

Novi Board of Education Regular Meeting

Thursday, June 26, 2025 5:00 PM

Educational Services Building, 25425 Taft Road, Novi, MI 48374

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. COMMENTS FROM THE AUDIENCE

V. ACTION ITEMS

V.a. Personnel Report A

V.b. Personnel Report B

V.c. Personnel Report C

V.d. Teamsters Bargaining Agreement Approval

V.e. NTA Bargaining Agreement Approval

VI. SUPERINTENDENT REPORT

VII. BOARD COMMUNICATION

VIII. ADJOURNMENT

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
June 26, 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>Rate</u>	<u>Effective</u>
NEA:					
Brennan, Delia	NW	Kindergarten Teacher	New Hire	BA	08-18-25
Ceresa, Krista	MS	Spanish Teacher	New Hire	BA	08-18-25
Cooley, Heidi	MS	Science Teacher	New Hire	MA	08-18-25
Cooper, Rebecca	HS	Science Teacher	New Hire	BA+15	08-18-25
Dumas, Taylor	NM	5 th Grade Teacher	New Hire	BA	08-18-25
Faybrick, Jenna	DF	3 rd Grade Teacher	New Hire	BA	08-18-25
Fleming, Lauren	PV	4 th Grade Teacher	New Hire	BA	08-18-25
Friske, Regina	HS	Science Teacher	New Hire	MA	08-18-25
Hinckley, Claire	OH	3 rd Grade Teacher	New Hire	BA	08-18-25
Hunter, Thomas	OH	4 th Grade Teacher	New Hire	BA	08-18-25
Keller, Evelyn	MS	Science Teacher	New Hire	BA	08-18-25
Marchetti, Leah	PV	Speech/Language Pathologist	New Hire	MA	08-18-25
Meloche, Sydney	PV	Special Ed. Teacher, Self-Contained	New Hire	BA	08-18-25
Nichols, Zoe	DF	2 nd Grade Teacher	New Hire	BA	08-18-25
Noorily, Zoe	NW	Kindergarten Teacher	New Hire	BA	08-18-25
Oliveira, Rebecca	VO	2 nd Grade Teacher	New Hire	BA	08-18-25
Orlich, Carmen	VO	3 rd Grade Teacher	New Hire	MA	08-18-25

Orris, Lillian	OH	Kindergarten Teacher	New Hire	BA	08-18-25
Paquette, Emma	DF	1 st Grade Teacher	New Hire	BA	08-18-25
Rausch-Pennanen, Katharina	HS	Social Studies Teacher	New Hire	BA	08-18-25
Simpson, Morgan	DF	Kindergarten Teacher	New Hire	MA	08-18-25
Tapp, Kealani	HS	Social Studies Teacher	New Hire	BA	08-18-25

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
NASA:				
Dinkelmann, Jeffrey	ESB	Director of Employee	Retirement	12-31-25
NEA:				
Oquist, Olivia	PV	Kindergarten Teacher	Resignation	06-06-25

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**

June 26, 2025

SUPERINTENDENT OF SCHOOLS

TOPIC: Administrative Contracts

The 2025 administrative contracts are being brought to you for your consideration and approval. Affected title changes for these roles are reflected in bold.

- Director of Elementary Education
 - Laura Bidlack
- Director of Employee Relations
 - Jeff Dinkelman
- Director of English Language Development & State/Federal Programs
 - Spencer Riley
- Director of Finance
 - Steve LeBlanc
- Director of Maintenance & Operations
 - Mike Dragoo
- Director of Mental Health & Wellness
 - RosaLeigh Johnson
- Director of Special Education Programs & Innovation
 - Shailee Patel
- Director of Special Education Services & Compliance
 - Amanda Squires
- Supervisor of Adult & Alternative Education
 - Sarah Kraemer
- Supervisor of Communications & Community Engagement
 - George Sipple
- Supervisor of Medical Services
 - Cathy Farris

- Supervisor of Safety & Security
 - Dennis Huisman
- Supervisor of Special Education
 - Brenna McGinn
- **Coordinator of Maintenance**
 - Eric Hettel
- Coordinator of Special Education Transition Services
 - Heidi Phelps
- Dean of Activities
 - Daniel Tobis
- High School Principal
 - Nicole Carter
- High School Assistant Principals (3)
 - Michelle Eathorne
 - Ron Kane
 - Sarah Lephart
- High School Athletic Director
 - Don Watchowski
- Middle School Principal
 - Robert Baker
- Meadows Principals (2)
 - John Brickey
 - Lisa Fenchel
- Meadows Dean of Students
 - Emily Reitz
- K-4 Elementary Principals (5)
 - Joi Danforth
 - Katy Dinkelmann
 - Ryan Francis
 - Alice Kazee
 - Jennifer Murphy

TOPIC: Administrative Hire

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

Name: Lindsay Radtke
Building: Novi Middle School
Assignment: Dean of Students
Reason: Replacement for David Sinopoli-Smith
Effective Date: 7-16-25

Name: Carey Russell
Building: Transportation
Assignment: Supervisor of Transportation
Reason: Replacement for Cynthia Valentine
Effective Date: 7-7-25

RECOMMENDATION: That the Novi Community School District Board of Education approve the above topics.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Benjamin Mainka, Superintendent

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

June 26, 2025

SUPERINTENDENT OF SCHOOLS

TOPIC: Administrative Contract

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, presents for your consideration the Superintendent's administrative contract for the 2025-2026 school year.

- Superintendent of Schools
 - Benjamin Mainka

RECOMMENDATION: That the Novi Community School District Board of Education approves the above topic.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

Dr. Laura A. Carino

**Dr. Laura A. Carino,
Assistant Superintendent of Talent
Management and Development**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
June 26, 2025**


ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

TOPIC: Teamsters Contract Approval

After meeting with union leadership, administration and the Teamsters Local 214 have reached an agreement on their contracts. The administration recommends the contract agreements be approved.

RECOMMENDATION: That the Novi Community School District Board of Education approves the agreement reached with the Teamsters Local 214 as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

NOVI COMMUNITY SCHOOL DISTRICT

Tentative Agreement

with

TEAMSTERS LOCAL 214

June 4, 2025



1. Preface

This Agreement entered into this ____ day of _____, 2025 by, and between.....

Agreement

This Agreement entered into this ____ day of _____, 2025 covering the period commencing ~~February 6, 2024~~ **July 1, 2025** through June 30, 2025-~~2028~~, between the Novi Community School District

2. Article 1 – Recognition

~~fleet mechanics~~ **technicians**

3. Article 2 – Management Rights

D. Notwithstanding any provision of this Agreement, In the event of a claim by **the** Union ...

4. Article 3 – Employee Rights

A. The Union and its members shall have the right to use the school building facilities, according to District policy, for Union business; and, **provided that:**

1. A request is made to the Director ~~on the Employer's forms of~~ **Maintenance & Operations**

...

G. ~~Any material relating to reprimands or suspension dated three (3) years before the date of personnel file review by the employee may be removed by the employee with notification to the Employer.~~

L. ~~The representatives of the Union shall, at all times, be present~~ **When an employee is reprimanded or disciplined, Union representation shall be offered to the employee. Disciplinary action shall follow the principles of progressive discipline when appropriate.** ~~Unless the employee specifically requests that the Union shall not be present.~~

5. Article 4 – Non-Discrimination

B. ~~In consultation and agreement with the Union, where gender is a bona fide occupational qualification, it shall not constitute a violation of this provision to consider an employee's gender in such situations.~~

6. Article 9 – Loss of Seniority

An employee shall lose his/her seniority for the following reasons:

A. He/She ~~quits~~ **resigns**

7. Article 10 – Layoff

C2. If the laid off employee desires to bump another employee, he/she must advise the Assistant Superintendent **of Talent Management & Development** ...

