

Regular Meeting of the Board of Education

Tuesday, June 24, 2025 6:30 PM

Old Village School, 405 W. Main St, Northville, MI 48167

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

5. Consent Resolutions

5.a) Minutes of the June 17, 2025 Special Call Board of Education meeting

5.b) Minutes of the June 17, 2025 Closed Session meeting of the Board of Education

5.c) Silver Springs and Winchester Electrical Switchgear Bid Award totaling \$249,080

5.d) Meads Mill Middle School Change Order for additional concrete work totaling \$41,305

5.e) Lower Elementary Chromebook purchase from Inacomp TSG totaling \$113,293

5.f) Schedule a July 15, 2025 Board of Education meeting at Old Village School at 6:30 p.m.

5.g) 2025-26 MASB Membership Dues totaling \$9,930.67

5.h) 2025-26 MHSAA Membership Resolution

5.i) 2025-26 MASA Membership Dues totaling \$2,092.62

5.j) NEA Leave of Absence Request for the 2025-26 school year

6. Communications

6.a) npsboe@northvilleschools.org communications

7. Superintendent's Report/Update

7.a) Spring Athletic Awards

7.b) KLAA Update

8. Public Comments

9. New Hires: Teachers

10. 2025/2026 Employee Manuals - Terms & Conditions

11. Non-Affiliated Individual Employee and Central Office Leadership Team Contracts

12. 2024/25 Final Budget Amendment

13. 2025/26 Budget Adoption

14. **2025-2028 Superintendent Contract**

15. **First Reading: Policy 3007 Audits**

Presenter: Ms. Carin Meyer, Policy & HR Liaison

16. **Added Agenda Items**

17. **Public Comments**

18. **Questions/Comments from Board Members**

19. **Adjournment**

Minutes of Special Call Meeting of the Board of Education

The Board of Trustees Northville Public Schools

A Special Call Meeting of the Board of Education of the Board of Trustees of Northville Public Schools was held Tuesday, June 17, 2025, beginning at 8:00 PM in the Old Village School, 405 W. Main St, Northville, MI 48167.

1. Call to Order

Meeting called to order by President McIntyre at 8:32 p.m.

2. Pledge of Allegiance

President McIntyre led the Board in the Pledge of Allegiance.

3. Roll Call

Ms. Lisa McIntyre, President	Dr. RJ Webber, Superintendent
Dr. Kim Campbell-Voytal, Vice President	Mr. Brian Sumner, Director of Human Resources and Employee Relations
Ms. Carin Meyer, Secretary	Ms. Rebecca Pek, Asst. Supt. for Communications, Development, and Equity
Ms. Melissa Stuart, Treasurer	Mr. Devin Kling, Asst. Supt. for Finance & Operations
Mr. Ron Frazier, Trustee	Dr. Sandra Brock, Interim Asst. Supt. for Instructional Programs
Ms. Meredith Riggan Maurer, Trustee	Ms. Beth Santer, Exec. Dir. for Special Services
Ms. Jena Mabrey, Trustee	

4. Adoption of Agenda

Motion No. 24/25-121 by Vice President Campbell-Voytal, supported by Secretary Meyer, that the agenda be adopted as presented. Motion carried 7-0.

5. Consent Resolutions

Motion No. 24/25-122 by Vice President Campbell-Voytal, supported by Secretary Meyer, that the Board accept the consent agenda items for approval as presented:

a) Minutes of the June 10, 2025 Board of Education meeting

Motion carried 7-0.

6. Communications

Secretary Meyer reported one communication:

a) npsboe@northvilleschools.org communications

7. Public Comments

None.

8. 2025-2027 Northville Federation of Paraprofessionals

Motion No. 24/25-123 by Secretary Meyer, supported by Treasurer Stuart, that the Board ratify the tentative agreement entered into by and between the District and the Northville Federation of Paraprofessionals commencing July 1, 2025 and expiring June 30, 2027 as presented. Motion carried 7-0.

9. Added Agenda Items

None.

10. Public Comments

None.

11. Questions/Comments from Board Members

None.

12. Closed Session

Motion No. 24/25-124 by Vice President Campbell-Voytal, supported by Trustee Frazier, that the Board convene in Closed Session Pursuant to Public Act 267, of the Open Meetings Act, under Section 8(c) Negotiations and Section 8(a) to conduct periodic personnel evaluation of the superintendent of schools as requested by the superintendent as presented. Roll Call Vote: McIntyre – yes; Campbell-Voytal – yes; Stuart – yes; Meyer – yes; Frazier – yes; Mabrey – yes; Riggan-Maurer – yes. Motion carried 7-0.

The Board moved to meet in Closed Session at 8:44 pm
The Board convened in Closed Session from 8:54 p.m. – 12:25 a.m.

The Board returned to Open Session at 12:25 a.m.

13. Adjournment

There being no further business the meeting adjourned at 12:27 a.m.

Carin Meyer, Secretary

RJ Webber
Superintendent



Steve Banchemo
Director of Operations

TO: Devin Kling, Assistant Superintendent for Finance and Operations

FROM: Steve Banchemo, Director of Operations and Capital Improvements

DATE: June 14, 2025

RE: Silver Springs and Winchester Electrical Switchgear Bid Award

Please see the attached bid recommendation from Auch Construction. On June 5, 2025, we received ten proposals for two scopes of work:

- Silver Springs Electrical Switchgear Replacement
- Winchester Electrical Switchgear Replacement

This work is scheduled for the summer of 2026, with the remainder of the projects at both schools to be completed in 2027. During the switchgear replacement, power to the facilities will be out for an extended period. We are advancing this scope of work to mitigate the risk of an extended electrical shutdown in 2027 during the building renovations.

Auch Construction contacted the lowest bidders and conducted a post-bid interview to review the project's scope. Both the lowest and second-lowest bidders missed a required bid allowance, while the third bidder submitted a complete scope of work.

These projects will be funded by the 2023 Bond, and the recommendation includes a full summary of the bid results for the proposed bond work.

Please let me know if you have any questions.



June 13, 2025

65 University Drive
Pontiac, Michigan 48342

Devin Kling
Assistant Superintendent for Finance & Operations
Northville Public Schools
405 West Main Street
Northville, MI 48167

**RE: Recommendation for Award # 01 (Final)
Northville Public Schools
2023 Bond Silver Springs and Winchester Elementary School Switchgear**

Dear Mr. Kling,

We have completed our review and evaluation of the bids received on June 5, 2025, at 2:00pm for the Northville Public Schools – 2023 Bond Silver Springs and Winchester Elementary School Switchgear Project.

Based upon our review of the proposal conducted in conjunction with the District's consultants, we are recommending to the District approval of award of a trade contract, which is based on the lowest responsive bid, as indicated in the attached schedules. Except for the following:

- Both Allied Building Services and Max Electric were missing scope required to be in their base bid therefore **the recommendation is Innovated Energy Controls for Category A: Electrical, Option E1 at both Silver Springs and Winchester Elementaries.**
- Option E2 to "Furnish Only" the switchgear is being rejected at both schools.

Attached please find a copy of the bid tabulations. Please do not hesitate to call if you have any questions.

Recommendation #1 (Final) –

Silver Springs Base Bid Bond Trade Cost: \$124,190
Winchester Base Bid Bond Trade Cost: \$124,890

Best Regards,

AUCH CONSTRUCTION

Jill Price
Project Manager

Enclosure
Cc: Danielle Eschner – AUCH Construction
Steve Banchemo – Northville Public Schools
Michelle Kerns – Lecole Planners

Northville Public Schools
NPS - Winchester Elementary School Switchgear

George W. Auch Co.
 Bid Tabulation Sheet

Winchester Bid Category: A - Electrical

Location: 15045 Fogg St., Plymouth, MI 48170 or via Teams

Auch: Jill Price/Mia Johnson

Date: June 5, 2025 Time Due: 2:00pm - Time Read: 2:00pm

NPS: Steve Banchemo

Company	City	Bid Security	Fam/ EEO /Iran/Background	Add 1, 2	Base Bid -Option E1	Base Bid -Option E2	Comments
Great Lakes Power and Lighting	Casco, MI	✓	✓✓✓✓	✓✓	\$147,000	N/A	N/A
Allied Building Servies	Detroit, MI	✓	✓✓✓✓	✓✓	\$99,962	\$80,417	N/A
Innovated Energy Controls	Howell, MI	✓	✓✓✓✓	✓✓	\$124,890	\$83,300	N/A
Green Line Electric	Plymouth, MI	✓	✓✓✓✓	✓✓	\$130,000	\$110,000	N/A
Max Electric	Livonia, MI	✓	✓✓✓✓	✓✓	\$105,000	\$80,000	N/A

Northville Public Schools
NPS - Silver Springs Elementary School Switchgear

George W. Auch Co.
 Bid Tabulation Sheet

Silver Springs Bid Category: A - Electrical

Location: 15045 Fogg St., Plymouth, MI 48170 or via Teams

Auch: Jill Price/Mia Johnson

Date: June 5, 2025 Time Due: 2:00pm - Time Read: 2:00pm

NPS: Steve Banchemo

Company	City	Bid Security	Fam/ EEO /Iran/Background	Add 1, 2	Base Bid -Option E1	Base Bid -Option E2	Comments
Great Lakes Power and Lighting	Casco, MI	✓	✓✓✓✓	✓✓	\$143,000	N/A	N/A
Allied Building Servies	Detroit, MI	✓	✓✓✓✓	✓✓	\$99,377	\$79,825	N/A
Innovated Energy Controls	Howell, MI	✓	✓✓✓✓	✓✓	\$124,190	\$83,300	N/A
Green Line Electric	Plymouth, MI	✓	✓✓✓✓	✓✓	\$130,000	\$110,000	N/A
Max Electric	Livonia, MI	✓	✓✓✓✓	✓✓	\$105,000	\$80,000	N/A



**Northville Public Schools
Winchester Elementary School Switchgear
AUCH Project #9480**

Contractor Recommendations
6/13/2025

COMPANY	SPECIFICATION SECTION	TRADE	BID AMOUNT	CONTRACT AMOUNT
Innovated Energy Controls 1900 Twin Hill Dr. Howell, MI 48843 PH: 810-923-9524 FX: N/A E-mail: tunderhill@ieccompany.com Contact: Todd Underhill	DIVISION 00 DIVISION 01 DIVISION 26 26 0010 26 0519 26 0526 26 0529 26 0533 26 0553 26 0573 26 2413 26 4313	Bid Category A - Electrical CM Supplementary Conditions General Conditions Procurement and Contracting Requirements Complete General Requirements Electrical Complete Electrical General Requirements Conductors and Cables Grounding and Bonding Hangers and Supports for Electrical Systems Raceways and Boxes Electrical Identification Overcurrent Protective Device Coordination and Arc Flash Hazard Study Switchboards Surge Protective Devices <p align="right">BASE BID:</p>	<p align="right">\$124,890.00</p>	<p align="right">\$124,890.00</p>

Winchester Elementary School Switchgear - Total Trade Contract Award:	\$124,890.00
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Northville Public Schools
Silver Springs Elementary School Switchgear
AUCH Project #9479

Contractor Recommendations
6/13/2025

COMPANY	SPECIFICATION SECTION	TRADE	BID AMOUNT	CONTRACT AMOUNT
Innovated Energy Controls 1900 Twin Hill Dr. Howell, MI 48843 PH: 810-923-9524 FX: N/A E-mail: tunderhill@ieccompany.com Contact: Todd Underhill	DIVISION 00 DIVISION 01 DIVISION 26 26 0010 26 0519 26 0526 26 0529 26 0533 26 0553 26 0573 26 2413 26 4313	Bid Category A - Electrical CM Supplementary Conditions General Conditions Procurement and Contracting Requirements Complete General Requirements Electrical Complete Electrical General Requirements Conductors and Cables Grounding and Bonding Hangers and Supports for Electrical Systems Raceways and Boxes Electrical Identification Overcurrent Protective Device Coordination and Arc Flash Hazard Study Switchboards Surge Protective Devices <p align="right">BASE BID:</p>	<p align="right">\$124,190.00</p>	<p align="right">\$124,190.00</p>

Silver Springs Elementary School Switchgear - Total Trade Contract Award:	\$124,190.00
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Northville Public School District
2023 Bond Winchester Elementary School Switchgear
Recommendation #1

6/13/2025

Trade Proposal	Contractor	Base Amount	Total Contract Amount
Bid Category A - Electrical	Innovated Energy Controls	\$ 124,890	\$ 124,890
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
A) Subtotal Hard Construction:			\$ 124,890
B) Project Contingency:			\$ 15,000
C) Current Recommendation (Trade and Contingency) - 6/13/25			\$ 139,890
D) 2023 Bond Project Budget			\$ 175,000
Variance (Lines D - C)			\$ 35,110



Northville Public School District
2023 Bond Silver Springs Elementary School Switchgear
Recommendation #1

6/13/2025

Trade Proposal	Contractor	Base Amount	Total Contract Amount
Bid Category A - Electrical	Innovated Energy Controls	\$ 124,190	\$ 124,190
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
A) Subtotal Hard Construction:			\$ 124,190
B) Project Contingency:			\$ 15,000
C) Current Recommendation (Trade and Contingency) - 6/13/25			\$ 139,190
D) 2023 Bond Project Budget			\$ 225,000
Variance (Lines D - C)			\$ 85,810



65 University Drive
Pontiac, Michigan 48342

June 12, 2025

Devin Kling
Assistant Superintendent for Finance & Operations
Northville Public Schools
405 West Main Street
Northville, MI 48167

**RE: Recommendation for Acceptance & Approval – New Addition Foundation Undercuts
Northville Public Schools
AUCH Project #9476 – Meads Mill Elementary Addition & Renovation**

Dear Mr. Kling,

We have completed the review of the costs associated with Meads Mill Elementary School Addition & Renovation for the additional concrete required due to undercutting non-bearing soils directed by G2.

We are recommending that the Northville Public Schools Board of Education award approval for the total amount of \$41,305.

Enclosed are copies of the contractor's quote with backup documentation and G2 soil reports. If you have any questions, please do not hesitate to contact me.

Very truly yours,

AUCH CONSTRUCTION

Jill Price
Project Manager

Enclosure:

Cc: Danielle Eschner – Auch
Steve Banchemo - Northville Public Schools
Anna Reed – TMP Architecture
Michell Kerns – Lecole Planners

Northville Public Schools 2023 Bond

CONTRACTOR QUOTATION - WORK ITEMS DETAIL

= to be completed by Contractor
 = predetermined or automatic calculation

Date: **May 15, 2025**
 Contractor: **North Channel Construction**
 Check One Check if PRIME Contractor Check if Subcontractor

Project Name: **Meads Mill Middle School**
 A/E / A/E Project #: _____
 CM: **Auch Construction**

BULLETIN NO: _____ CCD NO: _____ ASI NO: _____ Contractor CHANGE REQUEST NO: _____

Description of Work:
Additional concrete required due to undercutting non-bearing soils directed by G-2. Please see attached breakdown.

A. MATERIALS and PURCHASED EQUIPMENT

Description	Enter negative quantity for deleted work items.		DO NOT INCLUDE State Sales Tax.		TOTAL
	Quantity	Measure	Charge Price	Per	
1 -	0	yards	\$ -		\$0.00
2 -	0		\$ -		\$0.00
3 -	0		\$ -		\$0.00
4 -	0		\$ -		\$0.00
5 - Shipping/Freight (when applicable)	1	LS	\$ -	LS	\$0.00

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Sub-Total Material Amount =	\$0.00
6% State Sales Tax Amount =	\$0.00
Sub-Total Material Amount =	\$0.00
10% Overhead & Profit Mark-up (0% if Credit) =	\$0.00
Total Material Amount =	\$0.00

B. LABOR On first quotation provide breakdown of rate for review by McCarthy & Smith. Rate to include burden and 10% OH&P per contract.

Craft/Trade Classification	Approved HOURLY Straight Time RATE (a)	TOTAL Straight Time HOURS (b)	Approved Hourly 1-1/2 Time Rate (c)	TOTAL 1-1/2 Time HOURS (d)	Approved Hourly Double Time Rate (e)	TOTAL Double Time HOURS (f)	=	TOTAL Straight Time AMOUNT = a x b	TOTAL 1-1/2 Time AMOUNT = c x d	TOTAL Double Time AMOUNT = e x f
Craft/Trade: journeyman	\$ 101.00	0	\$ -		\$ -		\$ -	\$ -	\$ -	
Craft/Trade:	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	
Craft/Trade:	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **
 ** WHEN ADDING ROWS, LINK PROPERLY TO LABOR RATE SUMMARY TAB **

Sub-Totals =	\$ -	\$ -	\$ -
Sub-Total Field Labor Amount (Straight time + x1.5 time + x2 time) =	\$0.00		
If net credit, reduction in credit to omit 10% Overhead & Profit in labor rate =	\$0.00		
Total Labor Amount =	\$0.00		

C. FIELD EQUIPMENT RENTALS

Field Equipment Description (i.e. Backhoe, manlift, etc. - Not Job Vehicles)	Enter negative quantity for deleted work items.		Charge Price	Per	TOTAL
	Quantity	Measure			
1 - Excavator	0	hr	\$ 225.00		\$0.00
2 - Loader	0	hr	\$ 225.00		\$0.00
3 - 2 tool rucks 6 days each	0		\$ 200.00		\$0.00

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Sub-Total Field Equipment Amount =	\$0.00
10% Overhead & Profit Mark-up (0% if Credit) =	\$0.00
Total Field Equipment Amount =	\$0.00

D. UNIT PRICES: Include material, labor, all taxes other costs and fees

Field Equipment Description (i.e. Backhoe, manlift, etc. - Not Job Vehicles)	Enter negative quantity for deleted work items.		Charge Price	Per	TOTAL
	Quantity	Measure			
1 - Move spoils off site	126	yards	\$ 25.00		\$3,150.00
2 - Additional Concrete	97	yards	\$ 385.00		\$37,345.00

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Total Unit Price Amount =	\$40,495.00
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E. SUBCONTRACTOR MARK-UP

Name of Subcontractor	Amount
1 -	
2 -	
3 -	

** To add rows: COPY row, then INSERT COPIED CELLS, then re-number. **

Sub-Total Subcontractor Amounts =	\$0.00
5% Overhead & Profit Mark-up (0% if Credit) =	\$0.00
Total Subcontractor Amount =	\$0.00

TOTAL AMOUNT FOR WORK ITEM NO. _____

BULLETIN NO. _____ CCD NO. _____ ASI NO. _____ Contractor CHANGE REQUEST NO. _____

	A. Total Material Amount = \$0.00 B. Total Labor Amount = \$0.00 C. Total Field Equipment Amount = \$0.00 D. Total Unit Price Amount = \$40,495.00 E. Total Subcontractor Mark-up Amount = \$0.00 F. Bond Premium = \$809.90 TOTAL AMOUNT FOR WORK ITEM = \$41,304.90
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Bond % 2%



North Channel Construction Co., Inc.

6274

Northchannelco@aol.com P.O. BOX 280 61
6137 Lakeshore Rd ISLAND, MI 48028
Lexington MI 48450 FAX (810) 748-9591

CONCRETE WORK • SAW CUTTING • FOUNDATIONS • BACKHOE WORK

AUCH CONSTRUCTION

5-14-25

JOB: MEADS MILL MIDDLE SCHOOL

Subject: Additional concrete required due to undercutting non-bearing soils from beneath new foundation @ design grade. All undercuts were directed and documented by G2 Consulting group soil engineer. New foundation along existing building were approx. 6" to 8" under than design because of excess over pour on the existing building foundations.

