$2,323.12
BYRNE, GRACE FAORO	07/10/2024	\$1,818.58
CAMPOS, MICHELLE WANDA	07/10/2024	\$2,862.66
COOPER, ALEC AARON	07/10/2024	\$2,315.46
DUTHIE, KAREN N	07/10/2024	\$2,240.34
ERICKSON, TODD WALTER	07/10/2024	\$2,075.15
ERNSTER, STEPHEN R	07/10/2024	\$445.98
FELCHER, BRIAN S	07/10/2024	\$2,757.17
GRIM, MARY E	07/10/2024	\$2,742.18
GRIMM, CARY R	07/10/2024	\$2,579.39
GRUNDSTROM, JENNA E	07/10/2024	\$2,228.88
HERTRICH, MARINA	07/10/2024	\$1,370.22
JONES, AMY JO	07/10/2024	\$1,202.09
LEADBETTER, MARYANNE	07/10/2024	\$2,291.95
LESSWAY, JENNIFER	07/10/2024	\$2,432.56
LLOYD, LAURA	07/10/2024	\$538.65
MARSON, MARY ELIZABETH	07/10/2024	\$516.90
MAYNARD, JENNA MARIE	07/10/2024	\$816.52
MCDONALD, CARRI LYNNE	07/10/2024	\$2,495.44
MICHALSKI, THOMAS	07/10/2024	\$2,466.02
MILLER, LAUREN DEANNA	07/10/2024	\$984.01
MOISEEFF, AUDRY B	07/10/2024	\$2,018.95
OSBORNE, GWEN ANN	07/10/2024	\$2,872.96
PAYNE, JODY S	07/10/2024	\$387.99
PENNYCUFF, LAURA C	07/10/2024	\$2,861.71
RAIS, MICHELLE IRENE	07/10/2024	\$2,765.44
SKUPIN, MADISON KATHLEEN	07/10/2024	\$1,584.91
SLOAN, AMANDA KAY	07/10/2024	\$1,437.40
SORENSEN, MARY M	07/10/2024	\$2,188.82

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
STEVENSON, JENNIFER ANN	07/10/2024	\$2,396.75
STIFF, CYNTHIA ANNE	07/10/2024	\$2,122.40
TROOST, KIMBERLY A	07/10/2024	\$3,046.81
TRUITT, AMANDA THERESE	07/10/2024	\$1,766.99
VANGORDER, KATHRYN JEAN	07/10/2024	\$891.64
WERTH, JOHANNA	07/10/2024	\$1,564.00
ZAHRADNIK, BRIDGET J	07/10/2024	\$2,826.19
BRICKEY, JOHN R	07/10/2024	\$3,647.87
BROOKHOUSE, LINDSAY ANNE	07/10/2024	\$1,956.74
BURRY, MATTHEW D	07/10/2024	\$2,367.17
COJEI, MADISON AUTUMN	07/10/2024	\$1,553.88
COSMAN, DAVID J	07/10/2024	\$2,662.63
DALZOCHIO, MICHELE YAYLAIAN	07/10/2024	\$2,170.19
DANNIBALE, PATRICIA JANE	07/10/2024	\$1,059.79
DEHNE, ANNE	07/10/2024	\$692.75
ELLSWORTH CAROTHERS, KARI MONS	07/10/2024	\$1,602.39
FENCHEL, LISA LYNN	07/10/2024	\$1,952.05
FOX, ASHLEY CAROLYN	07/10/2024	\$950.75
FOX, LAURYN MACKENZIE	07/10/2024	\$1,485.41
HODGE, MEGHAN E	07/10/2024	\$2,224.69
JENKINS, ERIKKA	07/10/2024	\$2,867.93
KABLE, EMILY ANNE	07/10/2024	\$1,422.90
LENGERICH, AINSLEY A	07/10/2024	\$2,388.42
MACDOUGALL, ANNE ELIZABETH	07/10/2024	\$1,979.63
MCCARTY, TERRIE LEE	07/10/2024	\$1,999.80
MCCLAFFERTY, KELSEY LYNN	07/10/2024	\$1,436.88
MCDONALD, STEVEN URBAN	07/10/2024	\$2,380.20
OSBORNE, LORI K	07/10/2024	\$2,693.81
PAS, MANDY MARIE	07/10/2024	\$1,276.40
RODRIGUEZ, KARA A	07/10/2024	\$1,204.87
STILES, JILL KRISTIN	07/10/2024	\$2,558.90
TIMMER, THOMAS K	07/10/2024	\$3,161.33
TYRPAK, CHRISTOPHER M	07/10/2024	\$2,421.92
VOLLMER, RENE A M	07/10/2024	\$2,367.65
WANDEL, COLLEEN MCALLEN	07/10/2024	\$2,845.18
WELLOCK, TRISHA M	07/10/2024	\$2,136.26
WESTRA, LINDSEY K	07/10/2024	\$1,447.29
YUCHUCK, KERRI L	07/10/2024	\$3,494.55
BEN, MEREDITH R	07/10/2024	\$3,071.81
BYRD, BECKY A	07/10/2024	\$2,473.04
COURTEMANCHE, DANIELLE ANN	07/10/2024	\$1,966.90
DELL, HEATHER L	07/10/2024	\$2,739.98
DONBERGER, MICHELLE RENEE	07/10/2024	\$2,666.23
FORTE, MICHAEL JOSEPH	07/10/2024	\$3,654.97
GORNY, KIMBERLY ANN	07/10/2024	\$1,376.29
HATTIE, JILLIAN FLANIGAN	07/10/2024	\$1,870.62
JANIGIAN, COURTNEY NICOLE	07/10/2024	\$904.52
JARJIS, LUMA	07/10/2024	\$3,032.57

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
KARBOUSKY, KATHLEEN M	07/10/2024	\$2,989.30
KENRICK, GERARD C	07/10/2024	\$2,662.85
LATHAM, ERIN A	07/10/2024	\$2,539.09
LEON, MARIETTA LORELL	07/10/2024	\$2,072.51
PERELLI, MIA ALEXANDRA	07/10/2024	\$1,741.04
PHILKA, RACHEL LAUREN	07/10/2024	\$2,117.23
RUDY, MICHELLE MARIE	07/10/2024	\$1,800.32
SAELI, JULIA L	07/10/2024	\$1,966.27
SCAGNETTI, ANTHONY	07/10/2024	\$1,872.28
STAMBOULIAN, PATRICIA M	07/10/2024	\$1,865.77
STOY, KELLY LYNN	07/10/2024	\$1,353.68
SWIECH, REBECCA ANN	07/10/2024	\$1,972.24
BORTON, JENNIFER MARIE	07/10/2024	\$2,465.06
BROWN, AMY NICOLE	07/10/2024	\$2,293.61
CHRISTEN, JAMIE LEE	07/10/2024	\$1,547.39
DAMON, ERIN B	07/10/2024	\$2,283.86
EGLI, JENNIFER MARIE	07/10/2024	\$2,565.64
GUNES, JESSICA CROSS	07/10/2024	\$1,592.43
HASKILL, JOSEPH FRANCIS	07/10/2024	\$1,924.92
ISRAEL, MELISSA AMY	07/10/2024	\$3,142.97
JILG, REBECCA MARY	07/10/2024	\$2,742.84
JULIAN, KASEY DIANTE	07/10/2024	\$1,710.14
KRUKOWSKI, MARLENE ELIZABETH	07/10/2024	\$1,769.75
MARDIGIAN, LAURA	07/10/2024	\$1,488.07
MCLAUGHLIN, KATE BLESSED	07/10/2024	\$430.11
RISTAU, MEGAN ANNE	07/10/2024	\$2,671.55
ROSEMARY, NICOLE MARIE	07/10/2024	\$2,681.64
SHAFER, RACHELLE MARIE	07/10/2024	\$2,013.98
SMITH, PHELAN ANN	07/10/2024	\$1,935.69
STEINHEBEL, JO ELLEN	07/10/2024	\$525.66
SZCZESNIAK, CYNTHIA	07/10/2024	\$104.02
WESTON, ELLA CATHERINE	07/10/2024	\$2,976.70
WOLSTENCROFT, PANAGIOTA	07/10/2024	\$2,131.89
MONTALES, NANCY J	07/10/2024	\$2,831.27
ROQUE, EMILY ELIZABETH	07/10/2024	\$961.55
SHEETS, RACHEL	07/10/2024	\$2,822.51
ALLISTON, JULIE STEFANI	07/10/2024	\$1,870.94
BALOH-UFFORD, MEGAN M	07/10/2024	\$2,075.42
BECK, JENNIFER ERIN	07/10/2024	\$2,167.34
BOEHM, JENNIFER LEIGH	07/10/2024	\$2,291.69
CHANEY, CAROLYN ANNE	07/10/2024	\$2,664.07
CYRUS, MELISSA A	07/10/2024	\$1,175.15
EVANS, KELLY ANN	07/10/2024	\$1,117.16
FARMER, JULIE ANN	07/10/2024	\$2,060.78
FORD, STEFANIE E	07/10/2024	\$3,177.08
GANTT, RENEE LYNN	07/10/2024	\$947.33
GARNER, LORI ANN	07/10/2024	\$2,522.50
GERALT, KAYLA	07/10/2024	\$1,967.25

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
GIESE, STEPHANIE MARIE	07/10/2024	\$1,833.27
GLOWACKI, ALEXANDRA LEIGH	07/10/2024	\$1,891.83
GREEN, LAURA MARIA	07/10/2024	\$2,206.63
GRISA, KATHLEEN ANN	07/10/2024	\$2,589.10
HENRY, CAITLIN B	07/10/2024	\$2,043.20
HILL, SCOTT F	07/10/2024	\$2,871.65
IMARAH, TAMARA FALAH	07/10/2024	\$175.83
JONES, TANYA MARIE	07/10/2024	\$2,167.19
KELLY, MELISSA MARIE	07/10/2024	\$2,254.79
KOWALCZYK, KERRY LYNN	07/10/2024	\$2,708.94
LASH, NANCY ELIZABETH	07/10/2024	\$1,257.91
LUNDH, EMILY MAY	07/10/2024	\$1,713.23
MENDOZA, KAREN JEAN	07/10/2024	\$2,208.50
MITTELSTAEDT, LINDSEY CATHERIN	07/10/2024	\$1,906.60
MURPHY, JENNIFER MORRISON	07/10/2024	\$3,660.33
MUSA, CARLY MARIE	07/10/2024	\$2,552.10
SMITH, KYLEY MARIE TREADWELL	07/10/2024	\$2,684.67
SWEENEY, SABRINA LYNN	07/10/2024	\$2,235.14
TATULLI, MACKENZIE ANN	07/10/2024	\$1,404.31
TAUB, CARLY RACHEL	07/10/2024	\$1,580.18
VANLINTHOUT, SUSAN EA	07/10/2024	\$3,071.81
YOST, OLIVIA RAFFAELA	07/10/2024	\$1,754.67
COOLMAN, SUSAN LYNN	07/10/2024	\$249.58
DENNETT, KAREN MARGARET	07/10/2024	\$1,998.64
PAWLEY, STEVEN RAY	07/10/2024	\$885.61
QUINN, TAMERA DAWN	07/10/2024	\$218.05
VALENTINE, CYNTHIA L	07/10/2024	\$2,841.42
BELTZ, ROBERT JOSEPH	07/10/2024	\$2,164.26
BENGLER, HOLLY ANN	07/10/2024	\$543.70
BUDLONG, KRISTIN MARIE	07/10/2024	\$1,917.58
CANEDO, BRIANNA MARIA	07/10/2024	\$1,461.74
CUDNOHUFKY, KATIE MARIE	07/10/2024	\$1,868.59
CULBERT, RACHEL ANNE	07/10/2024	\$1,531.69
CUMMINGS, BRIANNA MARIE	07/10/2024	\$2,163.19
DEWITT, ALEXANDRA ELIZABETH	07/10/2024	\$2,685.94
DIXON, CHELSEA LYN	07/10/2024	\$1,513.97
DUTKIEWICZ, NANCI L	07/10/2024	\$2,430.81
ELLIES, MARY ELIZABETH	07/10/2024	\$1,355.41
ELLIS, KATHERINE	07/10/2024	\$582.43
GOLDEN, KATY EILEEN	07/10/2024	\$1,411.41
GYOMORY, ALEXIS ANNE	07/10/2024	\$1,925.76
HAND, BRIANNA A	07/10/2024	\$2,216.49
IAFRATE, HEATHER LYNN	07/10/2024	\$1,507.24
KAMMERER, JUSTINA ELISA	07/10/2024	\$1,609.91
KREUTZBERG, MCKENNA RAE	07/10/2024	\$1,700.30
KRUGER, MELISSA ANN	07/10/2024	\$1,087.59
KURZER, STEFANIE ANNE	07/10/2024	\$1,800.56
LAPORTE, ERIN JENNIFER	07/10/2024	\$2,139.63

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
MALCZEWSKI, DIANA LYNN CAMPB	07/10/2024	\$2,793.40
MCEVERS, NIKKI L	07/10/2024	\$2,589.09
MCGINN, BRENNAN JEANNE	07/10/2024	\$1,864.75
MYRAND, SHANNON LEIGH	07/10/2024	\$2,354.96
PRASAD-HEINTZ, SHALINI SRINIVA	07/10/2024	\$1,592.72
RIZE, MICHELLE MARIE	07/10/2024	\$2,000.57
SCHILLING, HEATHER A	07/10/2024	\$2,343.30
SMITH, JENNIFER A	07/10/2024	\$2,256.50
STASHONSKY, HANA KATHRYN	07/10/2024	\$2,179.28
WEIGEL-HUBLER, NICHOLAS ADRIAN	07/10/2024	\$2,368.21
WILLIAMS, LAKEISA NICOLE	07/10/2024	\$1,772.02
AGER, SHANNON THERESE	07/25/2024	\$1,869.40
ARMSTRONG, JILL ALISE	07/25/2024	\$2,528.27
BAGIAN, PEGGY FRANCES	07/25/2024	\$1,948.22
BIERLEY, CHRISTINA ALEXANDRA	07/25/2024	\$1,706.29
CHAMPE, LISA JOY	07/25/2024	\$2,174.90
CLARKSON, AMANDA CATHERINE	07/25/2024	\$2,049.64
FRANCIS, RYAN MICHAEL	07/25/2024	\$2,996.78
HENRY, JULEE MARIE	07/25/2024	\$2,683.02
JEUNG, JILL A	07/25/2024	\$2,719.94
KOBROSSY, THERESE HOUDA	07/25/2024	\$324.80
LACH, KELLIE ELIZABETH	07/25/2024	\$2,551.60
LUSSIER, KARI NOELLE	07/25/2024	\$1,933.64
MCCURDY, RONALD R	07/25/2024	\$2,712.29
MYINT, CHRISTINE MARIE	07/25/2024	\$2,042.31
PASSEGGIATO, MICHELLE M	07/25/2024	\$3,009.85
PAULISIN, JOSHUA THOMAS	07/25/2024	\$1,469.59
PAWLOSKI, MARISSA BRIANNE	07/25/2024	\$1,487.73
PELLETT, CHRISTINE A	07/25/2024	\$22.03
PINTAR, LINDSEY A	07/25/2024	\$2,192.01
RAFFOUL, RUTH ELIZABETH	07/25/2024	\$2,113.08
REESBECK, CHELSEA LAUREN	07/25/2024	\$1,335.73
SAVEN, VANESSA LYN	07/25/2024	\$2,361.71
SCOTT, STACI LYNN	07/25/2024	\$2,354.85
STEWART, HEATHER NICOLE	07/25/2024	\$2,724.77
TAYLOR, DANIEL PATRICK	07/25/2024	\$1,699.56
THOMPSON, HEATHER M	07/25/2024	\$1,684.02
TOMLINSON, CARLEY HOPE	07/25/2024	\$1,400.64
WHITTY, KATHERINE L	07/25/2024	\$2,480.07
BRASIL, SANDRA MARIE	07/25/2024	\$1,911.82
CARINO, LAURA ANNE	07/25/2024	\$4,715.71
CEMBORSKI, GRETCHEN BRYNN	07/25/2024	\$1,165.13
CROSS, ELIZABETH BREWSTER	07/25/2024	\$2,045.96
DINSMORE, JULIE KAY	07/25/2024	\$1,868.60
GIROMINI, MICHAEL BRIAN	07/25/2024	\$4,144.39
HENDERSON, BETH ANN	07/25/2024	\$2,066.52
HOLLY, SHEILA MARIE	07/25/2024	\$986.34
KLING, DEVIN WESLEY	07/25/2024	\$3,974.94

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
LANDAU, DENISE MICHELE	07/25/2024	\$2,079.22
LOEFFLER-PARK, CATHRYN ANNE	07/25/2024	\$2,057.01
MAINKA, BENJAMIN JOHN-ALEXANDE	07/25/2024	\$6,979.65
MASSOLIA, LAWRENCE JAMES	07/25/2024	\$2,176.56
PATEL, SHAILEE	07/25/2024	\$3,463.96
POHLONSKI, BRENT	07/25/2024	\$1,997.89
SIPPLE, GEORGE FRANKLIN	07/25/2024	\$2,789.11
SQUIRES, AMANDA MARIE	07/25/2024	\$3,073.86
ABEL, MARCI	07/25/2024	\$2,653.93
ALEX, CHRISTINA T	07/25/2024	\$1,708.33
ALLCORN, JAIME MARIE	07/25/2024	\$1,364.90
ANDREWS, ALISSA VICTORIA	07/25/2024	\$1,607.58
ARMSTRONG, ROBERT J	07/25/2024	\$2,987.21
BAKER, STEPHANIE MICHELE	07/25/2024	\$1,823.61
BALDWIN, DAVID J	07/25/2024	\$2,931.57
BASSETT, PEGGY LYNN	07/25/2024	\$2,925.58
BELANGER, DAVID M	07/25/2024	\$2,237.58
BONACORSI, GINA MARIE	07/25/2024	\$1,673.52
BONNER, LEE M	07/25/2024	\$4,253.70
BOOTZ, ASHLEY	07/25/2024	\$39.26
BRACH, CATHERINE ANN	07/25/2024	\$2,014.53
BRATNEY, BETHANY L	07/25/2024	\$2,269.01
BRENNER, THOMAS WILLIAM	07/25/2024	\$2,848.15
BROWN, ALAINA M	07/25/2024	\$2,701.41
BROWN, CHANDLER MARY	07/25/2024	\$1,601.08
BROWN, RANSOM WARNER	07/25/2024	\$2,215.07
BYRON, KACY LYNN	07/25/2024	\$1,585.62
CAPUANO, CHRISTOPHER L	07/25/2024	\$5,628.98
CARTER, NICOLE JANEEN	07/25/2024	\$3,387.15
CATRINE, GINA MARIE	07/25/2024	\$2,125.28
CHAPIN-DUBE, MEGAN MARIE	07/25/2024	\$1,964.38
CHINN-KESHISHIAN, REBECCA MARI	07/25/2024	\$2,064.09
DAME, JACOB PAUL	07/25/2024	\$3,277.75
DARWAK, ALISON M	07/25/2024	\$2,810.75
DICKERMAN, MATTHEW	07/25/2024	\$2,072.42
DIDIO, JAMES	07/25/2024	\$1,810.71
DIROFF, MATTHEW WILLIAM	07/25/2024	\$2,965.88
DROST, MARY ELLEN	07/25/2024	\$3,923.23
DUKES, SHANE MICHAEL	07/25/2024	\$1,332.80
EBEL, SHEILA D	07/25/2024	\$4,343.54
EDMUNDS, MELISSA	07/25/2024	\$2,127.73
ERSKINE, ALEXANDER DAVID	07/25/2024	\$1,673.74
ESBROOK, ABIGAIL SARA	07/25/2024	\$2,806.94
EVANS, MICHELLE P	07/25/2024	\$4,340.27
FAIRLAMB, LINDA M	07/25/2024	\$2,673.12
FARMER, DOUGLAS JAMES	07/25/2024	\$1,857.40
FICANO-PETRICCA, SABRINA MICHE	07/25/2024	\$2,297.98
FIELDER, DEANNA MARIE	07/25/2024	\$1,928.32

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
FITZGIBBON, APRIL DAWN	07/25/2024	\$1,967.17
FORSTER, JODI	07/25/2024	\$2,827.50
FRANCHI, KRISTIN EVA	07/25/2024	\$2,419.34
FURTAH, MELISSA	07/25/2024	\$2,264.04
GOWER, MELISSA ANN	07/25/2024	\$2,420.12
HAASE, LISA MARIE	07/25/2024	\$44.05
HARBAR, ERIN TERESA	07/25/2024	\$2,453.82
HARRIS, CHRISTINE J	07/25/2024	\$1,637.88
HARROW, LORI JEAN	07/25/2024	\$2,527.37
HELMKAMP, RAND W	07/25/2024	\$2,695.29
HENDERHAN, RONALEE PECK	07/25/2024	\$2,082.66
HOUSEY, CHRISTOPHER ALLEN	07/25/2024	\$2,255.51
JAKSIC, JELENA	07/25/2024	\$1,078.62
JAMES, KATHERINE JO	07/25/2024	\$1,959.20
JONES, KRISTEN M	07/25/2024	\$2,493.75
KALCZYNSKI, SARAH J	07/25/2024	\$1,197.36
KANE JR, RONALD ANDREW	07/25/2024	\$3,447.37
KASPER, KELLY ANN	07/25/2024	\$853.64
KIM, STEPHEN ALEXANDER	07/25/2024	\$3,818.23
KOWALSKI, MICHAEL A	07/25/2024	\$2,451.19
LANGLEY, BRIAN R	07/25/2024	\$2,348.93
LEE, MEGAN M	07/25/2024	\$2,726.28
LEONARD, DANIELLE SUZANNE	07/25/2024	\$1,513.12
LEPHART, SARAH	07/25/2024	\$2,990.82
LETARTE, NICHOLAS A	07/25/2024	\$2,833.42
LOWES, DANIEL M	07/25/2024	\$2,401.55
MADAFFERI, CHANDRA ANN	07/25/2024	\$2,558.83
MAGUIRE, HATTIE A	07/25/2024	\$2,395.50
MARKOS, COREY P	07/25/2024	\$2,613.00
MCDOUGALL, BARBARA LYNN	07/25/2024	\$1,605.10
MCKINNON, KIMBERLY SAMANTHA	07/25/2024	\$2,218.03
MEYER, BRETT JUSTIN	07/25/2024	\$2,926.08
MILLER, AMY SIMS	07/25/2024	\$2,596.57
MOLNAR, LEANNE MARIE	07/25/2024	\$379.51
MOSS, DARCIÉ GOULETTE	07/25/2024	\$2,219.13
MROZEK, KRISTEN RENEE	07/25/2024	\$2,198.52
NARRA, BONITA H	07/25/2024	\$1,876.18
NIZOL, LAUREN ELIZABETH	07/25/2024	\$1,777.43
NUCKOLLS, KOREY	07/25/2024	\$2,232.62
O'SHAUGHNESSY, REBECCA CAITLYN	07/25/2024	\$1,279.79
ODONNELL, WILLIAM J	07/25/2024	\$2,597.60
OLEARY, BRIAN JAMES	07/25/2024	\$1,810.38
PAYTON, CHRISTOPHER	07/25/2024	\$2,737.75
PENDERGRAFF, PAMELA HEIDI	07/25/2024	\$2,952.08
PHEIFFER, TODD ERIC	07/25/2024	\$2,277.49
PIRRIE, MARYANN JACQUELINE	07/25/2024	\$1,184.33
RUSS, LAUREN MORGAN	07/25/2024	\$1,229.98
RYAN, NICHOLAS W	07/25/2024	\$1,818.56

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
SAXTON, ROBERT S	07/25/2024	\$2,964.37
SCAVO, LAWRENCE PHILLIP	07/25/2024	\$2,797.77
SCAVO, PHILLIP L	07/25/2024	\$3,588.47
SCHMID, PAUL A	07/25/2024	\$2,824.44
SCHNURSTEIN, LAURA ANNE	07/25/2024	\$3,315.95
SCHUITEMA, GABRIELLE MARIE	07/25/2024	\$1,811.57
SCHURIG, CLAIRE E	07/25/2024	\$1,807.77
SCHYPINSKI, RACHEL ELIZABETH	07/25/2024	\$1,993.73
SCOBIE, ERIC CLARK-ROAC	07/25/2024	\$4,366.01
SCOTT, EVELYN GRACE	07/25/2024	\$1,457.16
SHPAKOFF, KATHLEEN M	07/25/2024	\$22.03
SHUMAN, JENNY RAE	07/25/2024	\$1,420.26
SMITH, COLLEEN MARIE-DOYLE	07/25/2024	\$2,354.86
SMITH, HALLIE LEIGH	07/25/2024	\$2,169.46
SPRING, TORY RENEE	07/25/2024	\$2,652.60
STOJANOV, LJILJANA	07/25/2024	\$2,934.87
SZKRYBALO, ELIZABETH A	07/25/2024	\$2,656.09
TAGAI, DANIELLE ANN	07/25/2024	\$6,213.47
TOBIS, ANDREA JOY	07/25/2024	\$3,167.64
VAN EIZENGA, JAMES M	07/25/2024	\$1,996.39
VANHOOSER, NINA R	07/25/2024	\$2,682.87
WARRA, MARY NORMAN	07/25/2024	\$76.48
WATCHOWSKI, DONALD MICHAEL	07/25/2024	\$2,713.83
WEST-CARDENAS, KAITLYN MARIE	07/25/2024	\$1,909.62
WHITE, CHRISTOPHER CHARLES	07/25/2024	\$1,956.25
ZARDUS, ASHLEY CAROLYN	07/25/2024	\$3,971.27
ZIEGLER, MICHAEL	07/25/2024	\$2,575.92
ZUK, GARRET ANTHONY	07/25/2024	\$1,505.65
ABRAHAM, JACQUELINE MARIE	07/25/2024	\$1,533.68
ADER, KATHLEEN M	07/25/2024	\$864.25
ALINDOGAN, ANDREW STEPHENS	07/25/2024	\$240.53
ALLEN, MEAGHAN TIFFANY	07/25/2024	\$1,774.32
ALLERTON, ELIZABETH DIANE	07/25/2024	\$948.10
ALVAREZ VARGAS, MINERVA L	07/25/2024	\$517.65
ANSARI, MEENA	07/25/2024	\$2,165.20
ATTANASIO, ANTHONY GUY	07/25/2024	\$1,953.43
BALOGH, TRAVIS CHRISTIAN	07/25/2024	\$2,312.64
BARANIK, KRISTY JEAN	07/25/2024	\$1,482.86
BARNES, BETHANY KATHLEEN	07/25/2024	\$2,306.78
BARSZCZOWSKI, MELISSA MAE	07/25/2024	\$2,509.53
BEARDSLEY, CATHERINE ELISABETH	07/25/2024	\$277.73
BEATTY, JOANNA LEE	07/25/2024	\$68.89
BELTRAN, STEPHEN RICHARD	07/25/2024	\$1,898.96
BENJAMIN, ANDREA ERIN	07/25/2024	\$2,541.67
BERMAN, MADISON ARIN	07/25/2024	\$1,597.10
BIANCHINI, MARIA DANIELLE	07/25/2024	\$1,478.87
BLACK, JILLIAN ROSE	07/25/2024	\$1,711.14
BOBOIGE, JACQUELINE MARIE	07/25/2024	\$1,525.12

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
BORDNER, REBECCA LYNN	07/25/2024	\$1,600.48
BORTON, LINDA	07/25/2024	\$2,382.75
BOWYER, JILL L	07/25/2024	\$574.81
BRADLEY, ALLISON JILL	07/25/2024	\$1,940.95
BRAGGS, STARLIT TONI	07/25/2024	\$333.25
BRAMHANE, RAKHI	07/25/2024	\$159.33
BREWER, FIONA KATHERINE	07/25/2024	\$1,861.50
BROWNELL, JENNIFER LYNN	07/25/2024	\$17.23
BULL, DANIELA	07/25/2024	\$1,400.64
BURG, ALLISON E FRALEIGH	07/25/2024	\$2,616.56
CAREY, AMY MARIE	07/25/2024	\$874.50
CARINO, CARTER JOSEPH	07/25/2024	\$314.53
CARPENTER, LORI SUZANNE	07/25/2024	\$190.01
CARROLL, MARTINA RENEE	07/25/2024	\$4,626.98
CASTANEDA, DONNA LEA	07/25/2024	\$1,853.85
CHAVEY, DANA JOEL	07/25/2024	\$151.32
CHAVEZ, MILAGRO	07/25/2024	\$190.22
CHICHILA, KAILEE ANNE-HOBBI	07/25/2024	\$3,692.97
CINGEL, MICHELE M	07/25/2024	\$1,041.32
COLLINI, TRESSA NICOLE	07/25/2024	\$1,555.37
COMB, ANDREW MAITLAND	07/25/2024	\$3,575.08
CROAD, LORI SUE	07/25/2024	\$400.60
CROSE, COLLIN JAMES	07/25/2024	\$1,689.21
CROWLEY, SARAH IRENE	07/25/2024	\$2,413.65
CURREY, JENNIFER ASHLEY	07/25/2024	\$108.29
CZISCHKE, ALISON MARIE	07/25/2024	\$2,030.09
DAHRING, KAYLEY MADISON	07/25/2024	\$1,486.15
DANFORTH, JOI ARMENTHIA	07/25/2024	\$3,810.68
DAVIS, KRYSTAL LEEANNA	07/25/2024	\$1,562.34
DAY, REBECCA LAYNE	07/25/2024	\$1,106.48
DEMYANOVICH, SANDRA LYNN	07/25/2024	\$1,221.11
DINKELMANN, JEFFREY S	07/25/2024	\$3,207.87
DINKELMANN, KATY MARIE	07/25/2024	\$3,598.63
DIROFF, LAURA JANE	07/25/2024	\$224.35
DOYLE, MELANIE ANN	07/25/2024	\$20.83
EASTER, CYNTHIA ANN	07/25/2024	\$1,839.08
EATHORNE, MICHELLE ANN	07/25/2024	\$1,527.92
EDDY, ERIN MICHAEL	07/25/2024	\$2,049.20
EDWARDS, MARAL A	07/25/2024	\$1,055.54
ELENBAAS, BLAKELY ANNE	07/25/2024	\$2,042.08
ELHAGE, AMAL	07/25/2024	\$1,308.28
ELLIS, JENNIFER F	07/25/2024	\$2,843.23
ENGEL, JENNA LYNN	07/25/2024	\$3,103.99
ESTRADA, MARINA MARTINEZ	07/25/2024	\$716.12
ESTRADA, NELSON ANDRES	07/25/2024	\$2,797.99
EVATZ, CARLY ANNE	07/25/2024	\$1,104.83
FARNSWORTH, SARAH KATHRYN	07/25/2024	\$1,479.52
FARRIS, CATHERINE MAY	07/25/2024	\$2,629.92

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
FEDEL, ALYSON MICHELE	07/25/2024	\$3,244.95
FERGUSON, REBEKAH JOY	07/25/2024	\$1,987.27
FINLEY, LIAM RUSSELL	07/25/2024	\$272.92
FINLEY, SUZANNE F	07/25/2024	\$847.40
FORTE, MARIA THERESA	07/25/2024	\$20.59
FRANKE, PAIGE MARIE	07/25/2024	\$3,099.93
GALLIGAN, JENNIFER	07/25/2024	\$45.30
GAMI, UMANG RAHUL	07/25/2024	\$442.83
GARIENSRIPOGSA, PUNETRIGA	07/25/2024	\$181.33
GATSON, DEXTER LEWIS	07/25/2024	\$470.60
GEORGE, MARSHA SERETTA	07/25/2024	\$2,194.29
GLINSKI, JASON ROBERT	07/25/2024	\$1,976.70
GOLEMBIEWSKI, EMILY JO	07/25/2024	\$1,641.97
GRAVES, CARMEN MARIE	07/25/2024	\$1,516.30
GREEN, JOSEPH DONALD	07/25/2024	\$1,439.81
GRIFFIN, CASSANDRA LEE	07/25/2024	\$1,800.19
GUNASEKAR, BALASARASWATHI	07/25/2024	\$753.72
HAAPALA, MEGAN	07/25/2024	\$1,514.70
HADLEY, SHANNON E	07/25/2024	\$2,373.19
HADZIALIJAGIC, EROL	07/25/2024	\$119.74
HADZIALIJAGIC, MELIHA	07/25/2024	\$889.91
HALLETT, HANNAH FLORENCE	07/25/2024	\$1,860.00
HANSEN, ANN M	07/25/2024	\$3,417.83
HANTZ, KELLI JOY	07/25/2024	\$553.78
HARBIN, KAITLIN MAE	07/25/2024	\$1,690.67
HARRISON, VICTORIA SOWA	07/25/2024	\$2,279.85
HARTMUS, ALLISON MARIE	07/25/2024	\$1,803.31
HARTWIG, MEGAN ELIZABETH	07/25/2024	\$1,522.95
HAWKINS, STEPHANIE NICOLE	07/25/2024	\$2,762.88
HEALY, CASEY RYAN	07/25/2024	\$1,306.64
HENDRICKS, PAMELA J	07/25/2024	\$948.60
HILBERS, SARAH JOYCE	07/25/2024	\$1,719.63
HINES, MARIE BRIDGET	07/25/2024	\$1,381.37
HOLBEL, PAULA	07/25/2024	\$1,371.12
HUBER, MADELYN ROSE	07/25/2024	\$1,520.71
HUISMAN, DENNIS PAUL	07/25/2024	\$2,773.77
HURLBURT, THOMAS VINCENT	07/25/2024	\$1,763.70
JAISWAL, NAINA	07/25/2024	\$342.39
JAKUBIK, KAITLIN MARIE	07/25/2024	\$1,155.95
JARVIS, JUSTIN MATTHEW	07/25/2024	\$1,543.23
JOB, STACEY ANN	07/25/2024	\$1,830.80
JODOIN, SAMANTHA MARY	07/25/2024	\$1,682.49
JOHNSON, MICHELLE ELIZABETH	07/25/2024	\$2,014.44
JOHNSON, ROSALEIGH MARIA	07/25/2024	\$3,451.53
JONES, AMY MARIE	07/25/2024	\$933.59
JONES, OLIVIA NICOLE HEWITT	07/25/2024	\$3,141.56
KAMOO, ADRIANA BERENICE	07/25/2024	\$1,867.61
KASCHYK, JACQUELINE SUE	07/25/2024	\$2,295.06

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
KATZMAN, KAYLA	07/25/2024	\$267.30
KAZEE, ALICE EESAN	07/25/2024	\$3,182.05
KESSEL, THOMAS ANDREW	07/25/2024	\$1,731.51
KESZEI, KATHRYN RENEE	07/25/2024	\$1,745.20
KILGORE, KEVIN JAMES	07/25/2024	\$1,963.64
KNOLL, HAILEY ANNE	07/25/2024	\$266.28
KRAEMER, SARAH FRANCES	07/25/2024	\$2,913.34
KURIAN, ALDRIC ALEX	07/25/2024	\$49.32
KURTZ, ASHLEY ANN	07/25/2024	\$3,603.56
LAPORTE, LISA	07/25/2024	\$3,698.58
LATOURE, GREGORY MARK	07/25/2024	\$900.94
LAUER, KELLI MARIE	07/25/2024	\$1,335.00
LEBLANC JR, STEVEN MATTHEW	07/25/2024	\$3,554.62
LEMANSKI, TONYA LYNN	07/25/2024	\$3,122.93
LESCOE, BETH EVA	07/25/2024	\$1,260.70
LESNIAK, LAUREN KAY	07/25/2024	\$1,649.66
LEVE, LAUREN ALEXANDRA	07/25/2024	\$1,890.77
LEVIN, RONALD B	07/25/2024	\$2,625.74
LEVITAN, SAMANTHA LOUISE	07/25/2024	\$1,491.97
LICON LOYA, SANTIAGO	07/25/2024	\$272.00
LOCHBILER, DYLAN SKYE	07/25/2024	\$1,062.42
LONEY, AMBER LYNNE	07/25/2024	\$2,088.71
LONG, CINDY ELAINE	07/25/2024	\$1,572.97
LOUIS, ANTOINETTE MARIE	07/25/2024	\$835.04
MACKINDER, NICOLE LYNN	07/25/2024	\$2,589.50
MAINKA, ALYSSA LAURA	07/25/2024	\$211.44
MAKLED, ZENA DAKHLALLAH	07/25/2024	\$1,299.76
MALINOWSKI, EMILY ANN	07/25/2024	\$1,685.84
MARION, CATHERINE ANN	07/25/2024	\$1,835.32
MARTINEZ, CARLY MICHAELA	07/25/2024	\$2,102.65
MARTINEZ, DEBORAH MARIE	07/25/2024	\$64.01
MARTINEZ, ZACHARY RAUL	07/25/2024	\$1,263.15
MASSENGILL, JESSICA KAYE MARIE	07/25/2024	\$859.73
MATHES, MEGAN ELIZABETH	07/25/2024	\$1,873.91
MCCLINTIC, LYNDSEY MARIE	07/25/2024	\$2,140.47
MECH, THEODORE STEPHEN	07/25/2024	\$344.92
MILEWSKI, CYNTHIA C	07/25/2024	\$300.54
MILLER, HELEN K	07/25/2024	\$105.72
MOLNAR, KATHRYN JEAN	07/25/2024	\$22.03
MOULDING, ALYSON ELENA	07/25/2024	\$2,193.74
MUETING, JOANN M	07/25/2024	\$1,227.64
NELSON, LEVI MACKENZIE	07/25/2024	\$1,812.01
NICHOLSON, SUZANNE RENE	07/25/2024	\$2,063.40
NORUK, JESSICA RANAE	07/25/2024	\$1,138.35
NOWICKI, MATTHEW EUGENE	07/25/2024	\$2,075.30
OKAGBARE, ONAJITTE FAITH	07/25/2024	\$1,428.45
OLMO TERRASA, MARIA	07/25/2024	\$161.06
OSINSKI, KATHLEEN ANN	07/25/2024	\$52.09

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
OTTE, JENNIFER AMY	07/25/2024	\$94.23
PALLIYUDETTEKATHIL THOMAS, BA	07/25/2024	\$1,215.93
PARASHAR, BEENA	07/25/2024	\$768.73
PAULK, ANTHONY EDWARDS	07/25/2024	\$1,194.06
PAULK, LAURA RENEE	07/25/2024	\$2,116.70
PAWLEY, FALLON RAE	07/25/2024	\$833.64
PAWLOSKI, LOGAN MATTHEW	07/25/2024	\$848.05
PEARCE, CHRISTA ROSELLA	07/25/2024	\$1,636.59
PIET, MEGAN PATRICIA	07/25/2024	\$1,943.13
PIETRZAK, NATHAN DANIEL	07/25/2024	\$1,863.42
PIORKOWSKI, LAUREN ASHLEY	07/25/2024	\$282.61
POHLONSKI, EMILY PARKER	07/25/2024	\$2,908.20
PONTE, COLLEEN M	07/25/2024	\$2,884.13
POSHADLO, JEFFREY MICHAEL	07/25/2024	\$1,168.78
PUCE, ELZA	07/25/2024	\$695.11
RADTKE, LINDSAY BROOKE	07/25/2024	\$1,903.14
RAFFLE, TAMMY ANN	07/25/2024	\$2,774.51
RAI, AVNI	07/25/2024	\$413.19
RAJENDRAN, VISALAKSHI	07/25/2024	\$41.68
RATHBUN, DANIELLE MARIE	07/25/2024	\$3,178.82
RATHINAVEL, SADHANA SREE	07/25/2024	\$912.41
REA, ABBY NICOLE	07/25/2024	\$1,650.13
REDDY, MARK PATRICK	07/25/2024	\$1,798.01
REITZ, EMILY ANN	07/25/2024	\$2,306.04
RILEY, SPENCER LEE	07/25/2024	\$3,105.78
RINZ, DAWN M	07/25/2024	\$455.87
ROBERTS, GALE LYNN	07/25/2024	\$44.04
ROSE, MARILYN TERESE	07/25/2024	\$2,542.28
ROTENHEBER, LISA MICHELE	07/25/2024	\$2,144.61
RUTKOWSKI, MELANIE ANN	07/25/2024	\$1,867.50
RZUCIDLO, KATHRYN ELIZABETH	07/25/2024	\$41.68
SAARI, ANDREW BENJAMIN	07/25/2024	\$2,097.34
SATTERFIELD, SHARON	07/25/2024	\$263.29
SCHUITEMA, SCOTT STEVEN	07/25/2024	\$1,630.33
SCHULTE, ALLISON LAUREN GOSEN	07/25/2024	\$290.53
SEARS, LISA MARIE	07/25/2024	\$2,193.74
SEAVER, AMY ALLYSON	07/25/2024	\$2,420.35
SERGISON, MEGAN ELLEN	07/25/2024	\$1,761.59
SHALLAL-JOHNSTON, CONSTANCE	07/25/2024	\$2,305.48
SHIMOGA NAGARAJAPPA, SHILPA	07/25/2024	\$12.45
SHOUNIA, CRYSTAL ANN	07/25/2024	\$2,055.05
SHUDO, RITSUKO	07/25/2024	\$1,607.43
SIMMONS, SHAINA MARIE	07/25/2024	\$2,336.83
SIMRAK, MONICA ELIZABETH	07/25/2024	\$44.04
SINGH, PRIYANKA	07/25/2024	\$165.23
SINOPOLI-SMITH, DAVID ROBERT	07/25/2024	\$3,312.09
SITARAMAN, SHALIN PATEL	07/25/2024	\$211.87
SMITH, JACQUELINE MARIE	07/25/2024	\$2,890.69

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
SOUCY, ELISE MARIE	07/25/2024	\$1,766.44
SOUTHWORTH, ANGELA Y	07/25/2024	\$1,837.11
SOVEL, SHEILA M	07/25/2024	\$2,027.26
SPIKER, BLANE LARSEN	07/25/2024	\$3,233.80
STACER, DANIELLE RENEE	07/25/2024	\$2,087.50
STANEK, DEBORAH A	07/25/2024	\$265.63
STANLEY, TABITHA ANN	07/25/2024	\$936.33
STULTS, OLIVIA RENEE	07/25/2024	\$1,719.21
SUMMERS, TIMOTHY C	07/25/2024	\$651.46
SWIRCZEK, MEGAN ELIZABETH	07/25/2024	\$1,591.87
TAKASHIMA, TOMOKO NAKAMURA	07/25/2024	\$250.96
THERRIAN, BRAD CHARLES	07/25/2024	\$2,143.06
TOBIS, DANIEL	07/25/2024	\$3,698.21
TOBIS, JAMES MCNARY	07/25/2024	\$263.43
TROYER, TYLER DOUGLAS	07/25/2024	\$1,524.02
TRUAX, REBEKAH TAYLOR	07/25/2024	\$1,289.52
UTLEY, SHANNON MARIE	07/25/2024	\$61.76
VANDER TUIG, BLAIRE CATHERINE	07/25/2024	\$1,322.77
VANGIESON, ROBERT C	07/25/2024	\$1,493.84
VILLANUEVA, JENNIFER LYNN	07/25/2024	\$19.14
VIZCARRA RODRIGUEZ, NYDIA ROCI	07/25/2024	\$150.61
WALKER, AMANDA LYNN	07/25/2024	\$1,956.93
WALKER, KATIE MARIE	07/25/2024	\$2,376.85
WARREN, COLEEN R	07/25/2024	\$1,471.70
WATKINS, AMY MICHELLE	07/25/2024	\$2,679.89
WEAVER, JENNIFER LAUREN	07/25/2024	\$1,669.90
WEINERT, ASHLEY LYNN	07/25/2024	\$1,252.10
WELCH, CLAUDIA LEONA	07/25/2024	\$1,719.61
WILCHER, PREINA LIROB	07/25/2024	\$2,107.43
WILKINS, RENEE ELIZABETH	07/25/2024	\$2,092.06
WILKINSON, KAREN JANE	07/25/2024	\$2,303.63
WILLENS, REBECCA GENISE	07/25/2024	\$1,597.62
WILSON, KAREN MICHELLE	07/25/2024	\$55.00
WOJTOWICZ, ALEXANDRA LOUISE	07/25/2024	\$1,900.99
WOLFF, MARGARET MARY	07/25/2024	\$93.88
WOLSTENCROFT, HANNAH RAQUEL DA	07/25/2024	\$3,534.02
YOB, EMILY ROSE	07/25/2024	\$1,276.99
ZIEGELHOFER, MORGAN CATHERINE	07/25/2024	\$2,099.04
ZIELINSKI, GINA L	07/25/2024	\$2,623.91
ZIMMERMAN, BARBARA M	07/25/2024	\$2,620.80
BUNKER, JEFFREY L	07/25/2024	\$1,769.23
COOLMAN, ROBERT SCOTT	07/25/2024	\$2,474.97
DRAGOO, MICHAEL B	07/25/2024	\$3,581.62
DUQUETTE, EDWARD DANIEL	07/25/2024	\$2,092.22
FULAR, JAMES DENNIS	07/25/2024	\$2,012.72
GREAVES, JASON PATRICK	07/25/2024	\$1,708.80
HETTEL, ERIC THOMAS	07/25/2024	\$2,337.98
JORDAN, CHRISTOPHER ANTHONY	07/25/2024	\$2,008.63

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
NESMITH, RUSSELL PAUL	07/25/2024	\$1,796.85
TURNER, NANCY MARIE	07/25/2024	\$1,469.30
ABRAHAM, MARY CATHERINE	07/25/2024	\$1,559.42
ARBAN, VICTORIA ALYSON	07/25/2024	\$2,187.59
BAKER, ROBERT JAMES	07/25/2024	\$3,333.22
BARNAUSKAS, MEGHAN LEE	07/25/2024	\$2,071.51
BISHOP, BAILEY ASHLYNN	07/25/2024	\$1,596.93
BISHOP, NOLA M	07/25/2024	\$2,376.20
BODNOVITS, MIRANDA L	07/25/2024	\$2,501.88
BOERSMA, STEPHANIE M	07/25/2024	\$825.61
BON, JEREMY S	07/25/2024	\$1,759.21
BRODERICK, NICOLE HELEN	07/25/2024	\$2,340.50
BRONSON, GEORGE NATHANIEL	07/25/2024	\$1,582.08
BURCHARD, MELANIE LEE	07/25/2024	\$2,098.16
COLONE, NICOLE MARIE	07/25/2024	\$2,821.07
DAMBROSI, SARAH MARIE	07/25/2024	\$1,635.68
DAVID, SARAH L	07/25/2024	\$2,780.89
EVO, EMILY BURNS	07/25/2024	\$2,267.60
FARMER, SAMANTHA MARIE	07/25/2024	\$1,425.81
GASIDLO, MEGAN C	07/25/2024	\$2,806.02
GERECKE, LORI LIN	07/25/2024	\$3,189.09
GRANT, LAURIE S	07/25/2024	\$3,341.15
GRESHAM, MICHELLE L	07/25/2024	\$2,021.57
HARRIS, KATHRYN A	07/25/2024	\$1,865.61
HOFFMAN, PAUL WILLIAM	07/25/2024	\$2,726.86
HUBENSCHMIDT, KRISTY A	07/25/2024	\$2,800.94
HUYCK, SUSAN KARI	07/25/2024	\$2,667.77
JODOIN, DEBRA FAYE	07/25/2024	\$835.83
KANG, RACHEL SUJI	07/25/2024	\$1,442.79
KEIMIG, ELIZABETH ANN	07/25/2024	\$2,129.92
KERBRAT, JENNIFER	07/25/2024	\$66.08
KHALIL, LAURA JEAN	07/25/2024	\$2,991.23
KIDDER, CAROLYN NAJMA	07/25/2024	\$2,875.03
KILGORE, AMY S	07/25/2024	\$2,526.41
LEIBERMAN, BROOKE ESTHER	07/25/2024	\$1,563.23
LEMIEUX, ROBERTA	07/25/2024	\$1,284.34
LIEBERMAN, SARAH ELIZABETH	07/25/2024	\$1,977.44
MARANOWSKI, JORDAN MAY	07/25/2024	\$1,561.70
MCCURDY, DIANE	07/25/2024	\$3,230.84
MCKIBBIN, CAROLYN RACHELLE	07/25/2024	\$1,478.56
MILLER, BRAD A	07/25/2024	\$2,800.95
MINARD, SHAWN THOMAS	07/25/2024	\$1,980.62
NARDUCCI, KATHLEEN	07/25/2024	\$2,592.13
OSMONSON, KIMBERLY ANN	07/25/2024	\$2,932.20
PATTERSON, ALISON LINDY	07/25/2024	\$1,747.57
PEARCE, BRITTANY MARIE	07/25/2024	\$2,617.90
PULSIFER, PAIGE MARIE	07/25/2024	\$1,217.76
RONNING, ADAM TIMOTHY	07/25/2024	\$2,205.67

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
SCHNEIDER, JAMES P	07/25/2024	\$2,523.49
SCHULZE, REBEKAH JONAS	07/25/2024	\$1,485.54
SHINDORF, LISA S	07/25/2024	\$2,947.02
SINAWI, BRANDON J	07/25/2024	\$2,233.48
SOWDERS, ERICA M	07/25/2024	\$2,233.82
ULTCH, LORI D	07/25/2024	\$2,530.74
VANREMORTEL, JESSE CARL	07/25/2024	\$1,596.20
WESNER, KIMBERLY KATHERINE-	07/25/2024	\$2,712.02
WILLETTE, KENDRA ANNE	07/25/2024	\$1,722.71
WILLIAMS, KIMBERLY KAHEALANI	07/25/2024	\$2,510.49
WINKLER, LEANNE MARIE	07/25/2024	\$2,352.02
ALSPAUGH, ANDREA B	07/25/2024	\$2,722.53
BURRY, ASHLEIGH RONAYNE	07/25/2024	\$2,319.36
BYRNE, GRACE FAORO	07/25/2024	\$1,817.52
CAMPOS, MICHELLE WANDA	07/25/2024	\$2,851.49
COOPER, ALEC AARON	07/25/2024	\$2,312.23
DUTHIE, KAREN N	07/25/2024	\$2,243.38
ERICKSON, TODD WALTER	07/25/2024	\$2,070.93
ERNSTER, STEPHEN R	07/25/2024	\$448.34
FELCHER, BRIAN S	07/25/2024	\$2,746.73
GRIM, MARY E	07/25/2024	\$2,731.73
GRIMM, CARY R	07/25/2024	\$2,582.29
GRUNDSTROM, JENNA E	07/25/2024	\$2,408.66
HERTRICH, MARINA	07/25/2024	\$19.15
LEADBETTER, MARYANNE	07/25/2024	\$2,294.10
LESSWAY, JENNIFER	07/25/2024	\$2,256.45
MARSON, MARY ELIZABETH	07/25/2024	\$61.76
MAYNARD, JENNA MARIE	07/25/2024	\$818.32
MCDONALD, CARRI LYNNE	07/25/2024	\$2,725.48
MICHALSKI, THOMAS	07/25/2024	\$2,469.07
MILLER, LAUREN DEANNA	07/25/2024	\$985.82
MOISEEFF, AUDRY B	07/25/2024	\$2,015.91
OSBORNE, GWEN ANN	07/25/2024	\$2,859.79
PAYNE, JODY S	07/25/2024	\$376.95
PENNYCUFF, LAURA C	07/25/2024	\$2,863.85
RAIS, MICHELLE IRENE	07/25/2024	\$2,756.85
SKUPIN, MADISON KATHLEEN	07/25/2024	\$1,587.73
SLOAN, AMANDA KAY	07/25/2024	\$1,439.87
SORENSEN, MARY M	07/25/2024	\$2,190.96
STEVENSON, JENNIFER ANN	07/25/2024	\$2,384.24
STIFF, CYNTHIA ANNE	07/25/2024	\$2,119.99
TROOST, KIMBERLY A	07/25/2024	\$2,625.38
TRUITT, AMANDA THERESE	07/25/2024	\$1,770.20
VANGORDER, KATHRYN JEAN	07/25/2024	\$893.00
WERTH, JOHANNA	07/25/2024	\$1,476.38
ZAHRADNIK, BRIDGET J	07/25/2024	\$2,813.02
BRICKEY, JOHN R	07/25/2024	\$3,646.31
BROOKHOUSE, LINDSAY ANNE	07/25/2024	\$2,911.37

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
BURRY, MATTHEW D	07/25/2024	\$2,355.40
COJEI, MADISON AUTUMN	07/25/2024	\$1,556.28
COSMAN, DAVID J	07/25/2024	\$2,665.71
DALZOCCHIO, MICHELE YAYLAIAN	07/25/2024	\$1,707.39
DEHNE, ANNE	07/25/2024	\$693.92
ELLSWORTH CAROTHERS, KARI MONS	07/25/2024	\$1,605.43
FENCHEL, LISA LYNN	07/25/2024	\$1,936.46
FOX, ASHLEY CAROLYN	07/25/2024	\$951.97
FOX, LAURYN MACKENZIE	07/25/2024	\$1,487.74
HODGE, MEGHAN E	07/25/2024	\$2,211.52
JENKINS, ERIKKA	07/25/2024	\$2,347.17
KABLE, EMILY ANNE	07/25/2024	\$1,425.29
LENGERICH, AINSLEY A	07/25/2024	\$2,377.97
MACDOUGALL, ANNE ELIZABETH	07/25/2024	\$1,977.77
MCCLAFFERTY, KELSEY LYNN	07/25/2024	\$1,436.57
MCDONALD, STEVEN URBAN	07/25/2024	\$2,382.34
OSBORNE, LORI K	07/25/2024	\$2,682.36
PAS, MANDY MARIE	07/25/2024	\$1,278.06
RODRIGUEZ, KARA A	07/25/2024	\$1,206.28
STILES, JILL KRISTIN	07/25/2024	\$2,561.94
TIMMER, THOMAS K	07/25/2024	\$3,042.90
TYRPAK, CHRISTOPHER M	07/25/2024	\$2,424.09
VOLLMER, RENE A M	07/25/2024	\$2,370.69
WANDEL, COLLEEN MCALLEN	07/25/2024	\$2,847.33
WELLOCK, TRISHA M	07/25/2024	\$2,138.41
WESTRA, LINDSEY K	07/25/2024	\$1,444.22
YUCHUCK, KERRI L	07/25/2024	\$3,035.95
BEN, MEREDITH R	07/25/2024	\$3,057.51
BYRD, BECKY A	07/25/2024	\$2,475.18
COURTEMANCHE, DANIELLE ANN	07/25/2024	\$1,970.95
DELL, HEATHER L	07/25/2024	\$2,729.43
DONBERGER, MICHELLE RENEE	07/25/2024	\$2,655.68
FORTE, MICHAEL JOSEPH	07/25/2024	\$3,563.69
GORNY, KIMBERLY ANN	07/25/2024	\$1,099.47
HATTIE, JILLIAN FLANIGAN	07/25/2024	\$1,930.56
JARJIS, LUMA	07/25/2024	\$2,338.39
KARBOUSKY, KATHLEEN M	07/25/2024	\$2,991.47
KENRICK, GERARD C	07/25/2024	\$2,665.89
LATHAM, ERIN A	07/25/2024	\$2,529.82
LEON, MARIETTA LORELL	07/25/2024	\$2,070.65
PERELLI, MIA ALEXANDRA	07/25/2024	\$1,743.87
PHILKA, RACHEL LAUREN	07/25/2024	\$2,203.57
RUDY, MICHELLE MARIE	07/25/2024	\$1,800.30
SAELI, JULIA L	07/25/2024	\$1,955.83
SCAGNETTI, ANTHONY	07/25/2024	\$1,874.42
STAMBOULIAN, PATRICIA M	07/25/2024	\$2,193.13
STOY, KELLY LYNN	07/25/2024	\$1,098.77
SWIECH, REBECCA ANN	07/25/2024	\$1,971.53