8. Article 11 – Recall Procedure

... Notice of recall shall be sent to the employee and the Union at his/her last known email-address
... **When an** employee fails to report...

9. Article 12 – Transfers & Vacancies

C. Unless a vacancy... vacancies shall be posted ~~in a conspicuous place in each permanent building~~ **electronically and communicated by the Talent Management & Development Department** for at least one (1) week prior to ...

D. All posted positions will be filled **as quickly as possible. When awarded to an internal candidate, the goal is to complete the hiring process** within fifteen (15) working days after the posting period is completed ~~when awarded to an internal candidate~~ and **within thirty (30)** working days when awarded to an external candidate.

E. **Upon a vacancy, the Employer reserves the right to evaluate departmental and operational needs to determine whether the vacant position should be posted as is or restructured to better align with District priorities. This includes, potentially replacing one role with another based on emerging needs, such as those arising from bond projects or facility improvements (e.g., prioritizing a specialized trade over another).**

Such determinations shall be made in a fair and equitable manner, considering operational efficiency and the best interests of the District. Any changes made to replace a vacancy will be communicated to the Union.

10. Article 13 – Promotions

A. The Employer ~~agrees that~~ **reserves the right to advance an employee's classification and/or placement on the salary scale based on demonstrated skill level, leadership within the department, and other relevant qualifications, without the requirement to increase the overall headcount of the department.** Promotions within the bargaining unit shall be made based on ability, past performance, qualifications, certifications, seniority, and evaluations, as determined by the Board. ~~In the event the Employer determines to fill a~~ When the Employer determines that a vacancy will be filled, said vacancy will be posted within ten (10) working days after the vacancy occurs. Job vacancies will be posted for a period of one (1) week, ~~setting forth~~ **specifying the requirements for the position, in a conspicuous place in each permanent building. and will be shared electronically by the Talent Management & Development Department.** Employees interested shall apply ~~in writing through the District's~~ **online application platform.**

The successful applicant who meets the requirements shall be granted a ninety (90) day trial period to determine

1. His/her ability to perform the job; and

2. His/her desire to remain on the job in the position.

The trial period may be extended for an additional ~~thirty (30)~~ **forty-five (45)** days by mutual agreement between the parties. ~~If an applicant with less service in the employ of the Board shall not be time is awarded the promotion, unless his/her qualifications shall be determined to be substantially superior. In the event~~ If the senior applicant is not given **selected for** the promotion, ~~the~~ reasons for the ~~denial~~ **decision** shall be ~~given to~~ **shared with** the employee and to his/her Union Representative in writing. All Union applicants will be notified in writing **receive notification and** an explanation as to how the position was awarded **regarding the selection process.**

B. During the ninety (90) day trial period, ~~either the Employee or the Employer shall have the opportunity to revert back~~ **may choose for the Employee to return** to his/her former classification. If the Employee is **deemed** unsatisfactory in the new position, ~~the~~ reasons shall be ~~given~~ **provided in writing** to the Employee and his/her Union Representative if the Employee so desires. ~~upon request.~~ **Under a mutual agreement between the Employer and the Union, an additional forty-five (45) day trial period may be granted to allow for further evaluation and support in the new position.**

C. Everything else being equal, present employees will be given preference over **external candidates** outside employees in promotions and in filling vacancies. ~~In considering any Employee for a requested transfer or promotion, the Employer will~~ **do a comprehensive review of employment and disciplinary history.**

11. Article 15 – Temporary Assignments **Changes in Working Hours**

One (1) week notice shall be given in the event of a regular shift change, **denoted by 5 or more days.**

12. Article 16 – Change of Salary

A salary change resulting from a permanent change **to a higher classification** in position shall take effect with the assumption of the duties of the new position. ~~The salary change shall be one (1) of the following:~~

- ~~1. to the minimum salary for the new position~~ **The Employee may be placed on a lower Pay Level within the new position's salary schedule (e.g., Pay Level A), even if that level is lower than the Employee's current level (e.g., Pay Level D), as long as the new hourly rate exceeds the Employee's current rate of pay.**
- ~~2. to the salary step on the appropriate scale which is at least one (1) salary increment higher than the salary currently being paid the person concerned.~~

The Employer retains the discretion to **determine the Employee's placement on the salary scale for their new position based on a comprehensive evaluation of the Employee's** relevant experience, demonstrated skill level, leadership within the department, and other job-related qualifications.

13. Article 21 – Overtime

- A. Any employee Upon direct request of the Director or Assistant Director of Maintenance & Operations and/or the Supervisor of Transportation, any employee who is called to complete remote work for any reason at a time other than normal hours shall receive a minimum of one (1) hour pay at his/her classification rate. This provision does not apply to hours worked within the normal work day.
- B3. All hours worked prior to or after standard shifts will be compensated at a rate of time and one half (1 ½) double time for ice and snow removal.
- C. Fleet Technicians.... if asked to transport students. in a bus where the total number of students exceeds ten (10) students....
- D. For each day worked under B and C above.... Use of compensatory day time must be...

14. Article 22 – Holidays

- A. 11. The day before New Year's Day Eve or the day after New Year's Day President's Day will be added as a holiday beginning with the 2025/2026 school year.
- B. The office of the Superintendent, or his/her designee will designate the day before or after New Year's Day. The office of the Superintendent, or his/her designee, will also notify the bargaining unit members by December 1 regarding New Year's Eve observance day.
- C. by management the District.
- D. by management the District.

15. Article 23 – Vacations

- A. Vacations will be granted to the employee as determined by his/her length of continuous service (*) in the employ of the Board according to the following schedule:

0 year to 3 years	4 years to 8 years	9 years or more
0 – 4 years	4 – 9 years	9 +years

For Employees employed by the District prior to July 1, 2025 who reach a vacation milestone during the duration of this Agreement, the vacation day increase will be applied on July 1 of the year prior to their anniversary date. For Employees hired after July 1, 2025, the vacation day increase will be awarded on July 1 following their anniversary date.

*Length of continuous service shall be as of the anniversary date of hire.

B. If vacation days are denied.... The District will allow a rollover of the denied days, up to ten (10) vacation days, for a period of one year, to be used by December 31st of that year. **If the Employee would like to roll over days without a vacation denial, he/she may request, prior to June 30th, to roll over up to 10 vacation days into the following school year. Any rollover days must be used by December 31st of that year or will be forfeited.**

C1. Vacation requests must be submitted **and entered into the District's absence management software** at least one (1) week in advance of the time requested.

2. To earn a fully paid vacation,.... **To earn a fully paid vacation, hours actually worked plus paid illness hours must total at least 1200 hours.**

F. Vacations are not cumulative and must be taken within a twelve (12) month period **Upon Employee request, up to 10 vacation days** can be rolled over to the next school year after July 1, with the expectation that the rollover days must be used by December 31st of that year or will be forfeited.

G. Employees will forfeit their vacation time...

1. Employees who quit **resign** ...
2.

H. Employees will be paid **the amount of vacation pay to which they are eligible at the time of termination.**

16. Article 24 – Leave Plan

A1. All personal leave time will be recorded using **the District's** current absence recording **management** system used by the District.

6. Leave time with pay will be granted and deducted from **the Employee's** leave bank for personal illness, injury, **temporary physical** disability, ~~critical illness~~ **or death** in the immediate family, **temporary physical disability of an immediate family member**, or personal business.