5-05-25

Starting along existing building at 47.6 line to 43 line approx. 94 lf
94 lf of CF1.5 foundations call for approx. 8 yard

Amount used after 10" undercuts 15 yards
7 yards extra concrete
9 yards extra spoils off site

5-07-25

Continuing along existing building 43 line to 36.2 line
83 lf of CF1.5 foundation calls for approx. 7 yards

Amount used after approx. 23" undercuts 21 yards
14 yards extra concrete
18 yards extra spoils off site

5-08-25

Continuing along existing building from 36 line to TB line
93 lf of CF1.5 foundations calls for approx. 8 yards

Amount used after approx. 12" to 23" undercuts 22 yards
14 yards extra concrete
18 yards extra spoils off site

5-09-25 (Area highlighted in pink on undercut plan)

(undercuts on 5-09-25 ranged from 14" to 22" deep")

Starting at existing building west side @ column line TB headed to S.9
Then east on S.9 all the way to 46.2 line approx. 171 lf of CF3.0

171lf of 3' x 1'6" thick should have used 29 yards
Amount used 45 yards
16 yards extra concrete
21 yards extra spoils off

5-12-25 (area highlighted in blue on undercut plan)

(undercuts ranged from 12" to 28")

160 lf CF-3 of perimeter foundation south side of building

(2) interior foundations 22' & 32' of CF2.0

160'x36"x1'6" should have used 27 yards

54'x24"x1'6" should have used 6 yards

Total should have been 33 yards

Amount used 68 yards

35 yards extra concrete

45 yards extra spoils off site

5-13-25 (area has no highlighted color on undercut plan)

(undercuts were all approx. 12" deep)

21 lf CF2.0 west side of Area F addition

55 lf CF2.0 near column line 46.2 line

53 lf of CF3.0 at perimeter of area F addition at 46.2 to 48 line

76 lf CF2.0 24"x1'6" called for 14.5 yards

53 lf CF3.0 36"x1'6" called for 9 yards

Total should have been 23.5 yards

Amount used 34.5 yards

11 yards extra concrete

15 yards extra spoils off site

Total = 97 yards extra concrete @ 385.00 per bid proposal form

Total = 126 yards spoils off site @ 25.00 per yard



Extras 5/5

600 JUNCTION STREET
PLYMOUTH, MI 48170
(734) 459-0200

NORTH NORTH CHANNEL CONSTRUCTION CO.	SOLD TO: 16700 FRANKLIN RD NORTHVILLE SHIP TO: NORTHVILLE RD TO 6 MILE, SOUTH ON BRADNER
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TIME	FORMULA #	LOAD SIZE	YARDS ORD	SLUMP	TRUCK #	DRIVER	TICKET #
13:06	3500FOT	5.00	15.00	4.0	0144		3444758
DATE	CUSTOMER	PO / ORDER	YARDS DEL	LOAD #	WATER ADDED / YARD		TOTAL WATER
05/05/25			15.00	2	/ / / /		

<p align="center">WARNING IRRITATING TO THE SKIN AND EYES</p> <p><small>Contains Portland Cement, Wear rubber Boots and Gloves. PROLONGED CONTACT MAY CAUSE BURNS. Avoid contact with Eyes and Prolonged Contact with Skin. In case of Contact with Skin or Eyes, Flush Thoroughly With Water. If Irritation Persists, Get Medical Attention. KEEP CHILDREN AWAY.</small></p> <p><small>CONCRETE is a PERISHABLE COMMODITY and BECOMES the PROPERTY of the PURCHASER UPON LEAVING the PLANT. ANY CHANGES or CANCELLATION of ORIGINAL INSTRUCTIONS MUST be TELEPHONED to the OFFICE BEFORE LOADING STARTS.</small></p> <p><small>The undersigned promises to pay all costs, including reasonable attorneys fees incurred in collection of any sums owed.</small></p> <p><small>All accounts not paid when due will bear interest at the rate of 18% per annum.</small></p> <p><small>Not responsible for Reactive Aggregate or Color Quality. No Claim Allowed Unless Made at Time Material is Delivered.</small></p>	<p align="center">PROPERTY DAMAGE RELEASE</p> <p align="center"><small>(TO BE SIGNED IF DELIVERY TO BE MADE INSIDE CURB LINE)</small></p> <p><small>Dear Customer - the driver of this truck in presenting this RELEASE to you for your signature is of the opinion that the size and weight of his truck may possibly cause damage to the premises and/or adjacent property if he places the material in this load where you desire it. It is our wish to help you in every way that we can, but in order to do this the driver is requesting that you sign this RELEASE relieving him and this supplier from any responsibility from damage that may occur to the premises and/or adjacent property building, sidewalks, driveways, curbs, ect. By the delivery of this material, and that you also agree to help him move mud from the wheels of his vehicle so that he will not litter the public streets. Further, as additional consideration the undersigned agrees to indemnify and hold harmless the driver of this truck and the supplier to any and all damage to the premises and/or adjacent property which may be claimed by anyone to have arisen out of delivery of this order.</small></p>	<p align="center">Excessive Water is Detrimental to Concrete Performance Gallons of Water Added by Customer</p> <p><small>NOTICE: MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE HEALTH WARNING, PROPERTY DAMAGE RELEASE AND WATER ADDED. SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED WHEN DELIVERING INSIDE CURB LINE.</small></p> <p>LOAD RECEIVED BY:</p> <p align="center">X _____</p>
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QUANTITY	CODE	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5	3500FOT	3500 FOT FOUNDAT		
1	FUEL/SU	FUEL SURCHARGE		
1	ENVIRO	ENVIRONMENTAL PROCESSING		

SUBTOTAL _____

TAX _____

TOTAL _____

UNLOAD _____

DELIVERY _____

GRAND TOTAL _____

LOAD	LEAVE PLANT	ARRIVE JOB SITE	START UNLOAD	FINISH UNLOAD	LEAVE JOB SITE	ARRIVE PLANT
:	:	:	:	:	:	:

A reasonable time to unload truck is 6 minutes per yard. If truck is delayed beyond that time an additional charge will be made for time truck is held at the current rate per hour.

No credit allowed for concrete returned.

Minimum load of 6 yards. On smaller loads there will be added cartage.

Customer must supply wheelbarrow or designated area to wash down in.

COMMENTS / REMARKS

BATCH DATA _____

WEIGHMASTER SIGNATURE X _____

MESSINA INC. CONCRETE

Extra 5/7

600 JUNCTION STREET
PLYMOUTH, MI 48170
(734) 459-0200

NORTH NORTH CHANNEL CONSTRUCTION CO.	SOLD TO: 16700 FRANKLIN RD NORTHVILLE SHIP TO: NORTHVILLE RD TO 6 MILE, SOUTH ON BRADNER
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TIME	FORMULA #	LOAD SIZE	YARDS ORD	SLUMP	TRUCK #	DRIVER	TICKET #
12:04	3500FOT	11.00	21.00	4.0	0117		3444798
DATE	CUSTOMER	PO / ORDER	YARDS DEL	LOAD #	WATER ADDED / YARD		TOTAL WATER
05/07/25			21.00	2	/ / / / /		

<p>WARNING IRRITATING TO THE SKIN AND EYES Contains Portland Cement, Wear rubber Boots and Gloves. PROLONGED CONTACT MAY CAUSE BURNS. Avoid contact with Eyes and Prolonged Contact with Skin. In case of Contact with Skin or Eyes Flush Thoroughly With Water. If irritation Persists, Get Medical Attention. KEEP CHILDREN AWAY.</p> <p>CONCRETE is a PERISHABLE COMMODITY and BECOMES the PROPERTY of the PURCHASER UPON LEAVING the PLANT. ANY CHANGES or CANCELLATION of ORIGINAL INSTRUCTIONS MUST be TELEPHONED to the OFFICE BEFORE LOADING STARTS.</p> <p>The undersigned promises to pay all costs, including reasonable attorneys fees incurred in collection of any sums owed.</p> <p>All accounts not paid when due will bear interest at the rate of 18% per annum.</p> <p>Not responsible for Reactive Aggregate or Color Quality. No Claim Allowed Unless Made at Time Material is Delivered.</p>	<p>PROPERTY DAMAGE RELEASE (TO BE SIGNED IF DELIVERY TO BE MADE INSIDE CURB LINE)</p> <p>Dear Customer - the driver of this truck in presenting this RELEASE to you for your signature is of the opinion that the size and weight of his truck may possibly cause damage to the premises and/or adjacent property if he places the material in this load where you desire it. It is our wish to help you in every way that we can, but in order to do this the driver is requesting that you sign this RELEASE relieving him and this supplier from any responsibility from damage that may occur to the premises and/or adjacent property building, sidewalks, driveways, curbs, ect. By the delivery of this material, and that you also agree to help him move mud from the wheels of his vehicle so that he will not litter the public streets. Further, as additional consideration the undersigned agrees to indemnify and hold harmless the driver of this truck and the supplier to any and all damage to the premises and/or adjacent property which may be claimed by anyone to have arisen out of delivery of this order.</p>	<p>Excessive Water is Detrimental to Concrete Performance Gallons of Water Added by Customer</p> <p>NOTICE: MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE HEALTH WARNING, PROPERTY DAMAGE RELEASE AND WATER ADDED. SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED WHEN DELIVERING INSIDE CURB LINE.</p> <p>LOAD RECEIVED BY: X _____</p>
--	---	---

QUANTITY	CODE	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
11	3500FOT	3500 FOT FOUNDAT		
1	FUEL/SU	FUEL SURCHARGE		
1	ENVIRO	ENVIRONMENTAL PROCESSING		

SUBTOTAL						
TAX						
TOTAL						
UNLOAD _____						
DELIVERY _____						
GRAND TOTAL						

LOAD	LEAVE PLANT	ARRIVE JOB SITE	START UNLOAD	FINISH UNLOAD	LEAVE JOB SITE	ARRIVE PLANT
:	:	:	:	:	:	:

A reasonable time to unload truck is 6 minutes per yard. If truck is delayed beyond that time, an additional charge will be made for time truck is held at the current rate per hour.

No credit allowed for concrete returned.

Minimum load of 6 yards. On smaller loads there will be added cartage.

Customer must supply wheelbarrow or designated area to wash down in.

BATCH DATA

WEIGHMASTER SIGNATURE X _____



Extra 5/8

600 JUNCTION STREET
PLYMOUTH, MI 48170
(734) 459-0200

NORTH NORTH CHANNEL CONSTRUCTION CO.	SOLD TO:	16700 FRANKLIN RD NORTHVILLE 5 MILE RD TO BRADNER NORTH, TURNIN JUST BEFORE THE LIGHT AT THESCHOOL	SHIP TO:
---	-----------------	---	-----------------

TIME	FORMULA #	LOAD SIZE	YARDS ORD	SLUMP	TRUCK #	DRIVER	TICKET #
	3500FOT	11.00	25.00	4.0	0127		4011072
DATE	CUSTOMER	PO / ORDER	YARDS DEL	LOAD #	WATER ADDED / YARD		TOTAL WATER
05/08/25			22.00	2			

WARNING IRRITATING TO THE SKIN AND EYES Contains Portland Cement. Wear rubber Boots and Gloves. PROLONGED CONTACT MAY CAUSE BURNS. Avoid contact with Eyes and Prolonged Contact with Skin. In case of Contact with Skin or Eyes, Flush Thoroughly With Water. If irritation Persists, Get Medical Attention. KEEP CHILDREN AWAY.	PROPERTY DAMAGE RELEASE (TO BE SIGNED IF DELIVERY TO BE MADE INSIDE CURB LINE) Dear Customer - the driver of this truck in presenting this RELEASE to you for your signature is of the opinion that the size and weight of his truck may possibly cause damage to the premises and/or adjacent property if he places the material in this load where you desire it. It is our wish to help you in every way that we can, but in order to do this the driver is requesting that you sign this RELEASE relieving him and this supplier from any responsibility from damage that may occur to the premises and/or adjacent property building, sidewalks, driveways, curbs, ect. By the delivery of this material, and that you also agree to help him move mud from the wheels of his vehicle so that he will not litter the public streets. Further, as additional consideration the undersigned agrees to indemnify and hold harmless the driver of this truck and the supplier to any and all damage to the premises and/or adjacent property which may be claimed by anyone to have arisen out of delivery of this order.	Excessive Water is Detrimental to Concrete Performance Gallions of Water Added by Customer NOTICE: MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE HEALTH WARNING, PROPERTY DAMAGE RELEASE AND WATER ADDED. SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED WHEN DELIVERING INSIDE CURB LINE.
CONCRETE is a PERISHABLE COMMODITY and BECOMES the PROPERTY of the PURCHASER UPON LEAVING the PLANT. ANY CHANGES or CANCELLATION of ORIGINAL INSTRUCTIONS MUST be TELEPHONED to the OFFICE BEFORE LOADING STARTS. The undersigned promises to pay all costs, including reasonable attorneys fees incurred in collection of any sums owed. All accounts not paid when due will bear interest at the rate of 18% per annum. Not responsible for Reactive Aggregate or Color Quality. No Claim Allowed Unless Made at Time Material is Delivered.		
LOAD RECEIVED BY: X _____		

QUANTITY	CODE	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
11	3500FOT	3500 FOT FOUNDAT		
1	FUEL/SU	FUEL SURCHARGE		
1	ENVIRO	ENVIRONMENTAL PROCESSING		

LOAD	LEAVE PLANT	ARRIVE JOB SITE	START UNLOAD	FINISH UNLOAD	LEAVE JOB SITE	ARRIVE PLANT	SUBTOTAL	TAX
:	:	:	:	:	:	:		
A reasonable time to unload truck is 6 minutes per yard. If truck is delayed beyond that time an additional charge will be made for time truck is held at the current rate per hour. No credit allowed for concrete returned. Minimum load of 6 yards. On smaller loads there will be added cartage. Customer must supply wheelbarrow or designated area to wash down in.							TOTAL	
							UNLOAD	_____
							DELIVERY	_____
							GRAND	

BATCH DATA _____

WEIGHMASTER SIGNATURE X _____

Extra 5/9

NORTH NORTH CHANNEL CONSTRUCTION CO.	SOLD TO: 16700 FRANKLIN RD NORTHVILLE SHIP TO: NORTHVILLE RD TO 6 MILE, SOUTH ON BRADNER TO WALKING PATH NEAR BRADNER AND NORHAM
---	--

TIME	FORMULA #	LOAD SIZE	YARDS ORD	SLUMP	TRUCK #	DRIVER	TICKET #
14:30	3500FOT	1.00	45.00	4.0	5150		3444942
DATE	CUSTOMER	PO / ORDER	YARDS DEL	LOAD #	WATER ADDED / YARD		TOTAL WATER
05/09/25			45.00	5	/ / / / /		

<p>WARNING IRRITATING TO THE SKIN AND EYES Contains Portland Cement. Wear rubber Boots and Gloves. PROLONGED CONTACT MAY CAUSE BURNS. Avoid contact with Eyes and Prolonged Contact with Skin. In case of Contact with Skin or Eyes, Flush Thoroughly With Water. If irritation Persists, Get Medical Attention. KEEP CHILDREN AWAY.</p> <p>CONCRETE is a PERISHABLE COMMODITY and BECOMES the PROPERTY of the PURCHASER UPON LEAVING the PLANT. ANY CHANGES or CANCELLATION of ORIGINAL INSTRUCTIONS MUST be TELEPHONED to the OFFICE BEFORE LOADING STARTS.</p> <p>The undersigned promises to pay all costs, including reasonable attorneys fees incurred in collection of any sums owed.</p> <p>All accounts not paid when due will bear interest at the rate of 18% per annum.</p> <p>Not responsible for Reactive Aggregate or Color Quality. No Claim Allowed Unless Made at Time Material is Delivered.</p>	<p>PROPERTY DAMAGE RELEASE (TO BE SIGNED IF DELIVERY TO BE MADE INSIDE CURB LINE)</p> <p>Dear Customer - the driver of this truck in presenting this RELEASE to you for your signature is of the opinion that the size and weight of his truck may possibly cause damage to the premises and/or adjacent property if he places the material in this load where you desire it. It is our wish to help you in every way that we can, but in order to do this the driver is requesting that you sign this RELEASE relieving him and this supplier from any responsibility from damage that may occur to the premises and/or adjacent property building, sidewalks, driveways, curbs, ect. By the delivery of this material, and that you also agree to help him move mud from the wheels of his vehicle so that he will not litter the public streets. Further, as additional consideration the undersigned agrees to indemnify and hold harmless the driver of this truck and the supplier to any and all damage to the premises and/or adjacent property which may be claimed by anyone to have arisen out of delivery of this order.</p>	<p>Excessive Water is Detrimental to Concrete Performance Gallons of Water Added by Customer</p> <p>NOTICE: MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE HEALTH WARNING, PROPERTY DAMAGE RELEASE AND WATER ADDED. SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED WHEN DELIVERING INSIDE CURB LINE.</p> <p>LOAD RECEIVED BY: X _____</p>
---	---	---

QUANTITY	CODE	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	3500FOT	3500 FOT FOUNDAT		
1	FUEL/SU	FUEL SURCHARGE		
1	ENVIRO	ENVIRONMENTAL PROCESSING		

	SUBTOTAL
	TAX
	TOTAL
	UNLOAD _____
	DELIVERY _____
	GRAND TOTAL

LOAD	LEAVE PLANT	ARRIVE JOB SITE	START UNLOAD	FINISH UNLOAD	LEAVE JOB SITE	ARRIVE PLANT
:	:	:	:	:	:	:

A reasonable time to unload truck is 6 minutes per yard. If truck is delayed beyond that time an additional charge will be made for time truck is held at the current rate per hour.

No credit allowed for concrete returned.

Minimum load of 6 yards. On smaller loads there will be added cartage.

Customer must supply wheelbarrow or designated area to wash down in.