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
BORTON, JENNIFER MARIE	07/25/2024	\$2,062.73
BROWN, AMY NICOLE	07/25/2024	\$1,977.06
CHRISTEN, JAMIE LEE	07/25/2024	\$1,548.26
DAMON, ERIN B	07/25/2024	\$2,501.01
EGLI, JENNIFER MARIE	07/25/2024	\$2,218.18
GUNES, JESSICA CROSS	07/25/2024	\$1,595.11
HASKILL, JOSEPH FRANCIS	07/25/2024	\$1,926.02
ISRAEL, MELISSA AMY	07/25/2024	\$2,444.45
JILG, REBECCA MARY	07/25/2024	\$2,222.08
JULIAN, KASEY DIANTE	07/25/2024	\$1,600.24
KRUKOWSKI, MARLENE ELIZABETH	07/25/2024	\$1,769.39
MARDIGIAN, LAURA	07/25/2024	\$1,009.31
RISTAU, MEGAN ANNE	07/25/2024	\$2,212.20
ROSEMARY, NICOLE MARIE	07/25/2024	\$2,005.06
SHAFER, RACHELLE MARIE	07/25/2024	\$1,714.78
SMITH, PHELAN ANN	07/25/2024	\$2,934.35
STEINHEBEL, JO ELLEN	07/25/2024	\$14.05
WESTON, ELLA CATHERINE	07/25/2024	\$2,518.10
WOLSTENCROFT, PANAGIOTA	07/25/2024	\$2,206.38
MONTALES, NANCY J	07/25/2024	\$2,833.43
ROQUE, EMILY ELIZABETH	07/25/2024	\$956.98
SHEETS, RACHEL	07/25/2024	\$1,938.73
ALLISTON, JULIE STEFANI	07/25/2024	\$2,130.37
BALOH-UFFORD, MEGAN M	07/25/2024	\$2,078.47
BECK, JENNIFER ERIN	07/25/2024	\$2,169.51
BOEHM, JENNIFER LEIGH	07/25/2024	\$2,407.27
CHANEY, CAROLYN ANNE	07/25/2024	\$2,666.20
CYRUS, MELISSA A	07/25/2024	\$1,176.71
FARMER, JULIE ANN	07/25/2024	\$2,063.85
FORD, STEFANIE E	07/25/2024	\$3,802.06
GANTT, RENEE LYNN	07/25/2024	\$948.47
GARNER, LORI ANN	07/25/2024	\$2,511.32
GERALT, KAYLA	07/25/2024	\$1,964.38
GIESE, STEPHANIE MARIE	07/25/2024	\$1,831.86
GLOWACKI, ALEXANDRA LEIGH	07/25/2024	\$3,411.42
GREEN, LAURA MARIA	07/25/2024	\$3,143.68
GRISA, KATHLEEN ANN	07/25/2024	\$2,592.14
HENRY, CAITLIN B	07/25/2024	\$3,840.88
HILL, SCOTT F	07/25/2024	\$2,856.64
IMARAH, TAMARA FALAH	07/25/2024	\$42.18
JONES, TANYA MARIE	07/25/2024	\$2,163.44
KELLY, MELISSA MARIE	07/25/2024	\$2,252.01
KOWALCZYK, KERRY LYNN	07/25/2024	\$2,695.77
LUNDH, EMILY MAY	07/25/2024	\$2,081.36
MENDOZA, KAREN JEAN	07/25/2024	\$2,204.76
MITTELSTAEDT, LINDSEY CATHERIN	07/25/2024	\$1,905.18
MURPHY, JENNIFER MORRISON	07/25/2024	\$2,965.86
MUSA, CARLY MARIE	07/25/2024	\$2,503.47

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
SMITH, KYLEY MARIE TREADWELL	07/25/2024	\$2,674.10
SWEENEY, SABRINA LYNN	07/25/2024	\$1,951.88
TATULLI, MACKENZIE ANN	07/25/2024	\$1,219.10
TAUB, CARLY RACHEL	07/25/2024	\$1,583.37
VANLINTHOUT, SUSAN EA	07/25/2024	\$4,478.07
YOST, OLIVIA RAFFAELA	07/25/2024	\$1,758.38
COOLMAN, SUSAN LYNN	07/25/2024	\$46.18
DENNETT, KAREN MARGARET	07/25/2024	\$1,779.80
DEPP, CATHLEEN MARIE	07/25/2024	\$46.17
DIMEGLIO, DARLENE M	07/25/2024	\$44.04
GRACZYK, SANDRA KAREN	07/25/2024	\$44.04
HOLLON, BOBBY RAY	07/25/2024	\$536.64
LAUTEN, MARK ALAN	07/25/2024	\$42.67
LEMANSKI, GEORGE EDWARD	07/25/2024	\$39.18
MCCULLEN, BONNIE SUE	07/25/2024	\$44.04
MCEACHIN, LINDA JANEL	07/25/2024	\$44.04
PAWLEY, STEVEN RAY	07/25/2024	\$848.05
QUINN, TAMERA DAWN	07/25/2024	\$499.82
TOTH, CYNTHIA L	07/25/2024	\$44.05
VALENTINE, CYNTHIA L	07/25/2024	\$2,813.76
VIET, DAVID JOHN	07/25/2024	\$38.30
WAKEFIELD, JOYCE MARIE	07/25/2024	\$46.18
BELTZ, ROBERT JOSEPH	07/25/2024	\$2,166.40
BUDLONG, KRISTIN MARIE	07/25/2024	\$1,917.42
CANEDO, BRIANNA MARIA	07/25/2024	\$1,464.25
CUDNOHUFISKY, KATIE MARIE	07/25/2024	\$1,870.74
CULBERT, RACHEL ANNE	07/25/2024	\$1,534.21
CUMMINGS, BRIEANNA MARIE	07/25/2024	\$1,852.09
DEWITT, ALEXANDRA ELIZABETH	07/25/2024	\$2,403.36
DIXON, CHELSEA LYN	07/25/2024	\$2,094.55
DUTKIEWICZ, NANCI L	07/25/2024	\$2,433.85
ELLIES, MARY ELIZABETH	07/25/2024	\$899.59
ELLIS, KATHERINE	07/25/2024	\$618.59
GOLDEN, KATY EILEEN	07/25/2024	\$1,414.23
GYOMORY, ALEXIS ANNE	07/25/2024	\$1,925.27
HAND, BRIANNA A	07/25/2024	\$2,211.72
IAFRATE, HEATHER LYNN	07/25/2024	\$1,510.05
KAMMERER, JUSTINA ELISA	07/25/2024	\$1,611.77
KREUTZBERG, MCKENNA RAE	07/25/2024	\$1,702.95
KRUGER, MELISSA ANN	07/25/2024	\$1,004.56
KURZER, STEFANIE ANNE	07/25/2024	\$1,803.52
LAPORTE, ERIN JENNIFER	07/25/2024	\$2,136.84
MALCZEWSKI, DIANA LYNN CAMPB	07/25/2024	\$2,780.89
MCEVERS, NIKKI L	07/25/2024	\$2,592.13
MCGINN, BRENNIA JEANNE	07/25/2024	\$2,914.52
MYRAND, SHANNON LEIGH	07/25/2024	\$2,349.00
PRASAD-HEINTZ, SHALINI SRINIVA	07/25/2024	\$1,590.85
RIZE, MICHELLE MARIE	07/25/2024	\$2,000.07

Novi Community SD
Check Register Web Version
 from 7/1/2024 to 7/31/2024

Check ID: EF

Vendor Name	Check Date	Check Amount
SCHILLING, HEATHER A	07/25/2024	\$2,346.36
SMITH, JENNIFER A	07/25/2024	\$2,878.72
STASHONSKY, HANA KATHRYN	07/25/2024	\$1,805.24
WEIGEL-HUBLER, NICHOLAS ADRIAN	07/25/2024	\$2,365.42
		Cancelled: \$2,565,401.08
EF Checks Processed: 1353		EF Bank Total: \$2,565,401.08
CHARTWELLS DINING SERVICES	07/17/2024	\$62,636.59
STRUCTURE TEC CORPORATION	07/17/2024	\$19,299.71
TMP ARCHITECTURE INC	07/17/2024	\$106,719.09
MCCARTHY & SMITH INC	07/24/2024	\$2,515,539.24
		Cancelled: \$2,704,194.63
EP Checks Processed: 4		EP Bank Total: \$2,704,194.63
CHAPUT, CAROL A	07/10/2024	\$0.00
BUHA, LYNN MARIE	07/10/2024	\$0.00
MACK, STEPHANIE LYNNE	07/10/2024	\$0.00
GOODMAN, NATASHA MARIE	07/25/2024	\$0.00
JAIN, RACHNA	07/25/2024	\$0.00
KERR, MAKAYLA NICHOLE	07/25/2024	\$0.00
PUGH, MEGAN MICHELE	07/25/2024	\$0.00
SAD, NICOLE MARIE	07/25/2024	\$0.00
SWAIN, SCOTT LEE	07/25/2024	\$0.00
CHAPUT, CAROL A	07/25/2024	\$0.00
JONES, AMY JO	07/25/2024	\$0.00
DANNIBALE, PATRICIA JANE	07/25/2024	\$0.00
BUHA, LYNN MARIE	07/25/2024	\$0.00
MACK, STEPHANIE LYNNE	07/25/2024	\$0.00
PY Checks Processed: 14		PY Bank Total: \$0.00
Total Checks Processed: 14		Grand Total: \$6,518,259.55

Novi Community SD
Check Register Web Version
from 7/1/2024 to 7/31/2024

Check Totals by by Fund Check ID: PY

Fund	Fund Description	Status	Status Desc.	Check Amount
110	General Fund	IS	Issued	\$710,023.51
120	Special Ed	IS	Issued	\$31,764.20
130	Community Ed	IS	Issued	\$1,422.27
140	Athletics	IS	Issued	\$8,869.49
150	State Grants	IS	Issued	\$106,047.77
160	Federal Grants	IS	Issued	\$99.43
170	Academics	IS	Issued	\$2,883.65
230	Recreation Fund	IS	Issued	\$73,219.57
250	Food Service Fund	CX	Cancelled	\$62,636.59
250	Food Service Fund	IS	Issued	\$6,710.21
290	Student/School Activity Fund	IS	Issued	\$17,702.30
410	Building & Site/Sinking Fund	IS	Issued	\$9,029.18
450	2020 Capital Projects Fund	IS	Issued	\$81,280.65
460	2022 Capital Projects Fund	CX	Cancelled	\$2,641,558.04
460	2022 Capital Projects Fund	IS	Issued	\$199,281.61
470	2024 Capital Projects Fund	IS	Issued	\$330.00
			Total:	3,952,858.47

JP MORGAN/CHASE		PCARD CYCLE 06/29/24-07/31/2024		
NAME	AMOUNT	DATE	MERCHANT	DESCRIPTION
ABRAHAM, JACQUELINE	184.30	07/10/2024	BAV INN LODGE-HOTEL	MPAAA DEPOSIT
ABRAHAM, JACQUELINE	90.00	07/19/2024	FSP*MPAAA	MPAAA MEMBERSHIP
ABRAHAM, JACQUELINE	144.48	07/22/2024	BLUE CHIP HOTEL & CASI	MIDWEST PSUG DEPOSIT
ABRAHAM, JACQUELINE	150.00	07/22/2024	MICHIGAN ASSOCIATION O	MIDATAHUB CONFERENCE FEE
ABRAHAM, JACQUELINE	124.87	07/22/2024	SHANTY CREEK RESORTS -	MIDATAHUB DEPOSIT
ABRAHAM, JACQUELINE Total	693.65			
ABRAHAM, MARY	49.95	07/01/2024	SAFEWAY SHREDDING	SHREDDING
ABRAHAM, MARY	21.19	07/19/2024	ADOBE *ADOBE	SOFTWARE LICENSE
ABRAHAM, MARY	49.95	07/24/2024	SAFEWAY SHREDDING	SHREDDING
ABRAHAM, MARY Total	121.09			
ADER, KATHLEEN	10.23	07/01/2024	BLAZE PIZZA A IAH	CHAPERONE MEAL IN AIRPORT
ADER, KATHLEEN	425.98	07/01/2024	FRANKS DELIVERY	STUDENT PIZZA MEAL AT HOSA ILC
ADER, KATHLEEN	250.01	07/01/2024	GROTTO GRB HOUSTON	CHAPERONE DINNER AT HOSA ILC
ADER, KATHLEEN	49.00	07/01/2024	HURRHARBOR SPRING TX	STUDENT ICE CREAM AT WATER PARK
ADER, KATHLEEN	36.34	07/01/2024	IAH ITRP EL TIEMPO 112	CHAPERONE LUNCH
ADER, KATHLEEN	112.93	07/01/2024	MARRIOTT	CHAPERONE MEAL
ADER, KATHLEEN	-0.04	07/02/2024	MARRIOTT	REFUND FOR UNKNOWN REASON
ADER, KATHLEEN	84.00	07/02/2024	U S PARK	CHAPERONE PARKING AT AIRPORT
ADER, KATHLEEN Total	968.45			
BOBOIGE, JACQUELINE	-138.46	07/09/2024	AMAZON MKTPLACE PMTS	CREDIT-REFUND
BOBOIGE, JACQUELINE	158.80	07/22/2024	AMAZON MKTPL*RJ9UI6OD1	TEACHING SUPPLIES
BOBOIGE, JACQUELINE Total	20.34			
BOOTZ, ASHLEY	200.00	07/09/2024	SAMS CLUB RENEWAL	MEMBERSHIP RENEWAL
BOOTZ, ASHLEY Total	200.00			
BRASIL, SANDRA	3740.00	07/09/2024	FIRST FOR INSPIRATION	FIRST LEGO CHALLENGE
BRASIL, SANDRA	3614.85	07/09/2024	FIRST FOR INSPIRATION	FIRST LEGO CHALLENGE
BRASIL, SANDRA	125.00	07/10/2024	STATE OF MI MIDEAL	ANNUAL FEE
BRASIL, SANDRA	150.00	07/17/2024	MSBO	DUES
BRASIL, SANDRA	504.04	07/25/2024	ANDY MARK INC	FIRST TECH CHALLENGE
BRASIL, SANDRA	504.13	07/25/2024	ANDY MARK INC	INTO THE DEEP CHALLENGE TEAM 10477
BRASIL, SANDRA	504.04	07/25/2024	ANDY MARK INC	TEAM 23439 TECH CHALLENGE INTO THE DEEP PRE-ORDERS
BRASIL, SANDRA Total	9142.06			
BUNKER, JEFFREY	25.46	07/16/2024	COMPLETE BATTERY SOURC	MTCE GROUNDS BATTERY FOR WALK BEHIND SPRAYER
BUNKER, JEFFREY	130.19	07/16/2024	MARKS OUTDOOR PWR EQUI	MTCE GROUNDS MOWER REPAIR REPLACED MOUDULE
BUNKER, JEFFREY	6.54	07/26/2024	THE HOME DEPOT #2737	MTCE GROUNDS MOWER REPAIR PARTS
BUNKER, JEFFREY	103.25	07/26/2024	WEINGARTZ	MTCE GROUNDS MOWER REPAIR PARTS

BUNKER, JEFFREY	72.86	07/29/2024	SAXTON S POWER EQUIPME	MTCE GROUNDS MOWER PARTS
BUNKER, JEFFREY Total	338.30			
CARINO, LAURA	3340.00	07/09/2024	IN *DOG TRAINING ELITE	THERAPY DOG TRAINING
CARINO, LAURA Total	3340.00			
COOLMAN, ROBERT	5.36	07/02/2024	CES 264	HS ELECTRICAL
COOLMAN, ROBERT	56.15	07/02/2024	CES 264	MTCE ELECTRICAL STOCK WIRE
COOLMAN, ROBERT	55.29	07/02/2024	RAY ELECTRIC NOVI	HS ELECTRICAL DOME EXTRA DEEP DEV BOX
COOLMAN, ROBERT	2393.28	07/09/2024	CONSERVA ELECTRIC SUPP	HS ELECTRICAL LED LIGHT FIXTURE INSTALLATION SF PG 43
COOLMAN, ROBERT	1994.40	07/15/2024	CONSERVA ELECTRIC SUPP	HS ELECTRICAL LED LIGHT FIXTURE INSTALLATION SF PG 43
COOLMAN, ROBERT	174.65	07/16/2024	CONSERVA ELECTRIC SUPP	HS ELECTRICAL BALLAST INSTALLATION
COOLMAN, ROBERT	176.50	07/16/2024	CONSERVA ELECTRIC SUPP	MTCE ELECTRICAL STOCK WIRE AND INSTANT START
COOLMAN, ROBERT	32.25	07/18/2024	CES 264	PV ELECTRICAL PARKING LOT REPAIR
COOLMAN, ROBERT	211.50	07/22/2024	CONSERVA ELECTRIC SUPP	MTCE ELECTRICAL STOCK
COOLMAN, ROBERT	294.00	07/30/2024	CONSERVA ELECTRIC SUPP	HS ELECTRICAL DRIVER FOR BUS LOOP NEAR LOCKERS S44
COOLMAN, ROBERT	729.00	07/30/2024	CONSERVA ELECTRIC SUPP	MTCE ELECTRICAL STOCK LED LAMPS
COOLMAN, ROBERT Total	6122.38			
DRAGOO, MICHAEL	185.25	07/25/2024	WILLSCOT MOBILE MINI	DISTRICT POD RENTAL FOR JSD
DRAGOO, MICHAEL	185.25	07/25/2024	WILLSCOT MOBILE MINI	DISTRICT POD RENTAL FOR JSD
DRAGOO, MICHAEL Total	370.50			
DUQUETTE, EDWARD	139.99	07/09/2024	HARBOR FREIGHT TOOLS 6	MTCE TOOLS PRO CREEPER 400 LB
DUQUETTE, EDWARD	164.14	07/09/2024	ROBERT BROOKE & ASSOCI	HS DOOR HINGES FOR BASEBALL BATHROOMS
DUQUETTE, EDWARD	202.82	07/09/2024	SHERWIN WILLIAMS 70119	MS CARPENTRY PAINT FOR GYM DOORS
DUQUETTE, EDWARD	1818.85	07/10/2024	DECKER EQUIP SCHOOL FI	VO CARPENTRY COAT AND BACKPACK HOOK
DUQUETTE, EDWARD	9.70	07/12/2024	GREAT LAKES ACE HDWE	HS CARPENTRY COUSELING DOORS MISC FASTNERS
DUQUETTE, EDWARD	15.67	07/16/2024	GREAT LAKES ACE HDWE	VO CARPENTRY COAT RACKS
DUQUETTE, EDWARD	198.31	07/17/2024	LAWSON PRODUCTS	MTCE TOOL SHED REPLENISHING
DUQUETTE, EDWARD	410.51	07/18/2024	THE HOME DEPOT #2737	MTCE TOOLS PAINTER TRAY LINER
DUQUETTE, EDWARD	-0.14	07/19/2024	MENARDS WIXOM MI	TRANPR KITCHEN COUNTER TOP ORDER SALES REFUND
DUQUETTE, EDWARD	35.39	07/19/2024	SHERWIN WILLIAMS 70119	VO PAINT FOR DOORS
DUQUETTE, EDWARD	149.36	07/19/2024	SHERWIN WILLIAMS 70119	NW KITCHEN PAINT
DUQUETTE, EDWARD	498.80	07/19/2024	THE HOME DEPOT #2737	TRANSPR KITCHEN
DUQUETTE, EDWARD	116.64	07/24/2024	IDN HARDWARE SALES-INC	HS FIRE DOOR CLOSER SF PG 24
DUQUETTE, EDWARD	211.70	07/29/2024	DECKER EQUIP SCHOOL FI	MS LOCKERS REPAIR SF PG 44
DUQUETTE, EDWARD	0.51	07/30/2024	GREAT LAKES ACE HDWE	VO CARPENTRY WINDOW SCREENS
DUQUETTE, EDWARD	454.00	07/30/2024	IDN HARDWARE SALES-INC	HS CARPENTRY FIRE DOOR CLOSURE SF PG 24 AND 31
DUQUETTE, EDWARD Total	4426.25			
ESTRADA, NELSON	70.00	07/02/2024	SOUTH LYON FENCE 1	ECEC GROUNDS FENCING REPAIR

ESTRADA, NELSON Total	70.00			
FULAR, JAMES	523.99	07/04/2024	MARKS OUTDOOR PWR EQUI	MTCE GROUNDS MOWER #1 REPAIR
FULAR, JAMES	49.00	07/04/2024	MARKS OUTDOOR PWR EQUI	MTCE GROUNDS MOWER #4 REPAIR
FULAR, JAMES	539.00	07/05/2024	HOMEDEPOT.COM	MTCE GROUNDS NEW BATTERY POWERED EQUIPMENT
FULAR, JAMES	309.00	07/05/2024	HOMEDEPOT.COM	MTCE GROUNDS NEW BATTERY POWERED EQUIPMENT
FULAR, JAMES	193.58	07/17/2024	AMZN MKTP US*RS3H90GL0	MTCE GROUNDS SUPPLIES BATTERIES FOR MILWAUKEE TOOLS
FULAR, JAMES	269.80	07/17/2024	AMZN MKTP US*RS86R9V20	MTCE GROUNDS SURFACTANT HERBICIDE SPRAY
FULAR, JAMES	49.52	07/18/2024	SPRAYSMARTER.COM	MTCE GROUNDS SPRAY NOZZLES
FULAR, JAMES	7.95	07/18/2024	TARGET SPECIALTY PRODU	ESB WEED CONTROL
FULAR, JAMES	7.95	07/18/2024	TARGET SPECIALTY PRODU	ROAR WEED CONTROL
FULAR, JAMES	47.70	07/18/2024	TARGET SPECIALTY PRODU	ECEC WEED CONTROL
FULAR, JAMES	318.00	07/18/2024	TARGET SPECIALTY PRODU	HS WEED CONTROL
FULAR, JAMES	159.00	07/18/2024	TARGET SPECIALTY PRODU	MS WEED CONTROL
FULAR, JAMES	238.50	07/18/2024	TARGET SPECIALTY PRODU	NM WEED CONTROL
FULAR, JAMES	79.50	07/18/2024	TARGET SPECIALTY PRODU	PV WEED CONTROL
FULAR, JAMES	79.50	07/18/2024	TARGET SPECIALTY PRODU	OH WEED CONTROL
FULAR, JAMES	79.50	07/18/2024	TARGET SPECIALTY PRODU	VO WEED CONTROL
FULAR, JAMES	79.50	07/18/2024	TARGET SPECIALTY PRODU	DF WEED CONTROL
FULAR, JAMES	79.50	07/18/2024	TARGET SPECIALTY PRODU	NW WEED CONTROL
FULAR, JAMES	7.95	07/18/2024	TARGET SPECIALTY PRODU	MTCE WEED CONTROL
FULAR, JAMES	7.95	07/18/2024	TARGET SPECIALTY PRODU	TRANSPR WEED CONTROL
FULAR, JAMES	59.70	07/23/2024	PARTSTREE.COM	MTCE GROUNDS THROTTLE CABLE
FULAR, JAMES	183.63	07/29/2024	AMAZON MKTPL*RV97O2622	MTCE GROUNDS SUCKER STOPPER FOR TREES
FULAR, JAMES Total	3369.72			
GLINSKI, JASON	168.78	07/03/2024	GRAINGER	MTCE HVAC STOCK - COGGED V BELTS
GLINSKI, JASON	19.80	07/10/2024	THE HOME DEPOT #2737	HS KITCHEN STEAMER REPAIR
GLINSKI, JASON	381.64	07/10/2024	TRANE SUPPLY-113415	HS HVAC CHILLER
GLINSKI, JASON	105.40	07/10/2024	TRANE SUPPLY-113415	HS HVAC RTU B1 ATRIUM AIR PRESSURE CONTROL SF PG 39
GLINSKI, JASON	423.00	07/12/2024	R L DEPPMANN CO	DF HVAC AHU D1 BEARING ASSEMBLY
GLINSKI, JASON	630.00	07/12/2024	R L DEPPMANN CO	HS POOL BOILER SEAL KIT TO PLUMBING REPAIR SF PG 11
GLINSKI, JASON	64.97	07/12/2024	THE HOME DEPOT #2737	DF BOILER 3 WAY DEMO DRIVERS
GLINSKI, JASON	241.83	07/16/2024	DOWNRIVER REFRIG SUP C	HS NATATORIUM NITROGEN REFIL TANK
GLINSKI, JASON	395.16	07/17/2024	DOWNRIVER REFRIG SUP C	HS NATATORIUM REFRIGERANT
GLINSKI, JASON	1158.92	07/18/2024	NATIONAL ENERGY CONTRO	DF HVAC VAV MEDIA CENTER ACTUATOR SF PG 39
GLINSKI, JASON	330.00	07/22/2024	SP RM COTTON	MTCE BOILER CONDENSATE NUETRALIZER STOCK
GLINSKI, JASON	-686.86	07/24/2024	BEHLER YOUNG COMPANY N	ECEC HVAC RM 10 FILTER DRIER HEAT PUMP

GLINSKI, JASON	22.90	07/25/2024	THE HOME DEPOT #2737	HS HVAC CHILLER REPAIR
GLINSKI, JASON	23.91	07/29/2024	THE HOME DEPOT #2737	MS CARPENTRY MEDIA CENTER SHELF WOOD GLUE
GLINSKI, JASON	42.63	07/31/2024	GRAINGER	DF BOILER 2 FILL PIPE
GLINSKI, JASON Total	3322.08			
GREAVES, JASON	48.93	07/02/2024	NAPA AUTO M-2	MTCE GROUNDS MOWER OIL
GREAVES, JASON	59.08	07/04/2024	MENARDS WIXOM MI	DISTRICT CARPENTRY DESK REPAIR PARTS
GREAVES, JASON	292.09	07/09/2024	ANGELO S WHOLESALE-123	DF GROUNDS STORM DRAIN REPAIR SF PG 75
GREAVES, JASON	493.27	07/18/2024	ANGELO S WHOLESALE-123	NW GROUNDS STORM DRAIN REPAIR SF PG 75
GREAVES, JASON	-5.99	07/18/2024	WEINGARTZ	MTCE GROUNDS SUMMER EQUIPMENT REFUND
GREAVES, JASON	100.16	07/22/2024	ANGELO S WHOLESALE-123	NW GROUNDS STORM DRAIN REPAIR SF PG 75
GREAVES, JASON	427.84	07/24/2024	ENTERPRISE RENT-A-CAR	MTCE TRUCK RENTAL TO MOVE KITCHEN EQUIP
GREAVES, JASON Total	1415.38			
HANSEN, ANN	361.16	07/24/2024	SCHOOL SPECIALTY ECOMM	DRYING RACK FOR PRESCHOOL CLASSROOM
HANSEN, ANN Total	361.16			
HARRIS, CHRISTINE	528.60	07/01/2024	GRAND TRAV RESORT	CONFERENCE EXPENSE
HARRIS, CHRISTINE	53.72	07/25/2024	SAMSCLUB.COM	ADMIN OFFICE SUPPLIES
HARRIS, CHRISTINE Total	582.32			
HENDERSON, BETH	90.63	07/15/2024	STAPLS7636207367000001	BUSINESS OFFICE SUPPLIES
HENDERSON, BETH	150.00	07/17/2024	MSBO	MSBO MEMBERSHIP RENEWAL - LIZ CROSS
HENDERSON, BETH	150.00	07/17/2024	MSBO	MSBO MEMBERSHIP RENEWAL - BETH HENDERSON
HENDERSON, BETH	55.00	07/25/2024	MSBO	MSBO WORKSHOP - ERIN EDDY
HENDERSON, BETH	489.44	07/30/2024	IN *PRINT & MARKETING	BUSINESS OFFICE AP CHECK STOCK
HENDERSON, BETH Total	935.07			
HERTRICH, MARINA	14.21	07/01/2024	AMAZON.COM*RC4P95182	TEACHING SUPPLIES
HERTRICH, MARINA	7.99	07/22/2024	AMAZON MKTPL*RJ4V28T92	TEACHING SUPPLIES
HERTRICH, MARINA	9.99	07/22/2024	AMAZON MKTPL*RJ6TY0T02	TEACHING SUPPLIES
HERTRICH, MARINA	49.95	07/24/2024	SAFEWAY SHREDDING	SHREDDING
HERTRICH, MARINA Total	82.14			
HETTEL, ERIC	150.00	07/02/2024	MSBO	MTCE ASST DIRECTOR MSBO RENEWAL DUES
HETTEL, ERIC	810.54	07/15/2024	CRYSTAL MTN LODGING	MTCE MSBO CONFERENCE AST DIRECTOR MTNC
HETTEL, ERIC	269.50	07/22/2024	GRAINGER	HS DOOR BATTERIES FOR DOOR LOCKS
HETTEL, ERIC Total	1230.04			
HOLLY, SHEILA	14.99	07/03/2024	AMAZON PRIME*R77LR0062	ONLINE AUTO SUBSCRIPTION RENEWAL
HOLLY, SHEILA	594.00	07/12/2024	MASB	MASB 2024 SUMMER INSTITUTE CONFERENCE, MARY ANN RONEY, AUG 16-18, 2024
HOLLY, SHEILA	244.86	07/15/2024	OLIVE GARDEN 0021330	BOARD DINNER MEETING
HOLLY, SHEILA	14.95	07/15/2024	WWW.DOODLE.COM	ONLINE SUBSCRIPTION AUTO RENEWAL
HOLLY, SHEILA	200.00	07/22/2024	MSBO	MSBO MEMBERSHIP RENEWAL
HOLLY, SHEILA	99.00	07/30/2024	MASB	2024 MASB BACK TO SCHOOL LEGAL WORKSHOP, AUGUST 8, 2024, MARY ANN RONEY

HOLLY, SHEILA	2984.50	07/30/2024	THEHUBSTADIUM.COM/NOVI	ADMINISTRATIVE TEAM BUILDING EVENT, 47 PARTICIPANTS, AUGUST 6, 2024
HOLLY, SHEILA Total	4152.30			
JARVIS, JUSTIN	150.00	07/19/2024	THE HOME DEPOT #2722	MISC SUPPLIES
JARVIS, JUSTIN	-87.90	07/19/2024	THE HOME DEPOT #2722	RETURNED ITEMS
JARVIS, JUSTIN	153.06	07/19/2024	THE HOME DEPOT #2722	MISC SUPPLIES
JARVIS, JUSTIN	-51.55	07/19/2024	THE HOME DEPOT #2722	RETURNED ITEMS
JARVIS, JUSTIN Total	163.61			
JOB, STACEY	71.17	07/09/2024	AMAZON MKTPL*RY2KR8CE1	CAMP
JOB, STACEY	5.94	07/09/2024	AMAZON.COM*RY24K3AG0	CAMP
JOB, STACEY	47.94	07/11/2024	AMAZON MKTPL*RY7Z42TG2	CAMP
JOB, STACEY	42.29	07/17/2024	AMAZON MKTPL*RS3JH6E62	CAMP
JOB, STACEY	550.00	07/17/2024	PAYPAL *WILDLIFESAF	CAMP RESOURCE
JOB, STACEY	1023.50	07/19/2024	FARMINGTON CIVIC THEAT	CAMP FIELD TRIP
JOB, STACEY	265.50	07/22/2024	IN *TIMELESS TALES THE	CAMP RESOURCE
JOB, STACEY	159.99	07/24/2024	AMZN MKTP US*RJ7MQ47F0	PS COTS
JOB, STACEY	228.00	07/24/2024	KENSINGTON METROPARK	CAMP FIELD TRIP
JOB, STACEY	225.00	07/26/2024	SQ *KONA ICE OF WESTER	CAMP RESOURCE
JOB, STACEY	617.50	07/30/2024	IN *AR2 ENGINEERING LL	CAMP TEE SHIRTS
JOB, STACEY Total	3236.83			
JORDAN, CHRISTOPHER	28.35	07/11/2024	ETNA DISTRIBUTORS, LLC	DF BOILER 4 RING SYNTHETIC GASKET
JORDAN, CHRISTOPHER	300.00	07/11/2024	MI PERMIT LIC PLAN REV	MTCE HVAC MECHANICAL CONTRACTOR LICENSE FOR CHRISTOPHER JORDAN
JORDAN, CHRISTOPHER	29.82	07/11/2024	THE HOME DEPOT #2737	DF BOILER HEX BOLT
JORDAN, CHRISTOPHER	1030.35	07/24/2024	NATIONAL ENERGY CONTRO	HS HVAC VAV HOT WATER VALVE ACTUATOR SF PG 39
JORDAN, CHRISTOPHER	80.73	07/26/2024	PARTS TOWN, LLC	MS HVAC CHILLER SENSOR
JORDAN, CHRISTOPHER	272.79	07/31/2024	ETNA DISTRIBUTORS, LLC	DF BOILER 2 PORT BALL VALVE AND PRESS BALL
JORDAN, CHRISTOPHER Total	1742.04			
KAREN, DENNETT	61.79	07/01/2024	SQ *MICHIGAN ASSN FOR	ASSN DUES
KAREN, DENNETT Total	61.79			
LASH, NANCY	1087.60	07/19/2024	FOLLETT CONTENT SOLUTI	BOOKS FOR MEDIA CENTER
LASH, NANCY Total	1087.60			
LAUER, KELLI	30.00	07/02/2024	OAKLAND SCHOOLS	CONFERENCE REGISTRATION
LAUER, KELLI	-500.00	07/10/2024	AFP*MICHIGAN ASSOC OF	REFUND FOR OVER CHARGE
LAUER, KELLI	94.35	07/19/2024	PROPIO LANGUAGE SERVIC	ON DEMAND INTERPRETING
LAUER, KELLI	108.90	07/22/2024	AMAZON.COM*RJ3O58JO1	SUPPLIES FOR CLASSROOM INSTRUCTION
LAUER, KELLI Total	-266.75			
LOEFFLER-PARK, CATHRYN	3235.99	07/02/2024	ZOOM.US 888-799-9666	DISTRICT ZOOM ACCOUNT
LOEFFLER-PARK, CATHRYN	7500.00	07/04/2024	ASANA.COM	PROJECT MANAGEMENT SOFTWARE
LOEFFLER-PARK, CATHRYN	-6.18	07/04/2024	COSTCO DELIVERY #1663	TAX CREDIT.

LOEFFLER-PARK, CATHRYN	14270.00	07/10/2024	IB GLOBAL CENTER	IB SCHOOL FEE
LOEFFLER-PARK, CATHRYN	97.00	07/16/2024	EDUCATION WEEK	DUES/FEES
LOEFFLER-PARK, CATHRYN	30910.00	07/16/2024	LAB AIDS INC	MS SOFTWARE - SCIENCE CURRICULUM 1/2 PAYMENTS (3 YEAR LICENSE)
LOEFFLER-PARK, CATHRYN	30910.00	07/16/2024	LAB AIDS INC	MS SOFTWARE - SCIENCE CURRICULUM 2/2 PAYMENTS (3 YEAR LICENSE)
LOEFFLER-PARK, CATHRYN	61.32	07/17/2024	AMAZON MKTPL*RS04820D2	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.67	07/17/2024	AMAZON MKTPL*RS04820D2	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.65	07/17/2024	AMAZON MKTPL*RS04820D2	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.67	07/17/2024	AMAZON MKTPL*RS04820D2	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.68	07/17/2024	AMAZON MKTPL*RS04820D2	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	61.32	07/17/2024	AMAZON MKTPL*RS7RT1EG1	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.67	07/17/2024	AMAZON MKTPL*RS7RT1EG1	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.67	07/17/2024	AMAZON MKTPL*RS7RT1EG1	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.65	07/17/2024	AMAZON MKTPL*RS7RT1EG1	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	30.68	07/17/2024	AMAZON MKTPL*RS7RT1EG1	SOFTWARE LICENSE
LOEFFLER-PARK, CATHRYN	22.44	07/17/2024	TEACHERSPAYTEACHERS.CO	VO SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	22.44	07/17/2024	TEACHERSPAYTEACHERS.CO	OH SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	22.44	07/17/2024	TEACHERSPAYTEACHERS.CO	NW SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	22.44	07/17/2024	TEACHERSPAYTEACHERS.CO	PV SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	22.45	07/17/2024	TEACHERSPAYTEACHERS.CO	DF SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	188.19	07/17/2024	TEACHERSPAYTEACHERS.CO	VO SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	94.07	07/17/2024	TEACHERSPAYTEACHERS.CO	OH SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	94.12	07/17/2024	TEACHERSPAYTEACHERS.CO	NW SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	94.12	07/17/2024	TEACHERSPAYTEACHERS.CO	PV SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	94.13	07/17/2024	TEACHERSPAYTEACHERS.CO	DF SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	33.46	07/18/2024	AMZN MKTP US*RS5917P02	SUPPLIES
LOEFFLER-PARK, CATHRYN	16.73	07/18/2024	AMZN MKTP US*RS5917P02	SUPPLIES
LOEFFLER-PARK, CATHRYN	16.73	07/18/2024	AMZN MKTP US*RS5917P02	SUPPLIES
LOEFFLER-PARK, CATHRYN	16.73	07/18/2024	AMZN MKTP US*RS5917P02	SUPPLIES
LOEFFLER-PARK, CATHRYN	16.73	07/18/2024	AMZN MKTP US*RS5917P02	SUPPLIES
LOEFFLER-PARK, CATHRYN	1750.46	07/18/2024	THE READING WAREHOUSE	VO TEACHING SUPPLIES - WILDCAT LAUNCH - FISHTANK LITERACY RESOURCES
LOEFFLER-PARK, CATHRYN	874.97	07/18/2024	THE READING WAREHOUSE	OH TEACHING SUPPLIES - WILDCAT LAUNCH - FISHTANK LITERACY RESOURCES
LOEFFLER-PARK, CATHRYN	875.50	07/18/2024	THE READING WAREHOUSE	NW TEACHING SUPPLIES - WILDCAT LAUNCH - FISHTANK LITERACY RESOURCES
LOEFFLER-PARK, CATHRYN	875.50	07/18/2024	THE READING WAREHOUSE	PV TEACHING SUPPLIES - WILDCAT LAUNCH - FISHTANK LITERACY RESOURCES
LOEFFLER-PARK, CATHRYN	875.49	07/18/2024	THE READING WAREHOUSE	DF TEACHING SUPPLIES - WILDCAT LAUNCH - FISHTANK LITERACY RESOURCES
LOEFFLER-PARK, CATHRYN	199.98	07/19/2024	FISHTANK LEARNING, INC	VO SOFTWARE - WILDCAT LAUNCH

LOEFFLER-PARK, CATHRYN	100.02	07/19/2024	FISHTANK LEARNING, INC	OH SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	99.96	07/19/2024	FISHTANK LEARNING, INC	NW SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	100.02	07/19/2024	FISHTANK LEARNING, INC	PV SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	100.02	07/19/2024	FISHTANK LEARNING, INC	DF SOFTWARE - WILDCAT LAUNCH
LOEFFLER-PARK, CATHRYN	57.27	07/22/2024	AMAZON MKTPL*RJ0AR84G0	SUPPLIES
LOEFFLER-PARK, CATHRYN	28.64	07/22/2024	AMAZON MKTPL*RJ0AR84G0	SUPPLIES
LOEFFLER-PARK, CATHRYN	28.64	07/22/2024	AMAZON MKTPL*RJ0AR84G0	SUPPLIES
LOEFFLER-PARK, CATHRYN	28.64	07/22/2024	AMAZON MKTPL*RJ0AR84G0	SUPPLIES
LOEFFLER-PARK, CATHRYN	28.63	07/22/2024	AMAZON MKTPL*RJ0AR84G0	SUPPLIES
LOEFFLER-PARK, CATHRYN	22.06	07/22/2024	AMAZON MKTPL*RJ0BU5V00	SUPPLIES
LOEFFLER-PARK, CATHRYN	11.04	07/22/2024	AMAZON MKTPL*RJ0BU5V00	SUPPLIES
LOEFFLER-PARK, CATHRYN	11.04	07/22/2024	AMAZON MKTPL*RJ0BU5V00	SUPPLIES
LOEFFLER-PARK, CATHRYN	11.03	07/22/2024	AMAZON MKTPL*RJ0BU5V00	SUPPLIES
LOEFFLER-PARK, CATHRYN	11.03	07/22/2024	AMAZON MKTPL*RJ0BU5V00	SUPPLIES
LOEFFLER-PARK, CATHRYN	7.12	07/22/2024	AMAZON MKTPL*RJ35D4PH2	SUPPLIES
LOEFFLER-PARK, CATHRYN	3.56	07/22/2024	AMAZON MKTPL*RJ35D4PH2	SUPPLIES
LOEFFLER-PARK, CATHRYN	3.56	07/22/2024	AMAZON MKTPL*RJ35D4PH2	SUPPLIES
LOEFFLER-PARK, CATHRYN	3.56	07/22/2024	AMAZON MKTPL*RJ35D4PH2	SUPPLIES
LOEFFLER-PARK, CATHRYN	3.57	07/22/2024	AMAZON MKTPL*RJ35D4PH2	SUPPLIES
LOEFFLER-PARK, CATHRYN	665.11	07/22/2024	AMAZON MKTPL*RJ95H75S0	SUPPLIES
LOEFFLER-PARK, CATHRYN	332.46	07/22/2024	AMAZON MKTPL*RJ95H75S0	SUPPLIES
LOEFFLER-PARK, CATHRYN	332.66	07/22/2024	AMAZON MKTPL*RJ95H75S0	SUPPLIES
LOEFFLER-PARK, CATHRYN	332.66	07/22/2024	AMAZON MKTPL*RJ95H75S0	SUPPLIES
LOEFFLER-PARK, CATHRYN	332.65	07/22/2024	AMAZON MKTPL*RJ95H75S0	SUPPLIES
LOEFFLER-PARK, CATHRYN	257.60	07/22/2024	AMAZON.COM*RJ55O03J2	NEW STAFF ORIENTATION BOOKS
LOEFFLER-PARK, CATHRYN	41.32	07/26/2024	STAPLS7636937728000001	OFFICE SUPPLIES - TLD
LOEFFLER-PARK, CATHRYN	224.08	07/31/2024	APPLE SPICE	WORKING BREAKFAST- ALL DAY MEETING
LOEFFLER-PARK, CATHRYN	43.33	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.66	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.66	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	43.33	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.66	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.66	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	43.33	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES

LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.65	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	43.33	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.67	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	21.65	07/31/2024	TARGET.COM *	SUPPLIES
LOEFFLER-PARK, CATHRYN	304.96	07/31/2024	THE FARM GRILL NOVI	WORKING LUNCH - ALL DAY MEETING
LOEFFLER-PARK, CATHRYN	18.30	07/31/2024	WM SUPERCENTER #5893	DRINKS - WORKING LUNCH
LOEFFLER-PARK, CATHRYN Total	97535.08			
MAINKA, BENJAMIN	35.00	07/08/2024	GAN*DETNEWS/FREE PRESS	ONLINE AUTO RENEWAL - PERIODICAL
MAINKA, BENJAMIN	44.55	07/12/2024	FORDS GARAGE - NOVI	LUNCHEON MEETING WITH NEA REP
MAINKA, BENJAMIN	28.94	07/16/2024	THE GRAND DINER	LUNCHEON MEETING
MAINKA, BENJAMIN	37.74	07/19/2024	BREAKFAST CLUB OF NOVI	BREAKFAST MEETING WITH BOARD SECRETARY
MAINKA, BENJAMIN	20.00	07/19/2024	OPENAI *CHATGPT SUBSCR	ONLINE SUBSCRIPTION RENEWAL
MAINKA, BENJAMIN	83.40	07/22/2024	WWW.DOODLE.COM	ONLINE MEETING SCHEDULER AUTO RENEWAL
MAINKA, BENJAMIN	91.08	07/24/2024	REMARKABLE	OFFICE SUPPLIES
MAINKA, BENJAMIN Total	340.71			
MARTINEZ, ZACHERY	2950.00	07/09/2024	IN *DIVERSITY RECRUITM	MEMBERSHIP FEE
MARTINEZ, ZACHERY	250.00	07/10/2024	FSP*MNA	MNA MEMBERSHIP FOR LAURA
MARTINEZ, ZACHERY	21.02	07/19/2024	AMZN MKTP US*RS92Q8QW2	DRY ERASE FOLDERS FOR KELLY
MARTINEZ, ZACHERY	144.48	07/22/2024	BLUE CHIP HOTEL & CASI	HOTEL FOR PSUG CONFERENCE (T&L EXPENSE)
MARTINEZ, ZACHERY Total	3365.50			
MCDOUGALL, BARBARA	31.76	07/17/2024	AMZN MKTP US*RS16X0J02	CHEERLEADING PURCHASES
MCDOUGALL, BARBARA	147.36	07/17/2024	STAPLES 00115659	OFFICE SUPPLIES
MCDOUGALL, BARBARA	459.36	07/22/2024	AMAZON MKTPL*RS61V6RG2	CHEERLEADING PURCHASE
MCDOUGALL, BARBARA	3582.24	07/24/2024	KALAHARI RESORT- OH	CHEERLEADING CAMP
MCDOUGALL, BARBARA Total	4220.72			
NESMITH, RUSSELL	385.16	07/03/2024	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK ACTUATOR ASSY AND BUTTON HYDRAULIC ACTUATORS
NESMITH, RUSSELL	385.32	07/03/2024	SHERWIN WILLIAMS 70119	DISTRICT PAINT SUPPLIES
NESMITH, RUSSELL	90.84	07/04/2024	SHERWIN WILLIAMS 70119	MS PAINT FOR GYM DOORS
NESMITH, RUSSELL	40.07	07/04/2024	SHERWIN WILLIAMS 70119	DISTRICT PAINT SUPPLIES
NESMITH, RUSSELL	97.91	07/16/2024	SHERWIN WILLIAMS 70119	HS CARPENTRY SHOWER PAINT
NESMITH, RUSSELL	92.46	07/17/2024	SHERWIN WILLIAMS 70119	PV CARPENTRY LOCKER REPAIR PAINT SF PG 44
NESMITH, RUSSELL	65.98	07/17/2024	THE HOME DEPOT #2737	PV CARPENTRY LOCKER REPAIR METAL PRIMER SF PG 44
NESMITH, RUSSELL	34.34	07/19/2024	THE HOME DEPOT #2737	NW PAINT FOR KITCHEN
NESMITH, RUSSELL	153.47	07/24/2024	SHERWIN WILLIAMS 70119	PV CARPENTRY PAINT FOR PILLARS
NESMITH, RUSSELL	17.73	07/26/2024	THE HOME DEPOT #2737	TRANSPR PLUMBING KITCHEN
NESMITH, RUSSELL	-168.12	07/29/2024	CONTRACTORS PIPE&SUPPL	HS PLUMBING WASHBROOK URINAL RETURN

NESMITH, RUSSELL	183.64	07/29/2024	CONTRACTORS PIPE&SUPPL	HS PLUMBING WASHBROOK URINAL
NESMITH, RUSSELL	71.44	07/29/2024	CONTRACTORS PIPE&SUPPL	HS PLUMBING IN STAFF WOMENS BATHROOM BY PERFORMANCE GYM
NESMITH, RUSSELL	13.98	07/29/2024	THE HOME DEPOT #2737	ECEC PLUMBING RUBBER SEALANT
NESMITH, RUSSELL	34.59	07/30/2024	BEST PLUMBING SPECIALT	MTCE PLUMBING TOOL SMOOTH JAW PUMP PLIER
NESMITH, RUSSELL	298.59	07/31/2024	BEST PLUMBING SPECIALT	MTCE PLUMBING STOCK SINGLE HANDLE PULL DOWN FAUCET
NESMITH, RUSSELL	77.68	07/31/2024	SHERWIN WILLIAMS 70119	MTCE PAINTING SUPPLIES
NESMITH, RUSSELL Total	1875.08			
POHLONSKI, EMILY	-79.98	07/17/2024	OFFICEMAX/OFFICEDEPT#6	RETURN OF TUBS FROM LITERACY (ORIGINALLY CHARGED TO 35J)
POHLONSKI, EMILY Total	-79.98			
POSHADLO, JEFFREY	675.55	07/11/2024	THE HOME DEPOT #2737	MS CARPENTRY TABLE REPAIRS
POSHADLO, JEFFREY	1212.00	07/12/2024	REDFORD LOCK COMPANY	HS DOORS COUNSELING OFFICE DOORS HEAVY DUTY DOOR CLOSERS SF PG 24
POSHADLO, JEFFREY	815.92	07/12/2024	THE HOME DEPOT #2737	MTCE TOOLS SANDING KIT HEAVY DUTY SCRAPER PUTTY KNIFE ORBIT SANDER TOOL
POSHADLO, JEFFREY	101.66	07/19/2024	THE HOME DEPOT #2737	TRANSPR KITCHEN
POSHADLO, JEFFREY	199.38	07/22/2024	THE HOME DEPOT #2737	MS CUSTODIAL OFFICE PAINT
POSHADLO, JEFFREY	12.34	07/31/2024	GREAT LAKES ACE HDWE	ROAR CARPENTRY ENTRANCE SIGN REPAIR
POSHADLO, JEFFREY Total	3016.85			
RUTKOWSKI, MELANIE	90.00	07/10/2024	FSP*MPAAA	MPAAA MEMBERSHIP FOR MELANIE RUTKOWSKI
RUTKOWSKI, MELANIE	150.00	07/10/2024	MSBO	MSBO ANNUAL MEMBERSHIP FOR MELANIE RUTKOWSKI
RUTKOWSKI, MELANIE	1797.00	07/19/2024	MW *PSUG EVENTS LLC	MIDWEST PSUG REGISTRATION FOR MELANIE RUTKOWSKI, JACKIE ABRAHAM, AND ZACH MARTINEZ
RUTKOWSKI, MELANIE	144.48	07/22/2024	BLUE CHIP HOTEL & CASI	HOTEL DEPOSIT FOR CONFERENCE (PSUG 10/6-10/9)
RUTKOWSKI, MELANIE	150.00	07/22/2024	MICHIGAN ASSOCIATION O	MIDATAHUB CONFERENCE REGISTRATION FOR MELANIE RUTKOWSKI
RUTKOWSKI, MELANIE Total	2331.48			
SCHURIG, CLAIRE	4.35	07/11/2024	J.W. PEPPER	MUSIC
SCHURIG, CLAIRE Total	4.35			
SCHYPINSKI, RACHEL	80.90	07/30/2024	PANERA BREAD #600667 P	STUDENT COUNCIL
SCHYPINSKI, RACHEL Total	80.90			
SHAFFER, RACHELLE	49.95	07/01/2024	SAFEWAY SHREDDING	SHREDDING
SHAFFER, RACHELLE	355.20	07/11/2024	WAL-MART #5893	PRESCHOOL SUPPLIES-CRAYONS AND MARKERS
SHAFFER, RACHELLE	85.95	07/15/2024	SAFEWAY SHREDDING	SHREDDING
SHAFFER, RACHELLE	118.80	07/17/2024	AMAZON.COM*RSOXQ3ZE1	SUMMER CARE
SHAFFER, RACHELLE	49.95	07/24/2024	SAFEWAY SHREDDING	SHREDDING
SHAFFER, RACHELLE Total	659.85			

SIPPLE, GEORGE	20.00	07/22/2024	OPENAI *CHATGPT SUBSCR	MONTHLY SUBSCRIPTION COST
SIPPLE, GEORGE	1.79	07/30/2024	PIXLR - PIXLR.COM	MONTHLY SUBSCRIPTION COST
SIPPLE, GEORGE Total	21.79			
SQUIRES, AMANDA	4499.00	07/23/2024	CRISIS PREVENTION INST	TRAINING CRISIS PREVENTION
SQUIRES, AMANDA Total	4499.00			
TURNER, NANCY	47.94	07/01/2024	VESTIS SERVICES LLCDS	SEASONAL MTCE UNIFORMS
TURNER, NANCY	129.50	07/01/2024	VESTIS SERVICES LLCDS	SEASONAL MTCE UNIFORMS
TURNER, NANCY	107.88	07/03/2024	VESTIS SERVICES LLCDS	SEASONAL MTCE UNIFORMS
TURNER, NANCY	95.88	07/05/2024	VESTIS SERVICES LLCDS	SEASONAL MTCE UNIFORMS
TURNER, NANCY	5739.93	07/10/2024	SONITROL GREAT LAKES A	DISTRICT FIRE SYSTEM CELLULAR UPGRADE & MO SERV FEE MAY 24 TO JULY 31, 2024
TURNER, NANCY	95.88	07/11/2024	VESTIS SERVICES LLCDS	SEASONAL MTCE UNIFORMS
TURNER, NANCY	151.56	07/17/2024	NAPA AUTO M-2	MTCE VEHICLE HVAC VAN 9 2014 GMC SAVANNA VAN SPARK PLUG
TURNER, NANCY	718.12	07/18/2024	AERO FILTER INC	MS PRE FILTER ORDER
TURNER, NANCY	9037.04	07/18/2024	AERO FILTER INC	MS 2ND FILTER ORDER
TURNER, NANCY	742.59	07/18/2024	AERO FILTER INC	OH PRE FILTER ORDER
TURNER, NANCY	505.70	07/18/2024	AERO FILTER INC	OH 2ND FILTER ORDER
TURNER, NANCY	622.02	07/18/2024	AERO FILTER INC	NW PRE FILTER ORDER
TURNER, NANCY	632.34	07/18/2024	AERO FILTER INC	ROAR 2ND FILTER ORDER
TURNER, NANCY	171.74	07/18/2024	AERO FILTER INC	ROAR PRE FILTER ORDER
TURNER, NANCY	632.64	07/18/2024	AERO FILTER INC	VO PRE FILTER ORDER
TURNER, NANCY	505.70	07/18/2024	AERO FILTER INC	VO 2ND FILTER ORDER
TURNER, NANCY	75.39	07/18/2024	AERO FILTER INC	ECEC 2ND FILTER ORDER
TURNER, NANCY	645.72	07/18/2024	AERO FILTER INC	ECEC PRE FILTER ORDER
TURNER, NANCY	19.73	07/18/2024	AERO FILTER INC	TRANSPR FILTER ORDER
TURNER, NANCY	11.40	07/18/2024	AERO FILTER INC	MTCE FILTER ORDER
TURNER, NANCY	2023.57	07/18/2024	AERO FILTER INC	HS PRE FILTER ORDER
TURNER, NANCY	6076.97	07/18/2024	AERO FILTER INC	HS 2ND FILTER ORDER
TURNER, NANCY	294.78	07/18/2024	AERO FILTER INC	NM6 PRE FILTER ORDER
TURNER, NANCY	239.59	07/18/2024	AERO FILTER INC	DF PRE FILTER ORDER
TURNER, NANCY	514.36	07/18/2024	AERO FILTER INC	DF 2ND FILTER ORDER
TURNER, NANCY	21.47	07/18/2024	AERO FILTER INC	PV PRE FILTER ORDER
TURNER, NANCY	505.70	07/18/2024	AERO FILTER INC	PV 2ND FILTER ORDER
TURNER, NANCY	7464.00	07/18/2024	POWERVAC OF MICHIGAN	HS SEMI ANNUAL VACTOR DISPOSAL OF NORTH & SOUTH SEWAGE EJECTION
TURNER, NANCY	2776.00	07/24/2024	POWERVAC OF MICHIGAN	MS VACTOR DISPOSAL OF WASTE OIL/GREASE
TURNER, NANCY	249.50	07/25/2024	POWERVAC OF MICHIGAN	HS ANNUAL SUMMER SEWER EJECTOR & GREASE TRAP CLEANING 2023
TURNER, NANCY	249.50	07/25/2024	POWERVAC OF MICHIGAN	DF DISTRICT ANNUAL SUMMER SEWER EJECTOR & GREASE TRAP CLEANING 2023

TURNER, NANCY	249.50	07/25/2024	POWERVAC OF MICHIGAN	NW DISTRICT ANNUAL SUMMER SEWER EJECTOR & GREASE TRAP CLEANING 2023
TURNER, NANCY	249.50	07/25/2024	POWERVAC OF MICHIGAN	OH DISTRICT ANNUAL SUMMER SEWER EJECTOR & GREASE TRAP CLEANING 2023
TURNER, NANCY	249.50	07/25/2024	POWERVAC OF MICHIGAN	PV DISTRICT ANNUAL SUMMER SEWER EJECTOR & GREASE TRAP CLEANING 2023
TURNER, NANCY	249.50	07/25/2024	POWERVAC OF MICHIGAN	VO DISTRICT ANNUAL SUMMER SEWER EJECTOR & GREASE TRAP CLEANING 2023
TURNER, NANCY	432.50	07/25/2024	WPY*ARCH ENVIRONMENTAL	UST A/B OPERATOR CONSULTING
TURNER, NANCY	69.92	07/29/2024	VESTIS SERVICES LLCDS	MTCE UNIFORM
TURNER, NANCY Total	42604.56			
VALENTINE, CYNTHIA	12.55	07/01/2024	BIG BOY WEST BRANCH	CONF LUNCH
VALENTINE, CYNTHIA	12.80	07/01/2024	SHANTY CREEK RESORT	CONF
VALENTINE, CYNTHIA	721.03	07/01/2024	SHANTY CREEK RESORTS -	MAPT CONF
VALENTINE, CYNTHIA	59.88	07/08/2024	DOCHUB.COM/BILL	DOCHUB
VALENTINE, CYNTHIA	318.02	07/09/2024	SQ *MICHIGAN ASSN FOR	MSBO/MAPT ASSN DUES
VALENTINE, CYNTHIA	398.21	07/17/2024	AMAZON MKTPL*RS29F03L1	BACK TO SCHOOL SUPPLIES
VALENTINE, CYNTHIA	19.06	07/18/2024	ALDI 67094	NECK FANS FOR SP ED BUS
VALENTINE, CYNTHIA	378.00	07/24/2024	IN *MOTOR VEHICLE NETW	ADVERT
VALENTINE, CYNTHIA Total	1919.55			
VANGIESON, ROBERT	19.92	07/02/2024	GREAT LAKES ACE HDWE	VO CARPENTRY FLOOR REPAIR
VANGIESON, ROBERT	7.54	07/05/2024	THE HOME DEPOT #2737	ECEC DOOR STOP FOR OFFICE
VANGIESON, ROBERT	24.98	07/10/2024	THE HOME DEPOT #2737	OH CARPENTRY PAINT FOR RM 102
VANGIESON, ROBERT	7.28	07/17/2024	THE HOME DEPOT #2737	NW CARPENTRY ADHESIVE TO ATTACH MOLDING IN HALLWAY
VANGIESON, ROBERT	22.32	07/22/2024	MENARDS WIXOM MI	MS PICNIC TABLE REPAIR
VANGIESON, ROBERT	21.44	07/26/2024	GREAT LAKES ACE HDWE	VO WINDOW CAULKING
VANGIESON, ROBERT	16.64	07/29/2024	THE HOME DEPOT #2737	MS CARPENTRY LOCKER REPAIR
VANGIESON, ROBERT Total	120.12			
WARRA, MARY	2855.84	07/15/2024	HOLIDAY INNS	IRI ROBOTICS HOTEL STAY
WARRA, MARY	60.65	07/18/2024	MEIJER # 109	CTE DEPT CLASSROOM SUPPLIES
WARRA, MARY	48.40	07/18/2024	MEIJER # 122	SOCIAL STUDIES CLASSROOM SUPPLIES
WARRA, MARY	3.18	07/18/2024	MEIJER # 122	SUPPLY FOR AP ACTIVITY
WARRA, MARY	29.25	07/19/2024	AMAZON MKTPL*RS5ZL46P2	LIFE MGMT CLASSROOM SUPPLIES
WARRA, MARY	40.36	07/19/2024	AMAZON.COM*RS1NW07J2	ELA CLASSROOM SUPPLIES
WARRA, MARY	73.26	07/19/2024	AMAZON.COM*RS53608P1	CTE CLASSROOM SUPPLIES
WARRA, MARY	175.00	07/22/2024	AMAZON MKTPL*RJ9BX0A72	CLASSROOM SUPPLIES FOR MATH DEPT
WARRA, MARY	106.97	07/22/2024	AMAZON MKTPL*RS4BK9I12	CLASSROOM SUPPLIES FOR SCIENCE
WARRA, MARY	145.79	07/22/2024	AMAZON MKTPL*RS9TU59Y2	CLASSROOM SUPPLIES FOR SPEC ED DEPT
WARRA, MARY	82.46	07/22/2024	AMAZON.COM*RJ4CZ2T62	CLASSROOM SUPPLIES FOR WORLD LANGUAGE
WARRA, MARY	13.32	07/22/2024	AMAZON.COM*RJ4XS5LD0	ELA CLASSROOM SUPPLIES
WARRA, MARY	6.66	07/22/2024	AMAZON.COM*RJ8AK34D0	MATH DEPT CLASSROOM SUPPLY

WARRA, MARY	34.88	07/22/2024	AMAZON.COM*RS77D87P1	CLASSROOM SUPPLIES FOR SCIENCE
WARRA, MARY	6.72	07/22/2024	MEIJER # 122	SUPPLIES FOR SPEC ED DEPT
WARRA, MARY	122.26	07/22/2024	TARGET 00014654	CLASSROOM SUPPLIES FOR ELA
WARRA, MARY	63.22	07/22/2024	TARGET 00014654	CLASSROOM SUPPLIES FOR SCIENCE DEPT
WARRA, MARY	59.76	07/26/2024	TARGET 00014654	CLASSROOM SUPPLIES FOR WL DEPT
WARRA, MARY	99.95	07/26/2024	TARGET 00014654	CLASSROOM SUPPLIES FOR MATH DEPT
WARRA, MARY Total	4027.93			
WATCHOWSKI, DONALD	75.00	07/03/2024	MHSAA	BOYS TENNIS FEES- MHSAA FINALS 2023
WATCHOWSKI, DONALD	75.00	07/04/2024	MHSAA	GIRLS TENNIS FEES- MHSAA FINALS 2024
WATCHOWSKI, DONALD	2703.00	07/10/2024	EPIC SOLUTIONS	BARRIERS FOR EVENT MANAGEMENT AT THE HS STADIUM
WATCHOWSKI, DONALD Total	2853.00			
WHITESIDE, LISA	1187.45	07/01/2024	CDW GOVT #SC21039	PORTABLE MONITORS PURCHASED FOR INSTRUCTIONAL COACHES LAPTOPS
WHITESIDE, LISA	20.34	07/08/2024	AMAZON MKTPL*R72G572D1	MOUNTING TAPE FOR CABLES
WHITESIDE, LISA	808.80	07/08/2024	AMAZON MKTPL*R79TC6SO2	IPAD CASES
WHITESIDE, LISA	51.80	07/15/2024	TELZIO* TELZIO 227592	TELZIO MONTHLY BILL
WHITESIDE, LISA	68.50	07/22/2024	AMAZON MKTPL*RS3FX6YQ1	WALL CLOCKS FOR HS CAT LAB
WHITESIDE, LISA	53.18	07/23/2024	AMAZON.COM*RJ8CD10E1	BATTERIES
WHITESIDE, LISA Total	2190.07			
ZARDUS, ASHLEY	40.28	07/09/2024	ETSY.COM*NOTWITHOUTABO	SENIOR SASHES
ZARDUS, ASHLEY	100.00	07/25/2024	PISTONS SPORTS & ENT	RESERVATION FOR PERFORMANCE
ZARDUS, ASHLEY	440.72	07/26/2024	WEISSMAN'S THEATRICAL	UNIFORM SHOES
ZARDUS, ASHLEY	542.80	07/29/2024	LS TUTUS AND TENDUS	UNIFORM SHOES AND EARRINGS
ZARDUS, ASHLEY Total	1123.80			
Grand Total	219998.71			



SY 24-25

0000015

NCSD OVERNIGHT, OUT-OF-STATE OR COUNTRY FIELD TRIP REQUEST FORM

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 06/06/2024	Type of Trip: Out of State & Overnight
Dates of Trip	Leave 06/17/2025	Return 06/22/2025
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	Kathleen Ader	
Requester's Building	Novi High School	
Group/Class Traveling	Novi HOSA	
Title of Field Trip	HOSA International Leadership Competition	
Primary Destination	Nashville, TN	
Expected Chaperone Numbers	NCSD Staff Chaperones 4	Non-Staff Chaperones 0

Summary of Trip:

In the spring of 2025, NHS HOSA will compete in the MI State HOSA competition where students will compete in over 50 competitive events ranging from Clinical Nursing to Medical Photography. Students who earn top 3 will qualify to compete at the International Leadership Conference in Nashville, TN from June 18-21, 2025. At the International Conference, students will compete in their events, attend symposiums, listen to speakers and build medical and leadership skills. Once our numbers are finalized for student competitors, we will be able to determine how many chaperones will be attending.