~~b. Critical illness or death in immediate family, and/or personal business — a total aggregate of five (5) days for all purposes listed in Section 6(a), 6(b), and 6(c) in any one (1) year. Individual adjustments may be made by the Superintendent, or his/her designee, to cover specific and unusual circumstances.~~

~~i. Upon termination of a pregnancy and in conjunction with the post-natal examination, which confirms the conclusion of the disability, the employee shall be required to return to work. As set forth above, medical evidence will be necessary and in the event of doubt, a doctor's examination may be required by the Employer at the Employer's expense.~~

~~ii. Determination of the disabling effects of pregnancy shall be based upon the medical evidence and/or the employee's inability to perform the necessary and regular duties and functions of the position.~~

7. Specific annual limitations on use of personal leave days shall be as follows:

- a. ~~Critical illness of member in immediate family may be granted up to five (5) days.~~
- b. **In addition to the above leave time with pay**, death in the immediate family may be granted up to three (3) days for any ...
- d. Religious Holidays – Up to three (3) days per year may be granted **upon submission of a written request to the Assistant Superintendent of Talent Management & Development by the first day of the school year. The Employee will have the choice of either utilizing up to (3) three days for major Religious Holidays as time from his/her personal leave bank or without the loss of leave time, with the requirement to make up the equivalent of those days during non-scheduled work days. The proposed make-up activities must be approved by the Director.**
- e. ~~Other Personal Business~~ – up to four (4) days may be granted. **Leave Time used for Personal Business may be used for personal or private business such as a major life event (birth, marriage, graduation out of state, or closing on a house, etc.). Personal business days are to be used for a reason beyond the control of the individual, and needed for a legitimate activity that can be accomplished only during work hours.**

(i) **Personal business leave will ordinarily not be granted in the first or last week of the school year or within one (1) day prior to or following a break/holiday. When there are circumstances beyond the control of the Employee that warrant a request to use a Personal Business Day during a prohibited time, the Employee shall submit a request form, Request for Personal Business Day During a Prohibited Time, at least one week in advance in the request of the requested date. The Assistant Superintendent of Talent Management & Development or his/her designee will review the requests for approval.**

- ii. **All requests for personal business leave shall be entered into the District's absence management system and should be communicated to the Director. Except in cases where extreme circumstances prevent, approval of the Employee's request for personal business leave must be obtained by the Director in advance of the absence. A denial shall include a written reason for such denial, in which event the Employee shall have the right to appeal directly to the Assistant Superintendent of Talent Management & Development, or his/her designee, for approval.**
- iii. **Except in cases of emergency, failure to enter a request for personal business leave in the absence management system and to have such leave approved in advance of the absence will result in forfeiture of pay for the absence and possible other discipline.**

8. Criteria for fulfilling requirements of participating in personal leave with pay:

a. Personal illness, injury, and disability – Employees who are absent due to illness or injury shall ~~call~~ **communicate with** the designated supervisor at least one (1) hour prior **and enter the absence in the District's absence management system.**

ii (b)-**Upon termination of a pregnancy and in conjunction with the post-natal examination, which confirms the conclusion of the disability, the employee shall be required to return to work. As set forth above, medical evidence will be necessary and in the event of doubt, a doctor's examination may be required by the Employer at the Employer's expense.**

ii (c) **Determination of the disabling effects of pregnancy shall be based upon the medical evidence and/or the employee's inability to perform the necessary and regular duties and functions of the position.**

iv. An employee will not be permitted to return to his/her assignment without permission of the Assistant Superintendent **of Talent Management & Development or his/her designee** if it is necessary for the employee to use crutches, or if portions...

b.(i) Immediate family includes Assistant Superintendent **of Talent Management & Development** to cover specific and unusual circumstances.

~~iii. Other personal business leave may be granted for personal or private business, provided such leave is necessary, is for a reason beyond the control of the individual requesting it, and is sought for a legitimate activity that can be accomplished only during the employee's working hours.~~

~~iv. Personal business leave will ordinarily not be granted in the first or last week of the school year or within three (3) days prior to or following a vacation period.~~

~~v. All requests for personal leave shall be in writing, shall state the circumstances, and shall be initiated with the Director. Except in cases where extreme circumstances prevent, approval of the employee's request for personal business leave must be obtained from the Director and the Assistant Superintendent of Talent Management & Development in advance of the absence. A denial at any level of a request for personal business leave shall include a written reason for such denial, in which event the employee shall have the right to appeal directly to the Superintendent, or his/her designee, for approval.~~

~~vi. In usual cases involving particularly private or confidential circumstances, the Department of Maintenance and Operations and the Assistant Superintendent of Talent Management & Development may act on the basis of a verbal rather than a written statement of circumstances. However, the request for personal business leave shall be in writing.~~

~~vii. Except in cases of emergency, failure to submit a written request for personal business leave and to have such leave approved in advance of the absence will result in forfeiture of pay for the absence and possible other discipline.~~

B1d. Persons returning from a personal leave of absence... former position **provided there is a vacancy. If there is no vacancy for that position, the Employee may request to extend the personal leave of absence, but only for a maximum of one (1) additional year beyond the original request.**

D1. Pursuant to the Family and Medical Leave Act (FMLA), as amended... **An Employee must apply for leave under FMLA if an absence exceeds 5 consecutive workdays, provided they meet FMLA eligibility requirements. The Employee is responsible for submitting the necessary documentation to the Employer in a timely manner. Approval and continuation of leave will be subject to FMLA guidelines and district policies.**

a. Birth, adoption, **surrogacy**, or foster care placement of an employee's child

3. The Board of Education will continue or for the birth, ~~or~~ adoption, **or foster care placement** of a child pursuant to the Federal

6. Upon request, The Superintendent **or his/her designee** shall also have the right....

17. Article 27 – Other Physical **and/or Mental** Examinations

~~Any question as to the concerns regarding an Employee's physical and/or mental health and fitness for duty shall be addressed by the Assistant Superintendent of Talent Management & Development and the individual Employee, in conference consultation with the school medical advisor a medical or mental health provider. Any medical or mental health expenses incidental to physical examinations resorted to in resolving incurred as part of an evaluation to resolve such questions concerns will be borne covered by the Employer.~~

18. Remove Article 28 – Nervous Disorder

19. Article 29 – Medical Coverages and Insurance Protection

B. To the extent allowable...

Employees will have the choice of the following health care plans:

- ~~1. MESSA....~~
- ~~2. MESSA ABC Plan 1...~~
- ~~3. MESSA ABC Plan 1 with 10%~~
- ~~4. MESSA ABC Plan 2 with 10%...~~
- ~~5. MESSA Essentials with 30% Co-Insurance~~

Employees shall have the option to enroll in the benefits plans offered by the District, determined in consultation with the Union and the other NCSB bargaining groups. Any changes to available benefit plans will be discussed with Union leadership prior to finalization. **During the terms of this Agreement, the District commits to maintaining the current benefit levels of the plans offered. However, Employee out-of-pocket costs (e.g., premiums, deductibles, co-pays, co-insurance) associated with these benefit plans may be subject to change.** The current benefits can be found on the **designated benefits website.**

Effective January 1, 2020, the Board's monthly contribution for health insurance benefit plan costs will not exceed the following: Single...

The enrolled employee is responsible for all health insurance benefit plan costs in excess of the Board's contribution...

Article 30 – Medical Coverages and Other Fringe Benefits

Employees shall have the option to enroll in the benefits plans offered by the District, determined in consultation with the Union and the other NCSB bargaining groups. Any changes to available benefit plans will be discussed with Union leadership prior to finalization. The current benefits can be found on the Optavise website.