BATCH DATA

WEIGHMASTER SIGNATURE X _____

MESSINA INC. CONCRETE

Extra 5/12

600 JUNCTION STREET
PLYMOUTH, MI 48170
(734) 459-0200

NORTH NORTH CHANNEL CONSTRUCTION CO.	SOLD TO: 16700 FRANKLIN RD NORTHVILLE SHIP TO: BRADNER FROM 5 MILE LOOK FOR LARGE WALKING PATH NEAR LIGHT ON BRADNER NEAR NORHAM
---	---

TIME	FORMULA #	LOAD SIZE	YARDS ORD	SLUMP	TRUCK #	DRIVER	TICKET #
13:30	3500FOT	5.00	68.00	4.0	0145		3445008
DATE	CUSTOMER	PO / ORDER	YARDS DEL	LOAD #	WATER ADDED / YARD		TOTAL WATER
05/12/25			68.00	7	/ / / / /		

<p align="center">WARNING IRRITATING TO THE SKIN AND EYES</p> <p><small>Contains Portland Cement. Wear rubber Boots and Gloves. PROLONGED CONTACT MAY CAUSE BURNS. Avoid contact with Eyes and Prolonged Contact with Skin. In case of Contact with Skin or Eyes. Flush Thoroughly With Water. If irritation Persists, Get Medical Attention. KEEP CHILDREN AWAY.</small></p> <p><small>CONCRETE is a PERISHABLE COMMODITY and BECOMES the PROPERTY of the PURCHASER UPON LEAVING the PLANT. ANY CHANGES or CANCELLATION of ORIGINAL INSTRUCTIONS MUST be TELEPHONED to the OFFICE BEFORE LOADING STARTS.</small></p> <p><small>The undersigned promises to pay all costs, including reasonable attorneys fees incurred in collection of any sums owed.</small></p> <p><small>All accounts not paid when due will bear interest at the rate of 18% per annum.</small></p> <p><small>Not responsible for Reactive Aggregate or Color Quality. No Claim Allowed Unless Made at Time Material is Delivered.</small></p>	<p align="center">PROPERTY DAMAGE RELEASE</p> <p align="center"><small>(TO BE SIGNED IF DELIVERY TO BE MADE INSIDE CURB LINE)</small></p> <p><small>Dear Customer - the driver of this truck in presenting this RELEASE to you for your signature is of the opinion that the size and weight of his truck may possibly cause damage to the premises and/or adjacent property if he places the material in this load where you desire it. It is our wish to help you in every way that we can, but in order to do this the driver is requesting that you sign this RELEASE relieving him and this supplier from any responsibility from damage that may occur to the premises and/or adjacent property building, sidewalks, driveways, curbs, ect. By the delivery of this material, and that you also agree to help him move mud from the wheels of his vehicle so that he will not litter the public streets. Further, as additional consideration the undersigned agrees to indemnify and hold harmless the driver of this truck and the supplier to any and all damage to the premises and/or adjacent property which may be claimed by anyone to have arisen out of delivery of this order.</small></p>	<p align="center">Excessive Water is Detrimental to Concrete Performance Gallons of Water Added by Customer</p> <p><small>NOTICE: MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE HEALTH WARNING, PROPERTY DAMAGE RELEASE AND WATER ADDED. SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED WHEN DELIVERING INSIDE CURB LINE.</small></p> <p>LOAD RECEIVED BY: X _____</p>
--	--	---

QUANTITY	CODE	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5	3500FOT	3500 FOT FOUNDAT		
1	FUEL/SU	FUEL SURCHARGE		
1	ENVIRO	ENVIRONMENTAL PROCESSING		

LOAD	LEAVE PLANT	ARRIVE JOB SITE	START UNLOAD	FINISH UNLOAD	LEAVE JOB SITE	ARRIVE PLANT	
:	:	:	:	:	:	:	
<p><small>A reasonable time to unload truck is 6 minutes per yard. If truck is delayed beyond that time, an additional charge will be made for time truck is held at the current rate per hour.</small></p> <p><small>No credit allowed for concrete returned.</small></p> <p><small>Minimum load of 6 yards. On smaller loads there will be added cartage.</small></p> <p><small>Customer must supply wheelbarrow or designated area to wash down in.</small></p>							SUBTOTAL TAX TOTAL UNLOAD DELIVERY GRAND TOTAL
<p align="center">COMMENTS / REMARKS</p>							

BATCH DATA

WEIGHMASTER SIGNATURE X _____

SINA
C.
CRETE

Extra 5/13

600 JUNCTIO
PLYMOUTH, N
(734) 459-0200

CHANNEL CONSTRUCTION CO.

SOLD TO: 16700 FRANKLIN RD NORTHVILLE

FORMULA #	LOAD SIZE	YARDS ORD	SLUMP	TRUCK #	DRIVER
3500FOT	2.50	34.50	4.0	0131	
CUSTOMER	PO / ORDER	YARDS DEL	LOAD #	WATER ADDED / YARD	
		34.50	4		

5/13/25

WARNING
IRRITATING TO THE SKIN AND EYES
Cement, Wear rubber Boots and Gloves. PROLONGED CONTACT MAY
And contact with Eyes and Prolonged Contact with Skin. In case of
of Eyes, Flush Thoroughly With Water. If irritation Persists, Get Medical
CHILDREN AWAY.

RENTAL COMMODITY and BECOMES the PROPERTY of the PURCHASER UPON
ANY CHANGES or CANCELLATION of ORIGINAL INSTRUCTIONS MUST be
OFFICE BEFORE LOADING STARTS.

responsible to pay all costs, including reasonable attorney's fees incurred in collection of
and when due with bear interest at the rate of 18% per annum.

Reactive Aggregate or Color Quality. No Claim Allowed Unless Made at Time Material is

PROPERTY DAMAGE RELEASE
(TO BE SIGNED IF DELIVERY TO BE MADE INSIDE CURB LINE)

I, the Customer - the driver of this truck in presenting this RELEASE to
you for your signature is of the opinion that the size and weight of his
truck may possibly cause damage to the premises and/or adjacent
property if he places the material in this load where you desire it. If it
is our wish to help you in every way that we can, but in order to do this the
driver is requesting that you sign this RELEASE relieving him and this
supplier from any responsibility from damage that may occur to the
premises and/or adjacent property building, sidewalks, driveways,
curbs, ect. By the delivery of this material, and that you also agree to
help him move mud from the wheels of his vehicle so that he will not
further the public streets. Further, in additional consideration the
undersigned agrees in interestly and hold harmless the driver of this
truck and the supplier to any and all damage to the premises and/or
adjacent property which may be claimed by anyone to have arisen out
of delivery of this order.

Excessive Water is Detrimental to Concrete
Gallons of Water Added by Cust.

NOTICE: MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE
WARNING, PROPERTY DAMAGE RELEASE AND WATER ADDED STATEMENT
AND I AM BEING RESPONSIBLE FOR ANY DAMAGE CAUSED WHEN DELIVERING
LOAD RECEIVED BY:
X _____

QUANTITY	CODE	DESCRIPTION	UNIT PRICE	EXTENSION
5	3500FOT	3500 FOT FOUNDAT		
	FUEL/SU	FUEL SURCHARGE		
	ENVIRO	ENVIRONMENTAL PROCESSING		

LEAVE PLANT	ARRIVE JOB SITE	START UNLOAD	FINISH UNLOAD	LEAVE JOB SITE	ARRIVE PLANT
.

unload truck is 8 minutes per yard. If truck is delayed beyond that time,
will be made for time truck is held at the current rate per hour.

Concrete returned.

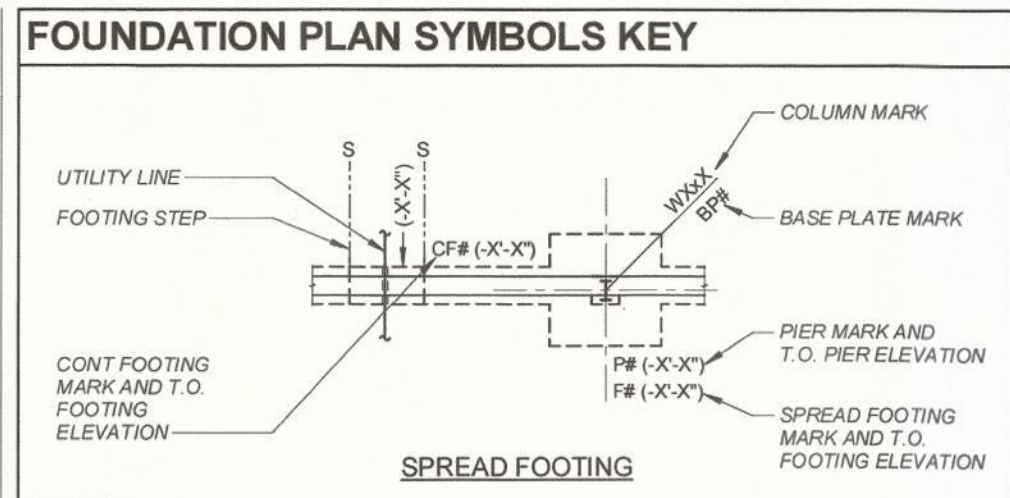
On smaller loads there will be added cartage.

Washdown or designated area to wash down in.

COMMENTS / REMARKS

SUBTOTAL
TAX
TOTAL
UNLOAD
DELIVERY
GRAND TOTAL

WEIGHMASTER SIGNATURE X _____



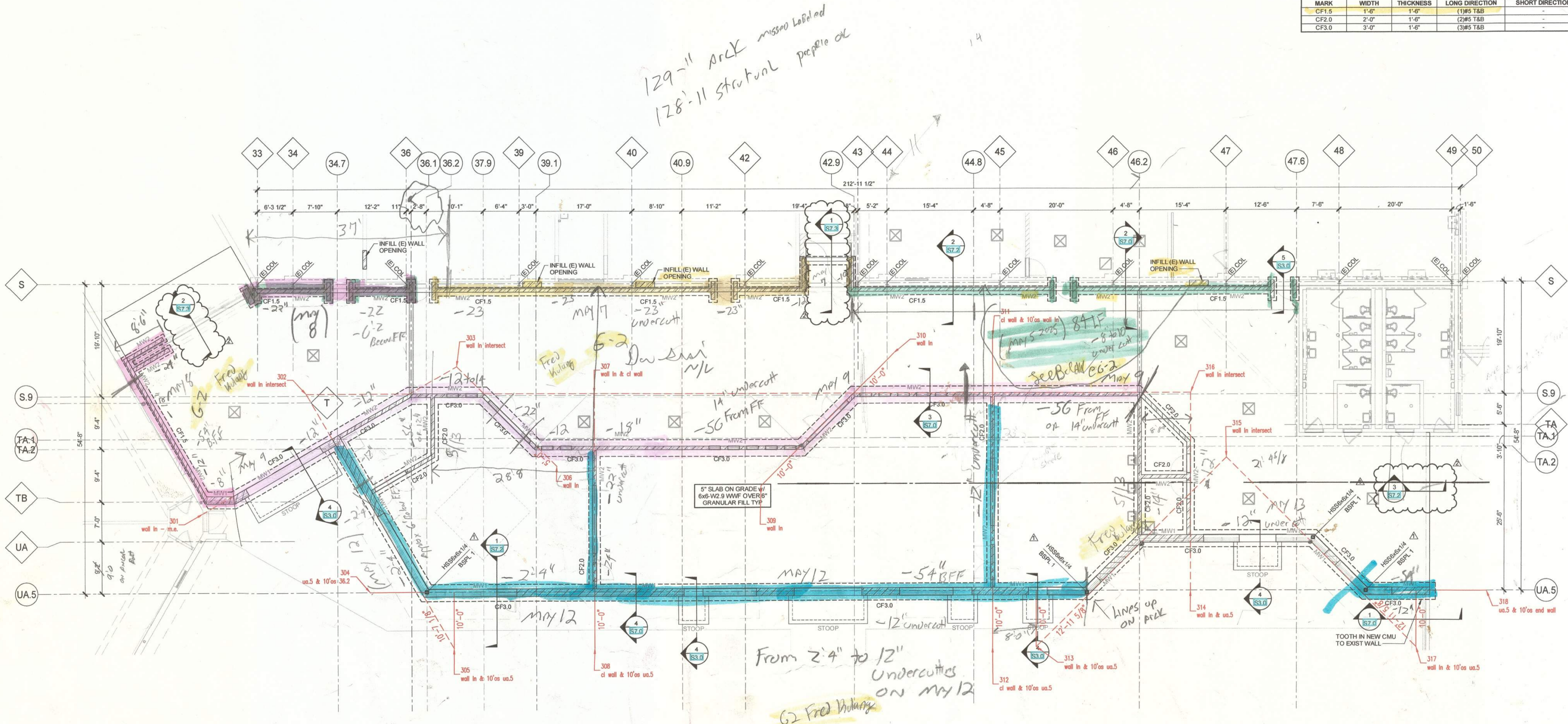
- ### FOUNDATION PLAN NOTES:
- CONTRACTOR TO VERIFY ALL EXISTING DIMENSIONS AND COORDINATE ALL NEW DIMENSIONS WITH THE ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION.
 - CONTRACTOR TO VERIFY LOCATION OF ALL DEEPENED SLABS, INSERTS IN SLAB ON GRADE, Etc. WITH APPROVED ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS.
 - FOR CONCRETE SLAB CONTROL JOINTS SEE TYPICAL DETAILS AND GENERAL NOTES.
 - CF# INDICATES CONTINUOUS WALL FOOTING. SEE CONTINUOUS WALL FOOTING SCHEDULE.
 - FX INDICATES ISOLATED SPREAD FOOTING. SEE SPREAD FOOTING SCHEDULE.
 - WHERE SLAB SLOPES TO DRAIN, PROVIDE MINIMUM SLOPE OF 1/8" PER FOOT FROM DRAIN TO SLAB EDGE.
 - TOF ELEVATION SHALL BE 2'-0" BELOW FINISHED FLOOR FOR ALL WALLS - UNLESS NOTED OTHERWISE.
 - TOF ELEVATION SHALL BE 2'-0" BELOW FINISHED FLOOR FOR ALL COLUMNS - UNLESS NOTED OTHERWISE.
 - EXTEND FOOTING 1'-0" MINIMUM PAST END OF MASONRY WALL - UNLESS NOTED OTHERWISE.
 - "STEP" INDICATES STEP IN FOOTING PER TYPICAL CONCRETE DETAIL SHEET.
 - LX INDICATES STEEL LINTEL PER SCHEDULE. MINIMUM BEARING FOR STEEL LINTELS IS 8".
 - Mx INDICATES MASONRY LINTEL PER SCHEDULE. ALL MASONRY OPENINGS RECEIVE M.L.1, U.N.O.
 - Mx INDICATES MASONRY JAMB PER SCHEDULE. JAMB ARE TO EXTEND FULL HEIGHT OF WALL.
 - "M.C.J." INDICATES MASONRY WALL CONSTRUCTION JOINT. SEE TYPICAL DETAILS AND GENERAL NOTES. JOINTS SHOWN ARE TO EXTEND FULL HEIGHT OF WALL.
 - COORDINATE EXACT LOCATION AND DEPTH OF PIPING WITH MECHANICAL, ELECTRICAL, PLUMBING CIVIL AND ARCHITECTURAL PLANS AS APPLICABLE.
 - DESIGNATIONS:
- MW1 BRICK ON 8" CMU WALL w/ #5 @ 32" OC
 MW2 8" CMU WALL w/ #5 @ 32" OC
 MW3 12" CMU WALL w/ #5 @ 32" OC
 TS1 1'-0"x1'-0" THICKENED SLAB

SPREAD FOOTING SCHEDULE

MARK	LENGTH	WIDTH	THICKNESS	REINFORCING	
				LONG DIRECTION	SHORT DIRECTION
F3.0	3'-0"	3'-0"	1'-6"	#5@12"	#5@12"
F4.0	4'-0"	4'-0"	1'-6"	#5@12"	#5@12"
F5.0	5'-0"	5'-0"	1'-6"	#5@12"	#5@12"
F6.0x4.0	6'-0"	4'-0"	1'-6"	#5@12" T&B	#5@12" T&B

CONTINUOUS FOOTING SCHEDULE

MARK	WIDTH	THICKNESS	REINFORCING	
			LONG DIRECTION	SHORT DIRECTION
CF1.5	1'-6"	1'-6"	(1) #5 T&B	-
CF2.0	2'-0"	1'-6"	(2) #5 T&B	-
CF3.0	3'-0"	1'-6"	(3) #5 T&B	-



TMP ARCHITECTURE INC.
 1111 WEST SQUARE LAKE ROAD
 BLOOMFIELD HILLS, MICHIGAN 48302
 PH: 248.338.4641 FX: 248.338.6233
 EM: info@tmp-architecture.com

registration seal

consultant

IMEG
 33533 W 12 MILE, SUITE 200
 FARMINGTON HILLS, MI 48331
 248.344.2000 FAX: 248.344.1650
 www.imegcorp.com

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PROJECT TITLE

Meads Mill Middle School Additions & Remodeling

16,700 Sq Ft
 (BRAEMER RD)

DRAWING TITLE

ENLARGED FOUNDATION PLAN - ZONE F

KEY PLAN

issue dates

12-28-2024	BULLETIN 2
11-22-2024	BULLETIN 1
10-21-2024	CONSTRUCTION DOCUMENTS

date: issued for:

drawn: GHW

checked: RPMS

approved: MS

project no.

23023

drawing no.

S1.1F

Autodesk Docs: 23007756.01 - NPS-Northville- MI-Meads Mill MS6322_23007756.01_TMP - Meads Mill_C.rvt 12/18/2024 1:32:41 PM

BID PROPOSAL FORM FOR TRADE CONTRACTS

**Note: This sheet, proposal sheet and
last 5 sheets of this proposal form
must be filled in to be complete.
Incomplete proposals may be disqualified.**

NAME OF BIDDER: NORTH CHANNEL CONST

ADDRESS: 6137 LAKESHORE
Street

Lexington MI 48450
City/State/Zip

CONTACT PERSON: David Glowinski

PHONE: 810.499-7840 FAX: _____

EMAIL: northchannelco@aol.com

CONSTRUCTION
MANAGER:

GEORGE W. AUCH COMPANY
65 UNIVERSITY
PONTIAC, MI 48342

ARCHITECT:

TMP ARCHITECTURE
1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS, MI 48302

PROPOSAL:

Pursuant to and in compliance with the instructions to bidders and contract documents for the above-named project, the undersigned agrees to enter into a contract with the Northville Public Schools.

The undersigned hereby acknowledges that his proposal, as stated below, includes all the labor and services required and only those materials in compliance with the specifications and shown on the drawings.

The undersigned acknowledges that he has carefully examined the drawings and specifications and visited the site to fully inform himself of all existing conditions and limitations, and that his proposal includes a sum to cover the cost of all items included in the contract.

The undersigned further agrees to commence work on the project following the signing of the contract or within five working days thereof.

The undersigned agrees to coordinate, properly schedule and complete his portion of the work in compliance with the project schedule.

GENERAL NOTES
(Applicable to all Bid Items)

- A. The Contractor shall be deemed to be aware of, and include the cost for, all state and local laws, codes, ordinances, building rules and regulations, and other statutory provisions, all as are or may become applicable to the Work.
- B. Contractor shall coordinate with other trades that affect the installation of the Work, and with the Construction Manager.
- C. The Construction Manager shall provide two (2) working points and a benchmark. All other layout to be provided by the Contractor.
- D. Bidders shall exclude costs of testing from bid unless required by the proposal form or the trade specification, and shall cooperate with testing agency hired by the Construction Manager.
- E. Each Trade Contractor shall cooperate and coordinate with other contractors for expedient completion of the Work of this project.
- F. The Scope of Work for each Bid Item includes any hoisting, delivery, handling and/or storage requirements.
- G. Schedule and sequence manpower loading, and prefabrication and erection of work shall be in accordance with the construction completion dates and as indicated on the construction schedule.
- H. The Scope of Work for each Bid Item includes cleaning and maintaining streets free of dirt, mud, gravel and other debris caused by the Work of that Bid Item. Contractors are cautioned that local authorities intend to enforce local ordinances in this regard, and violators will be ticketed and prosecuted.
- I. The Scope of Work for each Bid Item includes strict adherence to the safety requirements and considerations as defined in the General Conditions and Supplementary General Conditions.
- J. Each Contractor shall review existing building and site conditions prior to commencing the Work and advise Construction Manager of any claim to changes in the Work within three (3) calendar days therefore, or waive its right for claim for changes in the existing site condition. Each Contractor shall be responsible for restoring site to its original conditions upon completion of its work.
- K. All excess materials shall be legally removed and recycled or disposed of off site unless otherwise indicated in the contract documents.
- L. All bidders are required to review and provide pricing for (where applicable) the alternate work itemized on the Bid Proposal Form with their bids. Material and equipment suppliers are requested to list the total State of Michigan sales and use tax included in their proposal.
- M. The apparent low bidders shall furnish a list of subcontractors and suppliers within 3 days of request for same.
- N. The Contractor is committed to nondiscrimination in employment. All qualified applicants are welcome to apply for jobs with the Contractor. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, physical impairment, national origin, height, weight, or marital status.
- O. Summary.
All bidders are expected to familiarize themselves with the Instruction to Bidders, this Bid Proposal Form as applicable, General and Supplementary Conditions, and the drawings and technical specifications covering their work. The following proposal sheets summarize the general scope of work in an attempt to help define the work of the separate trade contractors. The ensuing individual trade proposal forms are a guide to the scope of work, but are **not** intended to be all inclusive of the work to be covered. In the case of a conflict in the assignment of work between the drawings and specifications, and the proposal scope of work; the proposal scope of work is to be used.

