

Novi Board of Education Regular Meeting

Thursday, May 15, 2025 6:00 PM

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. STUDENT BOARD REPRESENTATIVE REPORT

V. REPORTS TO THE BOARD

V.a. Care Solace Report

Speaker (s) : RosaLeigh
Johnson

V.b. 2019 Spring Bond Update

Speaker (s) : Kevin
Donnelly

VI. CELEBRATIONS

VI.a. Novi Esports Spring State Championship

VI.b. 2025 Spring Coaches Hall of Fame

VII. COMMENTS FROM THE AUDIENCE

VIII. CONSENT AGENDA

VIII.a. Approval of Minutes

VIII.b. MS/HS Science Olympiad National
Tournament 2026

VIII.c. HOSA State Competition 2026

VIII.d. GAPP Exchange Trip to Germany 2025

IX. ACTION ITEMS

IX.a. Personnel Report A

IX.b. OCSBA Amendment to Bylaws and Resolutions

IX.c. MTSS Platform Recommendation

IX.d. Building Naming Resolution Approval

IX.e. Staff Additional Compensation
Recommendation

X. INFORMATION AND DISCUSSION

X.a. Technology Area and Parkview Media Center
Discussion

XI. COMMITTEE REPORTS

XI.a. Capital Projects Committee Report

XII. SUPERINTENDENT REPORT

XIII. ADMINISTRATIVE REPORTS

XIV. BOARD COMMUNICATION

XV. ADJOURNMENT

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

SUPERINTENDENT OF SCHOOL

TOPIC: Pledge of Allegiance

The Novi Community School District is proud and excited to welcome three (3) of our Novi Woods students to lead the Board members, audience members, and community in the Pledge of Allegiance.

Arhaan Mathur – Kindergarten
Ahaana Mathur – 2nd Grade
Nolan Borton – 1st Grade

**APPROVED AND RECOMMENDED FOR
THE BOARD PLEDGE OF ALLEGIANCE**



Ben Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

**ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND
DEVELOPMENT**

TOPIC: Care Solace Report

Rosa Leigh Johnson, the Director of Mental Health and Wellness, will be introducing, discussing, and reviewing the Care Solace system to the Board. The web-based system assists individuals in locating mental health and social services that they might need. It simplifies access to mental health care.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Manka, Superintendent

Care Solace

May 15, 2025



What is Care Solace?

Care Solace provides a **web-based navigation** system to **assist** district **staff, students** and **parents** in locating and **connecting** with **mental health** treatment **providers** and/or **social services** like food assistance, shelter support or health services.

care/solace[®]

Services

- **Warm Handoff Referral Process** -Use the proprietary software to easily submit referrals. Care Solace will navigate the mental health care system and provide schools staff with real-time updates on the progress of each referral.
- **24/7/365 Care Companions**-The Care Companion team is available at all times- including nights, weekends, and holidays- in any language (over 250) to explain options and coordinate care.
- **Care Match Self-Serve Tool** - For an anonymous pathway to care, all stakeholders can utilize Care Match, the self-serve tool, to find verified providers independently.



Warm Handoff®

Referral Submission and
Real-Time Tracking



Care Companions™

24/7/365 Multilingual
Navigation Support



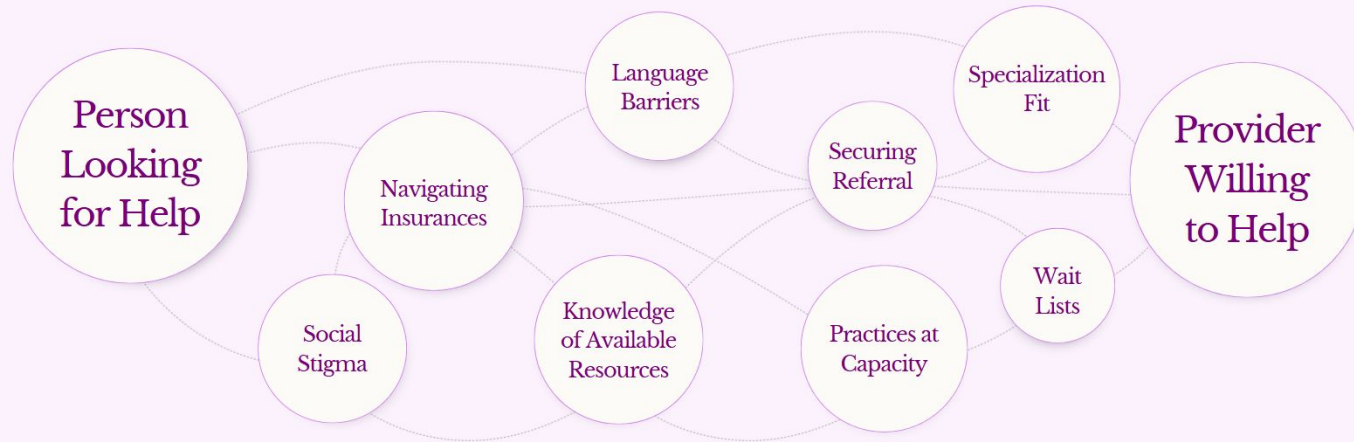
Care Match™

Anonymous Self-Service
Search Tool

Why is it important?

careersolace

Access to mental health care is complicated



It takes 50-60 calls to find available help matched to specific needs.

Over 50% of people aren't able to find the help they need and deserve.

How does it work?

Step 1: Screener

Consent to use our services, and complete our screening form online or by phone call.

Be prepared to provide the following information:

- Basic contact information for client and guardian (if applicable)
- Insurance provider and plan
- Brief description of what client is experiencing
- Type of service desired

Care Solace can connect with you:

- Psychological Assessment
- Individual Therapy
- Psychiatry
- Intervention Services
- Intensive Outpatient Program
- Social Services Agencies
- Hospitalization & Stabilization
- Partial Hospitalization Program
- Residential Inpatient Program
- Medical Detox
- Applied Behavioral Analysis Assessment & Treatment
- Social Services

The screenshot shows the 'Provider Database' page on the Care Solace website. The page has a purple background and features the text: 'Our database includes over 600,000 verified providers across the nation without financial relationships.' Below this text is a laptop displaying a list of provider profiles. Each profile includes a profile picture, name, location (e.g., 'San Diego, CA'), and service offerings (e.g., 'Online, In-person, or California Residents', 'Group Therapy', 'Individual Therapy').

A grid of service icons on a light purple background. The icons are arranged in two columns. The first column includes: Individual Therapy (two people talking), ABA Therapy (calendar with plus sign), Residential Programs (person in wheelchair), Housing Assistance (house with heart), and Free and Low Cost Dental Care (tooth). The second column includes: Psychiatry (head with brain and leaf), Partial Hospitalization (hospital building), Medical Detox (person with plus sign), Food Assistance (plate with fork and knife), and Free and Low Cost Medical Care (stethoscope). A yellow starburst icon labeled 'Social Services' is positioned to the left of the bottom row of icons.

How does it work?

Step 2: Matching

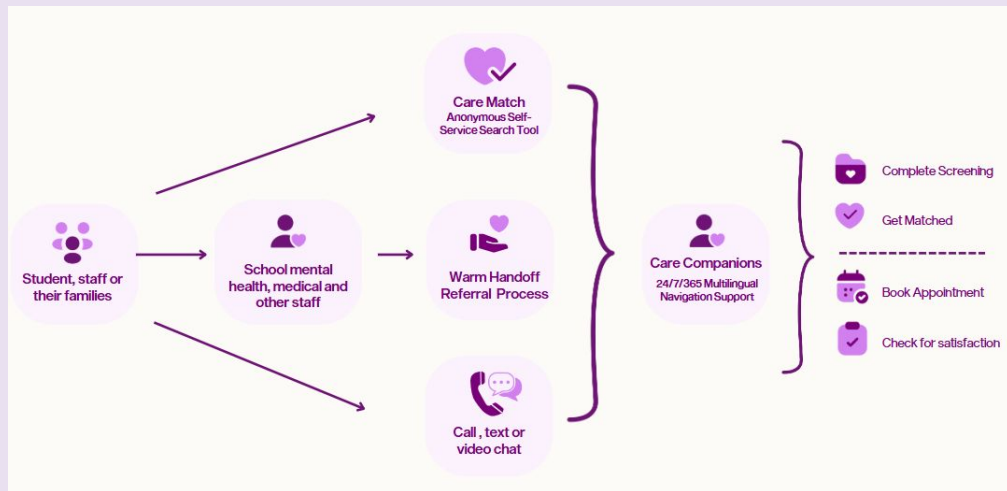
Care Solace will:

- Seek out providers on your behalf and keep you updated via text or email along the way
- Call you to present at least two options
- Offer to assist you in scheduling your appointment
- You'll know if it's the right fit, let us know what works or doesn't work based on your unique needs

Step 3: Check In

Care Solace will:

- Touch base after your appointment about your satisfaction with provider match
- If the provider isn't a good match, let us know so we can continue searching
- Care Solace will be there to answer questions every step of the way



Key Benefits

- **Universal Access to Care** – Provides mental health support regardless of insurance coverage, including private insurance, Medicaid, and sliding scale options for those without insurance.
 - **Comprehensive Support for the School Community** – Connects students, families, and staff to the right help at the right time, ensuring timely access to resources.
 - **Enhancing School-Based Services** – Expands existing support structures and bridges the gap between school services and community providers for needs beyond the school's scope.
 - **Case Management & Data Insights** – Offers full case management and live data to better understand and address the mental health needs of school communities.
-

Impact

- **Nationally**, Care Solace provides access to care to just over **22 million**.
 - Based on historic growth patterns and forecasts, Care Solace **anticipates supporting** approximately **45%** of the total **K-12 student population** in the United States by the year **2030**.
 - Currently provide support to **47** districts across the state of Michigan.
 - Since launching services in the state of Michigan Care Solace has **retained 100%** of our districts heading into the current academic year.
-

Next Steps

- Onboarding & SIS Integration
- Communication to Families & Staff
- Professional Development
- Development of Referral Pathways & MTSS Framework Integration



Support your family's wellbeing

Dear Families,

When you or your child needs help, it's hard to know where to turn. In an effort to ease the burden of finding the mental health and substance use services you need, we've partnered with Care Solace, your central hub of care.

With a network of over 560,000 providers and services, Care Solace will help you find the right help at the right time, 24/7/365, at no cost to you. They will connect you with providers accepting all medical insurances, including Medicaid, Medicare, and sliding scale options for those without insurance.

You can access Care Solace services in three ways:

- Call 888-515-0595 at any time. Multilingual support is available 24/7/365. A dedicated Care Companion will help you every step of the way to research options, secure appointments, and follow up to make sure it is a good fit.
- Search anonymously to get matched with an extensive list of care providers at caresolace.com/novi.
- Contact your school health professional, and they will submit a referral on your behalf.

No matter what you're experiencing, there is hope and help. We are confident that our new partnership with Care Solace will help us build a healthier, more vibrant school community.

If you have a life-threatening emergency, please call 9-1-1 or The Suicide and Crisis Lifeline at 9-8-8. Care Solace is not an emergency response service or mental health services provider.

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: 2019 Spring Bond Update Report

Kevin Donnelly, of the Plante Moran Realpointe team, will bring the Board up-to-date on the construction projects at the high school, 6th Grade House Renovations, and miscellaneous 2025 Summer Projects.

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

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

Ben Mainka, Superintendent



MAY 15, 2025

2019 Bond Program Update

Novi Community School District



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SECTION 1	High School Baseball / Softball Complex Phase I
SECTION 2	High School Tennis Complex Phase I
SECTION 3	6 th Grade House Renovations Update
SECTION 4	Miscellaneous Summer 2025 Projects