Employees shall have the option to enroll in the benefits plans offered by the District, determined in consultation with the Union and the other NCSB bargaining groups. Any changes to available benefit plans will be discussed with Union leadership prior to finalization. **During the terms of this Agreement, the District commits to maintaining the current benefit levels of the plans offered. However, Employee out-of-pocket costs (e.g., premiums, deductibles, co-pays, co-insurance) associated with these benefit plans may be subject to change.** The current benefits can be found on the **designated benefits website.**

- A. Life Insurance ...
- B. Dental Insurance ...
- C. Vision Insurance ...

H. Uniforms Maintenance Employees

The Employer shall select and supply four (4) ~~sets of uniforms (pants and shirt)~~ **shirts** upon hire and two (2) ~~sets-shirts~~ at the beginning of each school year thereafter for all employees. **For those employees who would like to request pants as well, up to 4 pairs of pants may be requested at hire and every 2 years thereafter.** All employees are required to wear their ~~uniforms-district provided shirts~~ on a daily basis. After completing their second year of employment, the Employee may select a ~~sweatshirt or jacket in lieu of pants and shirts~~ **up to four (4) items in any combination of district-provided shirts, sweatshirts, jackets, or pants, in place of the standard uniform allocation.** Employees shall use normal means of keeping uniforms provided clean and in good repair. The Employer may decide to replace an employee's uniform if deemed necessary by the Employer. Employees shall wear said uniforms during work hours only. Employer will supply one (1) set of outdoor winter wear after one (1) year of employment (e.g., Carhartt

coat and pants, or boots, or equivalent and once every three (3) years thereafter for maintenance employees.

During the period from the day after students leave in June to the day before students return in ~~September~~ **August**, knee-length shorts may be worn. Shorts must be of uniform quality khaki or jeans that are clean, neat, un-frayed and in good repair. **During periods of warmer temperatures outside this timeframe, the Director may grant permission for shorts to be worn, with notification provided to staff.**

20. Article 34 – Grievance Procedure

B. Step 2

Within ten (10) working days after ~~delivery of~~ **receiving the** Director's decision, to the Superintendent or his/her designee, ~~the answer shall be given~~ **render a decision** in writing ~~within ten (10) working days~~. At this step, ...

21. Article 38 – Scope, Waiver, and Alteration of Agreement

No change

22. Article 39 – Termination and Modification

C. This Agreement shall continue in full force and effect until June 30, ~~2025~~ **2028**.

C. The effective date of this Agreement is ~~upon~~ **will be determined during negotiations and will not commence until after** Teamsters ratification and NCSD Board of Approval.

23. Article 40 – Miscellaneous

D. The Employer shall provide the employee with the necessary, ~~as determined by the Employer,~~ tools to complete the assigned task, **as determined by the Employer**.

1. The employees shall not be required, ~~but may do so at their discretion~~. to use their own personal tools to complete their assigned task, **but may do so at their discretion**.

E. ~~Either management~~ **The District** or the Union ...

24. Appendix A Job Classifications

Maintenance Workers

Classification 1: Certified Skills Trade Professionals: Licensed HVAC, Electrical, Plumber, Carpenter **and Maintenance Lead Technician/Construction Liaison**

Classification 2: Fields and Grounds Manager ~~Former Grounds Manager~~

Classification 3: Senior Maintenance Technician ~~Former Semi-Skilled Maintenance~~

Classification 4: Maintenance Technician: Entry Maintenance Labor

Fleet Technicians

Classification 1: Senior Fleet Technician ~~Former Class 1 Fleet Technician~~

Classification 2: Fleet Technician ~~Former Class 2 Fleet Technician~~

****We would agree to an individual LOA outside of the agreement that would move the current Fields & Grounds Manager to the Classification 1 Pay scale for the remainder of his employment with NCSD. This position would remain in the Classification 2 Pay Scale upon new hire. ****

25. Longevity

The hourly rate of each employee shall be increased by the percentage indicated below ~~as of their anniversary date of hire~~ **based on continuous service in the maintenance department** in according to the following timeline. For Employees employed by the District prior to July 1, 2025 who reach a longevity milestone during the duration of this Agreement, the longevity percentage increase will be applied on July 1 of the year prior to their anniversary date. For Employees hired after July 1, 2025, the longevity percentage increase will be awarded on July 1 following their anniversary date. The hourly rate of each Employee shall be increased by the percentage indicated below based on continuous service in the maintenance department.

Appendix B Salary Schedule 2025 – 2028 **New Compensation Structure**

Effective on the first date of this Agreement on July 1, 2025, all Employees will receive their new wage scale adjustments on the Pay Level scale below. Employees will retain their current 2024-2025 step assignments into 2025-2026, which will now be called Pay Levels. For example, an Employee on Step 2 will be placed on Pay Level B in 2025-2026. A new Pay Level E would take effect for the 2026-2027 school year for employees who are initially placed on Pay Level D in the 2025 – 2026 school year.

Subsequent Pay Level Advancements will take effect starting on July 1, 2026 and subsequent years of the Agreement, if eligible, and no longer on the Employee's anniversary date.

Wages in the charts below reflect an hourly rate.

Maintenance Workers					
Classification	Pay Level A	Pay Level B	Pay Level C	Pay Level D	Pay Level E
1	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
2	\$25.00	\$27.00	\$29.00	\$31.00	\$33.00
3	\$23.50	\$25.50	\$27.50	\$29.50	\$31.50
4	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00

Fleet Technicians					
Classification	Pay Level A	Pay Level B	Pay Level C	Pay Level D	Pay Level E
1	\$29.00	\$30.50	\$32.00	\$33.50	\$35.00
2	\$26.00	\$27.50	\$29.00	\$30.50	\$32.00

Employees who choose to take single-subscriber or waive benefits will receive an additional \$2.00 per hour on top of their base pay rate as part of their total compensation package. This decision would be made during open enrollment and would take effect on January 1 of each calendar year.

For the 2026-27 and 2027-28 school years, Employees will progress one pay level (if eligible), and will also receive an increase to the entire salary structure based on the final approved foundation allowance figure provided by the State of Michigan to the NCSd according to the Financial Trigger Language chart. The increase will be applied for the first pay in September going forward for the remainder of the contract year.

Teamsters Financial Trigger Language

Pupil Foundation Allowance Salary Scale Increase	
Less than \$200 per student	0.0%
\$200 - \$260 per student	0.5%
\$261 - \$320 per student	1.0%
\$321 - \$380 per student	1.5%
\$381 - \$440 per student	2.0%
\$441 - \$540 per student	2.5%
More than \$540 per student	3.0%

In the event that the foundation allowance would result in a 0% increase or the above \$540 per student, the District and Union will agree to come back together to review the increase and ensure financial stability and/or employee compensation improvement.

Employees will receive their new wage scale adjustments starting with the successful ratification and approval by the Board of Education. In addition, all Teamsters employees will receive a \$1500 ratification bonus on the last pay of November.

Steps to take effect on the employee's anniversary date or sooner based on management assessments. Previous years of related experience **will be taken into consideration by the Assistant Superintendent of**

Talent Management & Development and will qualify employees for proper placement during the onboarding process.

This Tentative Agreement has been reviewed and signed on June 4, 2025. A ratification vote will occur with the Teamsters Local 214. Pending approval of that ratification vote, this 2025 – 2028 comprehensive Agreement will be presented to the Board of Education later in June 2025.