CURRICULUM (Required for Curricular Trips)

1.) What are the state standards and/or learning targets that tie into the proposed trip?

Objective #1: Ensure all students, and especially underserved populations, have meaningful access to high-quality career pathways, and that a commitment to equity is embedded in all efforts to improve career preparation.
 Objective #2: Forge well-designed linkages between secondary and postsecondary education and training for all career pathways.

2.) Describe the class activities prior to the field trip that will integrate the field trip with the curriculum

n/a

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?

n/a

4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

n/a

OVERNIGHT, OUT OF STATE, OR OUT OF COUNTRY FIELD TRIPS

Have you coordinated this trip in the past?

Yes

If yes, when:

06/25/2024

If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.

If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.

Which chaperone has this experience?

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

Gaylord Opryland Hotel

Address 2800 Opryland Dr, Nashville,
TN 37214

Contact Name

Phone # 615889100

Link to Hotel: <https://www.marriott.com/en-us/hotels/bnago-gaylord-opryland-resort-and-convention-center/overview/>

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. Requirements: 12 weeks prior	Date contacted/prearranged	05/22/2024
	Transportation Provider If charter bus, confirm on MDOT approved list	Blue Lakes
	Contact Person	Nate Cupp
	Contact Phone Number	810-686-4287
	Email Address	Nate@bluelakes.com
Does the bus need to stay?	Yes	
Lift Bus Required?	No	
Special Equipment Required:	No	
Number of Students Attending	50	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School 24062 Taft Rd Novi, MI 48377	Departure Date & Time	06/17/2025 6:00 AM
Destination Location Building Name & Address	Gaylord Opryland Hotel 2800 Opryland Dr Nashville, TN 37214	Arrival Time	4:00 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Gaylord Opryland Hotel 2800 Opryland Dr Nashville, TN 37214	Departure Date & Time	06/22/2025 7:00 AM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd Novi, MI 48377	Arrival Time	4:00 PM

Notes:

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
<p>NCS D Field Trip Permission Form -</p> <p>ka</p>	<p>Required for</p> <ul style="list-style-type: none"> • <u>All</u> field trips. Completed, unsigned version required to process this request. 	<ol style="list-style-type: none"> 1. Choose a form option <ol style="list-style-type: none"> a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
<p>Detailed Itinerary</p> <p>ka</p>	<p>Required for:</p> <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	<p>No required format. Must be attached at the end of this process (scroll all the way to the bottom).</p>
<p>Chaperone & Volunteer Non-Employment Background Request (ICHAT)</p> <p>ka</p>	<p>Required for:</p> <ul style="list-style-type: none"> • <u>All</u> NON-NCS D chaperones 	<p>Please follow district guidelines found at link including allow 3 business days for your submission to be processed.</p>
<p>NCS D Health Forms</p> <p>ka</p>	<p>Required for all students:</p> <ul style="list-style-type: none"> • Emergency Medical Release Form • Authorization for Administering Over-The-Counter Medication <p>Required for students bringing Medications:</p> <ul style="list-style-type: none"> • Medication Authorization Form • Medication Form- Self Administer 	<p>Medication Instructions for Overnight Field Trips</p>
<p>Student & Chaperone Rules and Responsibilities</p> <p>ka</p>	<p>Required for:</p> <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	<p>Attach the NCS D Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form).</p> <p>Ensure that all chaperones have reviewed the chaperone responsibilities.</p>
<p style="text-align: center;">For More Details Please Review the NCS D Overnight, Out of State, Out of Country Field Trip Procedure</p>		

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Kathleen Ader</u> <small>Kathleen Ader [06/06/2024 11:40am PDT]</small>	06/06/2024	Submitted
Sponsoring Administrator of Trip	<u>Dan Tobis</u> <small>Dan Tobis [06/06/2024 11:41am PDT]</small>	06/06/2024	Reviewed, Okay to Process
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [07/16/2024 6:50am PDT]</small>	07/16/2024	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [08/17/2024 5:56am PDT]</small>	08/17/2024	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	<u>Emily Parker Pohlonski</u> <small>Emily Parker Pohlonski [08/26/2024 7:41am PDT]</small>	08/26/2024	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [08/26/2024 7:42am PDT]</small>	08/26/2024	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Sheila Holly</u> <small>Sheila Holly [08/26/2024 8:09am PDT]</small>	08/26/2024	Expected Board Review Date 09/19/2024
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024**

ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

TOPIC: Annual 5th Grade Camp Overnight

The Novi Meadows 5th grade students, accompanied by their core teachers, will travel by school bus to the Walled Lake Outdoor Education Center during their teams' scheduled two and a half days session between the dates of December 2, 2024 through January 29, 2025. This trip allows students to interact with their core science curriculum and the outdoors.

The objective is to continue to build science knowledge in an outdoor setting, continue team building, and gain valuable life experiences. Students will be expected to pay \$235 for this trip to cover the cost of meals, overnight lodging for two days, and the evening entertainment which is also science related. There will also be a fundraising opportunity.

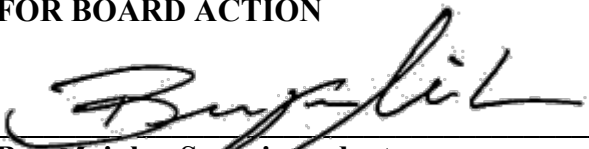
5th grade students will be attending, their core teachers, and parent volunteers who will come in shifts (morning, afternoon and evening). All parent volunteers will undergo a background check before attending the event.

This is an annual field trip.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve Annual 5th Grade Camp Overnight Field Trip to the Walled Lake Outdoor Education Center during their teams' scheduled days' session between the dates of December 2, 2024 through January 29, 2025.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



SY 24-25

0000020

NCSD OVERNIGHT, OUT-OF-STATE OR COUNTRY FIELD TRIP REQUEST FORM

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 09/05/2024	Type of Trip: Overnight
Dates of Trip	Leave 12/02/2024	Return 01/29/2025
Number of School Days Missed by Students	3 days	

TRIP INFORMATION

Requester's Name	Karen Duthie		
Requester's Building	Novi Meadows		
Group/Class Traveling	5th Graders		
Title of Field Trip	5th Grade Camp		
Primary Destination	Walled Lake Outdoor Education Center		
Expected Chaperone Numbers	NCSD Staff Chaperones	5th Grade Staff (2-4 at a time)	Non-Staff Chaperones 7-15 per group

Summary of Trip:

5th grade camp has been an institution in Novi Community Schools for 30+ years. We had to take a year off due to COVID, but were able to take both the 5th and 6th graders during that next school year. We were able to reinstate the 2 ½ days that next year and have been doing so since. On this trip 5th graders learn science curriculum, to collaborate, to work with their classmates at meal times and in the dorms. They gain a huge sense of independence by being away from their families, but on a safe, school sponsored trip.

CURRICULUM (Required for Curricular Trips)

1.) What are the state standards and/or learning targets that tie into the proposed trip?

- Science: water cycle, camouflage & survival (bird watching class)
- Collaboration: Team Building, Communal Living
- Independence

2.) Describe the class activities prior to the field trip that will integrate the field trip with the curriculum

- Parent Information Meeting
- Optional Camp Open House
- Individual team meetings prior to camp departure

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?

5th Graders are old enough to be away from their families for a couple of nights with their class and learn and grow so much as learners and people.

4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

- Reflections
- Thank You Cards
- Memories for a lifetime

OVERNIGHT, OUT OF STATE, OR OUT OF COUNTRY FIELD TRIPS

Have you coordinated this trip in the past?	Yes	If yes, when:	09/01/2021
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.	Which chaperone has this experience?		

HOTEL ACCOMMODATIONS

Hotel Name If applicable	Walled Lake Outdoor Education Center	Address 3577 Sleeth Ct. Commerce Township, Michigan 48382
Contact Name	Karrie Martin	Phone # 248-956-5125

Link to Hotel: <https://www.wlcsd.org/community/outdoor-education-center>
https://docs.google.com/presentation/d/1B8xsCgkr1fxZcxtAQDOZ-FLPe_-T1oaCazNtD0HcW5Y/view

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. Requirements: 12 weeks prior	Date contacted/prearranged	05/07/2024
	Transportation Provider If charter bus, confirm on MDOT approved list	Novi Community Schools Transportation
	Contact Person	Cindy Valentine
	Contact Phone Number	248-449-1245
	Email Address	cynthia.valentine@novik12.org
Does the bus need to stay?	No	
Lift Bus Required?	Yes	
Special Equipment Required:	No	
Number of Students Attending	500 (done by team)	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi Meadows 25549 Taft Road Novi, MI 48374	Departure Date & Time	
Destination Location Building Name & Address	Walled Lake Outdoor Education Center 3577 Sleeth Ct. Commerce Township, Michigan 48382	Arrival Time	

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Walled Lake Outdoor Education Center 3577 Sleeth Ct. Commerce Township, Michigan 48382	Departure Date & Time	
Destination Location Building Name & Address	Novi Meadows 25549 Taft Road Novi, MI 48374	Arrival Time	

Notes:

Dates and times vary by team

We send one student bus and one lift bus out to camp on day 1 and they drop off and come back to Novi; one student bus and one lift bus out to camp drop off and pick up a group on day 3.

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
NCS D Field Trip Permission Form - KD	Required for <ul style="list-style-type: none"> • <u>All</u> field trips. Completed, unsigned version required to process this request. 	<ol style="list-style-type: none"> 1. Choose a form option <ol style="list-style-type: none"> a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary KD	Required for: <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) KD	Required for: <ul style="list-style-type: none"> • <u>All</u> NON-NCS D chaperones 	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCS D Health Forms KD	Required for all students: <ul style="list-style-type: none"> • Emergency Medical Release Form • Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: <ul style="list-style-type: none"> • Medication Authorization Form • Medication Form- Self Administer 	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities KD	Required for: <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	Attach the NCS D Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
<p style="text-align: center;">For More Details Please Review the NCS D Overnight, Out of State, Out of Country Field Trip Procedure</p>		

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Karen Duthie</u> <small>Karen Duthie [09/05/2024 7:08am PDT]</small>	09/05/2024	Submitted
Sponsoring Administrator of Trip	<u>John Brickey</u> <small>John Brickey [09/05/2024 7:28am PDT]</small>	09/05/2024	Reviewed, Okay to Process
Notes:			
Building Administrator	<u>John Brickey</u> <small>John Brickey [09/05/2024 7:28am PDT]</small>	09/05/2024	Reviewed, Denied
Notes:			
Building Budget Admin. Asst. Review	<u>Marina Hertrich</u> <small>Marina Hertrich [09/05/2024 8:38am PDT]</small>	09/05/2024	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used	<u>Cynthia Valentine</u> <small>Cynthia Valentine [09/06/2024 5:29am PDT]</small>	09/06/2024	Reviewed, entered in TripFinder
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	<u>Emily Parker Pohlonski</u> <small>Emily Parker Pohlonski [09/09/2024 7:54am PDT]</small>	09/09/2024	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [09/09/2024 8:43am PDT]</small>	09/09/2024	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Sheila Holly</u> <small>Sheila Holly [09/09/2024 8:45am PDT]</small>	09/09/2024	Expected Board Review Date 09/09/2024
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

Detailed Itinerary: Day 1

9:00	Students arrive to Novi Meadows and meet in Cafeteria
9:15	Busses arrive, load luggage on to Lift Bus and Kids on other
10:00	Arrive to camp, unload buses, head into dorms, get settled, meeting with Kerri Martin
11:15-12:00	Kids will set up for lunch and then lunch
12:30-2:15	Class #1
2:15-2:45	Snack & Move to next class

2:45-4:30	Class #2
4:30-5:15	Recreation / Dinner Set Up
5:00-6:30	Dinner
6:30-7:00	Head to dorms to put stuff away, get comfies, head back to fireplace room
7:00-8:30	Laughing Moon (in fireplace room)
8:30-8:45	Snack

8:45-10:00	Kids to dorms to shower and get ready for bed
10:00	Lights Out, parents leave from dorm duty

Classes:

- Synergy Station
- Forrest Community
- Bird Watching
- Natures Creations
- Wilderness Survival
- Water Cycle



Detailed Itinerary: Day 2

7:15-8:00	Wake-Up, Clean up dorm, get ready for the day
8:15	Breakfast
9:30-11:15	Class #3
11:15-12:00	Kids will set up for lunch and then lunch
12:30-2:15	Class #4
2:15-2:45	Snack & Move to next class

2:45-4:30	Class #5
4:30-5:15	Recreation / Dinner Set Up
5:00-6:30	Dinner
6:30-7:00	Head to dorms to put stuff away, get comfies, head back to fireplace room
7:00-8:30	Evening Activity Choices <ul style="list-style-type: none"> ● Wonder ● Antique Liar's Club ● BINGO ● Board Games (kids bring)
8:30-8:45	Snack

8:45-10:00	Kids to dorms to shower and get ready for bed
10:00	Lights Out, parents leave from dorm duty



Detailed Itinerary: Day 3

7:15-8:00	Wake-Up, get ready for the day, pack and move out of dorm, kids take luggage and place it under the portico
8:15	Breakfast
9:30-11:15	Class #6
11:15-11:45	Kids load buses and head back to Novi Meadows
12:00	Kids go home



5th Grade Camp Bus Dates and Times '24-'25

Locations:

Novi Meadows 5th Grade and
Walled Lake Outdoor Education Center (WLOEC)

December-2024

Date	Pick Up Time	Location
Monday, December 2	9:15am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC
Wednesday, December 4	9:45am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Friday, December 6	11:15am	Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Monday, December 9	9:15am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC
Wednesday, December 11	9:45am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Friday, December 13	11:15am	Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Monday, December 16	9:15am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC
Wednesday, December 18	11:15am	Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade

5th Grade Camp Bus Dates and Times '24-'25

Locations:

Novi Meadows 5th Grade and
Walled Lake Outdoor Education Center (WLOEC)

January-2025

Date	Pick Up Time	Location
Monday, January 6	9:15am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC
Wednesday, January 8	9:45am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Friday, January 10	11:15am	Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Monday, January 13	9:15am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC
Wednesday, January 15	11:15am	Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Tuesday, January 21	9:15am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC
Thursday, January 23	11:15am	Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade
Monday, January 27	9:15am	Pick Up: Novi Meadows 5th Grade Drop Off: WLOEC
Wednesday, January 29	11:15am	Pick Up: WLOEC Drop Off: Novi Meadows 5th Grade

Make Up Dates If Necessary: Wednesday, January 29-Friday, January 31

Monday, February 3-Wednesday, February 5

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: Oakland Schools Special Education Parent Advisory Committee (SEPAC)

Oakland Schools ISD Plan for the Delivery of Special Education Programs and Services specifies that the Oakland Schools Board of Education at its regularly scheduled meetings will appoint the Special Education Parent Advisory Committee whose members will serve a three year term.

Representation is based on the number of students served. Each school Local Education Agency (LEA) and Public School Academy (PSA) that provides special education services for more than 100 students may have two representatives; if servicing fewer than 100 students, only one representative is allowed. We have verified with our Director of Student Services that the following parents have agreed to represent our district: Jorgia Basner-May and Gisela Rios Villarreal.

Oakland Schools will process our nominees through the Oakland Schools Board to finalize their appointment to the position. This information must first be approved by the Novi Board of Education and is due to Oakland Schools along with the minutes showing Board approval.

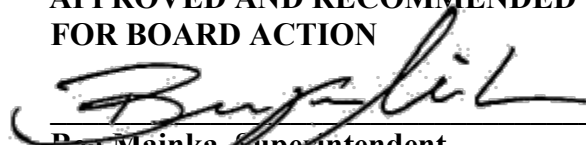
Tonight, we are asking the Novi Community School District Board of Education to approve Jorgia Basner-May and Gisela Rios Villarreal.

as the parent representatives for the Novi Community School District.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve Jorgia Basner-May and Gisela Rios Villarreal as the Special Education Parent Advisory Committee (SEPAC) representatives for the Novi Community School District.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024

ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT

TOPIC: Personnel Recommendations

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

A. New Hires

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
NEA:					
Cornellier, Brittany	OH	4 th Grade Teacher	New Hire	MA	09-30-24
Shaver, Rebecca	MS	Speech/Language Pathologist	New Hire	MA	09-16-24
Tofilski, Nicole	NM	Special Ed. Teacher, Self-Contained	New Hire	MA	08-19-24
Uchiyama, Sheri	MS	ELD Teacher	New Hire	MA	08-19-24
NESPA:					
Shaheen, Kacy	VO	Special Ed. Para, Self-Contained	New Hire	Hourly	09-12-24
Maintenance:					
Thompson, Stephen	Maint.	Maintenance Technician	New Hire	Hourly	09-09-24
Non Bargaining:					
Creighton, Jennifer	Adult Ed.	Evening ESL Teacher	New Hire	Hourly	08-28-24
Hokett, Patricia	Career Prep.	Social Studies Teacher	Position Chg.	Hourly	08-26-24
Hutten, Laura	Adult Ed.	Evening ESL Teacher	New Hire	Hourly	08-28-24
Spencer, Carolyn	Adult Ed.	Evening ESL Teacher	New Hire	Hourly	08-28-24

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
NASA:				
Kling, Devin	ESB	Assistant Superintendent Of Business and Operations	Resign	09-30-24
NESPA:				
Braggs, Starlit	NM	Special Ed. Para, Self-Contained	Resign	09-13-24
Chaput, Carol	MS	General Ed. Para, Media Services	Retire	01-17-25

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
NEA:				
Bishop, Bailey	MS	PE Teacher	Child Care #1	11-12-24

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

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Benjamin Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: Administrative Hire

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

***Name:** Rebecca Scicluna

Building: ESB

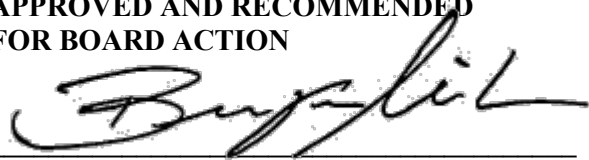
Assignment: Assistant Superintendent of Business and Operations

Reason: Replacement for Devin Kling

Effective Date: October 1, 2024

RECOMMENDATION: That the Novi Community School District Board of Education approve the hire as noted above.

**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

*Pending fingerprint results

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: MASB Certification of Delegates

MASB's 2024 Delegate Assembly will begin Thursday, October 24, at 7:00 p.m. at the Lansing Center in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2024-2025 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified by Friday, October 4, 2024. A link to certify the official voting delegates and alternates who will represent your board of education has been sent to the superintendent secretary.

The naming of delegates and alternates by their respective Board is presented tonight for discussion, and will come back at the regular meeting of the Board of Education on September 19, 2024.

The following individuals have volunteered to serve as delegates and alternates to the MASB 2024 Delegate Assembly.

Delegates (up to 4 members)

Alternates (up to 4 members)

Mary Ann Roney

RECOMMENDATION:

That the Novi Community School District Board of Education approve the above individuals to serve as the board's delegates and alternates to the MASB 2024 Delegate Assembly.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent



HIGH SCHOOL COOPERATIVE AGREEMENT REGULATIONS, PROCEDURES AND ADVANCE PREPARATION MATERIAL TO ASSIST SCHOOLS

I. *MHSAA HANDBOOK* REGULATION I (2023-24)

SECTION 1(E)— In any sport, two or more member high schools whose combined enrollment does not exceed 1,000 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the specific sports for which application has been made and approval has been granted.

1. The Executive Committee may approve a cooperative program agreement at the subvarsity level only in any sport for two or more member high schools, regardless of student enrollment. There must be a demonstrated history of inadequate numbers of participants and will not be approved based on financial concerns. Students who participate in these programs would have varsity eligibility only with their school of actual enrollment should they be brought up to a varsity team during the regular season or MHSAA Tournament. A student who participates in a subvarsity cooperative program and transfers into another school involved in that program may not be subject of a waiver request under Regulation I, Section 9(C.) Deadlines for high school cooperative programs and the two-year minimum length for operating do not apply. The usual approvals from the boards of education, league or four future opponents, if there is no league, and the MHSAA Executive Committee are required.
2. The Executive Committee may approve a cooperative program agreement regardless of the combined student enrollment maximum in the sports of baseball, bowling, girls competitive cheer, cross country, golf, soccer, girls softball, tennis and wrestling for two or more schools of the same public school district (same governing board). There must be a demonstrated history of low participation numbers and will not be approved based on financial concerns. This allowance does not apply to public school academies. Approval by the Executive Committee is on a case-by-case basis and as with all cooperative program applications, requires league or conference approval. Deadlines for high school cooperative programs apply.

SECTION 1(F)—

1. Two or more member high schools whose combined enrollment does not exceed 3,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the following specific sports (sponsored by 250 or fewer schools) for which application has been made and approval has been granted: girls gymnastics, boys lacrosse, girls lacrosse, boys alpine skiing, girls alpine skiing, boys swimming & diving, girls swimming & diving, boys tennis and girls tennis.
2. Two or more member high schools whose combined enrollment does not exceed 5,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in ice hockey.
3. For the 10 sports listed in No. 1 and 2, if none of the schools involved in a proposed Cooperative Program sponsored the sport at any level on an interscholastic basis during the previous school year, then the 3,500 or 5,500 (ice hockey only) maximum enrollment may be waived by the Executive Committee. However, the cooperative agreement may not exist beyond four school years.
4. The Executive Committee may approve a cooperative program in excess of the 3,500 or 5,500 (ice hockey only) student enrollment maximum for up to four years in sports sponsored by 250 or fewer schools if, during the previous year, the school or the cooperative program in which a school was a part dropped the sport because of a demonstrated lack of participation. The cooperative agreement in excess of 3,500 or 5,500 (ice hockey only) students may not exist beyond four school years.

MHSAA HANDBOOK REGULATION I, SECTION 1, INTERPRETATIONS

12.
 - a. Cooperative Programs are arrangements made for a minimum of two years but may be voided at any time by resolutions of any cooperating board of education. If the agreement is voided before completion of the second year of the cooperative program, the school or schools that terminated the agreement may not enter into another cooperative program in the sports involved in the initial agreement until another two-year period has transpired. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or assignments.
 - b. Cooperative agreements established under Section 1(E) (combined enrollments not exceeding 1,000 students) which eventually rise above 1,000 students as established each February will be dissolved prior to the start of the school year in which the new enrollment is effective.
 - c. If the combined enrollment of a Cooperative Program exceeds the original Division in the second year of an agreement, the schools will play in the higher Division of MHSAA tournaments in the sports for which there are cooperative teams.
 - d. A new MHSAA member school which would not be eligible for MHSAA tournaments until its second full year of MHSAA membership may participate in MHSAA tournaments sooner if that school becomes part of a Cooperative Program with a tournament-eligible member school.
 - e. Should the MHSAA Membership Resolution for a school which is a part of a cooperative agreement not be submitted on or before the fourth Friday after Labor Day, students of that school may not participate in any MHSAA tournament, including those sports for which the school is part of a cooperative program.
 - f. Agreements which include a Class A or B school, or three or more schools, must submit a renewal form every two years prior to May 1. This renewal form will be emailed to the primary school in March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving or a league has determined it will no longer support the agreement. After the initial two years of operation, a league in which a cooperative team participates (regardless of classification) may, by vote of its membership, void an agreement at the time of the renewal process by notification to all schools and the MHSAA prior to April 1 of the previous school year. Adding new schools to an agreement requires a new application process involving all approvals and procedures. Programs being started in newly sponsored sports as under Section 1 (F) (over the 3,500-student limit for four years) will complete the two year renewal process and will automatically be dissolved after the fourth year.
13.
 - a. Cooperative Programs formed by schools of any class in sports sponsored by 250 or fewer schools will be assigned tournament classification corresponding to the total enrollment of the cooperating schools.
 - b. When removing a sport from those listed in Section 1(F), existing Cooperative Programs in those sports are grandfathered; however, each renewal is to be subject to Executive Committee review and approval.
 - c. For classification purposes, cooperative programs established under Section 1(F) (newly sponsored sports in excess of 3,500/5,500 students allowed to operate for four years) must report their plans to the MHSAA by Feb. 1 of the final school year of operation as to how the schools and team(s) will be operating under 3,500/5,500 students in subsequent years.
 - d. Cooperative programs whose schools' combined enrollment as declared on the Enrollment Declaration Form in February exceeds 3,500/5,500 students or the enrollment limit of Section 1(E) will not be allowed to operate in the coming school year.
14. Deadlines for newly forming Cooperative Programs are **May 1** for fall sports, **Aug. 15** for winter sports and **Oct. 15** for spring season sports. When one or more of the schools making application for a Cooperative Program is established and opened after the fall and winter deadlines, application may be made until MHSAA tournament assignments are made for the sport(s) involved or **Oct. 15**, whichever occurs first.

II. PROCEDURES

- A. Application for a cooperative relationship must be made on MHSAA forms by the administration of the cooperating MHSAA member schools and **must** be received (even if partially completed) by the deadline stated above. Subvarsity only and middle school applications do not have the established deadline but must have board, league and Executive Committee approval prior to operating. The application must be accompanied by the following:
1. A resolution of authorization by each board of education of the cooperating schools describing the purpose for sponsoring the cooperative program, the Advance Preparation Materials and shall indicate which school or district will be responsible for overseeing its administration locally.
 2. A resolution of support from each league or conference in which the cooperating schools belong, if any. If the applying schools do not belong to a league, then support from at least four future opponents must be submitted.
- B. One school must be designated as the primary host school on the application and will be considered the official team name. All signatures must be provided, as well as enrollment figures, as submitted on the most recent Enrollment Declaration Form.
- C. Applications for cooperative programs will be submitted to the MHSAA Executive Committee for approval. Among the criteria to be considered are:
1. Lack of numbers of students to support a program.
 2. Lack of qualified staff to coach.
 3. Lack of facilities.
 4. Evidence of a desire to increase opportunities for participation in new programs, not win/loss records of existing programs.
- D. **Cooperative program agreements will be effective for two years.** No other cooperative agreement in the same sports may be made with another school until the original two-year agreement period lapses. The agreements may be voided by informing the MHSAA in writing or using the Cooperative Program Dissolution Form. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or classifications.
- E. **Renewing (extending) cooperative program agreements:** Agreements which include a Class A or B school, or three or more schools, must submit the renewal form every two years prior to May 1. This renewal form will be emailed to the primary school each March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving. Adding new schools to an agreement requires a new application process involving all approvals and procedures.
- NOTE: The MHSAA Representative Council reaffirms its preference that Class A and B schools sponsor separate teams rather than continue to renew cooperative programs over a period of years without careful evaluation. Schools should review participation numbers annually and consider the feasibility of separate teams in order to maximize opportunities for students at each school involved in the cooperative program.

III. ADVANCE PREPARATION MATERIALS: QUESTIONS FOR SCHOOLS TO CONSIDER

Schools should consider the following before initiating the application for cooperative programs.

- A. If you have an existing program, will students from another school replace students from your community and deny the sons and daughters of your local taxpayers the opportunity to participate in that activity?

- B. If two or more schools are cooperating to create a program where none has existed,
1. Who will pay for and maintain/laundry uniforms and equipment, facility maintenance?
 2. Who will pay for travel to practices, to contests?
 3. Who will select, supervise, and pay coaches?
 4. If applicable, whose cheerleaders will cheer?
 5. Whose training rules, letter award guidelines, etc., will be followed?
 6. Whose local academic and other regulations will be followed?
 7. Can daily class schedules be coordinated?
 8. How will gate receipts be handled?
 9. Where will practices and games be held, and who will pay those expenses?
 10. Who will host and supervise events?
 11. Is athletic accident insurance coverage provided, and who pays for it? Have liability insurers been notified?
 12. Whose school identity, mascot, colors, etc., will be used?
- C. Will an existing sport suffer because of the creation of a cooperative program in another sport that season?

IV. GUIDELINES FOR SCHOOLS TO CONSIDER

- A. All issues should be addressed in writing in advance of the application and submitted with the application for possible future reference. Over time, many schools have sought a written historical record of the original arrangement.
- B. A "Cooperative Program Board of Control" should be appointed to oversee the cooperative program. It should consist of at least an administrator and the athletic director of each cooperating school. It should convene to initiate the program and to resolve disputes which may arise throughout the life of the program.
- C. Though not required, cooperating school districts should be adjacent. Travel distance between schools should be reasonable.
- D. Cooperative arrangements should be sought only in sports where opportunities are limited and it is not anticipated that students will be "cut" from the squad.
- E. Cooperative agreements are not intended for a single participant for a year or two but for a significant group of students for several years.
- F. While there is no limit to the number of schools joining a cooperative agreement, programs comprised of several schools tend to resemble non-school sports and may blur the philosophy of school sports.



SENIOR HIGH APPLICATION TO FORM AND SUPPORT A COOPERATIVE TEAM

(Page 1 of 2 – Complete All Sections and All Signatures. Board of Education Resolution on Page 2)

1. It is requested that the Michigan High School Athletic Association, Inc. receive and accept this application to form a cooperative team in the sport(s) of ___ boys ___ girls _____
 ___ boys ___ girls _____
 ___ boys ___ girls _____

2. The sponsors of this proposed cooperative team are members in good standing of the Michigan High School Athletic Association, Inc. and are identified as:

		Enrollment	Class
(Primary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____

3. This agreement is being formed under the following *MHSAA Handbook* Regulation: **(Check one only)**

- Combined enrollment under 1,000 (Sect. 1[E]) Subvarsity ONLY (Sect. 1[E-1])
- Multi-School District in named sports – four-year experiment (Sect. 1 [E-2])
- Combined enrollment under 3,500 in specific sports (gym, lax, swim, ski, tennis) (Sect. 1[F-1])
- Combined enrollment under 5,500 in ice hockey (Sect. 1[F-2])
- Four-year startup program in above five sports in excess of 3,500 – first time sponsoring (Sect. 1[F-3])
- ___ Four-year lifeline in above five sports if school or coop dropped the sport previously (Sect. 1[F-4])

4. Indicate all levels of teams that you intend to sponsor in the coop: Sport: _____ V___ JV___ Fresh
 Sport: _____ V___ JV___ Fresh___
 Sport: _____ V___ JV___ Fresh___
 Sport: _____ V___ JV___ Fresh___

5. Did any of the schools sponsor the sport(s) last year? If so, indicate the school(s) and sport(s):
 Schools _____ Sports _____

6. The schools in this application have a current agreement in another sport: Yes or No
 If yes, in what sport(s) is an agreement currently operating?

7. This cooperative agreement shall commence _____ and continue for a minimum of two years.
8. Written support from the applicable league, **or from four future opponents if there is no league**, is attached. Name of league or conference (if applicable): _____
9. The applicants seeking cooperative team approval certify by **their signatures on page two (2)** that all approvals, required study, planning and review have been completed.

10. Will this team be known or named something other than a school name? Yes or No

If Yes, what will the name be? _____

(Note: Generally, the MHSAA uses the primary school as the designated title of the team.)

Each Board of Education should review the advance preparation material included with this Resolution.

COOPERATIVE PROGRAM BOARD OF CONTROL
(Submit with Application and Letter of League Support)

We, the undersigned, agree to the conditions and content of this Resolution and will work cooperatively for the success of the program and benefit of our children.

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Arrangements detailed in the "Advance Preparation Materials: Questions and Guidelines for Schools to Consider," plus those unique to the cooperating schools on a separate sheet, should be addressed by the boards of education when considering this Resolution. The MHSAA will file the advance preparation material if the school submits it with the application.

Name of Person Completing this Application: _____

Phone: _____ Email: _____

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: Thrun Policy Updates

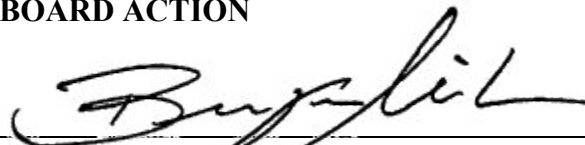
The Governance and Policy Committee of the Whole met on September 9, 2024 to review and discuss Thrun Law’s July 2024 policy updates. They come back tonight for approval.

- | | | |
|---------|---------|--------|
| • 3115 | • 3402 | • 5208 |
| • 3115A | • 3408 | • 5212 |
| • 3115B | • 3410 | • 5301 |
| • 3115C | • 4101 | • 5309 |
| • 3115D | • 4105A | • 5407 |
| • 3115G | • 4105B | • 5409 |
| • 3115H | • 4109 | • 5414 |
| • 3119 | • 4201 | • 5415 |
| • 3120 | • 4202 | • 5416 |
| • 3303 | • 4206 | • 5701 |
| • 3306 | • 4215 | • 5710 |
| • 3307 | • 4228 | • 5714 |

RECOMMENDATION:

That the Novi Community School District Board of Education approve the Policy Updates and presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent

Series 3000: Operations, Finance, and Property

3100 General Operations

3115 **Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, **or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.**

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Pregnancy Discrimination: For more information about preventing and responding to pregnancy discrimination, see Policy 3115G – Additional Requirements to Prevent and Address Pregnancy Discrimination.
- H. Training, Recordkeeping, and Notice: For more information about training requirements, recordkeeping protocols, and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements, Recordkeeping, and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; ~~Const 1963. art 1. 26~~; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq., 37.2209

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115A Definitions for 3115 Series

- A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:
1. “Appeals Officer” means a person who is designated to hear a determination appeal, a dismissal appeal, or a challenge to a Supportive Measures decision. The Appeals Officer must be a District employee and may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
 2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
 3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
 4. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or romantic relationships between students and District employees, volunteers, or contractors, regardless of age or consent, are prohibited.
 5. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
 6. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
 7. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.

8. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
9. “Grievance Procedure” means the process outlined in Policy 3115E.
10. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
11. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.
12. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
13. “Party” means a Complainant or Respondent.
14. “Relevant” means related to the allegations of Unlawful Discrimination under investigation as part of the Grievance Procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged Unlawful Discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged Unlawful Discrimination occurred.
15. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.
16. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
17. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
18. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or

Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

- a. Restore or preserve that Party's access to the District's education program or activity, including measures that are designed to protect the safety of the Parties or the District's educational environment; or
- b. Provide support during the District's Grievance Procedure or during an informal resolution process.

19. "Unlawful Discrimination" means to treat a person differently or less favorably due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. ***Race, Color, or National Origin Harassment***, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. ***Disability Harassment***, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

3. **Sex-Based Harassment**, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

a. *Quid Pro Quo Harassment*

An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. *Hostile Environment Harassment*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- i. The degree to which the conduct affected the Complainant's ability to access the District's education program or activity;
- ii. The type, frequency, and duration of the conduct;
- iii. The Parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
- iv. The location of the conduct and the context in which the conduct occurred; and
- v. Other sex-based harassment in the District's education program or activity; or

c. *Specific Offenses*

- i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- ii. "Dating violence" means violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

- iii. “Domestic violence” means felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person’s safety or the safety of others; or (ii) suffer substantial emotional distress.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Designated Title IX Coordinator
Dr. Laura Carino, Assistant Superintendent of Talent Management and Development
25345 Taft Road, Novi, MI 48374
248-449-1203
laura.carino@novik12.org

Second Title IX Coordinator
Mr. Jeff Dinkelman
Director of Employee Relations
25345 Taft Road, Novi, MI 48374
248-449-1412
jeffrey.dinkelman@novik12.org

[NOTE (delete after drafting): The District may select more than one Coordinator per position and the same person may serve in multiple positions. If a District has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over Title IX compliance responsibilities That person should be identified in this Policy as the “Designated Title IX Coordinator.”]

A Complaint against one of the Coordinators listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115C Supportive Measures

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

1. Examples of Supportive Measures

Supportive Measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class, extracurricular, or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
- e. Training and education programs; and
- f. Mutual no-contact orders.

Any Party may seek modification or termination of a supportive measure applicable to them if circumstances materially change.

The District must not disclose information about any Supportive Measures to persons other than the person to whom they apply, unless necessary to provide the Supportive Measure or to restore or preserve a party's access to the education program or activity, or as otherwise authorized by law.

B. Challenging Supportive Measures

For allegations of Title IX Sex Discrimination, any Party may seek modification or reversal of a decision to provide, deny, modify, or terminate Supportive Measures applicable to them. To request a modification to Supportive Measures, the Party must submit a written request to the Title IX Coordinator. The Title IX Coordinator will designate an impartial employee as an Appeals

Officer to review the challenge. The Appeals Officer must be an employee, must not be the person who made the challenged decision, and must have the authority to modify or reverse Supportive Measures. The Appeals Officer will only modify or reverse a decision about Supportive Measures if the Appeals Officer determines that the initial decision to provide, deny, modify, or terminate the supportive measure is inconsistent with the definition of Supportive Measures in this Policy.

C. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee must consult with one or more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 34 CFR 106.1 et seq.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115D *Informal Resolution*

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may instead elect to participate in an informal resolution process. This process is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 34 CFR 106.44

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115G Additional Requirements to Prevent and Address Pregnancy Discrimination

A. Pregnancy or Related Conditions

The District will not adopt or implement any policy, practice, or procedure, or take any action, on the basis of sex: (1) concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex; (2) concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment that treats persons differently or that is based upon whether an employee or applicant for employment is the head of household or principal wage earner; (3) concerning pre-admission inquiries as to the marital status of an applicant for admission.

1. Comparable Treatment to Other Medical Conditions

The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes and with respect to any medical or hospital benefit, service, plan, or policy the District administers, operates, offers, or participates in with respect to students.

2. Lactation Time and Space

The District will ensure access to and provide reasonable break time for an employee or student to express breast milk or breastfeed as needed.

The lactation space will be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and which may be used by an employee or student for expressing breast milk or breastfeeding as needed.

3. Student Pregnancy or Related Conditions Additional Requirements

a. Employee Obligations

Unless the employee reasonably believes that the Title IX Coordinator has already been notified, when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related condition, the employee will promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

b. Title IX Coordinator Obligations

Upon receiving information that a student is pregnant or has a related condition, the Title IX Coordinator will take the steps below:

- i. Inform the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student) of the District's obligations and the student's rights;
 - ii. Provide a copy of the District's notice of non-discrimination to the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student);
 - iii. Make reasonable modifications to the District's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's programs and activities. Any reasonable modification must be based on the student's individualized needs and made by consulting with the student. The student has the right to accept or reject any reasonable modifications. Any accepted reasonable modifications will be implemented;
 - iv. Allow the student to voluntarily access any separate and comparable portion of the District's education program or activity;
 - v. Allow the student to voluntarily take a leave of absence from the District's program or activity to cover (at a minimum) the period of time deemed medically necessary by the student's licensed healthcare provider. Upon return, the student will be reinstated to the academic status and extracurricular status (as applicable) that the student held before leave began;
 - vi. Provide access to a lactation space; and
 - vii. Not require supporting documentation unless the documentation is necessary and reasonable for the District to determine the reasonable modifications to make or whether to take additional actions to support the student.
- c. Certificate to Participate

The District will not require a student who is pregnant or has a related condition to provide certification from a healthcare provider or any other person that the student is physically able to participate in the District's class, program, or extracurricular activity unless: (i) the certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity; (ii) the District requires such certification of all students participating in the class, program, or extracurricular activity; and (iii) the information obtained is not used as a basis for discrimination.

Legal authority: 34 CFR 106.40

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115H Training Requirements, Recordkeeping, and Policy Notice

A. Title IX Training Requirements

The following individuals must receive training related to their duties under Title IX. Training may not rely on sex stereotypes.

1. All Employees

All District employees must be trained upon hiring and annually on:

- a. The District's obligation to address sex discrimination;
- b. The scope of conduct that constitutes sex discrimination under Title IX and its implementing regulations, including the definition of sex-based harassment;
- c. The obligation to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination;
- d. The obligation to provide a possible Complainant with the Title IX Coordinator's contact information and information about how to make a complaint of sex discrimination; and
- e. Notification requirements for pregnant students.

2. Key Role Training

- a. All Key Roles: Any individual who serves in a Key Role under Title IX must be trained upon hire, when Key Role duties change, and annually thereafter on:
 - i. All training requirements applicable to all employees;
 - ii. The District's obligations in responding to allegations of sex discrimination;
 - iii. The District's Grievance Procedure;
 - iv. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
 - v. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.
- b. Informal Resolution Facilitator

Individuals who serve as an Informal Resolution Facilitator must be trained upon hire, when Key Role duties change, and annually thereafter on:

- i. All training requirements applicable to all employees;
- ii. All training requirements applicable to Key Roles;
- iii. The rules and practices of the District's informal resolution process; and
- iv. How to serve impartially, including by avoiding conflicts of interest and bias.

c. Title IX Coordinator

Individuals who are designated as a Title IX Coordinator must be trained upon hire, when Key Role duties change, and annually thereafter on:

- i. All training requirements applicable to all employees;
- ii. All training requirements applicable to Key Roles;
- iii. All training requirements applicable to the Informal Resolution Coordinator;
- iv. The Coordinator's obligation to coordinate the District's efforts to comply with its responsibilities under Title IX;
- v. Supportive Measures;
- vi. The District's recordkeeping system;
- vii. Recordkeeping requirements; and
- viii. Any other training necessary to coordinate the District's Title IX compliance.

B. Other Coordinator Training Requirements

All other Coordinators and individuals assigned to serve in a Key Role outside of Title IX investigations must be adequately trained.

C. Record Keeping

The District will maintain the following records for a minimum of seven years:

1. For each Title IX Sex Discrimination Complaint, records documenting the informal resolution process or the Grievance Procedure, and the resulting outcome;
2. For each notification to the Title IX Coordinator about conduct that reasonably may constitute sex discrimination, including notifications received from District

employees, records documenting the actions the District took to meet its obligations in responding to sex discrimination; and

3. All materials used to provide training under Title IX.

D. Nondiscrimination Notice Requirement

The District will prominently post on its website and otherwise provide notice of nondiscrimination to students, parents, employees, applicants for admission and employment, and all unions and professional organizations with collective bargaining agreements with the District. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3119 *Experimental or Pilot Programs*

The Board encourages innovation and creativity in its educational programming and general operations through the use of experimental or pilot programs (“Programs”). An experimental or pilot program is a trial program conducted to evaluate feasibility that may be converted to a regular program at the conclusion of the trial period.

Employees may submit a proposal for a Program to the Superintendent or designee for consideration. The Superintendent may also prepare a Program proposal.

A Program proposal must include the Program name, duration, purpose, and goals. Proposals must also include:

- A. A list of proposed materials and equipment to be used in the Program;
- B. Anticipated Program costs, including staffing costs;
- C. A proposed framework for implementing the Program and evaluating the Program’s success, including evaluation intervals and criteria; and
- D. Other relevant information, if requested by the Superintendent or designee.

The Superintendent or designee will review the Program proposal and may seek clarification from the employee(s) that submitted the proposal, if prepared by employees other than the Superintendent. The Superintendent or designee may also amend the proposed Program in the Superintendent’s or designee’s sole discretion.

If the Superintendent or designee believes that the proposed Program (either as originally drafted or as amended) is in the best interests of the District, the Superintendent or designee will present the proposed Program to the Board for its consideration. The Program may be approved by the Board in its sole discretion.

The Board recognizes that experimental and pilot programs are a prohibited subject of bargaining under the Michigan Public Employment Relations Act. The Superintendent is encouraged to consult with legal counsel about legal implications of a Program before submitting it for Board approval.

At the conclusion of the Program, the Board may consider conversion of the Program to a regular program.

Legal Authority: MCL 380.11a; MCL 423.215(3)(g)

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

~~3119~~ 3120 Web Accessibility

The Board of Education authorizes the staff members and students to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPAA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created web content, services and apps are subject to LA Policy 2005 - Communication - Student Publication.

The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:

A. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board

will abide by the provisions of the Education Records policy.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board.

Under no circumstances is District-created web content, services or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a website of another organization if the other website includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is a staff member-created web content, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board specified website, service or app for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates web content, services or apps related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the web content, service or app contains student personally identifiable information, Board websites, services and apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps.

Web content, services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board- affiliated servers.

The Supervisor of Communications and Community Engagement will set up a system to routinely audit/test the accessibility of all web content and functionality. This system must include processes to verify claims of accessibility by third-party vendors or open sources. The purpose of the audit is to identify any web content or functionality that is inaccessible to persons with disabilities. The person/entity who conducts the audit shall report to the Superintendent and Marketing/PR Specialist the results of the audit so that

appropriate action can be taken to address any inaccessibility. The audit shall include the District's home page, all subordinate pages, and School intranet pages and sites.

Web Accessibility Coordinator

The Board designates the following individuals to serve as the District's Web Accessibility Coordinator.

George Sipple, Supervisor of Communications and Community
Engagement Novi Community School District
25345 Taft Road
Novi, MI 48374
(248) 449-1410

[Web Accessibility Coordinator Email](#)

The names, titles, and contact information of these individuals will be published annually:

- A. in the staff handbooks.
- B. on the School District's web site.

The District Web Accessibility Coordinator is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the Title II, including copies of their implementing regulations, may be obtained from the District Web Accessibility Coordinator.

The District Web Accessibility Coordinator will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504 and Title II.

Training

The District will provide annually website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality. The District will maintain documentation of the training it delivers, including a list of attendees and their positions, a description of the delivered training content, and the presenter/trainer's credentials for providing such training.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, services and apps by staff and students.

The Board retains all proprietary rights related to the design of web content, services and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Superintendent that the web service or app has a FERPA compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

The Board further requires the use of a Board-issued e-mail address in the login process prior written parental permission to use a student's personal e mail address in the login process.

Date adopted: 1/24/2020; 06/15/2023

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3303 Gifts and Donations

The Board recognizes and appreciates the generosity and support it receives in the form of gifts, donations, and voluntary contributions (“Donations”) from individuals, companies, parent/guardian support groups, the community, and other donors.

The District requests that substantial Donations be accompanied by Form 3303-F Gifts and Donations. All Donations made for a particular purpose must be accompanied by Form 3303-F.

A. Accepting Donations

1. Donations must be lawful and support an educational purpose.
2. Donations accepted by the District will become public funds or public property unless an exception is provided under applicable law.
3. The Board authorizes the Superintendent or designee to accept Donations of personal property on behalf of the Board with an estimated fair market value of \$5,000 or less for non-curricular based items including but not limited to spirit wear, staff appreciation, products with branding in a positive light. For items that will be classroom-based and used by all students, the Board authorizes the Superintendent or designee to accept donations of personal property on behalf of the Board with an estimated fair market value of \$1,000 or less, but will accept these types of donations for anything exceeding \$1,000. The Board retains authority, in its discretion, to accept donations of personal property exceeding \$5,000 regardless of the purpose.
4. The Board must approve all Donations of real property, regardless of value.
5. Donations accepted by the District will be used for any specific purpose identified by the donor provided the purpose is lawful and consistent with the District’s interests and objectives. A donor may identify the specific purpose of the Donation and any other lawful conditions using the District 3303-F.
6. Except as required by law, the District does not have an obligation to replace a Donation that is lost, destroyed, or becomes obsolete.

B. Soliciting Donations

1. The District may solicit donations in accordance with law, which may include pursuing an exemption from registration under the Charitable Organizations and Solicitations Act.
2. Any individual wishing to solicit donations on behalf of the District must obtain prior written approval from the Superintendent or designee before representing

any affiliation with the District. Unless otherwise agreed by the Superintendent or designee, the individual will be responsible for all costs and liability related to the solicitation and all received donations will become the District's property.

C. Scholarships are governed by Policy 3207.

D. A donor is solely responsible for any tax consequences related to a Donation.

Legal authority: MCL 123.905; MCL 400.271, et seq.

Date adopted: 06/15/2023

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3306 Construction Bidding

The Board will comply with applicable laws and this Policy for the construction of a new school building or an addition to or repair or renovation of an existing school building (a "Construction Project").

A. When Competitive Bidding is Required

1. The District must competitively bid all labor and material for a Construction Project if the project cost exceeds the then-current state bid threshold published annually by MDE (the "Bid Threshold").
2. The District does not need to competitively bid a:
 - Construction Project costing less than the Bid Threshold;
 - contract for repair in emergency situations;
 - repair normally performed by District employees; or
 - professional consultant contract.

B. Bidding Procedure

1. If competitive bidding is required, the District must follow the bidding procedure prescribed by Revised School Code Section 1267 and award contracts to the lowest responsible bidder.
2. To determine whether a bidder is a responsible bidder, the District may consider the factors enumerated in Policy 3301 subsection C.3.b.
3. If competitive bidding is not required, the District may use any lawful means to procure contracts.
4. Each bidder must certify that it is not an Iran-linked business as defined by MCL 129.312.
5. If federal or state prevailing wage requirements apply, project specifications must include the schedule of minimum rates to be paid to each relevant class of construction mechanic or laborer. If state prevailing wage requirements apply, the schedule of minimum rates must also be printed on bid forms.

C. Alternates

1. Bid specifications may require bidders to submit bids with mandatory alternates or allow bidders to submit voluntary alternates; provided, however, that no voluntary alternate may change the nature of the work.

2. The Board, in its discretion, may award bids based on allowable alternates.

D. Michigan Business Preference

For any Construction Project, the District may apply a preference to a Michigan-based business as described in Policy 3301 subsection C.4.

E. Construction Bidding Using State Aid Act Funds

The purchase of property and services made with state aid must comply with the requirements described in Policy 3301 subsection D.

F. Construction Bidding Using Federal Funds

The purchase of property and services made with federal funds subject to the Uniform Grant Guidance are also governed by Policy 3301A.

Legal authority: 40 USC 3141, et seq.; 2 CFR 200.1, et seq.; MCL 129.311 et seq.; MCL 380.1267; MCL 388.1764c; MCL 408.1101, et seq.

Date adopted: 6/15/2023

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3307 Construction Administration

This Policy sets forth procedures and requirements for District building and site improvements. Bidding requirements for construction appear in Policy 3306.

A. Plan Review

1. Before commencing construction, the District, or an authorized agent on the District's behalf, will submit project plans and specifications to the Michigan Bureau of Construction Codes Plan Review Division.
2. Alternatively, the District may submit the plans and specifications to the applicable local building department if the Board and the municipality's governing body have properly certified that full-time code officials, inspectors, and plan reviewers registered under the Skilled Trades Regulation Act will conduct plan reviews and inspections. In that situation, the District must also submit the plans and specifications to the Bureau of Fire Safety.
3. [Optional but recommended for a District that may construct or expand a high school with an athletic field or facility in a township: If required by Revised School Code Section 1263, before building a new high school or expanding a high school by at least 20% of its existing square footage, the District, or an authorized agent on the District's behalf, will submit the site plan to the local zoning authority for administrative review.]
4. Before the District commences new construction or major renovation of a school building or athletic facility, the Superintendent or designee will consult with the law enforcement agency that will be the first responder for that building or facility about safety issues.

B. Professional Consultants

1. If the total cost of a school building construction project will be \$15,000 or more:
 - a. a Michigan-licensed architect or professional engineer must prepare the plans and specifications; and
 - b. a qualified person or firm must supervise construction as provided in MCL 388.851.
2. The District may hire a construction manager for any project. If the construction manager also performs construction, either directly or by assuming responsibility for the work of other contractors (e.g., construction manager as constructor):

- a. the construction manager may not supervise such construction under MCL 388.851; and
- b. the District must still bid the project as required by law.