PROPOSAL 3.1: CONCRETE FOOTINGS & FOUNDATIONS

GENERAL SCOPE: General Conditions
CM Supplementary Conditions and Procedures

The scope of work shall include the following specification section in entirety, unless specifically stated as being excluded by this scope of work:

Project Manual Meads Mill School Additions and Remodeling
TMP Project Number 23023

Division 00 – Procurement and Contracting Documents
Division 1 General Requirements
Specification 033000 Cast in Place Concrete
Specification 312000 Earth Moving
Appendix 1 – Geotechnical Investigation

The scope of work shall specifically include, yet not be limited to the following items for the entire set of documents:

1. Provide labor, material and equipment necessary to complete the concrete footing and foundation work as indicated on the documents, including but not limited to:
 - a. Structural footings / foundations
 - b. Canopy foundations / formed piers
2. Provide excavation and backfill required to complete work. Include the excavation for all foundation work and removal of excess spoils from the site. Provide MISS DIG and private utility location prior to excavating. Backfill foundations with specified Class II material per structural notes after completion of below grade masonry, damp proofing, and concrete foundation walls to preexisting grades.
3. Provide winter conditions as necessary to meet schedule.
4. Provide forming and reinforcing, drill & dowel where indicated.
5. Provide sleeves for utilities through foundations, include (6) additional 8" sleeves for installation at the direction of the CM.
6. Provide frost stoop foundations.
7. Provide excavation as required to allow for damp proofing installation on the top 4" of foundation wall as indicated.
8. Receive and set embeds and anchor bolts furnished by steel contractor. Include set and grout base plates.
9. Provide safety caps on ALL exposed re-steel. Bending bars is not acceptable.
10. Include a \$5000 allowance for undercut / additional concrete as directed by the testing agent and CM.
11. Layout points of reference will be provided, all other layout and engineering will be by this contractor, coordinate with structural and architectural dimensions
12. Coordinate sawcut areas for interior renovation area footings, slab cut and removal by demo trades, this trade responsible for excavation, shoring, forming, placing, and backfilling these interior wall and column footings.
13. Provide pumping / dewatering necessary to perform this trades work
14. Provide all handling, sorting, storage, removal and disposal of materials.
15. Protect adjacent surfaces from damage during this trades' activities.
16. Provide daily clean-up and removal / disposal of all debris generated by this work. Maintain clean drives – Sweep as necessary.
17. These are phased projects including summer work. Include multiple mobilizations, adequate manpower, and necessary overtime needed to meet the project schedule included in the Instructions to Bidders within the proposal.

18. Provide \$1,000,000 pollution liability insurance per AIA A232 as part of this scope of work.

The scope of work shall specifically exclude the following items:

Base Bid : \$ 218,000.00

Alternate #1 : \$ 22,000.00

Alternate #4 : \$ _____

Unit Price to excavate, form and place footing concrete \$ 600.⁰⁰ / Cuyd
unit price for Earthformed footing 385.00 yd

Labor Rate: Laborer \$ 96.00 / Hr. (journeyman rate, fully burdened)

Labor Rate: Carpenter \$ 101.00 / Hr. (journeyman rate, fully burdened)

FOREMAN
Labor Rate: Cement Mason \$ 115.00 / Hr. (journeyman rate, fully burdened)

UNIT PRICES: Bid to be based on work shown on the documents. Units will be used to adjust contract slightly more or less if found to be differing conditions than shown on documents.

CHANGES IN THE WORK: The prices listed above are to include overhead and profit. For authorized changes in the work involving additions to or deductions from the contract price, the bidder agrees to perform or delete such authorized work at net cost to him plus the following percentage of net cost. Percentages shall be considered to be all direct costs. Taxes, social security payments, and insurance premiums shall not be considered direct costs.

For work by Subcontractor's own forces - Maximum 10%

For work under subcontract – Maximum 5%

SUBSTITUTIONS: See Schedule 'A' at sheet following end of this Proposal Form for voluntary alternates and/or substitutions.

ADDENDA: If addenda have been received during the bidding period, the bidder shall fill in their numbers and dates, which will be an acknowledgment of his having received same and included in this proposal the work involved.

Addendum No. 1 Dated 11-1-24 #5 11-12-24
Addendum No. 2 Dated 11-1-24
Addendum No. 3 Dated 11-7-24
Addendum No. 4 Dated 11-11-24

Failure to include the addenda may result in the disqualification of the bidder's proposal.

LABOR, MATL AND PERFORMANCE BONDS: Successful bidders whose proposals are \$50,000 or more are required to furnish a satisfactory Performance and Payment Bond in the amount of 100% of their bid. The cost of the bond shall be included in each proposal and stated below in total.

Bond Premium \$ 4200.00

Successful bidders will provide Payment and Performance Bonds issued by sureties listed by the Treasury Department and licensed to do business in Michigan. Sureties must be acceptable to the CM and Northville Public Schools.

CONTRACTOR MILESTONE SCHEDULE:

See Milestone Schedule per Instructions to Bidders

TAXES: The bidder shall include all applicable federal, state and municipal sales and excise taxes.

PROPOSAL GUARANTEE: A certified or cashier's check payable to "Northville Public Schools" or a satisfactory bid bond executed by the bidder by a Treasury listed surety company in the amount of five percent (5%) of the bid shall be included with any proposal in excess of \$30,512

No proposal shall be withdrawn for a period of 60 days from the date of bid.

Accompanying this proposal is a proposal guarantee, as required, consisting of:

ACCEPTANCE OF
PROPOSAL:

The Owner reserves the right to reject any and/or all bids and to waive any informalities should it be deemed in its best interest to do so.


Upon receipt of written notice of the acceptance of this bid, the bidder will execute the formal contract within 10 days.

Respectfully submitted,

Date: 11-12-24

Name of Bidder: NORTH CHANNEL CONST

By: David Glowinski

Signature: 

Title: President

Phone: 810-499-7840 Fax: _____

INSTRUCTIONS:

1. Submit two copies and retain one for your file.
2. All bidders must provide a Familial Disclosure in compliance with MCL 380.1267 and attach this information to the Bid Proposal. Reference Proposal Schedule "B".
3. All bidders must provide a signed Equal Opportunity Statement. Reference Proposal Schedule "C".
4. All bidders must provide a signed and notarized affidavit of compliance with the Iran Economic Sanctions Act – Reference Proposal Schedule "D"
5. All bidders must provide a signed and notarized affidavit of compliance – criminal background checks – Reference Proposal Schedule "E"

INCOMPLETE BIDS MAY BE DISQUALIFIED
****END OF PROPOSAL****

PROPOSAL SCHEDULE 'A'

VOLUNTARY ALTERNATES / SUBSTITUTIONS

NOTE: Value Engineering is encouraged.

The Bidder proposes the following Voluntary Alternates for the sums to be deleted from the Base Bid as stated below:

VOLUNTARY ALTERNATE NO. 1: Dampproofing
^{Cost}
which would ~~save~~ the Owner
Eight thousand, five hundred - 00/00 (8,500.00)
Dollars

VOLUNTARY ALTERNATE NO. 2: Portal Frames
^{Cost}
which would ~~save~~ the Owner
Six thousand, eight hundred - 00/00 (6,800.00) each
Dollars

The Bidder proposes the above Alternate for the following reason:

The Bidder requests acceptance of the following substitutions: (Attach)

Unit Price
Additional Concrete @ 410.00 per yard

Project Name:	Meads Mill MS Addition and Site Improvements	G2 Project No.:	243938
Location:	16700 Franklin Road, Northville, MI	Date:	May 5, 2025
Client:	George W. Auch Company	Weather:	Cloudy, 55°F
Client Rep:	Brian	Page:	1 of 1
Contractor:	North Channel Construction		
Contractor Rep:	Dave		

Progress of Work:

G2 made a visit to the above-referenced job site to observe the contractor's construction operations and perform field tests. Upon arrival on site at 9:00 am, G2 observed the contractor (North Channel Construction) excavating the foundations for the proposed addition to the existing school along its south side. Refer to the attached annotated site plan for the location of today's construction operations.

Excavation operations were performed using a Bobcat mini excavator equipped with a 24-inch bucket and manually using shovels for the above-mentioned areas. The contractor had to undercut the proposed foundations by an additional 8 to 10 inches so that the footings are bearing on the native material and reach the required bearing capacity per the geotechnical report. The observed measurements indicate the excavations appear to meet the minimum dimensional requirements within the project plans and specifications prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024.

The bearing soils primarily consist of brown sandy clay. The bearing soils were evaluated and tested at select locations using a pocket penetrometer. The bearing soils appear to be consistent with the soil conditions presented in the geotechnical report and appear to meet the 4,000 psf requirement as stated within the project plans and specifications prepared by the geo report written by G2 consulting group, dated 05/01/2024.

G2 observed the reinforcing steel and formwork dimensions appear to comply with the applicable details presented in the project sections and details prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024. The contractor ensured proper clearance between the formwork and reinforcement. The contractor had the reinforcing steel tied and resting on concrete chairs prior to concrete placement operations to allow for the correct concrete coverage and overlap. The remaining upper reinforcing steel and wall dowels were "wet set" during concrete placement operations.

North Channel Construction began concrete placement at approximately 12:30 pm by direct discharge. Concrete was consolidated manually and then finished with shovels and trowels. The contractor placed a total of approximately 14 cubic yards of 3,500FOT concrete supplied by Messina Concrete Inc.

One representative sample of concrete was obtained during placement operations and field tests were performed. Field test results indicated a slump of 4 inches and a mix temperature of 62°F. One set of five compressive strength cylinders was molded for laboratory evaluation and labeled G2 Set No. 1, Cylinders A-E. G2 informed the contractor and client representatives of our field test results and observations during construction operations.

G2 informed the client and contractor representative of today's test results. G2 completed the field report and departed from the site at approximately 1:30 pm.

Project Name: Meads Mill MS Addition and Site Improvements
 Location: 16700 Franklin Road, Northville, MI
 Client: George W. Auch Company
 Contractor: North Channel Construction

Project No.: 243938
 Molding Date: May 5, 2025
 Report Number: 1
 Supplier: Messina Inc. Concrete
 Report Issued On: May 15, 2025

Mix Design 3500FOT

Materials	Source	Design Weight	
Cement:	Type 1L	326	lb/cu yd
Fine Agg:	2NS Sand	1636	lb/cu yd
Coarse Agg:	6AA Limestone	1700	lb/cu yd
Water:	Water	233	lb/cu yd
(Other):	Flay ash, Slag	147	lb/cu yd
Admix1:	Water reducer	3.0	oz/cwt
Admix2:			oz/cwt

Cement Factor	5.0	sacks
Water/Cement Ratio	0.49	lb/lb
Unit Weight	149.7	pcf
Yield	27	cu ft
Quantities (cu yd)		
Ordered:	14.0	
Placed While On Site:	14.0	
Rejected:	0.0	

Specification Requirements

Slump	3.0	Low	5.0	High	(in)	Air Content:	1.00	Low	3.00	High	%	28 Day Strength:	3500	psi
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Field Test Data/ASTM Test Method (Sample obtained in accordance with ASTM C172) (1 Tests)

Time	Slump (in) C143	Entrained Air (%) C231	Entrained Air (%) C173	Unit Weight (pcf) C138	Yield (cu ft) C138	Air Temp (F)	MixTemp (F) C1064	Set Number	Field Rep
01:30PM	4	---	---	---	---	56	62	1	Lee Boldt

Area of Placement:

The foundations for the proposed addition to the existing school along its south side.

Laboratory Test Data ASTM C31, C39, and C1231 (5 Items)

Cylinder Number	Set No.	Break Date	Age (days)	Field Cure (days)	Lab Cure (days)	Average Diameter (in)	Average Height (in)	X-Sectional Area (sq in)	Density (pcf)	Total Load (lbs)	Strength (psi)	Break Type	Tech
352059	1-A	May-12-2025	7	1	6	4.00	8.08	12.53	148.9	35410	2820	5	IO
352060	1-B	Jun-02-2025	28	1	27	---	---	---	---	---	---	---	
352061	1-C	Jun-02-2025	28	1	27	---	---	---	---	---	---	---	
352062	1-D	Jun-02-2025	28	1	27	---	---	---	---	---	---	---	
352063	1-E	---	---	1	---	---	---	---	---	---	---	---	

Defects noted in specimen or caps: None

Remarks:

Cylinders were stored on site in cooler to cure.

Notes

- Results relate only to Area of Placement / Sample Location.
- Report shall not be reproduced, except in full, without the prior written approval of G2 Consulting Group.

Project Name:	Meads Mill MS Addition and Site Improvements	G2 Project No.:	243938
Location:	16700 Franklin Road, Northville, MI	Date:	May 7, 2025
Client:	George W. Auch Company	Weather:	P. Cloudy, 55°F-70°F
Client Rep:	Brian	Page:	1 of 1
Contractor:	North Channel Construction		
Contractor Rep:	Dave		

Progress of Work:

G2 made a visit to the above-referenced job site to observe the contractor's construction operations and perform field tests. Upon arrival on site at 7:30 am, G2 observed the contractor (North Channel Construction) excavating the foundations for the proposed addition to the existing school along its south side. Refer to the attached annotated site plan for the location of today's construction operations.

Excavation operations were performed using a Bobcat mini excavator equipped with a 24-inch bucket and manually using shovels for the above-mentioned areas. The contractor had to undercut the proposed foundations by an additional approximate 10-12 inches so that the footings were bearing on the native material and reach the required bearing capacity per the geotechnical report. The observed measurements indicate the excavations appear to meet the minimum dimensional requirements within the project plans and specifications prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024.

The bearing soils primarily consist of brown sandy clay. The bearing soils were evaluated and tested at select locations using a pocket penetrometer. The bearing soils appear to be consistent with the soil conditions presented in the geotechnical report and appear to meet the 4,000 psf requirement as stated within the project plans and specifications prepared by the geo report written by G2 consulting group, dated 05/01/2024.

G2 observed the reinforcing steel and formwork dimensions appear to comply with the applicable details presented in the project sections and details prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024. The contractor ensured proper clearance between the formwork and reinforcement. The contractor had the reinforcing steel tied and resting on concrete chairs prior to concrete placement operations to allow for the correct concrete coverage and overlap. The remaining upper reinforcing steel and wall dowels were "wet set" during concrete placement operations.

North Channel Construction began concrete placement at approximately 11:25 am by direct discharge. Concrete was consolidated manually and then finished with shovels and trowels. The contractor placed a total of approximately 21 cubic yards of 3,500FOT concrete supplied by Messina Concrete Inc.

One representative sample of concrete was obtained during placement operations and field tests were performed. Field test results indicated a slump of 3-1/4 inches and a mix temperature of 69°F. One set of five compressive strength cylinders was molded for laboratory evaluation and labeled G2 Set No. 2, Cylinders A-E. G2 informed the contractor and client representatives of our field test results and observations during construction operations.

G2 representative informed the client and the contractor representative of today's test results. G2 representative completed the field report and departed from the site at approximately 12:00 pm.

Project Name: Meads Mill MS Addition and Site Improvements
 Location: 16700 Franklin Road, Northville, MI
 Client: George W. Auch Company
 Contractor: North Channel Construction

Project No.: 243938
 Molding Date: May 7, 2025
 Report Number: 2
 Supplier: Messina Inc. Concrete
 Report Issued On: May 15, 2025

Mix Design 3500FOT

Materials	Source	Design Weight	
Cement:	Type 1L	326	lb/cu yd
Fine Agg:	2NS Sand	1636	lb/cu yd
Coarse Agg:	6AA Limestone	1700	lb/cu yd
Water:	Water	233	lb/cu yd
(Other):	Flay ash, Slag	147	lb/cu yd
Admix1:	Water reducer	3.0	oz/cwt
Admix2:			oz/cwt

Cement Factor	5.0	sacks
Water/Cement Ratio	0.49	lb/lb
Unit Weight	149.7	pcf
Yield	27	cu ft
Quantities (cu yd)		
Ordered:	21.0	
Placed While On Site:	21.0	
Rejected:	0.0	

Specification Requirements

Slump	3.0	Low	5.0	High	(in)	Air Content:	1.00	Low	3.00	High	%	28 Day Strength:	3500	psi
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Field Test Data/ASTM Test Method (Sample obtained in accordance with ASTM C172) (1 Tests)

Time	Slump (in) C143	Entrained Air (%) C231	Entrained Air (%) C173	Unit Weight (pcf) C138	Yield (cu ft) C138	Air Temp (F)	MixTemp (F) C1064	Set Number	Field Rep
11:40AM	3 1/4	---	---	---	---	64	69	2	Fred Kulang

Area of Placement:

New addition foundations, see site plan

Laboratory Test Data ASTM C31, C39, and C1231 (5 Items)

Cylinder Number	Set No.	Break Date	Age (days)	Field Cure (days)	Lab Cure (days)	Average Diameter (in)	Average Height (in)	X-Sectional Area (sq in)	Density (pcf)	Total Load (lbs)	Strength (psi)	Break Type	Tech
352229	2-A	May-14-2025	7	1	6	4.01	8.08	12.63	150.5	36030	2850	5	GM
352230	2-B	Jun-04-2025	28	1	27	---	---	---	---	---	---	---	
352231	2-C	Jun-04-2025	28	1	27	---	---	---	---	---	---	---	
352232	2-D	Jun-04-2025	28	1	27	---	---	---	---	---	---	---	
352233	2-E	---	---	1	---	---	---	---	---	---	---	---	

Defects noted in specimen or caps: None

Remarks:

Notes

1. Results relate only to Area of Placement / Sample Location.
2. Report shall not be reproduced, except in full, without the prior written approval of G2 Consulting Group.



Project Name:	Meads Mill MS Addition and Site Improvements	G2 Project No.:	243938
Location:	16700 Franklin Road, Northville, MI	Date:	May 8, 2025
Client:	George W. Auch Company	Weather:	Cloudy/Sunny, 46°F-55°F
Client Rep:	Brian	Page:	1 of 1
Contractor:	North Channel Construction		
Contractor Rep:	Dave		

Progress of Work:

G2 made a visit to the above-referenced job site to observe the contractor's construction operations and perform field tests. Upon arrival on site at 7:30 am, G2 observed the contractor (North Channel Construction) excavating the foundations for the proposed addition to the existing school along its south side. Refer to the attached annotated site plan for the location of today's construction operations.