Dated this fourth day of June, 2025,

NOVI COMMUNITY SCHOOL DISTRICT

TEAMSTERS LOCAL 214

Benjamin Mainka, Superintendent

**Joseph Valenti, President Teamsters Local
214**

**Dr. Laura Carino, Asst. Superintendent
of Talent Management & Development**

Christopher Jordan, Teamsters Steward

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
June 26, 2025**

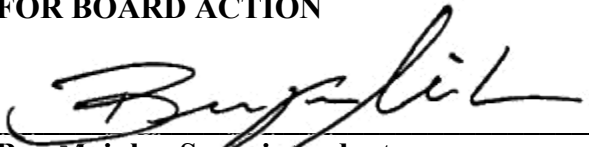
ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

TOPIC: NTA Contract Approval

After meeting with union leadership, administration, and the Novi Transportation Association (NTA) have reached an agreement on their contracts. The administration recommends the contract agreements be approved.

RECOMMENDATION: That the Novi Community School District Board of Education approve the agreement reached with the NTA as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

NOVI COMMUNITY SCHOOL DISTRICT

Tentative Agreement

with the

NOVI TRANSPORTATION ASSOCIATION

NTA

June 9, 2025



1. AGREEMENT

This Agreement entered into this first day of July, 2023, 2025 ...

Any previously executed Letter of Agreement (LOA) associated with a prior collective bargaining agreement shall be considered null and void unless the specific terms and conditions of that LOA have been explicitly renegotiated and incorporated into this current agreement. No past LOA shall remain in effect unless reaffirmed in writing by mutual agreement of the District and the Novi Transportation Association (NTA) as part of this contract.

2. ARTICLE 1 RECOGNITION

... excluding the ~~Director~~**administrator in the** Transportation department, ... and ~~substitutes~~**retired drivers.**

3. ARTICLE 2 MANAGEMENT RIGHTS

- A3. The right to direct the working forces, including the right to hire, promote, **suspend**, and discharge Employees, transfer Employees, assign work or duties to Employees, determine the size of the work force and to layoff Employees, but ~~no~~**not** conflict with the provisions of this Agreement.
4. Determine the services, **supplies**, and equipment necessary to continue its operations and to determine all methods and means of distributing, **disseminating**, and/or selling its services, methods, schedules and standards of operation, the means, methods and processes of carrying on the work including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.

4. ARTICLE 3 ASSOCIATION RIGHTS

F. ...

Applications for the use of the time shall be processed through the regular conference attendance procedure and shall be signed by the Association President and Superintendent or his/her designee signifying the Association's and Board's approval of the request. There shall be no deduction from the individual's leave allowance accumulation for approved use of **Association business time outside the District. (spacing)**

5. ARTICLE 5 EMPLOYEE RIGHTS

B1. Should the Employee suffer any loss, **damage**, or destruction of clothing or personal property as a result of an assault and/or battery while on duty on District property, the District will reimburse the Employee excluding any areas under insurance coverage for any loss up to a maximum of \$200 per incident.

F. The ~~Director~~ **Employee's immediate supervisor** shall have the authority to review video surveillance footage from buses when there is reasonable cause to believe that a student or staff concern exists. Reasonable cause may include, but is not limited to, complaints or allegations of bullying, harassment, or other misconduct occurring on the bus involving students or staff members, safety concerns related to student behavior or non-compliance with transportation rules, accidents, incidents, or emergencies occurring on the bus, or any other circumstance deemed necessary by the ~~Director~~ **Employee's immediate supervisor** to ensure the safety and well-being of students and staff. If the ~~Director~~ **Employee's immediate supervisor** has a concern about a staff member after viewing video surveillance footage, he/she will notify the employee and the Association of the concern within 2 business days.

6. ARTICLE 8 GRIEVANCE PROCEDURE

A. Definitions

A grievance is a complaint by a bargaining unit Employee, or by the Association on its own behalf, concerning 1) any alleged violation, **misinterpretation**, or misapplication of this Agreement; or 2) any disciplinary action.

2. Remain as is in current contract

2. Level Two

- a. Within fourteen (14) days, if the grievance is not resolved informally at Level One, it shall be reduced to writing, using the form provided (Appendix B), and presented to the ~~Director~~ **Employee's immediate supervisor** ~~of Transportation~~.

The form shall be presented to the ~~Director~~ **Employee's immediate supervisor** by the Grievant.

The Grievant may request Association representation.

3. Level Three

- a. Within fourteen (14) days after the delivery of the ~~Director~~ **Employee's immediate supervisor's** ~~of Transportation's~~ decision, the grievance may be appealed in writing to the Superintendent, or his/her designee. Either party may request a meeting to discuss the grievance prior to a decision being made.

E. Time Limits

Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limit shall permit lodging an appeal at the next ~~Step~~ **step** ...

7. ARTICLE 10 EMPLOYEE EVALUATION

- A. Permanent Employees shall be evaluated annually by the ~~Director~~ **Employee's immediate supervisor and/or his/her designee**.
- C. The Driving Performance Observation form shall be completed by the last day of May. The Performance Evaluation for drivers and assistants shall be completed by the last day of May. An official copy of the evaluation form shall be given to the Employee by the ~~Director~~ **Employee's immediate supervisor** during the evaluation review conference.

- D. Should an Employee receive a Minimally Effective or Ineffective rating, the ~~Director~~ **Employee's immediate supervisor** shall provide, in writing, a Plan of Improvement which will contain specific recommendation(s) for his/her improvement, including the length of time the Employee has to improve. The Association shall be notified in the event an Employee receives a Minimally Effective or Ineffective rating and shall be included in the development of a Plan of Improvement.

8. **ARTICLE 11 DISCHARGE AND SUSPENSION OF NON-PROBATIONARY EMPLOYEES**

- B. ... the grievance procedure beginning with ~~STEP~~ **step 4**.

9. **ARTICLE 12 PROBATIONARY EMPLOYEES**

- C. ... right to layoff, **discharge**, and discipline probationary Employees ...

- D. An Employee shall lose his/her seniority for the following reasons:

1. He/she ~~quits~~; **resigns**,

- E. Failure to return from a leave of absence without notification to ~~the~~ **Employer** will be treated the same as (3) above.

10. **ARTICLE 15 LAYOFF**

- C2. Employees ... of ~~lay-off~~. **Layoff**

11. **ARTICLE 17 NORMAL HOURS OF EMPLOYMENT - REGULAR SCHOOL YEAR**

- ~~B. Drivers shall be paid for actual hours worked in transporting students to and from school, authorized field trips, extra runs and shuttle runs. However, in circumstances where schools schedule a take-home of students for reasons other than a scheduled half day for all schools, drivers shall be paid an additional one half (1/2) hour pay. In circumstances where an unscheduled take-home of students is necessitated, drivers shall be compensated one (1) hour of pay. Any field trip or extra run that is greater than one half (1/2) hour driving time, but less than one (1) hour driving time, that is not connected to a regular run, will be compensated (1) hour of pay.~~

- B. Drivers shall be paid for the actual hours they work when transporting students to and from school, on authorized field trips, for extra runs, and for shuttle runs.**

- **When drivers are required to transport students home due to an early release that applies only to one (1) school or a subset of schools, and not the entire district, those drivers shall receive an additional one-half (½) hour of pay.**
- **If an unscheduled early dismissal requires students to be taken home, drivers will be paid an additional one (1) hour of pay.**
- **For any field trip or extra run that takes more than thirty (30) minutes but less than one (1) hour of driving time, and is not connected to a regular run, drivers will receive one (1) hour of pay.**

Drivers shall be paid for time spent on maps, routes, and student lists, and other duties required as directed and approved by the ~~Director of Transportation~~ **Employee's immediate supervisor**. This time is currently built into the 5-hour day. **When deemed necessary by the Supervisor of Transportation with communication the evening before, Drivers will be paid for fifteen (15)-minute warm-ups. Late driver arrivals would negate this pre-trip clause, to ensure that routes remain on time.**

D.