C. Payment and Performance Bonds

1. For all contracts described in MCL 129.201 that exceed \$50,000, the principal contractor must procure performance and payment bonds in accordance with law.
2. Unless the Superintendent or designee determines otherwise, the District requires payment and performance bonds to be 100% of the contract sum.
3. The responsibility for procuring payment and performance bonds rests solely with the contractor. The District has no duty to ensure that a contractor has procured a payment or performance bond.

D. Prevailing Wage

1. Bid materials, project specifications, and contract documents must comply with applicable federal and state law prevailing wage requirements.
2. The responsibility for paying prevailing wage rates rests solely with the contractor. The District has no duty to ensure that a contractor has paid prevailing wage rates.

Legal authority: 40 USC 3141, et seq.; MCL 129.201 et seq.; MCL 339.6001 et seq.; MCL 380.1263, 380.1264; MCL 388.851 et seq.; MCL 408.1101, et seq.

Date adopted: 06/15/2023

Date revised:

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3402 Drills, Plans, and Reports

The Board will take reasonable steps to provide a safe and secure learning environment to protect students and employees.

A. Emergency Drills

The Superintendent or designee will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law.

B. Cardiac Emergency Response Plan

The Board will develop, adopt, and provide for annual review a cardiac emergency response plan as required by law. Beginning in the 2025-26 school year, the Board will integrate the cardiac emergency response plan into the protocols of the local emergency response system and emergency response agencies. Beginning in the 2025-26 school year, all high school athletic coaches must be certified in CPR and use of an AED by the American Red Cross, the American Heart Association, or a comparable organization approved by MDE.

C. Drinking Water Management Plan

By January 2025, the Board will develop, adopt, update, implement, and make available upon request a Drinking Water Management Plan as required by law.

D. Cooperation

The Superintendent or designee will act as liaison to work with the School Safety Commission and the Office of School Safety, including to identify model practices for determining school safety measures.

E. Safety and Emergency Plans

The Board will comply with the statewide school information policy, and the Superintendent or designee will provide all reports, information, and notices required by that policy. If the policy does not satisfy the requirements of Revised School Code Section 1308b(3), the Board will develop and adopt an emergency operations plan with public input and participation by at least 1 law enforcement agency having jurisdiction over the District. The statewide school information policy or the emergency operations plan, as applicable, will be reviewed every 2 years in conjunction with at least 1 law enforcement agency having jurisdiction over the District. The Board will notify MDE within 30 days after completing a required review.

F. Reporting Incidents of Crime

Each building principal will collect and update information at least weekly on incidents of crime in the applicable building. At least annually, the Board will post information on its website about incidents of crime in the District and will make this information available to Parents on a per-building basis. Within 24 hours after an incident occurs, the Superintendent or designee will report to the Michigan State Police crimes and attempted crimes identified in MCL 380.1310a(2).

Legal authority: MCL 29.19, 29.19b; MCL 380.1241, 380.1308, 380.1308a, 380.1308b, 380.1310a, 380.1319, 380.1901, et seq.

Date adopted: 6/15/2023

Date revised:

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3408 Firearms and Weapons

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun-Free School Zones Act.

A. As used in this Policy:

1. [Optional in conjunction with subsection B.7: An “antique firearm” means that term as defined by MCL 750.237a.]
2. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
3. “Pistol” means that term as defined by MCL 28.421.
4. “District property” means:
 - a. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and
 - b. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.
5. A “weapon” means a firearm, pneumatic gun, [Optional: dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage].

B. Permitted Uses

The following persons may possess a weapon on District property:

1. A peace officer as defined by law or those persons listed in MCL 28.425o(5);
2. A student’s Parent licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the Parent is dropping the student off at, or picking the student up from, the student’s school;
3. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the Board;

[The following are optional and should be discussed in conjunction with legal counsel.]

4. An employee or contracted person if the possession of that weapon is to provide security services for the District;
5. A person licensed to carry a concealed pistol may possess a pistol but is only allowed to open carry;
6. A person who possesses a weapon provided by the District or the District's instructor for purposes of providing or receiving instruction in the use of that weapon; and
7. A non-student at least 18 years old who possesses an unloaded firearm (but no other weapons) in a wrapper or container in a vehicle's trunk while transporting a student to or from the school if any of the following apply:
 - a. The person is carrying an antique firearm while en route to or from a hunting or target shooting area or function involving the exhibition, demonstration, or sale of antique firearms;
 - b. The person is carrying a firearm while in possession of a valid Michigan hunting license or proof of valid membership in an organization having shooting range facilities and while en route to or from a hunting or target shooting area;
 - c. The person is carrying a firearm from the place of purchase to his or her home or place of business or to a place of repair or back to his or her home or place of business, or in moving goods from one abode or business to another abode or business; or
 - d. If the vehicle does not have a trunk, the person is carrying a firearm in the passenger compartment and the person is otherwise complying with the requirements of subsection b or c and the wrapper or container is not readily accessible to the vehicle's occupants.]

C. Violations

1. Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.
2. Violation of this Policy will result in discipline of students, employees, and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

Legal authority: 18 USC 921; 18 USC 922(q); MCL 28.425f, 28.425o; MCL 750.237a

Date adopted: 6/15/2023

Date revised:

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3410 Opioid Antagonist [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number *and* in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The District will provide adequate control, supervision, and training to maintain and administer opioid antagonists at school consistent with state law.

A. Emergency Preparedness

1. The Superintendent or designee will obtain opioid antagonists, as authorized by law.
2. An opioid antagonist maintained by a school may only be administered to a person who is believed to be having an opioid-related overdose on school grounds by:
 - a. a licensed registered professional nurse employed or contracted by the District; or
 - b. a District employee appropriately trained in accordance with state law.

B. Notice and Reporting

The building principal or designee will:

1. contact 911 if a student is believed to be having an opioid-related overdose;
2. promptly notify the Parent of a student to whom an opioid antagonist has been administered and document all actual and attempted notices. The District will encourage the Parent to seek treatment for the student from a substance use disorder services program; and
3. document all instances of opioid antagonist administration at school.

Legal authority: MCL 15.671 et seq.

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 *Non-Discrimination*

A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace Unlawful Discrimination, including unlawful harassment and Retaliation, based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy or related conditions, gender identity, or sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits Retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including gender identity and sexual orientation);
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;

- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;
- ~~Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;~~
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- ~~Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;~~
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information; and
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex.

The District also complies with and prohibits employment action that violates the following statutes:

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;

- Michigan Paid Medical Leave Act of 2018 (PMLA), which provides eligible employees paid medical leave for certain reasons;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization;
- Fair Labor Standards Act of 1938 (FLSA), which establishes minimum wage, overtime pay, record keeping, and youth employment standards affecting employees; and
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy is encouraged to file complaint promptly with a supervisor. A complaint implicating an individual's civil rights will be investigated pursuant to the procedures outlined in Policy 4104 and 3115-3115H.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s) identified in Policy 3115B.

Board members, administrators, and supervisors must promptly report incidents of Unlawful Discrimination and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

A failure to comply with reporting requirements may result in discipline, including discharge.

C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate Unlawful Discrimination and Retaliation complaints.

The District may also provide Unlawful Discrimination and Retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556; 34 CFR 106.1 et seq.

Date adopted: 6/15/2024

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105A Pregnancy Workplace Accommodations for Employees and Applicants

The District complies with state and federal law prohibiting pregnancy discrimination. The District will provide reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions of a qualified employee absent an undue hardship. The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes. For purposes of this policy, the term “employee” includes an applicant for employment where relevant.

For an employee who requires a reasonable accommodation due to a known limitation related to pregnancy, childbirth, or related medical conditions, the employee or the employee’s representative must make a proper District official (as identified in Pregnant Workers Fairness Act (“PWFA”) regulations) aware of the limitation.

Upon receipt of an accommodation request, the District will begin the interactive process with the employee to consider whether the employee is qualified under the PWFA and, if so, reasonable accommodation options consistent with the PWFA that do not cause undue hardship **using the interactive process form, 4105A-F.**

Determining whether an employee is qualified may be a two-step inquiry. First, the District will determine whether the employee can perform the essential job functions of the employee’s position with or without a reasonable accommodation. If so, the employee is qualified. If not, then the District will consider the employee to be qualified if: (1) any inability to perform an essential job function(s) is for a temporary period, (2) the essential function(s) could be performed in the near future, and (3) the inability to perform the essential function(s) can be reasonably accommodated without an undue hardship.

Reasonable accommodation requests will not be granted if they cause an undue hardship, as defined by law. The District may require medical documentation supporting the requested accommodation where allowed by law because the information is necessary for assessing the accommodation request. Medical information will be kept confidential.

After considering any relevant medical information, essential job functions, and the employee’s requested accommodations, the District will, as appropriate, implement reasonable accommodations for a qualified employee that do not cause an undue hardship. The District is not obligated to adopt the employee’s specific accommodation request. The District may engage or re-engage in the interactive process, as necessary.

A reasonable accommodation may include a voluntary leave of absence. If an employee has insufficient leave or insufficient accrued employment time to qualify for leave, or if the District does not maintain a leave policy applicable to the employee, the District will treat any pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee will be reinstated to the status held when the leave began or to a comparable position without

decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

An employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in Policy 4104. For additional information about preventing and addressing pregnancy discrimination, see Policy 3115G.

Legal authority: 42 USC 2000gg et seq.; 29 CFR 1636.1 et seq.; 34 CFR 106.57

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105B Religious Workplace Accommodations for Employees and Applicants

The District complies with Title VII and state and local laws that prohibit discrimination in employment against employees or applicants for employment based on religion. The District will reasonably accommodate sincerely held religious beliefs, practices, and observances of employees and applicants for employment absent an undue hardship.

An employee or applicant for employment who requests a reasonable accommodation based on religion must promptly inform the Superintendent or designee. Upon receipt of an accommodation request, the District will meet with the employee or applicant to consider reasonable accommodation options consistent with Title VII. Reasonable accommodation requests that do not pose an undue hardship will be considered.

After considering the requested accommodation and other relevant information, the District will, as appropriate, implement reasonable accommodations that do not pose an undue hardship (as defined by law). The District is not obligated to adopt the applicant's or employee's specific accommodation request.

The District may engage or re-engage in accommodation discussions, as necessary.

An applicant or employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in Policy 4104.

Legal authority: 42 USC 2000e, et seq.; *Groff v DeJoy*, 143 S Ct 646 (2023)

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4109 *Break Time for Nursing Mothers*

Each time an employee needs to express breast milk during the 1-year period after the child's birth, the District will provide reasonable break time for this purpose in a place, other than a bathroom, that is shielded from view and free from intrusion by co-workers and the public [Optional: or additional time may be granted for appropriate cause as determined by the Superintendent or designee]. For non-exempt employees, break time for expressing breast milk will be unpaid unless the employee is not completely relieved from duty during the entirety of the break, or the employee uses paid break time to which the employee is otherwise entitled under an applicable collective bargaining agreement, individual employment contract, or employee handbook. A longer accommodation may be available under the Pregnant Workers Fairness Act.

Legal authority: 29 USC 218d; 34 CFR 106.57

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4201 Employee Ethics and Standards

Employees must act professionally and model high standards of behavior at all times. Employees shall perform their respective duties and responsibilities in a professional manner, using appropriate judgment. Employees must maintain a standard of behavior that reflects positively on their status as District representatives in the community and is consistent with the Michigan Code of Educational Ethics, which is incorporated herein by reference. See:

https://www.michigan.gov/documents/mde/Code_of_Ethics_653130_7.pdf

If an employee is uncertain as to a potential course of conduct, the employee should seek advice from a supervisor before proceeding.

A. Employee Ethical Conduct

Employees must exercise objectively sound and professional judgment when engaging with students, Parents, colleagues, administrators, Board members, and community members. This standard extends to employee conduct on and off school property. Ethical behavior generally includes, but is not limited to:

1. supporting the physical and emotional welfare and safety of students, Parents, colleagues, administrators, Board members, and community members;
2. complying with federal and state law;
3. competently and appropriately performing duties and responsibilities for which the employee is trained or assigned;
4. assigning tasks to District personnel who are qualified and hired to perform the assigned task;
5. refraining from unlawful discrimination, including unlawful harassment, and retaliation as defined by Policy;
6. immediately reporting suspected child abuse or neglect;
7. immediately reporting reasonable cause to believe or suspect abuse, neglect, or exploitation of a vulnerable adult;
8. maintaining confidential information, including student, medical, personnel, financial, and security information, as protected by statute;
9. appropriately using District funds, resources, and technology;
10. maintaining consistent and reliable work attendance, unless excused by the employee's supervisor or the Superintendent or designee, as applicable;

11. engaging in activities or behaviors that enhance the operational and instructional environment;
12. professionally communicating with students, Parents, colleagues, Board members, and community members, including through electronic means;
13. Completing time and effort reporting under 4201-AG.
14. abiding by professional, ethical, and licensing standards established by relevant governmental agencies, professional licensing boards, and professional associations, including the Michigan State Board of Education; and
15. self-reporting a criminal charge and plea or conviction, as required by law.

B. Conflict of Interest

Employees shall perform their duties and responsibilities free from a prohibited conflict of interest, unless authorized by the Board or designee. Prohibited conflicts of interest include, but are not limited to:

1. soliciting or accepting anything of value (such as a gift, loan, contribution, or reward), other than compensation received from the District in exchange for services provided to the District, that would influence the employee's judgment when performing the employee's duties;
2. using public funds to purchase alcoholic beverages, jewelry, gifts, fees for golf, or any item the purchase of which is illegal, except as consistent with and permitted by Policy 3205 and Revised School Code Section 1814;
3. using or authorizing the use of the employee's public employment or any confidential information received through public employment to obtain personal, professional, political, or financial gain other than compensation received from the District in exchange for services provided to the District for the employee or a member of the employee's immediate family, or a business with which the employee is associated;
4. using or authorizing the use of District personnel, resources, property, or funds under the employee's care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures, or using those items for personal, professional, political, or financial gain;
5. providing private services, lessons, tutoring, or coaching for students assigned to the employee for additional remuneration, except as permitted by Policy 4214;
6. engaging in any activity of a sexual or romantic nature with another employee(s) or contractor(s) that the employee supervises, unless the individuals are engaged to be married, married, or cohabitating;

7. engaging in any activity of a sexual or romantic nature on school property or at school-sponsored events;
8. directly or indirectly supervising, making, or contributing to an employment decision pertaining to a relative or significant other, or relative of a relative or significant other (as defined by Policy 4213); and
9. engaging in any other activity that promotes an employee's financial and pecuniary interests over those of the District.

C. Student Fraternization

Employees must establish and maintain professional boundaries with students, including while using personal or District technology. Employees are prohibited from direct or indirect interactions with students that do not reasonably relate to an educational purpose. Employees will behave at all times in a manner supportive of the best interests of students and the District.

Conduct identified below constitutes unprofessional conduct, subjecting the employee to discipline, including discharge, absent express Board or designee authorization. The following list illustrates prohibited behavior involving students but does not describe every kind of prohibited behavior:

1. communicating about alcohol use, drug use, or sexual activity when the discussion is not appropriately related to a specific aspect of the curriculum or the employee's duties;
2. providing drugs, alcohol, tobacco, e-cigarettes, or other items students cannot possess under the District's Student Code of Conduct;
3. commenting about matters involving sex, using double entendre, or making sexually suggestive remarks with no appropriate educational purpose;
4. displaying sexually inappropriate images, materials, or objects;
5. offering or soliciting sexual advice, whether written, verbal, or physical;
6. engaging in any activity of a sexual or romantic nature, including following graduation where the relationship arises out of an employee-student relationship;
7. inappropriate kissing;
8. inappropriately intruding on a student's personal space, such as by touching unnecessarily, moving too close, or staring at a portion of the student's body;
9. communicating directly or indirectly (e.g., by phone, email, text messaging, or social media) on a matter that does not pertain to school unless the employee obtained prior parental consent. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to

- one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (e.g., grades);
10. permitting a specific student to engage in conduct that is not permitted or tolerated from other students;
 11. inappropriately discussing with a student the student's personal issues or problems that should normally be discussed with a Parent or counselor unless the employee is the student's family member;
 12. inappropriately giving a student a personal gift;
 13. allowing a student to live in the employee's residence without prior Parent consent unless the student is the employee's family member, a foreign exchange student placed with the employee, or if the employee serves as the student's foster parent or legal guardian;
 14. giving a student a ride in the employee's vehicle without appropriate authorization;
 15. taking a student on an activity outside of school without first obtaining the express permission of the student's Parent and a District administrator;
 16. inviting a student to the employee's home or residence without first obtaining the express permission of the student's Parent;
 17. going to a student's home when the student's Parent or an adult chaperone is not present unless the employee is the student's family member; or
 18. engaging in any other conduct which undermines the special position of trust and authority between a District employee and a student.

D. Abuse and Neglect

1. Children: An employee who suspects child abuse or neglect must: (a) immediately contact Children's Protective Services (CPS), (b) file an appropriate report with that agency as required by the Child Protection Law and Policy 4202, and (c) notify the Superintendent or designee and the building principal or supervisor that the report has been filed.

An employees should consult with their immediate supervisor about their duty to cooperate with CPS investigations or to disclose student records to CPS.

2. Vulnerable Adults: An employee who has reasonable cause to believe or suspect abuse, neglect, or exploitation of a vulnerable adult must: (a) immediately report the matter to Adult Protective Services (APS) consistent with Michigan's Social Welfare Act and Policy 4202, and (b) notify the Superintendent or designee and the building principal or supervisor that the report has been filed.

A reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

An employee should consult with their immediate supervisor about their duty to cooperate with APS investigations or to disclose student records to APS.

Legal authority: MCL 380.11a, 380.601a, 380.634, 380.1308a, 380.1814; MCL 722.621 et seq.; MCL 400.11a.

Date adopted: 06/15/2024

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4202 *Children's Protective Services (CPS) and Adult Protective Services (APS) Reporting and Student Safety and Welfare*

During the performance of their duties, employees must exercise due care for the safety and welfare of the District's students.

A. Required Reports to CPS, APS, District administration, and Michigan State Police

1. A reporter must: (a) promptly notify the Superintendent or designee and the building principal of the report; and (b) submit an electronic or written report to CPS or APS within the statutory timeframe. Failure to make an immediate report or follow-up with an electronic or written report may result in discipline, including discharge, as well as criminal or civil penalties. CPS and APS may be contacted at 855-444-3911 or www.michigan.gov/mdhhs.

Administrators, teachers, counselors, social workers, psychologists, nurses, physical therapists, physical therapist assistants, occupational therapists, athletic trainers, and others identified as mandatory reporters pursuant to Michigan's Child Protection Law must *immediately* report all instances of suspected child abuse or neglect to CPS. Other employees are also expected to make reports to CPS of suspected child abuse or neglect.

School employees who suspect or have reasonable cause to believe that a vulnerable adult was or is being subjected to abuse, neglect, or exploitation must *immediately* report the matter to APS. A vulnerable adult means a person 18 years of age or older who is unable to protect themselves from abuse, neglect, or exploitation because of a mental or physical impairment or because of advanced age.

2. Employees must promptly report to the building principal or the Superintendent or designee any instances of injury (accidental or intentional), violence, threats of violence, self-harm, hazards, or any other situation that endangers student safety and welfare or raises reasonable concerns as to the safety of students.
3. Employees must promptly report to the building principal or the Superintendent or designee incidents of student bullying and crimes or attempted crimes involving physical violence, gang-related activity, illegal possession of a controlled substance or controlled substance analogue, or other intoxicant, trespassing, and property crimes, including theft and vandalism.

Within 24 hours of an alleged incident, an administrator must make an appropriate report to the Michigan State Police as required by law.

B. Student Safety and Welfare

1. Employees will maintain control and supervision of students to ensure student safety and will take appropriate action if the employee observes an unsafe or dangerous situation.
2. Employees will treat students with respect and maintain appropriate professional boundaries with students both in and out of school. Employees must avoid conduct with students that potentially creates the appearance of an unprofessional, unethical, or inappropriate relationship. Romantic relationships between employees and students are prohibited regardless of the student's age, including following graduation where the relationship arises out of an employee-student relationship.
3. An employee will not assess, diagnose, prescribe, or provide therapy or counseling services to a student unless: (a) the employee is appropriately certified or licensed under Michigan law; and (b) the services are within the employee's job duties. An employee will direct students in need of these services to the appropriate District employee or community resource.
4. Employees will comply with and respect confidentiality of student records and privacy rights, including not posting student information or images online without prior authorization from the employee's supervisor.
5. Employees will not interfere with or adversely impact a Parent's right to determine and direct their student's care, wellbeing, teaching, and education.
6. Pursuant to the state's 2013 Task Force on the Prevention of Sexual Abuse of Children, the Board authorizes the Superintendent or designee to consider and implement all of the following:
 - age-appropriate, evidence-based curriculum and instruction for students in grades pre-K to 5 concerning child sexual abuse awareness and prevention;
 - training for District personnel on child sexual abuse, including but not limited to, training on supportive, appropriate response to disclosure of abuse;
 - providing educational information to Parents on the warning signs of a child being sexually abused and information on needed assistance, referral, or resources;
 - available counseling and resources for students affected by sexual abuse;
 - emotional and educational support for a students affected by sexual abuse; and
 - a review of the system to educate and support personnel who are legally required to report child abuse or neglect.

Legal authority: MCL 380.10, 380.1308, 380.1308a, 380.1310a; ~~MCL 388.1766;~~ 380.1505; MCL 400.11 et seq.; MCL 722.621 et seq.

Dated adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4206 Employment Contracts

Professional Staff, Administrators/Supervisors, and the Superintendent, as defined in Policies 4401, 4501, and 4601, will be employed pursuant to an individual employment contract and any applicable collective bargaining agreement. Non-Exempt Staff, as defined in Policy 4301, will be employed at-will unless an applicable collective bargaining agreement or individual employment contract specifies another standard of employment security.

Employment contracts will comply with applicable laws and regulations. The President or Superintendent or designee, as applicable, should consult with Board legal counsel about contract terms and requirements to ensure compliance with state and federal law.

A. Authority

The President is authorized to execute the Superintendent's contract on behalf of the Board upon Board approval of the contract. Teacher contracts must be approved by the Board and signed on behalf of the District by a majority of the Board, the President and Secretary, or the Superintendent or designee. The Superintendent is authorized to execute employment contracts for Non-Exempt Staff and temporary and substitute employees on the Board's behalf or upon Board approval, where necessary.

B. General Requirements

Individual employment contracts required or permitted under this Policy may contain at least the following, as applicable to the category of employment:

1. employee name;
2. term of employment;
3. annual salary or hourly rate;
4. merit pay and annual evaluation for teachers and required administrator;
5. job title;
6. number of work days and general hours of work;
7. certification and licensing requirements;
8. benefits (health insurance, leave time, etc.);
9. reduction in force and recall;
10. discipline, discharge, and transfer during the contract term;

11. a provision prohibiting an Administrator from engaging in conduct involving moral turpitude and a provision allowing the Board to void the contract if the Administrator violates the moral turpitude provision;
12. date and employee signature;
13. date and signature of authorized District representative;
14. an appeal process concerning the evaluation process and rating received as required by Revised School Code Sections 1249 (K-12 certified teachers of record) and 1249b (instructional administrators and the Superintendent); and
15. other terms as necessary to serve the District's interests or that are legally required.

C. Specific Requirements

Professional Staff, Administrator, and Superintendent contracts must comply with the following, as applicable:

1. Superintendent

The contract term will not exceed 5 years, as required by Revised School Code Section 1229.

2. Administrators

For Administrators subject to Revised School Code Section 1229, the contract term will not exceed 3 years and the contract will automatically terminate if the Administrator does not hold the required certification. The Administrator will not have tenure in the administrative position.

The Superintendent or designee will ensure that Administrator contracts are consistent with any applicable collective bargaining agreement. The term "Administrator" includes instructional Supervisors and Directors.

3. Non-Instructional Supervisors or Directors

Unless otherwise required by law, Non-Instructional Supervisors or Directors are not required to hold an Administrator certificate and may be subject to an individual employment contract for up to 3 years.

4. Professional Staff

The Superintendent or designee will ensure that all Professional Staff contracts are consistent with any applicable collective bargaining agreement. Individual teacher contracts will comply with Revised School Code Section 1231. If a teacher seeks appointment to an extracurricular position, the District may enter into a separate written contract for the extracurricular position.

D. Collective Bargaining Agreements

The Board, with the Superintendent or designee, will determine who will represent the Board in labor negotiations. The designated negotiator(s) may sign tentative agreements during bargaining; however, the final agreement is subject to ratification by the Board. Collective bargaining agreements may be reviewed by legal counsel before bargaining begins.

Legal authority: MCL 380.11a(3), 380.601a(1), 380.623(1)(b), 380.634, 380.1229, 380.1231, 380.1246, 380.1249, 380.1249b

Date adopted: 06/15/2023

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4215 *District Technology and Acceptable Use*

The Board provides students, employees, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, for educational and other District purposes, in a manner that encourages responsible use. Any use of technology resources that violates federal and state law is prohibited.

Employees have no expectation of privacy when using the District's technology resources. Information and records on the District's network may be subject to disclosure under the Freedom of Information Act, and the District may monitor or access employees' electronic files, as deemed necessary.

Employees must not use District technology resources to record students, Parents, or District personnel or to record a non-public meeting, unless performed for a legitimate educational purpose. The recording must be authorized by a supervisor or Policy. Unauthorized recording or dissemination of a recording may be subject to discipline, including discharge.

Employees must not use a password other than their own to access District technology resources unless authorized by a supervisor. Employees must protect their password(s) from being used by others. An employee will be responsible for any misuse if the employee failed to adequately secure their password(s).

District technology resources are provided for District-related services. Employees must minimize personal use of District technology resources and are prohibited from using those resources when doing so interferes with the employee's job responsibilities or District operations.

Requests for District records must be promptly directed to the FOIA Coordinator under Policy 3501. Only authorized employees may disclose District records to third parties unless otherwise permitted by law.

Employees must not permit students to engage in non-instructional computer games, movies, videos, and activities during the work or school day, unless authorized by a supervisor.

Employees must not download unauthorized software or applications.

Employees must immediately notify the District's technology department of any unauthorized access to, misuse of, or interference with the District's technology resources.

Employees must abide by Policy 3116 pertaining to District Technology and Acceptable Use, including complying with the Children's Internet Protection Act and executing an Acceptable Use Agreement.

Legal authority: 47 USC 254; MCL 397.606

Date adopted: 06/15/2023

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4228 No Expectation of Privacy

Employees have no expectation of privacy in connection with their use of District property and equipment. The District reserves the right to search District property, equipment, and technology issued or provided for the employee's use during the employee's District employment, including but not limited to the employee's office, desk, files, computer, or locker. Inspections may be conducted at any time at the District's discretion. A search of an employee's personal effects will comply with federal and state constitutional protections, laws, and regulations.

Legal Authority: U.S. Const, amend. IV

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5208 *Student Acceptable Use and Internet Safety Policy*

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. **As part of its Internet Safety Policy the District must implement the rules and procedures identified in Policy 3116.** A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

Date adopted: 06/15/2023

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5212 *Registered Sex Offenders - Students*

Inclusion on the state's sex offender registry alone is not a sufficient basis to exclude a student from school. The District reserves the right, consistent with Policy 5411 **and applicable law**, to determine the educational placement of a student who is listed on the state's sex offender registry.

For a student who is listed on the state's sex offender registry, the building principal may establish a safety plan, which may include excluding the student from extracurricular activities.

Date adopted: 06/15/2023

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5301 *Compulsory Attendance, Absenteeism, and Truancy*

A. Required Attendance

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

B. Mandatory Attendance Age

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

C. Exceptions

A Parent of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

D. Excused Absences

[Note: This sample list is very broad in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician and suspension/expulsion. Boards may also add additional requirements before an absence will be excused (e.g., require funeral card to verify family funeral, etc.)]

The following absences will be considered excused if they are confirmed by communication to the school from the student's Parent:

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;

- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

E. Excessive Absenteeism and Truancy

When a student has 10 unexcused absences in any term or semester, the building principal or designee will provide written notice to the student's Parent encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's Parent have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the Parent requiring the Parent to meet with District personnel to discuss the matter.

When a student is absent more than 10 days per school year and at least 10 of those days are not excused, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Legal authority: MCL 380.1561 et seq.

Date adopted: 06/13/2023

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5309 Student Records and Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
 - a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
 - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
 - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);
 - d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;
 - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
 - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”
2. “Personally identifiable information” means a student’s name; the name of a student’s Parent or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific student

that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information



5303 Student
Enrollment and Witt

- a. student names, addresses, and telephone numbers;
- b. photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2023-2027);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

B. Collection and Retention of Records

School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary

for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

~~The District will not disclose a student's or parent's/guardian's phone number or address or the parent's/guardian's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent/guardian notifies the District that the student or the student's parent/guardian has obtained a participation card issued by the department of attorney general.~~

The District will make arrangements for a Parent or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

A Parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

E. Right to Request Amendment of Education Records

A Parent or eligible student may request that a student's education record be amended if the Parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a Parent or eligible student may request an amendment to the student's

records and that the Parent or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

~~Except as noted in “Disclosure to a For-Profit Business Entity” (section J),~~ a school official may receive and review personally identifiable information from a student’s education record only if the school official has a legitimate educational interest in the information. A school official has a “legitimate educational interest” if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student’s family. For purposes of this Policy, a “school official” is any person employed by the District. The Board further designates the following persons and entities as “school officials”:

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, an employee of an intermediate school district, or an authorized information technology specialist);
3. a Parent/guardian or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. a person, including a volunteer, who is assisting another school official in performing the official’s duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student’s education records.

G. Disclosure of “Directory Information”

Except as otherwise stated in this Policy, school officials may disclose “directory information” without the prior written consent of a Parent or eligible student unless the Parent or eligible student specifically notifies the District that the Parent or eligible student does not consent to the disclosure of the student’s directory

information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide Parents and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the Parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

The Superintendent or designee will provide the Directory Information Opt Out form to all Parents or eligible students within the first 30 days of the school year. The form will also be made available at a Parent's or eligible student's request at any time during the school year. If the Parent or eligible student does not return the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

The District will not disclose a student's or Parent's phone number or address or the Parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's Parent notifies the District that the student or the student's Parent has obtained a participation card issued by the department of attorney general.

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the Parent or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the Parent or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the Parent or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a Parent or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;

- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the Parent or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a Parent or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's Parent;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public

- school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's Parent;
 6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
 7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
 8. covered by the District's Directory Information Opt Out Form, unless the Parent or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its disclosure and the rights of Parents and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a Parent or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. "Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to Parents and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the Parent or eligible student opts out of allowing disclosure;
5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

Legal authority: 20 USC 1401 et seq., 1232g, 7165, 7908; 26 USC 152; 34 CFR Part 99, 300; MCL 15.243(2); MCL 380.1134-1136, 380.1137a, 380.1279g; MCL 600.2165; MCL 722.30; MCL 780.855, 780.871; *Records Retention and Disposal Schedule for Michigan Public Schools*

Date adopted: 06/15/2023

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent/Guardian Involvement

5407 Instructional Program and Curriculum Development

The District will provide students with at least the minimum number of instructional hours and days each school year required by the state for full state aid funding. The District may deviate from this requirement only as permitted by state law.

The Board, advised by the Superintendent, will adopt a curriculum and procure textbooks and materials to support the curriculum.

The Superintendent or designee is responsible for providing and directing District-wide planning for curriculum, instruction, assessment, and staff development in accordance with Policy 2203. Committees consisting of educational professionals, including administrators, and community members, may be established to design instructional strategies and assessments to implement the curriculum.

A. Parent/Guardian Rights

As described in Policy 5401, the District will provide a parent/guardian the opportunity to review District-approved curriculum, textbooks, and instructional materials upon request to the building principal. See Policy 5401 for appropriate procedures.

B. Complaints about Instructional Materials

If a parent/guardian objects to their student's instructional materials, the following procedures will apply:

1. **First Level – Objection to Teacher.** The parent/guardian must submit an objection and explanation in writing to the relevant classroom teacher. The teacher will review the parent's/guardian's objection and either discontinue using the material or advise the parent/guardian of the educational and pedagogical reasons for the material.
2. **Second Level - Appeal to Building Principal.** If the parent/guardian disagrees with the teacher's response, the parent/guardian may submit a written appeal to the building principal stating the reasons why the parent/guardian objects to the materials. The building principal will confer with the relevant classroom teacher within 5 school days. The building principal will review the written objection and the materials in question to determine whether:
 - a. the stated objection outweighs the educational and pedagogical reasons;
 - b. the materials require the student to engage in conduct or practice that violates the student's sincerely held religious belief;
 - c. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or
 - d. the materials are inappropriate or harmful for the age range of the students in question.

The building principal will provide all parties with a written response granting or denying the appeal within 10 school days after conferring with the teacher.

3. Third Level - Superintendent Review. If the parent/guardian disagrees with the building principal's response, the parent/guardian may submit a written appeal to the Superintendent within 5 school days after receiving the building principal's response. The Superintendent will review the parent's/guardian's written objection, the building principal's written response, the parent's/guardian's written appeal, the materials being challenged, and any other information the Superintendent deems relevant. The Superintendent will issue a written decision within 30 calendar days of receiving the appeal based on the factors described in Section 2 above. The Superintendent's decision is final.

C. Complaints about Library Materials

If a parent/guardian objects to materials in the school library, the parent/guardian must **review the Challenged Instructional Materials Procedures and submit the Request for Review of Library/Instructional Materials form to the building principal. If the complaint cannot be resolved at the principal level, the complaint moves to the Superintendent level.** ~~submit an objection and explanation in writing to the Superintendent identifying:~~

- ~~1. the basis for the objection;~~
- ~~2. any recent known use of the library materials in the school; and~~
- ~~3. any other relevant information.~~

The Superintendent or his or her designee will **establish a review committee composed of:** ~~review the written objection and the materials in question in their totality to determine whether:~~

- 1. appropriate level certified library media specialist**
- 2. appropriate level parent/guardian (other than complainant)**
- 3. two appropriate level teachers**
- 4. one appropriate level student (required for 9th-12th, optional for 5th-8th)**
- 5. Superintendent or Superintendent's designee**
- 6. appropriate level building administrator**

- ~~1. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or~~
- ~~2. the materials are inappropriate or harmful for the age range of the students in question.~~

~~The Superintendent may, in his or her sole discretion, designate review to another administrator or employee.~~ The Superintendent or designee will endeavor to provide a written response to the parent/guardian within 30 calendar days after receiving the objection. The Superintendent or designee's decision is final.

The District will not restrict access to the challenged material during the review process.

Legal Authority: MCL 380.1137, 388.1706

Date adopted:

Date revised:

SELECTION OF SCHOOL LIBRARY MEDIA CENTER MATERIALS

The selection process for all library media center materials is delegated by the superintendent through the building principal to the school library media specialist, who is professionally trained to select a wide variety of materials at all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

The following guidelines shall be incorporated into the selection of books and materials for school library media centers:

Objectives of Selections

The primary objective of a school library media center is to support, implement and enrich the educational program of the school. Further objectives include the development of reading skills, literary taste, and discrimination in choice of materials, and instruction in the use of books and library materials, tools, and facilities. In addition, the school library media center should contribute to the development of the social and intellectual character of the students.

Statement of Philosophy

In regards to the selection of materials, the responsibility of the school library media center is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
- To provide materials that will stimulate growth in informational knowledge, literary appreciation, aesthetic values and ethical standards;
- To provide a background of information which will enable students to make informed judgments in their daily lives;
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- To provide materials that represent the many religions, ethnicities, abilities, cultures, races, gender identities and orientations, and their contributions to our American heritage;
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for all users of the school library media center.

Materials Selection

The collection is composed of materials that widen the boundaries of a student's experiences, enrich his/her life or help him/her fulfill their personal needs. Each item in the collection contributes directly or indirectly to the educational purposes of the school or individual. The needs and interests of the

students are represented in the collection as much as possible. The collection provides materials that encompass a wide range of reading abilities and maturity levels. Many recognized classics of literature are included.

Standard book lists and book reviewing resources are used to guide the school library media specialist, some of which are the following:

- AAAS Science Book List for Young Adults
- ALA Notable Children's Books
- Award Winners and Honor Books
- Booklist
- Horn Book
- Kirkus Reviews
- Library Journal
- Outstanding Books for the College Bound lists
- School Library Connection
- School Library Journal
- Senior High School Library Catalog
- Standard Catalog for High School Libraries
- VOYA
- Wilson Library Bulletin

NOVI COMMUNITY SCHOOLS CHALLENGED INSTRUCTIONAL MATERIALS PROCEDURES

The following procedure is established to respond to the occasional objection by a member of the school community to a book, periodical, video or other item used in the instructional program.

On receipt of a complaint about instructional material, the book, periodical, video or other item should be:

- Reviewed objectively in its full context
- Evaluated in terms of needs and interests of students, school, curriculum and community
- Considered in the light of differing opinions

Procedure For Handling Objections

• The person or persons expressing an objection shall register the objection, in writing, to the building principal and library media specialist on a form to be provided. Upon receipt of the completed form, the appropriate level administrator and building library media specialist will confer promptly with the complainant and attempt to resolve the issue.

• If the complaint cannot be resolved by the administrator and building library media specialist, the administrator and/or building library media specialist shall notify the superintendent and a committee will be appointed to review the complaint.

• The review committee shall be established within two weeks following the receipt of the complaint by the superintendent. The committee shall be composed of:

- Appropriate level certified library media specialist
- Appropriate level parent (other than parent complainant)
- Two appropriate level teachers
- Superintendent or superintendent's designee
- Appropriate level administrator

• Challenged materials will not be withdrawn until a final decision has been reached. Individual students may be given alternative assignments upon parental request.

• The complainant shall be given the opportunity to present his/her views to the review committee if such committee is formed.

• A majority vote of the committee will determine the recommendation to the superintendent.

• The committee's recommendation to the superintendent will be considered and his/her decision will be rendered within one week of its receipt.

REQUEST FOR REVIEW OF LIBRARY/INSTRUCTIONAL MATERIALS

Initiated by (name) _____

Phone _____ Address _____

With whom have you discussed your objections?

Teacher Name _____ Date _____

Library Media Specialist Name _____ Date _____

Principal Name _____ Date _____

Material in Question

Title _____ Copyright Date _____

Author _____

Format (book, periodical, video, other) _____

Please respond to the following questions.

1. Did you read/hear/view/examine the entire work? _____ Yes _____ No When? _____

2. If not, which part did you read or view?

3. Specifically, what part of the work did you find objectionable? (Please cite specific passages, quotes, pages, sections, etc.)

4. How did you come in contact with this material?

5. For what age group(s) would you recommend this material?

6. Have you read our district's Selection of School Library Media Center Materials document?
_____ Yes _____ No

7. What do you think is the purpose of the work?

8. Could you find any value in the work? (Please describe.)

9. Are you aware of any professional reviews of the work? (Please list.)

10. How do you think students would be affected by exposure to this work?

11. How do you suggest the school or library media center handle this material?

12. What material of equal value would you recommend to convey a similar picture or perspective?

Signature: _____ Date: _____

Received by: _____ Date: _____

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5409 Academic Credits and Graduation

A. Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District's required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks.

A total of 22 credits are required for graduation from Novi High School. Students must complete:

4 - English Credits	1 – Health Credit
4 – Math Credits	1 – Physical Education Credit
3 – Social Studies Credits	1 – Visual Performing Arts Credit
3 – Science Credits	4 – Additional Credit

B. Personal Curriculum

In some cases, it may be appropriate to modify the Michigan Merit Curriculum for a student. Modifications may only be made in accordance with state law. The Parent of a student who has completed grade 9 or a student who has reached age 18 may request a personal curriculum. A Parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9.

A teacher or school counselor may request that the District consider providing a student with a personal curriculum. If requested by a teacher, the teacher must currently teach or have expertise in a subject area proposed to be modified by the personal curriculum or the building principal must determine that the teacher has qualifications relevant to developing a personal curriculum.

In all cases, a student's personal curriculum must be developed in accordance with state law.

The District will annually notify Parents of their ability to request a personal curriculum.

C. Earning Credit

The District will grant credit to a student who successfully completes a course. Successful completion means that the student has met content expectations of the state- or District-approved subject area content standards for the course by

obtaining a D- or higher grade in the course based, in part, on at least 1 state- or District-approved assessment.

Alternatively, the District will grant equivalent credit for a required Michigan Merit Curriculum course if the student earns a qualifying score, as determined by MDE or by the District, on a state- or District-approved assessment (i.e., “testing out”).

The District will grant equivalent credit for a course if the student demonstrates a reasonable level of mastery by achieving a C+ or better on the final examination for the course or, if there is no final examination, by demonstrating subject area content knowledge by obtaining a C+ or better on an alternative assessment, such as a portfolio, performance, paper, project, presentation, or other established means. A student who earns credit in a course by “testing out” will not earn a grade in the course, and the credit will not be considered for determining grade point average or any honors earned based on grade point average.

The District will grant a student credit toward a diploma or alternative certificate if the student successfully completes, before entering high school, a state-mandated curriculum requirement by demonstrating proficiency on the content expectations for that curriculum requirement, either through successfully completing the course or by testing out.

Once a student earns credit in a course, either by successfully completing the course or by testing out, the student may not earn additional credit for the course or for a lower level course in the same subject.

The Board will recognize credits earned at other public schools and at accredited nonpublic schools. For students transferring from a home school program, the Superintendent or designee will assess whether the home school credit reflects proficiency in state and District content expectations for each course for which the student seeks to transfer credit. If the Superintendent or designee determines that the student is proficient in the subject area content, the District will award transfer credit.

Legal authority: MCL 380.1278a, 380.1278b, 380.1279b

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Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5414 Completion Certificates [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number *and* in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

[Note: The Board may choose not to offer a completion certificate or to recognize fewer, more, or different completion certificates. Likewise, the Board may select different criteria for awarding a completion certificate.]

In lieu of a traditional high school diploma, the Board recognizes 3 completion certificates. Completion certificates are only available to students who are unable to satisfy District and state graduation requirements. A student who earns a completion certificate may participate in commencement and all other District graduation ceremonies and events to the same extent, and subject to the same rules, as students who have earned a traditional high school diploma. Receipt of a completion certificate does not terminate a student’s right to a free appropriate public education under the Individuals with Disabilities Education Act.

A. Certificate of Academic Competence

The Board will award a Certificate of Academic Competence to a student who earns 22 high school credits and who demonstrates college or career readiness through the Michigan Merit Examination or on a recognized career-readiness assessment, such as the Compass or WorkKeys assessment. A Certificate of Academic Competence is not a high school diploma and is intended for students who are not able to successfully complete the Michigan Merit Curriculum but who have demonstrated the requisite academic skills to be successful in a college or vocational trades program.

B. Certificate of Vocational Readiness

The Board will award a Certificate of Vocational Readiness to a student who completes 4 years of high school and who has demonstrated through a special education or career and technical education program the ability to perform work-related tasks. A Certificate of Vocational Readiness is not a high school diploma and is intended for students who are not able to successfully complete the Michigan Merit Curriculum or to earn a Certificate of Academic Competence but who have demonstrated the requisite job-related skills to successfully enter the workforce, with or without accommodation.

C. Certificate of Attendance

The Board will award a Certificate of Attendance to a student who completes 4 years of high school. A Certificate of Attendance is not a high school diploma and is intended for those students who are not able to successfully complete the

Michigan Merit Curriculum, earn a Certificate of Academic Competence, or earn a Certificate of Vocational Readiness.

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Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5415 *Summer School*

The District may offer a summer school program to provide additional educational opportunities for students who need remedial instruction, credit recovery, or enrichment experiences. **Students enrolled in summer school are subject to Board policies, rules, laws, behavioral expectations, and applicable student codes of conduct.**

The Superintendent or designee will establish and implement procedures for the District's summer school program, if offered, which will be included in the applicable student handbook(s).

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Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5416 Homebound and Hospitalized Instruction

The District will provide an enrolled student with instruction in the student's home, hospital, or licensed treatment facility if both of the following requirements are met:

- A. The student's Parent submits a homebound/hospitalized instruction form which includes verification by a legally authorized healthcare provider of a medical condition that requires the student to be hospitalized or confined to the home during regular school hours for a period longer than 5 consecutive school days. A student who is able to attend school for part of the day is not eligible for homebound instruction; and
- B. The student is physically able to participate in instruction while hospitalized or confined to the home.

Homebound instruction is not intended to replicate the classroom experience. For most students, the District will provide a minimum of 2 45-minute sessions per week with a certificated teacher. For students with disabilities under the Individuals with Disabilities Education Act (IDEA), the District will provide a minimum of 2 nonconsecutive hours per week with a certificated teacher. Homebound instruction may be supplemented with a variety of in-person and distance learning services, as determined appropriate by the Superintendent or relevant educational team.

For students with disabilities under IDEA, the District will, ~~consider whether the students' homebound instruction constitutes a change in placement and whether an IEP Team meeting should be convened,~~ as soon as possible, either convene an IEP Team meeting or amend a student's IEP without a meeting and with Parent agreement to consider the appropriate services to be provided in the least restrictive environment.

The District will provide homebound and hospitalized instruction consistent with state law and MDE guidance.

Legal authority: MCL 388.1709; Mich Admin Code R 340.2(11), 340.2(12), 340.1746; *Providing Homebound and Hospitalized Educational Services for Michigan Public School Pupils*, as amended; Michigan Pupil Accounting Manual

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Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5701 Abuse and Neglect

A. Child Abuse and Neglect

Mandated reporters must immediately report all instances of suspected child abuse or neglect pursuant to Michigan's Child Protection Law and Policy 4202. All other employees, volunteers, and contractors who are not mandated reporters are also expected to immediately report all instances of suspected child abuse or neglect.

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without Parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. The District will not impose conditions on the investigator or investigation beyond what is permitted by law.

Before a CPS investigator is given access to a student, the building principal or designee will verify the investigator's credentials.

The building principal or designee may be present for the student's interview, at the discretion of CPS. If CPS seeks to remove a student from school, the building principal or designee will: (1) provide CPS with the student's Parent phone number and address; and (2) request that the CPS official sign a statement certifying that the student is being removed because of safety-related concerns. If the CPS official refuses to or is unable to sign the requested certification, the building principal or designee will document the removal, including the name(s) of the CPS official(s) removing the student, the stated reason(s) given for the removal, the identity of the person(s) witnessing the removal, and the date and time of the removal.

The District may share student records with CPS only as permitted by Policy 5309 and the Family Educational Rights and Privacy Act.

If the District makes a report to CPS, the District will maintain a copy of the written report with the reporter's identity redacted. The reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

"Mandated reporter" means a physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend

of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider who has reasonable cause to suspect child abuse or child neglect.

B. Vulnerable Adults

All school employees must report suspected abuse, neglect, or exploitation of a vulnerable adult consistent with Michigan's Social Welfare Act.

The District will cooperate with an Adult Protective Services (APS) investigation to the extent required by law. The District may share student records with APS only as permitted by Policy 5309 and the Family Educational Rights and Privacy Act.

If the District makes a report to APS, the District will maintain a copy of the written report with the reporter's identity redacted. The reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

Legal authority: 20 USC 1232g; MCL 722.621 et seq.; **MCL 400.11a**

Date adopted: 06/15/2023

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5710 Student Suicide Prevention

Strikethroughs are recommended by the Director of Mental Health and Wellness and the Supervisor of Safety and Security

[Choose Option 1 or 2:]

[Option 1: Basic Policy

Initial Response:

Employees, volunteers, and contractors must immediately notify the building principal or designee if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.

The District will convene a crisis response team to investigate and develop an intervention plan for the student, if necessary.

A member of the crisis response team will immediately notify the student's Parent if the student threatens or attempts suicide.

District personnel who suspect that a student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act must immediately refer the student for an evaluation.

[Mandatory if your District issues student identification cards for students in grades 6-12: The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.]

[Optional, but encouraged by state law: The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.]

[Optional: The District will provide age-appropriate instruction and professional development about suicide prevention, consistent with Policy 2203 and state law.]

Option 2: More Detailed Process

~~The Board is committed to providing a safe and supportive environment to all students. Suicide is one of the leading causes of death among youth. This Policy establishes procedures for timely and appropriately responding to students at risk of suicide.~~

A. Suicide Prevention Coordinator

~~The Superintendent or designee will appoint a Suicide Prevention Coordinator for the District. The Suicide Prevention Coordinator is responsible for providing this~~

~~Policy annually to all building principals and coordinating annual staff training on suicide intervention and prevention and this Policy. The District's Suicide Prevention Coordinator should be the same person as its Threat Assessment Coordinator as designated in Policy 5714. The Suicide Prevention Coordinator is:~~

~~[Name/Position]~~

~~[Email]~~

~~[Phone Number]~~

~~A. Staff Professional Development~~

~~The District will annually provide professional development about suicide prevention, consistent with state law and best practices.~~

~~B. Initial Response~~

~~Employees, volunteers, and contractors must immediately notify the building principal or the Suicide Prevention Coordinator if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.~~

~~The student will be continuously supervised to ensure the student's safety. District staff will ensure that the student does not have access to potentially dangerous items.~~

~~[Optional: The Suicide Prevention Coordinator or designee will determine whether to refer the student for a suicide risk assessment.]~~

~~The Suicide Prevention Coordinator or designee will provide the Parent with school and community-based resources on suicide prevention.~~

~~B. Parent Notification~~

~~The Suicide Prevention Coordinator The parent will be promptly contacted or designee will promptly contact the student's Parent if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm. If the Parent is not available or responsive, the Suicide Prevention Coordinator or designee will contact the student's emergency contact(s) will be contacted.~~

~~District personnel who suspect that the student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act will immediately refer the student for an evaluation.~~

~~When a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm, the Suicide Prevention Coordinator building administrator will discuss with the student's Parent safety at home and will ask if the student has access to a firearm, weapon, medication, or~~

other lethal means. The ~~Suicide Prevention Coordinator~~ building administrator or designee will:

- Ask if firearms, weapons, medications, or other lethal means are kept in the home or are otherwise accessible to the student;
- Recommend that Parent secure or store away from the home firearms, weapons, medications, or other lethal means while the student is struggling; and
- Recommend to the Parent that the student is evaluated by a mental health professional.

C. Student Identification Cards

~~Mandatory if your District issues student identification cards for students in grades 6-12: The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.~~

~~[Optional, but encouraged by state law:~~

D. MDHHS Suicide Prevention Materials

~~The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.]~~

Legal authority: MCL 380.1171, 380.1893

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5714 Threat Assessment and Response [Optional] [Note: If the Board elects not to adopt this policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

[Choose Option 1 or 2]

[Option 1:

~~The Board is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk. To further that commitment, the Board directs the Superintendent to develop and implement threat assessment protocols. Those threat assessment protocols must include training for individuals who administer threat assessments and framework for determining when a threat assessment should be used.]~~

[Option 2:

The Board is committed to providing a safe environment for all members of the school community. To this end, the Board directs the Superintendent or designee to adopt and implement a threat assessment process.

For purposes of this Policy, a threat is defined as: [Option A: Insert the definition of a threat under your school’s threat assessment process.][Option B: Use definition from MDE/MSP joint guidance, which is: an expression of intent to physically or sexually harm someone. This expression may be spoken, written, or gestured. Threats can be expressed directly or indirectly to the victim or others, and threats may be explicit or implied. Threats sometimes, but rarely, involve guns, other weapons, or explosive devices.]

If there is a concern about student self-harm, the building principal or designee should comply with Policy 5710.

A. Reporting Threats

District employees, volunteers, and contractors must immediately report any threat to the Threat Assessment Coordinator. Reports may be made in person, by email, or by telephone. Threats requiring immediate intervention should also be reported to the local law enforcement.

Students are encouraged to immediately report any threat. Threats may be reported to any District employee in-person, by email, or by telephone. Students may also report threats through the OK2SAY program.

B. Threat Assessment Coordinator

The Board designates the following individual to serve as the District's Threat Assessment Coordinator:

{THREAT ASSESSMENT COORDINATOR NAME}
{THREAT ASSESSMENT COORDINATOR POSITION/TITLE}
{THREAT ASSESSMENT COORDINATOR PHONE NUMBER}
{THREAT ASSESSMENT COORDINATOR EMAIL}

C. Threat Response

When a threat is reported, the Threat Assessment Coordinator building administrator will determine whether to initiate the District's threat assessment protocol.

Any disciplinary action must be consistent with the Student Code of Conduct and applicable law and policies.

D. Training

All District employees must receive awareness training on this Policy and the District's threat assessment process at least annually. Additional training will be provided as required by the District's threat assessment process.

E. Communication with the School Community about Reported Threats

All communications about reported threats or safety concerns will comply with applicable law, including the Family Educational Rights and Privacy Act.]

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5715 Student Oral Health Assessment

For a student entering the District for the first time in kindergarten or grade 1, at the time of registration or not later than the first day of school, a Parent must provide the building principal or designee with:

- a Kindergarten Oral Health Assessment Form (MDHHS-6067) certifying that the student has received a dental oral assessment within 6 months before the date of registration;
- a written statement that the Parent will ensure that the student receives a dental oral assessment administered through the Kindergarten Oral Health Assessment (KOHA) Program; or
- a written statement that the requirement violates the Parent's personal religious beliefs.

The District will not exclude the student from attendance for failure to provide the required information.

The building principal or designee will maintain dental report records and provide an annual summary to the Michigan Department of Health and Human Services no later than November 1 of each year.

Legal Authority: MCL 333.9316; MCL 333.9311

Date adopted: 09/19/2024

Date revised:



September 4, 2024

Mr. Benjamin J.A. Mainka
 Superintendent
 Novi Community School District
 25345 Taft Road
 Novi, MI 48374

Re: Furnishings Recommendation
 Novi High School – Phase 3

Dear Mr. Mainka,

Quotations were received for the phase 3 furnishing package at Novi High School by multiple furniture contractors. Each furniture contractor has referenced the cooperative bid contract utilized to determine pricing within their quotes. The table below identifies each category's associated costs, furniture manufacturer, contractor, and contract utilized.

The following categories were not available on cooperative bid contracts, Category M, MDC, & Category Q, Brunswick. Category M includes freestanding acoustic dividers and category Q includes game tables. The total dollar amount for both categories is \$21,464.88.

The scope of new furnishings is outlined below:

- Media Center, Media Center Office & Desktop Lab
- Three Staff Lounges
- Collaboration Lounge
- Recreation & Game Room

TMP recommends the procurement of the Furnishings Package as follows:

<u>MANUFACTURER CATEGORY</u>	<u>FURNITURE CONTRACTOR</u>	<u>AMOUNT</u>	<u>CONTRACT</u>
Category A: Allsteel	Interior Environments	\$259,101.86	Omnia
Category B: Steelcase +	NBS Commercial Interiors	\$210,905.37	E&I
Category C: Haworth	ISCG Inc.	\$62,425.74	MiDeal
Category D: Kl	Interior Office Source	\$43,216.60	Sourcewell
Category E: Media Technologies	Dew-El	\$2,778.34	Omnia
Category F: VS America	Great Lakes Furniture Supply	\$23,859.00	Omnia
Category G: Hightower	Interior Environments	\$25,757.99	Omnia
Category H: MiEN	Dew-El	\$12,645.00	Omnia
Category I: Not Used	-	-	-
Category J: Sit On It	Interior Environments	\$38,004.00	Omnia
Category K: Watson	NBS Commercial Interiors	\$4,691.44	Omnia
Category L: Hon	Interior Environments	\$5,417.89	Omnia
Category M: MDC	NBS Commercial Interiors	\$12,701.88	-
Category N: Fleetwood	Interior Office Source	\$14,950.00	NCPA

Category O: Not Used	-	-	-
Category P: Fomcore	Interior Environments	\$668.18	TIPS
Category Q: Brunswick	Watson's Home Leisure	\$8,763.00	-

The total cost of this furniture package, including delivery and installation services, is \$725,886.29. Quotations received are valid through the end of October 2024. Purchase orders must be issued by Friday, October 25 to guarantee pricing as shown above. Please note deposits are required by Interior Environments, NBS Commercial Interiors, & ISCG Inc. The deposit amounts range and are listed on each contractor's quote.

Sincerely,

TMP ARCHITECTURE, INC.