SECTION 1

High School Baseball / Softball Complex Phase I

High School Baseball and Softball Complex



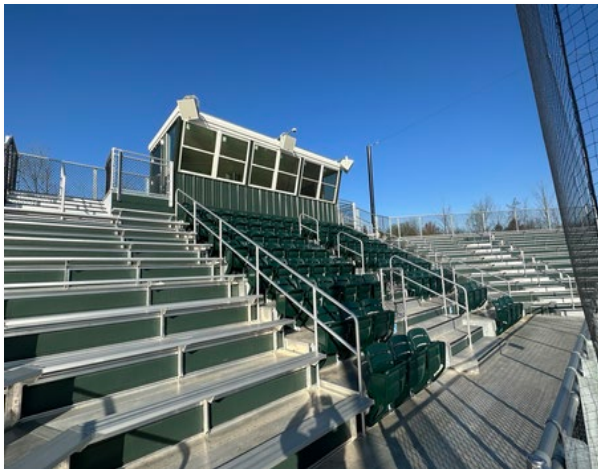
Backstop Netting



Dugouts



Video Board



Grandstands and Pressbox



View from Grandstands



Homeplate View

High School Baseball and Softball Complex



Grandstands



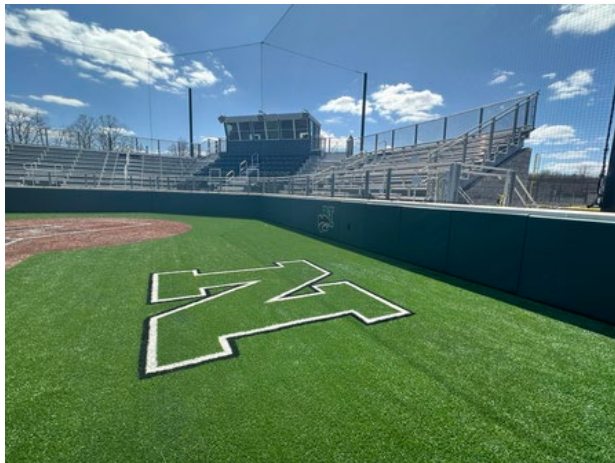
Dugouts



Batting Cages



Bullpen



Field Logo



Video Board

High School Baseball and Softball Complex



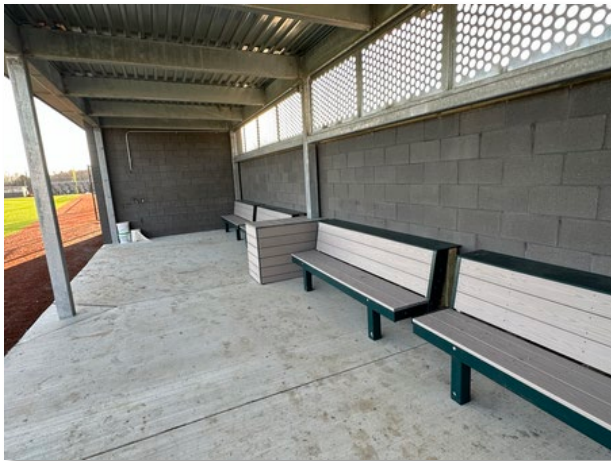
Outfield View



Field View



Softball Aerial



Dugout View



Field Aerial



Field Aerial

High School Baseball and Softball Complex



Baseball Turf



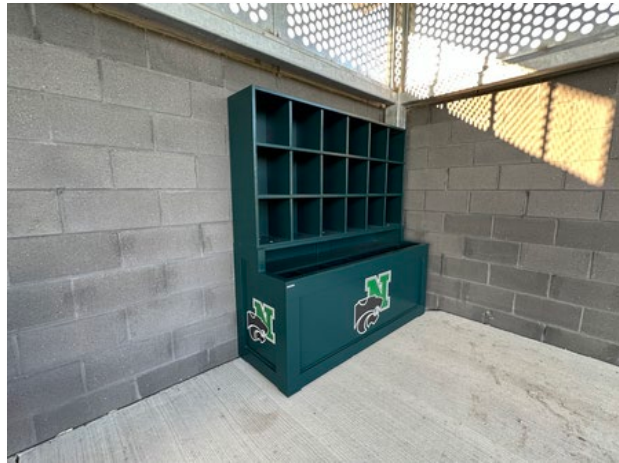
Baseball Field



Softball Field



Bullpen



Dugout Cubbies



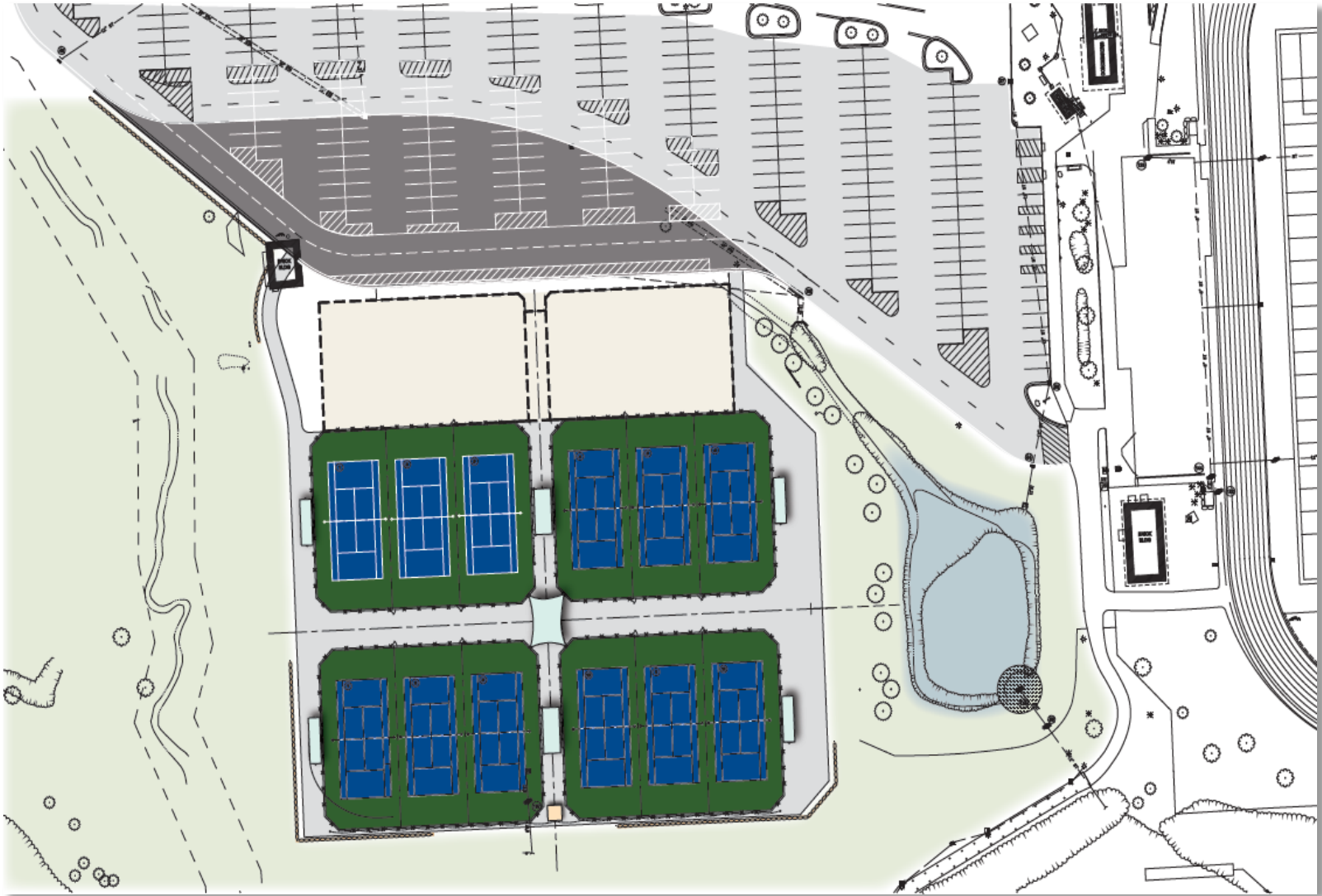
Outfield View



SECTION 2

High School Tennis Complex Phase I

High School Tennis Complex





SECTION 3

6th Grade House Renovations

6th Grade House Renovations



6th Grade House Renovations – Renderings



Rendering #1



Rendering #2



Rendering #3



Rendering #4



Rendering #5



Rendering #6

6th Grade House Renovations



Drywall Finishing



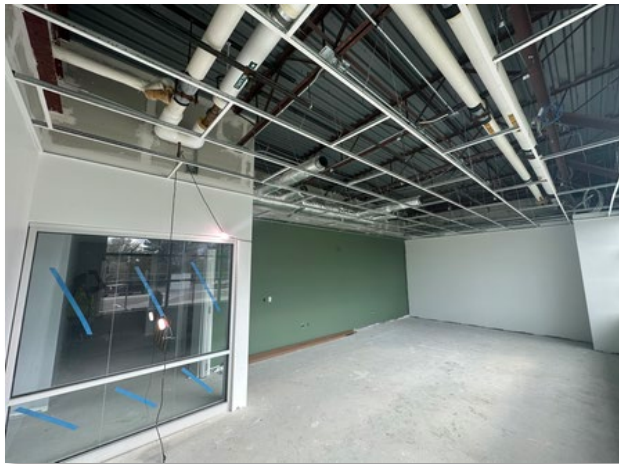
Interior Glass



Ceiling Framing



Office Finishes



Painted Offices



Office Glass

6th Grade House Renovations



Exterior Canopy



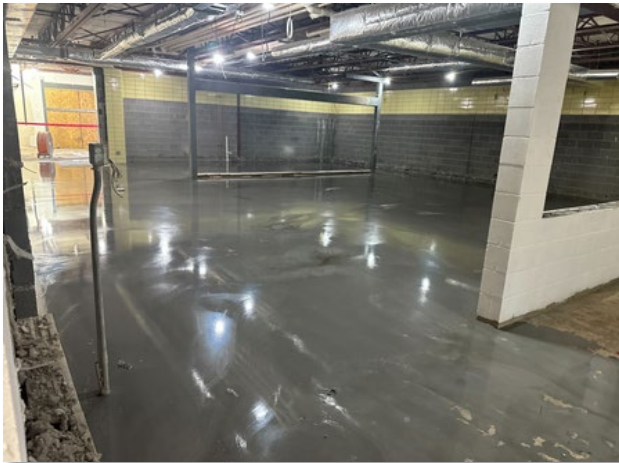
Playground Equipment



Exterior Canopy



Exterior Canopy



Floor Finishing



Administrative Offices

6th Grade House Renovations



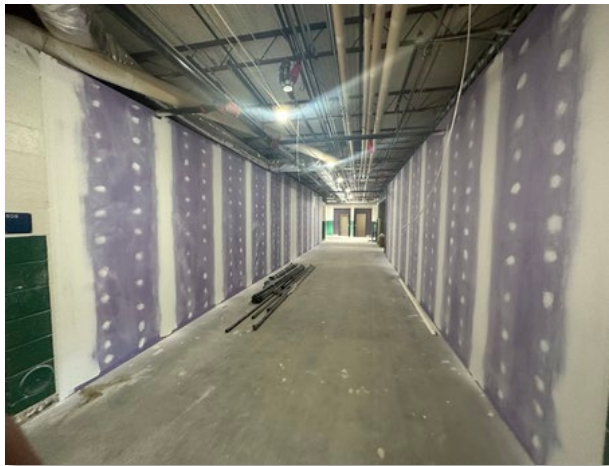
Administrative Areas



Boardroom



Administrative Hallways



Drywall Finishing



Exterior Panels



Exterior Canopy



SECTION 4

Miscellaneous Summer 2025 Projects

Miscellaneous Summer 2025 Projects

High School Teacher's Stations



TEACHER DESK



MOBILE STORAGE



MOBILE/HEIGHT ADJ LECTERN



TEACHER CHAIR

High School Media Center Furniture

Delivery and Installation June 2025

Parkview Media Center Enclosure

Construction June-July 2025

Novi Wellness Center

Start September 2025

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

SUPERINTENDENT OF SCHOOLS

TOPIC: Novi Esports Spring State Championship

Novi's Esports Teams won state championship titles in Smash Bros, Brandon Mijal, and Overwatch 2, Elbert Zhang. They were recognized at the May 10 MHSEL Championship.

The Michigan High School Esports League is proud to announce the winners of our Spring 2025seasonal & 2024-25 yearly awards. The winners of our All-State, Player of the Year, Coach Honorees and Coach of the Year awards embody the best attributes that positively impact the sport and esports community through outstanding performance, skill, leadership and sportsmanship. Through a rigorous nomination and selection process we are pleased to announce the following award winners.

"This incredible group of student athletes and coaches have proven to be the best of the best in Michigan," said Ryan Cayce, MHSEL Director. "These individuals are truly deserving and stand as examples of the high school scholastic esports community across the state. We are excited to celebrate them!"

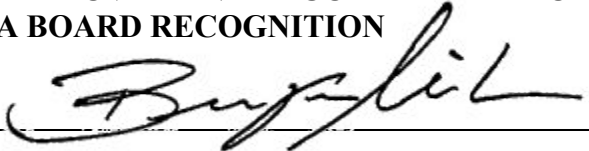
All-State Selections:

Splatoon 3 – Evan Marshall
Mario Cart 8 Deluxe – Mei Thorson
Super Mash Bros. Ultimate – Brandon Mijal

Valorant – Johnny Kong
Overwatch 2 – Elbert Zhang

Players of the Year: Overwatch 2 – Elbert Zhang
Coaches Honorees: Chris White

**APPROVED AND RECOMMENDED FOR
A BOARD RECOGNITION**



Ben Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

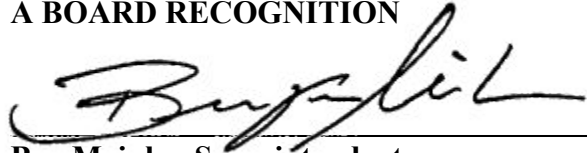
SUPERINTENDENT OF SCHOOLS

TOPIC: 2025 Spring Coaches Hall of Fame

Tonight, we are excited to announce that Coach Jim Sparks, Novi Football Coach, entered the Football Coaches Hall of Fame

We would like to extend our sincere congratulations and express how proud we are of our Novi coaches.

**APPROVED AND RECOMMENDED FOR
A BOARD RECOGNITION**

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

Ben Mainka, Superintendent



Minutes of a Regular Board Meeting, April 24, 2025
Novi Community School District
Board of Education

A Regular Meeting of the Novi Community School District Board of Education was held Thursday, April 24, 2025 beginning at 6:01 PM, at the Educational Services Building.

Present: Dr. Ruskin, President; Mr. Cook, Vice-President; Mr. Michener, Secretary; Mrs. Roney, Treasurer; Mrs. Beaudoin, Trustee; and Mrs. Kliebert, Trustee

Absent: Mr. Mena, Trustee

PLEDGE OF ALLEGIANCE

The Novi Community School District is proud and excited to welcome seven (7) of our Village Oaks students to lead the Board members, audience members, and community in the Pledge of Allegiance.

Lorelai Tobis
Kavinaa Rayapudi
Natalie Nordone
Blake Martinez
Harper Beaudoin
Payten Miller
Aarvi Banda

APPROVAL OF THE AGENDA

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

Ayes 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert

Nays: 0

MOTION CARRIED

STUDENT BOARD REPRESENTATIVE REPORT

Cameron Lipscomb, Student Board Representative, reported the following topics:

- The well needed Spring Break;
- Testing is finally over;
- Prom is coming up on May 3rd;
- Boys' Volleyball against Hartland;
- Boys Track meet against Northville;
- and the Seniors' graduation coming up.

REPORTS TO THE BOARD

Special Education Facility Programs Update

Ms. Shailee Patel, the Director of Special Education, Ms. Amanda Squires, the Director of Special Education, Brenna McGinn, Supervisor of Special Education, and Heidi Phelps, the Coordinator of Transition Services, will be presenting an overview of the Special Education Programs and their new facilities to the Board.

They will report on their four (4) programs: Birth to Three, Pre-School, K-12 Special Education, and the Novi Adult Transition Center and all of the opportunities that they provide our kids with.

English Language Development (ELD) Update Report

Spencer Riley, the Director of ELD and State & Federal Programs, will provide the Board with an overview of the ELD department's Federal and State compliance, their services and community impact

CELEBRATIONS

National Board Certified Teachers

The Novi Community School District is proud and excited to present our newest National Board Certified teachers who are joining the ranks of those who came before them. This is a one to three-year process where potential candidates must submit four components that show evidence of accomplished practice.

- Component 1: Content of Knowledge
- Component 2: Differentiation in Instruction
- Component 3: Teaching Practice and Learning Environment
- Component 4: Effective and Reflective Practitioner

This is a voluntary process and the National Board Certification is administered by the National Board for Professional Teacher Standards, an independent non-profit organization. Tonight, we welcome Kaitlyn West-Cardenas and Megan Chapin-Dube as our newest National Board Certified Teachers.

COMMENTS FROM THE AUDIENCE

There was one comment from that audience with regards to the new grading scale at the high school.

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

Ayes 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
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. Roney and supported by Mrs. Kliebert that the Novi Community School Board of Education adopts the personnel report recommendations as presented.

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

MOTION CARRIED

Thrun Policy Updates Approval (Policies: 3118, 4113, 3304.02)

On March 12, 2025, the Governance and Policy Committee of the Whole met to review and discuss Thrun Law’s policy updates and revisit verbiage from existing policies. The committee brought them to the Board for further discussion at the March 20, 2025 Regular Board Meeting.

These policies come back tonight for Board approval.

- Thrun Policy 3118 – Title IX Sexual Harassment
- Thrun Policy 3304.02 - Memorials
- Thrun Policy 4113 – Michigan Earned Sick Time Act (ESTA)

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

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

New Textbook Approval

On March 13, 2025, the Curriculum Committee of the Whole met to review a request by the Novi High School AP/IB Team for three (3) new textbooks. The College Board requires that the textbooks used must have been published within the past 10 years.

The textbooks they are looking at are:

1. The AP Environmental Science Textbook,
2. The IB Spanish Digital Textbook, and the
3. IB Sports, Exercise, and Health Science Digital Textbook
4. IB ToK (Theory of Knowledge)

These textbooks are brought this evening for information and discussion. They will come back for approval at the April 24, 2025 Regular Board Meeting.

It was moved by Mrs. Roney and supported by Mrs. Kliebert that the Novi Community School District Board of Education approve the purchase of the textbooks listed above as presented.

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

6th Grade House Furniture Approval

Quotes were received from multiple contractors for the 6th Grade House furnishing Package. The attached quote identifies each category’s associate costs, furniture manufacturer, and contract utilized. This furniture package is for Administration, Robotics, Adult Education, Special Education, and the Japanese School. Pricing was received from multiple vendors via cooperative pricing.

The initial budget for the project was \$2,000,000. PMR is recommending that the Board award the purchase of furniture through multiple vendors is the amount listed below:

- 6th Grade House Furniture Recommendation \$1,818,053.33
- Recommended Contingency 3% 54,541.60
- Total Recommendation **\$1,872,594.93**

This purchase will come out of the 2019 Capital Projects Bond fund.

TOTAL RECOMMENDATION AMOUNT: \$1,872,594.93

This came before the Board for information and discussion at the March 20, 2025 Regular Board Meeting. It comes back tonight for Board approval.

It was moved by Mrs. Kliebert and supported by Mrs. Roney that the Novi Community School District Board of Education awards the purchase of the 6th Grade House furniture as presented in the total amount of \$1,872,594.93 and further authorizes the Assistant Superintendent of Business and Operations to expend the funds from the 2019 Bond Fund.

Ayes: 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
 Nays: 0 **MOTION CARRIED**

NHS Furniture Approval

As part of the high school’s most recent remodel, the teacher stations were going to be updated and refreshed. The allowed budget for 120 teacher stations is \$450,000.

Attached are sample pictures of teacher workstation furnishings. There will be more to come. This came to the Board for information and discussion at the March 20th Regular meeting of the Board. It comes back tonight for Board approval.

It was moved by Mr. Cook and supported by Mr. Michener that the Novi Community School District Board of Education approve the purchase of 120 Novi High School teacher stations in the amount of \$450,000 to be expended from the 2019 Bond.

Ayes: 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
 Nays: 0 **MOTION CARRIED**

INFORMATION AND DISCUSSION

Proposed Athletic Handbook Discussion

On February 20, 2025, at a Regular Meeting of the Board, administration presented to the Board a proposed Athletic Handbook for the Board’s review. Board members had a robust discussion and asked that it come back to the next Regular Board Meeting, on March 14, 2025, for further discussion.

The proposed Athletic Handbook came back for further discussion and the Board requested that a few revisions be made. It comes back tonight for further discussion and deliberation on next steps.

The Board decided to send this handbook back to the Policy Committee for further research and review.

2025 Device Refresh Purchases

The Technology Department is requesting approval to purchase devices that are essential to ensuring that our staff and students have access to a modern and reliable technology that enhances their learning and

reaching experiences.

The Technology Department is requesting the purchase of the items listed below, with a total budget of \$1,417,238.94. Included in this amount is a 10% contingency of \$128,839.90. These fund will be expended from the 2019 Bond – Technology Related Funds.

Device	Purpose	Quantity	Device Cost	Total Cost
Dell Pro Premium	Staff Devices	600	\$1,575.00	\$945,000.00
Dell Pro Plus + Numeric Keyboard	Staff Devices	3	\$1,349.00	\$4,047.00
Dell Video Conferencing Monitors- 34"	Admin Offices	7	\$582.84	\$4,079.88
Dell Video Conferencing Monitors - 27"	Admin Offices	50	\$371.00	\$18,550.00
Dell Curved Monitors- 34"	Admin Offices	5	\$466.40	\$2,332.00
Dell Standard Monitors- 27"	Admin Offices	50	\$279.72	\$13,986.00
Dell Precision 3460	Robotics Center	12	\$1,384.68	\$16,616.16
Chromebooks 3120	Student Devices	1,000	\$268.20	\$268,200.00
MacBook Airs	Staff Devices (AC Only)	12	\$1,299.00	\$15,588.00
	Total	1739		\$1,288,399.04

This comes tonight for Board information and discussion and will come back for approval at the May 15, 2025 Regular Board Meeting. The recommendation will be that the Novi Community School District Board of Education approve the 2025 device purchases as listed in the total amount of \$1,417,238.94 to be expended from the 2019 Bond – Technology Related Funds.

After a brief discussion regarding the purchase and the possibility of a price increase due to tariffs, the Board decided to make a motion.

It was moved by Mr. Michener and supported by Mrs. Roney that the Novi Community School District Board of Education approve the 2025 device purchases as listed in the total amount of \$1,417,238.94 to be expended from the 2019 Bond – Technology Related Funds.

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

MOTION CARRIED

MTSS Platform Recommendation

The Multi-Tiered Systems of Support (MTSS) was first introduced in the Novi Community School District in the 2013-2014 school year. This system of support has grown and evolved with the needs of our students and staff. The district has re-enforced MTSS through the years with well trained staff and

resources ensuring that our students have everything they need to be successful, not only in school, but in life.

On November 14, 2024, Mr. Giromini presented the MTSS Process to the Board.

Tonight, Rosa Leigh Johnson, the Director of Mental Health and Wellness, and Spencer Riley, the Director of English Language Development and State and Federal Programs, are going to cover the MTSS Platform and the introduction of a new program called eduCLIMBER with the Board of Education.

Building Naming Discussion

On February 20, 2025 the Building Naming Ad-Hoc Committee met to discuss all of the new facilities that are being built and the need to name them in the near future. The buildings that are going to require new names in the 2025-26 school year include, but may not be limited to, are those that will be located within the old Novi Meadows 6th Grade House, the Instructional Technology Center (ITC) and the Educational Services Building (ESB).

Tonight, the Board will review and engage in discussion with administration on Board Policy (3310 - Naming School District Buildings and Facilities) and the attached Resolution to approve the renaming of those new district buildings/areas.

RENAMING OF DISTRICT BUILDINGS AND FACILITIES

April 24, 2025

WHEREAS, the Board of Education of the Novi Community School District is committed to maintaining clarity and purpose in the naming of its buildings and facilities; and

WHEREAS, the following facilities have been repurposed or reassigned for new functions aligned with the District's long-term educational and operational goals; and

WHEREAS, the administration has recommended updated names for the following facilities to better reflect their current and future use;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Novi Community School District hereby approves the following building name changes, effective **August 1, 2025**:

1. The facility formerly known as the **Sixth Grade House** shall be renamed the **Novus Center** and will serve as a multi-program facility, which will house:
 - a. The **Japanese School of Detroit**;
 - b. The **Novi4All Learning Center**;
 - c. The **Novi Adult Transition Center**;
 - d. The **Novi Robotics Center**.

2. The facility formerly known as the **ITC (Instructional Technology Center) Building** shall be renamed the **Educational Services Building**, which will serve as the location of:
 - a. The **Novi Community School District Board Room** and
 - b. The **Novi Community School District Administration Offices**.
3. The facility currently known as the **Educational Services Building (ESB)** shall be renamed the **Novi Wellness Center**.