When the Superintendent, or his/her designee, declares that the entire District is closed due to inclement weather, all Transportation employees shall not report to work and shall receive their normal compensation. **This compensation will be at the equivalent rate of their work hours that were originally scheduled for that particular day.** Any employee who had previously arranged an absence, shall not be charged for the day. Employees will be compensated if they report to work on rescheduled days/hours.

E. The driver shall be paid thirty (30) minutes per day for **Employer-required** inspection, bus washing, gassing, oiling, warming engines, cleaning windows, **tires**, and mirrors.

H. The ~~Director~~ **Employee's immediate supervisor** shall assign all regular day runs including field trips on the basis of seniority. A driver with less service in the employ of the Board shall not be assigned a regular day run unless his/her qualifications shall be determined to be substantially superior. In the event the senior driver shall not be given the regular day run request, reasons for the denial shall be given to the Employee in writing.

I. It is expressly understood that, as a requirement, the ~~special education driver~~ **any driver assigned to a dedicated** with a fully special education route shall either enroll in and successfully complete a special education driver's class **driver training course**, or have previously successfully completed said class, if offered and available by **through** Oakland Schools, or have previously successfully completed said class **such training**. **In the event the course is not offered, information will be shared by the NCSO Special Education Department will provide relevant information related to regarding accommodations, strategies, and best practices for serving our students with special-unique needs.** **The Supervisor of Transportation will work with the Supervisor of Safety & Security to coordinate annual training on emergency evacuations.**

K. If any run passes completely through the seniority list twice and apparently is undesirable by all of the drivers, the ~~Director~~ **Employee's immediate supervisor** will assign it to the person last hired by the Employer. However, the ~~Director~~ **Employee's immediate supervisor** may use his/her discretion in omitting drivers with one (1) or more extra runs.

N. **Remain as is in current contract**

P. Van use during daily transportation hours (During and/or between morning and afternoon runs of daily transportation schedule)

The designated van driver would assume this route.

Van use during non-transportation hours (Between morning and afternoon runs of daily transportation schedule)

Field Trip Bid Process:

During non-school bus transportation hours between the morning and afternoon runs, the field trip bid process will be followed to assign van drivers.

Eligible transportation staff will have the first opportunity to bid for the route.

Standard field trip procedures will be observed, including pre-trip inspections, documentation, and post-trip reporting.

Alternate Staff Member Assignment:

For routes during regular transportation schedules, an alternate staff member may be selected to drive the electric vans if a van driver is not available. An alternate staff member may be selected if the trip will return after the afternoon runs. The field trip bid process will not be applied for these assignments, mirroring procedures used for athletic runs that occur outside standard transportation operations.

The Employee's immediate supervisor will determine the assignment based on availability and operational needs.

12. ARTICLE 18 SUMMER DRIVING

F. **Once the time of the summer run has been determined and posted,** the process used for selecting Transportation Assistants for summer runs will be as follows:

1. Award ~~first~~ to Transportation Assistants by reviewing of seniority;
2. Award ~~second~~ to bus drivers in order of seniority; **and**
3. ~~Award third to sub bus drivers; and~~
4. **If no volunteers, assign ~~finally~~ to Transportation Assistants in reverse order of seniority.**

13. ARTICLE 19 FIELD TRIPS

- B. Field trips shall be bid on or assigned on a continual year round basis for regular drivers. If a driver declines a field trip, he/she shall be passed by on the rotation list. A special event is a school event such as an Open House. Transportation staff will be required to attend K-4 Open Houses at their assigned building to meet with parents/**guardians**.
- C. Field trips shall be cancelled if the ~~Director~~**Employee's immediate supervisor** considers roads to be hazardous.
- D. Field trips shall not be scheduled unless supervised by a teacher-sponsor or other adult as designated by the Building Principal. Occasional exceptions may be made upon approval of the ~~Director~~**Employee's immediate supervisor** when another adult is not available.
- G. If trips are cancelled, the ~~Director~~**Employee's immediate supervisor** shall be notified immediately by The sponsor. If a trip is cancelled during the academic school year, the driver shall not lose any forfeited regular time. On extended trips (over two (2) hours) drivers may stop for a ten (10) minute rest period every hour.
- J. If a driver calls in for any reason for any portion of a day on the day of or the day before a Field Trip, that driver will lose the Field Trip scheduled for that day or the next day. In the event of extenuating

circumstances, the ~~Director~~ **Employee's immediate supervisor** will work with the Employee and Association to develop a plan related to the upcoming assigned field trip.

K1. ... documentation to **the** Employer for ...

3. Multiple Day Trips:

a. The driver will be paid for up to **eight (8)** hours which includes wait time and driving time. If driving time exceeds **eight (8)** hours, the driver will be paid for the driving time hours.

4. On overnight **trips**, drivers shall not be required to act as student chaperones and, if possible, drivers will be provided sleeping accommodations apart from the students.

14. **ARTICLE 20** HOLIDAYS

A. **10. Good Friday**

E. An employee using documented death-in-the-immediate family days, or who is on documented sick leave extending over **thirty (30)** calendar days, may use days from their sick bank to compensate for loss of holiday pay when the holiday falls within the absence period.

15. **** NEW ARTICLE **** VACATIONS

All transportation employees working in an NTA bargaining unit position will be paid a vacation allowance, added to the last pay of their work year each June. An Employee may opt to have their paid vacation allowance spread out during the negotiated break times in the District calendar in lieu of receiving the allowance in their last pay of their work year in June. An Employee who works a portion of the year shall have their vacation days prorated. If the Employee terminates their employment prior to the end of the school year and has already been paid for their vacation days during negotiated break times, the Employee shall have the overage deducted from their final paycheck. The Employees shall be paid as follows:

First year allowance: Up to five (5) days (based on days worked)

Second through eighth year allowance: Ten (10) days

Ninth, and all subsequent year allowance: Fifteen (15) days

The Employee will be responsible for requesting their vacation absences through the process shared by the Supervisor of Transportation, subject to approval by the Supervisor of Transportation.

16. **ARTICLE 21** LEAVE PLAN

A b. ... Prearranged Personal Business Days shall not be taken in the first or last week of the school year or within ~~three (3)~~ **two (2)** days before or after a break/recess period. Employees planning to use a Personal Business Day(s) shall make a request to the ~~Director~~ **Employee's immediate supervisor** at least three (3) days in advance, except in cases of emergency. No more than two employees per day may be off for personal business reasons unless approved by the Supervisor.

2. ...

Regular and reliable attendance is an essential function of employment and is expected of all staff. Unpaid leave days are not permitted except in cases of extreme emergency and must be approved in advance by the Assistant Superintendent of Talent Management & Development or his/her designee. Requests for such leave must be submitted in writing, detailing the nature of the emergency, and will be reviewed on a case-by-case basis. The President of the NTA should be notified of each request and subsequent decision. Approval is not guaranteed and will be granted only under exceptional circumstances. Failure to adhere to attendance expectations or to obtain prior approval for unpaid leave may result in disciplinary action, up to and including termination of employment.

4. In addition to the above leave days, a death in **the** immediate family may be granted up to three (3) days for any occurrence with no limitation as to number of occurrences. Additional leave time may be granted in extenuating circumstances.