Sarah Watson

SMW/smw

Enclosure

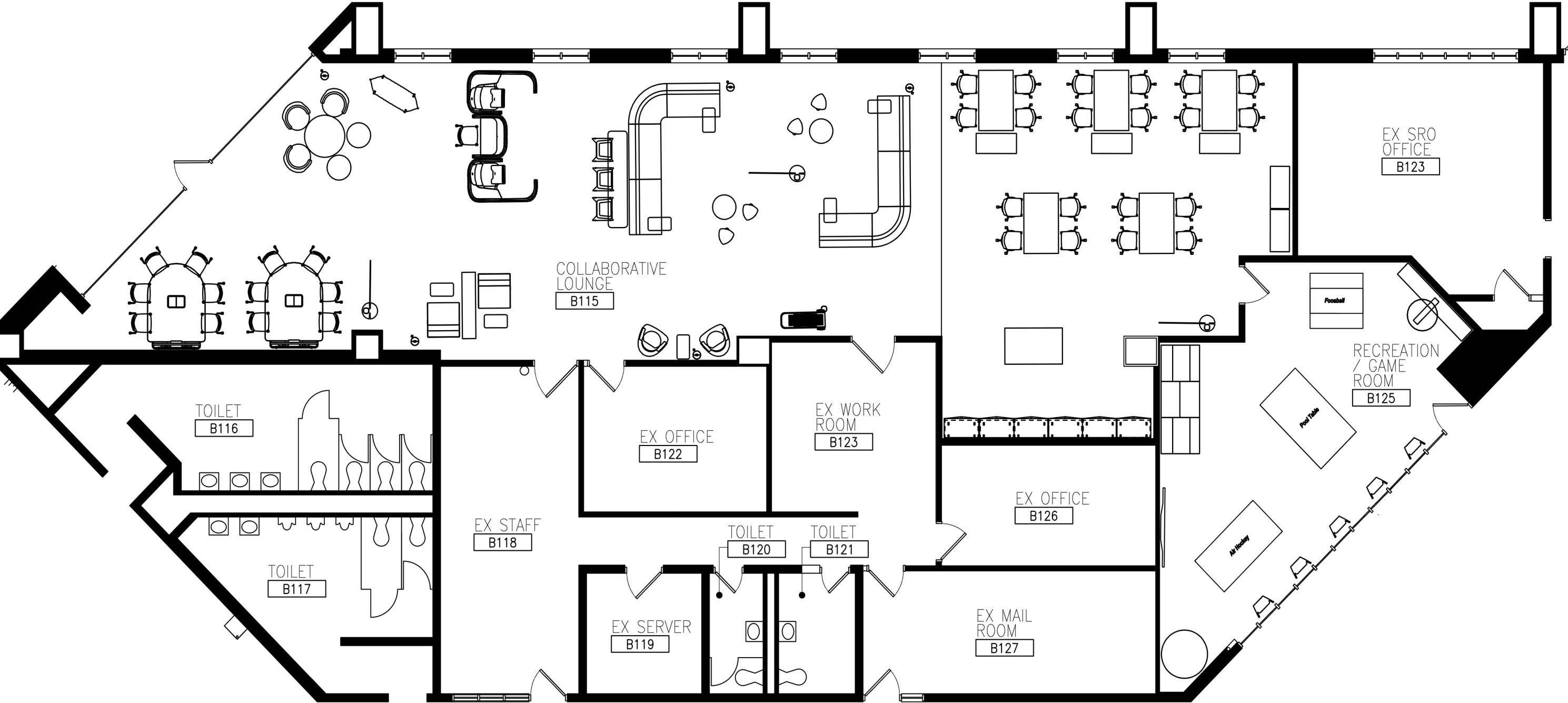


Novi High School Phase 3 Furniture Package

August 1, 2024

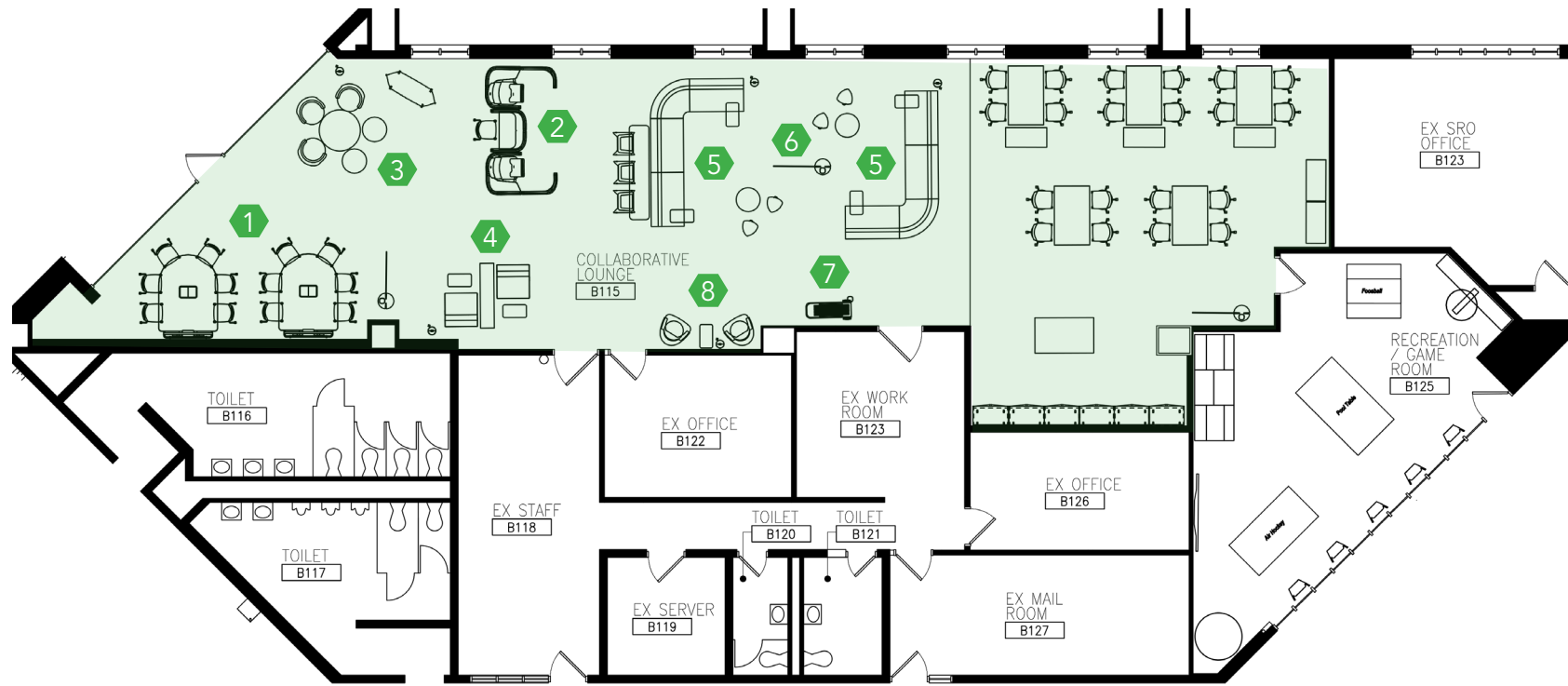
Collaborative Spaces

Former Main Office



Collaboration Zone

Former Main Office



1 Collaboration Table with Monitor



2 Individual Study Pods



3 Lounge Group with Table & Acoustic Screen with Markerboard



7 Markerboard Cart / Stand



4 Lounge Chairs with Laptop Tables, Lounge Height Center Table & Markerboard Stand



5 Highback Modular Lounge with Power Hub



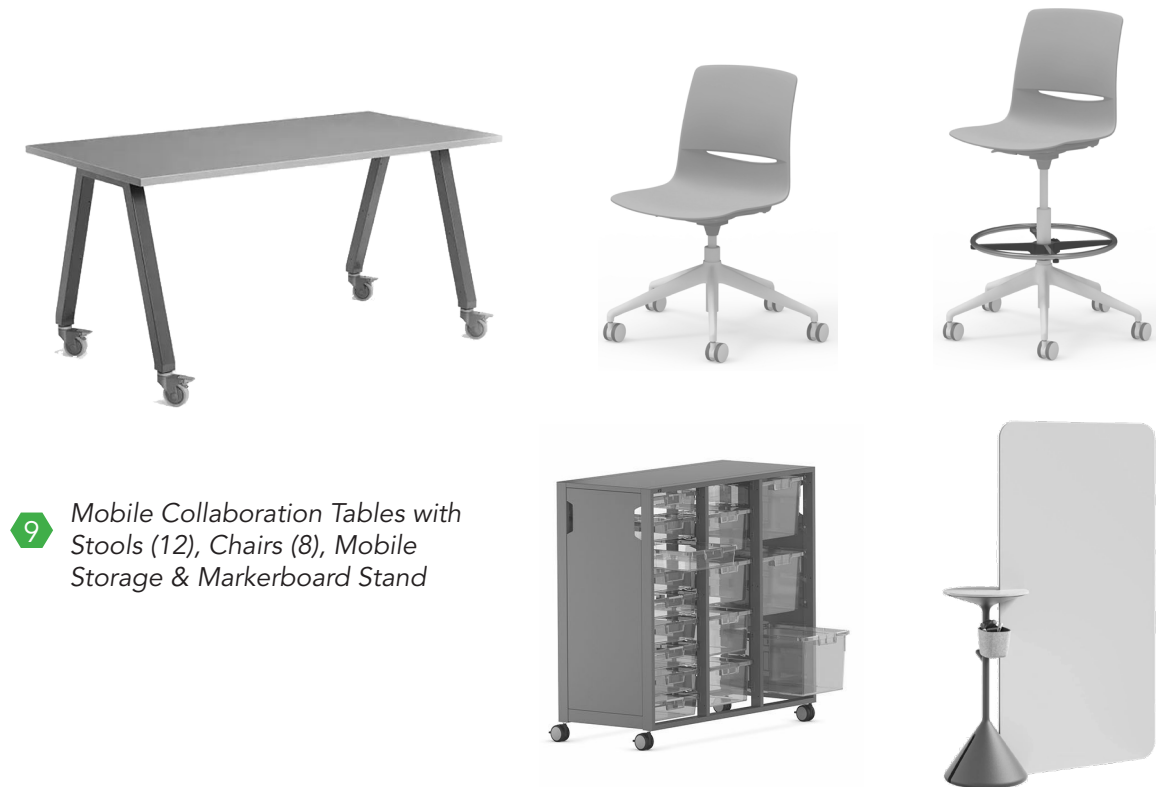
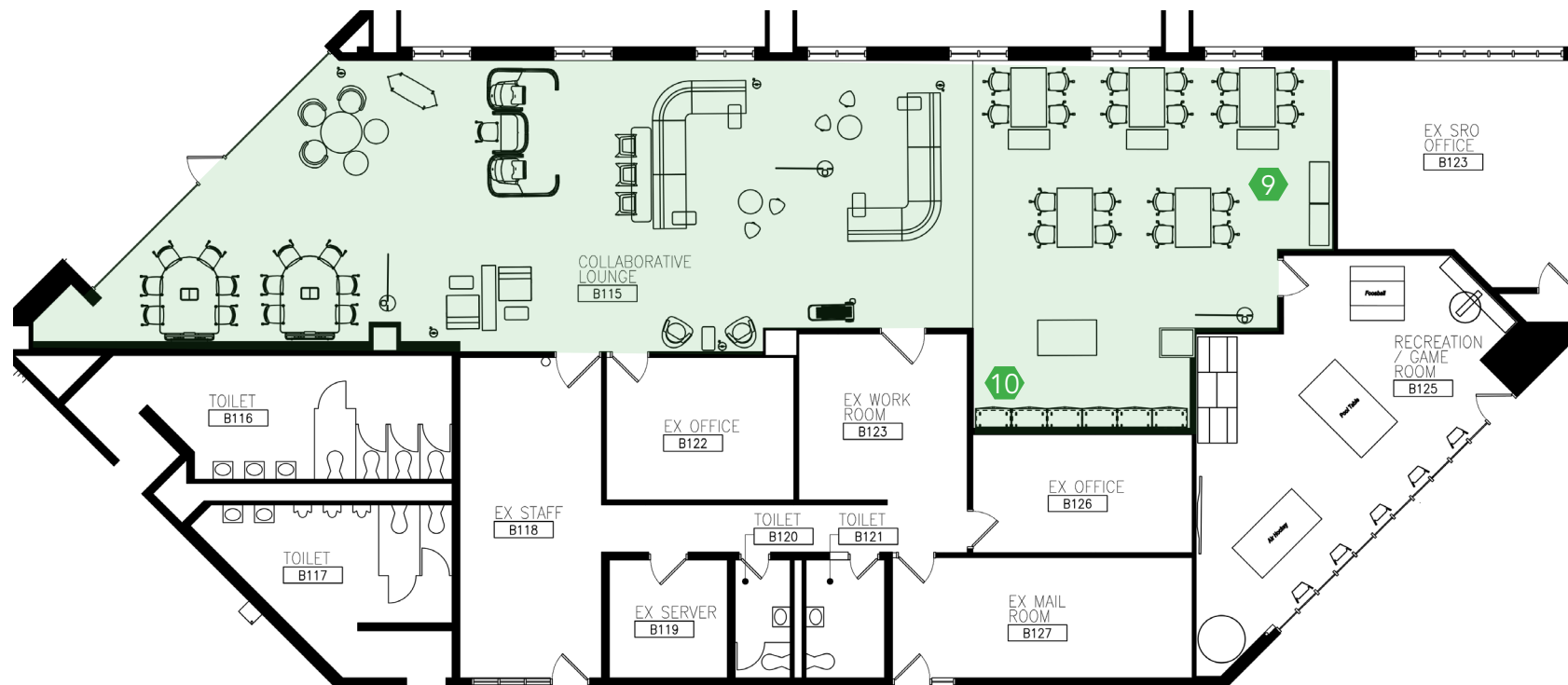
6 Ottomans with Paper Table & Markerboard Stand



8 Swivel Lounge Chairs, Laptop Table & Power Hub

Collaboration Zone

Former Main Office



9 Mobile Collaboration Tables with Stools (12), Chairs (8), Mobile Storage & Markerboard Stand

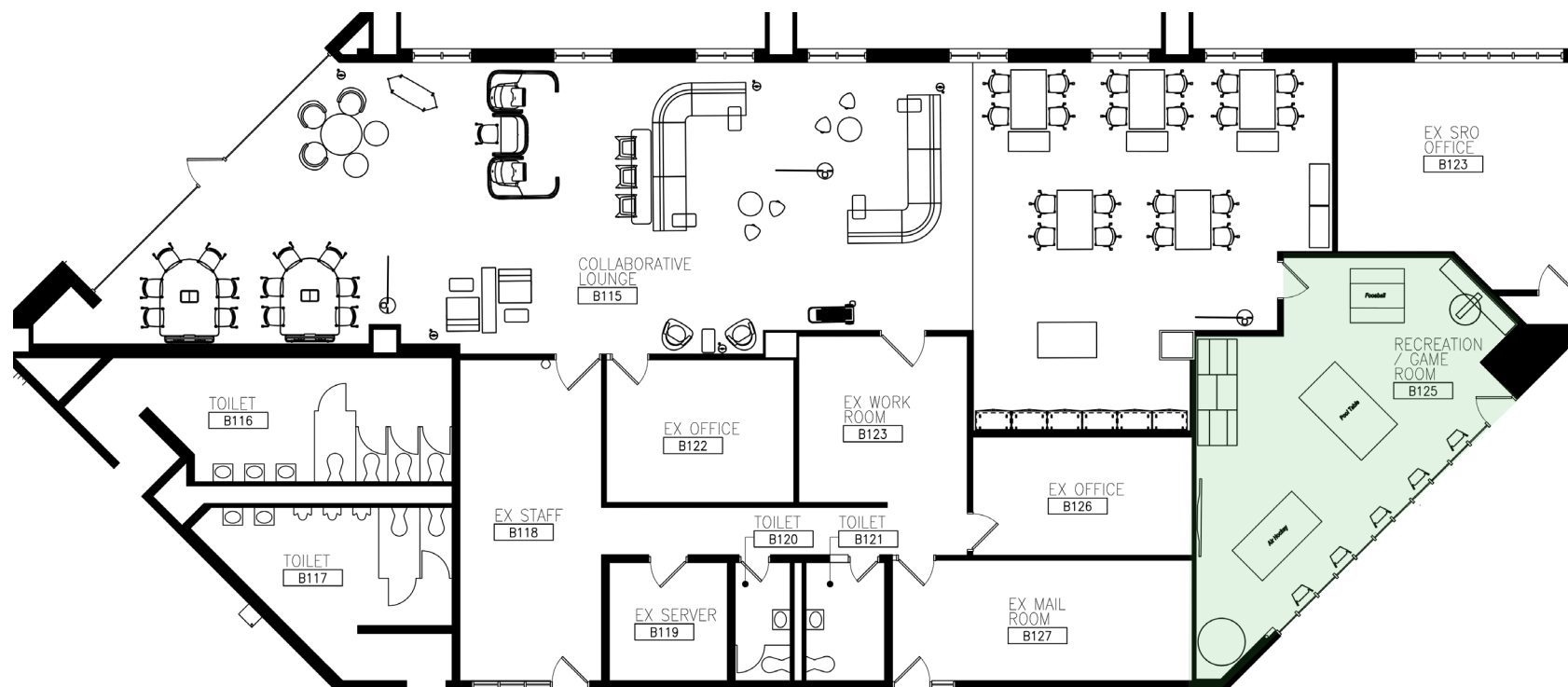


10 Wall Mounted Storage with Counters**
Power to be provided above counter for printers

**Only planning to include base cabinets with doors & drawers & countertop (24"D). Tall storage and monitor not included.

Recreation / Game Room

Former Main Office



Air Hockey Table



Foosball Table



7' Pool Table



Border Lounge



Tiered Lounge Seats (refer to configuration on drawing)



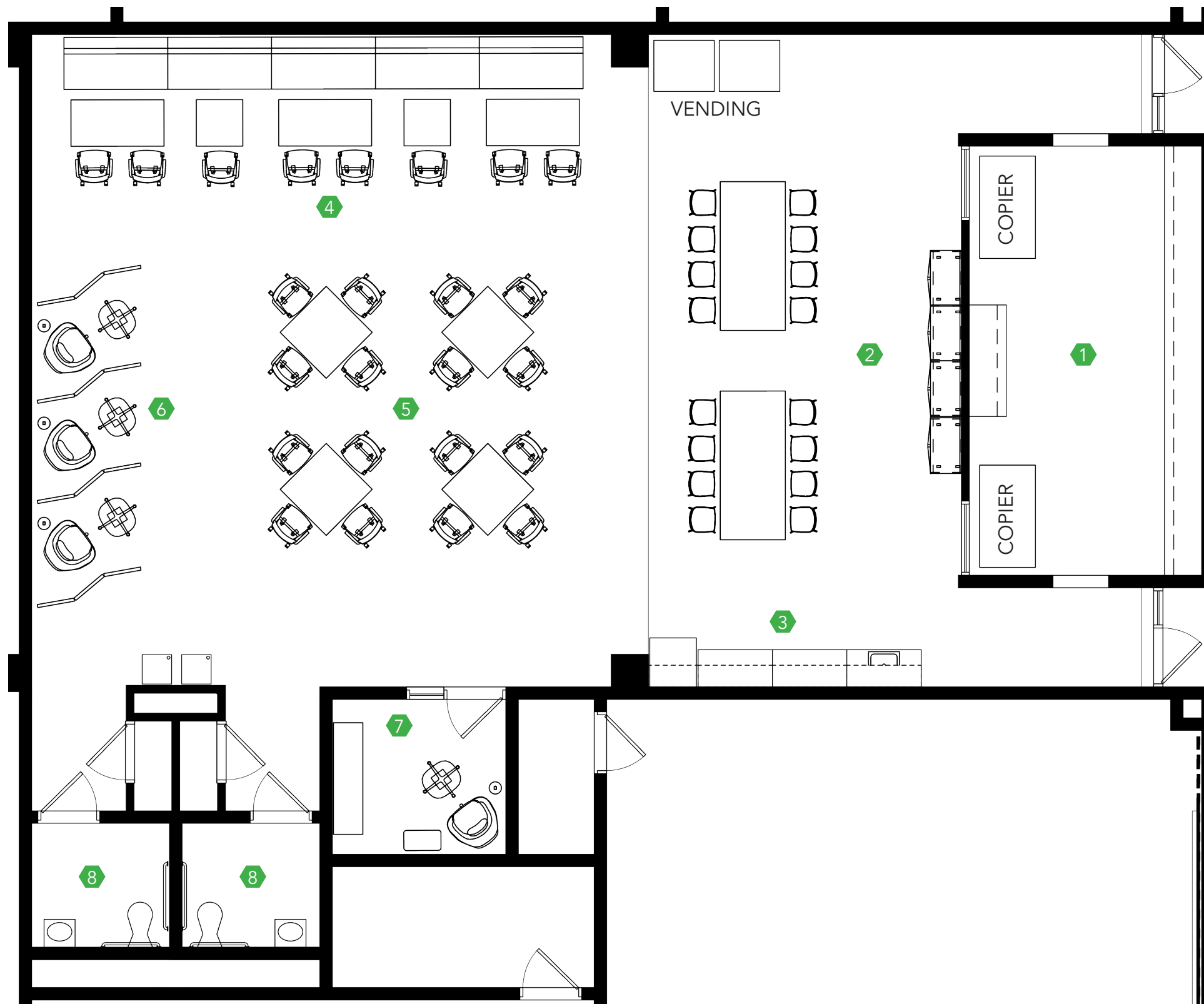
4' Bean Bag



Perching Stool

Staff Lounge A

Room 223



1 Workroom

- Existing casework and storage to remain
- New furniture not included in this area

2 Group Gathering & Kitchen Extension

- Two large group tables with seating for 16 total
- Wall mounted storage cabinets with countertop. Includes power above storage for small kitchen appliances.

3 Kitchen

- Existing casework to remain

4 Banquette Seating

- Upholstered seating against wall, paired with tables & chairs

5 Tables & Chairs

- Freestanding tables with chairs

6 Individual Seating

- Lounge chairs with ottoman, power hub & acoustic screen

7 Mother's Room

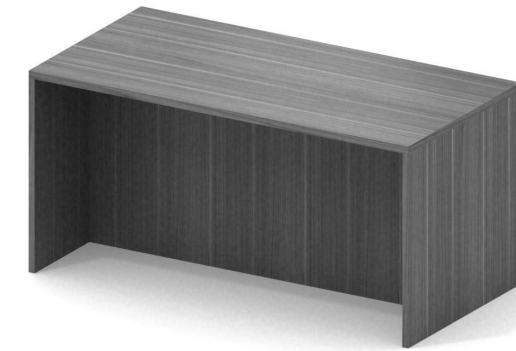
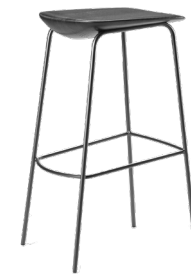
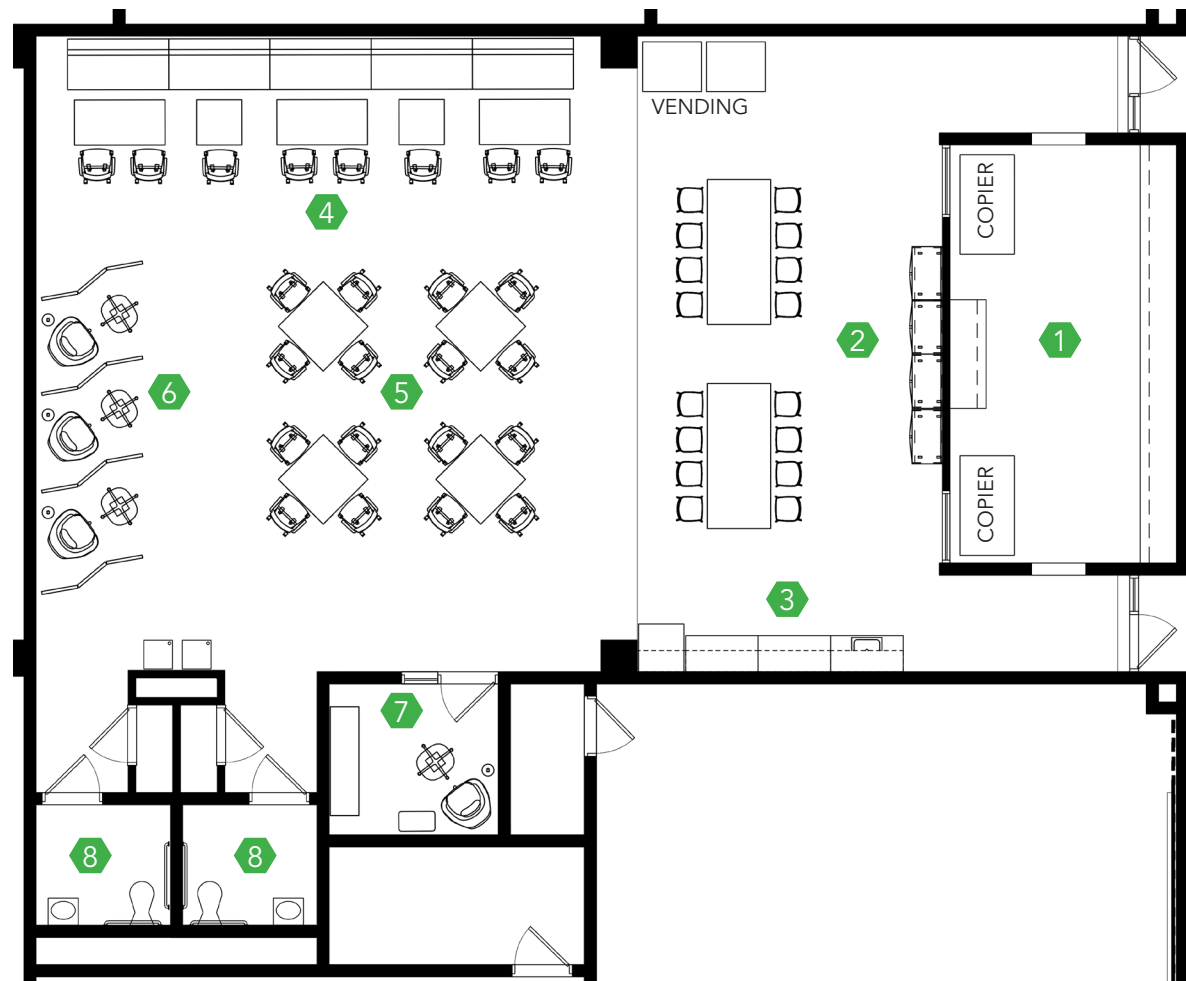
- Lounge chair, ottoman, laptop table, power hub & credenza

8 Staff Restrooms

- Updated plumbing fixtures, wall tile & floor tile

Staff Lounge A

Room 223



2 Group gathering tables with stools



4 Banquette with Tables & Chairs Configuration as shown on drawing



5 Cafe Table & Nesting Chairs
Tables to be square shaped (42")



6 Lounge Chair with Ottoman,
Power Hub & Acoustic Screen

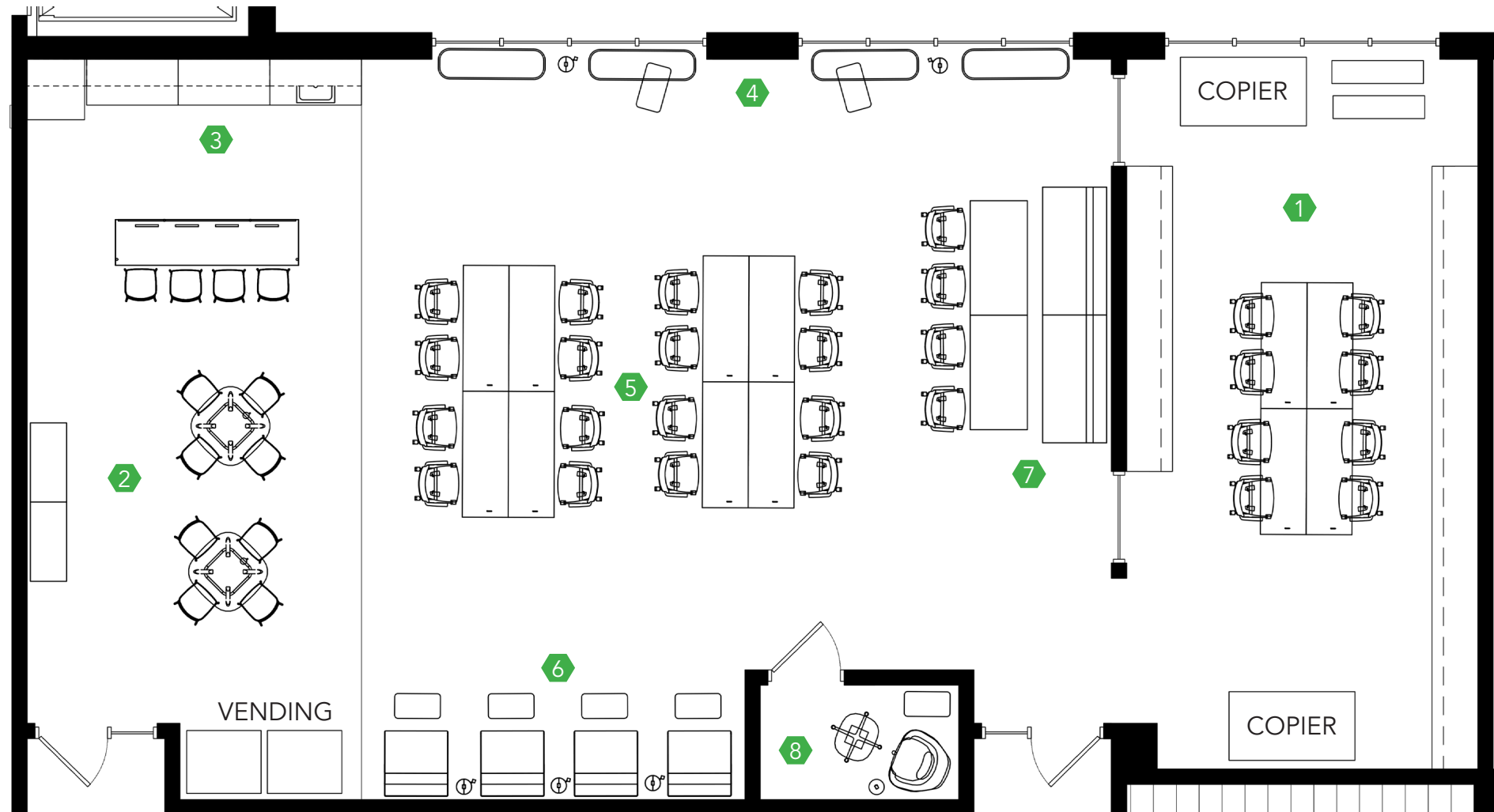


7 Lounge Chair with Ottoman,
Power Hub & Credenza



Staff Lounge B.1

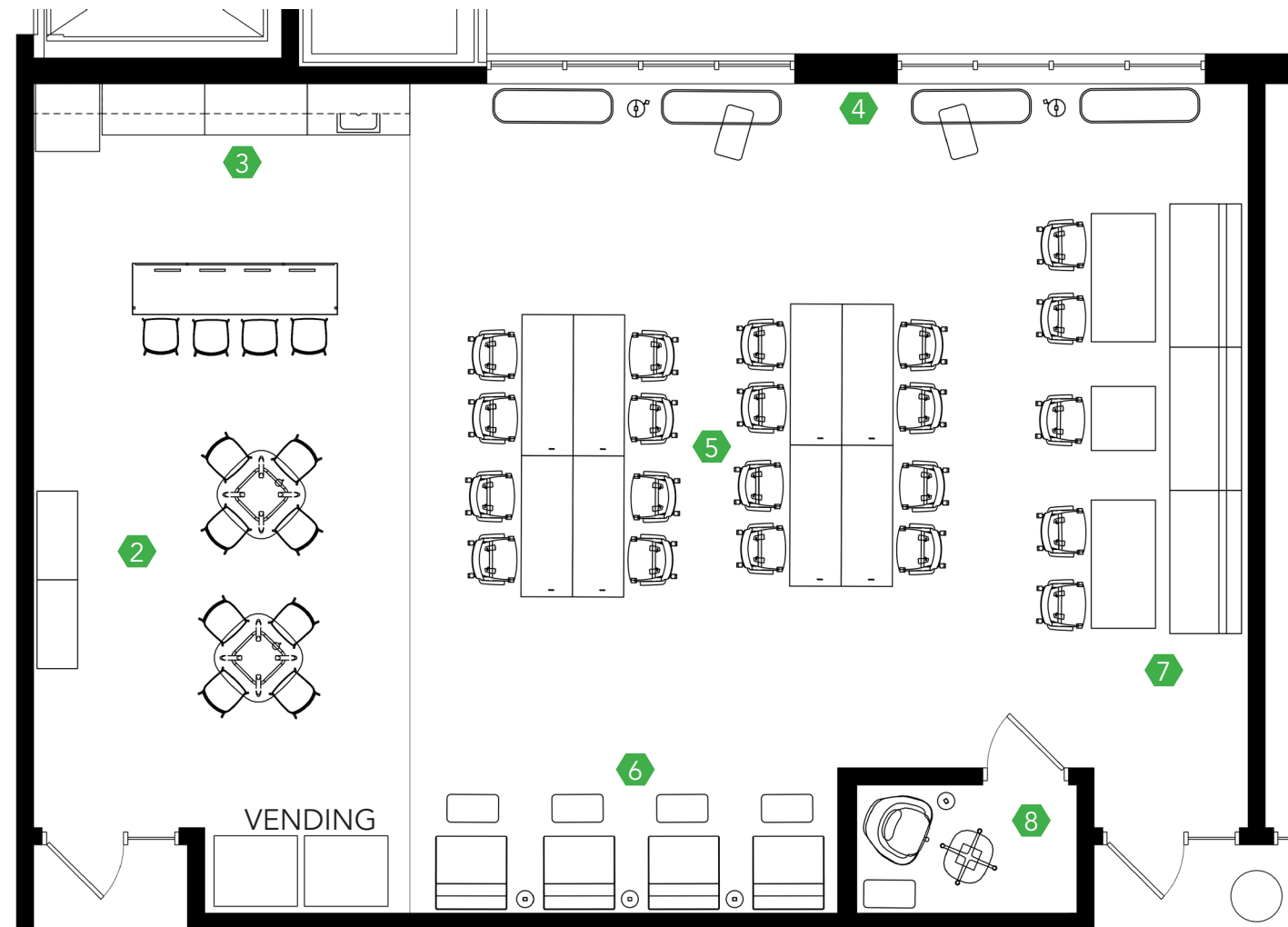
Room 277



- 1 Workroom**
 - Existing casework and storage to remain
 - New flip & nest tables with chairs included
- 2 Kitchen Gathering Zone**
 - Bar height table with 4 stools
 - Two round bar height tables with 8 stools total
 - Mobile storage with totes for shared supplies
- 3 Kitchen**
 - Existing casework to remain
- 4 Bench Seating**
 - Upholstered seating paired with laptop tables & power hub
- 5 Tables & Chairs**
 - Flip & nest tables with chairs
- 6 Individual Seating**
 - Lounge chairs with laptop tables & power hubs
- 7 Banquette Seating**
 - Upholstered seating against wall, paired with tables & chairs
- 8 Mother's Room**
 - Lounge chair, ottoman, laptop table, power hub & credenza

Staff Lounge B.2

Room 197



2 Kitchen Gathering Zone

- Bar height table with 4 stools
- Two round bar height tables with 8 stools total
- Mobile storage with totes for shared supplies

3 Kitchen

- Existing casework to remain

4 Bench Seating

- Upholstered seating paired with laptop tables & power hub

5 Tables & Chairs

- Flip & nest tables with chairs

6 Individual Seating

- Lounge chairs with laptop tables & power hubs

7 Banquette Seating

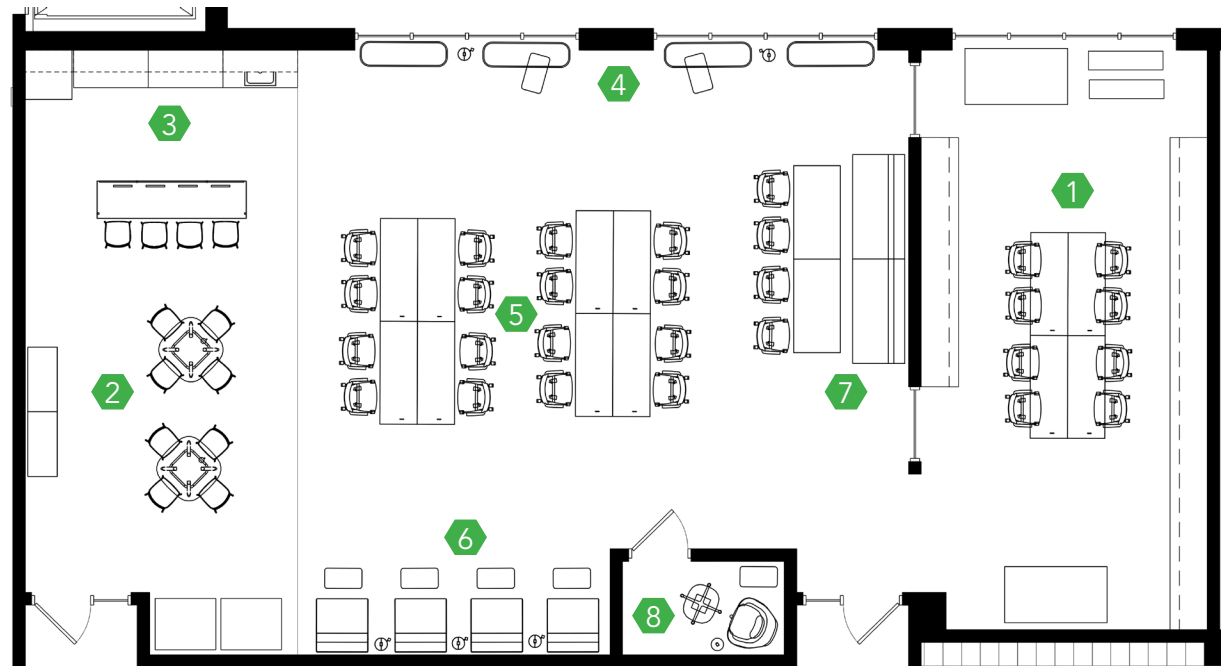
- Upholstered seating against wall, paired with tables & chairs

8 Mother's Room

- Lounge chair, ottoman, laptop table, power hub & credenza

Staff Lounge B.1 & B.2

Rooms 277 & 197



1 Gathering tables with four stools and two round tables with eight stools.



4 Bench seating with laptop table & power hub



1 5 Flip & Nest Tables & Nesting Chairs



6 Lounge Chair with Laptop Table & Power Hub



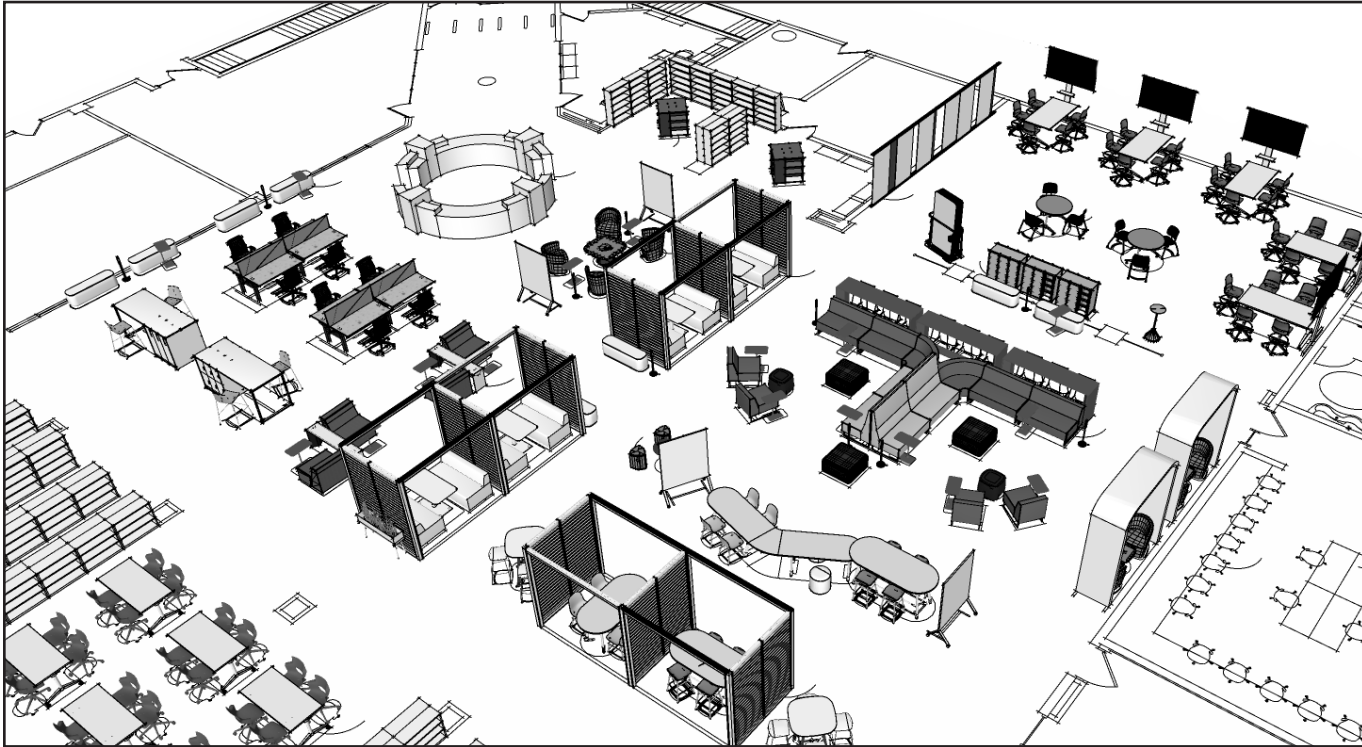
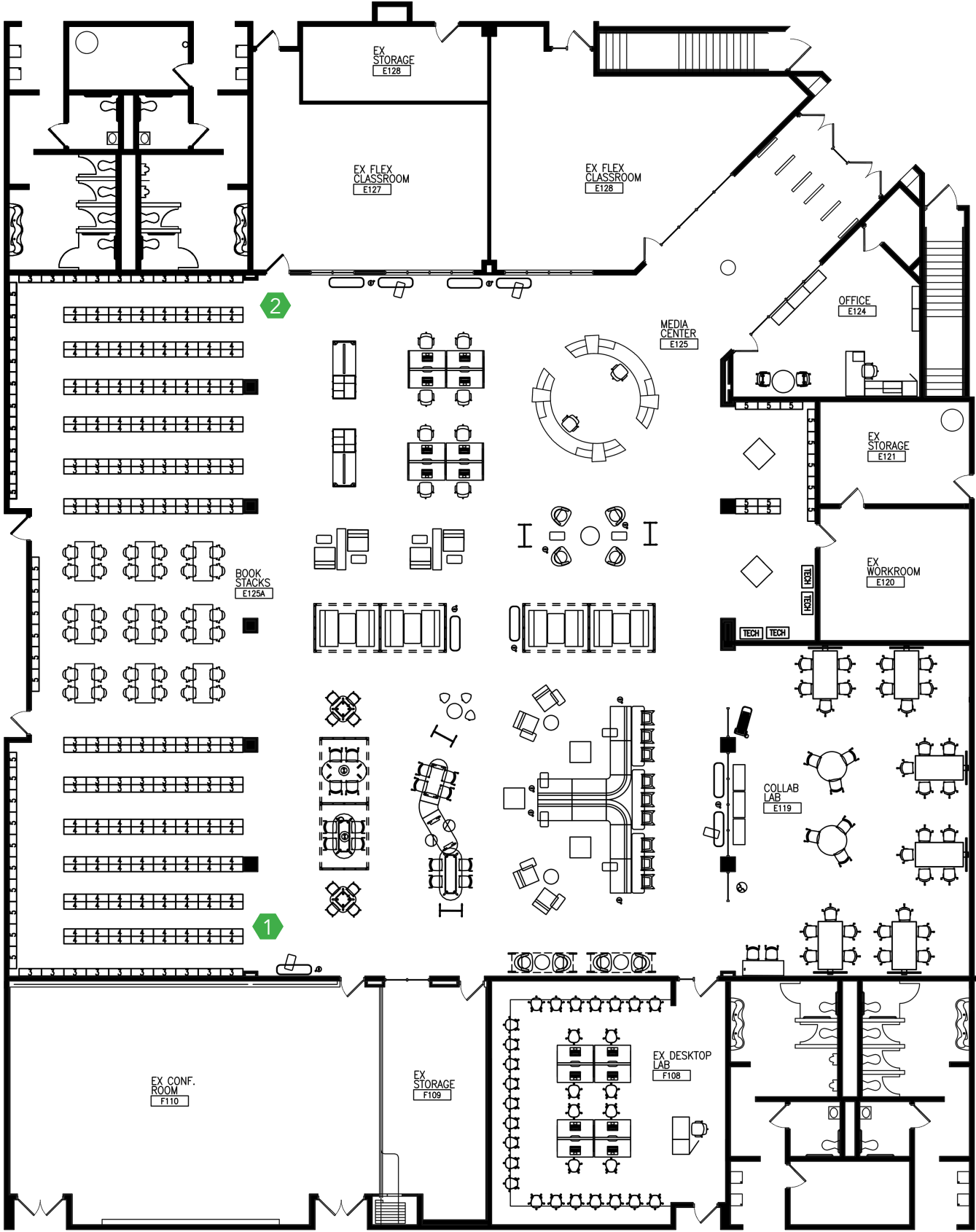
7 Banquette with Tables & Chairs Configuration as shown on drawing



8 Lounge Chair with Ottoman, Laptop Table, Power Hub & Credenza

Media Center

Overall Furniture Plan



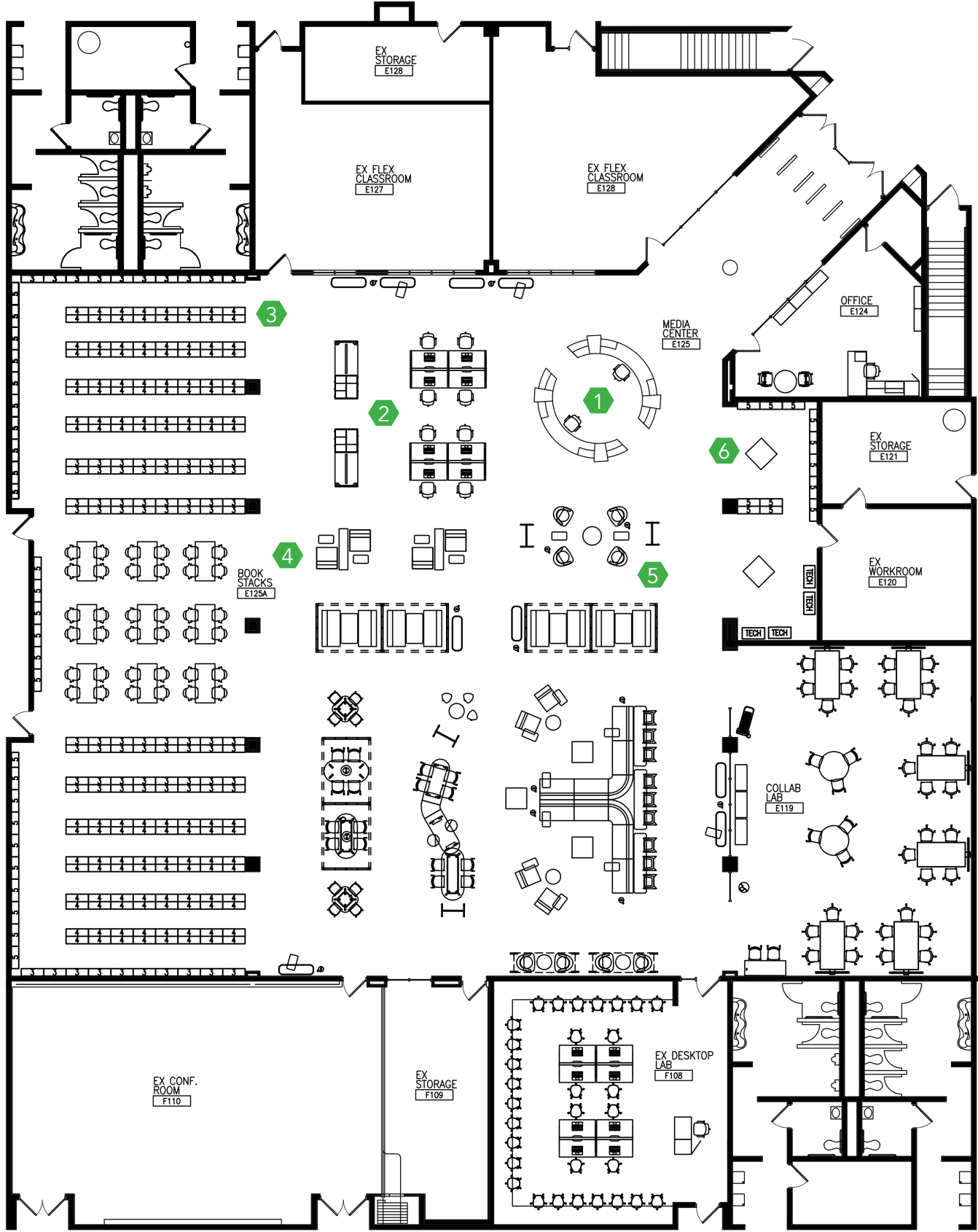
1 3D View 1



2 3D View 2

Media Center

Preliminary Furniture Selections



1 Existing Circulation Desk to Remain



2 (8) Desktop Computer Stations & (2) Print Stations



3 Existing Wall Mounted & Double Sided Bookcases to Remain



4 Lounge Chairs with Laptop Tables & Lounge Height Center Table



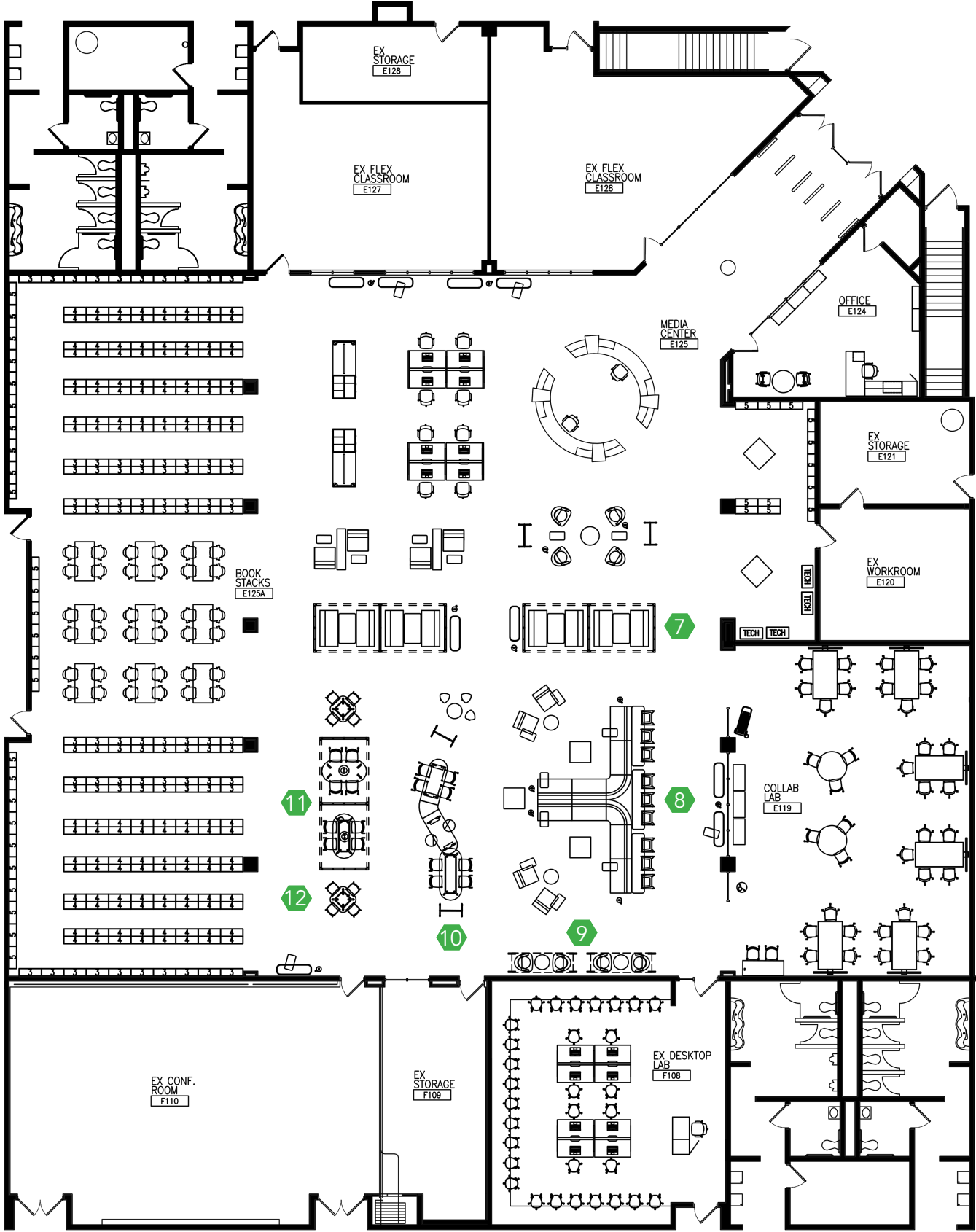
5 Lounge Chair Group with Coffee Table, Laptop Tables, Power Hubs and Mobile Markerboards



6 Book Display on Casters

Media Center

Preliminary Furniture Selections



7 Small Group Pavilion with Open Ceiling & Wood Slat Dividers. Lounge Booth Seating with Table Shown Inside Pavilion.



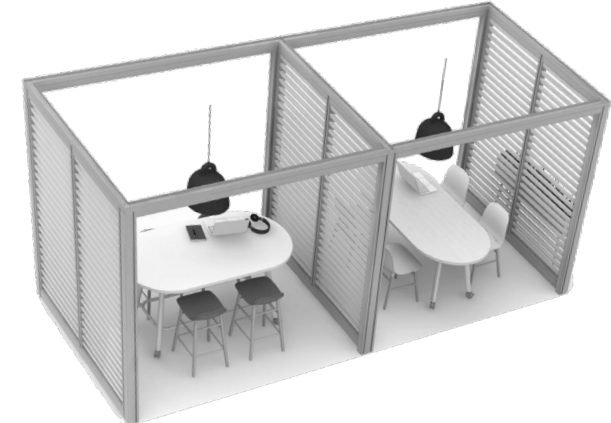
8 Modular Lounge System and Laptop Tables, Ottomans, & Power Hubs. Standing Height Tables & Stools Located Behind Lounge.



9 Acoustic Arc Enclosure with Lounge Chairs & Accent Table



10 Group Tables with a Variety of Height Options, Stools, Chairs, and Ottomans.



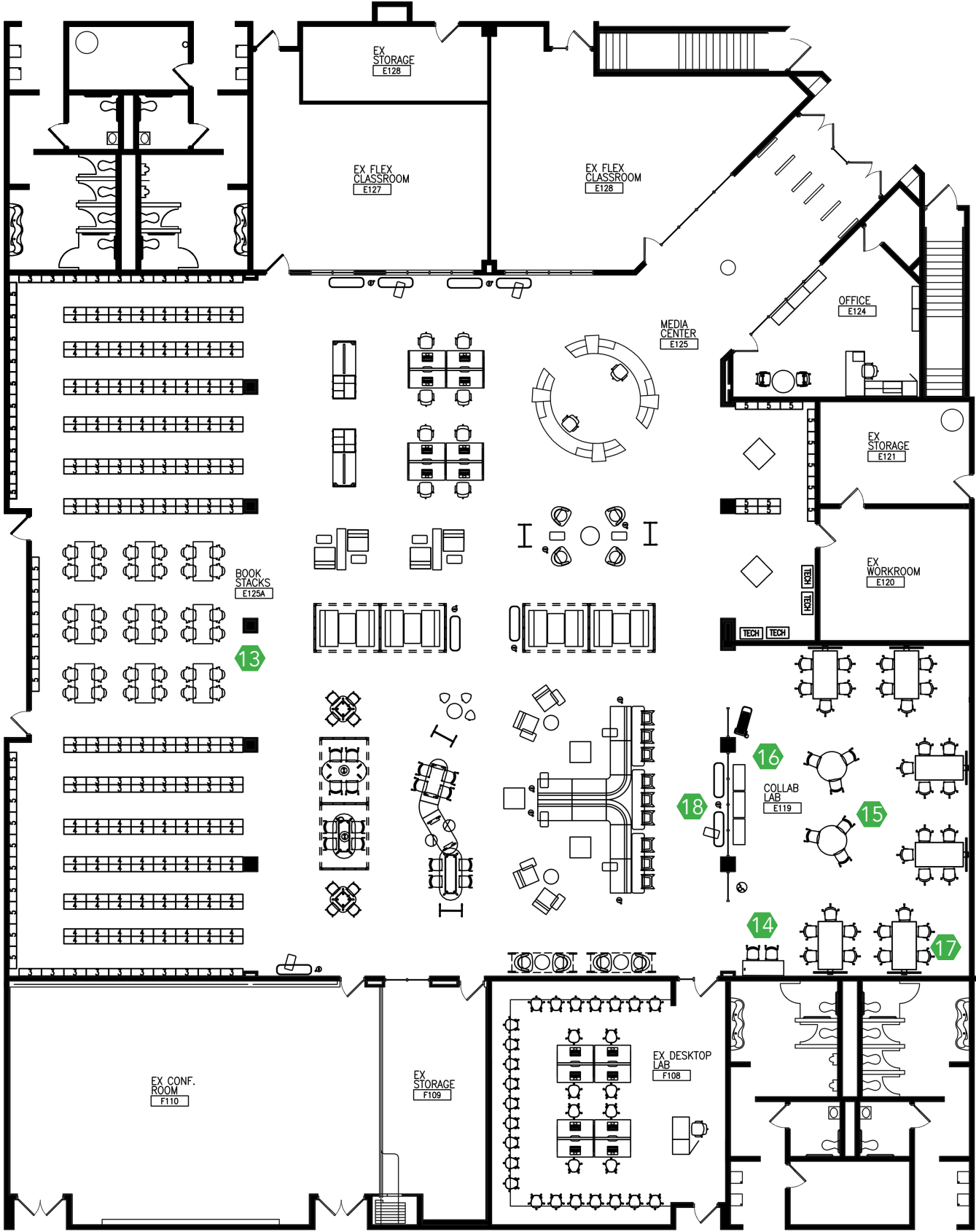
11 Small Group Pavilion with Open Ceiling & Wood Slat Dividers. Group Tables with Stools & Chairs Shown Inside Pavilion.