The Board reviewed and discussed the resolution and clarified the meaning of the word NOVUS. NOVUS is derived from Latin meaning new, and the Greek meaning is fresh, young, unusual, or extraordinary. The word “innovate” derives from “novus”.

COMMITTEE REPORTS

Capital Projects Committee of the Whole

Mrs. Beaudoin, Board Trustee and Committee Chair, reported that the committee discussed: the Bond Schedule; Current Projects; tariffs effect on pricing; the length/time period of the Bond; the Community Bond Committee meeting; Academic Space; renovating the pool area; use of the Field House; Performing Arts Area; Connecting new additions to the school or renovating the interior of the existing high school; More parking and classroom space at Orchard Hills; the Current Pool and space usage.

SUPERINTENDENT’S REPORT

Mr. Ben Mainka, Superintendent of Schools, reported on the following items:

- Spring Listening Tours with Matt Burry;
- NHS Full Day Listening tour with all staff and food;
- Graduation is May 18;
- Testing window is closing;
- Call Pilot Program and surveying staff, students, families;
- He thanked everyone for their support.

ADMINISTRATIVE REPORTS

Ms. Rebecca Scicluna, Assistant Superintendent of Business and Operations, reported on the following items:

- Food Services’ new chef in training at Deerfield;
- Tomorrow Food Service will have the battle of the breakfast at the high school to see which the students like best;
- Transportation and the Stop Finder Program and the GEO Alert System, these are on the website;
- Transportation emails being a problem
- Receiving a quote from a company that will outfit one of the EV Vans with a lift;

Dr. Carino, Assistant Superintendent of Talent Management and Development, reported on the following items:

- Celebrating Administrative Professionals Day, Bus driver appreciation day, paraprofessional day tomorrow due to it falling during Spring Break;

- May is Mental Health Awareness Month; the theme is Turn Awareness into Action;
- They are in the middle of hiring season; Recommendations will come in May and June;
- Having the first Novi Job Fair at the ROAR Center in May;
- They are looking to hire 12 Special Ed staff and 14 General Education staff.

Mr. Giromini, Assistant Superintendent of Teaching and Learning, reported on the following items;

- Testing Season;
- IB/AP testing is coming up in May along with K-8 iReady;
- He thanked his team for their reports this evening;
- Explained the Field trip questions from earlier this evening.

BOARD COMMUNICATION

Mrs. Roney, Board Treasurer, reported on the following items:

- the April 2nd OCSBA dinner meeting;
- and she shared the OSTC brochure showing all of the CTE classes and certifications student can participate in;

Mr. Cook, Board Vice-President, reported on the following items:

- April is Autism Awareness Month;
- The Spring Musical; and
- Teacher Appreciation Week.

Mrs. Kliebert, Board Trustee, reported on the following items:

- Expressed her appreciation to all of the groups;
- Suggested there be an appreciation for our PTO Groups; and
- To think about what we can do to increase volunteer numbers.

CLOSED SESSION

A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session for the purposes of Negotiations [OMA Sect.8(1)(c)] and Attorney/Client Privilege [OMA Sect.8(1)(e)].

It was moved by Mr. Cook and supported by Mr. Michener that the Novi Community School District Board of Education move into a Closed Session for the purposes of negotiations and Attorney/Client Privilege.

Ayes 6 Mr. Cook, Dr. Ruskin, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
 Nays: 0 BY ROLL CALL VOTE **MOTION CARRIED**

The Board Moved into a Closed Session at 8:39 PM.
 No Action was taken during the Closed Session.
 The Board came out of a Closed Session at 9:29 PM

ADJOURNMENT

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

Ayes 5 Mr. Cook, Mrs. Roney, Mrs. Beaudoin, Mr. Michener, and Mrs. Kliebert
Nays: 0

MOTION CARRIED

The meeting adjourned at 9:30 p.m. The next regular meeting of the Board is scheduled for May 15, 2025 at 6:00 p.m., at the Educational Services Building.

Jason Michener,
Board of Education Secretary

DRAFT

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING

TOPIC: Middle School and High School Science Olympiad National Competition

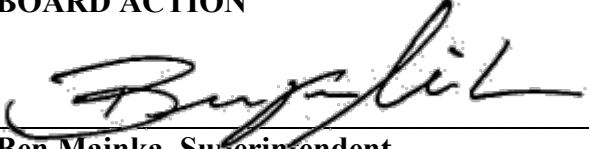
Debra Jodoin, Middle School and High School Science Olympiad Sponsor, is requesting that the Middle School and High School Science Olympiad Teams travel to Lincoln, Nebraska to compete in the National Competition. The teams qualified for this event at the April 26th State Competition. Parents will accompany their students and arrange for their own transportation, hotel, and meals. Students will attend the swap meet on Friday, May 23; the competition on Saturday, May 24; and return home on Sunday, May 25.

The cost per student is \$1,0500.00 to cover the flight, hotel, registration fees, travel, and food.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the Middle School and High School Science Olympiad National Competition trip to Lincoln, Nebraska on May 23-25, 2025.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent



SY 24-25

0000046

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 03/10/2025	Type of Trip: Out of State & Overnight
Dates of Trip	Leave 05/22/2025	Return 05/25/2025
Number of School Days Missed by Students	2	

TRIP INFORMATION

Requester's Name	Debra Jodoin	
Requester's Building	Novi Middle School	
Group/Class Traveling	Middle School and High School Science Olympiad teams	
Title of Field Trip	Science Olympiad National Tournament	
Primary Destination	University of Nebraska - Lincoln	
Expected Chaperone Numbers	NCS D Staff Chaperones 1	Non-Staff Chaperones TBD- Parents will be required to attend.

Summary of Trip:

Both the Novi Middle School and the Novi High School Science Olympiad Teams have qualified to attend and compete at the State Science Olympiad Competition by placing 1st (high school) and 4th (middle school) at their regional tournament. If they place 1st or 2nd at the State Competition on April 26th, 2025, they will qualify for the National Tournament. The National Tournament will be held at the University of Nebraska, Lincoln. If qualified we would like to travel for the National Competition. It is an amazing opportunity as I learned last year as I attended with the High School team at Michigan State University. Parents would accompany the students and arrange for their own transportation, hotel and meals. The tournament begins on Friday May 23, 2025 with a swap meet where teams may swap shirts, sweatshirts, buttons, etc. followed by an opening ceremony and a dinner for all teams. On Saturday, May 24th, 2025 we would compete all day, have a team dinner then attend the award ceremony. We would travel home on Sunday May 25th, 2025.

CURRICULUM (Required for Curricular Trips)

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

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

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

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

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

Have you coordinated this trip in the past?

Yes

If yes, when:

05/25/2024

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

I have accompanied and chaperoned the National Tournament last year with Novi High School, however, it was at Michigan State University. We will need two travel days May 22, and May 25 and the tournament will be at the University of Nebraska on May 23-24, 2025. Parents will be arranging transportation for their own students and will be accompanying them to Nebraska. State University for the tournament.

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

There are multiple options and costs available. See link below.

Address

Contact Name

Phone #

Link to Hotel: All links can be found here: <https://nationalscienceolympiad2025.org/>

There are a number of hotels with different price points on the National Science Olympiad Site. Parents will be responsible for their own accommodations .

***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	
	Transportation Provider If charter bus, confirm on MDOT approved list	Families will be responsible for their own transportation. (drive, flight)
	Contact Person	
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Students Home	Departure Date & Time	05/22/2025
Destination Location Building Name & Address	University of Nebraska - Lincoln	Arrival Time	

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	University of Nebraska - Lincoln	Departure Date & Time	05/25/2025
Destination Location Building Name & Address	Students Home	Arrival Time	

Notes:
Parents will arrange transportation for students and will accompany them to the tournament. All parents must complete an ICHAT request prior to attending.

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 1 COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Jodoin	Debra	248-505-3970	Novi Middle School	No sub required
2					
3					
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Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination		End Time		Hours	
Bus trip returning to school		End Time		Hours	
TOTAL HOURS					
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					
Mileage from field trip destination back to school					
TOTAL ROUND TRIP MILES					

HOURLY FLAT RATE FEE

Day of the Week	Number of Hours	Fee Per Hour	Per Bus Total	Number of Buses	Total Flat Rate
Mon-Fri		\$30.00			
Saturday		\$45.00			
Sunday		\$60.00			

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00			

TOTAL NCSD BUS COST \$

Are drivers' meals, tickets, or fees included? Please specify details.
None

Parking facilities on-site? Is there a cost?
None

Other important information about NCSD Bus Cost:
None

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 1,050.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	50.00	High School Only - Tournament Entrance Expense
Supplied by Students During the Trip	1,000.00	Flight, Hotel, Meals, Misc Snacks, Tournament Clothing,
Covered By Other Funding Sources*	1,500.00	Covering Sponsor's travel costs (SA Account from NMS SO)
*List other funding sources (grant names etc.)		

	Expense Item	Account Name to be charged	Account Number	Amount
NCSD BUSINESS OFFICE INFO NEEDED:	Flight, Hotel, Meals for Sponsor	Middle School / High School Science Olympiad SA	60-179-0000-020-734-0000	TBD

Notes: Sponsor's cost will be covered by NMS Science Olympiad Student Account.

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
15	50.00	\$ 750.00
Account Name Where Funds will be Deposited		Account Number
Science Olympiad		60-179-0000-020-734-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Debra Jodoin		April 2025

By submitting this field trip form you agree to collect these funds in compliance with district policies and acknowledge all District policies and procedures will be followed for cash handling and cash procedures.

- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I am responsible for completing the [Event Balance Sheet](#) and will turn in all records to the financial secretary within 5 school days of the money collection date.
- Collected monies to be deposited a minimum of 5 business days prior to expenditures being paid out.

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
<p>NCS D Field Trip Permission Form -</p> <p>dj</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>dj</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>dj</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>dj</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>dj</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>Debra Jodoin</u> <small>Debra Jodoin [03/10/2025 4:29pm EDT]</small>	03/10/2025	Submitted
Sponsoring Administrator of Trip	<u>Dan Tobis</u> <small>Dan Tobis [03/17/2025 1:57pm EDT]</small>	03/17/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Robert J Baker</u> <small>Robert J Baker [03/18/2025 7:33am EDT]</small>	03/18/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Debra Jodoin</u> <small>Debra Jodoin [03/18/2025 7:45am EDT]</small>	03/18/2025	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 Pohlonski</u> <small>Emily Pohlonski [03/18/2025 5:07pm EDT]</small>	03/18/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [03/19/2025 8:13am EDT]</small>	03/19/2025	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 [03/19/2025 8:42am EDT]</small>	03/19/2025	Expected Board Review Date 04/24/2025
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:	



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Debra Jodoin

Destination: University of Nebraska - Lincoln **Field Trip Date:** 05/22/25

Departure Time: 09:00 **Return Time:** 21:00

Transportation By (must select one of the boxes below for approval):

Bus **Parent-driving own child(ren)** **Other** Parent driven or Parent accompanied

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

Emergency Contact Phone #: **Student Cell #:**

Parent/Guardian Approval:

I have reviewed the above teacher comments and hereby grant permission for my student to participate in this field trip. I understand that students are to follow Novi Community School District policies, procedures, and expectations (including appropriate dress), when participating in school-sponsored trips.

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 05/02/25

Trip Sponsor: Provide anticipated attendance list to attendance office before your trip, and completed forms upon your return.

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING

TOPIC: Michigan HOSA (Health Occupations Students of America) State Leadership Conference

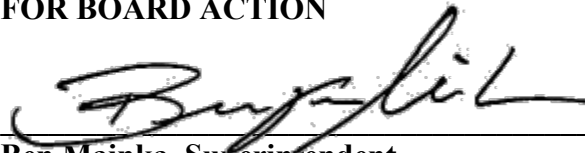
Novi High School teacher, Kathleen Ader, is requesting that the Novi HOSA students participate in the Michigan HOSA State Leadership Conference, in Traverse City, Michigan, from April 15-17, 2026. Students will travel by bus, National Trails, and will be staying at the Bayshore Resort

Students will be asked to pay \$400.00 to cover the expense of the hotel, bus transportation, competition fees, and some meals. Each student should bring approximately \$100.00 to cover some meals.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Michigan HOSA State Leadership Conference, in Traverse City, Michigan, from April 15-17, 2026.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



SY 25-26

0000055

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 04/22/2025	Type of Trip: Out of State & Overnight
Dates of Trip	Leave 04/15/2026	Return 04/18/2026
Number of School Days Missed by Students	2	

TRIP INFORMATION

Requester's Name	Kathleen Ader	
Requester's Building	Novi High School	
Group/Class Traveling	Novi HOSA	
Title of Field Trip	Michigan HOSA State Leadership Conference	
Primary Destination	Traverse City	
Expected Chaperone Numbers	NCSD Staff Chaperones 12	Non-Staff Chaperones 0

Summary of Trip:

In the fall of 2025, NHS HOSA will compete in the Region 8 HOSA competition where over 1000 students will compete in over 50 competitive events ranging from Clinical Nursing to Medical Photography. Students who earn top 6 will qualify to compete at the State Leadership Conference in Traverse City from April 15-17, 2026. Last year, Novi HOSA was again the largest chapter in the state with over 450 members. At the State 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 bus drivers and 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:

04/16/2025

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

Bayshore Resort

Address 833 E Front St, Traverse City,
MI 49686

Contact Name

Lauren Griggs

Phone # 231) 935-4400

Link to Hotel: <https://www.bayshore-resort.com/>

***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	04/10/2025
	Transportation Provider If charter bus, confirm on MDOT approved list	National Trails
	Contact Person	Natalie Lozon
	Contact Phone Number	248-353-9510
	Email Address	nataliel@nationaltrailsbus.com
Does the bus need to stay?	Yes	
Lift Bus Required?	No	
Special Equipment Required:		
Number of Students Attending	250	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School 24062 Taft Rd Novi, MI 48375	Departure Date & Time	04/15/2026 4:00 PM
Destination Location Building Name & Address	Grand Traverse Resort 100 Grand Traverse Village Blvd, Acme, MI 49610	Arrival Time	8:30 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Bayshore Resort 833 E Front St, Traverse City, MI 49686	Departure Date & Time	04/18/2026 9:00 AM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd Novi, MI 48375	Arrival Time	1:30 PM

Notes:
 Traverse City Itinerary - <https://docs.google.com/document/d/1PqGCGkqOxerDGpzLtfqf8HwEWdhyyLQnikud5sZT-Qo/edit?usp=sharing>

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 12 COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Chapin-Dube	Megan	517-227-0271	Novi High School	Yes, chaperone to request sub
2	Smith	Hallie	586-770-0478	Novi High School	Yes, chaperone to request sub
3	Scavo	Phil	248-444-3130	Novi High School	Yes, chaperone to request sub
4	Tituskin	Julia	248-345-4157	Novi High School	Yes, chaperone to request sub
5					
6					
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Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination		End Time		Hours	
Bus trip returning to school		End Time		Hours	
TOTAL HOURS					
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					
Mileage from field trip destination back to school					
TOTAL ROUND TRIP MILES					

HOURLY FLAT RATE FEE

Day of the Week	Number of Hours	Fee Per Hour	Per Bus Total	Number of Buses	Total Flat Rate
Mon-Fri		\$30.00			
Saturday		\$45.00			
Sunday		\$60.00			

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00			

TOTAL NCSD BUS COST \$

Are drivers' meals, tickets, or fees included? Please specify details.

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 400.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	400.00	charter bus, hotel, competition fee, some meals
Supplied by Students During the Trip	100.00	some meals
Covered By Other Funding Sources*	0.00	n/a
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	na	HOSA SA	61-296-7920-022-690-0000	0

Notes: SA #690

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
250	400.00	\$ 100,000.00
Account Name Where Funds will be Deposited		Account Number
#690 HOSA SA account		60-179-0000-022-690-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Megan Chapin-Dube, Halle Smith, Phil Scavo, Julia Tituskin		02/13/26

By submitting this field trip form you agree to collect these funds in compliance with district policies and acknowledge all District policies and procedures will be followed for cash handling and cash procedures.

- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I am responsible for completing the [Event Balance Sheet](#) and will turn in all records to the financial secretary within 5 school days of the money collection date.
- Collected monies to be deposited a minimum of 5 business days prior to expenditures being paid out.

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
NCS D Field Trip Permission Form - KA	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 KA	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) KA	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 KA	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 KA	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>Kathleen M Ader</u> <small>Kathleen M Ader [04/22/2025 12:13pm EDT]</small>	04/22/2025	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [04/25/2025 3:48pm EDT]</small>	04/25/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [04/25/2025 5:17pm EDT]</small>	04/25/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [04/29/2025 11:53am EDT]</small>	04/29/2025	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 [04/29/2025 3:22pm EDT]</small>	04/29/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [04/29/2025 3:36pm EDT]</small>	04/29/2025	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 [04/29/2025 4:10pm EDT]</small>	04/29/2025	Expected Board Review Date 05/15/2025
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:	



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Chapin-Dube/Smith/Ader

Destination: Traverse City, MI - HOSA States **Field Trip Date:** 4/15/26 - 4/18/26

Departure Time: 3:30pm on 4/15/26 **Return Time:** 1pm on 4/18/26

Transportation By (must select one of the boxes below for approval):

Bus **Parent-driving own child(ren)** **Other**

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

Emergency Contact Phone #: **Student Cell #:**

Parent/Guardian Approval:

I have reviewed the above teacher comments and hereby grant permission for my student to participate in this field trip. I understand that students are to follow Novi Community School District policies, procedures, and expectations (including appropriate dress), when participating in school-sponsored trips.

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 1/23/26

Trip Sponsor: Provide anticipated attendance list to attendance office before your trip, and completed forms upon your return.

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING

TOPIC: GAPP Exchange Field Trip

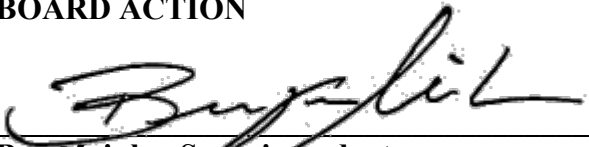
David Baldwin, teacher at Novi High School, is requesting Board approval to take the host family students, who hosted the 2024 German Exchange Students, to travel and tour Germany. Students will visit with the host families. This opportunity will allow students to have an authentic cultural and language immersion exchange. This trip has been taken for the past 14 years except in 2019-2020 during COVID.