5. Up to three (3) **upon submission of a written request to the Assistant Superintendent of Talent Management & Development by the first day of the school year.**

7a2. The employee shall provide medical certification for illness upon request of the employer or for absences expecting to last 3 consecutive days or more because of illness or injury. Upon his/her return and before resuming his/her duties, the absent employee shall submit to the **Assistant Superintendent of Talent Management & Development** or his/her designee with a statement signed by a competent physician indicating the nature of the illness or injury and a certification of fitness for the Employee to resume his or her normal duties.

7b. Critical illness or death in **the** immediate family or other-personal business, description and the requirements:

3. All requests for personal **business** leave shall be in writing, shall state the circumstances, and shall be initiated with the ~~Director of Transportation.~~ **Employee's immediate supervisor.** Except in cases where extreme circumstances prevent, approval of the Employee request for personal business leave must be obtained from the ~~Director~~ **Employee's immediate supervisor** or the Superintendent or his/her designee in advance of the absence. A denial at any level of a request for personal business leave shall include a written reason for denial, in which event the Employee shall have the right to appeal directly to the Superintendent, or his/her designee, for approval or disapproval.

4. In unusual cases involving particularly private or confidential circumstances, the ~~Director~~ **Employee's immediate supervisor** or Superintendent or his/her designee may act on the basis of a verbal rather than a written statement of circumstances. However, the request for personal business leave shall be in writing.

B3. Health Leave

~~Personnel~~ **Employee** may be granted a health leave when his/her health or the health of a member of the immediate family, which shall be interpreted as parents, spouse, child(ren), siblings, in-laws or dependent of the immediate household residence, warrants it, after one (1) year of service, and up to a maximum of one (1) year plus an unfinished year, at the end of which leave, the ~~personnel~~ **Employee** must either return or resign unless a special extension is

recommended by the Superintendent, or his/her designee. When the health of a person or that of the member of his/her immediate family, as defined above, permits his/her return, he/she shall so request the Superintendent, or his/her designee, in writing and submit a statement from a physician certifying his/her fitness to return.

4. Personal Leave

... Confirmation or denial of **the** request shall be given in writing fifteen (15) days before **the** requested date of leave.

5. Child Care Leave

a. A request for a Child Care Leave ...

e. An Employee who suffers a still-birth or the death of any child for whom she was granted a child care leave may, upon approval of the Assistant Superintendent **of Talent Management & Development**, be returned to service after appropriate medical certification by her attending physician and/or the school physician.

6. Family and Medical Leave Act (FMLA)

a. Pursuant to the Family and Medical Leave Act ...

An Employee must apply for leave under FMLA if an absence exceeds 5 consecutive workdays, provided they meet FMLA eligibility requirements. The Employee is responsible for submitting the necessary documentation to the Employer in a timely manner. Approval and continuation of leave will be subject to FMLA guidelines and district policies.

6c. The Board of Education will continue premium payments for health care benefits for up to twelve (12) weeks for an employee who has been granted a leave for his/her own illness, to care for a seriously ill family member, or for the birth, ~~or~~ **adoption, or foster care placement** of a child pursuant to the Federal Family and Medical Leave Act. If the employee voluntarily terminates employment, the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due to the employee, with any deficiency to be remitted by the employee to the Board within ninety (90) days of demand.

7c. Upon return from a leave of absence without pay (excluding FMLA and Personal Leave With Pay), the Employee shall be placed on the Salary Schedule (Appendix A) ~~step~~ **pay level** and retain the seniority status for which he/she was eligible when he/she left for the leave.

17. ARTICLE 22 COMPENSATION

A. Down Time shall be paid at the rate of ~~\$15.00~~ **\$18.00** per hour. Down Time is defined as the period of time when a driver is not driving during a trip after students are dropped off and prior to student pickup.

****Language will remain the same at this time, as we need the new Supervisor of Transportation to have the opportunity to assess the down time provisions. We are committed to discussing this again in the winter with the potential for an LOA related to this topic if mutually agreed to by the District and the NTA leadership. ****

F. A non-probationary Transportation Employee shall receive attendance incentive pay as follows:

0 absences during each pay period beginning with the first day of school through the last day of school - \$50.00 each pay period for a total of \$1,000 per year.

To be eligible for the incentive during any given pay period:

- The employee must not have any full or partial absences during their scheduled run times. Missing any portion of a run, including late arrivals that result in a missed segment, will disqualify the employee from earning the incentive for that pay period.**
- One (1) late punch-in per semester will be permitted without penalty, provided it does not result in a missed portion of the run or require coverage by another driver.**

~~When properly and timely submitted, all pay shall be remunerated no later than the following pay period after submission. Attendance incentives earned in each pay period will be consolidated and paid on the second pay of each month beginning in October.~~

18. ARTICLE 23 OVERTIME

D. Every effort will be made to have regular drivers receive overtime before any sub **unassigned** driver receives overtime.

19. ARTICLE 24 SPECIAL CONDITIONS RELATING TO WAGE SCALE

- A. All Transportation Employees hired on/or before December 31 of any school year will be placed on Pay Level A of the Salary Schedule and will move to Pay Level B ~~on July 1 at the start~~ of the next school year if eligible in accordance with the requirements in Appendix A – Salary Schedule.
- B. All Transportation Employees hired and assigned to a regular run on/or after January 1 of any school year will be placed on Pay Level A and will move to Pay Level B ~~at the~~ **after** completion of the next full school year if eligible in accordance with the requirements in Appendix A – Salary Schedule.

20. ARTICLE 25 INSURANCE PROTECTION

1.....

In the event that premium rates for the MESSA health insurance plans increase, the District and the NTA agree to reconvene promptly to review the impact of such changes. Together, the parties will explore plan adjustments and alternative options that maintain quality coverage while potentially reducing premium costs for employees. Any modifications will be mutually agreed upon prior to implementation and communicated clearly to all affected employees.

2. Plan II: For employees electing not to take the Employer medical plan, they shall receive the following monthly sum payments in cash:

1 – 4 Employees	\$100-200 each, per month
5 - 7 Employees	\$150 250 each, per month
8 or more Employees	\$200-300 each, per month

21. ARTICLE 27 RESPONSIBILITIES

- C. Drivers shall not allow any student to exit a bus other than at school or his/her regular stop, except in an emergency and under the direction of the ~~Director~~ **Employee's immediate supervisor** or his/her designee.
- D. Any student may be suspended from riding the bus, with the approval of his/her principal and/or the Superintendent, or his/her designee. Any student who has been suspended from riding the bus shall be reinstated on the bus only by written approval of the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- F. All instructional hours and routes shall be approved by the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- E. After consulting with the drivers, responsibility for locating, determining, etc., of each bus stop, and run, shall rest solely with the ~~Director of Transportation~~. **Employee's immediate supervisor.** However, the ~~Director~~ **Employee's immediate supervisor** will notify each driver when making a change of stops or the run. If, during the school year, the driver believes a stop or run should be changed for any reason, the driver shall notify the ~~Director~~ **Employee's immediate supervisor** in writing. In all instances, the final decision shall be the responsibility of the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- F. When run sheets are finalized in the beginning of the year, drivers shall be provided a copy of same. Drivers shall keep said run sheets in a place provided in the Transportation Center and on their bus and shall be responsible to keep them up-to-date according to information provided to them by the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- N. To the extent permitted by law and that the information is available to the Employer, the district shall inform transportation personnel of identified unique individual **needs and** characteristics of students relevant to behavioral handling techniques, **strategies and accommodations, health alerts,** and other inherent characteristics which might occur or manifest themselves during the students use of district transportation services. Employees shall not disclose a student's personally identifiable information to a third party before the Employer acquires written consent from a student's parent or an eligible student (18 years of age or older.)