12 Standing Height Table with Stools

Media Center

Preliminary Furniture Selections



13 Flip & Nest Group Tables with Casters. Height Adjustable Student Chairs with Casters.



14 Flip & Nest Table with Grommets & Wire Management. New task chairs to match adjacent technology table task chairs.



15 Round Tables with Chairs



16 Mobile Tote Storage, Markerboard Stand & Markerboard Cart



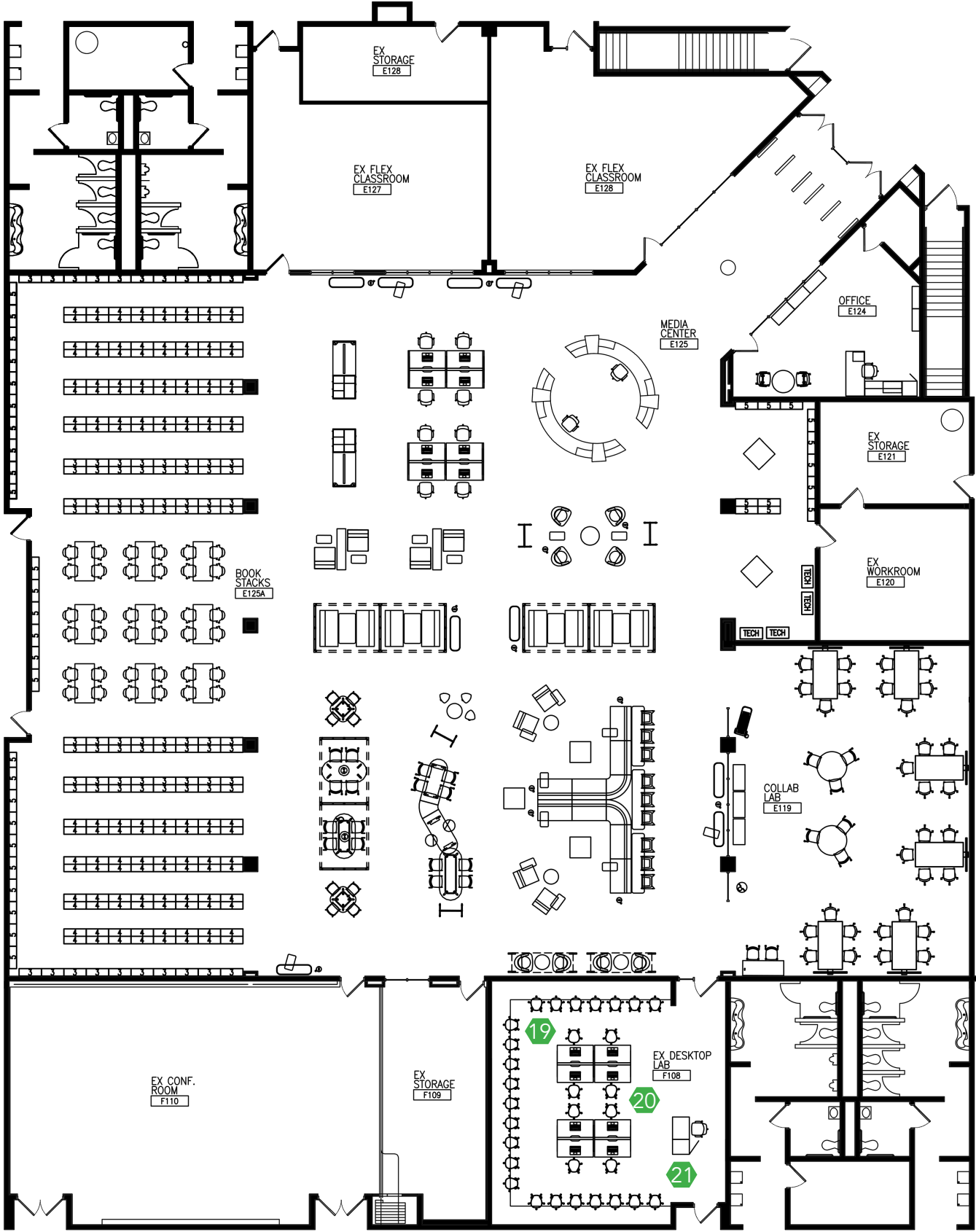
17 Reuse of Existing Tables & Technology. New Adjustable Height Stools.



18 Bench with Laptop Table & Power Hub

Media Center

Preliminary Furniture Selections



19 Existing Countertop with Existing Height Adjustable Student Chairs



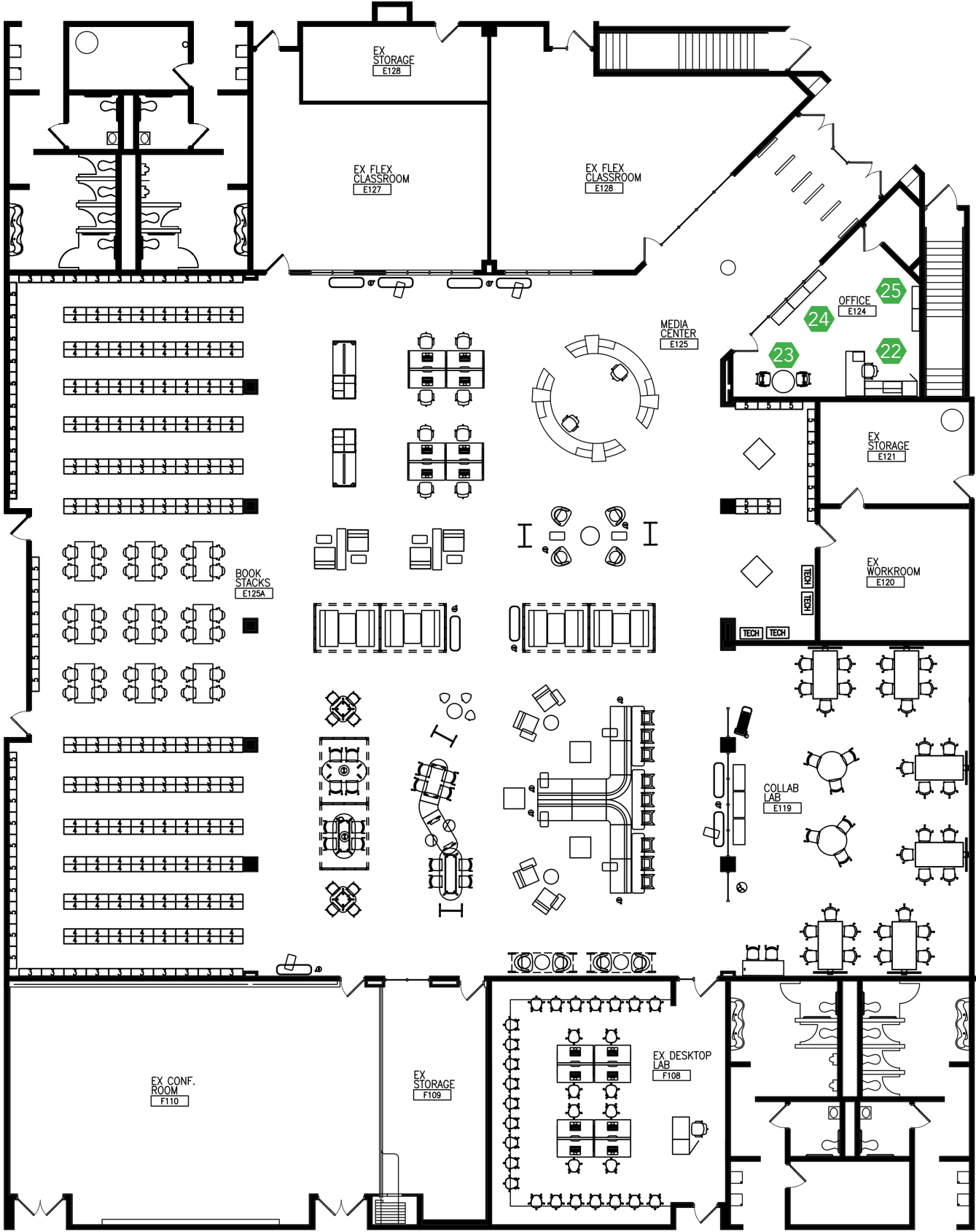
20 Updated Computer Tables with Existing Height Adjustable Student Chairs.



21 Presentation Station with Storage, Height Adjustable Table with Casters. Task Chair.

Media Center

Preliminary Furniture Selections



22 Workstation with Height Adjustable Worksurface, Fixed Worksurface, Overhead Storage, Tackboard, 2-Drawer Lateral File, Mobile Pedestal File, Storage Tower & Task Chair.



24 Three 2-Drawer Lateral Files



23 Round Table & Two Guest Chairs



25 Two 41" H Bookcase with Three Shelves

CATEGORY A:

ALLSTEEL

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A1	3	Allsteel			Beyond Pavilion - Freestanding & Wood Slats Module Size: 75-1/2"W x 105"L x 96"H Overall Size: 78-1/2"W x 213"L x 96"H <i>includes the following components:</i> BY-ZIPPER (38) Zipper BY-FSBT (7) Base Trim, 120"W BY-PLATE (2) Three-Way Freestanding Post Flat Bracket BY-PLATE (4) Two-Way Freestanding Post Flat Bracket BY-POST (4) Two-Way Freestanding Post, 96"H BY-POST (2) Three-Way Freestanding Post, 96"H BY-FSFREEWAY (4) Freestanding Freeway Opening, 96"H BY-FREEWAYBRK (4) Freestanding Free Support Bracket BY-FSCRONICE (8) Freestanding Cornice, 120"W ETO-AP-BY-WSLAT96 (6) Beyond Framed Wood Slat Infill Panel, 36"W x 96"H

*Image for reference, not exact product



Finishes:

Trim: Sage P095
 Wood Slats: Standard Color to Be Selected (Grade 1)
 Zipper: Brownstone

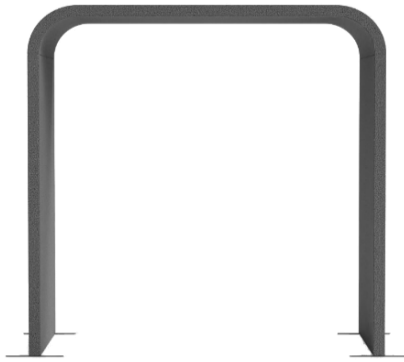
Locations:

3 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A2	2	Allsteel	13-0825 91-398-1		Zilenzio Arc Size: 31.5" W x 98.4" L x 88"H with Arc Foot Pack - Grey

*Image for reference, not exact product



Finishes:
 Fabric: Camira: Synergy - Serendipity LDS08 (Price Group 3)

Locations:
 2 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A3	8	Allsteel	MLM4S		Recharge Double Seat with Double Bolster Size: 29"D x 58"W 17-1/4"SH with Matching Welt with Adjustable Glides
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*Image for reference, not exact product



Finishes:

Seat & Seat Welt: Arccom: Insight - Seal
 Bolster & Bolster Welt: Momentum: Mezzanine - Jadite

Locations:

8 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A4	2	Allsteel	EPR18M		Two-Thirds Round Pouf Multi-Upholstery Size: 18"Dia. x 18-1/2"SH

*Image for reference, not exact product



Finishes:

1/3 Upholstery: Maharam: Merit - 019 Gator (Grade 5)

2/3 Upholstery: Stinson: Artisan - 65077 Brook (Grade 6)

Locations:

2 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A5	48	Allsteel	GMLA15-011		Gunlocke Convo Barstool Bar Height, Upholstered Size: 16-1/4"W x 6"D with Glides
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*Image for reference, not exact product



Finishes:

Top Cushion Upholstery: Stinson: Weft - WEF23 Jungle (Gade 5)
 Bottom Seat Pan Upholstery: Stinson: Weft - WEF23 Jungle (Gade 5)
 Paint: Silver PR6

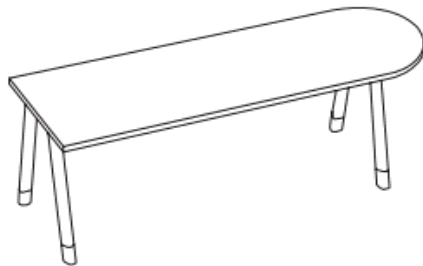
Locations:

8	E125 Media Center
12	E115 Staff Lounge
12	E238 Staff Lounge
16	C222 Staff Lounge

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A6a	2	Allsteel	ATLADM-TFHRACL3072F		Admix Half Racetrack Fixed Top Size: 30"D x 72"W with High Pressure Laminate with Flat Edge No Grommet
			ATLADM-BRFXINM72S		Admix Fixed Base Inset Legs Standard Height (29"H) with Casters
				2	Finishes: HPL: Handspun Pearl LAHP Edge: Loft LM11 Paint: Platinum Metallic PR2 Casters: Black
					Locations: E125 Media Center

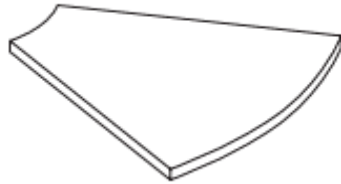
*Image for reference, not exact product



CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A6b	1	Allsteel	ATLADM-TCNR45L30F	1	Admix 45° Corner Connector Top Size: 30"D with High Pressure Laminate with Flat Edge Finishes: HPL: Handspun Pearl LAHP Edge: Loft LM11 Locations: E125 Media Center

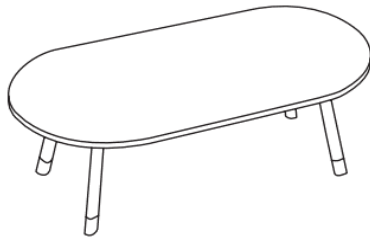
*Image for reference, not exact product



CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A7	1	Allsteel	ATLADM-TMRACEL3684		Admix Racetrack Table Top Size: 36"D x 84"W with High Pressure Laminate with Flat Edge No Grommet
			ATLADM-BMTGM3684B		Admix Meeting Table Base Bar Height (42"H) with Glides
				1	<p>Finishes: HPL: Handspun Pearl LAHP Edge: Loft LM11 Paint: Platinum Metallic PR2</p> <p>Locations: E125 Media Center</p>

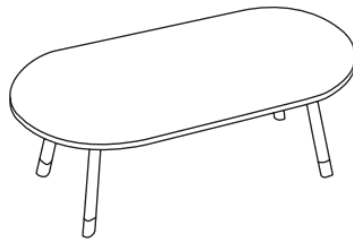
*Image for reference, not exact product



CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A8	1	Allsteel	ATLADM-TMRACEL3672		Admix Racetrack Table Top Size: 36"D x 72"W with High Pressure Laminate with Flat Edge No Grommet
			ATLADM-BMTGM3672B		Admix Meeting Table Base Bar Height (42"H) with Casters
				1	E125 Media Center

*Image for reference, not exact product



Finishes:

HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Platinum Metallic PR2
 Casters: Black

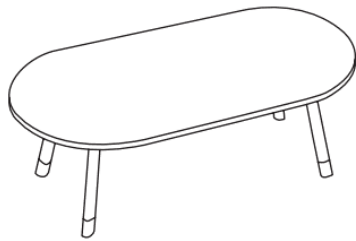
Locations:

E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A9	1	Allsteel	ATLADM-TMRACEL3672		Admix Racetrack Table Top Size: 36"D x 72"W with High Pressure Laminate with Flat Edge No Grommet
			ATLADM-BMTGM3672S		Admix Meeting Table Base Seated Height (29"H) with Casters
				1	E125 Media Center

*Image for reference, not exact product



Finishes:

HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Platinum Metallic PR2
 Casters: Black

Locations:

E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A10	6	Allsteel	ATLADM-TMSSQRL36F		Admix Soft Square Table Top Size: 36"Dia with High Pressure Laminate with Flat Edge No Grommet
			ATLADM-BMTGM3636B		Admix Small Meeting Table Base Bar Height (42"H) with Glides

*Image for reference, not exact product



Finishes:

HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Platinum Metallic PR2

Locations:

- 2 E125 Media Center
- 2 E115 Staff Lounge
- 2 E238 Staff Lounge

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A11	4	Allsteel	ATLADM-TPRRECL2096F		Admix Perch Rounded Rectangular Table Top Size: 20"D x 96"W with High Pressure Laminate with Flat Edge No Grommet
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			ATLADM-BPERM2096B		Admix Perch Table Base Bar Height (42"H) with Glides
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*Image for reference, not exact product



Finishes:

HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Platinum Metallic PR2

Locations:

3	E125 Media Center
1	B115 Collaborative Lounge

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A12	4	Allsteel	MLM22		Recharge Meeting Work Table Size: 48"L x 26"W x 28"H with High Pressure Laminate
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*Image for reference, not exact product



Finishes:
 HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Textured Silver PR8

Locations:
 4 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A13	2	Allsteel	AMPTLFPO48RND		Structure Round Table Top Size: 48" Dia with Square Edge with High Pressure Laminate No Cutout
			AMPTXL29G		Structure Large X-base Seated Height with Glides (29"H)
				2	Finishes: HPL: Handspun Pearl LAHP Edge: Loft LM11 Paint: Platinum Metallic PR2 Locations: E119 Collab Lab

*Image for reference, not exact product



CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A14	1	Allsteel	AMPTLFPO36RND		Structure Round Table Top Size: 36" Dia with Square Edge with High Pressure Laminate No Cutout
			AMPTXM29C		Structure Medium X-base Seated Height with Casters (29"H)
				1	Finishes: HPL: Handspun Pearl LAHP Edge: Loft LM11 Paint: Platinum Metallic PR2 Casters: Black Locations: E124 Office

*Image for reference, not exact product



CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A15	1	Allsteel	AMPTLFPO30RND		Structure Round Table Top Size: 30" Dia with Square Edge with High Pressure Laminate No Cutout
			AMPTPR18M		Structure Round Pedestal Base Medium Occasional Height (18"H)

*Image for reference, not exact product



Finishes:

HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Silver Texture PR8

Locations:

1 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A16	2	Allsteel	AMPTLFPO24RND		Structure Round Table Top Size: 24" Dia with Square Edge with High Pressure Laminate No Cutout
			AMPTPR18M		Structure Round Pedestal Base Medium Occasional Height (18"H)

*Image for reference, not exact product



Finishes:

HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Silver Texture PR8

Locations:

2 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A17	2	Allsteel			Collaborative Storage Peninsula <i>includes the following components</i>
			ISLAUT1PYB9036S3		Storage Island Top 90"W x 36"D with High Pressure Laminate with (1) Grommet, Centered, Oval Metal with Cable Management Tray
			ISLAAO3642		(1) O-Leg 36"D x 42"H
			SPLASTISENDL612128		(2) End Panel 36"D x 42"H with Essentials Metal Storage
			ELF336NB		(1) Essentials 3H Lateral File, 36"W x 18"D x 39-1/2"H, with Beveled Pull (B)
			ESC336B		(1) Essentials Storage Cabinet, 36"Wx 18"D x 39-1/2"H, with Beveled Pull (B)

*Image for reference, not exact product



Finishes:

HPL: Mushroom WSX6
 Worksurface Edge: Platinum Metallic EP
 End Panel Edge: Designer White DW
 Paint: Designer White PJW
 Grommet: Matte Silver

Locations:

2 E125 Media Center

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A18	1	Allsteel	AF5RS7230D A6REC3S2LTF APWRTRGH36 ALS1360MPD	1	Altitude A6 Sit-Stand Desk Size: 72"W x 30"D, Rectangular with 3 stage 2-leg "T-Foot" and Memory Preset with Grommet, Centered, Oval Metal with Cable Management Tray - 36" with Modesty Panel - 60"W, Laminate with Standard Glides Finishes: HPL Worksurface: Silver Mesh LT8D Laminate Modesty Panel: Loft LM11 Paint: Silver PR6 Grommet: Matte Silver Locations: E124 Office

*Image for reference, not exact product



CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A19	1	Allsteel			Workstation 1 <i>includes the following components</i>
			9120R6024		(1) Fixed Height Worksurface, 60" x 24" with grommet (centered), Metal
			Y629LKNP		with two (2) fixed post style legs, 29"H, with leveling glides.
			ELF830SB		(1) Lateral File (worksurface supporting), 2-High, 30"W, Beveled Pull
			PM187-183B		(1) Essentials Storage, Mobile Pedestal File (BBF configuration) Size: 15"W x 18"D x 28"H with Casters, Beveled Pull (B), Standard Lock (STD)
			OH1530RD		(2) Receding Door Overheads, 30"W, No Pull
			ZWMTB2060		(1) Standard Tackboard, 60"W x 20"H, Wall Mounted <i>Wall mounted between fixed heigh worksurface and overhead doors</i>
			APWRMOD.AC.S		(1) Power Module, Worksurface Clamp, 2 Power, 2 USB

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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Finishes:

HPL: Silver Mesh LT8D

Paint: Pewter P8D

Grommet: Matte Silver

Tackboard Fabric: Circuit, Moon CIRC07

Power Hub: Snow (SNW)

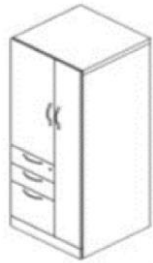
Locations:

1 E124 Office

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A20	1	Allsteel	YPTP652424RBBFM	1	Align Personal Storage Tower Size: 24"W x 24"D x 65"H Wardrobe Right, Door, Box/Box/File Recessed Kickplate Beveled Pull (B) Metal Case/Metal Front Standard Lock (STD) Finishes: Paint: Pewter P8D Locations: E124 Office

*Image for reference, not exact product



CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A21	2	Allsteel	EBC42		Essentials Metal Storage Bookcase, 3-High Size: 34-1/2"W x 12-5/8"D x 41"H
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*Image for reference, not exact product



Finishes:
 Paint: Pewter P8D

Locations:
 2 E124 Office

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A22	3	Allsteel	ELF836NB		Essentials Metal Storage Lateral File, 2-High, Freestanding Size: 36"W x 18"D x 28"H Beveled Pull (B) Standard Lock (STD)

*Image for reference, not exact product



Finishes:
 Paint: Pewter P8D

Locations:
 3 E124 Office

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A23	4	Allsteel	AMPTLFPO30SQR		Structure Table Top 30" x 30", Square with Square Edge No cutout
			AMPTXM29G		Structure Medium X-Base Seated Height (29') with Glides

**Image for reference, not exact product.*



Finishes:

HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Platinum Metallic PR2

Location:

- 1 E115 Staff Lounge
- 2 C222 Staff Lounge
- 1 B115 Collaborative Lounge

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A24	4	Allsteel	AMPTLF3060RE		Structure Table Top 30" x 60", Rectangle with Square Edge No cutout
			AMPTXM29G		Structure Medium X-Base - 2 per table Seated Height (29') with Glides

**Image for reference, not exact product.*



Finishes:
 HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Platinum Metallic PR2

Location:
 2 E115 Staff Lounge
 2 E238 Staff Lounge

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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A25	4	Allsteel	AMPTLFPO42SQR		Structure Table Top 42" x 42", Square with Square Edge No cutout
			AMPTXL29G		Structure Large X-Base Seated Height (29') with Glides


**Image for reference, not exact product.*



Finishes:
 HPL: Handspun Pearl LAHP
 Edge: Loft LM11
 Paint: Platinum Metallic PR2

Location:
 4 C222 Staff Lounge

CATEGORY A: ALLSTEEL

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
A26	1	Allsteel	AMPTLFPO42RND		Structure Table Top 42 Diameter", Round with Square Edge No cutout
			AMPTXL29G		Structure Large X-Base Seated Height (29') with Glides
					<p><i>*Image for reference, not exact product.</i></p>  <p>Finishes: HPL: Handspun Pearl LAHP Edge: Loft LM11 Paint: Platinum Metallic PR2</p> <p>Location: 1 B115 Collaborative Lounge</p>

CATEGORY B:

STEELCASE +

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B1	36	Steelcase	TS31201A		Shortcut 5-Star Base Chair Size: 24 1/16"W x 24 1/2"D Seat Height: 16 9/16" - 21 3/16"H with Plastic Seat with Hard Dual-Wheel Casters Finishes: Shell: Merle 6527 Base: 6205 Black Casters: 6205 Black Locations: 36 E125A Book Stacks

*Image for reference, not exact product



CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B2	29	Steelcase	SLCH		Tenor Chair with Bag Hook Size: 21-3/4"D x 17-5/8"W x 32"H Seat height: 18"H Steel Frame with Plastic Seat and Back with Hard Casters
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*Image for reference, not exact product




Finishes:
 Seat and back: Merle 6527
 Frame: Dark Olivine 4CL1
 Casters: Black

Locations:

8	E125 Media Center
8	E119 Collab Lab
13	B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B3	8	Steelcase	SLSBH		<p>Tenor Stool with Bag Hook Size: 21-3/4"D x 17-5/8"W x 43"H Seat height: 29"H Steel Frame with Plastic Seat and Back with Nylon Glides</p> <p>Finishes: Seat and back: Merle 6527 Frame: Dark Olivine 4CL1 Glides: Black</p> <p>Locations: 8 E125 Media Center</p>
					<p>*Image for reference, not exact product</p> 

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B4	12	Steelcase	TS30702		Scoop Stool with Upholstered Seat Size: 20-1/4"D x 23"W x 33"H Seat Heigh: 28-3/4"H with Soft Glides
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*Image for reference, not exact product



Finishes:

Frame: Dark Olivine 4CL1
 Plastic Seat: White 6618
 Upholstery Seat: ArcCom: Hush - Ash

Locations:

- 9 E125 Media Center
- 3 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B5	10	Coalesse	COWK100		Joel Lounge Chair Size: 29"D x 30-1/4"W x 27-1/2"H Seat Height: 16-1/4" H Arm Height: 26-1/4" H Base: Chrome plated steel Auto swivel return mechanism
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*Image for reference, not exact product



Finishes:

Upholstery: Maharam: Merit - 019 Gator

Locations:

- 8 E125 Media Center
- 2 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B6	14	Steelcase	TS3HL		Campfire Half Lounge Size: 32"D x 33"W x 29"H with Black Plastic Foot with Non-Contrasting Upholstery
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*Image for reference, not exact product



Finishes:

Upholstery: Stinson: Moby - 65346 Gull

Locations:

- 4 E125 Media Center
- 4 E115 Staff Lounge
- 4 E238 Staff Lounge
- 2 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B7	7	Steelcase	N3LCUBES		B-Free Small Cube Size: 16-3/4"D x 16-3/4"W x 17-1/8"H with Hard Casters
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*Image for reference, not exact product



Finishes:

Upholstery: Designtex, Everywhere Texture: Evergreen 4147-510 (Grade 6)

Locations:

- 3 E125 Media Center
- 4 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B8	37	Coalesse	COLAGTP		Lagunitas Personal Table Size: 13"D x 24"W x 25"H

*Image for reference, not exact product



Finishes:
 HPL: Ingot 2891
 Edge: Ingot 6012
 Metal: Graphite Matte 4180

Locations:
 18 E125 Media Center
 6 E115 Staff Lounge
 6 E238 Staff Lounge
 7 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B9	3	Steelcase	TS4TPST		<p>Campfire Slim Table Size: 14"D x 66"W x 23"H with High-Pressure Laminate with Two Power</p> <p>Finishes: HPL: Wilsonart, Mushroom 5013-60 Edge: Mist 6636 Frame: Arctic White Gloss 4140 Receptacles: Arctic White</p> <p>Locations: 2 E125 Media Center 1 B115 Collaborative Lounge</p>

*Image for reference, not exact product



CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B10	3	Steelcase	TS4TPT		Campfire Paper Table Size: 25"D x 25"W x 22-1/2"H with Paper
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*Image for reference, not exact product



Finishes:
HPL: 2535 Virginia Walnut

- Locations:**
- 1 E125 Media Center
 - 2 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B11	4	Steelcase	MGBELRQD		Migration SE (2) Height Adjustable Dual-Sided Bench Size: 28"D x 58"W with High Pressure Laminate with Up/Down Controller, Extended range 22-3/5" – 48-7/10" with Square Corner with 120V Standard NEMA Power
			MIGCBK4		(4) Cable Brackets
			MIGCR		(4) Cable Risers with Leg Connection
			MGBCK		(4) Connector Bracket
			MGBPSC		(2) Sarto Center Screen 60"W x 28"H

*Image for reference, not exact product



Finishes:

HPL: Merle 2HMG

Edge: 6527 Merle

Base: Arctic White 7241

Screen Fabric: Cogent: Connect - Lizard/Jungle 5S94

Locations:

2 E125 Media Canter

2 F108 Desktop Lab

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B12	2	Steelcase	MGBBSD		<p>Migartion SE Benching - Screens (2) Spanning Boundry Screens Size: 60"W x 48"H Modular with High Pressure Laminate with No Overhang with Adjustable Glides <i>includes 2 screens per pack</i></p>
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*Image for reference, not exact product



Finishes:

HPL: Wilsonart, Mushroom 5013-60
 Edge: Mist 6636

Locations:

2 E125 Media Center

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B13	31	Steelcase	PFLHUB		Thread Power Hub 30" Lounge Height (6) NEMA outlets (three on each side) Standard NEMA three-prong plug
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*Image for reference, not exact product



Finishes:

Metal: 7360 Merle

Locations:

- 12 E125 Media Center
- 5 E115 Staff Lounge
- 5 E238 Staff Lounge
- 1 C217 Mother's Room
- 3 C222 Staff Lounge
- 5 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B14	2	Steelcase	TS4TLH40		Campfire Big Table - Half Depth Size: 96"W x 24"D x 40"H with High Pressure Laminate
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*Image for reference, not exact product



Finishes:
 HPL: Storm Noce 2HSN

- Locations:**
- 1 E115 Staff Lounge
 - 1 E238 Staff Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B15	NOT USED				

CATEGORY B: STEELCASE+

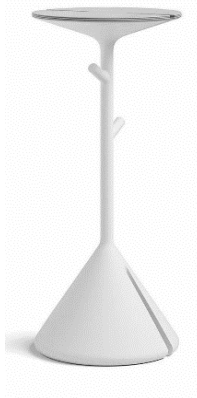
Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B16	NOT USED				

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B17	4	Steelcase	FLXSTAND		Flex Stand Size: 16"Dia x 38"H with Plywood Worksurface
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*Image for reference, not exact product



Finishes:

Surface: Plywood 3862 - OP Baltic Birch
 Stand Base: 6527 Merle

Locations:

- 1 E119 Collab Lab
- 3 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B18	2	Steelcase	FLXCTBDPKG		Flex Board Cart Package Size: 20"D x 46"W x 41-3/8"H with (8) 71"H Markerboards with Accessory Cup

*Image for reference, not exact product



Finishes:

- Frame: 7360 Merle
- Wheels & Casters: 6527 Merle
- Board Clips: 6527 Merle
- Board Organizer: 6527 Merle
- Accessory Cup: Light Heather Grey PET

Locations:

- 1 E119 Collab Lab
- 1 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B19	1	West Elm	WESINDSC		Greenpoint Storage Credenza Size: 72"W x 18-3/4"D x 29.5"H with (4) Doors & Adjustable Shelves with Square legs
					*Image for reference, not exact product
					
					Finishes: HPL: Storm Noce 2HSN Paint: Merle 7360
					Locations: 1 C217 Mother's Room

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B20	6	Coalesse	COW713		SW_1 High-Back Collaborative Lounge Chair Size: 30"D x 32-1/4"W x 41-3/4"H with Glides & Swivel Base (include Automatic Return to Center) No Pillow or Tablet
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*Image for reference, not exact product



Finishes:

Upholstery: Designtex, Mackintosh, Forge 3025-104 (Grade 11)
 SW_1 Knit: Leaf
 Base: 8040 Aluminum Matte Polished

Locations:

- 3 C222 Staff Lounge
- 1 E116 Elec
- 1 E239 Elec
- 1 C217 Mother's Room

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B21	6	Coalesse	COW210		SW_1 Ottoman Size: 20"D x 23"W x 14"H with Glides
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*Image for reference, not exact product



Finishes:

Upholstery: Designtex, Mackintosh, Forge 3025-104 (Grade 11)

Base: 8040 Aluminum Matte Polished

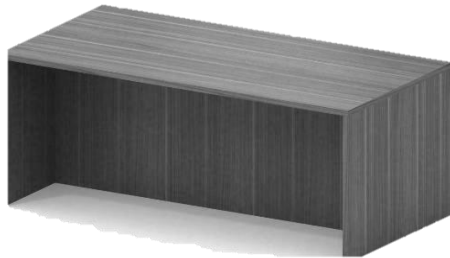
Locations:

3	C222 Staff Lounge
1	E116 Elec
1	E239 Elec
1	C217 Mother's Room

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B22	2	Steelcase	TS4TL40		<p>Campfire Big Table Size: 96"W x 48"D x 40"H with High Pressure Laminate with No Grommets or Power</p> <p>Finishes: HPL: Storm Noce 2HSN</p> <p>Locations: 2 C222 Staff Lounge</p>

*Image for reference, not exact product



CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B23	3	OrangeBox	OBSSKOMER01		Skomer Upholstered Arm Chair with Soft Casters: Black Size: 26" Dia x 32"H, SH: 19"
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**Image for reference, not exact product.*



Finishes:

Upholstery (Seat): Designtex, Silicone Level, Deep Viridian 3052-504
 Upholstery (Back): Designtex, Mackintosh, Charcoal 3025-805

Location:

3 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B24	2	OrangeBox	OBSSULLY01		Sully Upholstered Stool with Soft Casters: Black Size: 21" Dia x 19"H, SH: 19"
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**Image for reference, not exact product.*



Finishes:

Upholstery: Designtex, Silicone Level, Deep Viridian 3052-504

Location:

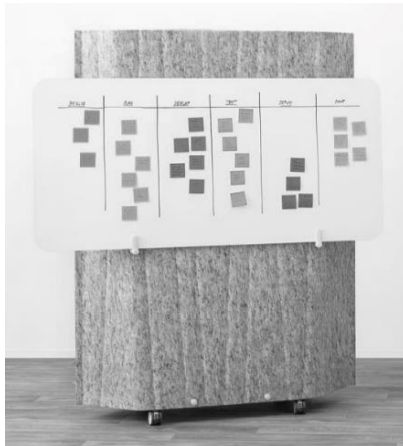
2 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B25	1	Steelcase	FLXBDRY		Flex Acoustic Boundary Size: 22-3/4"D x 58-3/8"W Height: Short (79") with Dual Side Clips with Casters
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**Image for reference, not exact product.*



Finishes:

Acoustic Boundary: P636 Light Heather Grey
 Board Clips: 6053 Seagull

Location:

1 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B26	1	Steelcase	488BD		Brody Privacy Desk Size:43"W x 36-1/8"D x 48-1/2"H with HPL Worksurface Omit Power & Light
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**Image for reference, not exact product.*



Finishes:

Color Scheme: Light
 HPL Worksurface: Ash Noce 2HAN
 Upholstery on lower surround: Designtex, Everywhere Texture, Carbon 4147-806
 Trim: Plastic
 Screen: Acrylic - Satin Ice 6559

Location:

1	B115 Collaborative Lounge
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CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B27	1	Steelcase	488WE		Brody Worklounge with Extension Size: 72-1/4" D x 42-13/16" W x 48-1/2" H Handedness: Right-hand side surface and storage location, omit power
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**Image for reference, not exact product.*



Finishes:

Color Scheme: Light

Foot: Seagull 7243

Screen Brackets: Seagull 7243

Frame: Merle 7360

Lower Surround Trim: Seagull 6053

Seat Shell: Platinum Solid 6249

Upholstery on lower surround: Designtex, Everywhere Texture, Carbon 4147-806

Upholstery on seat: C.F. Stinson Fuse 2.0, FSE 238 Slate

Trim: Plastic

Screen: Acrylic - Satin Ice 6559

Personal Worksurface & Caddy: Seagull 6053

Personal Worksurface Arm: Platinum Metallic 4799

Side Surface: Standard Color to be Selected

Back of Caddy: Merle 6527

Location:

1	B115 Collaborative Lounge
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CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
------	-----------	--------------	-----------	--------------	-------------

B28 1 Steelcase 488WE

**Image for reference, not exact product.*



Brody Worklounge with Extension
 Size: 72-1/4" D x 42-13/16" W x 48-1/2" H
 Handedness: Left-hand side surface and storage location, omit power

Finishes:

- Color Scheme: Light
- Foot: Seagull 7243
- Screen Brackets: Seagull 7243
- Frame: Merle 7360
- Lower Surround Trim: Seagull 6053
- Seat Shell: Platinum Solid 6249
- Upholstery on lower surround: Designtex, Everywhere Texture, Carbon 4147-806
- Upholstery on seat: C.F. Stinson Fuse 2.0, FSE 238 Slate
- Trim: Plastic
- Screen: Acrylic - Satin Ice 6559
- Personal Worksurface & Caddy: Seagull 6053
- Personal Worksurface Arm: Platinum Metallic 4799
- Side Surface: Standard Color to be Selected
- Back of Caddy: Merle 6527

Location:

1 B115 Collaborative Lounge

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B29	2	Steelcase	MT03DL7860TN		<p>Media:scape Large D-Shaped Desk-Height Table with Attached Totem Size: 60"W x 78"D x 29"H, Totem Height: 59"H with Cutout (includes six power receptacles and data ports) with Single Monitor Bracket (Display Size: 46" - 50", 150 lbs max)</p> <p>Finishes: Worksurface HPL: Ash Noce 2HAN Worksurface Edge: Ash Noce 6707 Paint for Column, Table Base, Feet, Totem Frame: 4799 Platinum Metallic Paint for Infill: 4799 Platinum Metallic</p> <p>Location: 2 B115 Collaborative Lounge</p>

**Image for reference, not exact product.*



CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B30	3	Smith System	25210		Planner Studio Table Size: 36"W x 60"D x 40"H (Fixed Height) with HPL Worksurface & 3MM Edge with Casters
					<i>*Image for reference, not exact product.</i>
					Finishes: HPL Worksurface: High Rise 4996-60 3MM Edge: Match Laminate Paint: Charcoal Gray
					Location: 3 B115 Collaborative Lounge



CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
B31	3	Smith System	25206		Planner Studio Table Size: 36"W x 60"D x 29"H (Fixed Height) with HPL Worksurface & 3MM Edge with Casters
					<i>*Image for reference, not exact product.</i>
					Finishes: HPL Worksurface: High Rise 4996-60 3MM Edge: Match Laminate Paint: Charcoal Gray
					Location: 3 B115 Collaborative Lounge



CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B32	5	Steelcase	FLXPR1		Perch Stool 28-1/8"H with Glides
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**Image for reference, not exact product.*



Finishes:
Plastic: Merle 6527

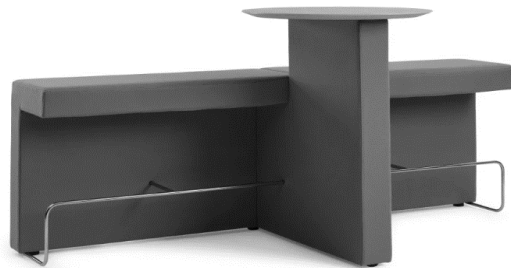
Location:
5 B125 Recreation / Game Room

CATEGORY B: STEELCASE+

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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B33	1	Orangebox	OBBORDER05		Border - Two Seat, High with 32" Diameter Table with 3mm edgeband with Two Footrails with Plastic Feet
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**Image for reference, not exact product.*



Finishes:

Upholstery: Designtex, Billard Cloth 3549, Ink 806 (Price Group 8)
 Worksurface HPL: Storm Wenge 2HSW (Price Group 1)
 Footrails: Polished Chrome
 Plastic Feet: Black

Location:

1	B125 Recreation / Game Room
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CATEGORY C:

HAWORTH

CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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C1	7	Haworth	SMSH-3255-HNH		
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*Image for reference, not exact product



Riverbend
 Straight - Double Seat
 High Back
 without Horizontal Seams
 with Hard Glides

Finishes:

Upholstery (Seat Back): Big Diagonal - Balsam 1K-BL (Grade D, Fabric)
 Upholstery (Seat): Insight - Seal ZH-VRV (Grade C, Faux Leather)
 Trim: Pitch TR-TF

Locations:

- 4 E125 Media Center
- 3 B115 Collaborative Lounge

CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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C2	7	Haworth	SMSM-3255-HNH		
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*Image for reference, not exact product



Riverbend
 Straight - Double Seat
 Mid Back
 without Horizontal Seams
 with Hard Glides

Finishes:

Upholstery (Seat Back): Big Diagonal - Balsam 1K-BL (Grade D, Fabric)
 Upholstery (Seat): Insight - Seal ZH-VRV (Grade C, Faux Leather)
 Trim: Pitch TR-TF

Locations:

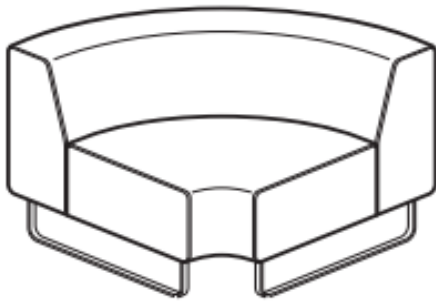
- 4 E125 Media Center
- 3 B115 Collaborative Lounge

CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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C3	3	Haworth	SMCM-3256-HSH		
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*Image for reference, not exact product



Riverbend
 90° Curved - Concave
 Mid Back
 without Horizontal Seams
 with Hard Glides

Finishes:

Upholstery (Seat Back): Big Diagonal - Balsam 1K-BL (Grade D, Fabric)
 Upholstery (Seat): Insight - Seal ZH-VRV (Grade C, Faux Leather)
 Trim: Pitch TR-TF

Locations:

- 2 E125 Media Center
- 1 B115 Collaborative Lounge

CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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C4	4	Haworth	SMSM-3228-HNH		
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*Image for reference, not exact product



Riverbend
 Straight - Single Seat
 Mid Back
 without Horizontal Seams
 with Hard Glides

Finishes:

Upholstery (Seat Back): Big Diagonal - Balsam 1K-BL (Grade D, Fabric)
 Upholstery (Seat): Insight - Seal ZH-VRV (Grade C, Faux Leather)
 Trim: Pitch TR-TF


Locations:

4	E125 Media Center
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CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
C5	3	Haworth	STSN-3033-HNH		Pebble Ottoman Square - Medium Size: 33-1/2"D x 33-1/2"W with Hard Glides
					Finishes: Upholstery: Iota, Forest ZH-ZY6 (Grade D, Faux Leather)
				3	Locations: E125 Media Center

*Image for reference, not exact product



CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
------	-----------	--------------	-----------	--------------	-------------

C6	2	Haworth	SOPN-2223-00H		Openest Chick Pouf Without Back Size: 22-1/2"D x 23-1/4"W x 18"H without Horizontal Seams with Hard Glides
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*Image for reference, not exact product



Finishes:

Upholstery: Cover Cloth, Platinum AL-296 (Grade D, Fabric)

Thread Color: Black NS-F

Locations:

2 E125 Media Center

CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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C7	10	Haworth	SMSH-3267-HNH		Riverbend Straight - Triple Seat High Back without Horizontal Seams with Hard Glides
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*Image for reference, not exact product



Finishes:

Upholstery (Seat Back): Big Diagonal - Carbon 1K-CR (Grade D, Fabric)

Upholstery (Seat): Insight - Seal ZH-VRV (Grade C, Faux Leather)

Trim: Pitch TR-TF

Locations:

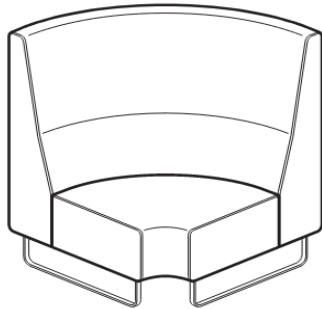
- 3 E115 Staff Lounge
- 2 E238 Staff Lounge
- 5 C222 Staff Lounge

CATEGORY C: HAWORTH

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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C8	1	Haworth	SMCH-3256-HSH		Riverbend 90° Curved - Concave High Back without Horizontal Seams with Hard Glides
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*Image for reference, not exact product



SMCH-2256-HS

Finishes:

Upholstery (Seat Back): Big Diagonal - Balsam 1K-BL (Grade D, Fabric)

Upholstery (Seat): Insight - Seal ZH-VRV (Grade C, Faux Leather)

Trim: Pitch TR-TF

Locations:

1	B115 Collaborative Lounge
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CATEGORY D:

KI

CATEGORY D: KI

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
D1	9	KI	PINR3666T		<p>Pirouette Table - Fixed Height Base Nesting Top - Rectangular Size: 36"D x 66"W x 29"H with Casters (4EC) No Grommets, Power, Wire Management/No Cutouts (NNN) No Modesty Panel (NMP)</p> <p>Finishes: HPL: Wilsonart, Handspun Pearl 5033-38 Edge: EWG Warm Grey Leg: WG Warm Grey</p> <p>Locations: 9 E125A Book Stacks</p>

*Image for reference, not exact product



CATEGORY D: KI

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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D2	1	KI	PINR2466T		
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*Image for reference, not exact product



Pirouette Table - Fixed Height Base
 Nesting Top - Rectangular
 Size: 24"D x 66"W x 29"H
 with Casters (4EC)
 With Grommet (Centered) & Wire Management
 No Power
 No Modesty Panel (NMP)

Finishes:

HPL: LKM Kensington Maple
 Edge: EKM Kensington Maple
 Leg: WG Warm Grey
 Grommet: GWG Warm Grey

Locations:

1	E119 Collab Lab
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CATEGORY D: KI

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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D3	38	KI	LL5100		Limelight Task Chair Armless with Poly Seat/Back with Dual Surface Casters, Black
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*Image for reference, not exact product



Finishes:
 Shell: PEV Everglade Shade
 Base: Black
 Height-Adj. Lever: Black

Locations:
 30 E119 Collab Lab
 8 B115 Collaborative Lounge

CATEGORY D: KI

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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D4	20	KI	PINR2466T		
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*Image for reference, not exact product



Pirouette Table - Fixed Height Base
 Nesting Top - Rectangular
 Size: 24"D x 66"W x 29"H
 with Casters (4EC)
 No Grommets, Power, Wire Management/No Cutouts (NNN)
 No Modesty Panel (NMP)

Finishes:
 HPL: Wilsonart, Handspun Pearl 5033-38
 Edge: EWG Warm Grey
 Leg: WG Warm Grey

Locations:
 8 E115 Staff Lounge
 12 E238 Staff Lounge

CATEGORY D: KI

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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D5	12	KI	LL6100		Limelight Task Stool Armless with Poly Seat/Back with Dual Surface Casters, Black
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*Image for reference, not exact product



Finishes:
 Shell: PEV Everglade Shade
 Base: Black
 Height-Adj. Lever: Black

Locations:
 12 B115 Collaborative Lounge

CATEGORY E:

MEDIA TECHNOLOGIES

CATEGORY E: MEDIA TECHNOLOGIES

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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E1 2 Media Tech B3636SQ-L-MOB

*Image for reference, not exact product



Qubie
 Size: 36"W x 36"D x 37"H
 Mobile
 with High Pressure Laminate
 with 3mm PVC Edgeband

Finishes:
 HPL: Wilsonart, Mushroom 5013-60
 Edge: Fog C600257

Locations:
 2 E125 Media Center

CATEGORY F:

VS AMERICA

CATEGORY F: VS AMERICA

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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F1 12 VS America 45412

*Image for reference, not exact product



SpaceWalk, Triple Standard Storage Module
 Size: 41-3/4"W x 19-3/8"D x 39-3/8"H
 Single Sided with Back Panel & Side Panels (both sides)
 with Rectangular Tubular Frame (3 Rows with Guide Rails) & (4) Casters
 with Certwood Boxes (standard width: 12-5/8")
 Row 1 Bin Configuration: (940) Kit 1 - (3) 3" Single + (3) 6" Double
 Row 2 Bin Configuration: (940) Kit 1 - (3) 3" Single + (3) 6" Double
 Row 3 Bin Configuration: (920) (3) Triple 9"

Finishes:
 Metal: M091 White
 Plastic: Clear 300

- Locations:**
- 3 E119 Collab Lab
 - 2 E115 Staff Lounge
 - 2 E238 Staff Lounge
 - 5 B115 Collaborative Lounge

CATEGORY G:

MiEN

CATEGORY G: MIEN

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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G1	1	MiEN	2G2BT-HMU-2427-40		2G2BT HMU Presentation Station Cabinet Size: 24"W x 27"D x 40.5"H Side Table: 36"W x 27"D x 29.5-44"H with High Pressure Laminate with Flat Top with HMU on Left with Adjustable Shelves, no vents
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*Image for reference, not exact product



Finishes:

Worksurface HPL: Wilsonart, Mushroom 5013-60

PVC Edge: Dove Grey

HMU Base: Silver

Grommets: Grey Plastic

Locations:

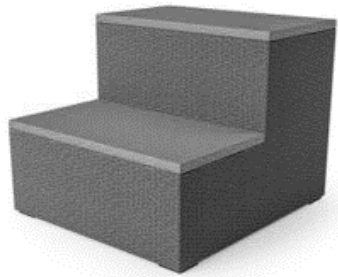
1	F108 Desktop Lab
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CATEGORY G: MIEN

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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G2	1	MiEN	FSTP-2SU-3540-35 FLEX-32054		
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**Image for reference, not exact product.*



Flex Steps
 2-Step Unit
 Size: 35"W x 39.5"D x 34.5"H
 No Power
 with Duo Tone Upholstery
 with Adjustable Nylon Glides

Finishes:

Upholstery 1 (top of steps): Designtex - Iota, Charcoal 3008-807 (Grade 5)
 Upholstery 2 (sides and risers): Designtex - Iota, Forest 3008-504 (Grade 5)

Location:

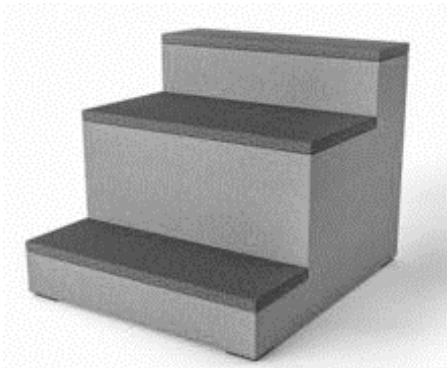
1 B125 Recreation / Game Room

CATEGORY G: MIEN

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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G3	2	MIEN	FSTP-3SU-3540-35 FLEX-32157		
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**Image for reference, not exact product.*



Flex Steps
 3-Step Unit
 Size: 35"W x 39.5"D x 34.5"H
 No Power
 with Duo Tone Upholstery
 with Adjustable Nylon Glides

Finishes:

Upholstery 1 (top of steps): Designtex - Iota, Charcoal 3008-807 (Grade 5)
 Upholstery 2 (sides and risers): Designtex - Iota, Forest 3008-504 (Grade 5)

Location:

2 B125 Recreation / Game Room

CATEGORY H:

HIGHTOWER

CATEGORY H: HIGHTOWER

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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H1	17	Hightower	BR3700		Breck Bench - Medium Pill Bench Size: 15"W x 55"L x 16"H No power
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*Image for reference, not exact product



Finishes:

Top: Walnut Veneer

Upholstery (COM): Maharam: Keen - 002 Lock

Locations:

- 9 E125 Media Center
- 4 E115 Staff Lounge
- 4 E238 Staff Lounge

CATEGORY I:

NOT USED

CATEGORY I: NOT USED

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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NOT USED

CATEGORY J:

SIT ON IT

CATEGORY J: SIT ON IT

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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J1	75	Sit On It	1061 FT4 MB		
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*Image for reference, not exact product



Movi Nester Chair
 with Fixed Loop Arms
 with Hard Floor and Carpet Casters
 Size: 23"W x 22.75"D x 34.63"H
 Seat Height: 18"

Finishes:

Frame: Black

Base: Black

Mesh: Black

Seat Upholstery: Maharam: Keen - 002 Lock (Grade 8)

Locations:

- 2 E124 Office
- 21 E115 Staff Lounge
- 28 E238 Staff Lounge
- 24 C222 Staff Lounge

CATEGORY K:

WATSON

CATEGORY K: WATSON

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
K1	4	Watson	WEM203660		Etch Mobile Markerboard Size: 36"W x20"D x 60"H with Casters
			WEMC020304		include Magnetic Marker Cup
			WEMH020103		include Paper Hooks
			WEME1010		include Eraser Cloth

*Image for reference, not exact product



Finishes:

Powdercoat: Emerald Green

Locations:

4 E125 Media Center

CATEGORY L:

HON

CATEGORY L: HON

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
------	-----------	--------------	-----------	--------------	-------------

L1	12	HON	HIWMUL		
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*Image for reference, not exact product



Ignition 2.0
 Task Chair Mid-Back with Adjustable Lumbar
 Upholstered Back
 include Synchro-tilt mechanism w/ seat depth adjustment
 All Adjustable Arms
 Hard Carpet Casters
 Standard Base

Finishes:

Frame: Black (T)
 Upholstery: Centurion, Black CU10

Locations:

1	E124 Office
10	E125 Media Center
1	F108 Desktop Lab

CATEGORY M:

MDC

CATEGORY M: MDC Interior Solutions

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
------	-----------	--------------	-----------	--------------	-------------

M1 4 MDC -

*Image for reference, not exact product



Zintra Concertina
 Size: 71.3"W x 1"D x 72"H
 with Flexible Connecting Straps
 Pattern: Bhushan Divider, To Be Applied on Both Sides of Divider
 with Optional Stand (white)

Finishes:
 Color 1 (Background): Pebble
 Color 2 (Foreground): Slate

Locations:
 4 C222 Staff Lounge

CATEGORY N:

FLEETWOOD

CATEGORY N: Fleetwood

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
N1	4	Fleetwood	GSD1362029LD		<p>Illusions 2.0 Base Shelf-Box Drawer Size: 36"W x 20"D x 29"H with 2 Shelves (1 Adjustable, 1 Bottom) with Leveler with Arch Pull (Chrome) with Matching Worksurface & Backsplash, HPL (match width and depth) with Through Bolt Connector (Case-to-Case)</p> <p>Finishes: Case TFL: Planetree Maple (Grade 3, G3) Worksurface HPL: Trytoo Savatre (Grade 3, G3) Shelf TFL: Match Case Color Case Edge: Match Case Worksurface Edge: Match Worksurface Paint Color: Graphite</p> <p>Locations: 4 C222 Staff Lounge</p>

*Image for reference, not exact product



CATEGORY N: Fleetwood

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
N2	6	Fleetwood	GSD1362029LD		<p>Illusions 2.0 Base Shelf-Box Drawer Size: 36"W x 20"D x 29"H with 2 Shelves (1 Adjustable, 1 Bottom) with Leveler with Arch Pull (Chrome) with Matching Worksurface & Backsplash, HPL (match width / 24"D) with Through Bolt Connector (Case-to-Case)</p> <p>Finishes: Case TFL: Planetree Maple (Grade 3, G3) Worksurface HPL: Trytoo Savatre (Grade 3, G3) Shelf TFL: Match Case Color Case Edge: Match Case Worksurface Edge: Match Worksurface Paint Color: Graphite</p> <p>Locations:</p>
				6	B115 Collaborative Lounge

*Image for reference, not exact product



CATEGORY O:

NOT USED

CATEGORY O: NOT USED

	Total			Location	
Item	Qty	Manufacturer	Model No.	Qty	Description

NOT USED

CATEGORY P:

FOMCORE

CATEGORY P: Fomcore

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
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P1	1	Fomcore	SKU-FF004		4' Fom Bean Bag Size: 48"L x 48"W x 31"H Fully Zippered
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*Image for reference, not exact product



Finishes:

Upholstery: Micro Suede, Dark Grey

Locations:

1	B125 Recreation / Game Room
---	-----------------------------

CATEGORY Q:

BRUNSWICK

CATEGORY Q: Brunswick

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
Q1	1	Brunswick	51871574001		<p>V-Force 2.0 Air Hockey Table Size: 85.5"L x 43.5"W x 30"H with constant flow UL blower motor with adjustable leg levelers with two black mallets and four pucks</p> <p>Finishes: Brushed Aluminum / Black</p> <p>Locations: 1 B125 Recreation / Game Room</p>

*Image for reference, not exact product




CATEGORY Q: Brunswick

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
Q2	1	Brunswick	28661720150		<p>Black Wolf Pro 7' Pool Table Size: 89.25L x 51.25"W x 32"H with Centennial Stain Resistant Cloth with Gully System with Pedestal Leg</p> <p>Finishes: Table: Matte Black Cloth: Charcoal Grey</p> <p>Locations:</p> <p>1 B125 Recreation / Game Room</p>

*Image for reference, not exact product



CATEGORY Q: Brunswick

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
Q3	1	Brunswick	51871766001		Heritage Play Package with Heritage pocket balls (phenolic resin) with Four Heritage cues with Two-Piece short cue with Two-Piece bridge stick (brass bridge head) with Big Break rack with Plastic 9-Ball rack with Natural hair table brush
					*Image for reference, not exact product
					
					Locations:
				1	B125 Recreation / Game Room

CATEGORY Q: Brunswick

Item	Total Qty	Manufacturer	Model No.	Location Qty	Description
------	-----------	--------------	-----------	--------------	-------------

Q4 1 Brunswick 51871692001

*Image for reference, not exact product



Striker Foosball
 Size: 55.1"L x 54.9"W x 36"H
 with Counterbalanced players, machine screw attached
 with Wear resistance rod bearings, pre-assembled
 with Standard dual abacus scorers
 with Level Levelers
 with Two balls and two extra players

Finishes:
 Playing Rods: Chrome
 Playfield: Green
 Cabinet: Grey Walnut HPL
 Base: Matte Black PVC

Locations:
 1 B125 Recreation / Game Room



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	1 of 17

T Novi Community Schools
O 25345 Taft Rd
 Novi, MI 48374

ATTN: Sandra Brasil
 Phone: 248-449-1200
 Email: Sandra.Brasil@novik12.org

S Novi High School
H 24062 Taft Rd
I Novi, MI 48375
P

T ATTN: Sarah Watson
O Phone: 248-338-4561
 Email: SWATSON@TMP-ARCHITECTURE.COM

Prepared for : Betsy Pethoud

Allsteel Omnia Contract #R191802
 HON - Omnia Contract #R191804
 Hightower - Omnia Contract #07-94
 Sit On IT - OMNIA Contract #2020000604
 Fomcore - TIPS Contract #200301

Due to the current challenges in the global supply chain and labor environment, pricing and lead times remain in a state of flux. Our team will do it's best to communicate any changes as they arise and provide the best available solutions to meet your needs. Thank you for your business and understanding.