Excavation operations were performed using a Bobcat mini excavator equipped with a 24-inch bucket and manually using shovels for the above-mentioned areas. The contractor had to undercut the proposed foundations by an additional approximate 6 to 12 inches so that the footings were bearing on the native material and reach the required bearing capacity per the geotechnical report. The observed measurements indicate the excavations appear to meet the minimum dimensional requirements within the project plans and specifications prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024.

The bearing soils primarily consist of brown sandy clay. The bearing soils were evaluated and tested at select locations using a pocket penetrometer. The bearing soils appear to be consistent with the soil conditions presented in the geotechnical report and appear to meet the 4,000 psf requirement as stated within the project plans and specifications prepared by the geo report written by G2 consulting group, dated 05/01/2024.

G2 observed the reinforcing steel and formwork dimensions appear to comply with the applicable details presented in the project sections and details prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024. The remaining wall dowels were "wet set" during concrete placement operations.

North Channel Construction began concrete placement at approximately 11:10 am by direct discharge. Concrete was consolidated manually and then finished with shovels and trowels. The contractor placed a total of approximately 22 cubic yards of 3,500FOT concrete supplied by Messina Concrete Inc.

One representative sample of concrete was obtained during placement operations and field tests were performed. Field test results indicated a slump of 6 inches and a mix temperature of 60°F. One set of five compressive strength cylinders was molded for laboratory evaluation and labeled G2 Set No. 3, Cylinders A-E. G2 informed the contractor and client representatives of our field test results and observations during construction operations.

We informed the client and contractor representative of today's test results, completed the field report, and departed from the site at 1:15 pm.

Project Name: Meads Mill MS Addition and Site Improvements
 Location: 16700 Franklin Road, Northville, MI
 Client: George W. Auch Company
 Contractor: North Channel Construction

Project No.: 243938
 Molding Date: May 8, 2025
 Report Number: 3
 Supplier: Messina Inc. Concrete
 Report Issued On: May 15, 2025

Mix Design 3500FOT

Materials	Source	Design Weight	
Cement:	Type 1L	326	lb/cu yd
Fine Agg:	2NS Sand	1636	lb/cu yd
Coarse Agg:	6AA Limestone	1700	lb/cu yd
Water:	Water	233	lb/cu yd
(Other):	Flay ash, Slag	147	lb/cu yd
Admix1:	Water reducer	3.0	oz/cwt
Admix2:			oz/cwt

Cement Factor	5.0	sacks
Water/Cement Ratio	0.49	lb/lb
Unit Weight	149.7	pcf
Yield	27	cu ft
Quantities (cu yd)		
Ordered:	22.0	
Placed While On Site:	22.0	
Rejected:	0.0	

Specification Requirements

Slump	3.0	Low	5.0	High	(in)	Air Content:	1.00	Low	3.00	High	%	28 Day Strength:	3500	psi
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Field Test Data/ASTM Test Method (Sample obtained in accordance with ASTM C172) (1 Tests)

Time	Slump (in) C143	Entrained Air (%) C231	Entrained Air (%) C173	Unit Weight (pcf) C138	Yield (cu ft) C138	Air Temp (F)	MixTemp (F) C1064	Set Number	Field Rep
11:25AM	6	---	---	---	---	50	60	3	Fred Kulang

Area of Placement:

New building addition foundations, see site plan

Laboratory Test Data ASTM C31, C39, and C1231 (5 Items)

Cylinder Number	Set No.	Break Date	Age (days)	Field Cure (days)	Lab Cure (days)	Average Diameter (in)	Average Height (in)	X-Sectional Area (sq in)	Density (pcf)	Total Load (lbs)	Strength (psi)	Break Type	Tech
352509	3-A	May-15-2025	7	1	6	3.98	8.12	12.44	149.3	32240	2590	2	IO
352510	3-B	Jun-05-2025	28	1	27	---	---	---	---	---	---	---	
352511	3-C	Jun-05-2025	28	1	27	---	---	---	---	---	---	---	
352512	3-D	Jun-05-2025	28	1	27	---	---	---	---	---	---	---	
352513	3-E	---	---	1	---	---	---	---	---	---	---	---	

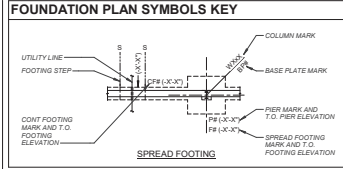
Defects noted in specimen or caps: None

Remarks:

Concrete arrived on site with a 6" slump

Notes

- Results relate only to Area of Placement / Sample Location.
- Report shall not be reproduced, except in full, without the prior written approval of G2 Consulting Group.



FOUNDATION PLAN NOTES

1. CONTRACTOR TO VERIFY DISCREPANCIES WITH APPROVED ARCHITECT
2. CONTRACTOR TO VERIFY FOR CONCRETE SLAB
3. CF1 INDICATES ISOLATE
4. CF2 INDICATES ISOLATE WHERE SLAB SLOPES
5. FIN ELEVATION SHALL SEE PANEL ELEVATION TOP AT COLUMN SHAFT
6. EXTEND FOOTING 1'-0" TO "STEP"
7. L4 INDICATES STEEL LIN
8. ML4 INDICATES MASON
9. ML2 INDICATES MASON JOINTS SHOWN ARE TO COORDINATE EXACTLY AND ARCHITECTURAL REVISIONS SHALL
10. MW1 BRICK ON 8" CMU
11. MW2 8" CMU WALL

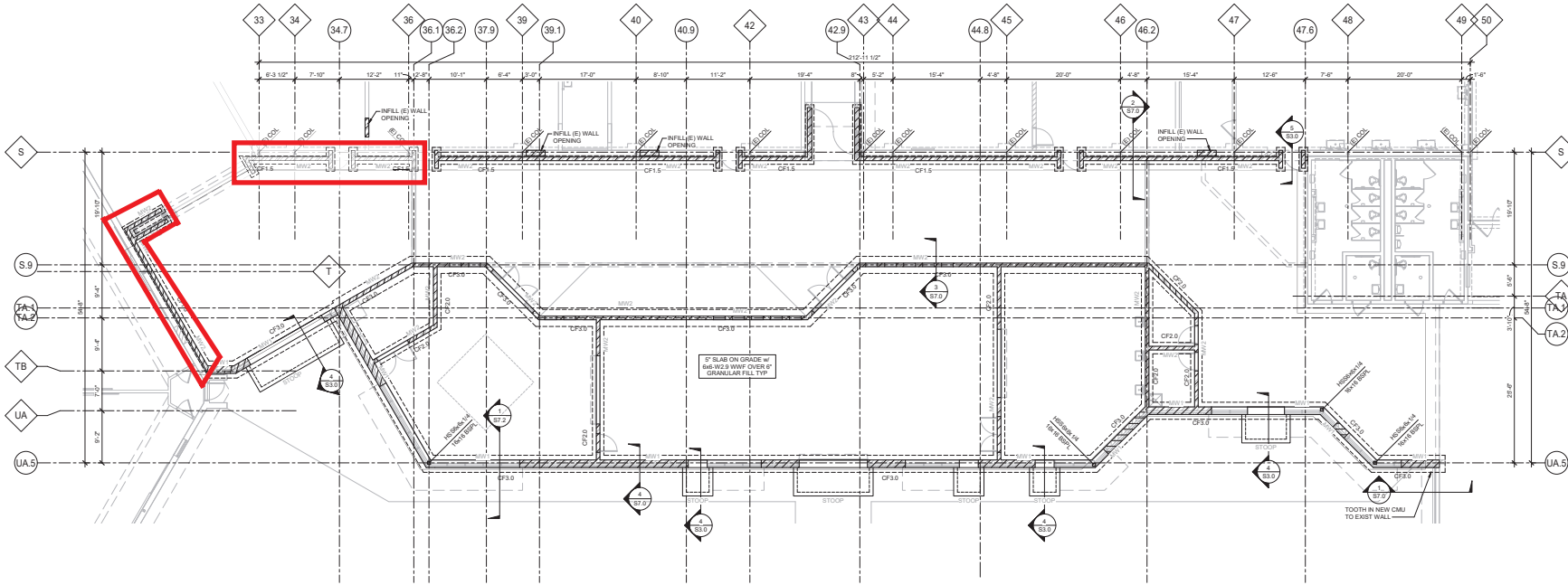
SPREAD F

MARK	LED
FS.0	3'
FS.0	3'

CON

MARK	LED
CF1	1'
CF2	1'
CF3	1'

G2 Project #: 243938
 Date: 05/08/2025
 Fred Kulang
 Highlighted area indicates approximate location of bearing capacity evaluation and concrete placement.



33533 W 12 MILE, SUITE 200
 FARMINGTON HILLS, MI 48331
 248.344.2800 FAX: 248.344.1650
 www.imegcorp.com

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 PARTICIPATION OF IMEG CORP. PROJECT # 230072-01
 100% MEASUREMENTS

PROJECT TITLE

Meads Mill Middle School Additions & Remodeling

DRAWING TITLE

ENLARGED FOUNDATION PLAN - ZONE F

KEY PLAN

Issue dates

Date	Issued for

10-11-2024 CONSTRUCTION DOCUMENTS

Date:

Issued for:

Drawn: GHW

Checked: RPWS

Approved: MS

project no.

23023

drawing no.

S1.1F



Project Name:	Meads Mill MS Addition and Site Improvements	G2 Project No.:	243938
Location:	16700 Franklin Road, Northville, MI	Date:	May 9, 2025
Client:	George W. Auch Company	Weather:	P. Cloudy, 40°F-55°F
Client Rep:	Brian	Page:	1 of 1
Contractor:	North Channel Construction		
Contractor Rep:	Dave		

Progress of Work:

G2 made a visit to the above-referenced job site to observe the contractor's construction operations and perform field tests. Upon arrival on site at 7:30 am, G2 observed the contractor (North Channel Construction) excavating the interior foundations for the proposed addition to the existing school. Refer to the attached annotated site plan for the location of today's construction operations.

Excavation operations were performed using a Bobcat mini excavator equipped with a 36-inch bucket and manually using shovels for the above-mentioned areas. The contractor had to undercut the proposed foundations by an additional approximate 12 to 22 inches to bear on the suitable native soils. The observed measurements indicate the excavations appear to meet the minimum dimensional requirements within the project plans and specifications prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024.

The bearing soils consisted of brown sandy clay and gray silty clay. The bearing soils were evaluated and tested at select locations using a pocket penetrometer. The bearing soils appear to be consistent with the soil conditions presented in the geotechnical report and appear to meet the 4,000 psf requirement as stated within the project plans and specifications prepared by the geo report written by G2 Consulting Group, dated 05/01/2024.

G2 observed that the reinforcing steel and formwork dimensions appear to comply with the applicable details presented in the project sections and details prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024. The contractor had the reinforcing steel tied and resting on chairs prior to concrete placement operations to allow for the correct concrete coverage and overlap. The remaining dowels and reinforcement were "wet set" during concrete placement operations.

North Channel Construction began concrete placement at approximately 11:00 am by direct discharge. Concrete was consolidated manually and then finished with shovels and trowels. The contractor placed a total of approximately 44 cubic yards of 3,500FOT concrete supplied by Messina Concrete Inc.

One representative sample of concrete was obtained during placement operations, and field tests were performed. Field test results indicated a slump of 2 inches and a mix temperature of 63°F. One set of five compressive strength cylinders was molded for laboratory evaluation and labeled G2 Set No. 4, Cylinders A-E. G2 informed the contractor and client representatives of our field test results and observations during construction operations.

We informed the client and the contractor representative of today's test results, completed the field report, and departed from the site at 1:15 pm.

Project Name: Meads Mill MS Addition and Site Improvements
 Location: 16700 Franklin Road, Northville, MI
 Client: George W. Auch Company
 Contractor: North Channel Construction

Project No.: 243938
 Molding Date: May 9, 2025
 Report Number: 4
 Supplier: Messina Inc. Concrete
 Report Issued On: May 21, 2025

Mix Design 3500FOT

Materials	Source	Design Weight	
Cement:	Type 1L	326	lb/cu yd
Fine Agg:	2NS Sand	1636	lb/cu yd
Coarse Agg:	6AA Limestone	1700	lb/cu yd
Water:	Water	233	lb/cu yd
(Other):	Flay ash, Slag	147	lb/cu yd
Admix1:	Water reducer	3.0	oz/cwt
Admix2:			oz/cwt

Cement Factor	5.0	sacks
Water/Cement Ratio	0.49	lb/lb
Unit Weight	149.7	pcf
Yield	27	cu ft
Quantities (cu yd)		
Ordered:	44.0	
Placed While On Site:	44.0	
Rejected:	0.0	

Specification Requirements

Slump	3.0	Low	5.0	High	(in)	Air Content:	1.00	Low	3.00	High	%	28 Day Strength:	3500	psi
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Field Test Data/ASTM Test Method (Sample obtained in accordance with ASTM C172) (1 Tests)

Time	Slump (in) C143	Entrained Air (%) C231	Entrained Air (%) C173	Unit Weight (pcf) C138	Yield (cu ft) C138	Air Temp (F)	MixTemp (F) C1064	Set Number	Field Rep
11:15AM	2	---	---	---	---	54	63	4	Fred Kulang

Area of Placement:

interior foundations

Laboratory Test Data ASTM C31, C39, and C1231 (5 Items)

Cylinder Number	Set No.	Break Date	Age (days)	Field Cure (days)	Lab Cure (days)	Average Diameter (in)	Average Height (in)	X-Sectional Area (sq in)	Density (pcf)	Total Load (lbs)	Strength (psi)	Break Type	Tech
352730	4-A	May-16-2025	7	1	6	4.01	8.10	12.63	149.3	45320	3590	5	GM
352731	4-B	Jun-06-2025	28	1	27	---	---	---	---	---	---	---	
352732	4-C	Jun-06-2025	28	1	27	---	---	---	---	---	---	---	
352733	4-D	Jun-06-2025	28	1	27	---	---	---	---	---	---	---	
352734	4-E	---	---	1	---	---	---	---	---	---	---	---	

Defects noted in specimen or caps: None

Remarks:

Notes

1. Results relate only to Area of Placement / Sample Location.
2. Report shall not be reproduced, except in full, without the prior written approval of G2 Consulting Group.



Project Name:	Meads Mill MS Addition and Site Improvements	G2 Project No.:	243938
Location:	16700 Franklin Road, Northville, MI	Date:	May 12, 2025
Client:	George W. Auch Company	Weather:	M. Cloudy, 51°F-80°F
Client Rep:	Brian	Page:	1 of 1
Contractor:	North Channel Construction		
Contractor Rep:	Dave		

Progress of Work:

G2 made a visit to the above-referenced job site to observe the contractor's construction operations and perform field tests. Upon arrival on site at 7:30 am, G2 observed the contractor (North Channel Construction) excavating the foundations for the proposed addition to the existing school. Refer to the attached annotated site plan for the location of today's construction operations.

Excavation operations were performed using a Bobcat mini excavator equipped with a 36-inch bucket and manually using shovels for the above-mentioned areas. The contractor had to undercut the proposed foundations by an additional approximate 12 to 28 inches to bear on suitable native bearing soils. The observed measurements indicate the excavations appear to meet the minimum dimensional requirements within the project plans and specifications prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024.

The bearing soils consisted of brown sandy clay and gray silty clay. The bearing soils were evaluated and tested at select locations using a pocket penetrometer. The bearing soils appear to be consistent with the soil conditions presented in the geotechnical report and appear to meet the 4,000 psf requirement as stated within the project plans and specifications prepared by the geo report written by G2 Consulting Group, dated 05/01/2024.

G2 observed that the reinforcing steel and formwork dimensions appear to comply with the applicable details presented in the project sections and details prepared by TMP architecture, Project No.23023, Sheet S1.1F, dated 10/21/2024. The contractor had the reinforcing steel tied and resting on chairs prior to concrete placement operations to allow for the correct concrete coverage and overlap. The remaining dowels and reinforcement were "wet set" during concrete placement operations.

North Channel Construction began concrete placement at approximately 8:10 am by direct discharge. Concrete was consolidated manually and then finished with shovels and trowels. The contractor placed a total of approximately 68.0 cubic yards of 3,500 FOT concrete supplied by Messina Concrete Inc.

Two representative samples of concrete were obtained during placement operations, and field tests were performed. Field test results indicated slumps of 3-1/2 to 4 inches and mix temperatures ranging from 60°F to 70°F. Two sets of five compressive strength cylinders were molded for laboratory evaluation and labeled G2 Set Nos. 5-6, Cylinders A-E. Please refer to the attached Daily Concrete Report for complete test results and related information.

We informed the client and contractor representative of today's test results, completed the field report, and departed from the site at 2:15 pm.

Project Name: Meads Mill MS Addition and Site Improvements
 Location: 16700 Franklin Road, Northville, MI
 Client: George W. Auch Company
 Contractor: North Channel Construction

Project No.: 243938
 Molding Date: May 12, 2025
 Report Number: 5
 Supplier: Messina Inc. Concrete
 Report Issued On: May 21, 2025

Mix Design 3500FOT

Materials	Source	Design Weight	
Cement:	Type 1L	326	lb/cu yd
Fine Agg:	2NS Sand	1636	lb/cu yd
Coarse Agg:	6AA Limestone	1700	lb/cu yd
Water:	Water	233	lb/cu yd
(Other):	Flay ash, Slag	147	lb/cu yd
Admix1:	Water reducer	3.0	oz/cwt
Admix2:			oz/cwt

Cement Factor	5.0	sacks
Water/Cement Ratio	0.49	lb/lb
Unit Weight	149.7	pcf
Yield	27	cu ft
Quantities (cu yd)		
Ordered:	68.0	
Placed While On Site:	68.0	
Rejected:	0.0	

Specification Requirements

Slump	3.0	Low	5.0	High	(in)	Air Content:	1.00	Low	3.00	High	%	28 Day Strength:	3500	psi
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Field Test Data/ASTM Test Method (Sample obtained in accordance with ASTM C172) (2 Tests)

Time	Slump (in) C143	Entrained Air (%) C231	Entrained Air (%) C173	Unit Weight (pcf) C138	Yield (cu ft) C138	Air Temp (F)	MixTemp (F) C1064	Set Number	Field Rep
08:25AM	4	---	---	---	---	52	60	5	Fred Kulang
01:20PM	3 1/2	---	---	---	---	78	70	6	Fred Kulang

Area of Placement:

New addition footings, as shown on attached site plan

Laboratory Test Data ASTM C31, C39, and C1231 (10 Items)

Cylinder Number	Set No.	Break Date	Age (days)	Field Cure (days)	Lab Cure (days)	Average Diameter (in)	Average Height (in)	X-Sectional Area (sq in)	Density (pcf)	Total Load (lbs)	Strength (psi)	Break Type	Tech
352983	5-A	May-19-2025	7	1	6	4.00	7.92	12.57	151.1	41680	3320	5	AG
352984	5-B	Jun-09-2025	28	1	27	---	---	---	---	---	---	---	
352985	5-C	Jun-09-2025	28	1	27	---	---	---	---	---	---	---	
352986	5-D	Jun-09-2025	28	1	27	---	---	---	---	---	---	---	
352987	5-E	---	---	1	---	---	---	---	---	---	---	---	
353104	6-A	May-19-2025	7	1	6	4.00	8.14	12.53	149.4	36120	2880	5	AG
353105	6-B	Jun-09-2025	28	1	27	---	---	---	---	---	---	---	
353106	6-C	Jun-09-2025	28	1	27	---	---	---	---	---	---	---	
353107	6-D	Jun-09-2025	28	1	27	---	---	---	---	---	---	---	
353108	6-E	---	---	1	---	---	---	---	---	---	---	---	

Defects noted in specimen or caps: None

Remarks:

Notes

- Results relate only to Area of Placement / Sample Location.
- Report shall not be reproduced, except in full, without the prior written approval of G2 Consulting Group.