22. ARTICLE 31 SCOPE, WAIVER AND ALTERATION OF AGREEMENT

Section 1

No Agreement, alteration, understanding, variation, **waiver**, or modification of any of the terms or conditions contained herein shall be made by any Employee or group of Employees with the Employer unless executed in writing between the parties hereto and the same has been ratified by the Association.

23. ARTICLE 32 DURATION

This Agreement shall be effective as of July 1, ~~2023~~ **2025** and shall continue in effect until the end of the day on June 30, ~~2025~~-**2028**.

In Witness whereof, the parties hereto have caused this Agreement to be executed.

Dated this ~~first day of July 1, 2023~~, **June 26, 2025**.

**NOVI COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**

NOVI TRANSPORTATION ASSOCIATION

Dr. Danielle Ruskin
President

David Viet
President

~~Willy Mena~~ **Jason Michener**
Secretary

Grat Dalton
Executive Director, MEA

Novi Community School District Board of Education

Betsy Beaudoin	Jason Michener
Paul Cook	Mary Ann Roney
Jamie Kliebert	Dr. Danielle Ruskin
Willy Mena	Tom Smith

Negotiation Teams

Novi Transportation Association

David Viet, President
Steven Pawley, Vice-President
Grat Dalton, MEA

Novi Community School District

Dr. Laura Carino
Jeff Dinkelmann
~~Devin Kling~~
Benjamin Mainka
Becca Scicluna
Amanda Squires
~~Cynthia Valentine~~

HOURLY WAGE SALARY SCHEDULE

SALARY SCHEDULE CLASSIFICATIONS

Classification 1 - Bus Driver

Classification 1A – Van Driver **Requires Michigan Chauffeur’s License

Classification 2A - Transportation Assistant A – Assistant who rides Wing Lake Route

Classification 2B – Assistant who does not ride Wing Lake Route

Financial Proposal

Length: **3** Years (2025-2026, 2026-2027, 2027-2028)

Compensation Structure

Current Employees will remain on their current Pay Level for the 2025-2026 school year.

Current Employees will have the option to make a change each annual enrollment period and will transition to their new scale based on their insurance benefit selection, ultimately taking effect upon the start of the insurance benefit year on January 1. A newly hired Employee will be placed on the Option I scale. At the conclusion of his/her probationary period, the Employee will be able to make his/her benefits selection and will then be placed accordingly on either Option I if selecting full family or two (2)-person medical insurance or Option II if they selected single subscriber or waived insurance benefits.

OPTION I - FULL FAMILY OR 2-PERSON INSURANCE BENEFITS

OPTION I - FULL FAMILY OR 2-PERSON INSURANCE BENEFITS								
Group	Pay Level							
	A	B	C	D	E	F	G	H
Bus Driver	\$23.50	\$23.75	\$24.00	\$24.25	\$24.50	\$25.00	\$25.50	\$26.00
Van Driver	\$21.13	\$21.50	\$21.88	\$22.25	\$22.63	\$23.13	\$23.63	\$24.13
Transportation Assistant A	\$18.75	\$19.25	\$19.75	\$20.25	\$20.75	\$21.25	\$21.75	\$22.25
Transportation Assistant B	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50
OPTION II - SINGLE SUBSCRIBER OR LESS INSURANCE BENEFITS								
Group	Pay Level							
	A	B	C	D	E	F	G	H
Bus Driver	\$26.00	\$26.50	\$27.00	\$27.50	\$28.00	\$28.50	\$29.00	\$29.50

Van Driver	\$23.88	\$24.38	\$24.88	\$25.38	\$25.88	\$26.38	\$26.88	\$27.38
Transportation Assistant A	\$21.75	\$22.25	\$22.75	\$23.25	\$23.75	\$24.25	\$24.75	\$25.25
Transportation Assistant B	\$20.75	\$21.25	\$21.75	\$22.25	\$22.75	\$23.25	\$23.75	\$24.25

Longevity

Years of Service	Additional Compensation
10-14 years	\$1.50 per hour
15-19 years	\$1.75 per hour
20+ years	\$2.00 per hour

Novi Transportation Association Financial Trigger Language

For the 2026-27 and 2027-28 school years, Employees will progress one pay level (if eligible), and will also receive an increase to the entire salary structure based on the final approved foundation allowance figure provided by the State of Michigan to the NCSD according to the Financial Trigger Language chart. The increase will be applied for the first pay in September going forward for the remainder of the contract year beginning in 2026.

2026-2027 & 2027-2028 Pupil Foundation Allowance	2026-2027 & 2027-2028 Salary Scale Increase
Less than \$200 per student	0.0%
\$200 - \$260 per student	0.5%
\$261 - \$320 per student	1.0%
\$321 - \$380 per student	1.5%
\$381 - \$440 per student	2.0%
\$441 - \$540 per student	2.5%
More than \$540 per student	3.0%

In the event that the foundation allowance would result in a 0% increase or the above \$540 per student, the District and Union will agree to come back together to review the increase and ensure financial stability and/or employee compensation improvement.

Any Transportation Assistant who is awarded the Wing Lake Route on Bid Day will receive compensation at that rate for their entire day.

Current Previous sub drivers will be transitioned to **designated as unassigned bus drivers positions at the**

rate indicated on the chart, as opposed to serving as a sub driver. Their routes and runs will be determined by the ~~Director~~ **Supervisor** of Transportation each day. **They will be placed accordingly on the above salary scale based upon their previous driving experience upon their assignment as an unassigned driver.**

The retired sub driver hourly wage will be ~~\$20.00~~ **24.00** per hour.

APPENDIX C

TRIP BOARD RULES

POSTING

C. All trips will be given to full time drivers whenever possible and ~~sub-unassigned~~ drivers used only when there are no full-time drivers to take the trip.

F. All trips not covered by a **full-time** driver during rotation will be filled by **an sub-unassigned** driver.

CANCELLATION

B. If a driver needs to cancel a signed trip when school is in recess, they are expected to contact the ~~Director~~, **Employee's immediate supervisor**, Secretary/Dispatcher, Union President or Vice President in that order.

EMERGENCY PROCEDURES

C. In the event of an emergency, call the ~~Transportation Director~~ **Employee's immediate supervisor** or designated person in charge.

These procedures ~~management~~ **District leadership.**

APPENDIX D: Novi Community School District Bus Driver Performance and Observation Evaluation

Point Range

Ineffective	Minimally Effective	Effective	Highly Effective
<70.00	70.00 – 79.99	>=80.00	>=90.00

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date

Novi Community School District Transportation Assistant Performance Evaluation

Ineffective	Minimally Effective	Effective	Highly Effective
<70.00	70.00 – 79.99	>=80.00	>=90.00

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date

This Tentative Agreement has been reviewed and signed on June 9, 2025. A ratification vote will occur with the Novi Transportation Association. Pending approval of that ratification vote, this 2025 – 2028 comprehensive Agreement will be presented to the Board of Education later in June 2025.

Dated this ninth day of June, 2025,

NOVI COMMUNITY SCHOOL DISTRICT

NOVI TRANSPORTATION ASSOCIATION

Benjamin Mainka, Superintendent

Grat Dalton, Executive Director, MEA

**Dr. Laura Carino, Asst. Superintendent
of Talent Management & Development**

David Viet, NTA President