Group	Quantity	Description	Unit Price	Extended Amount
ALLSTEEL	1.0		259,101.86	259,101.86

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	A1 PRODUCT BEYOND PAVILLION Tag: Tag TG: A1	91,935.00	91,935.00
2	1.00 Each	A2 PRODUCT ZILENZIO ARC PRODUCT Tag: Tag TG: A2	10,544.00	10,544.00
3	8.00 Each	MLM4S--.X-.N-\$(6COM)-.S535372XP-\$(13COM)-.S546444XP RECHARGE DOUBLE W/ DOUBLE BOLSTER MATCHING WELT .X:Non-FSC Wood .N:No Power Cutout \$(6COM):Grd 6 COM UPH .S535372XP:Insight/Seal33/MTS/Pat \$(13COM):Grd 13 COM UPH .S546444XP:Mezzanine/Jadite/MTS/Pat Tag: Tag TG: A3 Tag L1: E125 Media Center Tag L2: ALLSTEEL	2,483.32	19,866.56
4	2.00 Each	EPR18M--.FSC-\$(6)-.SMHMMER-19-\$(6)-.SCFSART-77 Two Thirds 18" Round Pouf Multi Uph .FSC:FSC Certified Wood \$(6):Grade 6 Uph .SMHMMER:Merit 19:Gator \$(6):Grade 6 Uph .SCFSART:Artisan	536.06	1,072.12



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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	2 of 17

		77:Brook Tag: Tag TG: A4 Tag L1: E125 Media Center Tag L2: ALLSTEEL		
5	48.00 Each	GMLA15-011--.PR6-U-\$(6)-.WEF-23-\$(6)-.WEF-23 Convo Upholstered Seat - Bar Height .PR6:Silver .U:CTB 117 Flammability Rating \$(6):Grd 6 Uph .WEF:Weft 23:Jungle \$(6):Grd 6 Uph .WEF:Weft 23:Jungle Tag: Tag TG: A5 Tag L1: MULTIPLE ROOMS - E125/S115/E238/C222 Tag L2: ALLSTEEL	693.53	33,289.44
6	2.00 Each	ATLADM-TFHRACL3072F--.X-\$(L1STD)-.LAHP-.EV-.GN Admix Fixed Top Half Racetk 30x72 Lam Flat Edge .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .GN:Grommet No Tag: Tag TG: A6a Tag L1: E125 Media Center Tag L2: ALLSTEEL	265.68	531.36
7	2.00 Each	ATLADM-BRFXINM72S--\$(P2)-.PR2-.CSB Admix Fixed Base 72 SM Inset Legs Std Hgt \$(P2):P2 Paint Opts .PR2:Platinum Metallic .CSB:Casters Black Tag: Tag TG: A6a Tag L1: E125 Media Center Tag L2: ALLSTEEL	675.36	1,350.72
8	1.00 Each	ATLADM-TCNR45L30F--.X-\$(L1STD)-.LAHP-.EV Admix 45 Deg Corner Top 30 Lam Flat Edge .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft Tag: Tag TG: A6b Tag L1: E125 Media Center Tag L2: ALLSTEEL	279.72	279.72
9	1.00 Each	ATLADM-TMRACEL3684F--.X-\$(L1STD)-.LAHP-.EV-.GN Admix Mtg Top Racetrk 36x84 Lam Flat Edge .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .GN:Grommet No Tag: Tag TG: A7 Tag L1: E125 Media Center	392.76	392.76



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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	3 of 17

		Tag L2: ALLSTEEL		
10	1.00 Each	ATLADM-BMTGM3684B--\$(P2)-.PR2-.GLD Admix Mtg Tbl Base 36x84 Bar Hgt \$(P2):P2 Paint Opts .PR2:Platinum Metallic .GLD:Glides Tag: Tag TG: A7 Tag L1: E125 Media Center Tag L2: ALLSTEEL	1,248.12	1,248.12
11	1.00 Each	ATLADM-TMRACEL3672F--.X-\$(L1STD)-.LAHP-.EV-.GN Admix Mtg Top Racetrk 36x72 Lam Flat Edge .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .GN:Grommet No Tag: Tag TG: A8 Tag L1: E125 Media Center Tag L2: ALLSTEEL	309.96	309.96
12	1.00 Each	ATLADM-BMTGM3672B--\$(P2)-.PR2-.CSB Admix Mtg Tbl Base 36x72 Bar Hgt \$(P2):P2 Paint Opts .PR2:Platinum Metallic .CSB:Casters Black Tag: Tag TG: A8 Tag L1: E125 Media Center Tag L2: ALLSTEEL	1,194.12	1,194.12
13	1.00 Each	ATLADM-TMRACEL3672F--.X-\$(L1STD)-.LAHP-.EV-.GN Admix Mtg Top Racetrk 36x72 Lam Flat Edge .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .GN:Grommet No Tag: Tag TG: A9 Tag L1: E125 Media Center Tag L2: ALLSTEEL	309.96	309.96
14	1.00 Each	ATLADM-BMTGM3672S--\$(P2)-.PR2-.CSB Admix Mtg Tbl Base 36x72 Std Hgt \$(P2):P2 Paint Opts .PR2:Platinum Metallic .CSB:Casters Black Tag: Tag TG: A9 Tag L1: E125 Media Center Tag L2: ALLSTEEL	737.28	737.28
15	6.00 Each	ATLADM-TMSSQRL36F--.X-\$(L1STD)-.LAHP-.EV-.GN Admix Mtg Top Soft Sqr 36 Lam Flat Edge .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .GN:Grommet No Tag: Tag TG: A10	220.32	1,321.92



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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	4 of 17

		Tag L1: MULTIPLE LOCATIONS - E125/E115/E238 Tag L2: ALLSTEEL		
16	6.00 Each	ATLADM-BMTGM3636B--\$(P2)-.PR2-.GLD Admix Mtg Tbl Base 36x36 Bar Hgt \$(P2):P2 Paint Opts .PR2:Platinum Metallic .GLD:Glides Tag: Tag TG: A10 Tag L1: MULTIPLE LOCATIONS - E125/E115/E238 Tag L2: ALLSTEEL	1,052.64	6,315.84
17	4.00 Each	ATLADM-TPRRECL2096F--.X-\$(L1STD)-.LAHP-.EV-.GN Admix Perch Rnd Rect Top 20x96 Lam Flat Edge .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .GN:Grommet No Tag: Tag TG: A11 Tag L1: MULTIPLE LOCATIONS - E125/B115 Tag L2: ALLSTEEL	266.04	1,064.16
18	4.00 Each	ATLADM-BPERM2096B--\$(P2)-.PR2-.GLD Admix Perch Tbl Base 20x96 Bar Hgt \$(P2):P2 Paint Opts .PR2:Platinum Metallic .GLD:Glides Tag: Tag TG: A11 Tag L1: MULTIPLE LOCATIONS - E125/B115 Tag L2: ALLSTEEL	1,219.68	4,878.72
19	4.00 Each	MLM22--\$(L1STD)-.LAHP-.EV-.PR8 Recharge Work Table 26x48 \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .PR8:Textured Silver Tag: Tag TG: A12 Tag L1: E125 Media Center Tag L2: ALLSTEEL	974.12	3,896.48
20	2.00 Each	AMPTLFPO48RND--.X-\$(L1STD)-.LAHP-.EV-.C0 Structure 48" Round Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A13 Tag L1: E119 Collab Lab Tag L2: ALLSTEEL	326.52	653.04
21	2.00 Each	AMPTXL29G--\$(P2)-.PR2 Structure X Base Large Seated Height with Glides \$(P2):P2 Paint Grade .PR2:Platinum Metallic Tag: Tag TG: A13 Tag L1: E119 Collab Lab	359.64	719.28



Proposal

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48700 Grand River Ave
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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	5 of 17

		Tag L2: ALLSTEEL		
22	1.00 Each	AMPTLFPO36RND--X-\$(L1STD)-.LAHP-.EV-.C0 Structure 36" Round Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A14 Tag L1: E124 Office Tag L2: ALLSTEEL	227.16	227.16
23	1.00 Each	AMPTXM29C--\$(P2)-.PR2 Structure X Base Med. Seated Height with Casters \$(P2):P2 Paint Grade .PR2:Platinum Metallic Tag: Tag TG: A14 Tag L1: E124 Office Tag L2: ALLSTEEL	269.28	269.28
24	1.00 Each	AMPTLFPO30RND--X-\$(L1STD)-.LAHP-.EV-.C0 Structure 30" Round Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A15 Tag L1: E125 Media Center Tag L2: ALLSTEEL	183.24	183.24
25	1.00 Each	AMPTPR18M--\$(P2)-.PR8 Structure Round Ped Base Med. Occasional Height \$(P2):P2 Paint Grade .PR8:Silver Texture Tag: Tag TG: A15 Tag L1: E125 Media Center Tag L2: ALLSTEEL	336.24	336.24
26	2.00 Each	AMPTLFPO24RND--X-\$(L1STD)-.LAHP-.EV-.C0 Structure 24" Round Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A16 Tag L1: E125 Media Center Tag L2: ALLSTEEL	153.36	306.72
27	2.00 Each	AMPTPR18M--\$(P2)-.PR8 Structure Round Ped Base Med. Occasional Height \$(P2):P2 Paint Grade .PR8:Silver Texture Tag: Tag TG: A16 Tag L1: E125 Media Center Tag L2: ALLSTEEL	336.24	672.48



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 48700 Grand River Ave
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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	6 of 17

28	2.00 Each	ISLAUT1PYB9036S3--X-(L1PTR)-.WSX6-EP Stor Isla Top For Use w/ 1 EP/Back 90Wx36D S3 .X:Non-FSC Wood \$(L1PTR):Grd L1 Partnership Laminates .WSX6:Mushroom 5013-60 .EP:Platinum Metallic Tag: Tag TG: A17 Tag L1: E125 Media Center Tag L2: ALLSTEEL	520.92	1,041.84
29	2.00 Each	ISLAAO3642--\$(P1)-.PJW Stor Isla O-leg Align Ht 36Dx42H \$(P1):Grade 1 Opts .PJW:Designer White Tag: Tag TG: A17 Tag L1: E125 Media Center Tag L2: ALLSTEEL	485.28	970.56
30	4.00 Each	SPLA-STIS-END--.L612128-.X-(L1PTR)-.WSX6-.DW Custom Storage Island End Panel .L612128:L612128 .X:Non-FSC Wood \$(L1PTR):Grd L1 Partnership Laminates .WSX6:Mushroom 5013-60 .DW:Designer White Tag: Tag TG: A17	249.12	996.48
31	2.00 Each	ELF336NB--\$(P1)-.PJW-.OMT Ess Lat 36W 39-1/8H 3-12" Drws Bev Pull \$(P1):P1 Paint Opts .PJW:Designer White .OMT:OMT Core to Ord key Alike Tag: Tag TG: A17 Tag L1: E125 Media Center Tag L2: ALLSTEEL	752.76	1,505.52
32	2.00 Each	ESC336B--\$(P1)-.PJW-.OMT Essentials 39-1/8Hx36W StorageCabinet Beveled \$(P1):P1 Paint Opts .PJW:Designer White .OMT:OMT Core to Ord key Alike Tag: Tag TG: A17 Tag L1: E125 Media Center Tag L2: ALLSTEEL	589.68	1,179.36
33	2.00 Each	Z5SC60 48W External Supt Channel for 60W W/S Tag: Tag TG: A17	33.55	67.10
34	2.00 Each	APWRTRGH36--.P 36" Cable Management Tray - Black Only .P:Black Tag: Tag TG: A17	57.65	115.30
35	2.00 Each	37001460MEL Oval Metal Grommet COLOR: MATTE SILVER INCLUDES FIELD CUT IN SURFACE Tag: Tag TG: A17	45.00	90.00



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Interior Environments - Novi
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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	7 of 17

36	1.00 Each	LKFE2SLV--\$(KEYNUM)-.SEQ/-144-.2 Lock Core Kit Silver - 2 Cores 2 Keys \$(KEYNUM):Key Number .SEQ/:Key Number Sequence Start 144:Key Number 144 .2:2 Tag: Tag TG: A17 Tag L1: E125 Media Center Tag L2: ALLSTEEL	32.64	32.64
37	1.00 Each	AF5RS7230D--\$(L1STD)-.LT8D-.EV-.GC-M-EL 72Wx30D Rect Lam Flat Edge Single Surface \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .GC:Center Grommet M:Oval Metal Grommet EL:Matte Silver Tag: Tag TG: A18 Tag L1: E124 Office Tag L2: ALLSTEEL	317.51	317.51
38	1.00 Each	A6REC3S2LTF--\$(P2)-.PR6-.X-.MEM A6 3 Stage 2 Leg Rectangle T Foot \$(P2):P2 Paint Opts .PR6:Silver .X:Standard Glide .MEM:Memory Preset Tag: Tag TG: A18 Tag L1: E124 Office Tag L2: ALLSTEEL	795.14	795.14
39	1.00 Each	ALS1360MPD--.X-\$(L1STD)-.LM11-.EV-.VLG-.P 13" H x 60" W Modesty Lam .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LM11:Loft .EV:Loft .VLG:HorizntlGrain and SolidLamOnly .P:Black Tag: Tag TG: A18 Tag L1: E124 Office Tag L2: ALLSTEEL	178.73	178.73
40	1.00 Each	APWRTRGH36--.P Cable Management Trough 36"W - Black Only .P:Black Tag: Tag TG: A18 Tag L1: E124 Office Tag L2: ALLSTEEL	57.65	57.65
41	1.00 Each	9120R6024--.GC-M-EL-\$(L1STD)-.LT8D-.EV-.600W-X240D Spcl Size 48-1/8-60Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear M:Oval Metal Grommet EL:Matte Silver \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh	306.22	306.22



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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	8 of 17

		.EV:Loft .600W:60" W X240D:24" Depth Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL		
42	2.00 Each	Y629LKNP--\$(P1)-.P8D Lt Scale 29-1/2H Leg Non-handed Pntd \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL	121.09	242.18
43	1.00 Each	ELF830SB--\$(P1)-.P8D-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel \$(P1):P1 Paint Grade .P8D:Pewter .OMT:OMT Core to Ord key Alike Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL	484.92	484.92
44	1.00 Each	PM187-183B--\$(P1)-.P8D-.OMT Essentials Mobile Ped BBF 28Hx18Dx15W Bevel Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:OMT Core to Ord key Alike Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL	380.95	380.95
45	2.00 Each	OH1530RD--.YZ-\$(P1)-.P8D-.OMT 15H x30W Receding Door Overhead-No Pull .YZ:Stride-DNA-Optimize \$(P1):P1 Paint Opts .P8D:Pewter .OMT:OMT Core to Ord key Alike Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL	366.31	732.62
46	2.00 Each	TWTH Horizontal Wall Track Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL	41.18	82.36
47	1.00 Each	ZWMTB2060--\$(A)-.CIRC-07 Strd 20Hx60W Wall-Mounted Tackboard \$(A):Grd A FAB .CIRC:Circuit 07:Moon Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL	323.00	323.00
48	1.00	APWRMOD--.AC-.S-.SNW	232.11	232.11



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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	9 of 17

	Each	Desktop Power Mod Rectangular .AC:USB-A/C .S:Straight .SNW:Snow Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL		
49	1.00 Each	LKFE4MTS--\$(KEYNUM)-.X110-.1 Lock Core Kit Matte Silver -- 4 cores 2 keys \$(KEYNUM):Key Number .X110:Key Number 110 .1:1 Tag: Tag TG: A19 Tag L1: E124 Office Tag L2: ALLSTEEL	36.91	36.91
50	1.00 Each	YPTP652424RBBFM--.BX-.B-\$(P1)-.P8D-\$(MATCH)-.NA-.X Align 65x24x24 Personal Twr MetFront Plinth .BX:Recessed Plinth .B:Bevel \$(P1):P1 Paint Opts .P8D:Pewter \$(MATCH):Match Case .NA:Match Case .X:Omit Lock Tag: Tag TG: A20 Tag L1: E124 Office Tag L2: ALLSTEEL	1,392.12	1,392.12
51	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X110-.1 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X110:Key Number 110 .1:1 Tag: Tag TG: A20 Tag L1: E124 Office Tag L2: ALLSTEEL	9.15	9.15
52	2.00 Each	EBC42--\$(P1)-.P8D Ess Bookcase 34-1/2Wx12-5/8Dx41H 3-Shelf \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A21 Tag L1: E124 Office Tag L2: ALLSTEEL	441.36	882.72
53	3.00 Each	ELF836NB--\$(P1)-.P8D-.OMT Ess Lat 36W 28H 2-12" Drws Bev Pull \$(P1):P1 Paint Grade .P8D:Pewter .OMT:OMT Core to Ord key Alike Tag: Tag TG: A22 Tag L1: E124 Office Tag L2: ALLSTEEL	595.08	1,785.24
54	1.00 Each	LKFE3SLV--\$(KEYNUM)-.X110-.1 Lock Core Kit Silver - 3 Cores 2 Keys \$(KEYNUM):Key Number	27.76	27.76



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 Phone: (248) 213-3010

Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	10 of 17

		.X110:Key Number 110 .1:1 Tag: Tag TG: A22 Tag L1: E124 Office Tag L2: ALLSTEEL		
55	4.00 Each	AMPTLFPO30SQR--X-(L1STD)-.LAHP-.EV-.C0 Structure 30" Sqr Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A23 Tag L1: MULTIPLE LOCATIONS - E115/C222/B115 Tag L2: ALLSTEEL	172.08	688.32
56	4.00 Each	AMPTXM29G--\$(P2)-.PR2 Structure X Base Med. Seated Height with Glides \$(P2):P2 Paint Grade .PR2:Platinum Metallic Tag: Tag TG: A23 Tag L1: MULTIPLE LOCATIONS - E115/C222/B115 Tag L2: ALLSTEEL	269.28	1,077.12
57	4.00 Each	AMPTLF3060RE--X-(L1STD)-.LAHP-.EV-.C0 Structure 30" X 60" Rectangle Top Lam SqrEdge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A24 Tag L1: MULTIPLE LOCATIONS - E115/C238 Tag L2: ALLSTEEL	265.68	1,062.72
58	8.00 Each	AMPTXM29G--\$(P2)-.PR2 Structure X Base Med. Seated Height with Glides \$(P2):P2 Paint Grade .PR2:Platinum Metallic Tag: Tag TG: A24 Tag L1: MULTIPLE LOCATIONS - E115/C238 Tag L2: ALLSTEEL	269.28	2,154.24
59	4.00 Each	AMPTLFPO42SQR--X-(L1STD)-.LAHP-.EV-.C0 Structure 42" Sqr Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A25 Tag L1: C22 Staff Lounge Tag L2: ALLSTEEL	261.72	1,046.88
60	4.00 Each	AMPTXL29G--\$(P2)-.PR2 Structure X Base Large Seated Height with Glides \$(P2):P2 Paint Grade .PR2:Platinum Metallic	359.64	1,438.56



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Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	11 of 17

		Tag: Tag TG: A25 Tag L1: C22 Staff Lounge Tag L2: ALLSTEEL		
61	1.00 Each	AMPTLFPO42RND--X-\$(L1STD)-.LAHP-.EV-.C0 Structure 42" Round Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LAHP:Handspun Pearl .EV:Loft .C0:No Cutout Tag: Tag TG: A26 Tag L1: C22 Staff Lounge Tag L2: ALLSTEEL	268.20	268.20
62	1.00 Each	AMPTXL29G--\$(P2)-.PR2 Structure X Base Large Seated Height with Glides \$(P2):P2 Paint Grade .PR2:Platinum Metallic Tag: Tag TG: A26 Tag L1: C22 Staff Lounge Tag L2: ALLSTEEL	359.64	359.64
63	1.00 Each	A1 FREIGHT BEYOND PAVILLION FREIGHT Tag: Tag TG: A1 FREIGHT	1,231.00	1,231.00
64	1.00 Each	A2 FREIGHT ZILENZIO ARC PRODUCT FREIGHT Tag: Tag TG: A2 FREIGHT	5,731.00	5,731.00
65	1.00 Each	LABOR/EST ALLSTEEL LABOR - CATEGORY A :STRAIGHT TIME :NO STAIR CARRY :NO PERMITS :NO HARDWIRE DATA OR ELECTRICAL CONNECTIONS :ALL DEBRIS REMOVAL INCLUDED	15,143.08	15,143.08
66	1.00 Each	LABOR/EST ALLSTEEL LABOR - CATEGORY A - AP PRODUCT - A1 :STRAIGHT TIME :NO STAIR CARRY :NO PERMITS :NO HARDWIRE DATA OR ELECTRICAL CONNECTIONS :ALL DEBRIS REMOVAL INCLUDED Tag: Tag TG: A1	30,729.33	30,729.33

Group	Quantity	Description	Unit Price	Extended Amount
FOMCORE	1.0		668.18	668.18

Line	Quantity	Description	Unit Price	Extended Amount
67	1.00 Each	SKU-FF004--FABRIC 4' FOM Bean Bag FABRIC:Dark Grey Micro Suede	608.18	608.18



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	18706
Date	08/27/2024
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Betsy Pethoud
Terms	NET 30
Page	12 of 17

		Tag: Tag TG: P1 Tag L1: B125 Recreation/Game Room Tag L2: FOMCORE		
68	1.00 Each	LABOR/EST FOMCORE LABOR - CATEGORY P :STRAIGHT TIME :NO STAIR CARRY :NO PERMITS :NO HARDWIRE DATA OR ELECTRICAL CONNECTIONS :ALL DEBRIS REMOVAL INCLUDED Tag: Tag TG: P1	60.00	60.00

Group	Quantity	Description	Unit Price	Extended Amount
HIGHTOWER	1.0		25,757.99	25,757.99

Line	Quantity	Description	Unit Price	Extended Amount
69	17.00 Each	BR3700W--TOP-UPHOLSTERY-QUOTE Breck Table - Breck Table - Medium Pill - 55" x 15" x 16" TOP:Walnut Veneer UPHOLSTERY:Maharam- Keen-002 Lock QUOTE:63996 Tag: Tag TG: H1 Tag L1: MULTIPLE LOCATIONS - E115/E125/E238 Tag L2: HIGHTOWER	1,020.22	17,343.74
70	68.00 Each	466433/002 Maharam - Pattern Keen, Color: Lock Shipping: HighTower Shipping: 211 Fraley Rd Shipping: High Point, NC 27263 Tag: Tag TG: H1	69.38	4,717.84
71	1.00 Each	FREIGHT MAHARAM FREIGHT	325.00	325.00
72	1.00 Each	FREIGHT HIGHTOWER FREIGHT Tag: Tag TG: H1 Tag L2: HIGHTOWER	2,803.41	2,803.41
73	1.00 Each	LABOR/EST HIGHTOWER LABOR - CATEGORY H :STRAIGHT TIME :NO STAIR CARRY :NO PERMITS :NO HARDWIRE DATA OR ELECTRICAL CONNECTIONS :ALL DEBRIS REMOVAL INCLUDED Tag: Tag TG: H1	568.00	568.00

Group	Quantity	Description	Unit Price	Extended Amount
HON	1.0		5,417.89	5,417.89



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Page	13 of 17

Line	Quantity	Description	Unit Price	Extended Amount
74	12.00 Each	HIWMUL--Y1-.V-.H-\$(1)-.CU-10-.AL-.SB-.T Ign 2.0 Mid-back Uphlstrd w/Lumbar .Y1:Synchro-Tilt W Seat Slider .V:All-Adjustable Arm .H:Hard Caster \$(1):Grade 1 Uph .CU:Centurion 10:Black .AL:Adjustable Lumbar .SB:Standard Base .T:Black Tag: Tag TG: L1 Tag L1: MULTIPLE LOCATIONS - E124/E125/F108 Tag L2: HON	433.38	5,200.56
75	1.00 Each	LABOR/EST HON LABOR - CATEGORY L :STRAIGHT TIME :NO STAIR CARRY :NO PERMITS :NO HARDWIRE DATA OR ELECTRICAL CONNECTIONS :ALL DEBRIS REMOVAL INCLUDED Tag: Tag TG: L1	217.33	217.33

Group	Quantity	Description	Unit Price	Extended Amount
SITONIT	1.0		38,004.00	38,004.00

Line	Quantity	Description	Unit Price	Extended Amount
76	75.00 Each	1061FT4.MB.AR1--SC1-FC1--~CS6-MC20--~FG8--TOR-AC Movi, Nesting Chair, Mesh Back, Fixed Arm SC1:Black FC1:Black Base ~:Black CS6:Hard Floor and Carpet Casters MC20:Onyx Mesh ~:No Selection FG8:Fabric Grade 8 ~:Pattern Details TOR:MAHARAM- KEEN - 002 LOCK AC:Fully Assembled in Carton Tag: Tag TG: J1 Tag L1: MULTIPLE LOCATIONS - E124/E115/E238/C222 Tag L2: SIT ON IT	489.44	36,708.00
77	1.00 Each	LABOR/EST SIT ON IT LABOR - CATEGORY J :STRAIGHT TIME :NO STAIR CARRY :NO PERMITS	1,296.00	1,296.00



Proposal

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Terms	NET 30
Page	14 of 17

:NO HARDWIRE DATA OR ELECTRICAL CONNECTIONS
:ALL DEBRIS REMOVAL INCLUDED
Tag: Tag TG: J1

Order Sub-Total :	\$328,949.92
TOTAL ORDER :	\$328,949.92
Required Deposit 50.00% :	\$164,474.96

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



Proposal

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Terms	NET 30
Page	15 of 17

Balco Interiors LLC / IE Connect LLC / Interior Environments Atlanta, LLC - d/b/a INTERIOR ENVIRONMENTS

1. PROPOSALS AND ORDERS

- A. **TERM:** All prices quoted by Interior Environments ("Seller") are valid for 30 days from date of proposal.
- B. **OFFER AND ACCEPTANCE:** All orders for the purchase of goods and services from Seller require a proposal prepared by Seller which has been approved and signed by an authorized signatory of Buyer. Seller's proposal shall constitute an offer and Buyer's approval of the proposal shall constitute acceptance of that offer. If Buyer submits a purchase order before Seller issues a proposal, Seller's proposal shall constitute a counteroffer and Buyer's approval of the Seller's proposal shall constitute acceptance of that counter offer without any additional terms or conditions.
- C. **AGREEMENT:** Following the offer and acceptance described above and Seller's payment as provided in paragraph 2 below, an "Agreement" between the parties shall be deemed to have been formed with such Agreement comprised solely of Seller's proposal together with these Terms and Conditions of Sale. The Agreement shall be deemed to supersede any prior written or oral agreements and any different or conflicting terms in any quote, invoice, Buyer purchase order, shipper or any other document. For the avoidance of doubt, any different, additional or conflicting terms provided on any ancillary Buyer document(s) are expressly rejected by Seller.
- D. **MODIFICATIONS/CHANGES/CANCELLATIONS:** Any requested modification to an Agreement is subject to the approval of Seller and the manufacturer or supplier of the goods ordered. Buyer will pay any and all additional charges resulting from order modifications, cancellations, and changes. Express Ship Orders cannot be changed or cancelled. All goods are custom manufactured to customer specifications and, therefore, cannot be returned. Restocking programs are not available. Any modifications of an Agreement must be made via a signed and dated revised proposal.

2. DEPOSITS

Unless otherwise specified and agreed to by both parties, a deposit of 50% is required on all orders. No interest shall accrue on such deposits. The Agreement is deemed entered upon such payment by Buyer.

3. OWNERSHIP AND RISK OF LOSS

Transfer of title to the goods as between Seller and Buyer shall be deemed to have occurred when the Agreement is entered, and thereafter Buyer shall insure against risk of loss. If the goods are first received on behalf of Buyer by Seller, such goods shall be considered held by Seller subject to bailment for the sole benefit of Buyer.

4. PAYMENT

- A. **TIMING:** Any remaining balance on goods purchased under this Agreement and any related installation or other services will be invoiced upon delivery of the goods to the job site or, if installed by Seller, following substantial completion. Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Any goods being held at Buyer's request, due to delays or otherwise, will be invoiced for product only upon Seller's receipt of same with separate invoicing for installation or other related services upon substantial completion.
- B. **PAYMENT TERMS:** Seller has the right to increase its prices at any time upon notice to Buyer to reflect any and all unusual or unforeseen increases in Seller cost, provided that any such increase shall be limited to the increase actually incurred by Seller. Buyer will not offset or recoup any claim against amounts due Seller. All invoices are due on the date noted on the related invoice. A monthly service charge of 1.5% (18% A.P.R.) will be assessed on all unpaid balances, including accrued but unpaid monthly service charges, after the invoice due date. A service charge of three percent (3%) of the invoice amount will be added to all invoices paid by credit card.
- C. **FREIGHT:** Buyer is solely responsible for any applicable freight and handling charges, including tariffs, for delivery from the manufacturer to Seller and is FOB origin. If not included in the proposal, such charges are not included in a price quotation and will be invoiced to Buyer separately after the Seller is invoiced by the carrier or manufacturer.
- D. **TAXES:** Buyer is solely responsible for any applicable sales, use, excise, or other taxes. If not included in the proposal, applicable taxes will be invoiced separately. If Buyer possesses tax-exempt status, a certificate of resale, or tax exemption is to be provided prior to order placement.
- E. **DELAYS:** If Buyer is unable or unwilling to receive goods at the prescribed shipping site on the mutually agreed delivery date any goods thereafter stored by Seller will be at Buyer's expense until such time as Buyer is able to accept delivery. Seller shall have no obligation or liability to Buyer whatsoever for failure to ship goods by a particular date.



Proposal

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Terms	NET 30
Page	16 of 17

5. DELIVERY AND INSTALLATION

- A. **DELIVERY AND INSTALLATION:** Any contracted delivery and installation will be made during Seller's normal business hours of 7:00 a.m. to 3:30 p.m., Monday through Friday. Overtime delivery or installation performed at the Buyer's request will be subject to labor rates reflecting time-and-a-half for weekdays and double time for weekends and holidays. If applicable trade regulations require employing union tradesmen to complete the installation or delivery, any additional incremental costs will be invoiced to and paid by the Buyer. Seller shall not be liable for failure or delay in installation due to the installation site not being ready for installation. Any shipping, delivery, and performance dates are estimates only, and time is not of the essence. Seller may ship or direct shipments of all the goods at one time or in portions from time to time. Seller has the right, but not the obligation, to determine the method of shipment and routing of the goods, unless otherwise stated in Seller's delivery and installation proposal or acknowledgement.
- B. **SELLER'S RESPONSIBILITIES:** Unless received by Buyer or Buyer's agent directly, Seller will receive, inspect, stage, and if contracted, install Buyer's goods. All furnishings will be left clean and in working order. Carton and packing materials will be removed to the Buyer's waste disposal containers, and the premises will be left broom clean. At Seller's option, Seller may direct shipments directly to the job site.
- C. **BUYER'S ACCEPTANCE:** Buyer agrees to have an agent on the premises at the agreed upon time to accept goods, deliveries, installation, and completed work. All goods and services shall be considered accepted after Buyer or his agent has signed an acknowledgement document(s). All claims or exceptions must be made in writing the date the work is substantially complete. Notwithstanding the foregoing, if Buyer or Buyer's agent is unavailable or unwilling to sign acknowledgment document(s), Buyer shall be deemed to have accepted the goods and services "as is" or as otherwise noted by Seller on the acknowledgement document.
- D. **DROP SHIPMENTS:** In case of drop shipments where goods are delivered without installation, Buyer will receive, inspect, and install ordered goods. Buyer is also responsible for filing necessary freight claims in the event of damage. Buyer shall have no claims against Seller due to damage and may not withhold payment on account thereof.
- E. **CONDITION OF JOB SITE:** Buyer's job site shall be clean, clear of all obstructions, and free of debris prior to any Seller installation. Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the price quotation, at a standard hourly rate, or at actual charges plus fees, if labor is performed by a third party.
- F. **JOB SITE SERVICES:** Buyer will furnish electrical current, heating, lighting, trash disposal containers, hoisting and/or elevator services, and suitable unobstructed dock space and staging areas at the job site without charge to Seller if Seller is to provide installation. If Seller is required to remove or handle existing furniture, the additional cost of moving and transporting shall be billed to the Buyer on an hourly basis. Once installation has begun, Buyer agrees to assume any expense incurred by Seller due to changes made at the Buyer's request or for any reason beyond Seller's reasonable commercial control.
- G. **ELECTRICAL INSTALLATION:** A licensed electrician may be required to install electrical product including outlets, task lights, and hook-ups to base building power. If Seller determines that an electrician is required, Buyer will be responsible for contracting and paying the electrician.
- H. **PROTECTION OF DELIVERED GOODS:** Buyer is responsible for security and safekeeping of goods after delivery to Buyer's site, or into storage negotiated by Buyer if the job site is not ready on an agreed upon delivery date, and Buyer shall assume any risk of damage or loss thereof.
- I. **CONCEALED DAMAGED GOODS:** Buyer is required to report all concealed or damage packaged goods within seven (7) business days or receipt. In addition, Buyer is required to report all damage goods revealed upon unpackaging within seven (7) days of the same. Likewise, Buyer is required to and must send pictures of damaged goods, packages and labels to initiate any available warranty claim(s). Failure to report damages within the required reporting period with the required information may negate any warranty claims and Buyer shall accept responsibility for any and all costs associated with replacement or repairs of damaged goods.
- J. **DELIVERY AND INSTALL WARRANTY:** Seller shall warrant all delivery and installation services against defects in performance for a period of one (1) year following delivery unless stated otherwise in the documents accompanying these Terms and Conditions of Sale. If this proposal includes the provision of delivery and installation services, Seller warrants that delivery and installation services performed by Seller or by a permitted subcontractor or agent of Seller shall be performed in a good and workmanlike manner consistent with the best practices in the industry. In the event of a delivery and installation service defect, the Seller shall, at Buyer's discretion, repair or re-perform the defective services at no cost to the Buyer. All delivery and installation services performed after the one (1) year delivery and install



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Terms	NET 30
Page	17 of 17

warranty period including but not limited to product warranties, service, repairs, replacement, etc. shall be paid for by Buyer at Buyer's expense.

6. ADDITIONAL TERMS

- A. **DISCLAIMER OF WARRANTIES:** BUYER AGREES THAT THE GOODS ARE OF THE SIZE AND DESIGN SELECTED BY BUYER AND THAT BUYER IS SATISFIED THAT SAME IS SUITABLE FOR BUYER'S PURPOSES. SELLER HAS MADE NO REPRESENTATION OR WARRANTY AS TO ANY MATTER WHATSOEVER. SELLER DISCLAIMS AND BUYER EXPRESSLY WAIVES AS TO SELLER, ALL WARRANTIES WITH RESPECT TO THE GOODS, INCLUDING BUT NOT LIMITED TO ALL EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, QUALITY, CAPACITY, OR WORKMANSHIP. NOTHING CONTAINED HEREIN SHALL DIMINISH THE RIGHT OF BUYER TO EXERCISE ALL RIGHTS AND REMEDIES AGAINST THE MANUFACTURER OF THE GOODS FOR MANUFACTURER WARRANTIES. IN NO EVENT SHALL SELLER BE LIABLE UNDER ANY THEORY AT LAW OR EQUITY FOR ANY LOSS OF USE, REVENUE, ANTICIPATED PROFIT OR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE DESIGN AND USE OF THE GOODS. SELLER SHALL ADVISE BUYER OF ALL RELATED MANUFACTURERS' WARRANTIES UPON BUYER'S REQUEST.
- B. **RESALE:** On any resale of the goods, Buyer shall contractually limit its buyer's warranty against both Buyer and Seller to the same extent that Paragraph 6(A) above limits the warranty offered by Seller.
- C. **ACTS BEYOND REASONABLE CONTROL:** Seller shall not be liable for any delay or failure to deliver any or all of the goods caused by installation site delays, labor disputes, strikes, acts of God, or other delays beyond the reasonable control of Seller.
- D. **ASSIGNMENT:** Buyer shall not assign its rights or obligations under this Agreement without the prior written consent of Seller.
- E. **INDEMNIFICATION:** Buyer shall indemnify, defend, and hold harmless Seller with respect to all damages, losses, claims, and expenses, including, without limitation, consequential and incidental damages and reasonable attorney fees arising from or related to : i) Buyer's breach of any of Buyer's obligations under this Agreement and from; ii) Seller's interior design, project management, delivery, installation, or any other services except when caused by Seller's gross negligence or willful misconduct.
- F. **DEFAULT:** If Buyer fails to pay any amount herein provided within ten (10) days after the same is due and payable, or if Buyer fails to observe, keep, or perform any other provision of this Agreement, then Seller shall have the right to exercise any one or more of the following remedies without prejudice to such remedies as may otherwise exist at law or in equity: i) to declare the entire amount due hereunder immediately due and payable without notice or demand to Buyer; ii) to sue for and recover all payments, then accrued or thereafter accruing; iii) to take possession of the goods provided hereunder, without demand or notice wherever located, without any court order or other process of law. Buyer hereby grants free and full access to the premises and hereby waives any and all damages occasioned by such taking of possession.
- G. **NO WAIVER:** Seller's waiver of any right on one occasion shall not be a waiver of any future exercise of that right.
- H. **TIME FOR BRINGING ACTION:** Any action that Buyer brings against Seller that arises out of or relates to the goods and services provided by Seller to Buyer must be brought by Buyer within one year after the cause of action occurs.
- I. **LAW:** The Agreement shall be deemed entered into, and performed in substantial part, in Oakland County, Michigan. The Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions. The parties hereto agree to submit to the exclusive personal jurisdiction of the state or federal courts serving Oakland County, Michigan for the resolution of any claim or cause of action that arises from or related to this Agreement or the goods or services provided by Seller.



Quotation 378322

Quote Date 09/03/24
Customer Order
Project 241366
Customer N00148
Terms NET 10 DAYS
Expiration Date
Account Representative ANNE MARIE TREMBERTH

yourNBS.com **Remit Payments to:** NBS, 6973 Reliable Parkway, Chicago, IL 60686

Quote To

SANDRA BRASIL
 Novi Community School District
 25345 Taft Rd
 Novi, MI, 48374-2423

Ship To

Sarah Watson
 Novi High School
 24062 Taft Rd
 Novi, MI, 48375

Phone +1 (248) 449-1218
 sandra.brasil@novik12.org

Phone +1 (248) 338-4561
 swatson@tmp-architecture.com

Sales Location Troy

Following contracts utilized for pricing on this quote/ project
Omnia: Watson
E&I: Smith System, Steelcase

School is responsible for contract membership enrollment. Changes to specifications and quantity could affect tiered contract pricing.

Pricing valid for 30 days.
 Please verify finish selections prior to order placement.

If due to unforeseen circumstances the building is not ready to receive furniture, additional fees may be incurred to double handle and/or store the furniture. Circumstances include, but are not limited to construction delays and COVID-19.

Storage Free for 30 days, after which storage is charged per hundred weight or per SF per month.

Quote includes Non-Union labor for NBS to receive, deliver and install during Normal Business Hours; any owner requested changes requiring additional delivery trip(s) will result in additional charges to be quoted separately.

Overtime Labor (evening after hours and weekends) additional.

Purchase Order and 40% Deposit is required before order placement; please reference NBS quote number on PO. Receipt of PO indicates owner approval of product as specified; upon release of order, no changes, cancellations or returns can be made.

Description	Quantity	Unit Price	Extended Price
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Category K Watson

1	WEM203660M - ETCH MOBILE MARKERBOARD, 20"D X 36"W X 60"H Powder Finish: PIG: POWDER FINISH: Emerald Green WATSON FUR Tag For K1	4	819.50	3,278.00
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TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price				
1 <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="text-align: right;">4</td> <td>E125 MEDIA CTR</td> </tr> </table>	Qty	Description	4	E125 MEDIA CTR			
Qty	Description						
4	E125 MEDIA CTR						
2 WEMC020304 - ETCH MARKER CUP, 2"D X 3"W X 4"H Powder Finish: FIG: POWDER FINISH: Emerald Green WATSON FUR Tag For K1 <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="text-align: right;">4</td> <td>E125 MEDIA CTR</td> </tr> </table>	Qty	Description	4	E125 MEDIA CTR	4	44.00	176.00
Qty	Description						
4	E125 MEDIA CTR						
3 WEMH020103 - ETCH PAPER HOOKS, PAIR Powder Finish: FIG: POWDER FINISH: Emerald Green WATSON FUR Tag For K1 <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="text-align: right;">4</td> <td>E125 MEDIA CTR</td> </tr> </table>	Qty	Description	4	E125 MEDIA CTR	4	27.50	110.00
Qty	Description						
4	E125 MEDIA CTR						
4 FREIGHT - Freight WATSON FUR Tag For K1	1	864.00	864.00				
5 LOAD - Receive, Deliver, and Install product. Non-union labor, normal business hours. Free and clear space; does not include removal of any existing product. No stair carry. All work to be done at one time. ROSE MOVIN	1	263.44	263.44				
Sub Total			4,691.44				
Total			4,691.44				
Category M MDC							
6 ZTRCER1001 - ZINTRA BHUSHAN CONCERTINA 72"X 72" X 1" BASE COLOR-PEBBLE TOP COLOR-SLATE DIMS W X H->71.3"W X 1"D X 72"H M D C WALL Tag For M1 <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="text-align: right;">4</td> <td>C222 STAFF LOUNGE</td> </tr> </table>	Qty	Description	4	C222 STAFF LOUNGE	4	2,437.50	9,750.00
Qty	Description						
4	C222 STAFF LOUNGE						
7 ZTRCONCERTINASTAND - CONCERTINA STAND	4	168.75	675.00				

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
7 M D C WALL			
8 ZINTRAWSD - ZINTRA WORKSHOP DRAWING DIMS W X H->71.3"W X 1"D X 72"H BASE COLOR->TBD TOP COLOR->TBD DESIGN->CONCERTINA BHUSHAN ZINTRA THICKNESS->1" M D C WALL	1	750.00	750.00
9 FREIGHT - Freight M D C WALL Tag For M1	1	1,175.63	1,175.63
10 LOAD - Receive, Deliver, and Install product. Non-union labor, normal business hours. Free and clear space; does not include removal of any existing product. No stair carry. All work to be done at one time. ROSE MOVIN	1	351.25	351.25

Sub Total	12,701.88
Total	12,701.88

CATEGORY B STEELCASE

11 TS31201A - Shortcut-Chair, Multipurpose Shell Finish: Plastic - PG1 6527 - MERLE Base Finish: Plastic - PG1 6205 - BLACK Cushion: No Cushion Caster or Glide Type: Hard Casters STEELCASE Tag For B1	36	278.21	10,015.56				
<table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>36</td> <td>E125A BOOK STACKS</td> </tr> </tbody> </table>				Qty	Description	36	E125A BOOK STACKS
Qty	Description						
36	E125A BOOK STACKS						
12 SLCH - Steelcase - Tenor Chair with Bag Hook Back Finish: Plastic - PG1 6527 - MERLE Seat Finish: Plastic - PG1 6527 - MERLE Lower Cover Finish: Plastic - PG1 6527 - MERLE Frame Finish: Accent Paint 4CL1 - DARK OLIVINE Caster or Glide Type: Hard Casters STEELCASE Tag For B2	29	253.79	7,359.91				

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price								
12 <table border="0" style="margin-left: 20px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">8</td> <td>E125 Media Center</td> </tr> <tr> <td style="text-align: right;">8</td> <td>E119 Collab Lab</td> </tr> <tr> <td style="text-align: right;">13</td> <td>B115 Collaborative Lounge</td> </tr> </table>	Qty	Description	8	E125 Media Center	8	E119 Collab Lab	13	B115 Collaborative Lounge			
Qty	Description										
8	E125 Media Center										
8	E119 Collab Lab										
13	B115 Collaborative Lounge										
13 SLSBH - Steelcase - TenorBar heightStool, Bag Hook Back Finish: Plastic - PG1 6527 - MERLE Seat Finish: Plastic - PG1 6527 - MERLE Lower Cover Finish: Plastic - PG1 6527 - MERLE Frame Finish: Accent Paint 4CL1 - DARK OLIVINE Caster or Glide Type: Nylon Glide STEELCASE Tag For B3	8	357.30	2,858.40								
<table border="0" style="margin-left: 20px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">8</td> <td>E125 MEDIA CENTER</td> </tr> </table>	Qty	Description	8	E125 MEDIA CENTER							
Qty	Description										
8	E125 MEDIA CENTER										
14 TS30702 - Scoop; Stool, Upholstered seat pad Leg Finish: ACCENT PAINT 4CL1 - DARK OLIVINE Plastic Finish: PLASTIC 6618 - WHITE Upholstery Finish: GRADED-IN PRC GRP 06 59DF - GRADED IN PR. GRP. 6 ARC-COM FABRICS INC Purchaser: VENDOR Pattern: HUSH Color: ASH #24 -62133 Direction: HORIZONTAL Glide: SOFT GLIDES STEELCASE Tag For B4	12	331.53	3,978.36								
<table border="0" style="margin-left: 20px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">9</td> <td>E125 MEDIA CENTER</td> </tr> <tr> <td style="text-align: right;">3</td> <td>B115 COLLABORATIVE LOUNGE</td> </tr> </table>	Qty	Description	9	E125 MEDIA CENTER	3	B115 COLLABORATIVE LOUNGE					
Qty	Description										
9	E125 MEDIA CENTER										
3	B115 COLLABORATIVE LOUNGE										
15 COWK100 - Joel; Chair-Lounge, Swivel Upholstery Finish: GRADE 10 TEXTILE SELECTION GR10 - GRADE 10 TEXTILE SELECTION MAHARAM FABRIC CORPORATION Purchaser: VENDOR Pattern: MERIT -466444 Color: GATOR -019 Direction: HORIZONTAL Acrylic Latex Backing: FABRIC BACKER NOT REQUIRED STEELCASE Tag For B5	10	1,635.50	16,355.00								

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Description	Quantity	Unit Price	Extended Price																				
15 <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td style="text-align: right;">Qty Description</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;">8 E125 Media Center</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2 B115 Collaborative Lounge</td> <td></td> <td></td> </tr> </table>		Qty Description				8 E125 Media Center				2 B115 Collaborative Lounge													
	Qty Description																						
	8 E125 Media Center																						
	2 B115 Collaborative Lounge																						
16 TS3HL - Campfire; Seating-Half lounge UPHLSTRY: 5999 MISC FABRIC CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: MOBY Color: GULL -65346 Direction: VERTICAL STEELCASE Tag For B6	14	1,023.83	14,333.62																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td style="text-align: right;">Qty Description</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;">4 E125 Media Center</td> <td></td> <td></td> </tr> <tr> <td></td> <td>4 E115 Staff Lounge</td> <td></td> <td></td> </tr> <tr> <td></td> <td>4 E238 Staff Lounge</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2 B115 Collaborative Lounge</td> <td></td> <td></td> </tr> </table>		Qty Description				4 E125 Media Center				4 E115 Staff Lounge				4 E238 Staff Lounge				2 B115 Collaborative Lounge					
	Qty Description																						
	4 E125 Media Center																						
	4 E115 Staff Lounge																						
	4 E238 Staff Lounge																						
	2 B115 Collaborative Lounge																						
17 COM - COM NBS TROY Tag For B6	1	2,000.84	2,000.84																				
18 N3LCUBES - B-Free; Cube, Small, 16 45/64D x 17 3/32H x 16 45/64W Cube Finish: Graded In Prc. Grp. 6 59DF - GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: EVERYWHERE TEXTURE -4147 Color: EVERGREEN -510 Direction: HORIZONTAL Caster or Glide Type: Hard Casters Soil Retardant Option: No Soil Retardant STEELCASE Tag For B7	7	487.76	3,414.32																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td style="text-align: right;">Qty Description</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black;">4 B115 Collaborative Lounge</td> <td></td> <td></td> </tr> <tr> <td></td> <td>3 E125 Media Center</td> <td></td> <td></td> </tr> </table>		Qty Description				4 B115 Collaborative Lounge				3 E125 Media Center													
	Qty Description																						
	4 B115 Collaborative Lounge																						
	3 E125 Media Center																						
19 COLAGTP - Lagunitas; Table-Personal, 13D x 24W x 25H Top Finish: Solid HPL 2891 - INGOT Edge Finish: Plastic - PG1 6012 - INGOT Base Finish: Smooth Paint 4180 - GRAPHITE MATTE STEELCASE	37	455.00	16,835.00																				

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Description		Quantity	Unit Price	Extended Price
19	Tag For B8			
	Qty Description			
	18 E125 Media Center			
	6 E115 Staff lounge			
	6 E238 Staff lounge			
	7 B115 Collaborative Lounge			
20	TS4TPST - Campfire; Slim Table, 14D x 66W x 23H BASIC: 4140 ARCTIC WHITE GLOSS GROMMET: 6009 ARCTIC WHITE TOP OPT: *OPT:TOP SELECTION HPL TOP: HPL TOP TOP-SURF: TOP SURFACE OLL01: *TOP-SURF:OLL01 PRICE GROUP 1 2900: MISC LAMINATE WILSON ART Laminate: 5013-60 -MUSHROOM EDGE: EDGE PLASTIC: *EDGE:PLASTIC 6636: MIST POWER OPT: *OPT:POWER OPTIONS 2POWER: 2 POWER STEELCASE Tag For B9	3	625.65	1,876.95
	Qty Description			
	2 E125 Media Center			
	1 B115 Collaborative Lounge			
21	OLL - LAMINATE COST NBS TROY Tag For B9	1	96.43	96.43
22	TS4TPT - Campfire; Paper Table BASE: 2535 VIRGINIA WALNUT (HPL) TBL OPTS: *OPT:TABLE OPTIONS PAPER: STD:WITH PAPER STEELCASE Tag For B10	3	657.47	1,972.41
	Qty Description			
	1 E125 Media Center			
	2 B115 Collaborative Lounge			

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Description	Quantity	Unit Price	Extended Price						
23 MGBELRQD - Migration SE; Bench-Dual sided, Rectangle, Extended height Size: Modular Depth: 28.00000 Width: 58.00000 Top Surface Finish: Solid HPL 2HMG - MERLE (HPL) Edge Finish: Plastic - PG1 6527 - MERLE Base Finish: Textured Paint 7241 - ARCTIC WHITE Controller: Up/Down Controller Cutout: Furniture Style Data Cable Manager Application: Cable Manager Power: NA 120V, NEMA 1-15 Type A - D Corner: Square Corner STEELCASE Tag For B11 <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black;">2</td> <td style="border-top: 1px solid black;">E125 Media Canter</td> </tr> <tr> <td>2</td> <td>F108 Desktop Lab</td> </tr> </table>	Qty	Description	2	E125 Media Canter	2	F108 Desktop Lab	4	2,593.13	10,372.52
Qty	Description								
2	E125 Media Canter								
2	F108 Desktop Lab								
24 MGBPSC - Migration SE; Screen-Sarto, Centered, Bench application Height: 28.00000 Width: 54.00000 Surface Finish: Cogent: Connect 5S94 - LIZARD (JUNGLE) Bracket Finish: Textured Paint 7360 - MERLE STEELCASE Tag For B11 <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black;">2</td> <td style="border-top: 1px solid black;">E125 Media Center</td> </tr> <tr> <td>2</td> <td>F108 Desktop Lab</td> </tr> </table>	Qty	Description	2	E125 Media Center	2	F108 Desktop Lab	4	407.15	1,628.60
Qty	Description								
2	E125 Media Center								
2	F108 Desktop Lab								
25 MIGCBK4 - Migration; Bracket-Cable, Package quantity 4 STEELCASE Tag For B11	8	23.60	188.80						
26 MIGCR - Migration; Cable riser Connection Type: Leg Connection STEELCASE Tag For B11	8	117.56	940.48						
27 FMVF - Filler package-Data and power PLASTIC: 6009 ARCTIC WHITE	2	23.61	47.22						

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Description	Quantity	Unit Price	Extended Price												
27 STEELCASE Tag For B11															
28 MGBCK - Migration SE; Connection kit, Bench application Base Finish: Textured Paint 7241 - ARCTIC WHITE STEELCASE Tag For B11	2	44.03	88.06												
29 MGBBSD - Migration SE; Boundary screen-Spanning, Dual sided, Bench application Size: Modular Depth - Bench: 60.00000 Overhang: 0.00000 Width - Screen: 60.94700 Height - Installed: 48.00000 Surface Finish: OLL Price Group 1 2900 - MISC LAMINATE WILSON ART Laminate: 5013-60 -MUSHROOM Grain Direction: See OLL Database Edge Finish: Plastic - PG1 6636 - MIST Bracket Finish: Textured Paint 7241 - ARCTIC WHITE STEELCASE Tag For B12 <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>E125 Media Center</td> </tr> </tbody> </table>	Qty	Description	2	E125 Media Center	2	442.55	885.10								
Qty	Description														
2	E125 Media Center														
30 OLL - OLL FOR SCREENS ON LINE ABOVE NBS TROY Tag For B12	1	96.43	96.43												
31 PFLHUB - Thread; Hub Height: 30.00000 Plug: STANDARD NEMA 5-15 3-PRONG Hub Finish: Textured Paint 7360 - MERLE STEELCASE Tag For B13 <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>E125 Media Center</td> </tr> <tr> <td>5</td> <td>E115 Staff lounge</td> </tr> <tr> <td>5</td> <td>E238 Staff Lounge</td> </tr> <tr> <td>1</td> <td>C217 Mother's Room</td> </tr> <tr> <td>3</td> <td>C222 Staff Lounge</td> </tr> </tbody> </table>	Qty	Description	12	E125 Media Center	5	E115 Staff lounge	5	E238 Staff Lounge	1	C217 Mother's Room	3	C222 Staff Lounge	31	328.16	10,172.96
Qty	Description														
12	E125 Media Center														
5	E115 Staff lounge														
5	E238 Staff Lounge														
1	C217 Mother's Room														
3	C222 Staff Lounge														