Project Name:	Meads Mill MS Addition and Site Improvements	G2 Project No.:	243938
Location:	16700 Franklin Road, Northville, MI	Date:	May 13, 2025
Client:	George W. Auch Company	Weather:	Cloudy, 60°F
Client Rep:	Brian	Page:	1 of 1
Contractor:	North Channel Construction		
Contractor Rep:	Dave		

Progress of Work:

G2 made a visit to the above-referenced job site to observe the contractor's construction operations and perform field tests. Upon arrival on site at 7:30 am, G2 observed the contractor (North Channel Construction) excavating the foundations for the proposed addition to the existing school. Refer to the attached annotated site plan for the location of today's construction operations.

Excavation operations were performed using a Bobcat mini excavator and manually using shovels for the above-mentioned areas. The contractor had to undercut the proposed foundations by an additional approximately 12 inches to bear on suitable native soils. The observed measurements indicate the excavations appear to meet the minimum dimensional requirements within the project plans and specifications prepared by TMP architecture, Project No. 23023, Sheet S1.1F, dated 10/21/2024.

The bearing soils consisted of brown sandy clay and gray silty clay. The bearing soils were evaluated and tested at select locations using a pocket penetrometer. The bearing soils appear to be consistent with the soil conditions presented in the geotechnical report and appear to meet the 4,000 psf requirement as stated within the project plans and specifications prepared by the geo report written by G2 Consulting Group, dated 05/01/2024.

G2 observed that the reinforcing steel and formwork dimensions appear to comply with the applicable details presented in the project sections and details prepared by TMP architecture, Project No. 23023, Sheet S1.1F, dated 10/21/2024. The contractor had the reinforcing steel tied and resting on chairs prior to concrete placement operations to allow for the correct concrete coverage and overlap. The remaining dowels and reinforcement were "wet set" during concrete placement operations.

North Channel Construction began concrete placement at approximately 8:25 am by direct discharge. Concrete was consolidated manually and then finished with shovels and trowels. The contractor placed a total of approximately 36.5 cubic yards of 3,500FOT concrete supplied by Messina Concrete Inc.

One representative sample of concrete was obtained during placement operations and field tests were performed. Field test results indicated a slump of 3-1/2 inches and a mix temperature of 68°F. One set of five compressive strength cylinders was molded for laboratory evaluation and labeled G2 Set No. 7, Cylinders A-E. G2 informed the contractor and client representatives of our field test results and observations during construction operations.

We informed the client and the contractor representative of today's test results, completed the field report, and departed from the site at 10:00 am.

Project Name: Meads Mill MS Addition and Site Improvements
 Location: 16700 Franklin Road, Northville, MI
 Client: George W. Auch Company
 Contractor: North Channel Construction

Project No.: 243938
 Molding Date: May 13, 2025
 Report Number: 6
 Supplier: Messina Inc. Concrete
 Report Issued On: May 21, 2025

Mix Design 3500FOT

Materials	Source	Design Weight	
Cement:	Type 1L	326	lb/cu yd
Fine Agg:	2NS Sand	1636	lb/cu yd
Coarse Agg:	6AA Limestone	1700	lb/cu yd
Water:	Water	233	lb/cu yd
(Other):	Flay ash, Slag	147	lb/cu yd
Admix1:	Water reducer	3.0	oz/cwt
Admix2:			oz/cwt

Cement Factor	5.0	sacks
Water/Cement Ratio	0.49	lb/lb
Unit Weight	149.7	pcf
Yield	27	cu ft
Quantities (cu yd)		
Ordered:	36.5	
Placed While On Site:	36.5	
Rejected:	0.0	

Specification Requirements

Slump	3.0	Low	5.0	High	(in)	Air Content:	1.00	Low	3.00	High	%	28 Day Strength:	3500	psi
-------	-----	-----	-----	------	------	--------------	------	-----	------	------	---	------------------	------	-----

Field Test Data/ASTM Test Method (Sample obtained in accordance with ASTM C172) (1 Tests)

Time	Slump (in) C143	Entrained Air (%) C231	Entrained Air (%) C173	Unit Weight (pcf) C138	Yield (cu ft) C138	Air Temp (F)	MixTemp (F) C1064	Set Number	Field Rep
08:40AM	3 1/2	---	---	---	---	65	68	7	Fred Kulang

Area of Placement:

Foundations, as shown on attached site plan

Laboratory Test Data ASTM C31, C39, and C1231 (5 Items)

Cylinder Number	Set No.	Break Date	Age (days)	Field Cure (days)	Lab Cure (days)	Average Diameter (in)	Average Height (in)	X-Sectional Area (sq in)	Density (pcf)	Total Load (lbs)	Strength (psi)	Break Type	Tech
353170	7-A	May-20-2025	7	1	6	4.00	8.11	12.57	148.8	39480	3140	3	IO
353171	7-B	Jun-10-2025	28	1	27	---	---	---	---	---	---	---	
353172	7-C	Jun-10-2025	28	1	27	---	---	---	---	---	---	---	
353173	7-D	Jun-10-2025	28	1	27	---	---	---	---	---	---	---	
353174	7-E	---	---	1	---	---	---	---	---	---	---	---	

Defects noted in specimen or caps: None

Remarks:

Notes

- Results relate only to Area of Placement / Sample Location.
- Report shall not be reproduced, except in full, without the prior written approval of G2 Consulting Group.

Memo

To: Devin Kling
From: Andrew Piazza
cc:
Date: June 17, 2025
Re: HP 11" x360 Flip Chromebooks for Lower Elementary Students

Northville Public Schools Educational Technology Department would like to purchase HP 11" x360 Flip Chromebooks for lower elementary students. These devices are exceptionally well-suited to meet the learning and developmental needs of our youngest students. Designed with durability in mind, they feature a rugged chassis and a spill-resistant keyboard—two essential qualities for daily use by early learners who are still developing fine motor skills.

The x360's touchscreen and 360-degree hinge allow it to be used in multiple modes, including tablet, tent, and stand, which support a variety of instructional activities. This flexibility is particularly valuable in early education, where students benefit from movement and hands-on interaction with technology. Whether they are practicing handwriting in tablet mode, watching instructional videos in stand mode, or navigating early learning platforms in laptop mode, the device adapts to their needs.

As a ChromeOS device, the HP x360 integrates seamlessly with our district's existing Google Workspace for Education environment. It allows for centralized management by our IT staff, ensuring easy deployment, quick updates, and secure student access. Its hardware is more than sufficient for the age-appropriate programs we currently use, such as NWEA, i-Ready, and Clever. The device's compact size and lightweight design also make it ideal for small hands and lower-grade classroom settings.

We will be purchasing these devices from Inacom TSG through the REMC contract for a total price of \$113,293.60, paid from Series 1 of Bond 2023.

Quantity	Part Description	Part Number	Each	Total
280	b69plut	HP Fortis Flip G1i Chromebook N150 proc, 8gb ram, 64gb flash 11.6" convertible touch screen,	\$345.00	\$96,600.00
280	u67qxe	HP care pack upgrade to 3/3/0 depot	\$30.00	\$8,400.00
280	googcon	GOOGLE Chrome OS Management Console License EDU	\$29.62	\$8,293.60
			Total	\$113,293.60

248-444-0623 Cell
248-286-9003 Direct
jamie.ogden@inacomptsg.com

*This quote is valid for a period of 30 days. Please request updated pricing after 30 days. Thank you.

May 7, 2025

Dr. R.j. Webber, Ed.D.
Northville Public Schools
405 W Main St
Northville, MI 48167-1582

Dear R.J.,

On behalf of your Association's Board of Directors and staff, I want to thank you for the opportunity to support, promote and enhance the vital service and leadership you provide for Michigan's public schools and students. As MASB remains committed to serving your district through advocacy, information sharing, legal service and more, we ask that you remain committed to MASB.

The renewal period for your district's MASB membership is now open and the invoice has been sent to your district's business office. We request that it be **submitted by July 10, 2025**. Your total invoice amount for this year is **\$9,930.67**.

One of the many benefits of membership with MASB is the ability to participate in the SET SEG risk pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation contribution reductions and property casualty net asset returns. Your district received **\$26,488.00** in savings this past year.

Members can also enroll in MASB's Legal Trust Fund, which provides a secure fund for districts to access if they need paid legal services. **Your district's Legal Trust Fund Annual Contribution is \$395.00**, which is included in your total invoice price.

Other member-only benefits are outlined in the included Member Benefits flyer.

We are committed to providing great value for your current and emerging needs. Our goal is to help you spend more of your time making a difference and enhancing your ability to positively impact your students, district, and community. We invite you to join your peers in maintaining a powerful voice in the education dialogue as members of MASB. If you have any questions, please call me at 517.327.5900.

Sincerely,



Don P. Wotruba, CAE
Executive Director





2025-26

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2025 — through July 31, 2026

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2025-26 must be listed on the back of this form)

_____ City/Township of _____

County of _____, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2025 and shall remain effective until July 31, 2026, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

_____ School(s), on the _____ day of _____, 2025, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

(Governing Body Name)

(Address)

(City & Zip Code)

(Contact E-mail)

Board Secretary Signature
or Designee
 Check if Designee

-OVER-

Schools Which Are To Be MHSAA Members During 2025-26

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools
for either column on a separate sheet.

Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. _____

Name of Member School

 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2025-26 7th and 8th-grade enrollment _____
 Provide anticipated 2025-26 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 1. Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

2. _____

Name of Member School

 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2025-26 7th and 8th-grade enrollment _____
 Provide anticipated 2025-26 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 1. Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

3. _____

Name of Member School

 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2025-26 7th and 8th-grade enrollment _____
 Provide anticipated 2025-26 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 1. Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

Memo

TO: RJ Webber, Superintendent

FROM: Brian Sumner, Director of Human Resources and Employee Relations

CC: Rebecca Pek, Assistant Superintendent of Human Resources & Development
Devin Kling, Assistant Superintendent of Finance and Operations
Beth Santer, Executive Director of Special Services
Sandra Brock, Interim Assistant Superintendent of Instruction

DATE: June 18, 2025

RE: Teacher Hires

Background:

While the District continues to prepare for the 2025-2026 school year, we are continuing to work through hiring for a number of positions. Most recently, we have been interviewing for an Elementary Teacher vacancy at Winchester Elementary, as a result of a requested unpaid leave of absence, as well as a Middle School Art Teacher vacancy at Hillside Middle School, resulting from Kelly Moffett's appointment to Hillside Middle School Assistant Principal.

Elementary

First Grade Teacher

This position materialized due to a requested unpaid leave of absence of a current Winchester first grade teacher. **Megan Mazur**, a native of Michigan, has spent the entirety of her teaching career to date in the Indianapolis area, teaching in a first grade classroom. Megan completed her Bachelors Degree at University of Michigan in Elementary Education and then pursued and completed her Masters Degree from Ball State University in Reading & Literacy. As her family looked to relocate back to Michigan, they have just recently moved into a home here in Northville, and we were fortunate that Megan also desired to teach in the community where she will now call home. Our interview team was very impressed with Megan throughout the interview process – her passion and heart for both children and teaching was evident, and her references raved about her as not only a teacher, but also as a person. Words like “dynamite” and treasure” were some of the many complimentary words Megan’s references shared with me as they described her. One of her references shared how much Megan loved children and finds the goodness in all of them. We are excited about Megan’s addition to the Winchester team and are recommending her for hire accordingly.

Middle School Art

Maggie Parks essentially interviewed with us twice – once as she completed her student teaching during this past Winter semester at Hillside Middle School, and then again in a formal interview setting following Kelly Moffett’s appointment from Art Teacher to Hillside Middle School Assistant Principal. Maggie proved deserving throughout both processes, including an art lesson she provided to a number of our Hillside students last week to round out the formal interview process, when a number of the students who were already familiar with her, showed their excitement to see she was a candidate to fill the position and advocated for her accordingly. A graduate of Eastern Michigan University, with a Bachelors Degree in K12 Visual Art Education, Maggie also spent last summer – and will do the same this summer – providing art education to school aged children at Schoolcraft College as part of their Kids On Campus summer program. Similar to the response our own Hillside students exhibited when Maggie walked into the room during the lesson portion of her interview, Maggie’s supervisor for the Kids On Campus program noted how well students took to Maggie and truly appreciated her. We are excited to watch Maggie forge her path in Northville Public Schools and bring her forward for hire this evening.

Recommendation:

On behalf of the central office administrative team, I recommend that the Board of Education approve a probationary contract for Megan Mazur and Maggie Parks for the 2025-26 school year. Please refer to the supporting reference documents for additional information about the candidates.

NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan

HIRING INFORMATION – CERTIFIED PERSONNEL

CANDIDATE’S NAME: Ms. Megan Mazur

<u>Degree</u>	<u>University</u>	<u>Year Earned</u>
<u>MA</u>	<u>Ball State University</u>	<u>2019</u>
<u>BA</u>	<u>University of Michigan</u>	<u>2011</u>

MAJOR(S): Elementary Education

MINOR(S): Reading and Literacy
Language Arts/Social Studies

CERTIFICATION/LICENSE: Professional Certificate

EXPERIENCE: 10 Years

PREVIOUS TENURE IN MICHIGAN: No

SALARY STEP GRANTED: MA Step 5

SALARY INFORMATION: \$69,780.00

EFFECTIVE DATE OF ASSIGNMENT: 2025/2026

BUILDING ASSIGNMENT: Winchester Elementary School

 NEW STAFF

 X **REPLACEMENT**

DATE OF BOARD MEETING: June 24, 2025

NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan

HIRING INFORMATION – CERTIFIED PERSONNEL

CANDIDATE’S NAME: Ms. Margaret Parks

<u>Degree</u>	<u>University</u>	<u>Year Earned</u>
<u>BA</u>	<u>Michigan State University</u>	<u>2025</u>

MAJOR(S): Visual Art Education

MINOR(S):

CERTIFICATION/LICENSE: Standard Certificate

EXPERIENCE: 0 Years

PREVIOUS TENURE IN MICHIGAN: No

SALARY STEP GRANTED: BA Step 1

SALARY INFORMATION: \$52,012.00

EFFECTIVE DATE OF ASSIGNMENT: 2025/2026

BUILDING ASSIGNMENT: Hillside Middle School

 NEW STAFF

 X **REPLACEMENT**

DATE OF BOARD MEETING: June 24, 2025

Memo

To: RJ Webber, Superintendent

From: Brian Sumner, Director of Human Resources and Employee Relations

CC: Rebecca Pek, Assistant Superintendent of Human Resources and Development
Devin Kling, Assistant Superintendent for Finance & Operations

Date: June 24, 2025

Re: Technology, Operations & Food Service (TOFS) Employee Manual 2025-26

Background:

The District has reviewed benchmarking data for employees working in our Technology, Operations & Food Service (TOFS) positions, and as a result, have made minor adjustments to the *TOFS Employee Manual* to maintain alignment with the market.

Recommendation:

It is recommended that the Board authorize administration to update and revise the TOFS employee manual, which includes economic and non-economic terms and conditions of employment through the 2025-26 school year. Updates are summarized below. All other terms remain in effect except as specified.

Technology, Operations & Food Service (TOFS):

- 1 Year Term, July 1, 2025 - June 30, 2026
- Benchmarking data for Technology and Operations classifications indicates that wages are in alignment with the market at present, and as such, while no adjustments to the wage scales are being recommended, TOFS employees in these classifications who are eligible for step progression will advance one step for the 2025-2026 school year
- Based upon benchmarking data, wage scales for all Food Service classifications will increase by 2% and all Food Service employees who are eligible for step progression will advance one step for the 2025-2026 school year
- TOFS employees with ten (10) or more years of service with the District will be eligible for a longevity stipend
- Continued Formula- based bonus potential
- Increased dental and vision benefits
- Increase tuition reimbursement from \$250/semester to \$500/semester for successful completion of coursework in a job-related degree program
- Leave language alignment with *Michigan Earned Sick Time Act* (“ESTA”)

Memo

To: RJ Webber, Superintendent

From: Brian Sumner, Director of Human Resources and Employee Relations

CC: Rebecca Pek, Assistant Superintendent of Human Resources and Development
Devin Kling, Assistant Superintendent for Finance & Operations

Date: June 24, 2025

Re: Office Support Personnel (OSP) Employee Manual 2025-26

Background:

The District has reviewed benchmarking data for employees working in our Office Support Personal (OSP) positions, and as a result, have made minor adjustments to the *OSP Employee Manual* to maintain alignment with the market.

Recommendation:

It is recommended that the Board authorize administration to update and revise the OSP employee manual, which includes economic and non-economic terms and conditions of employment through the 2025-26 school year. Updates are summarized below. All other terms remain in effect except as specified.

Office Support Personnel (OSP):

- 1 Year Term, July 1, 2025 - June 30, 2026
- Benchmarking indicates that wages are in alignment with the market at present, and as such, while no adjustments to the wage scales are being recommended, OSP employees who are eligible for step progression will advance one step for the 2025-2026 school year, while those already at the top step will receive a 2% off-schedule increase.
- Continued Formula- based bonus potential
- Increased dental and vision benefits
- Leave language alignment with *Michigan Earned Sick Time Act* (“ESTA”)



NORTHVILLE PUBLIC SCHOOLS

OFFICE SUPPORT PERSONNEL

EMPLOYEE MANUAL & SCHEDULE OF BENEFITS

EFFECTIVE

JULY 1, 2025 – JUNE 30, 2026

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EMPLOYEE MANUAL & SCHEDULE OF BENEFITS

OFFICE SUPPORT PERSONNEL

JULY 1, 2025 - JUNE 30, 2026

I GENERAL

The benefits outlined herein are for Office Support Personnel of the Northville Public Schools as listed under Table A-D of this Schedule of Benefits.

II EMPLOYEE BENEFITS

Full benefits as stated herewith shall be available to only those who are employed in a full time capacity in a position listed under Tables A-D .

For the purpose of establishing eligibility for implementation of those benefits, a full-time employee shall be considered a person who performs an assignment of:

- A. Eight hours per day for 12 Month Calendar Year staff, less eligible vacation, holidays and authorized absences, or
- B. Eight hours per day for K-12 Calendar Year staff or
- C. Eight hours per day for the Standard SEP calendar plus 6 hours per day for the summer days making up the Extended SEP calendar and any additional hours needed to complete the 1766 actual work hours required each year.
- D. Any OSP employee working regularly and continuously at or above 30 hours a week is eligible for full medical benefits subject to the required employee contributions.

Employees whose assignment meets or exceeds an average of four (4) hours per day (but is less than full time as previously defined) and constitutes a K-12 or SEP school calendar work year, shall be entitled to a pro-rated portion of the benefits provided to full-time Office Support Personnel, including holiday pay.