Students and chaperones will travel by an international flight for this 17-day trip. The cost is \$2,550.00 per person with an additional \$300 for food and souvenirs.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the GAPP Exchange field Trip to Germany from June 25, 2025 through July 11, 2025

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent



SY 24-25

0000060

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 05/12/2025	Type of Trip: Out of Country & Overnight
Dates of Trip	Leave 06/25/2025	Return 07/11/2025
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	David Baldwin	
Requester's Building	Novi High School	
Group/Class Traveling	GAPP exchange (German host students)	
Title of Field Trip	GAPP exchange	
Primary Destination	Korbinian-Aigner Gymnasium (hs) in Erding, Germany	
Expected Chaperone Numbers	NCSD Staff Chaperones ¹	Non-Staff Chaperones ¹

Summary of Trip:

In 2010, the Novi School Board approved my proposal to begin an ongoing short-term (which means approximately 2-3 weeks every other year) GAPP exchange. We run the exchange (approximately) every other year. We have had successful exchanges in 2010-2011, 2011-2012, 2013-2014, 2014-2015, and 2017-2018, the first half of our 2019-2020 exchange (COVID prevented a trip to Germany that year) and 2022-2023. The 2024-2025 school year will be our eighth GAPP exchange. The German students were already hosted here by Novi students & families in September 2024. Now the Novi students go to Erding to visit the same families of the students they hosted.

CURRICULUM (Required for Curricular Trips)

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

All of the World Language standards/learning targets apply. This is a 100% authentic cultural and language immersion exchange.

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

5 meetings (4 in advisory, 1 extra) regarding cultural readiness training, German language review & practice.

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

Authentic, real-life immersion in Germany is the best way to learn about a culture and learn & practice a language.

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

Students will do reflections in writing and follow-up lessons sharing what they've learned and experienced in Germany. In my experience, the exchange will exponentially boost enthusiasm for learning the language.

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

Have you coordinated this trip in the past?	Yes	If yes, when:	06/26/2023
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date. I have coordinated the GAPP exchange in 2010-2011, 2011-2012, 2013-2014, 2014-2015, and 2017-2018, the first half of our 2019-2020 exchange (COVID prevented a trip to Germany that year) and 2022-2023.			
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	N/A	Address	Merowingerstraße 1 85435 Erding
Contact Name	Annette Zweck	Phone #	08122 3313

Link to Hotel: <https://pension-zweck-erding.de/home-english.html>

(This is accommodation for teacher chaperones only. Individual students stay with their host families.)

***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	
	Transportation Provider If charter bus, confirm on MDOT approved list	
	Contact Person	David Baldwin
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	DTW to Frankfurt to Munich	Departure Date & Time	06/25/2025 4:00 PM
Destination Location Building Name & Address		Arrival Time	9:10 AM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Munich to Frankfurt to DTW	Departure Date & Time	07/11/2025 8:30 AM
Destination Location Building Name & Address		Arrival Time	2:10 PM

Notes:
 Four students will be traveling separately and meeting the group there since they will already be in Europe. The other 9 are flying with the chaperones via Lufthansa from Detroit to Frankfurt and then on to Munich.

Lufthansa 443 / 25JUN Detroit-Metro Frankfurt 400P 615A
 Lufthansa 096 / 26JUN Frankfurt Munich 815A 910A
 Lufthansa 097 / 11JUL Munich Frankfurt 830A 930A
 Lufthansa 442 / 11JUL Frankfurt Detroit-Metro 1110A 210P

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 2 _____ COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Baldwin	David	248-974-7552	Novi High School	No sub required
2	TBD Female				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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25					

Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination		End Time		Hours	
Bus trip returning to school		End Time		Hours	
TOTAL HOURS					
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					
Mileage from field trip destination back to school					
TOTAL ROUND TRIP MILES					

HOURLY FLAT RATE FEE

Day of the Week	Number of Hours	Fee Per Hour	Per Bus Total	Number of Buses	Total Flat Rate
Mon-Fri		\$30.00			
Saturday		\$45.00			
Sunday		\$60.00			

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00			

TOTAL NCSD BUS COST \$

Are drivers' meals, tickets, or fees included? Please specify details.

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT

Total Estimated Cost Per Student		\$ 2,550.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	\$2,250.00	airline ticket (\$1950) plus coverage of flight cost for chaperones, train fares, admission to Dachau
Supplied by Students During the Trip	300.00	(amt. may vary) students may buy some of their own meals, souvenirs, etc.
Covered By Other Funding Sources*	0.00	n/a (except for GAPP grant money- see below)
*List other funding sources (grant names etc.)	Any group excursion costs beyond those listed above to be covered with GAPP grant funds (in "German Club" acct)	

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Lufthansa tickets (11 passengers)	Novi High School	61-296-7920-022-648-0000	\$21,450
	extras (13)	Novi High School	61-296-7920-022-648-0000	\$3,900

Notes: 9 students flying w/ group + extra expenses = (\$1,950 + \$300 = \$2,250 ea) + est. \$300 spending money = (\$2,550ea)
 4 students meeting in Germany: \$300 = total \$1200 + estimated \$300 spending (x4) = \$2400 total (\$600 ea.)

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
13	2250	\$ 29,250.00
Account Name Where Funds will be Deposited		Account Number
GAPP / German Club		60-179-0000-022-648-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Baldwin		5/25/25

By submitting this field trip form you agree to collect these funds in compliance with district policies and acknowledge all District policies and procedures will be followed for cash handling and cash procedures.

- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I am responsible for completing the [Event Balance Sheet](#) and will turn in all records to the financial secretary within 5 school days of the money collection date.
- Collected monies to be deposited a minimum of 5 business days prior to expenditures being paid out.

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
NCS D Field Trip Permission Form - DB	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 DB	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) DB	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 DB	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 DB	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>David J Baldwin</u> <small>David J Baldwin [05/12/2025 10:13am EDT]</small>	05/12/2025	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [05/12/2025 12:39pm EDT]</small>	05/12/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Michelle Eathorne</u> <small>Michelle Eathorne [05/12/2025 12:40pm EDT]</small>	05/12/2025	Reviewed, okay to proceed
Notes: *Eathorne signed, since we need this trip to move fast and Carter returns Wednesday.			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [05/12/2025 12:42pm EDT]</small>	05/12/2025	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 [05/12/2025 2:31pm EDT]</small>	05/12/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [05/12/2025 4:08pm EDT]</small>	05/12/2025	Reviewed, okay to proceed
Notes: Mr. Baldwin claimed to never have completed a form for this trip before. This is inaccurate, as one was completed in 2023, and the teacher was advised then of the need to always complete the form in advance of planning the trip.			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Sheila Holly</u> <small>Sheila Holly [05/13/2025 6:36am EDT]</small>	05/13/2025	Expected Board Review Date 05/15/2025
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:	

Itinerary Report

School Exchange Program

Novi High School (Novi, MI) – Korbinian-Aigner Gymnasium (Erding, Germany)

Program Overview:

The school exchange program between Novi High School and Korbinian-Aigner Gymnasium offers students a unique opportunity to deepen cross-cultural understanding and language immersion through a two-week visit to Germany. The program is coordinated by Mr. David Baldwin (German teacher, Novi High School) and Ms. Sarah Hirsch (coordinating teacher, Korbinian-Aigner Gymnasium). This exchange marks 15 years and the 8th exchange, overall between the two schools.

Travel Information:

Students and chaperones will depart together from Detroit Metropolitan Airport and fly to Munich on Lufthansa flights LH443 and LH096 on 6/25/25. Upon arrival, students will be met by their German host families—the same students who participated in the September exchange visit to Novi.

Accommodation:

Each Novi student will stay with the family of their German exchange partner. Host families will provide lodging, meals outside of school, and support throughout the duration of the stay.

Daily Schedule Highlights:

- **School Attendance and Integration:**

Students will meet each school day at Korbinian-Aigner Gymnasium and participate in regular classes alongside their German exchange partners. This experience is intended to give Novi students an authentic perspective on German academic life.
- **Daily Check-ins:**

Mr. Baldwin will conduct daily check-ins and briefings with the Novi students at the school to address any concerns, review the schedule, and foster group cohesion.
- **Cultural Presentations:**

Beginning after the first few days of acclimatization, Novi students will prepare and deliver cultural presentations in both German and English to various classes. These presentations aim to promote dialogue and cultural exchange within the school community.
- **Afternoons and Evenings:**

Following the school day, students will return home with their host families to participate in family and local activities. This arrangement provides continued cultural immersion and strengthens individual relationships.

- **Weekends:**

On weekends, Novi students will travel with host families to see various local sights within a limit of an approximate 3-hour driving range.

Planned Group Excursions:

Several educational and cultural excursions are scheduled during the program:

- **Visit to Munich:**

A guided tour of Munich will provide insights into Bavarian history, architecture, and culture.

- **Dachau Concentration Camp Memorial Site:**

A sobering and educational visit to the Dachau memorial will deepen students' understanding of German and world history.

- **Trip to Salzburg, Austria (by train):**

A full-day excursion to Salzburg will allow students to experience Austrian culture and explore historical landmarks in the birthplace of Mozart.

- **Tour of Erding:**

Students will explore the local town of Erding and participate in a formal meeting with the mayor, fostering civic engagement and international goodwill.

Final Events and Departure:

At the conclusion of the exchange, a farewell dinner will be held for all participants, including host families, students, and coordinating teachers. Mr. Baldwin and the assigned chaperone will accompany the students on their return flights from Munich to Detroit (LH097 and LH 442) on 7/11/25 and remain with the group until they are safely reunited with their families.

Program Duration:

The exchange program will span approximately 16 days.

Please note: Our German hosts will be sharing a detailed, final itinerary on or around May 19th.



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: David Baldwin: GAPP exchange, pt. 2 (2024-2025)

Destination: Erding, Germany **Field Trip Date:** 6/25/25

Departure Time: 4pm 6/25/25 **Return Time:** 2:10pm 7/11/25

Transportation By (must select one of the boxes below for approval):

Bus Parent-driving own child(ren) Other

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Phone #: _____

Parent/Guardian Email: _____

Emergency Contact Name: _____

Emergency Contact Phone #: _____

Student Cell #: _____

Parent/Guardian Approval:

I have reviewed the above teacher comments and hereby grant permission for my student to participate in this field trip. I understand that students are to follow Novi Community School District policies, procedures, and expectations (including appropriate dress), when participating in school-sponsored trips.

Parent Signature _____

Date _____

Student: Return completed form to your field trip sponsor by: _____

Trip Sponsor: Provide anticipated attendance list to attendance office before your trip, and completed forms upon your return.

BOARD OF EDUCATION

**NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

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>Effective</u>
ADNU:				
Bueter, Jennifer	ESB	Executive Assistant to the Superintendent	New Hire	06-02-25

B. Retirements and Resignations

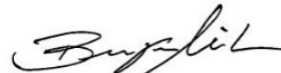
<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
NASA:				
Valentine, Cynthia	Transportation	Director of Transportation	Retirement	05-31-25
NEA:				
Huber, Madelyn	NM/VO	Speech/Language Pathologist	Resignation	06-06-25
Velthoven, Fiona	NW/DF	School Psychologist	Resignation	06-06-25

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
NEA:				
Curry, Jennifer	NV	2 nd Grade	Child Care #1	08-16-25
Gault, Kelsey	NM	School Social Worker	Child Care #3	08-16-25

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
May 15, 2025**

SUPERINTENDENT OF SCHOOLS

TOPIC: OCSBA Resolutions and Bylaws Amendments

The Oakland County School Boards Association Resolutions and Bylaws Committee reviews and recommends amendments to the Association's bylaws annually. The OCSBA Board of Directors has reviewed the proposed changes and recommends approval of all bylaws amendments as presented. Every Member District Board of Education has been provided with the proposed amendments and a summary of proposed changes with a rationale for each change.

The Board of Directors has reviewed the proposed amendments, and approves moving these recommendations forward for a vote of our Member Districts. In accordance with our bylaws, each Member District Board of Education has one (1) vote to approve the recommended amendments.

The Board's completed and signed ballots must be received no later than 5:00 PM on June 6, 2025, so this comes for Board action tonight. Ballots that are received by the deadline will be acknowledged by email reply (please allow up to 24 hours).

Please note that changes are indicated as follows: deletions are in ~~red, strikethrough font~~; additions are in **bold, blue, underlined font**; and rationale is highlighted in yellow.

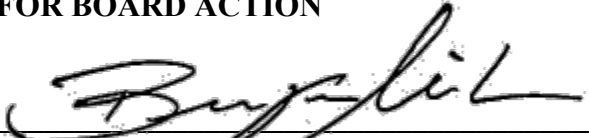
Included in this email are the following documents:

- The proposed amendments to the OCSBA Bylaws (in its entirety) with rationale for the change; The proposed amendments to the OCSBA Bylaws on one page for easier viewing;
- One (1) ballot for the proposed amendments to the Association Bylaws;
- The proposed amendments to the OCSBA Resolutions with rationale for the change; and One (1) ballot for the proposed amendments to the Association Resolutions.

RECOMMENDATION:

That the Novi Community School District Board of Education approves all OCSBA bylaws amendments and resolutions as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

Adopted by Board of Directors: 11/15/2017

Adopted by General Membership: 1/24/2018; 10/18/2018

Amendments Approved by Member School Districts: 9/16/2020; 9/10/2021; 3/3/2023

**BYLAWS
OF THE
OAKLAND COUNTY SCHOOL BOARDS ASSOCIATION**

**ARTICLE I
OFFICES**

Section 1: Principal Office. The principal office of the Oakland County School Boards Association (the “Association”) in the State of Michigan will be located at 2111 Pontiac Lake Road, Waterford Township, County of Oakland. The Association may have such other offices, either within or without the State of Michigan, as the Board of Directors of the Association may determine or as the affairs of the Association may require from time to time.

Section 2: Registered Office. The Association will have and continuously maintain a registered office and a registered agent whose office is identical with the registered office. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time by the Board of Directors of the Association.

**ARTICLE II
PURPOSE**

Section 1: Purpose. The purpose of the Association shall be:

- (a) To advance the quality of public education in Oakland County through the cooperative efforts of locally elected boards of education.
- (b) To promote high standards in providing educational programs and services to meet the needs of all students.
- (c) To make available to school board members information concerning educational issues.
- (d) To conduct and sponsor meetings and programs about various aspects of education in partnership with Oakland Schools.
- (e) To promote public understanding about the role of school boards in our education system and the need for citizen involvement in maintaining and improving our schools.
- (f) To enhance cooperation and communication among boards of education in Oakland County.
- (g) To present a strong force representing the views of school boards in Oakland County to the political representatives serving the area.

(h) To advocate for county, state and national legislation and governance that promotes and supports public education services by locally elected boards of education.

ARTICLE III MEMBERSHIP

Section 1: Members. The Association shall be organized upon a membership basis. Any publicly elected Board of Education member of a school district located in Oakland County or any elected Oakland ISD Board of Education member (referred to herein as “Member School Districts”), that is also a member in good standing in the Michigan Association of School Boards (“MASB”), is an eligible general member of this Association (referred to herein as a “Member” or collectively the “Members”).

Section 2: Voting Rights. Each Member is entitled to one vote on each matter submitted to a vote of the Members, with specific exceptions as outlined in this section. All rights to vote on business or election before the Members will be done in person.

Exceptions: Each Member School District shall have one (1) vote on resolutions (as outlined in Article IX) or to amend these Bylaws (as outlined in Article XVI). Member School District votes shall be recorded upon receipt of the completed resolution or ballot indicating the vote of the Member School District’s Trustees. Member School District votes must be received prior to the deadline indicated on the ballot or resolution. Results of such Member School District voting shall be provided to all Member Districts not later than the next general membership meeting.

Section 3: Electronic Voting. Electronic voting rights are granted to the Board of Directors only to conduct emergency business. All electronic vote(s) will be reaffirmed at the next meeting of the Board of Directors.

Section 4: Transfer of Membership. Membership in this Association is not transferable or assignable.

ARTICLE IV DUES

The Association shall be financed by an annual MASB grant to its County Area School Boards Association (CASBA) members, Intermediate School District membership dues in an amount not to exceed the MASB CASBA grant, and by contributions and gifts accepted by the Association.

ARTICLE V
MEETING OF MEMBERS

Section 1: Annual and Regular Meetings. There shall be an annual meeting of the Members and not less than three additional, regular membership meetings each year for the purpose of appointing the Board of Directors and for the transaction of such other business as may come before the meeting. The annual meeting shall be the first regular meeting after July 1. The date, time, and place of all meetings shall be determined by the Board of Directors.

Section 2: Special Meetings. Special meetings of the Members may be called by voice or email by the President or by two or more members of the Board of Directors with 30 days' notice.

Section 3: Place of Meeting. The Board of Directors may designate the place of meeting for any annual or regular meeting or for any special meeting. If no designation is made, or if a special meeting is otherwise called, the place of the meeting will be the registered ~~off~~ office of the Association; but if all of the Members meet at any time and place and consent to holding of a meeting, such meeting will be valid without call or notice, and at such meeting any corporate action may be taken.

Rationale: Grammar and clarification. 'off' is supposed to be 'office'

Section 4: Notice of meetings. Written notice stating the place, day, and hour of any meeting of Members will be delivered, either personally or by email, to each Member entitled to vote as such meeting, not less than ten nor more than fifty days before the date of the meeting by the Secretary. In case of a special meeting, or when required by statute or these Bylaws, the purpose or purposes for which the meeting is called will be stated in the notice. If mailed, the notice of a meeting will be deemed to be delivered when deposited in the United States mail addressed to the Member at his or her address as it appears on the records of the Association, with postage thereon prepaid.

Section 5: Informal Action by Members. Any action required by law to be taken at a meeting of the Members, or any action which may be taken at a meeting of the Members, may be taken without a meeting if a consent in writing, setting forth the action so taken, will be signed by all of the Members entitled to vote with respect to the subject matter thereof.

Section 6: Quorum. The presence of at least one Member from twenty-five (25%) percent of the Member School Districts will constitute a quorum at such meeting. If a quorum is not present at any meeting of Members, a majority of the Members present may adjourn the meeting without further notice.

Section 7: Involvement of Member School District Administrators. Superintendents and Administrators of Member School Districts are encouraged to participate in the Member meetings and other Association activities.