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Description	Quantity	Unit Price	Extended Price						
31 5 B115 Collaborative Lounge									
32 TS4TLH40 - Campfire; Big Table-Half depth, 96W x 24D x 40H TOP OPT: *OPT:TOP OPTION HPL TOP: HPL TOP TOP-SURF: TOP SURFACE LAM HPL: *TOP-SURF:LAMINATE (HPL) 2HSN: STORM NOCE (HPL) CON OPT: *OPT:CONTRASTING MODESTY PNL OPTION NOCONMOD: NO CONTRASTING MODESTY PANEL STEELCASE Tag For B14	2	1,563.91	3,127.82						
<table border="0"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E115 Staff Lounge</td> </tr> <tr> <td>1</td> <td>E238 Staff Lounge</td> </tr> </tbody> </table>	Qty	Description	1	E115 Staff Lounge	1	E238 Staff Lounge			
Qty	Description								
1	E115 Staff Lounge								
1	E238 Staff Lounge								
33 FLXSTAND - Flex; Stand Top Surface Finish: Plywood 3862 - OP BALTIC BIRCH Base Finish: Plastic - PG1 6527 - MERLE STEELCASE Tag For B17	4	375.75	1,503.00						
<table border="0"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E119 Collab Lab</td> </tr> <tr> <td>3</td> <td>B115 Collaborative Lounge</td> </tr> </tbody> </table>	Qty	Description	1	E119 Collab Lab	3	B115 Collaborative Lounge			
Qty	Description								
1	E119 Collab Lab								
3	B115 Collaborative Lounge								
34 FLXCTBDPKG - Flex; Cart-Board, Package, Markerboard, Cup Height: 71.00000 Frame Finish: Textured Paint 7360 - MERLE Shelf Finish: Textured Paint 7360 - MERLE Accessory Finish: Plastic - PG1 6527 - MERLE Wheel and Caster Finish: Plastic - PG1 6527 - MERLE Cup Finish: PET P636 - LIGHT HEATHER GREY STEELCASE Tag For B18	2	4,311.53	8,623.06						
<table border="0"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>E119 Collab Lab</td> </tr> <tr> <td>1</td> <td>B115 Collaborative Lounge</td> </tr> </tbody> </table>	Qty	Description	1	E119 Collab Lab	1	B115 Collaborative Lounge			
Qty	Description								
1	E119 Collab Lab								
1	B115 Collaborative Lounge								
35 WESINDSC - Greenpoint; Credenza-Storage Case Finish: Woodgrain HPL 2HSN - STORM NOCE (HPL) Frame Finish: Textured Paint 7360 - MERLE	1	2,242.84	2,242.84						

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Description	Quantity	Unit Price	Extended Price										
35 STEELCASE Tag For B19 <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C217 Mother's Room</td> </tr> </tbody> </table>	Qty	Description	1	C217 Mother's Room									
Qty	Description												
1	C217 Mother's Room												
36 COW713 - SW_1; Chair, Collaborative lounge, High back, 4 star Color Scheme: Non Contrasting Seat Finish: Grade 11 Textile Selection GR11 - GRADE 11 TEXTILE SELECTIO DESIGNTEX INC Purchaser: VENDOR Pattern: MACKINTOSH -3025 Color: FORGE -104 Direction: HORIZONTAL Upper Back Finish: Grade 11 Textile Selection GR11 - GRADE 11 11 TEXTILE SELECTIO DESIGNTEX INC Purchaser: VENDOR Pattern: MACKINTOSH -3025 Color: FORGE -104 Direction: HORIZONTAL Lower Back Finish: Knit 01 5KH9 - LEAF Base Finish: Polished Aluminum 8040 - ALUMINUM MATTE POLISHED Pillow: No Pillow Tablet: No Tablet Swivel: Return Swivel STEELCASE Tag For B20 <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>C222 Staff Lounge</td> </tr> <tr> <td>1</td> <td>E116 Elec</td> </tr> <tr> <td>1</td> <td>E239 Elec</td> </tr> <tr> <td>1</td> <td>C217 Mother's Room</td> </tr> </tbody> </table>	Qty	Description	3	C222 Staff Lounge	1	E116 Elec	1	E239 Elec	1	C217 Mother's Room	6	2,132.00	12,792.00
Qty	Description												
3	C222 Staff Lounge												
1	E116 Elec												
1	E239 Elec												
1	C217 Mother's Room												
37 COW210 - SW_1; Ottoman Upholstery Finish: Grade 11 Textile Selection GR11 - GRADE 11 11 TEXTILE SELECTIO DESIGNTEX INC Purchaser: VENDOR Pattern: MACKINTOSH -3025 Color: FORGE -104 Direction: HORIZONTAL STEELCASE Tag For B21	6	896.50	5,379.00										

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Description	Quantity	Unit Price	Extended Price										
37 <table border="0" style="margin-left: 20px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">3</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">C222 Staff Lounge</td> </tr> <tr> <td>1</td> <td>E116 Elec</td> </tr> <tr> <td>1</td> <td>E239 Elec</td> </tr> <tr> <td>1</td> <td>C217 Mother's Room</td> </tr> </table>	Qty	Description	3	C222 Staff Lounge	1	E116 Elec	1	E239 Elec	1	C217 Mother's Room			
Qty	Description												
3	C222 Staff Lounge												
1	E116 Elec												
1	E239 Elec												
1	C217 Mother's Room												
38 TS4TL40 - Campfire; Big Table, 96W x 48D x 40H TOP OPT: *OPT:TOP OPTION HPL TOP: HPL TOP TOP-SURF: TOP SURFACE LAM HPL: *TOP-SURF:LAMINATE (HPL) 2HSN: STORM NOCE (HPL) CON OPT: *OPT:CONTRASTING MODESTY PNL OPTION NOCONMOD: NO CONTRASTING MODESTY PANEL STEELCASE Tag For B22	2	1,821.05	3,642.10										
<table border="0" style="margin-left: 20px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">2</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">C222 Staff Lounge</td> </tr> </table>	Qty	Description	2	C222 Staff Lounge									
Qty	Description												
2	C222 Staff Lounge												
39 OBSKOMER01 - Skomer Upholstered Arm Chair Configuration: Two Tone Upholstered-Option 1 Seat Finish: Customers Own Material 5999 - MISC FABRIC DESIGNTEX INC Purchaser: VENDOR Pattern: SILICONE LEVEL -3052 Color: DEEP VIRIDIAN -504 Direction: HORIZONTAL Back Finish: Customers Own Material 5999 - MISC FABRIC DESIGNTEX INC Purchaser: VENDOR Pattern: MACKINTOSH -3025 Color: CHARCOAL -805 Direction: VERTICAL Caster: Black Soft Casters STEELCASE Tag For B23	3	1,362.90	4,088.70										
<table border="0" style="margin-left: 20px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">3</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">B115 Collaborative Lounge</td> </tr> </table>	Qty	Description	3	B115 Collaborative Lounge									
Qty	Description												
3	B115 Collaborative Lounge												
40 COM - COM NBS TROY Tag For B23	1	468.00	468.00										

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Description	Quantity	Unit Price	Extended Price				
41 COM - COM NBS TROY Tag For B23	1	273.00	273.00				
42 OBSSULLY01 - Sully Upholstered Stool Seat Finish: Customers Own Material 5999 - MISC FABRIC DESIGNTEX INC Purchaser: VENDOR Pattern: SILICONE LEVEL -3052 Color: DEEP VIRIDIAN -504 Direction: HORIZONTAL Caster: Black Soft Casters STEELCASE Tag For B24 <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">2</td> <td style="border-top: 1px solid black;">B115 Collaborative Lounge</td> </tr> </table>	Qty	Description	2	B115 Collaborative Lounge	2	624.80	1,249.60
Qty	Description						
2	B115 Collaborative Lounge						
43 COM - COM NBS TROY Tag For B24	1	312.00	312.00				
44 FLXBDRY - Flex; Panel-Acoustic Height: Short Skin Finish: PET P636 - LIGHT HEATHER GREY Accessory Finish: Plastic - PG1 6053 - SEAGULL Clip Position: Clips - Dual Side STEELCASE Tag For B25 <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">1</td> <td style="border-top: 1px solid black;">B115 Collaborative Lounge</td> </tr> </table>	Qty	Description	1	B115 Collaborative Lounge	1	2,382.80	2,382.80
Qty	Description						
1	B115 Collaborative Lounge						
45 488BD - Brody; Desk-Privacy Color Scheme: Light Lower Surround Finish: Graded In Prc. Grp. 6 59DF - GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: EVERYWHERE TEXTURE -4147 Color: CARBON -806 Direction: HORIZONTAL Screen Type: Acrylic Screen Finish: Plastic - PG1 6559 - SATIN ICE Screen Bracket Finish: Textured Paint 7243 - SEAGULL Trim Type: Plastic	1	2,633.62	2,633.62				

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Description	Quantity	Unit Price	Extended Price
<p>45 Trim Finish: Plastic - Pg1 6053 - SEAGULL Top Surface Finish: Woodgrain HPL 2HAN - ASH NOCE (HPL) Edge Finish: Plastic - PG1 6707 - ASH NOCE Foot Finish: Textured Paint 7243 - SEAGULL Power Outlet Type: No Power Outlet Light: No Light STEELCASE Tag For B26</p> <p style="text-align: center;">Qty Description</p> <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">1 B115 Collaborative Lounge</p>			
<p>46 488WE - Brody; Chair-Lounge, Privacy, Extension</p> <p>Lower Surround Finish: Graded In Prc. Grp. 6 59DF - GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: EVERYWHERE TEXTURE -4147 Color: CARBON -806 Direction: HORIZONTAL</p> <p>Foot Finish: Textured Paint 7243 - SEAGULL Trim: Plastic Trim Finish: Plastic - Pg1 6053 - SEAGULL Seat Finish: Customers Own Material 5999 - MISC FABRIC CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: FUSE 2.0 -FSE Color: SLATE -238 Direction: HORIZONTAL</p> <p>Seat Shell Finish: Plastic - Pg1 6249 - PLATINUM SOLID Color Scheme: Light Side Surface Location: User's Right Side Surface Finish: Woodgrain HPL 2HAT - ACACIA (HPL) Edge Finish: Plastic - PG1 6213 - ACACIA Caddy Finish: Plastic - PG1 6053 - SEAGULL Frame Finish: Textured Paint 7360 - MERLE Worksurface: Personal Worksurface Personal Wksf Finish: Plastic - Pg1 6053 - SEAGULL Personal Wksf Arm Finish: Smooth Metallic 4799 - PLATINUM METALLIC Power Outlet Type: No Power Outlet Light: No Light</p>	1	4,081.22	4,081.22

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Description	Quantity	Unit Price	Extended Price
46 Screen Type: Acrylic Screen Finish: Plastic - PG1 6559 - SATIN ICE Screen Location: Left and Right Screen Bracket Finish: Textured Paint 7243 - SEAGULL Soil Retardant Option: No Soil Retardant STEELCASE Tag For B27 <div style="margin-left: 100px;"> Qty Description <hr style="width: 30%; margin-left: 0;"/> 1 B115 COLLABORATIVE LOUNGE </div>			
47 COM - COM NBS TROY Tag For B27	1	56.91	56.91
48 488WE - Brody; Chair-Lounge, Privacy, Extension Lower Surround Finish: Graded In Prc. Grp. 6 59DF - GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: EVERYWHERE TEXTURE -4147 Color: CARBON -806 Direction: HORIZONTAL Foot Finish: Textured Paint 7243 - SEAGULL Trim: Plastic Trim Finish: Plastic - Pg1 6053 - SEAGULL Seat Finish: Customers Own Material 5999 - MISC FABRIC CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: FUSE 2.0 -FSE Color: SLATE -238 Direction: HORIZONTAL Seat Shell Finish: Plastic - Pg1 6249 - PLATINUM SOLID Color Scheme: Light Side Surface Location: User's Left Side Surface Finish: Woodgrain HPL 2HAT - ACACIA (HPL) Edge Finish: Plastic - PG1 6213 - ACACIA Caddy Finish: Plastic - PG1 6053 - SEAGULL Frame Finish: Textured Paint 7360 - MERLE Worksurface: Personal Worksurface Personal Wksf Finish: Plastic - Pg1 6053 - SEAGULL Personal Wksf Arm Finish: Smooth Metallic 4799 - PLATINUM METALLIC	1	4,081.22	4,081.22

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price				
48 Power Outlet Type: No Power Outlet Light: No Light Screen Type: Acrylic Screen Finish: Plastic - PG1 6559 - SATIN ICE Screen Location: Left and Right Screen Bracket Finish: Textured Paint 7243 - SEAGULL Soil Retardant Option: No Soil Retardant STEELCASE Tag For B28 <div style="margin-left: 100px;"> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B115 COLLABORATIVE LOUNGE</td> </tr> </tbody> </table> </div>	Qty	Description	1	B115 COLLABORATIVE LOUNGE			
Qty	Description						
1	B115 COLLABORATIVE LOUNGE						
49 COM - COM NBS TROY Tag For B28	1	56.91	56.91				
50 MT03DL7860TN - Table-Desk height, Large D shaped, Attached totem, TC, 78D x 60W Primary Finish: Smooth Metallic 4799 - PLATINUM METALLIC Infill Finish: Smooth Metallic 4799 - PLATINUM METALLIC Top Surface Finish: Woodgrain HPL 2HAN - ASH NOCE (HPL) Edge Finish: Plastic - PG1 6707 - ASH NOCE Cutout Power Well: No Tech; w/Cutout;Power;Well Monitor Shrouds: Dual 43 Shroud Infill: Infill Only STEELCASE Tag For B29 <div style="margin-left: 100px;"> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B115 COLLABORATIVE LOUNGE</td> </tr> </tbody> </table> </div>	Qty	Description	2	B115 COLLABORATIVE LOUNGE	2	12,262.25	24,524.50
Qty	Description						
2	B115 COLLABORATIVE LOUNGE						
51 25210 - Planner Studio Table, Fixed Height, With Casters, 36x60x40 Worksurface Finish: SMITH SYSTEM LAMINATE 499660 - HIGH RISE LAMINATE Edge: H - 1 1/4in Top w 3mm Edgbnd Edge Finish: Smith System Plastic HRE - HIGH RISE Leg Finish: SMITH SYSTEM PAINT CHL - CHARCOAL SMITH SYST Tag For B30 <div style="margin-left: 100px;"> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>B115 COLLABORATIVE LOUNGE</td> </tr> </tbody> </table> </div>	Qty	Description	3	B115 COLLABORATIVE LOUNGE	3	811.10	2,433.30
Qty	Description						
3	B115 COLLABORATIVE LOUNGE						

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price				
52 25206 - Planner Studio Table, Fixed Height, With Casters, 36x60x29 Worksurface Finish: SMITH SYSTEM LAMINATE 499660 - HIGH RISE LAMINATE Edge: H - 1 1/4in Top w 3mm Edgbnd Edge Finish: Smith System Plastic HRE - HIGH RISE Leg Finish: SMITH SYSTEM PAINT CHL - CHARCOAL SMITH SYST Tag For B31	3	773.78	2,321.34				
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="text-align: right;">3</td> <td>B115 COLLABORATIVE LOUNGE</td> </tr> </table>	Qty	Description	3	B115 COLLABORATIVE LOUNGE			
Qty	Description						
3	B115 COLLABORATIVE LOUNGE						
53 FREIGHT - FREIGHT SMITH SYST	1	650.00	650.00				
54 FLXPR1 - Flex Perch Stool Frame Finish: Plastic - PG1 6527 - MERLE STEELCASE Tag For B32	5	216.22	1,081.10				
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="text-align: right;">5</td> <td>B125 RECREATION- GAME ROOM</td> </tr> </table>	Qty	Description	5	B125 RECREATION- GAME ROOM			
Qty	Description						
5	B125 RECREATION- GAME ROOM						
55 OBBORDER05 - Border Two Seat- High, with 32" Dia Table Configuration: Upholstered Seat Finish: Graded-In PG 5 59DE - GRADED IN PR. GRP. 5 DESIGNTEX INC Purchaser: VENDOR Pattern: BILLIARD CLOTH -3549 Color: INK -806 Direction: HORIZONTAL Top Finish: Woodgrain HPL 2HSW - STORM WENGE (HPL) Edge Finish: Plastic Group 1 6704 - STORM WENGE Top Size and Edge: 31 1/2" Top with Tapered Edge Base Power/Data Node: No Power/Data Required STEELCASE Tag For B33	1	5,646.85	5,646.85				
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Qty</td> <td>Description</td> </tr> <tr> <td style="text-align: right;">1</td> <td>B125 RECREATION - GAME ROOM</td> </tr> </table>	Qty	Description	1	B125 RECREATION - GAME ROOM			
Qty	Description						
1	B125 RECREATION - GAME ROOM						
Sub Total			199,167.86				
Total			199,167.86				
56 LOAD - Receive, Deliver, and Install product. Non-union labor, normal business hours. Free and clear space; does not include removal of any existing	1	11,737.51	11,737.51				

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____



yourNBS.com **Remit Payments to:** NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
56 product. No stair carry. All work to be done at one time. ROSE MOVIN			
Quotation Totals			
Sub Total			228,298.69
Grand Total			228,298.69

End of Quotation

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

Project:					IOS Quotation #:	IOS72424		
Project Name:	Novi High School Phase 3				Date:	7/29/2024		
Address:	24062 Taft Road				Contact:	Chris Halatek		
City, State Zip:	Novi MI 48375				Contact Number:	248-408-0978		
Email:					Contact Email :	chris.halatek@interiorofficesource.com		
Phone:					Vendor:			
Project Name:					Contract:			
Project Number	19140C				Project / Site Info:	Novi High School		
					Ship to Address:	2195 South Milford Road		
					City, State Zip:	Milford MI 49391		

Item	Qty	Manufacturer	Model No.	Qty	Description	Total
	80				Installation Normal Hours M-F 7AM - 3PM	

Quote Summary						
PO To Interior Office Source					Installation of 80 KI items Category D	
					1 Day Install	\$4,875.00

Terms and Conditions for Installation

- 1) Payment Net 30 Days unless otherwise agreed upon in writing
- 2) Price expires 60 Days from dated quotation unless otherwise agreed
- 3) Quotation is considered as final in regards to selections for all product specifications and finishes.
- 4) Installation to be completed in one complete and continuous phase unless noted on the PO.
- 5) Additional trips to site and return trips are additional to this quote installation
and/or voided warranty. Deviations that cause delay and increased work will be additional
- 7) Pricing is based on normal elevator use unless noted. If building layout is such that the elevator is not easily accessible additional time will be required to move product and is additional to this quote
- 7) If the elevator is not available upon delivery or does not accommodate the product, additional charges to the quotation will be required based on need
- 8) All areas shall be free and clear of other trades and material prior to commencement of installation.
- 9) Following installation and confirmed punch list, if any, contractors must provide furniture protection until the project is turned over to the owner
- 10) Signature for acceptance of the furniture or punch list is required by the owner or designated person by the owner upon installation completion
- 11) If the delivery is scheduled for site delivery and the access to the space is delayed, additional charges will be incurred for storage and handling
- 12) If the delivery is based on delivery to the project site, storage charges will be incurred if the site is not ready
- 13) Schedule delays or changes that cause production loss or overtime premiums will be additional
- 14) IOS is not responsible for phone/data lines or hardwire connection of power
- 15) Building or electrical permits, if required, are by others. Consult with local building code department
- 16) By issuing a PO, Contract or signing this quotation these terms and conditions are being accepted
- 17) Deposits may be required depending on credit evaluation and vendors requirements
- 18) Changes in the quantities stated may require a changes in the pricing listed
- 19) Access to the site must be a hard surface such as asphalt or concrete and accessible for Hi-Lo and standard 53 Foot Truck Trailer



PROPOSAL

PROPOSAL: 125801

DATE: 08/28/24
PROJECT #: 24-287

PROPOSAL FOR:
NOVI COMMUNITY SCHOOL DISTRICT
25345 TAFT RD
NOVI MI 48374

INSTALL AT:
NOVI HIGH SCHOOL
24062 TAFT RD
NOVI MI 48375

COST CENTER:

SALESPERSON:
PEGGY CAVERLY

CLIENT:
16070

YOUR P/O:

QUOTE VALID
/ /

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			STATE OF MICHIGAN MIDEAL CONTRACT		
2	7	SMSH-3255-H NH ,ZH-VRY (1K) ,1K-BL ,TR-TF	Riverbend,Straight,Hi Bk,Faux Lea Seat and Fab Bk,55,W,Hard Gld - C1 INSIGHT SEAL GRD C Big Diagonale GRD D Balsam GRD D Pitch (Textured) GRD A	1,835.91	12,851.37
3	7	SMSM-3255-H NH ,ZH-VRY (1K) ,1K-BL ,TR-TF	Riverbend,Straight,Mid Bk,Faux Lea Seat and Fab Bk,55,W,Hard Gld - C2 INSIGHT SEAL GRD C Big Diagonale GRD D Balsam GRD D Pitch (Textured) GRD A	1,426.22	9,983.54
4	3	SMCM-3256-H SH ,ZH-VRY (1K)	Riverbend,Concave,Horiz Seam,Mid Bk,Faux Lea Seat and Fab Bk,56,W,Hard Gld - C3 INSIGHT SEAL GRD C Big Diagonale GRD D CONTINUED...	1,546.23	4,638.69



PROPOSAL

PROPOSAL: 125801

DATE: 08/28/24
PROJECT #: 24-287

PROPOSAL FOR:
NOVI COMMUNITY SCHOOL DISTRICT
25345 TAFT RD
NOVI MI 48374

INSTALL AT:
NOVI HIGH SCHOOL
24062 TAFT RD
NOVI MI 48375

COST CENTER:

SALESPERSON:
PEGGY CAVERLY

CLIENT:
16070

YOUR P/O:

QUOTE VALID
/ /

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
		,1K-BL ,TR-TF	Balsam GRD D Pitch (Textured) GRD A		
5	4	SMSM-3228-H NH	Riverbend, Straight, Mid Bk, Faux Lea Seat and Fab Bk, 28, W, Hard Gld - C4	994.37	3,977.48
		,ZH-VRY (1K) ,1K-BL ,TR-TF	INSIGHT SEAL GRD C Big Diagonale GRD D Balsam GRD D Pitch (Textured) GRD A		
6	3	STSN-3033-H NH	Pebble, Faux Lea, 33, W, Hard Gld, - C5	731.73	2,195.19
		,ZH-ZY6	IOTA, FOREST GRD D		
7	2	SOPN-2223-0 OH	Openest Chick Pouf, No Back, 23, Fabric Seat, Fabric base, Hard Glide	689.30	1,378.60
		(MOMENTUM_COVER ,AL-296	Momentum - Cover Cloth GRD D Platinum GRD D		
		(MOMENTUM_COVER ,AL-296	Momentum - Cover Cloth GRD D Platinum GRD D		
		,NS-F	Black GRD A		



PROPOSAL

PROPOSAL: 125801

DATE: 08/28/24
PROJECT #: 24-287

PROPOSAL FOR:
NOVI COMMUNITY SCHOOL DISTRICT
25345 TAFT RD
NOVI MI 48374

INSTALL AT:
NOVI HIGH SCHOOL
24062 TAFT RD
NOVI MI 48375

COST CENTER:

SALESPERSON:
PEGGY CAVERLY

CLIENT:
16070

YOUR P/O:

QUOTE VALID
/ /

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
8	10	SMSH-3267-H NH ,ZH-VRY (1K) ,1K-CR ,TR-TF	Riverbend, Straight, Hi Bk, Faux Lea Seat and Fab Bk, 67, W, Hard Gld - C7 INSIGHT SEAL GRD C Big Diagonale GRD D Carbon GRD D Pitch (Textured) GRD A	2,089.36	20,893.60
9	1	SMCH-3256-H SH ,ZH-VRY (1K) ,1K-BL ,TR-TF	Riverbend, Concave, Horiz Seam, Hi Bk, Faux Lea Seat and Fab Bk, 56, W, Hard Gld INSIGHT SEAL GRD C Big Diagonale GRD D Balsam GRD D Pitch (Textured) GRD A	2,052.27	2,052.27
10	1	LABOR * *	LABOR TO RECEIVE, DELIVER AND INSTALL PER MIDEAL SEATING CONTRACT NORMAL BUSINESS HOURS NON-UNION LABOR Tag 1: P6984	4,455.00	4,455.00

Thank you for the opportunity to quote on your requirements.
Quote valid for 65 days.

DEPOSIT REQUIRED 31,213.00 SUBTOTAL.....: 62,425.74

ACCEPTED BY _____
DATE ACCEPTED _____

TOTAL.....: 62,425.74

TERMS AND CONDITIONS

1. This Proposal is not a binding order unless signed by an authorized representative of the Buyer and accepted by a Manager at INTERIOR SYSTEMS CONTRACT GROUP INC. ("ISCG").
2. If requested by ISCG, the Buyer agrees to provide reasonable financial information necessary to approve credit. ISCG reserves the right to modify the terms of this Proposal, including deposit requirement, based on the information obtained.
3. The Buyer warrants that any financial information provided to ISCG is true and correct.
4. Product purchased on this Proposal is not cancelable or returnable.
5. All imposed tariffs assessed after order placement, and applicable sales and use taxes will be added at the time of invoicing and are the responsibility of the Buyer.
6. The Buyer agrees to ISCG's NET 30 payment terms. Payment in full is required on all delivered product. Payment for incorrect, or damaged product, may be withheld until issue is resolved or product replacement is delivered. Should Buyer be unable to accept delivery when product is available, Buyer agrees to be invoiced and ISCG will warehouse product for 30 days at no charge.
7. In the event of construction delays, or other causes not within ISCG's control, force postponement of the delivery and/or installation beyond 30 days, the products will be stored until installation can take place. The products will be considered accepted by the Buyer for purposes of invoicing and payment. The Buyer agrees to pay any reasonable storage charges incurred.
8. In the case of partial deliveries, the Buyer will accept invoice for all products delivered.
9. Delivery and installation will be made during normal business hours utilizing non-union labor. Buyer agrees to pay any additional charges resulting from overtime work, and/or union labor, performed at the Buyer's request.
10. Interest will be charged at the higher of 18% per annum, or the maximum rate permitted by law, on all past due amounts.
11. Buyer grants ISCG a security interest in the products described in this Proposal until full payment has been received. Buyer agrees to keep product free and clear of all claims and liens until ISCG has been paid in full.
12. ISCG is authorized to file a UCC-1 to further protect its security interest in any unpaid products.
13. Buyer understands and agrees that ISCG is not responsible for a manufacturer's inability to meet their estimated or expected ship dates. There is no offset, or other price reduction, due to a manufacturer delay.
14. Buyer must provide a free and clear job site during the installation. Elevator service and adequate facilities for offloading, staging, moving, and handling of products must also be provided by the Buyer and without charge to ISCG. The Buyer is responsible for securing all necessary building permits.
15. Buyer is responsible for any damage to, or loss of, products after delivery. Until ISCG has been paid in full, Buyer shall maintain a policy of fire, and extended coverage insurance, on the full value of all products with loss payable to ISCG.
16. ISCG assigns all rights derived from the manufacturer's warranties to Buyer to the extent such rights are assignable. There are no other warranties, or extended warranties, provided as part of this Proposal.
17. Any controversy or claim arising out of, or relating to, this Proposal and Terms and/or Conditions, or any breach thereof, shall be settled in accordance with the Rules of the American Arbitration Association and judgment upon the award may be entered in any court.
18. Buyer agrees to pay ISCG's attorney's fee and all other costs incurred in the enforcement of these Terms and Conditions.
19. The use of VISA, MasterCard or American Express for deposits and/or invoice payments, above \$2,000, will be assessed an additional fee equal to 2.0% of the amount charged.
20. The Proposal and Terms and Conditions represent the entire Agreement between Buyer and ISCG and may not be changed without ISCG Management's written authorization.

12/14/18



Novi Community School District

PRICE PROPOSAL

Date: 8/28/2024

Quote Number: 3052-28432

Valid For 92 Days

Prepared by: Steve Timmer

Confidential

© 2024 Dew-El Corporation. The information in this transmittal is proprietary to Dew-El Corporation. It is provided on the condition that it remains in confidence between Dew-El Corporation and the recipient of this quote. Do Not Copy, Distribute nor Share the Contents of this proposal without the written permission of Dew-El Corporation.

Project Scope

Bill To

Novi Community School District
 25345 Taft Road
 Novi, MI 48374

Install To

Novi High School
 24062 Taft Rd
 Novi, MI 48375

Project Investment

Project Total	\$15,423.34
Tax (0%)	\$0.00
Grand Total	\$15,423.34

Payment Schedule

100% Due Net 30	Net 30 \$15,423.34
-----------------	------------------------------

Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Novi HS	Furniture	\$13,673.34	\$0.00	\$13,673.34
	Freight	\$750.00	\$0.00	\$750.00
	Installation	\$1,000.00	\$0.00	\$1,000.00
Grand Total		\$15,423.34	\$0.00	\$15,423.34

Dew-El Corporation
 10841 Paw Paw Drive
 Holland, MI 49424
 Phone: (616) 396-6554
 Fax: (616) 396-6669
 http://www.Dew-El.com



QUOTATION

3052-28432

VALID UNTIL 11/28/2024

BILL TO

Novi Community School District
 25345 Taft Road
 Novi, MI 48374

INSTALL TO

Novi High School
 24062 Taft Rd
 Novi, MI 48375

Salesperson
 Steve Timmer


Payment Terms
 Net 30

DELIVER TO

Novi High School
 24062 Taft Rd
 Novi, MI 48375

Novi HS

Furniture

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	1.00	EA	2G2BT-HMU-2427-40-F-N--L-N-N-G / 2G2BT HMU Presentation Station w/ side table 4 Doors, Grey Melamine Base No Panel Side Table on Left Adj Shelves No File Drawer , no vents and adjustable shelves, standard flat presentation top, no filing drawer)  Laminate A Selection : Wilsonart Mushroom 5013-60 Edgeband Colors : Dove Grey TAG G1 F108 Desktop Lab	\$2,965.13	\$2,965.13
2	1.00	EA	FSTP-2SU-3540-35-D-N-G / Flex 2-Step Unit - Duo Color (No Power, Grade 03, Grade 03) Fabric A Supplier: Designtex Fabric B Supplier: Designtex Fabric A Selection: IOTA Charcoal 3008-807 Gr 5 Fabric B Selection: IOTA Forest 3008-504 Gr 5 TAG G2 B125 Rec/Game Room	\$2,479.48	\$2,479.48
3	2.00	EA	FSTP-3SU-3540-35-D-N-G / Flex 3-Step Unit - Duo Color (No Power, Grade 02, Grade 02) Fabric A Supplier : Designtex Fabric Supplier Fabric A Selection : Charcoal 3008-807 Fabric A Selection Fabric B Supplier : Designtex Fabric Supplier Fabric B Selection : IOTA Forest 3008-504 Gr 5 Fabric B Selection Tag G3 B125 Rec / Game Room	\$2,725.20	\$5,450.39
4	2.00	EA	B3636SQ-L-MOB / 4 SIDED MOBILE DISPLAY OPEN STORAGE HPL CASE AND TOP 3mm PVC EDGE 4 CASTERS 36 1/2W X 36 1/2D X 36 7/8H HPL Wilsonart Mushroom 5013-60 Edge Fog C600257 TAG E1 E125 Medica Center	\$1,389.17	\$2,778.34

Freight

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
5	1.00	EA	Freight / Freight / Shipping / Packaging	\$750.00	\$750.00

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
<http://www.Dew-El.com>



QUOTATION

3052-28432

VALID UNTIL 11/28/2024

Novi HS

Installation

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
6	1.00	EA	INSTALL / Labor to Receive, Deliver, Install, and remove debris	\$1,000.00	\$1,000.00

CUSTOMER SIGN OFF

subtotal	\$15,423.34
sales tax	\$0.00
total	\$15,423.34

Authorized Signature

Accepted Date

Print Name

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
<http://www.Dew-El.com>



QUOTATION

3052-28432

VALID UNTIL 11/28/2024

Pricing for MiEN is provided according to National Purchasing Contract OMNIA Region 14 ESC - TX, contract number 07-107 Pricing for Media Technologies is provided according to National Purchasing Contract OMNIA Region 14 ESC - TX, Contract Number 07-106



Quotation

Quote Number 0200228365

Customer VS America, Inc.
1940 Abbott Street
Suite 501
Charlotte NC 28203
United States

Customer Reference GLFS-Novi HS

Date Quoted 07/22/2024

Inside Sales Contact Ella Stumpf
e.stumpf@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

Contract Omnia Partners Region 4 ESC
Contract # R191818

To Whom It May Concern:

Please note the following pricing has been presented in Omnia Partners Region 4 ESC Contract NET values, based on the stated models, colors, finishes, and quantities. Any alterations will be subject to updated pricing.

Pricing is valid for 30 days* for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be quoted. Please discuss specific project requirements with your VS America Territory Manager.

Factory-direct orders qualify for free shipping if the total net amount is over \$50,000 USD. Freight charges do apply for any orders fulfilled from the VS America Stock / Quickship Program. Please refer to the Customer Freight Terms document, Omnia Region 4 Freight Terms, for a complete list of exclusions and restrictions.

Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

*Barring the announcement of a formal price increase.

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	F1 45412 SpaceWalk, Triple-Standard storage module, rectangular tubular frame, with 4 castors, 3 rows with guide rails, each for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 105.8x99.6x48.3cm	12	\$ 1,820.00	\$ 21,840.00

544 Row 1	940	receives CW bin Kit 1 clear
545 Row 2	940	receives CW bin Kit 1 clear
546 Row 3	920	receives 9" bins clear
231 metal color frame	091	white RAL 9016
348 top	020	steel
238 metal color top	091	white RAL 9016
361 finished back	020	steel
362 color finished back	091	white RAL 9016
357 side cladding	003	both sides
239 metal color side cladding	091	white RAL 9016
903 packaging	002	with export protection

Unit List Price \$ 2275.00

Discount (%) 20.00000

Subtotal	\$ 21,840.00
Shipping (Holland , MI 49423)	\$ 919.00
Installation	\$ 1,100.00
Total	\$ 23,859.00

Payment Terms: Immediate Payment

Please send POs to: orders@vsamerica.com

Interior Office Source Quote

Project:	Novi High School	IOS Quotation #:	FTD19140CTFL
Project Name:	Novi High School Phase 3	Date:	7/29/2024
Address:	24062 Taft Road	Contact:	Chris Halatek
City, State Zip:	Novi, MI 48375	Contact Number:	248-408-0978
Email:		Contact Email :	chris.halatek@interiorofficesource.com
Phone:		Vendor:	Fleetwood Group Inc
		Contract:	NCPA 07-27
Project Number	Category N Fleetwood 19140C	Project / Site Info:	High School
		Ship to Address:	2195 S Milford
		City, State Zip:	Milford MI 48381

Item	Total Qty	Manufacturer	Model No.	Location	Qty	Description	Sell	Total Sell
N1	4	Fleetwood	GSD1362029LD			Illusions 2.0 Base Shelf Box Drawer Cabinet Size: 36"W x 20"D x 29" H With Levelers Arch Chrome Pull Matching Worksurface & Backsplash Through Bolt Connector Paint Finish: Top HPL Trytoo Savatre Case TFL Plaintree Maple Paint: Graphite	\$ 1,325.00	\$ 5,300.00
N2	6	Fleetwood	GSD1362029LD			Illusions 2.0 Base Shelf Box Drawer Cabinet Size: 36"W x 20"D x 29" H 24" Deep Worksurface With Levelers Arch Chrome Pull Matching Worksurface & Backsplash Through Bolt Connector Top HPL Trytoo Savatre Case TFL Plaintree Maple Paint: Graphite	\$ 1,325.00	\$ 7,950.00
Quote Summary						Total Product		\$13,250.00
PO to Interior Office Source						Installation M-F 7AM - 3PM		\$1,700.00
Pricing Valid Until 10-30 -24						Freight		Included
						Total Quote		\$14,950.00

ANN ARBOR STORE
 3336 WASHTENAW AVE
 ANN ARBOR MI 48104
 734-677-3278



	Sales Quote
	20353696
Estimated Date	Document Date
07/31/24	07/30/24

Sold To
NOVI COMMUNITY SCHOOL DISTRICT 25345 TAFT RD NOVI, MI 48374 Cell: 248-449-1218 sandra.brasil@novik12.org

Deliver To
SANDRA BRASIL 24062 TAFT RD NOVI, MI 48375

Terms	Salesperson	Customer #	Store
NO TERMS	HPER	20353696	20
Printed: 07/30/24 01:08PM			
D - Delivery			

Ln#	Model/Brand/Description	Order	Price	Amount
1	D Model: 51871766001 Brand: BRUNSWICK HERITAGE PLAY PACKAGE	1	\$618.00	\$618.00
2	D Model: STRIKER-FOOSBALL Brand: BRUNSWICK STRIKER FOOSBALL TABLE	1	\$950.00	\$950.00
3	D Model: CUSTOM Brand: ALS SPECIAL ORDER CUSTOM V-FORCE 2.0 AIR HOCKEY TABLE 51871574001	1	\$1,307.00	\$1,307.00
4	D Model: CUSTOM Brand: ALS SPECIAL ORDER CUSTOM BLACK WOLF PRO 7' POOL TABLE W/ GULLY SYSTEM/PEDASTAL LEG 28661720150	1	\$5,035.00	\$5,035.00
5	D Model: CC-8-CHARCOAL Brand: BRUNSWICK CENTENNIAL 8' CHARCOAL CLOTH	1	\$455.00	\$455.00
Merchandise:				\$8,365.00
Delivery Charge:				\$149.00
Installation Amount:				\$249.00

Thank You for your business. Have a Great Day!

ANN ARBOR STORE
 3336 WASHTENAW AVE
 ANN ARBOR MI 48104
 734-677-3278



Sales Quote	
20353696	
Estimated Date	Document Date
07/31/24	07/30/24

Sold To
NOVI COMMUNITY SCHOOL DISTRICT 25345 TAFT RD NOVI, MI 48374 Cell: 248-449-1218 sandra.brasil@novik12.org

Deliver To
SANDRA BRASIL 24062 TAFT RD NOVI, MI 48375

Terms	Salesperson	Customer #	Store
NO TERMS	HPER	20353696	20

Printed: 07/30/24 01:08PM	
D - Delivery	

Total Sales Quote: \$8,763.00

Thank You for your business. Have a Great Day!

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
September 19, 2024**

**ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT &
DEVELOPMENT**

TOPIC: District Wellness Presentation

RosaLeigh Johnson, the Director of Mental Health and Wellness, Stewart Reich, Project Manager and Senior Design Architect at Kingscott, and their team have been working thoughtfully and diligently on the new Novi Wellness Center; the layout and what it will look like using the guidelines from the state grant. RosaLeigh and Stew are here tonight to update the Board on the work that they have been engaged in since November.

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



Ben Mainka, Superintendent



Wellness Center

RosaLeigh Johnson
Director of Mental Health and Wellness

Stewart Reich
Project Manager/Sr. Project Designer
Kingscott Associates, Inc.



NCSD Board Meeting Conceptual Design Update

Thursday, September 19, 2024

- The 'Why'
- How is Novi Responding?
- Frequently Asked Questions
- Project Timeline
- Conceptual Design Walk-Through
- Next Steps

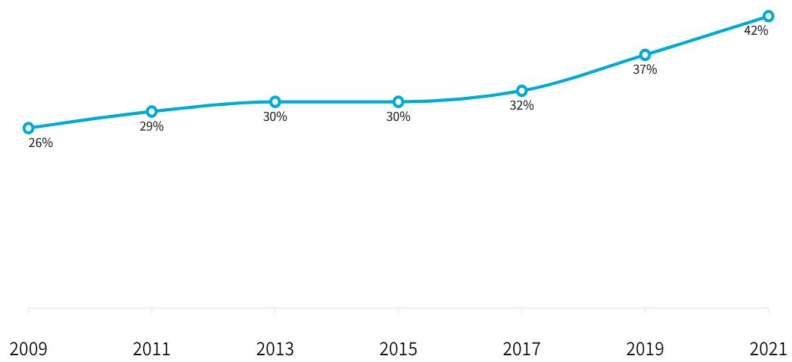
Agenda



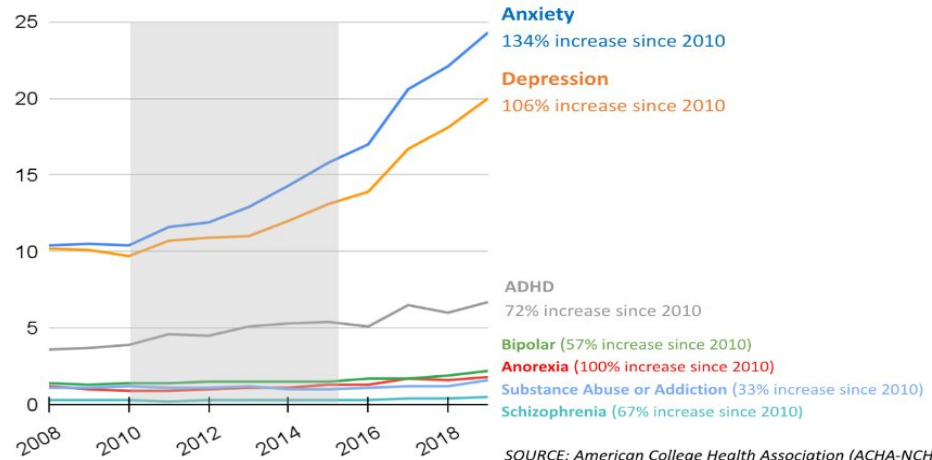
U.S. Surgeon General Issues Advisory on Youth Mental Health Crisis

High School Students Who Felt Sad or Hopeless

The percentage of teens with persistent feelings of sadness and hopelessness has been on the rise for more than a decade, as measured by the U.S. CDC's biennial Youth Risk Behavior Survey



Percent of U.S. Undergraduates Diagnosed with a Mental Illness

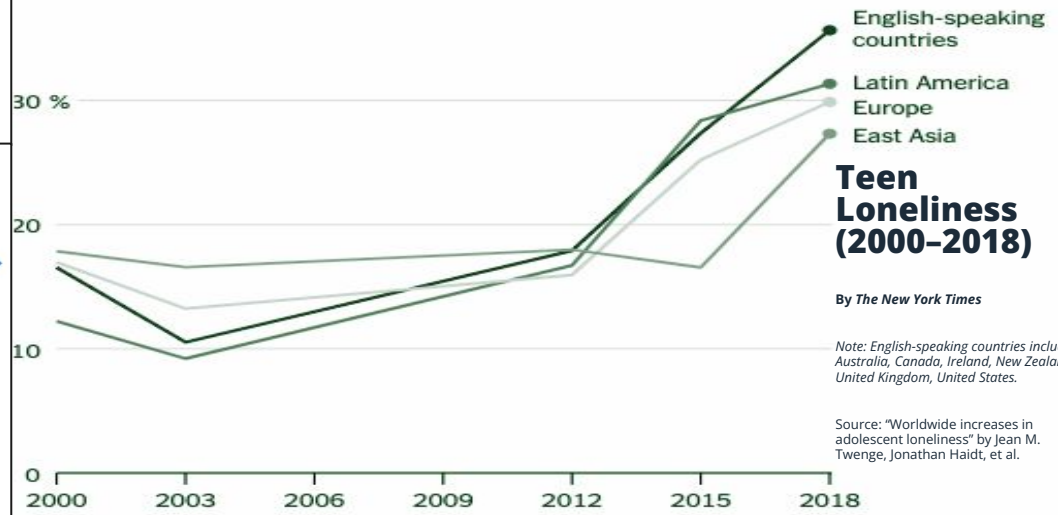


SOURCE: American College Health Association (ACHA-NCHA II)

Student Wellbeing is on a Continuum



- avoidance
- change in appearance
- stomachache, headache
- worry
- change in appetite
- absent
- overactions
- withdrawing from friends
- anger
- irritability
- change in grades
- cuts, bruises, burns



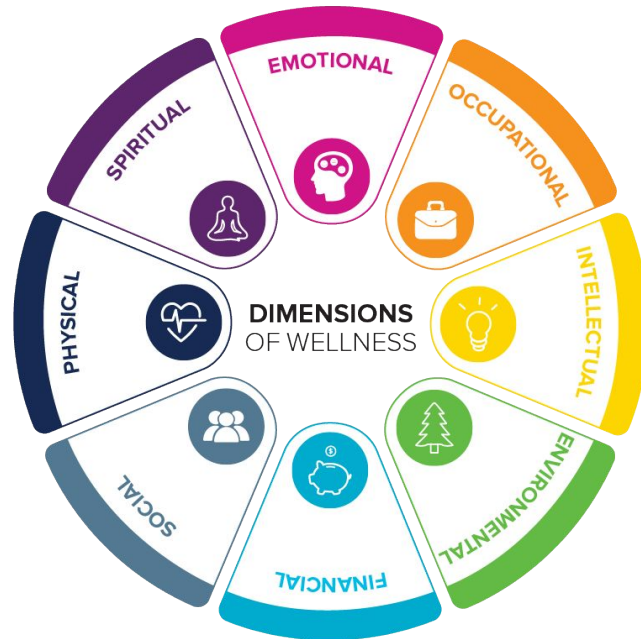
Teen Loneliness (2000-2018)

By The New York Times

Note: English-speaking countries include Australia, Canada, Ireland, New Zealand, United Kingdom, United States.

Source: "Worldwide increases in adolescent loneliness" by Jean M. Twenge, Jonathan Haidt, et al.

Through **inspired innovation** and **purposeful planning**,
Novi is **systematically** addressing mental health and wellness,
8 Dimensions at a time.



The Novi Wellness Center



NOVI
WELLNESS
CENTER
25345 TAFT ROAD



Inspired Innovation

- Uniquely Purposed Facility
- Holistic Approach
- Personalized Care
- Specialized Programming
- Client-Centered Approach
- Expert Team



Inspired Innovation

Purposeful Planning



- Uniquely Purposed Facility
- Holistic Approach
- Personalized Care
- Specialized Programming
- Client-Centered Approach
- Expert Team

- Wellness Committee
- Vision, Mission & Purpose
- SWOT Analysis
- Stakeholder Feedback
- Community Involvement
- Service Offerings
- Strategic Partnerships
- Facility Design



Inspired Innovation

Purposeful Planning

Systematic




- Uniquely Purposed Facility
- Holistic Approach
- Personalized Care
- Specialized Programming
- Client-Centered Approach
- Expert Team

- Wellness Committee
- Vision, Mission & Purpose
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- Service Offerings
- Strategic Partnerships
- Facility Design

- Intentional
- Thoughtful
- Data-Driven
- Continuous Improvement



Frequently Asked Questions...



*Who will have access to
the Wellness Center?*

- The NCS D Wellness Center will provide inclusive services, resources and programming to the following stakeholders:
 - NCS D Students
 - NCS D Staff
 - NCS D Families
- Certain services, resources and programming may only be available to certain stakeholders, based on capacity (i.e.-phase 1 of medical clinic potentially for students and staff only).

How is the NCSD
Wellness Center
different from a
school-based
Health Center?

NCSD Wellness Center	School-based Health Center
<i>Funded through the Sec. 31r (1) from the state school aid fund money appropriated under section 11. This funding does not require minimum program requirements.</i>	<i>Funded through a grant through Michigan Department of Health and Human Services (MDHHS). Terms of the grant require minimum program requirements.</i>
<i>Location independent from all NCSD schools</i>	<i>Typically located inside a school</i>
<i>A holistic center that provides a comprehensive range of services, supports, programming and resources that meet a wide range of needs (Aligned to SAMHSA's 8 Dimensions of Wellness).</i>	<i>A center that primarily provides medical care and mental health resources.</i>
<i>Physical Dimension: Provides medical services similar to a Minute Clinic. <u>Not</u> intended to replace primary care physician.</i>	<i>Physical Dimension: Provides a wide range of preventative and primary medical care and services.</i>
<i>Available to students enrolled in NCSD ages 4-26 (Kindergarten-Adult Transitions)</i> <i>Available to NCSD staff</i> <i>Many services and programs also available to NCSD families</i>	<i>Available to students ages 5-21</i>
<i>Parental consent required for services</i>	<i>In some cases, parental consent may not be required for students age 14 +</i>



*For the medical clinic portion, what **services** will be available?*

NCSD and Ascension are working collaboratively to determine the list of services that will be available.

It is proposed that services available will be similar to a Minute Clinic and may include the following:

- Diagnose, treat and write prescriptions for minor common family illnesses such as strep throat, pink eye, and infections of the ears, nose and throat.
- Provide common vaccinations for flu, pneumonia, pertussis and hepatitis, among others.
- Treat minor wounds, abrasions, joint sprains, and skin conditions such as poison ivy, ringworm, lice and acne.



*Are all **services** at the
Wellness Center **free**?*


- No. Not all services at the NCSD Wellness Center will be free. Services generally requiring an insurance provider may still require that your insurance be billed and copay met.
- We envision a number of free classes and programming and also some that may require a small fee which may offset the cost of the instructor or materials.
- If a stakeholder has a financial need, NCSD is committed to working with the family in order to ensure support/resources are provided.



What *kind of access* to mental health care will be available?

Is it more *crisis support* or *on-going therapeutic support*?

- NCSD Wellness Center can be the first point of contact to connect students and families to short term mental health care services via community partners like NYA, Easterseals-MORC and potential on-site providers.
- Access to a Mental Health Navigator to connect students and families to more long-term mental health care services.



Can *students* access
medical services and/or
mental health services
without parental consent?

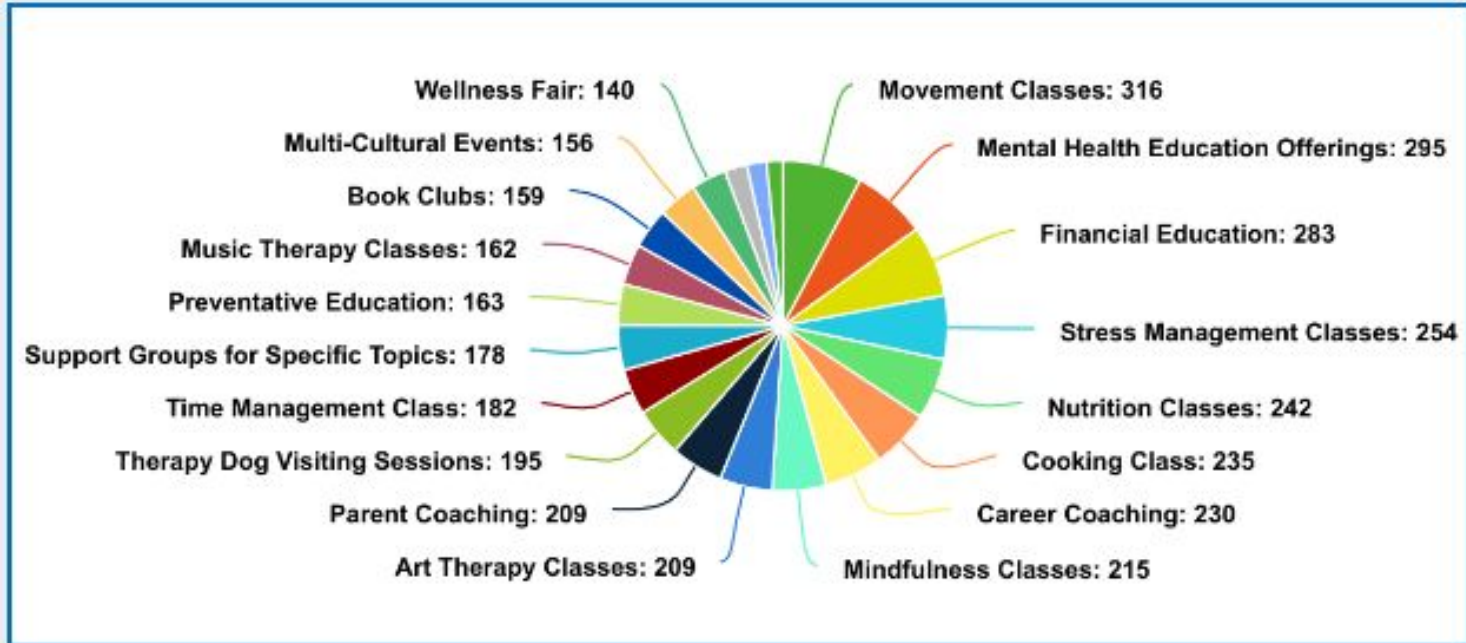
- No.
- NCSD will require parental consent for all medical and mental health services for students considered minors.



*What are the **operating hours** of the Wellness Center?*

- Once final service providers are identified, collaborative discussion will be held to finalize the proposed building hours.
- Intent: Before and after school hours available.
- Some services will have dedicated hours, where as other services, programs, and events may have flexible hours based on need.

What *programming* did stakeholders determine should be prioritized for the Wellness Center?



What *physical spaces* did stakeholders determine should be prioritized for the Wellness Center?

Staff	Families/Community	Students
Access to chiropractic and Massage	Access to Mental Health Providers	Outdoor Nature Area
Access to Mental Health Providers	Outdoor Nature Area	Access to Mental Health Providers
Access to Medical Clinic	Sunlight Therapy Room	Resource Room
Outdoor Nature Area	Access to Medical Clinic	Study Space
Sunlight Therapy Room	Access to Mental Health Navigator	Multipurpose Room

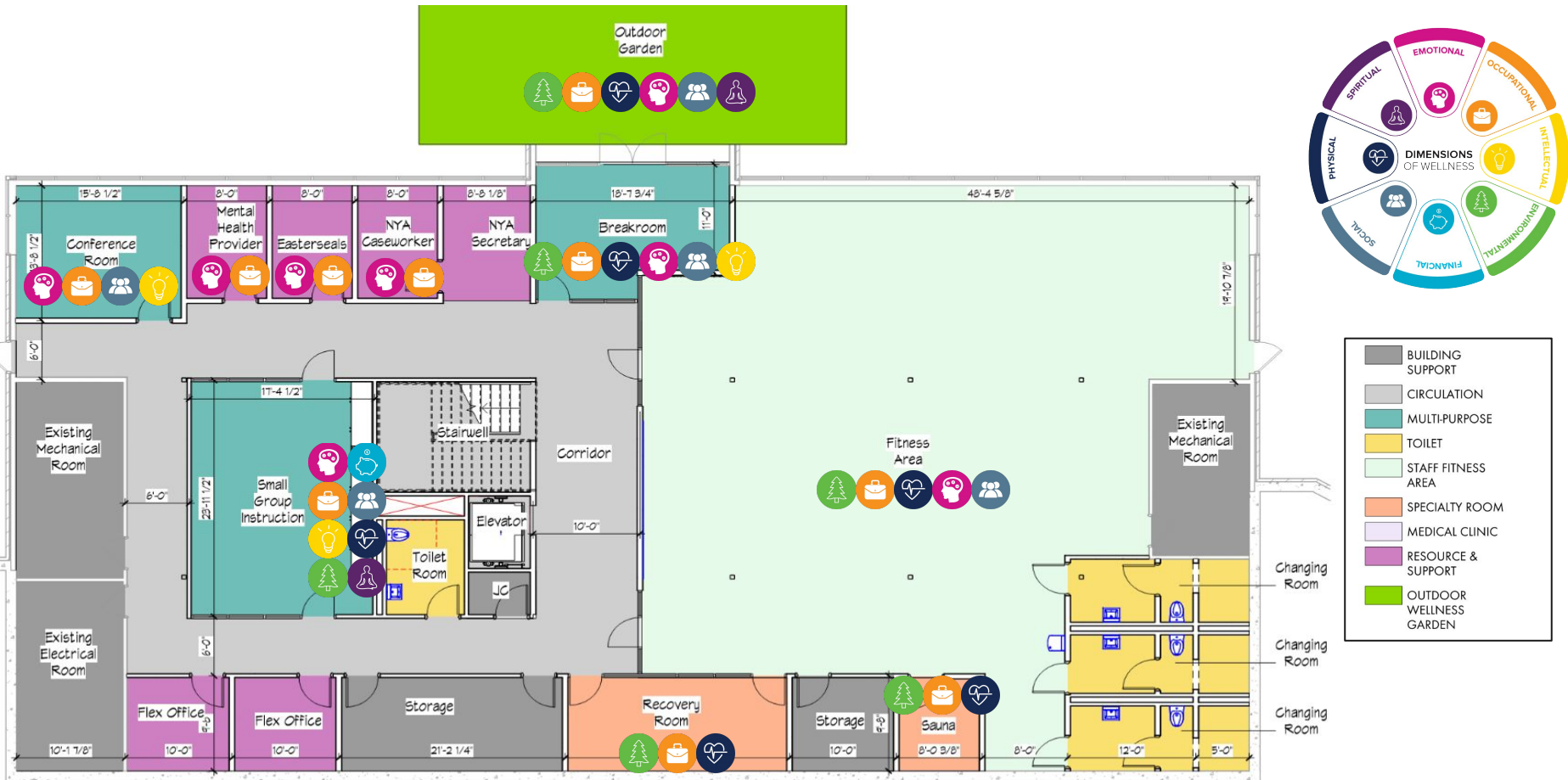


Project Timeline

- Board Presentation of Wellness Center Concepts: Fall 2024
- Design Phase: Fall 2024-Spring 2025
- Anticipated completion of new Central Office Spaces: Summer 2025
- Wellness Center Construction: Summer 2025- Winter/Spring 2026
- Anticipated Wellness Center Opening: Spring 2026



Level 01 Plan



Basement Plan





HENRY
FORD
HEALTH



Ascension









Next Steps



- Board approval of Wellness Center concepts
- Solidify key partnerships and develop/refine terms of agreement
- Establish future community partnerships
- Collaborate with stakeholders to continue design development
- Solidify revenue model and begin fundraising
- Operational planning (i.e. security, technology, hours of operation, etc.)
- Continued communication and updates