III COMPENSATION

2025-26

In the event the Board of Education approves a budget for the 2025-26 school year that

projects a General Fund Balance of 15% of the General Fund expenditures or higher (including the cost of the contingent increase in compensation detailed below), the following shall apply:

Effective July 1, 2025, all OSP employees not already on the top step will advance one step on the wage scales found in Tables A-D. Those OSP employees already at the top step will receive an off-schedule payment equivalent to a 2% increase that does not add to the employee's base wages (payment to be divided into a lump sum at the end of each semester.) *For those already at the top step in 2022-23 or 2023-24, this will add an additional 2% to the already existing additional off-schedule payment. For those new to the top and already at the top this results in an overall 3% increase.*

In the event that the Board of Education approves a budget for the 2025-26 school year that projects a General Fund Balance of less than 15% but at least 11% of the General Fund expenditures (including the cost of the contingent increase in compensation detailed above), the following shall apply:

Employees not already at the top step will remain on the same step as 2024-25, and receive an additional 1% off schedule in a one-time payment.

In the event that the Board of Education approves a budget for the 2025-26 school year that projects a General Fund Balance of less than 11% of the General Fund expenditures (including the cost of the contingent increase in compensation detailed above), the following shall apply:

All employees will remain at the same compensation level (2024-25 wages) with no increase. (wage freeze)

Formula Bonus Potential

In the event that the audit of the 2025-26 school year confirms a General Fund Balance in excess of 18% for the respective school year, including the cost of the bonus, OSP employees shall receive a \$550 bonus to be paid not later than December 1st following that respective school year's audit findings.

Any OSP employee receiving suspension without pay or an unsatisfactory evaluation in the prior year may be denied eligibility for any increase in compensation. Such determination will be made by the chief Human Resources administrator in consultation with the employee's supervisor.

All Office Support Personnel shall be paid in accordance with the District adopted Hourly Wage Schedule. All wages shall be set on an hourly basis in keeping with the classification of assignment. For full-time employees, annual salaries will be computed by multiplying the hourly rate for a given classification as follows:

A. 12 Month Calendar Year Staff.

The annual salary for full-time 12 Month Calendar Year staff equals the hourly rate times 256 days times 8 hours per day. Of the 12 Month Calendar Year, twelve (12) days are

paid holidays, and a number are paid vacation days in accordance with vacation eligibility.

Full-time 12 Month Calendar Year staff will have 3 unpaid work days off between the Christmas and New Years Holidays. Should any of these days be paid holiday(s), the 12 Month Calendar Year staff will be granted another day off as requested and approved by their supervisor and the Asst. Superintendent of Human Resources. The day must be used during the same 12 Month Calendar Year.

Unless otherwise determined that all Northville Public Schools employees will move to 24 pays, with notice, full-time 12 Month Calendar Year staff and SEP employees shall receive their annual salary in 26 equal bi-weekly pays, except in years that necessitate 27 pays. However, K-12 Calendar Year staff have the option of electing 24 pays or 26 pays. Starting in 2020-21, 26 equal, bi-weekly pays will also apply for K-12 Calendar Year staff, except in years that necessitate 27 pays.

All 12 Month Calendar Year staff and SEP employee salaries shall be adjusted as of July 1 of each fiscal year. All K-12 Calendar Year staff salaries shall be adjusted as of August 1 of each fiscal year. Hourly employees shall be paid bi-weekly on an hourly basis for actual hours worked.

Any employee serving in a classification between July 1 and June 30th shall receive any designated pay level adjustment pro-rated according to number of days worked.

B. K-12 Calendar Year Staff

The annual salary for full-time K-12 Calendar Year staff equals the hourly rate times 210 days times 8 hours per day, plus the hourly rate times twenty-two (22) days times eight hours per day. These 22 days represent 12 vacation days and 10 holidays. Thus, vacation time and holidays are built into the K-12 Calendar Year salary. Therefore, the 210 days in the work schedule reflect actual work days. Vacation days do not accrue since the salary reflects payment for same. Effective in August 2025, the annual salary for full-time *Elementary* K12 Calendar Year staff will equal the hourly rate times 205 days times 8 hours per day, plus the hourly rate times twenty-two (22) days times eight hours per day.

At six (6) years of employment, the annual salary for full-time K-12 Calendar Year staff shall be increased by 3 days times 8 hours.

K-12 Calendar Year staff work the regular K-12 school calendar plus the additional days required to complete the annual 210 days, or 205 days for Elementary.

Note: Subject to the negotiated school year calendar and in the event that the school year calendar is reduced in the number of instructional days where all students and staff are not present (Adjusted School Calendar), the total number of workdays for the K-12 Calendar Year staff paid work days will be adjusted proportionally to reflect the changes

in the Adjusted School Calendar. The reduction in paid workdays will correspond directly to the reduction in instructional days where school is not in session for staff and students in the Adjusted School Calendar. In the event there is an Adjusted School Calendar, the District will provide to the K-12 Calendar Year staff notice of any such reduction as soon as the final calendar is approved.

Note: A 205 or 210 day employee may request in any year, subject to approval by the chief Human Resources administrator, in consultation with the building administrator, to take up to 5 unpaid days off in June, following the last day of school for students. Such requests must be received not less than 45 calendar days prior to the first date of the leave request. Any approved requests do not automatically renew in subsequent years. Approval of such requests shall not result in the employee requiring extra work hours / overtime in order to complete the required duties of the position.

C. SEP Personnel

The annual salary for SEP consists of the hourly rate applied to the SEP Standard Calendar eight-hour days, and six-hour shortened summer days to complete the standard K12 year and summer program.

At six (6) years of employment, the annual salary for full-time SEP personnel shall be increased by 3 days times 8 hours.

SEP Personnel will also be paid for twenty (22) full (eight hour) days to compensate for vacation and holidays. Vacation days do not accrue since the salary reflects payment for vacation time.

D. Longevity

Office Support Personnel whose assignment meets or exceeds an average of four (4) hours per day and constitutes a minimum K-12 or SEP school calendar work year, shall be eligible for a wage or salary adjustment of 6% above their base, beginning with the 11th year of full-time equated employment within the District. The six (6%) percent will be applied annually to the appropriate base rate.

E. Outside Experience

Credit may be granted on the salary schedule subject to worthy outside experience and subject to approval of the Superintendent or his designee. However, such credit will only be granted at the time of employment or at the end of the first 90 days of employment.

F. Interim Principal/Supervisor

In the event a short-term interim principal/supervisor is hired for a building in which there is only one (1) administrator, the Administrative Assistant shall receive the 12 Month Calendar Year, Group G hourly rate at their same level for a period not to exceed three (3) months.

G. Associates Degree

There will be a seven hundred and fifty dollar (\$750) stipend for employees who have earned an Associates Degree or higher from an accredited college or university. The employee is responsible for providing official transcripts to the District. This stipend will not be added to the base salary but will be payable with the first check in December of each year. This section and provisions shall not apply to new hires after July 1, 2011.

IV HOURS OF WORK

Office Support Personnel staff members shall document hours worked on a bi-weekly timesheet and submit that to their supervisor for review, before submitting to Human Resources. OSP staff members will utilize a computerized time and attendance system should the District implement such during this agreement.

The work day for a full-time OSP employee will be comprised of 8 hours of work time, not inclusive of the 30 minute unpaid lunch period. Although not required by law, the District may allow up to two 15 minute paid breaks during the work day. Such breaks are to be scheduled in consultation with the employee's supervisor in a manner that supports the operational needs of the office or department. Under no circumstance shall the actual work time, as a result of such breaks, be less than 7.5 hours a day for a full-time employee. A full-time OSP employee's regular work day, inclusive of the two paid breaks will total 8 paid hours. OSP employees working a half-day or less shall not have a lunch break, but may take one 15 minute break, if desired, subject to scheduling through the supervisor.

The District shall schedule the hours of work according to the needs of the school system. The normal work week shall be Monday through Sunday. All work authorized by an employee's supervisor and performed by an employee in excess of forty (40) hours in any one (1) work week will be paid at the rate of time and one-half (1-1/2) an employee's regular rate. Compensatory time-off in lieu of extra hours or overtime (hours beyond 40 in a work week) may be permitted pending the discretion of the supervisor, as well as advanced approval from Office of Human Resources. For compensatory time in excess of the 40 hour work week, one hour and ½ (1-1/2) will be granted for one hour's work if the employee works more than 40 hours in that week. Compensatory time should not exceed a total accumulation of 20 hours at any time, and is to be used no later than 60 days after it was earned, subject to approval by the supervisor. Records of compensatory

hours must be documented on the regular time sheets submitted to Human Resources / Payroll.

V INSURANCE

A. Term Life Insurance

All full-time employees shall be entitled to a \$25,000 Term Life Insurance plus accidental death and dismemberment. An additional twenty-five thousand dollars (\$25,000) of term life insurance will be provided to those full-time employees who elect not to be covered by the School District's health insurance policy.

Employees whose assignment exceeds an average of four (4) hours per day (but is less than full-time as previously defined) and who work a K-12 or SEP school calendar year, shall be entitled to \$15,000 term life insurance plus accidental death and dismemberment.

All employees (20 hours or more per week) may purchase additional term life insurance in multiples of \$10,000. The plan enables employees to purchase from \$10,000 - \$100,000 of term life insurance.

B. Health Insurance

Effective July 1, 2025, the Employer shall pay not more per month towards the medical plan than the following amounts for full-time employees: \$661.84 single; \$1,384.11 two person and \$1,805.02 family. Employees currently enrolled in one of the District's existing medical plans will continue in that plan through December 31, 2025. There will be no employer contribution to the Health Savings Account. Any employee pre-payment from January through August 2025 will reduce the employee contribution September through December 2025.

Effective January 1, 2026 through December 31, 2026, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase not more than the PA 152 percent increase for the medical plan benefit year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans:

The options are HDHPs and allow pre-tax employee contribution elections into an HSA.

Plan A – Simply Blue 1650/3300 PPO (HDHP – no employer HSA prefunding)

Plan B – Simply Blue 2000/4000 PPO (HDHP – no employer HSA prefunding)

Plan C – BCBS PPO 2000/4000 Co-Insurance (HDHP – no employer HSA prefunding)

Plan D – Blue Care Network 1650/3300 HMO (HDHP – no employer HSA prefunding)

Plan E – Blue Care Network 3300/6600 HMO (HDHP – no employer HSA prefunding)

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the illustrative rates, as well as any adjustments to the statutory Hard Cap amounts. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance. In the event that other medical plan options become available during the term of this agreement, the District agrees to consider such additional options for OSP without modifying this entire agreement. In any case, the District's contributions will not exceed the amounts outlined above, consistent with the PA 152 hard cap limitations. In the event PA 152 is amended or revoked during the course of this contract, the Hard Cap amounts stipulated above will remain the same through the duration of this contract.

Prior to Open Enrollment for the 2026 plan year, the District agrees to present multiple options for eligible employees to begin January 1, 2026. The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

2. Any claim settlement between the employee and the above carrier will not be subject to challenge with the District. The District's obligation is limited to paying the portion of the illustrative rates specified herein.

3. If during the life of the agreement the Federal Government issues new regulations under PPACA which would lead to the District paying any type of tax, penalty or fee, this contract shall be re-opened for further modifications. Likewise, the District may elect to provide additional plan options in order to comply with PPACA.

4. Each OSP employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall be based upon the then-applicable illustrative renewal rates.

5. The District and employees shall comply with the federal Affordable Care Act. The District may make any adjustments necessary to ensure compliance, following notice to OSP employees.

6. It is the responsibility of the OSP employee to notify Human Resources of any change in coverage eligibility.

7. To be eligible for health insurance, the OSP employee must be regularly-scheduled to

work at least twenty (20) hours or more per week, and not less than the standard school year, and not otherwise be covered by another Employer-paid health plan.

8. In order to be eligible for the full District contribution towards medical insurance, full time shall be considered 30 hours or more each week, or the minimum number of hours mandated by PPACA, whichever is higher for a period not less than the standard school calendar. The District contribution for employees who are scheduled to work less than 30 hours but more than 20 hours shall be pro-rated, with the employee picking up their pro-rated portion of the premium and the amount paid by an otherwise full time OSP employee. Such employee will pay the difference between the prorated employer contribution and the actual cost of the plan.

9. Eligible OSP employees scheduled to work a minimum of thirty (30) hours per week, or the minimum number of hours mandated by PPACA, whichever is higher and not less than the standard school calendar *may* enroll in the District provided health care plan provided they pay their portion of the costs as defined in this agreement.

10. Any employee working less than 20 hours shall not be eligible for the District provided health care.

11. Full family coverage is limited to spouse and eligible children under age 26.

12. OSP employees, meeting those eligibility requirements delineated in the above paragraphs, are eligible for medical insurance upon their date of hire .

12. OSP employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.

C. Dental Insurance

All full-time employees shall be entitled to be covered by a dental plan paid for by the District. The District will provide an orthodontic rider to cover dependent children through age eighteen at a fifty percent (50%) benefit level (co-pay) with a \$2,000 maximum per eligible member [Changes apply January 1, 2026].

The District will pay a pro-rated share of the dental insurance premium for employees whose assignment meets or exceeds an average of four (4) hours per day (but is less than full-time as previously defined) and constitutes a K-12 or SEP school calendar year, provided that they agree to pay the balance through payroll deduction.

D. Incentive Health Care Opt Out

Full-time Office Support Personnel who decline the District medical coverage in BenefitFirst during the enrollment period will receive payment up to \$1,000 to be paid in ten monthly increments, excluding July and August, beginning the first full month following the eligibility waiting period. The amount is prorated for those employed (or eligible) less than the full plan year.

To be eligible, the employee must annually show proof of minimal essential coverage (MEC) insurance elsewhere that was not purchased from the marketplace and have been without District insurance for the full period. Employees will not be eligible if their spouse has District coverage.

E. Vision Insurance

All full-time employees shall be entitled to enroll in a Vision Care insurance program paid for by the District.

The District will pay a pro-rated share of the vision insurance premium for employees whose assignment meets or exceeds an average of four (4) hours per day (but is less than full-time as previously defined) and constitutes a K-12 or SEP school calendar year, provided that they agree to pay the balance through payroll deduction.

F. Long Term Disability Insurance

All full-time employees, as well as part-time employees, employed on a regular basis for six (6) or more hours daily under the K-12 or SEP school calendar annually, shall be entitled to be covered by long-term disability insurance paid by the District. Full-time employees, as defined above, shall be entitled to long-term disability coverage equal to two-thirds (2/3) of their monthly salary capped at two thousand (\$2,000) dollars. Payment of benefits shall be determined by the terms and conditions as established by the carrier in the contract with the District. Employees have the option, through payroll deduction, to purchase additional coverage if the District's contribution does not equal two-thirds (2/3) of the employee's monthly salary.

G. Workers' Compensation

Any employee who is absent from work due to an injury or disease compensable under the Michigan Worker's Compensation Act will receive from the Board of Education the difference between the allowance under the Act and his/her regular salary for a period of time that funds from his/her accumulated sick leave bank will provide, but not to exceed one year.

In addition, the Board of Education will pay either the regular or the difference between the regular salary and the allowance under the Act for all working days prior to the eighth day after injury or disease without loss or credit from the sick leave bank.

VI LEAVE DAYS

A. Sick Leave, Family Illness and Business Days

Notwithstanding anything to the contrary in this Manual, if the Michigan Earned Sick Time Act (“ESTA”) is in effect, each ESTA year (i.e., each school year), employees may use their annual sick leave allocation for a permissible reason as defined by ESTA, including those reasons delineated within this section as delineated below.

Each full time employee, as previously defined, shall accrue leave days annually. Leave days, under this section are defined as personal illness, family illness and business days. Business days are defined as business related to the individual employee which cannot be attended to during non-working hours. Business days must be approved by the immediate supervisor with one day advance notice, and may not be used during the first week of school or during the last calendar week of the work year. Business days may not exceed 2.5 per year from the respective leave allocations detailed below, and are subject to pre-approval.

Office Support Personnel may use their yearly leave allocation in order to care for a member of their immediate family who has a health condition. Immediate family is defined in accordance with ESTA.

This provision shall run concurrently with the Family Medical Leave Act (FMLA) provision as applicable.

Personal and family illness absences must be reported to the District’s absence management system no later than sixty (60) minutes prior to the regular reporting time on the day of the absence.

Leave days in the following accrual chart are inclusive of all Sick, Family Illness and Business Days for Office Support Personnel and will accrue as follows:

	<u>12 Month Cal.</u>	<u>K-12 Calendar</u>	<u>SEP Calendar</u>
Less than five (5) years	12 days/year	10 days/year	11 days/year
More than five (5) years	14 days/year	12 days/year	13 days/year

All employees whose assignment meets or exceeds an average of four hours daily and constitutes a normal K-12 or SEP school calendar year, shall be entitled to Leave Days. Leave days will be front loaded at the start of each year after one full year of employment. Sick leave accumulation will be capped at 150 days.

Full-time OSP employees with at least 10 years of service to NPS having used less than 50% of their allotment of leave days (not inclusive of vacation) during their employment shall receive a \$800 attendance bonus payment at the time of resignation or retirement.

B. Family and Medical Leave Act (F.M.L.A.)

The District shall grant, per year, unpaid leaves up to a total of twelve (12) weeks under the terms and conditions as described herein.

Employees are eligible for up to twelve (12) weeks of unpaid leave if they have been employed by the District for at least twelve (12) months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave. When unpaid leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. The notice will include the reason for the leave, the beginning date and expected ending date.

Eligible employees may take up to twelve (12) weeks of unpaid leave for one or more of the following reasons:

1. Because of the birth of a son or a daughter of the employee and in order to care for such son or daughter.
2. Because of the placement of a son or daughter with the employee for adoption or foster care.
3. In order to care for the spouse, son, daughter, step child, legal ward or parent, of the employee, if such spouse, son, daughter, step child, legal ward or parent has a serious health condition which requires inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
4. The employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.
5. To address certain qualifying exigencies permitted under the FMLA when the employee's spouse, son, daughter or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.

Additionally, for leaves of the type described in (6) below, an employee is eligible for up to 26 work weeks of unpaid leave in a single 12-month period:

6. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only

12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.

The District may require medical certification of the serious health condition from the health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition and a statement that the employee either is needed to care for the person or is unable to perform the functions of his/her position.

The District, at its expense, may designate a second health care provider to provide a second opinion. Upon return to work, the District may require a written notification from the health care provider certifying that the employee is able to resume work.

When both spouses are employed by the Northville Public Schools, the combined amount of leave for birth, adoption, foster placement or illness of a parent will be limited to twelve (12) weeks in any 12 month period. Entitlement for child care ends after the child reaches age one (1) year or twelve (12) months after the adoption or placement.

In the event that an employee shall require intermittent or reduced leave under the terms of the Family and Medical Leave Act, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of Section 102B and Section 108C of the Family and Medical Leave Act of 1993. The decision of the District shall be final.

Upon the employee's return from leave, he/she will be restored either to the position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Assignment of the employee shall be the decision of the Board. Health benefits will be continued during the leave under the same conditions and at the same level as if the employee was employed. Seniority will continue to accrue during the leave.

The District, at its sole option, may require the employee to use accrued paid sick leave prior to beginning an unpaid leave under the Family and Medical Leave Act. No employee will be required to draw their personal accrued sick bank below a total of twenty (20) days.

The District, at its sole option, may require the employee to use accrued paid vacation leave prior to beginning an unpaid leave under the Family and Medical Leave Act. No employee will be required to draw their personal accrued vacation bank below a total of ten (10) days.