**ARTICLE VI
ELECTION OF BOARD OF DIRECTORS**

Section 1: Number of Directors. The Board of Directors shall consist of an odd number of Directors, with no fewer than 7 nor more than 9 members. The Board of Directors shall have the discretion to determine the number of Directors to best meet the needs of the Association. The Board shall consider such a change whenever an election produces less candidates than open seats, and prior to seeking candidates to fill a vacancy under Section 6. The Secretary shall promptly communicate any change to the number of Directors to all Members. Any decrease in the number of Directors shall be accomplished by attrition, which may result in an eight member Board for up to one year, until the next election. An increase in the number of Directors shall be accomplished by election, as outlined in Section 4. In addition, the Board may call for a mid-year special election to increase the number of Directors.

Section 2: Eligibility. Any Member is eligible to be elected to the Association’s Board of Directors. Only one Member from each Member School District is allowed to serve on the Board at any given time.

Section 3: Term. The term of office for each Director shall be for three (3) years and shall continue until his or her successor has been elected and qualified.

Section 4: Board Election: By May 1st yearly, the Board shall convene an Election Committee comprised of the three most recently elected Members of the Board of Directors. The Election Committee shall seek candidates who will create a Board with a geographical balance from throughout Oakland County. Board Candidate Application Forms will also be sent to all Member School Districts to be delivered to their board members. Candidates must submit a completed application to the Election Committee prior to the deadline specified on the form. Nominations cannot be made from the floor during the meeting at which the election occurs. Election of Candidates from Member School Districts shall take place at the June meeting. If there are more candidates than vacancies to be filled, the Member vote shall be by written ballot. If there are less candidates than vacancies to be filled, the Board of Directors shall follow the procedure to fill a vacancy as outlined in Section 6.

Section 5: Resignation/Removal. Any Director may resign by written notice to the Association. Any Director may be removed by the Members or the Board at any meeting of the Members or the Board, with cause as defined in Appendix I, by the affirmative vote of a majority of the Members or the Directors then in office (excluding the Director who is the subject of such action).

Section 6: Vacancy. If a vacancy shall occur among the Board of Directors as a result of death, resignation, removal or otherwise, the Board will first consider whether it is appropriate to decrease the number of Directors as outlined in Section 1. If the Board determines that the needs of the Association are best met by retaining the current number of Directors, the President will notify the Members of the vacancy, each Member School District shall be sent a Board Candidate Application Form and the Board shall appoint a member to fill the vacancy at its next meeting. The appointee shall serve until the next scheduled election.

Section 7: Attendance. Failure to attend three (3) consecutive Board meetings shall constitute a resignation; however, a Director may be granted an excused absence by action of the Board. Such a request shall be made in writing to the Board President within thirty (30) days of the missed meeting.

ARTICLE VII BOARD OF DIRECTORS

Section 1: General Powers. It shall be the responsibility of the Board of Directors to carry out the purposes of the Association as specified in Article II of the Articles of Incorporation.

Section 2: Regular Meetings. A regular annual meeting of the Board of Directors will be held without other notice than these Bylaws. The date and time of the annual meeting shall be determined by the Board of Directors. The Board of Directors may provide by resolution the time and place for holding of additional regular meetings of the Board without other notice than such resolution.

Section 3: Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

Section 4: Notice. Notice of any special meeting of the Board of Directors will be given at least two days by written notice delivered personally, by phone, ~~fax,~~ or email to each Director's contact information as shown by the records of the Association ~~or five days' notice by mail. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid.~~ Any Director may waive notice of any meeting. The attendance of a Director at any meeting will constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

Rationale: Deleting language that refers to sending meeting notices via US mail and fax which are outdated modes of communication.

Section 5: Quorum. A majority of the Board of Directors will constitute a quorum for the transaction of business at any meeting of the Board; if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

Section 6: Manner of Acting. The act of a majority of the Directors serving (whether elected or appointed), at a meeting at which a quorum is present will be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

Section 7: Compensation. Directors as such will not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Director from serving the Association in any other capacity and receiving compensation therefor.

Section 8: Informal Action by Directors. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the Directors.

Section 9: Confidentiality. The records and business of all Board of Directors proceedings shall be confidential and shall not be subject to disclosure without the Board of Directors' authorization in advance of disclosure.

Section 10: Board Operating Procedures. The Board of Directors shall create and maintain Board Operating Procedures which shall be used in conjunction with these Bylaws.

Rationale: Adding this section as the Board of Directors recently adopted Board Operating Procedures that further define roles, responsibilities and timelines.

ARTICLE VIII OFFICERS

Section 1: Election or Appointment. The Board of Directors, as soon as may be practical after the annual appointment of Directors in each year, shall elect from the current Board of Directors, a President, a Vice-President, a Secretary, and a Treasurer of the Association.

Section 2: Term of Office. ~~The~~ **The** term of office for all officers shall commence upon their election or appointment and shall continue until the next annual meeting of the Association and thereafter until their respective successors are chosen or until their resignation or removal. Any officer may be removed from office at any meeting of the Directors, with cause, by the affirmative

vote of a majority of the Directors, whenever in their judgment the best interests of the Association will be served thereby. An officer may resign by written notice to the Association. The resignation shall be effective upon its receipt by the Association or at a subsequent time specified in the notice of resignation. The Directors shall have the power to fill any vacancies in any offices occurring for whatever reason.

Rationale: Grammar/clarity – deleting ‘r’ in the first word to change ‘Ther’ to ‘The’

Section 3: Compensation. Officers as such will not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained will be construed to preclude any Officer from serving the Association in any other capacity and receiving compensation therefore.

Section 4: The President. The President shall be the Chief Executive Officer of the Association and shall have general and active management of the activities of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect. He or she shall execute all authorized conveyances, contracts, or other obligations in the name of the Association, except where required by law to be otherwise signed and executed, and except where the signing and execution thereof shall be expressly delegated by the Directors to some other officer or agent of the Association. He or she shall preside at all meetings of the Directors.

Section 5: Vice-President. The Vice-President in the order designated by the Board of Directors, or, lacking such designation, by the President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

In the absence of both the President and Vice-President, the Directors present thereat shall designate another presiding officer.

Section 6: The Secretary. The Secretary shall attend all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a book to be kept for that purpose. He or she shall give, or cause to be given, notice of all meetings of the Directors for which notice may be required, and shall perform other duties as may be prescribed by the Directors. He or she shall have the authority to execute with the President all authorized conveyances, contracts or other obligations in the name of the Association, except as otherwise directed by the Directors.

At the discretion of the Board of Directors on an annual basis, the Office of Secretary may be divided into two roles: Corresponding Secretary and Recording Secretary.

Rationale: With a Board of 7-9 directors, it is helpful to split the role of Secretary into two and provides additional leadership opportunities.

Section 7: The Treasurer. The Treasurer shall have custody of the funds and securities of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Directors. He or she shall disburse the funds of the Association as may be ordered by the Directors, taking proper vouchers for such disbursements, and shall render to the President and Directors, at the regular meetings of the Directors, or whenever they may require it, an account of all his or her transactions as Treasurer and of the financial condition of the Association. If required by the Directors, he or she shall give the Association a bond in such sum and with such surety or sureties as shall be satisfactory to the Directors for the faithful performance of the duties of his or her office and for the restoration to the Association (in case of his or her death, resignation or removal from office) of all books papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the Association.

Section 8: Bonding of Officers. All officers of the Association, if required to do so by the Board of Directors, shall furnish bonds to the Association for the faithful performance of their duties, in such amounts and with such conditions and security as the Board shall require. The Association shall assume the cost of providing any bond required hereunder.

ARTICLE IX COMMITTEES

Section 1: General. The Board of Directors may designate standing and ad hoc committees with such duties and powers as it may provide in order to carry out the program and purposes of the Association.

Section 2: Quorum and Voting Rights. Unless otherwise stated within this Article, the presence of twenty-five (25%) percent of the appointed representatives to a Committee will constitute a quorum and each appointed representative present in the meeting shall have one vote. Member School Districts may designate an alternate representative to any committee comprised of representatives of Member School Districts; however, any appointed alternate shall only be counted for quorum and/or vote when the primary appointed representative for their District is absent.

Section 3: Committee Chairs. Each standing and ad hoc committee shall elect a Chairperson annually from the appointed representatives. The election shall be the first order of business at the Committee's first meeting after ~~January 31st~~ July 1st, unless otherwise specified in these Bylaws. Written notice of the election date, time and place shall be provided to all appointed

representatives not less than seven (7) calendar days prior to the meeting at which the vote will occur.

Rationale: Operating Year is July 1 – June 30. This change will bring us in alignment

Each Committee Chair is responsible for establishing and distributing the meeting schedule and agendas and providing such to the appointed representatives. The Chair shall maintain committee attendance records, distribute meeting minutes to the appointed representatives after each meeting and regularly report to the Board of Directors through the President.

Any Committee Chair may resign by written notice to the Association President. Any Committee Chair may be removed by the Committee Members or the Board at any meeting of the Committee Members or the Board, without cause, by the affirmative vote of a majority of the appointed representative(s) present or the Board of Directors then in office (excluding the Committee Chair who is the subject of such action).

Section 4: The Government Relations Committee. The Government Relations Committee shall be a standing committee. The committee’s purpose is to receive information on legislative matters for the purpose of sharing said information with the Member School Districts to advocate for, and increase awareness of, issues facing public education. The committee will meet at least 6 times per year.

Rationale: Grammar/clarification adding on after ‘information’

Committee Membership/Leadership. At each Member School District’s annual organizational meeting, a Member should be appointed to represent their Member School District at the Government Relations Committee.

A Committee Chairperson will be elected annually from the appointed Members at the first committee meeting after January 31st. Each Member School District in attendance shall have one (1) vote, which shall be cast by the Member School District’s appointed representative.

In the absence of an elected Vice Chair, the Vice President of OCSBA will assume the position of Vice Chair.

Rationale: This is to ensure we are building leadership on GRC

Legislative Priorities. The Government Relations Committee will review/revise their Legislative Priorities annually. Revised Legislative priorities will be submitted to the Board of Directors for approval. Once approved by the Board, Legislative Priorities will be provided to the Resolutions and Bylaws Committee and Member School Districts.

Section 5: Resolutions and Bylaws Committee. The Resolutions and Bylaws Committee shall be a standing committee and shall exercise the powers prescribed in this section. The committee's purpose is to develop and manage the resolutions and bylaws process. The committee shall meet at least once per year.

Committee Membership/Leadership. Committee members will be appointed by the ~~Board of Directors~~ OCSBA President annually. Committee members may be reappointed for additional terms. The appointed Committee members will elect a Committee Chairperson at the first committee meeting after appointment. The Government Relations Committee Chairperson shall be a member of the Resolutions and Bylaws Committee.

Rationale: Common Practice is that OCSBA President makes committee appointments

Initiation of Resolutions and Bylaws Revisions. Resolutions or bylaws revisions may be initiated by a Member School District Board, the Board of Directors, the Government Relations Committee or the Resolutions and Bylaws Committee. Once approved by the OCSBA Board of Directors, the Legislative Priorities shall be included in the resolutions drafted by the Resolutions and Bylaws Committee. All proposed resolutions and/or bylaws revisions shall be submitted in writing to the Board of Directors or Resolutions and Bylaws Committee and shall be addressed by the Resolutions and Bylaws Committee at their next meeting.

Submission to Vote. The Board of Directors shall review all proposed resolutions and bylaws amendments prior to submission to the Member School Districts.

Once reviewed by the Board of Directors, proposed resolutions and bylaws amendments shall be sent to the Member School Districts for voting. Member School Districts will be asked to vote at their next meeting. The window for Member School District voting shall be at least forty (40) calendar days and the voting deadline shall be specified on the ballot or resolution.

Resolution Adoption. Resolutions that are approved by at least nineteen (19) Member School Districts shall be the official position of the Association as interpreted and pursued by its Board of Directors.

ARTICLE X DISSOLUTION

Section 1: General. In the event of dissolution of the Association, all of the Association's assets, real and personal, shall be distributed as provided in Article VIII of the Association's Articles of Incorporation.

Section 2: No Inurement. No part of the net earnings of the Association shall be distributed to or inure to the benefit of any Member, Director or Officer of the Association, as prohibited by Section 501(c)(4) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of subsequent federal tax laws), or the Michigan General Sales Tax Act or the Michigan Use Tax Act.

ARTICLE XI FIDUCIARY AND FINANCIAL RESPONSIBILITIES

Section 1: Financial Expenditures. All financial expenditures of the Association shall not exceed those within the parameters of the approved annual budget. No committee has the power to create any financial liability for the Association, unless specifically authorized by the majority of the Members. The Board of Directors approval and signatory by both the President and Treasurer are required for any expenditure exceeding \$2,500. Expenditures up to \$2,500 must be approved by either the Board President or the Treasurer. In the event that the President and/or Treasurer are absent or disabled, the Vice-President may approve expenditures.

Section 2: Financial Reports. The Treasurer shall maintain all financial statements, reports, and budgets as follows:

- (a) Reports shall be completed on a timely basis and distributed to all Board members on a quarterly basis or upon request.
- (b) The Treasurer shall present for approval by the Board of Directors:
 - a. Not later than the June Board of Directors meeting, a budget for the upcoming fiscal year (July 1 to June 30).
 - b. No later than August 30th, the end of year revenue & expense reports for the immediately preceding fiscal year.
- (c) The approved budget and annual report of income and expenditures will be presented at the first fall Member Meeting.
- (d) Annually the accounting records of the Association will be closed in preparation for any necessary IRS filings.

Section 3: Review of Financial Records.

- (a) Internal – Board of Directors. Annually, the Association shall perform certain agreed upon procedures related to the financial records of the Association. The year-end report and supporting documentation shall be available for review by the Board of Directors prior to the annual Board of Directors and Member meetings.
- (b) External. An audit will only be conducted in place of the agreed upon procedures if required by law or a third party.

Section 4: Fiduciary Agreement. The Board of Directors may enter into an Administrative and Financial Services Agreement with Oakland Schools to support management of the Association. The Treasurer shall monitor the work performed by Oakland Schools under this agreement.

ARTICLE XII

INDEMNIFICATION OF OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS

Section 1: Indemnification of Directors and Officers: Claims Brought by Third Parties. The Association shall, to the fullest extent authorized or permitted by the Michigan Nonprofit Association Act or other applicable law, as the same presently exists or may hereafter be amended (the "Act"), indemnify a director or officer (the "Indemnitee") who was or is a party or is threatened to be made a party to a threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, other than an action by or in the right of the Association, by reason of the fact that he or she is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust or other enterprise, whether for profit or not for profit, against expenses, including attorneys' fees, judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by the Indemnitee in connection with the action, suit or proceeding, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, if the Indemnitee has no reasonable cause to believe the conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that the Indemnitee did not act in good faith and in a manner which in the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

Section 2: Indemnification of Directors and Officers: Claims Brought by or in the Right of the Association. The Association shall, to the fullest extent authorized or permitted by the Act or other applicable law, as the same presently exists or may hereafter be amended, indemnify a director or officer who was or is a party to or is threatened to be made a party to a threatened, pending or completed action or suit by or in the right of the Association to procure a judgement in its favor by reason of the fact that the Indemnitee is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust or other enterprise, whether for profit or not, against expenses, including actual and reasonable attorneys' fees and amounts paid in

settlement incurred by the person in connection with the action of suit, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Association. However, indemnification under this Section shall not be made for a claim, issue or matter in which the Indemnitee has been found liable to the Association unless and only to the extent that the court in which the action or suit was brought has determined upon application that, despite the adjudication of liability but in view of all circumstances of the case, the Indemnitee is fairly and reasonably entitled to indemnification for the expenses for which the court considers proper.

Section 3: Actions Brought by the Indemnitee. Notwithstanding the provisions of Sections 1 and 2 of this Article, the Association shall not indemnify an Indemnitee in connection with any action, suit, proceeding or claim (or part thereof) brought or made by such Indemnitee; unless such action, suit, proceeding or claim (or part thereof) (i) was authorized by the Board of Directors of the Association, or (ii) was brought or made to enforce this Article and such Indemnitee has been successful in such action, suit, proceeding or claim (or part thereof).

Section 4: Approval of Indemnification. An indemnification under Sections 1 or 3 of this Article, unless ordered by a court, shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the Indemnitee is proper in the circumstances because the Indemnitee has met the applicable standard of conduct set forth in Sections 1 and 3 of this Article. This determination shall be made promptly in any of the following ways:

- (a) By a majority vote of a quorum of the Board consisting of Directors who were not parties to the action, suit or proceeding.
- (b) If the quorum described in subdivision(a) is not obtainable, then by a majority vote of a committee of Directors who are not parties to the action. The committee shall consist of not less than two (2) disinterested Directors.
- (c) By independent legal counsel in a written opinion.

Section 5: Advancement of Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding described in Sections 1 or 3 of this Article shall be paid promptly by the Association in advance of the final disposition of the action, suit or proceeding upon receipt of any undertaking by or on behalf of the Indemnitee to repay the expenses if it is ultimately determined that the Indemnitee is not entitled to be indemnified by the Association. The undertaking shall be by unlimited general obligation of the person on whose behalf advances are made but need not be secured.

Section 6: Partial Indemnification. If an Indemnitee is entitled to indemnification under Sections 1 or 3 of this Article for a portion of expenses including attorneys' fees, judgments, penalties, fines and amounts paid in settlement, but not for the total amount thereof, the Association shall

indemnify the Indemnitee for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the Indemnitee is entitled to be indemnified.

Section 7: Indemnification of Employees and Agents. Any person who is not covered by the foregoing provisions of this Article and who is or was an employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee or agent of another foreign or domestic Association, business Association, partnership, joint venture, trust or other enterprise, whether for profit or not for profit, may be indemnified to the fullest extent authorized or permitted by the Act or other applicable law, as the same exist or may hereafter be amended, but in the case of any such amendment, only to the extent such amendment permits the Association to provide broader indemnification rights than before such amendment, but in any event only to the extent authorized at any time or from to time by the Board of Directors.

Section 8: Other Rights of Indemnification. The indemnification or advancement of expenses provided under Sections 1 to 7 of this Article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under the articles of incorporation, bylaws or a contractual agreement. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking indemnification or advancement or expenses. The indemnification provided for in Sections 1 to 5 of this Article continues as to a person who ceases to be a director, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of the person.

Section 9: Liability Insurance. The Association shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was serving a the request of the Association as a director, officer, employee or agent of another Association, business Association, partnership, joint venture, trust or other enterprise against any liability asserted against the person and incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Association would have the power to indemnify the person against such liability under the provisions of the Act.

Section 10: Severability. Each and every paragraph, sentence, term and provision of this Article shall be considered severable in that, in the event a court finds any paragraph, sentence, term or provision to be invalid or unenforceable, the validity and enforceability, operation, or effect of the remaining paragraphs, sentences, terms, or provisions shall not be affected, and this Article shall be construed in all respects as if the invalid or unenforceable matter had been omitted.

Section 11: Definitions. "Other enterprises" shall include employee benefit plans; "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan; and "serving at the request of the Association" shall include any service as a director, officer,

employee, or agent of the Association which imposes duties on, or involves services by, the director, officer, employee, or agent with respect to an employee benefit plan, its participants or beneficiaries; and a person who acted in good faith and in a manner he or she reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be considered to have acted in a manner “not opposed to the best interests of the Association as referred to in Sections 1 and 2”.

ARTICLE XIII FISCAL YEAR

Section 1: Fiscal Year. The fiscal year of the Association shall be determined by the Board of Directors.

ARTICLE XIV CONFLICTS

Section 1: Statement of Policy. It is the policy of the Association that all officers, directors, committee members and employees of the Association shall avoid any conflict between their own respective individual interests and the interests of the Association, in any and all actions taken by them on behalf of the Association in their respective capacities.

Section 2: Dealing with the Association. A contract or other transaction between the Association and one or more of its directors or officers, ~~or between the Association and one or more of its directors or officers,~~ or between the Association and a domestic or foreign corporation, firm or association of any type or kind in which one or more of the Association’s directors or officers are trustees or officers, or are otherwise interested, is not void or voidable solely because of such common trusteeship, officership or interest, or solely because such directors are present at the meeting of the Board of Directors or committee thereof at which such contract or transaction is acted upon, or solely because their votes are counted for such purpose, if any of the following conditions is satisfied:

Rationale: to remove duplicate phrase

- (a) The contract or other transaction is fair and reasonable to the Association when it is authorized, approved or ratified;
- or
- (b) The material facts as to such trustee’s relationship or interest as to the contract or transaction are disclosed or known to the Board of Directors or committee thereof authorizes, approves or ratifies the contract or transaction by a vote sufficient for the purpose without counting the vote of any common or interested director.

Section 3: Procedure in Event of Potential Conflict of Interest. In the event that any officer, trustee, committee member or employee of the Association shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Association, such officer, director, committee member or employee shall give the Board of Directors notice of such interest or relationship and shall thereafter refrain from voting or otherwise attempting to exert any influence on the Association, its Board of Directors, or its committees, to affect its decision to participate or not to participate in such transaction.

Section 4: Special Voting Rules. Any member of the Board of Directors who has a conflict of interest on any matter involving the Association shall not be counted in determining the quorum for the meeting at which the matter is to be acted upon, even when permitted by law. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

ARTICLE XV MISCELLANEOUS PROVISIONS

Section 1: Contracts, Conveyances, Etc. All conveyances, contracts and instruments of transfer and assignment shall be approved as provided by a resolution of the Board of Directors.

Section 2: Execution of Instruments. Except as otherwise provided for herein, all Association instruments and documents, including, but not limited to, checks, drafts, bills or exchange, acceptances, notes or other obligations or orders for the payment of money, shall be signed as provided by a resolution of the Board of Directors.

Section 3: Borrowing. Loans and renewals of loans shall be contracted on behalf of the Association as provided by a resolution of the Board of Directors.

Section 4: Adjourned Meetings. A majority of the Directors present, whether or not a quorum, may adjourn any meeting to another time and place. Notice of such adjourned meeting shall be given even though the time and place thereof are announced at the meeting at which the adjournment is taken.

Section 5: Method of Giving Notices. Any notice required by statute or by these Bylaws to be given to the directors, or to any officers of the Association unless otherwise provided herein or in any statute, shall be given by ~~mailing~~ [electronic communication](#) to such director or officer at his or her last [known district-provided email](#) address as the same appears on the records of the Association, and such notice shall be deemed to have been given at the time of such ~~mailing~~ [communication](#).

Rationale: OCSBA does not physically mail communications.

Section 6: Action by Written Consent. Action required or permitted to be taken pursuant to authorized vote at any meeting of the Board of Directors or a committee thereof, may be taken without a meeting if, before or after the action, all Members of the Board of Directors or the committee consent thereto in writing. Written consent shall be filed with the minutes of the proceedings of the Board or committee. Such consent shall have the same effect as the vote of the Board or committee for all purposes.

Section 7: Remote Participation in Meeting. By oral or written permission of a majority of the Board of Directors, a Member of the Board of Directors or of a committee designated by the Board may participate in a meeting by means of conference telephone, or similar communications equipment by means of which all persons participating in the meeting can hear each other (“two-way communication”). Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.

Section 8: Corporate Seal. If the Association has a corporate seal, it shall have inscribed thereon the name of the Association and the words “Corporate Seal” and “Michigan”. The seal may be used by causing it or a facsimile to be affixed, impressed or reproduced in any other manner.

ARTICLE XVI AMENDMENTS, RULES AND REGULATIONS

Section 1: Amendments. These Bylaws may be altered or amended by the vote of the Member School Districts. The Board of Directors will provide written ballot with the proposed amendment(s) to each Member School District giving at least a forty (40) day period in which to vote. Each Member School District will have one vote.

Grammatical errors that do not change the meaning or intent of the language may be corrected by the Board of Directors without a vote of the membership.

Rationale: Small grammatical errors (i.e., grammar and spelling), that do not change the meaning or intent of the language, can be corrected by the Board of Directors during the annual review rather than having to go out to membership for a vote

Section 2: Rules and Regulations. The Board of Directors may adopt additional rules and regulations, general or specific, for the conduct of their meetings, and additional rules and regulations, general or specific, for the conduct of the affairs of the Association; provided, however, unless a local, state or national emergency has been declared, no such additional rule or regulation shall be inconsistent with or in contravention of any provision of the Articles of Incorporation or these Bylaws.

Section 3: Rules and Regulations During a Declared Emergency. In the event of a declared local, state or national emergency, the Board of Directors may set aside rules and regulations within

these bylaws, general or specific, regarding the conduct of their meetings and election and to conduct the affairs of the Association.

Appendix 1

Definition of Cause for Removing a Board Member or Officer

Adopted by the OCSBA Board of Directors: September 16, 2020

Preface:

The Board of Directors of a nonprofit has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”*

1. Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will.
2. Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit, not in the best interest of the individual board member (or any other individual or for-profit entity).
3. Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

The Board of Directors does not exist solely to fulfill legal duties and serve as a fiduciary of the organization’s assets. Board members also play very significant roles providing guidance to nonprofits by contributing to the organization’s culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates.

An OCSBA Officer or Member of the Board of Directors may be removed for cause, defined as any of the following:

- ❖ Acts of malfeasance, misfeasance, or nonfeasance.
- ❖ Willful failure to follow OCSBA bylaws.
- ❖ Willful neglect of duties.
- ❖ Failure to disclose a conflict of interest and/or using the Association for his or her own personal gain.

- ❖ Using their position on the OCSBA Board of Directors or OCSBA's logo in a political endorsement, as such could reasonably be misconstrued as an endorsement by the Association.
- ❖ Frequently missed Board meetings or committee meetings.
- ❖ Creating an unhealthy or dysfunctional boardroom through inappropriate behavior or disrespecting the other members of the Association.
- ❖ Ethical concerns such as discrimination, harassment, or criminal behaviors.

Basically, the removal of a Director or Officer should only be done when absolutely necessary. However, the reasons for doing so are up to the Associations other Directors and Members. If a Director has failed his or her fiduciary duty in some way, then he or she should be removed from the board.



The following resolutions have been adopted by our member school districts.
The adoption and/or amendment date(s) are noted for each resolution.

OCSBA Bylaws Article IX, Section 5, Resolution Adoption:

Resolutions that are approved by at least nineteen (19) member school districts shall be the official position of the association as interpreted and pursued by its board of directors.

2025 RECOMMENDED AMENDMENTS TO PREVIOUSLY ADOPTED RESOLUTIONS

ACCOUNTABILITY AND TRANSPARENCY [OCSBA Adopted 9/24/2019]

OCSBA supports ~~transparency and accountability for ALL school aid funds (i.e., community governed public school districts, charter schools, cyber schools, community colleges, public universities)~~ holding every school that receives public funding to the same accountability and transparency standards, including FOIA requests and the Open Meetings Act. This includes local districts, ISDs, Public School Academies (aka Charter Schools), their authorizers and management companies, as well as all colleges and universities. [MASB Resolution A 6.65 (c), (d), (f)]

Rationale: Expanded to include FOIA requests, OMA and additional school entities

BROADBAND ACCESS AND DEVICES [OCSBA Adopted 9/11/2021]

- Broadband should be included in any federal or state infrastructure plan.
- ~~We support~~ OCSBA supports additional federal and state funding opportunities to expand affordable and reliable broadband access.
- ~~We support~~ OCSBA supports federal and state programs for the purchase of internet capable devices and software.
- OCSBA supports dedicated resources for cybersecurity. [MASB Resolution A-10.30 – 2021 amendment]

Rationale: a) Update “we support” to “OCSBA supports” in all resolutions. (b) Cybersecurity is a growing issue and needs dedicated funding and support.

MENTAL HEALTH [OCSBA Adopted 9/24/2019]

OCSBA supports increased mental health services and professionals in schools and ~~provide adequate state resources~~ providing, at a minimum, annual inflation adjusted state resources to allow schools to both educate and keep students and staff safe.

- Help staff identify potential mental health issues for students.
- Encourage MDE to develop a model policy for staff regarding identifying mental health issues and appropriate staff response.

[MASB Resolutions G 9.01; G 9.05; G 9.50]

Rationale: Districts need consistent, annual funding for mental health

SCHOOL AID [OCSBA Adopted 9/24/2019]

- ~~A. Oppose using School Aid Fund dollars for any other purpose than K-12 education. [MASB Resolution A 10.25]~~
- A. Specify that the School Aid Fund is only for Pre-K to 12th grade public education in Michigan's Constitution and oppose any attempts to create private school vouchers or tax credit programs. [MASB Resolutions A 10.25 (a) and A 10.05]
- B. Support additional funding for Special Education, At-Risk and ELL students. [MASB Resolutions A 10.25 (g) and (j); A 10.55]
- C. Protect the School Aid Fund and local revenues from state tax policy changes. [MASB Resolutions A 10.25 (c); A 10.55]
- ~~D. Specify that the School Aid Fund is only for Pre-K to 12th grade public education in Michigan's Constitution and oppose any attempts to create private school voucher or tax credit programs. [MASB Resolutions A 10.25 (a) and A 10.05]~~
- D. OCSBA supports enacting the annual School Aid Budget no later than June 1, so that school districts have factual information to meet their constitutional/statutory requirement to approve a budget by June 30. [MASB Resolution A 10.25 (h)]

Rationale: A and D were duplicative: Moving D to first bullet

SCHOOL FINANCE RESEARCH COLLABORATIVE (SFRC) [OCSBA Adopted 9/24/2019; Amended 9/11/2021; 3/3/2023]

OCSBA supports implementation of the recommendations of the SFRC, ~~including the recommended additional studies on capital costs, infrastructure, and transportation, including the recommended additional studies on capital costs, infrastructure, and transportation.~~ While implementing the SFRC recommendations, higher funded districts must be held harmless. [MASB resolution G 11.01 and A-10.25 – 2021 amendment]

Rationale: Those recommended studies have been completed; now supporting all SFRC's recommendations.

SCHOOL NUTRITION [OCSBA Adopted 3/3/2023]

OCSBA supports ~~the expansion of the Free and Reduced Meals program to include all children as was done during the pandemic~~ codification of free universal meals.

TEACHER SHORTAGES [OCSBA Adopted 9/11/2021]

~~We support~~ OCSBA supports statewide initiatives to address teacher shortages and retain teachers, while maintaining quality teacher preparation programs. Initiatives might include, but should not be limited to, incentives to enter and complete a teaching college program, incentives for teachers to remain in the classroom, and easing the process to obtain Michigan certification for teachers that are certified in other states. [MASB 2021-2022 Legislative Priority]

Rationale: Replace "we" with OCSBA to be consistent across resolutions

UNIVERSAL PRESCHOOL EARLY CHILDHOOD [OCSBA Adopted 9/24/2019]

- OCSBA supports additional new dollars to fund universal, public preschool for all four year old children.
- OCSBA supports mandatory kindergarten for all five-year-old children. [OCSBA Adopted 9/24/2019; MASB Resolution A 6.15 (c)]

Rationale: (a) Public Preschool dollars should not be used for vouchers, private or parochial preschools. (b) Add support for mandatory kindergarten. Currently, kindergarten is not mandatory in the State of Michigan.

WHEN ALIGNED WITH OCSBA LEGISLATIVE PRIORITIES, OCSBA ALSO SUPPORTS

[OCSBA Adopted 9/24/2019]

- The National School Boards Association (NSBA) Legislative Agenda
- The Michigan Association of School Boards (MASB) Legislative Agenda
- The Oakland County Superintendents Association (OCSA) Legislative Agenda
- The Consortium of State School Board Associations (COSSBA) Legislative Agenda

LINKS: MASB Resolutions: <https://www.masb.org/resolutions.aspx>

NSBA Advocacy: IDEA <https://www.nsba.org/Advocacy>

COSSBA Advocacy: <https://www.cossba.org/advocacy>

Rationale: Adding COSSBA to the list of Associations with whom OCSBA aligns since MASB belongs to both NSBA and COSSBA

CONTINUING RESOLUTIONS

THE FOLLOWING RESOLUTIONS WERE PREVIOUSLY ADOPTED BY OUR MEMBERS

THE ADOPTION AND/OR AMENDMENT DATE(S) ARE NOTED FOR EACH RESOLUTION

EVIDENCE-BASED DECISION MAKING [OCSBA Adopted 9/24/2019]

OCSBA supports evidence-based education policy that will maximize opportunities for the highest achievement of each student. [MASB Resolution G 11.01]

LAME DUCK [OCSBA Adopted 9/24/2019]

OCSBA supports lame duck parameters that will address introduction and accelerated passage of legislation after the November election.

LOCAL CONTROL [OCSBA Adopted 9/24/2019]

Support local control of community-governed public schools with elected school boards.

[MASB Resolution A 10.10; A 10.55; A 12.70]

- Help staff identify potential mental health issues for students.
- Encourage MDE to develop a model policy for staff regarding identifying mental health issues and appropriate staff response.

SCHOOL SAFETY [OCSBA Adopted 3/3/2023]

OCSBA supports that there be adequate state resources to allow schools to both educate and keep students and staff safe.

SPECIAL EDUCATION [OCSBA Adopted 9/24/2019]

OCSBA supports full funding of the federal Individuals with Disabilities Education Act (IDEA). Although federal legislation initially promised to provide 40 percent of the excess cost to educate students with disabilities, the appropriations have fallen short, leaving states and local school districts to make up the difference. [MASB Resolution A 5.01; NSBA Advocacy: IDEA]

UNFUNDED MANDATES [OCSBA Adopted 9/24/2019]

OCSBA Opposes any state or federal legislation that results in increased costs for school districts without full funding. OCSBA also encourages the Michigan Legislature to oppose any federal laws or programs that are not fully funded thus costing the state valuable resources.

[MASB Resolution A 10.20]

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

TOPIC: MTSS Platform Purchase Recommendation

The Multi-Tiered Systems of Support (MTSS) was first introduced in the Novi Community School District in the 2013-2014 school year. This system of support has grown and evolved with the needs of our students and staff. The district has re-enforced MTSS through the years with well trained staff and resources ensuring that our students have everything they need to be successful, not only in school, but in life.

On November 14, 2024, Mr. Giromini presented the MTSS Process to the Board.

At the April 24, 2025 Regular Board Meeting, Rosa Leigh Johnson, the Director of Mental Health and Wellness, and Spencer Riley, the Director of English Language Development and State and Federal Programs, reviewed three (3) MTSS Data Platforms with the Board of Education and proposed a platform that would support effective data use, streamline intervention planning and tracking, and help educators focus on student growth.

Mrs. Johnson and Ms. Riley held multiple meetings with three (3) different vendors and collected quotes, engaged the MTSS Committee, hosted a demo day, and collected input and impressions from a variety of educators. After a lot of reviewing and discussion, they are recommending that the Board of Education approve the purchase of the EduClimber Data Platform. The costs over three (3) years would be;

Year 1: Implementation Costs \$22,479 + Platform Costs \$34,155
Year 1: Platform Costs \$38,942
Year 3: Platform Costs \$36,887
Total Cost for the EduClimber Platform: \$132,463

RECOMMENDATION:

That the Novi Community School District Board of Education approve the purchase of the EduClimber Platform in the total amount of \$132,463.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent



MTSS Platform Review 2024-25



Why do we need an MTSS Platform?

- ❑ **Ensure access:** Keeps data consistent and easy to find
- ❑ **Support all levels:** Shows student, class, school, and district trends
- ❑ **See growth over time:** Tracks student data for better decisions
- ❑ **Measure impact:** Monitors interventions to see what works
- ❑ **View the whole child:** Combines academic, behavior, and other data
- ❑ **Simplify systems:** Makes MTSS simpler and more efficient



Panorama Implementation Timeline



Presented July 2024

	Year 1 (24-25)	Year 2 (25-26)	Year 3 (26-27)
Training	<p>✓ Implementation Training for admin, ancillary staff, & SSC</p> <p>✓ K-12 Staff Overview</p>	New Staff Training	New Staff Training
Resource Expectations	<p>✓ Survey Administration 2-3 times for students, staff, and families</p> <p>Utilization by interventionists for tier 3 plans only, build expertise</p> <p>Explore tier 2 plan approaches</p> <p>Explore full data integration</p>	<p>Survey Administration 2-3 times for students, staff, and families</p> <p>Utilization by interventionists for tier 3 plans</p> <p>Launch tier 2 plans in Panorama</p> <p>Explore full MTSS platform</p>	<p>Survey Administration 2-3 times for students, staff, and families</p> <p>Utilization for tier 2 and tier 3 plans by all staff</p> <p>*Full MTSS platform implementation</p>



Why explore other platforms for MTSS?



- ❑ It's essential to find a platform that aligns with the day-to-day needs and workflows of Novi educators.
- ❑ While no platform is perfect, exploring multiple options allowed us to compare features, usability, and alignment with our MTSS structure.
- ❑ A thorough review ensures we choose a system that supports effective data use, streamlines intervention planning and tracking, and helps educators focus on student growth.

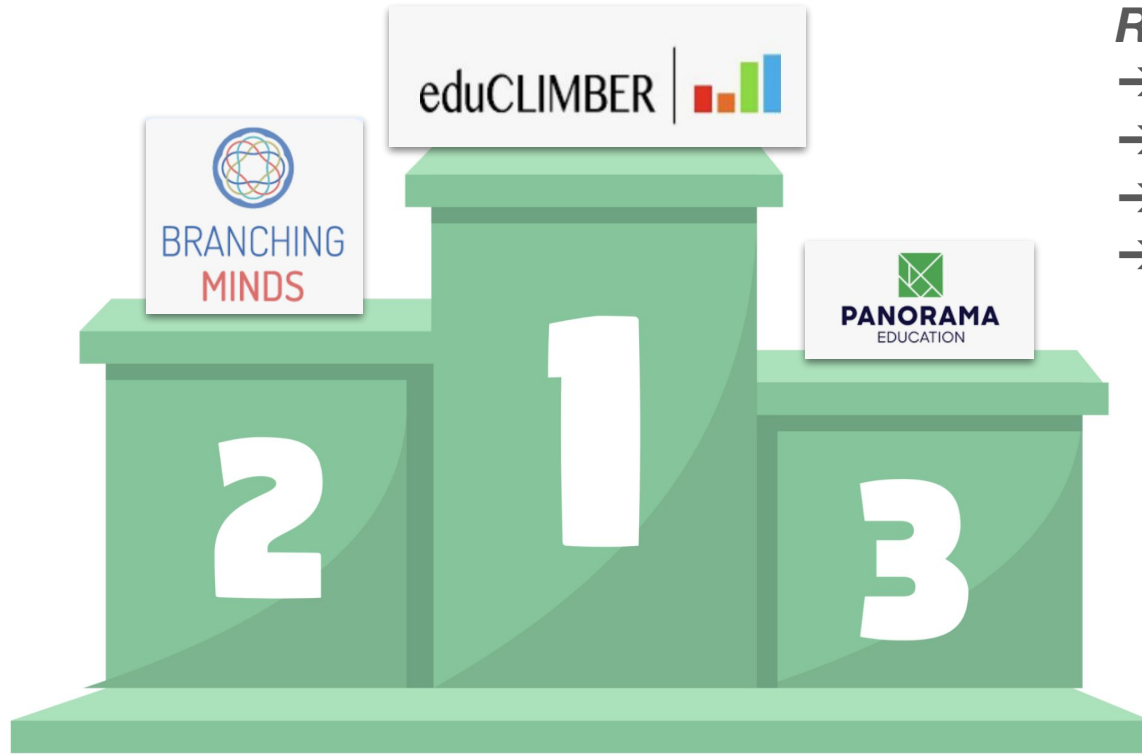
The Process for Our Search

We followed a rigorous, multi-step process to identify the best-fit MTSS platform for Novi:

1. Held multiple meetings with vendor representatives to understand platform features and capabilities.
2. Engaged the MTSS Committee to identify educator needs around data use and decision-making.
3. Hosted a “Demo Day” featuring three platforms: Panorama, EduClimber, and Branching Minds:
 - a. Over 30 educators from diverse roles across the district participated in hands-on demonstrations.
 - b. Each platform was scored using a common rubric to gather initial impressions.
 - c. Staff were given access to “sandbox” accounts to explore features more deeply and provide further feedback.
4. Vendor quotes and educator feedback were compiled and reviewed by the administrative team to guide next steps.



Our Recommendation



Rationale:

- Educator Feedback
- Ratings
- Cost Analysis
- Platform Cohesion

RATINGS:

Totals were determined by adding all ratings from participants that rated all three vendors

1st PLACE	2nd Place	3rd Place
EduClimber	Branching Minds	Panorama
1376	1369.5	1206

MTSS Platform Evaluation Rubric

Purpose: This rubric is designed to evaluate and compare three Student Data (MTSS) platforms—Branching Minds, Panorama, and EduClimber—based on key criteria essential for effective student data management and instructional decision-making.

Scoring Key:

- 5 – Excellent: Fully meets or exceeds expectations with robust features.
- 4 – Good: Meets expectations with minor limitations.
- 3 – Satisfactory: Adequate but has noticeable gaps.
- 2 – Needs Improvement: Lacks important features or has usability concerns.
- 1 – Poor: Does not meet expectations or lacks critical functionality.

Criteria	EduClimber	Panorama	Branching Minds
Data Integration & Management			
Ability to import/export data			
Real-time data updates and accessibility			
User-friendly data visualization and reporting			

Intervention Tracking		User Experience & Training Support	
Facilitates documentation of interventions		Intuitive and user-friendly interface	
Supports multi-tiered intervention planning		Quality of training resources and PD support	
Ability to track intervention effectiveness		Availability of customer support	
Student & Group-Level Insights		Platform scalability and ease of implementation	
Provides actionable insights at multiple levels		SUBTOTAL:	
Supports easy grouping of students and interventions			
Allows for differentiation and personalized learning			
Universal Screening & Progress Monitoring			
Supports multiple screening and benchmarking assessments			
Provides automated progress monitoring tools			
Allows for customizable goal setting and tracking			
Communication & Collaboration Features			
Enables real-time collaboration among staff			
Supports parent communication and involvement			
Integrates with meeting documentation/workflow tools			

Rationale for Recommendation: Educator Feedback

INTERVENTION
 Meeting Scheduler
 Historical Data
MTSS
 Student Pictures
DATA
 Group
IRIPs
 REPORTING
DATA Visualization
Progress Monitoring
Whole-Child
 Languages
 CREATES
 forms
TAGGS
REPORTING
powerful
 Humanizes
Automatic
Dashboards
PROCESS



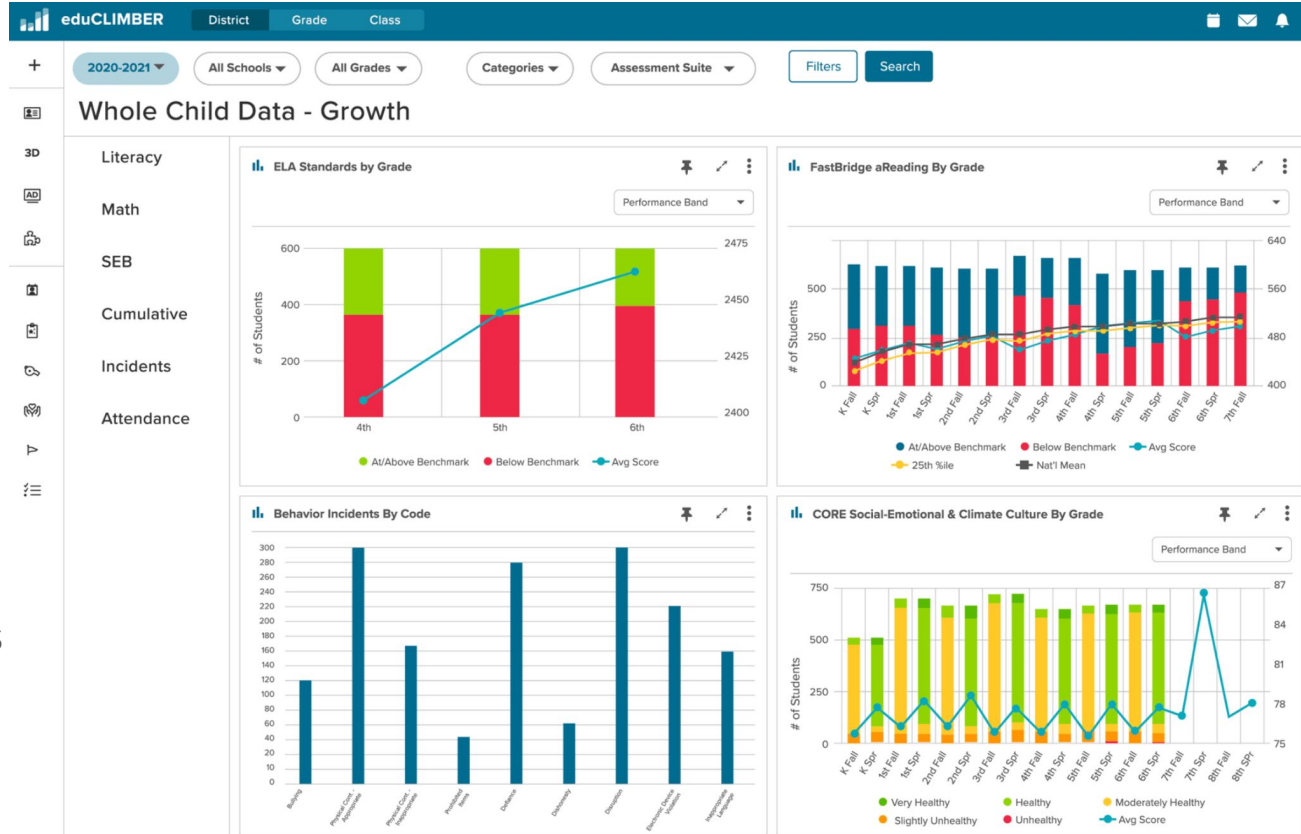
1st PLACE	2nd Place	3rd Place
EduClimber	Branching Minds	Panorama
1376	1369.5	1206

Features of eduCLIMBER



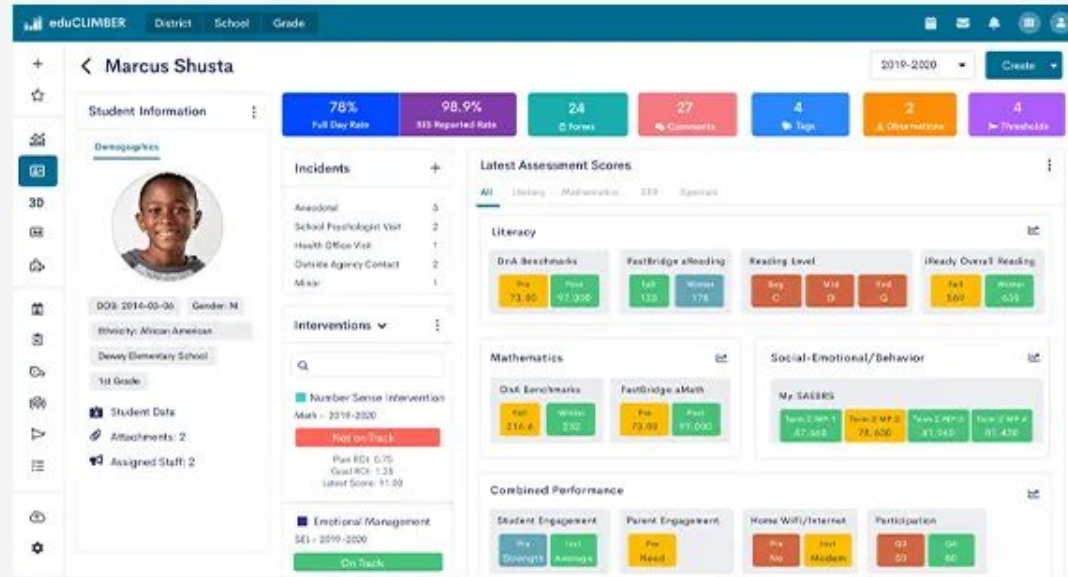
All Whole Child Data:

- Academics
- Social-Emotional Behavior (SEB)
- Interventions
- Attendance
- Behavior Incidents
- Perceptions of School Climate and Culture
- Qualitative Data
- Social-Emotional Learning (SEL) Surveys
- Student Plans
- Engagement



Features of eduCLIMBER

Whole Child



Features of eduCLIMBER



MTSS MEETINGS

eduCLIMBER District Grade Class

Thursday, March 18, 2021

MTSS Meeting

- Agenda & Summary
- Students**
- Notes
- Action Items

Students

Filter Students

- Baudouine, Reuben Z
- Millard, Marcus J
- Perry, Aurora C
- Star, Tanner L**

Interventions

Assessments Incidents Attendance SmartFORMS Comments Tags

Star, Tanner L

2020-2021

Star, Tanner: AUToreading Encoding

Date	Score (Read 180)	Accuracy
2020-11-01	~10	~10
2020-11-15	~15	~15
2020-12-01	~20	~20
2020-12-15	~25	~25
2021-01-01	~30	~30
2021-01-15	~35	~35
2021-02-01	~40	~40
2021-02-15	~45	~45
2021-03-01	~50	~50
2021-03-15	~55	~55
2021-04-01	~60	~60
2021-04-15	~65	~65
2021-05-01	~70	~70
2021-05-15	~75	~75
2021-06-01	~80	~80
2021-06-15	~85	~85
2021-06-29	~90	~90

Continue Change (New Plan) End

CICO 2020-2021

Goal By Period By Expectation

Goal

Date	Score
2020-11-01	~30
2020-11-15	~40
2020-12-01	~50
2020-12-15	~60
2021-01-01	~65
2021-01-15	~70
2021-02-01	~75
2021-02-15	~78
2021-03-01	~80
2021-03-15	~82
2021-04-01	~85
2021-04-15	~88
2021-05-01	~90
2021-05-15	~85
2021-06-01	~80
2021-06-15	~75
2021-06-29	~75

< Data Analysis Team Reports

Data Walls and EWIMS

Charts

Data Walls

Screening +
Attendance +
Behavior Incidents



smartFORMS

Meetings

SubCollections

										FastBridge aReading			FastBridge aMath			FastBridge SAEBRS		
<input type="checkbox"/>	Student							Major Incidents	Minor Incidents	Attendance Rate	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter
<input checked="" type="checkbox"/>	Smetana, Haleigh	0	1	0	No IEP			0	0	73.06	481	508	512	210	216	221	31	40
<input type="checkbox"/>	Smith, Madison	0	0	0	3rd Grade On Watch			0	0	100	510	516	525	215	214	214	51	52
<input checked="" type="checkbox"/>	Snodgrass, Madison	0	1	0	No IEP			5	1	88.16	512	516	519	206	207	211	45	40
<input checked="" type="checkbox"/>	Soderman, Sovoeun	0	1	0	No IEP			0	0	92.24	496	501	508	218	216	222	33	37
<input type="checkbox"/>	Soper, Hopi	0	1	0	MAP at Risk 3rd Grade			1	5	97.31	485	479	504	209	212	215	46	44
<input type="checkbox"/>	Souphan, Xavier	0	1	0	No IEP			1	0	98.78	518	516	520	218	219	222	56	57
<input type="checkbox"/>	South, Tanya	0	1	0	Exit Successful			2	0	95.92	510	511	521	213	216	219	34	38
<input type="checkbox"/>	Sparks, DanielJeffery	0	1	0	No IEP			12	4	100	493	495	509	204	208	207	53	51
<input type="checkbox"/>	Speer, Johnny	0	1	0	Behavior Intervention			3	0	89.39	463	470	477	219	218	229	41	49
<input type="checkbox"/>	St John, Makena	0	0	0	3rd Grade On Watch			0	0	96.54	453	470	489	211	218	221	50	53
<input type="checkbox"/>	Stacey, Alexis	0	0	0	No IEP			0	0	97.96	522	533	529	216	217	225	33	37
<input type="checkbox"/>	Stahl, Lorna	0	1	0	MAP at Risk 3rd Grade			0	0	96.73	521	530	525	219	218	229	51	55
<input type="checkbox"/>	Stark, Arya	0	1	0	No IEP			0	0	100	524	543	552	217	216	222	56	50
<input type="checkbox"/>	Starks, Carson	0	0	0	No IEP			10	6	99.59	476	474	483	198	198	202	57	51
	Starner, Sara	0	0	0	3rd Grade On Watch			4	2	98.78	471	488	492	212	218	225	51	56
	Starrett-Ingersoll, Nicholas	0	1	0	No IEP			0	0	95.92	511	520	521	197	208	211	49	52
	Steckbauer, Menal	0	1	0	MAP at Risk 3rd Grade			0	0	96.73	485	498	508	219	219	227	45	43
	Steffins, Danielle	0	1	0	No IEP			0	0	95.92	528	529	532	208	216	216	52	40
	Stevens, Audrey	0	1	0	No IEP			0	1	96.33	500	517	508	208	211	207	57	53

Cost Breakdown by Vendor

Vendor	Yearly	3-Year Contract
<i>EduClimber</i>	Implementation: \$22,479 + Year 1: \$34,155 Year 2: \$38,942 Year 3: \$36,887	\$132,463
<i>Panorama</i>	\$75,990 per year	\$227,970
<i>Branching Minds</i>	\$72,260 per year	\$216,780

Implementation Timeline



	<i>Implementation Phase (June-December)</i>	Year 1: 2026	Year 2: 2027	Year 3: 2028
Systems	Onboarding (See next slide for details)	Trainers will support building staff with rollout, platform is live.	Continued support with platform. Uploads conducted by EduClimber Staff	Continued support with platform. Uploads conducted by EduClimber Staff
Professional Development	System Management Workshop (6) remote hours of professional learning (3) 6-hour onsite days of professional learning (Train-the-Trainer model)	Renaissance Educator Academy (free of charge for all teachers and admin)	Renaissance Educator Academy (free of charge for all teachers and admin) Renaissance Core Professional Learning (7- remote hours)	Renaissance Educator Academy (free of charge for all teachers and admin)

Onboarding During Implementation Phase



Kickoff Call

District and Renaissance leads meet to confirm scope, set the timeline for onboarding, schedule upcoming project dates, assign next steps and action items; guided by established district goals



Planning & Design Workshop

During this 90-minute workshop, district site administrators will work with the Onboarding Specialist to discuss eduCLIMBER security and permissions and set up preliminary district configurations.



Data Ingestion Call

District and Renaissance data leads meet to review Student Information System (SIS) and begin data ingestion. The goal of this meeting is to ensure the ongoing, successful import of relevant SIS data.



Attendance Workshop

90-minute workshop where district site administrators will participate in a Plan-Design-Build working session to set up their site to map and visualize attendance data in their eduCLIMBER site.



Behavior & Gradebook Configuration Workshop

90-minute workshop where district site administrators will participate in a Plan-Design-Build working session to set up their site to map and visualize behavior and gradebook data.



Uploads & Performance Workshop

90-minute workshop where district site administrators will participate in a Plan-Design-Build working session to set up their site with performance bands for your assessments and learn how to set up manual uploads



System Readiness Call

District site administrators will meet with the Renaissance Team to dig into your eduCLIMBER site to ensure the site is ready for implementation.



System Management Workshop

District site administrators will work with their Onboarding Specialist to learn about the long-term management of the system including validating data.

Platform ROADMAP

Intro Process in MTSS Meetings

*Ongoing PD and tech support
from EduCLIMBER*

*System configured,
data uploaded*

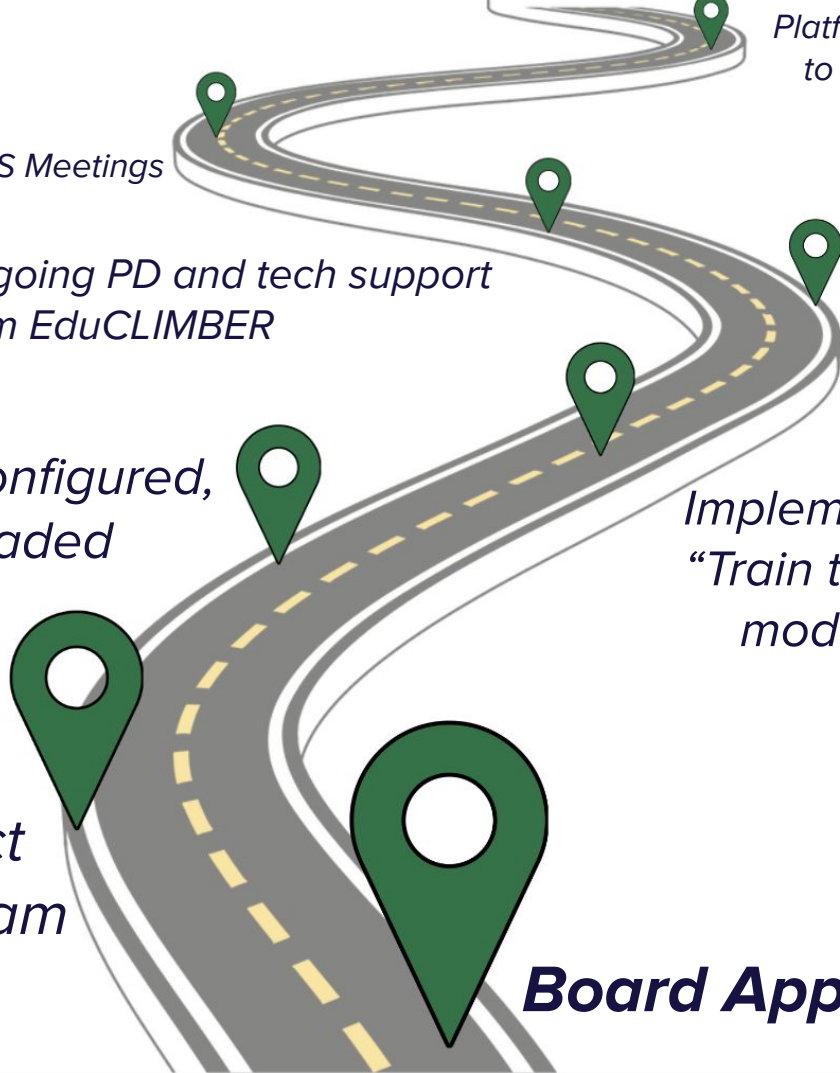
*Identify District
Onboarding Team*

Board Approval

*Implementation of
“Train the Trainer”
model for PD*

Rollout to Staff, Platform live

*Platform used systematically
to support MTSS Process*



Q&A



NOVI

COMMUNITY SCHOOL DISTRICT



Renaissance

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
PO Box 8036, Wisconsin Rapids, WI 54495
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote
Q-182465 v4

Novi Community School District - 130970
Primary Contact

Billing Contact
Michael Giromini
Email - michael.giromini@novik12.org
25345 Taft Rd
Novi, MI 48374-2423

Quote Summary

School Count: 1

Renaissance Products & Services Total	\$198,781.70
Applied Discounts	(\$66,317.97)
Estimated Sales Tax	\$0.00
Grand Total	USD \$132,463.73

This quote includes: eduCLIMBER and Services.

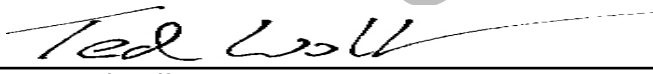
By signing below, Customer:

- Acknowledges that the Person signing this Quote is authorized to do so on behalf of Customer.
- Agrees Customer's access to and use of the Products and Services referenced in the Quote (and any other quote issued to Customer during the Subscription Period) are subject to compliance with the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R62416.pdf>, incorporated herein by reference.
- Acknowledges and agrees that the applicable Data Protection Addendum and Privacy Notices located at <https://docs.renaissance.com/R62068> are incorporated into this Agreement. Additional information about Renaissance's privacy and security is available at <https://www.renaissance.com/privacy/>.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an Invoice for this Quote promptly after the date the Order is processed at Renaissance. If Customer requires a purchase order, Customer agrees to provide the purchase order to Renaissance as an attachment to this signed quote. Customer agrees to pay the invoice within 30 days after the Invoice Date.

Customer indicates that no Purchase Order is required, and that Billing Contact information is correct.

Renaissance Learning, Inc.	Novi Community School District
	By:
Name: Ted Wolf	Name:
Title: Chief Financial Officer	Title:
Date: 08-May-2025	Date:

Email: electronicorders@renaissance.com

If changes are necessary, or additional information is required, please contact your account executive Lezlie Grinage at (616) 520-1303. Thank you.

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

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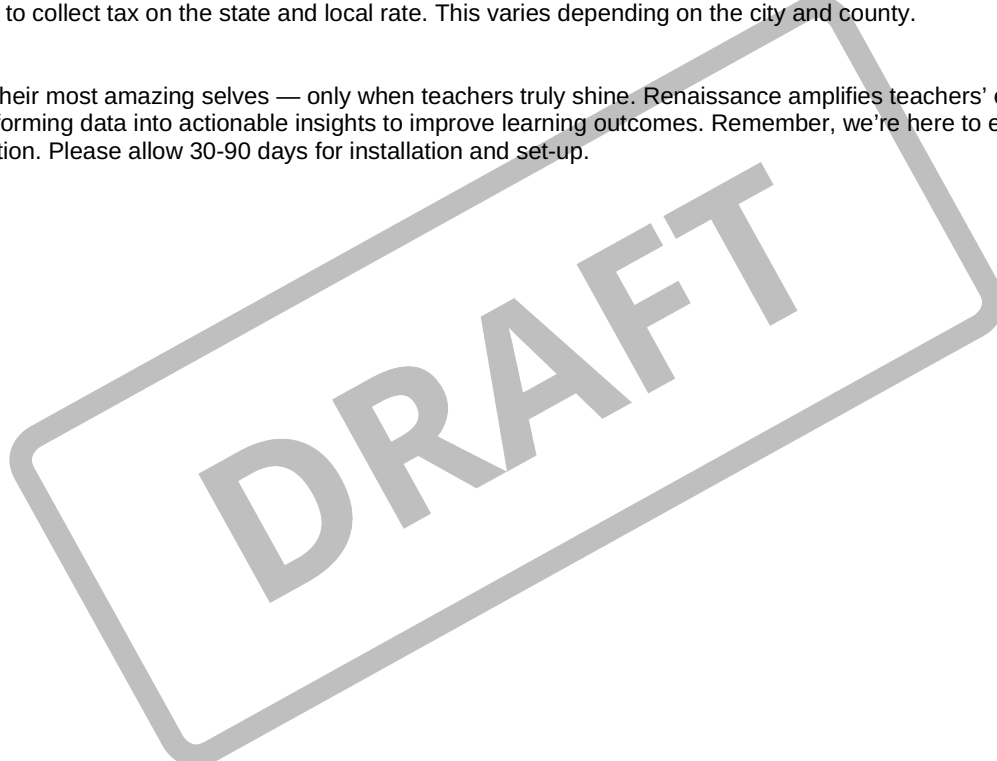
Quote
Q-182465 v4

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ("TPT"). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.



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Quote
 # Q-182465 v4

Quote Details				
Novi Community School District				
Products & Services	Quantity	Unit Price	Discount	Total
Implementation Phase: 01-Jun-2025 – 30-Nov-2025				
eduCLIMBER				
eduCLIMBER, Software License	6831	\$6.75	(\$23,088.78)	\$0.00
Implementation Service				
System Management Workshop	1	\$1,200.00	\$0.00	\$1,200.00
Services				
Onboarding, eduCLIMBER	6831	\$0.48	\$0.00	\$3,278.88
Bundle				
Champions Academy Onsite	1	\$0.00	\$0.00	\$0.00
Remote Training Services				
60-minute Remote Session [Bundle]	6	\$1,125.00	\$0.00	\$6,750.00
Onsite Training Services				
6 Hour Onsite Day	3	\$3,750.00	\$0.00	\$11,250.00
Quote Year Implementation Phase Subtotal			(\$23,088.78)	\$22,478.88
Quote Year 1: 01-Dec-2025 – 30-Nov-2026				
eduCLIMBER				
eduCLIMBER, Software License	6831	\$6.75	(\$11,954.25)	\$34,155.00
REN Educator Academy				
Renaissance Educator Academy	6831	\$0.53	(\$3,620.43)	\$0.00
Quote Year 1 Subtotal			(\$15,574.68)	\$34,155.00
Quote Year 2: 01-Dec-2026 – 30-Nov-2027				
eduCLIMBER				
eduCLIMBER, Software License	6831	\$6.75	(\$10,588.05)	\$35,521.20
REN Educator Academy				
Renaissance Educator Academy	6831	\$0.53	(\$3,620.43)	\$0.00
Bundle				
Renaissance Core Professional Learning Package	1	\$0.00	\$0.00	\$0.00
Remote Training Services				
60-minute Remote Session [Bundle]	7	\$575.00	(\$603.75)	\$3,421.25
Quote Year 2 Subtotal			(\$14,812.23)	\$38,942.45
Quote Year 3: 01-Dec-2027 – 30-Nov-2028				
eduCLIMBER				

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Quote
Q-182465 v4

eduCLIMBER, Software License	6831	\$6.75	(\$9,221.85)	\$36,887.40
REN Educator Academy				
Renaissance Educator Academy	6831	\$0.53	(\$3,620.43)	\$0.00
Quote Year 3 Subtotal			(\$12,842.28)	\$36,887.40
Novi Community School District Total			(\$66,317.97)	\$132,463.73

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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

SUPERINTENDENT OF SCHOOLS

TOPIC: Building Naming Resolution Approval

On February 20, 2025 the Building Naming Ad-Hoc Committee met to discuss all of the new facilities that are being built and the need to name them in the near future. The buildings that are going to require new names in the 2025-26 school year include, but may not be limited to, are those that will be located within the old Novi Meadows 6th Grade House, the Instructional Technology Center (ITC) and the Educational Services Building (ESB).

At the April 24, 2025 Board Regular Meeting, board members reviewed and engaged in a discussion with administration on Board Policy (3310 - Naming School District Buildings and Facilities) and the attached Resolution to approve the renaming of those new district buildings/areas.

This Resolution of the Novi Community School District Board of Education Renaming of District Buildings and Facilities comes back tonight for approval.

RECOMMENDATION:

That the Novi Community School District Board of Education, effective August 1, 2025, approve the attached resolution renaming the following buildings. The facility formerly known as the **Sixth Grade House** shall be renamed the **Novus Center**, which will house:

- a. The **Japanese School of Detroit;**
- b. The **Novi4All Learning Center;**
- c. The **Novi Adult Transition Center;**
- d. The **Novi Robotics Center.**

The facility formerly known as the **ITC (Instructional Technology Center) Building** shall be renamed the **Educational Services Building**, which will serve as the location of:

- a. The **Novi Community School District Board Room** and
- b. The **Novi Community School District Administration Offices.**

And, the facility currently known as the **Educational Services Building (ESB)** shall be renamed the **Novi Wellness Center.**

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent

**RESOLUTION OF THE NOVI COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION
RENAMING OF DISTRICT BUILDINGS AND FACILITIES**

May 15, 2025

WHEREAS, the Board of Education of the Novi Community School District is committed to maintaining clarity and purpose in the naming of its buildings and facilities; and

WHEREAS, the following facilities have been repurposed or reassigned for new functions aligned with the District’s long-term educational and operational goals; and

WHEREAS, the administration has recommended updated names for the following facilities to better reflect their current and future use;

WHEREAS, the name “Novus” is derived from Latin, *novus* means “new,” “fresh,” or “extraordinary”—a fitting description for a facility that will house innovative programs and forward-thinking learning opportunities. Just as importantly, the name draws meaning from our identity as the *Novi* Community School District. By replacing the “I” in *Novi* with “us,” *Novus* becomes a powerful symbol of unity, collaboration, and community—shifting the focus from the individual to the collective.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Novi Community School District hereby approves the following building name changes, effective **August 1, 2025**:

1. The facility formerly known as the **Sixth Grade House** shall be renamed the **Novus Center** and will serve as a multi-program facility, which will house:
 - a. The **Japanese School of Detroit**;
 - b. The **Novi4All Learning Center**;
 - c. The **Novi Adult Transition Center**;
 - d. The **Novi Robotics Center**.

2. The facility formerly known as the **ITC (Instructional Technology Center) Building** shall be renamed the **Educational Services Building**, which will serve as the location of:
 - a. The **Novi Community School District Board Room** and
 - b. The **Novi Community School District Administration Offices**.

3. The facility currently known as the **Educational Services Building (ESB)** shall be renamed the **Novi Wellness Center**.

BE IT FURTHER RESOLVED, that the Superintendent or his/her designee is authorized to take all necessary actions to implement these changes, including signage updates, communications with stakeholders, and updates to district materials and maps.

Ayes:

Nays:

Resolution declared adopted this 15 day of May, 2025, by the Novi Community School District Board of Education.

Danielle Ruskin, President,
Board of Education

Jason Michener, Secretary,
Board of Education

The undersigned duly qualified and acting Secretary of the Novi Community School District Board of Education of Novi, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular meeting held on May 15, 2025, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Danielle Ruskin, President,
Board of Education

Jason Michener, Secretary,
Board of Education

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

SUPERINTENDENT OF SCHOOLS

TOPIC: Staff Additional Compensation Recommendation

Last week, the District and community came together to show their appreciation and gratitude to all of our staff for everything that they do for students and families. The staff's focus is and has always been the success and well-being of our students. Our staff puts in countless hours throughout the year for the benefit of our students and their education and well-being.

It is known, too, that the Novi Community School District Board of Education deeply values the dedication, professionalism, and contributions of all staff members. The Board is committed to making sure that all of our staff is fairly and competitively compensated for the great work that they do.

Throughout the 2024-2025 school year, the District has been very cautious and thoughtful with its' spending and reviewed the current financial outlook. Tonight, the Resolution to Approve Compensation Increase for Eligible Staff for the 2024-2025 School year is being brought to the Board for approval.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the attached Resolution to Approve Compensation Increase for Eligible Staff for the 2024-2025 School Year.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Ben Mainka, Superintendent

NOVI COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION RESOLUTION

May 15, 2025

**RESOLUTION TO APPROVE COMPENSATION INCREASE FOR ELIGIBLE STAFF
FOR THE 2024–2025 SCHOOL YEAR**

WHEREAS, the Novi Community School District Board of Education values the dedication, professionalism, and contributions of all staff members toward the success and well-being of students;

WHEREAS, the Board is committed to maintaining fair and competitive compensation practices for all district employees;

WHEREAS, the District has reviewed the current financial outlook and finds it prudent and fiscally responsible to provide a mid-year compensation adjustment;

NOW, THEREFORE, BE IT RESOLVED that the Novi Community School District Board of Education hereby approves a 0.5% compensation increase across all pay levels for staff members, effective for their 2024–2025 school year compensation, who are:

- Covered under current collective bargaining agreements, and
- Employees following the NCSD Funding-Based Compensation Trigger Formula.

BE IT FURTHER RESOLVED that this increase shall be implemented as soon as administratively feasible following this resolution and in accordance with any applicable agreements or guidelines.

This resolution was offered by _____ and supported by _____.

Ayes:

Nays:

Resolution declared adopted.

Signed:

Danielle Ruskin, President,
Board of Education

Jason Michener, Secretary,
Board of Education

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
May 15, 2025**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

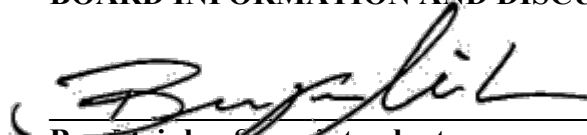
TOPIC: Technology Area and Parkview Media Center Discussion – Bid Package #5C

The project team is requesting a funding increase to cover the costs several areas of the 6th Grade House renovations and to do a scope of work for the Parkview Media Center. The design of these areas were not done at the time of the bid, so that the project could get underway. It was planned to be done later in the project through a bulletin.

For the Parkview work, we would utilize the contractors who are currently working on the 6th Grade House and have them make the Parkview Media Center a more safe and secure area. This funding increase would also cover the finalized technology spaces in the administrative areas of the 6th Grade House.

We are requesting \$1,075,332.45 to finalize and complete the 6th Grade House and fund the additional scope of work at Parkview Elementary. The funding is accounted for in the overall budget.

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



Ben Mainka, Superintendent

May 15, 2025

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

RE: Novi Community Schools 2019 Bond Program
BP #5C – 6th Grade House Renovations Budget Increase

Dear Mr. Mainka,

We are writing this letter / recommendation to request an increase in funding for the 6th Grade House Renovations. This increase is being requested to fund several areas of the program and the scope of work for the Parkview Media Center. Rather than competitively bidding the Parkview Media Center improvements, we are utilizing contractors currently working on the 6th Grade House, thus we will need additional funding to cover this scope.

In addition to the Parkview Media Center, this request is being sought to cover the scope of work for the technology spaces at the new administrative areas of the 6th Grade House. These areas were not designed at the time of bid in order to get the project underway, but it was planned to be done through a bulletin later in the project. The design of the technology spaces were finalized with design and pricing over the last few months.

With the scope including the technology spaces, Parkview Media Center, and a handful of change orders above and additional funding required to complete the program, we are requesting \$1,075,332.45 to finalize and complete the program at the 6th Grade House and fund the additional scope of work at Parkview Elementary. This money is adequately accounted for in our overall budget and will allow for timely completion and opening in time for school to start in the fall.

PMR will attend the May 15th board meeting and will be available to answer any questions you or the Board of Education may have.

Sincerely,

Plante Moran Realpoint



Kevin Donnelly
Sr. Vice President

Cc: Michael Dragoo, NCSD
Rebecca Scicluna, NCSD
Sandra Brasil, NCSD
Shannon Momot, PMR
Greg VanKirk, PMR