C. Bereavement

All full-time employees, and employees whose assignment meets or exceeds four (4) hours/day, annually, under the regular K-12 or SEP school calendar shall be entitled to be absent in the event of a death in the immediate family, for up to three (3) normally scheduled work days following the death to attend the funeral, if the distance is within a 200 mile radius of the employee's home, and four (4) days outside the radius.

Immediate family for purposes of bereavement shall mean father, mother, spouse, sister, sister-in-law, brother, brother-in-law, father-in-law, mother-in-law, parental grandparents, children, grandchildren, step-parents, step-child, step-brother/sister, foster child living in the home and legal guardian. Said bereavement days are subject to the approval of the Superintendent or the Superintendent's designee.

D. Jury Duty Leave

Office Support Personnel staff members shall be granted a leave of absence not deductible from his/her leave allocation for jury duty.

An Office Support Personnel staff member who serves on jury duty on a scheduled work day shall endorse the juror's pay over to the Northville Public Schools, minus the mileage allowance and will be paid their regular pay rate for the day(s).

The District reserves the right to ask to have the Office Support Personnel staff member excused from jury duty and the Office Support Personnel staff member agrees to assist the District in this effort if requested.

Office Support Personnel staff members requested to appear in Court to give testimony in a case connected with the Office Support Personnel staff member's employment with the District shall be granted a leave of absence not deducted from his/her leave allocation, provided such appearance is not brought about by an illegal and/or negligent action on the part of the Office Support Personnel staff member or by an action against the District by an employee.

E. Holidays

All full-time 12 Month Calendar Year staff employees shall be granted time off with pay for the following holidays: Independence Day, Friday before Labor Day, Labor Day, Thanksgiving and the day after, Christmas Eve Day, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.

In the event the negotiated school calendar provides all staff off one full day on the Wednesday before Thanksgiving, this shall also be a paid holiday. If this is a regular

school day, a floating holiday will be applied to the week between Christmas and New Year's Day.

In the event the negotiated school calendar has Good Friday as a work day, the holiday day off will be moved to MLK Day.

Additional days off with pay resulting from regular school closings may be granted subject to the approval of the Superintendent.

Holiday pay has been built into the salary schedule for K-12 Calendar Year staff and SEP Calendar Year staff.

Additionally, 12 Month Calendar Year staff may use accrued vacation time to cover unpaid work days over the winter break.

F. Vacation

Vacation pay is built into the salary schedule for K-12 Calendar staff and SEP staff in accordance with the provisions outlined in Article III-B.

12 Month Calendar Year staff earn paid vacation time off in accordance with the provisions outlined in this section.

Full-time 256-day employees shall earn vacation with pay based on full-time equated years of service (see paragraph 6 below) in the Office Support Personnel group as of June 30th of each year in accordance with the following:

<u>Full School Years of Service</u>	<u>Vacation Days With Pay</u>
First Year through Fifth Year	13 Days
Sixth Year through Tenth Year	17 Days
Eleventh Year	18 Days
Twelfth Year	19 Days
Thirteenth Year and Beyond	20 Days

1. Vacation days will be pro-rated for new hires.
2. Vacation time will be front loaded on July 1st each year. If an employee discontinues employment during the school year, said employee will be charged for any unearned vacation that may have been used.
3. An employee whose assignment meets or exceeds an average of four (4) hours per day and constitutes a 12 Month Calendar Year shall be entitled to vacation days.

The District agrees to compensate regular full time Office Support Personnel with five (5) or more years of active service to the District, a maximum of 25 unused vacation days at the employees hourly rate upon resignation/retirement.

4. All vacation time shall be taken upon the approval of the employee's immediate supervisor and the chief Human Resources administrator, subject to the understanding that any approval of vacation time may not result in an overtime situation.
5. Vacation days used in any contract year may not exceed the employee's annual allotment + 10 days, if the employee has such additional unused days available.
6. Vacation days may not be used in the employee's last month of employment without the pre-approval of the chief Human Resources administrator, in consultation with the employee's supervisor.
7. Vacation pay for full-time K-12 Calendar year staff is built into the Compensation Schedule, as set forth in Article III.B, above.
8. A K-12 Calendar year employee who becomes a 12 Month Calendar Year staff will have their years of service equated to full-time for purposes of this vacation policy.

VII K-12 CALENDAR YEAR – START/END DATES

The typical work year for 210 day K-12 Calendar Year staff will begin approximately 15 work days before the school year begins and conclude approximately 10 work days after the school year is completed, depending on the District's preference in distributing the 210 days. The typical work year for 205 day K-12 Calendar Year staff will begin approximately 10 work days before the school year begins and conclude approximately 10 work days after the school year is completed, depending on the District's preference in distributing the 205 days.

VIII SCHOOL CLOSINGS

When the District determines that a school building or buildings are closed during a work day, the "school building" Office Support Personnel will not report for work unless specifically instructed to do so by the immediate supervisor.

Central Office and Educational Technology Office Support Personnel are categorized as "Central Office" therefore, when school is cancelled those employees who must report to work to complete their normal duties, or those who report at their own discretion shall receive an additional day off at another time if they report to work by 10:00 a.m. and remain until the conclusion of the work day. This additional day off must be used before the end of the school year in which it is earned.

IX PROFESSIONAL DEVELOPMENT

The District agrees to budget \$2,000 per year to enable employees to attend approved conferences and workshops in topical areas directly related to their work assignment as approved by the immediate supervisor and the Asst. Superintendent of Human Resources

X. CPR First Aid Training

All office support personnel working in schools should be trained in CPR and first aid as back up personnel to handle emergency situations. Administration will schedule such training.

XI DISTRIBUTION OF STUDENT MEDICATION

Office Support Personnel will not be required to administer medication without a signed prescription form from a medical doctor.

Office Support Personnel will not administer injections (shots) with the exception of a prescribed Epi-pen, and then only in the case of a life-threatening emergency.

XII PERSONNEL FILE

Upon written request, employees will be allowed to review their personnel file with the Human Resources Office. If the employee believes that the material included in her/his personnel file is inaccurate or inappropriate, that employee has the right to submit a written statement regarding the material in question.

XIII EVALUATION

Supervisors will strive to evaluate Office Support Personnel every three (3) years. Evaluations for any OSP employee may be conducted more frequently when performance concerns warrant it. If this individual's performance is deemed unsatisfactory, the supervisor will develop an individual plan of development.

XIV APPEAL PROCEDURE

An employee having a complaint regarding his/her conditions of employment, shall first address the matter with his/her immediate supervisor. If the matter is not resolved, the employee may appeal the matter to the Asst. Superintendent of Human Resources or his/her designee.

XV DURATION

This manual and anticipated schedule of benefits is presented with the intent that the conditions of employment as established herein shall be effective for the period of July 1, 2025 through June 30, 2026, unless otherwise modified by the District.

OFFICE SUPPORT PERSONNEL –
WAGE SCALES BY JOB CLASSIFICATION GROUP
TABLES A-D

TABLE A: OSP 256 Day – 12 Month Calendar Year Staff

Group I

Benefits & Financial Analyst; HR Specialist; Instruction Admin Specialist; Special Services Admin Specialist; Payroll / ORS Specialist

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$23.06	\$47,226.88	\$24.45	\$50,073.60
2	\$23.92	\$48,988.16	\$25.36	\$51,937.28
3	\$24.66	\$50,503.68	\$26.14	\$53,534.72
4	\$25.46	\$52,142.08	\$26.99	\$55,275.52
5	\$26.29	\$53,841.92	\$27.87	\$57,077.76
6	\$27.18	\$55,664.64	\$28.82	\$59,023.36
7	\$28.04	\$57,425.92	\$29.73	\$60,887.04
8	\$28.22	\$59,842.56	\$30.98	\$63,447.04
9	\$29.90	\$61,235.20	\$31.70	\$64,921.60
10	\$30.58	\$62,627.84	\$32.42	\$66,396.16

Group H

District Student Records Specialist; Business Office Specialist; HR Generalist

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$19.57	\$40,079.36	\$20.75	\$42,496.00
2	\$20.35	\$41,676.80	\$21.59	\$44,216.32
3	\$21.11	\$43,233.28	\$22.38	\$45,834.24
4	\$21.91	\$44,871.68	\$23.23	\$47,575.04
5	\$22.75	\$46,592.00	\$24.12	\$49,397.76
6	\$23.65	\$48,435.20	\$25.07	\$51,343.36
7	\$24.50	\$50,178.00	\$25.98	\$53,207.04
8	\$25.71	\$52,654.08	\$27.26	\$55,828.48
9	\$26.30	\$53,862.40	\$27.88	\$57,098.24
10	\$26.91	\$55,111.68	\$28.53	\$58,429.44

Group G

Accounts Payable Specialist
Payroll Specialist

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$18.65	\$38,195.20	\$19.77	\$40,488.96
2	\$19.35	\$39,628.80	\$20.53	\$42,045.44
3	\$20.11	\$41,185.28	\$21.32	\$43,663.36
4	\$20.91	\$42,823.68	\$22.17	\$45,404.16
5	\$21.66	\$44,359.68	\$22.96	\$47,022.08
6	\$22.48	\$46,039.04	\$23.84	\$48,824.32
7	\$23.37	\$47,861.76	\$24.79	\$50,769.92
8	\$24.48	\$50,135.04	\$25.95	\$53,145.60
9	\$25.05	\$51,302.40	\$26.56	\$54,394.88
10	\$25.62	\$52,469.76	\$27.16	\$55,623.68

Group F

Admin Asst: Operations, Instruction / Curriculum, Special Services, Human Resources, High School

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$17.93	\$36,720.64	\$19.01	\$38,932.48
2	\$18.62	\$38,133.76	\$19.74	\$40,427.52
3	\$19.33	\$39,587.84	\$20.49	\$41,963.52
4	\$20.07	\$41,103.36	\$21.28	\$43,581.44
5	\$20.84	\$42,680.32	\$22.10	\$45,260.80
6	\$21.63	\$44,298.24	\$22.93	\$46,960.64
7	\$22.45	\$45,977.60	\$23.81	\$48,762.88
8	\$23.56	\$48,250.88	\$24.99	\$51,179.52
9	\$24.11	\$49,377.28	\$25.56	\$52,346.88
10	\$24.69	\$50,565.12	\$26.18	\$53,616.64

Group E

Testing & Records Specialist - High School
Admin Asst. Athletic Director

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$17.24	\$35,307.52	\$18.28	\$37,437.44
2	\$17.90	\$36,659.20	\$18.98	\$38,871.04
3	\$18.61	\$38,113.28	\$19.73	\$40,407.04
4	\$19.29	\$39,505.92	\$20.45	\$41,881.60
5	\$20.04	\$41,041.92	\$21.25	\$43,520.00
6	\$20.81	\$42,618.88	\$22.06	\$45,178.88
7	\$21.61	\$44,257.28	\$22.91	\$46,919.68
8	\$22.63	\$46,346.24	\$23.99	\$49,131.52
9	\$23.15	\$47,411.20	\$24.54	\$50,257.92
10	\$23.68	\$48,496.64	\$25.11	\$51,425.28

Group D

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$16.58	\$33,955.84	\$17.58	\$36,003.84
2	\$17.21	\$35,246.08	\$18.25	\$37,376.00
3	\$17.87	\$36,597.76	\$18.95	\$38,809.60
4	\$18.58	\$38,051.84	\$19.70	\$40,345.60
5	\$19.25	\$39,424.00	\$20.41	\$41,799.68
6	\$20.01	\$40,980.48	\$21.22	\$43,458.56
7	\$20.78	\$42,557.44	\$22.03	\$45,117.44
8	\$21.78	\$44,605.44	\$23.09	\$47,288.32
9	\$22.27	\$45,608.96	\$23.61	\$48,353.28
10	\$22.86	\$46,817.28	\$24.24	\$49,643.52

Group C

Admin. Aide - HR / Office of Instruction / Spec. Services

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$15.95	\$32,665.60	\$16.91	\$34,631.68
2	\$16.56	\$33,914.88	\$17.56	\$35,962.88
3	\$17.19	\$35,205.12	\$18.23	\$37,335.04
4	\$17.84	\$36,536.32	\$18.92	\$38,748.16
5	\$18.52	\$37,928.96	\$19.64	\$40,222.72
6	\$19.23	\$39,383.04	\$20.39	\$41,758.72
7	\$19.99	\$40,939.52	\$21.19	\$43,397.12
8	\$20.94	\$42,885.12	\$22.20	\$45,465.60
9	\$21.41	\$43,847.68	\$22.70	\$46,489.60
10	\$21.99	\$45,035.52	\$23.31	\$47,738.88

Group B

Step	Hourly	Salary Equiv	After 10 Yrs	
1	\$15.34	\$31,170.88	\$16.27	\$33,060.64
2	\$15.91	\$32,329.12	\$16.87	\$34,279.84
3	\$16.54	\$33,609.28	\$17.54	\$35,641.28
4	\$17.14	\$34,828.48	\$18.17	\$36,921.44
5	\$17.82	\$36,210.24	\$18.89	\$38,384.48
6	\$18.47	\$37,531.04	\$19.58	\$39,786.56
7	\$19.20	\$39,014.40	\$20.36	\$41,371.52
8	\$20.15	\$40,944.80	\$21.36	\$43,403.52
9	\$20.61	\$41,879.52	\$21.85	\$44,399.20
10	\$21.08	\$42,834.56	\$22.35	\$45,415.20

TABLE B: OSP 210 Day – K-12 Calendar Year Staff

Group F

Admin Asst. Middle School; Admin Asst Food Serv

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$17.93	\$33,278.08	\$18.17	\$33,723.52	\$19.27	\$35,765.12
2	\$18.63	\$34,279.20	\$18.88	\$35,041.28	\$20.02	\$37,157.12
3	\$19.34	\$35,585.60	\$19.60	\$36,377.60	\$20.78	\$38,567.68
4	\$20.07	\$36,928.80	\$20.34	\$37,751.04	\$21.57	\$40,033.92
5	\$20.84	\$38,345.60	\$21.12	\$39,198.72	\$22.39	\$41,555.84
6	\$21.64	\$39,817.60	\$21.93	\$40,702.08	\$23.25	\$43,152.00
7	\$22.46	\$41,326.40	\$22.76	\$42,242.56	\$24.13	\$44,785.28
8	\$23.57	\$43,368.80	\$23.89	\$44,339.84	\$25.33	\$47,012.48
9	\$24.11	\$44,362.40	\$24.43	\$45,342.08	\$25.90	\$48,070.40
10	\$24.70	\$45,448.00	\$25.03	\$46,455.68	\$26.54	\$49,258.24

Group C

Admin Aide High School; Admin Aide Middle Schc

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$15.95	\$29,603.20	\$16.17	\$30,011.52	\$17.15	\$31,830.40
2	\$16.57	\$30,753.92	\$16.79	\$31,162.24	\$17.80	\$33,036.80
3	\$17.20	\$31,923.20	\$17.43	\$32,350.08	\$18.48	\$34,298.88
4	\$17.84	\$33,111.04	\$18.08	\$33,556.48	\$19.17	\$35,579.52
5	\$18.53	\$34,391.68	\$18.78	\$34,855.68	\$19.91	\$36,952.96
6	\$19.24	\$35,709.44	\$19.50	\$36,192.00	\$20.67	\$38,363.52
7	\$19.99	\$37,101.44	\$20.26	\$37,602.56	\$21.48	\$39,866.88
8	\$20.94	\$38,864.64	\$21.22	\$39,384.32	\$22.50	\$41,760.00
9	\$21.42	\$39,755.52	\$21.71	\$40,293.76	\$23.02	\$42,725.12
10	\$21.99	\$40,813.44	\$22.29	\$41,370.24	\$23.63	\$43,857.28

Group D

Admin Asst. - High School Assistant Principal; High School Attendance Specialist; High School Counseling Office; Educational Technology

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$16.59	\$30,791.04	\$16.81	\$31,199.36	\$17.82	\$33,073.92
2	\$17.22	\$31,960.32	\$17.45	\$32,387.20	\$18.50	\$34,336.00
3	\$17.88	\$33,185.28	\$18.12	\$33,630.72	\$19.21	\$35,653.76
4	\$18.59	\$34,503.04	\$18.84	\$34,967.04	\$19.97	\$37,064.32
5	\$19.26	\$35,746.56	\$19.51	\$36,210.56	\$20.68	\$38,382.08
6	\$20.02	\$37,157.12	\$20.28	\$37,639.68	\$21.50	\$39,904.00
7	\$20.79	\$38,586.24	\$21.06	\$39,087.36	\$22.32	\$41,425.92
8	\$21.79	\$40,442.24	\$22.08	\$40,980.48	\$23.40	\$43,430.40
9	\$22.28	\$41,351.68	\$22.57	\$41,889.92	\$23.92	\$44,395.52
10	\$22.87	\$42,446.72	\$23.17	\$43,003.52	\$24.56	\$45,583.36

Group B

Receptionist - High School

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$15.35	\$28,489.60	\$15.56	\$28,879.36	\$16.50	\$30,624.00
2	\$15.91	\$29,528.96	\$16.13	\$29,937.28	\$17.10	\$31,737.60
3	\$16.55	\$30,716.80	\$16.77	\$31,125.12	\$17.78	\$32,999.68
4	\$17.14	\$31,811.84	\$17.37	\$32,238.72	\$18.42	\$34,187.52
5	\$17.82	\$33,073.92	\$18.06	\$33,519.36	\$19.15	\$35,542.40
6	\$18.48	\$34,298.88	\$18.73	\$34,762.88	\$19.86	\$36,860.16
7	\$19.21	\$35,653.76	\$19.47	\$36,136.32	\$20.64	\$38,307.84
8	\$20.15	\$37,398.40	\$20.42	\$37,899.52	\$21.65	\$40,182.40
9	\$20.62	\$38,270.72	\$20.90	\$38,790.40	\$22.16	\$41,128.96
10	\$21.08	\$39,124.48	\$21.36	\$39,644.16	\$22.65	\$42,038.40

TABLE C: OSP 205 Day – K-12 Calendar Year Staff

Group F

Admin. Asst. - Elementary School

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$17.93	\$32,560.88	\$18.17	\$32,996.72	\$19.27	\$34,994.32
2	\$18.63	\$33,832.08	\$18.88	\$34,286.08	\$20.02	\$36,356.32
3	\$19.34	\$35,121.44	\$19.60	\$35,593.60	\$20.78	\$37,736.48
4	\$20.07	\$36,447.12	\$20.34	\$36,937.44	\$21.57	\$39,171.12
5	\$20.84	\$37,845.44	\$21.12	\$38,353.92	\$22.39	\$40,660.24
6	\$21.64	\$39,298.24	\$21.93	\$39,824.88	\$23.25	\$42,222.00
7	\$22.46	\$40,787.36	\$22.76	\$41,332.16	\$24.13	\$43,820.08
8	\$23.57	\$42,803.12	\$23.89	\$43,384.24	\$25.33	\$45,999.28
9	\$24.11	\$43,783.76	\$24.43	\$44,364.88	\$25.90	\$47,034.40
10	\$24.70	\$44,855.20	\$25.03	\$45,454.48	\$26.54	\$48,196.64

Group C

Admin. Aide - Elementary School

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$15.95	\$28,965.20	\$16.17	\$29,364.72	\$17.15	\$31,144.40
2	\$16.57	\$30,091.12	\$16.79	\$30,490.64	\$17.80	\$32,324.80
3	\$17.20	\$31,235.20	\$17.43	\$31,652.88	\$18.48	\$33,559.68
4	\$17.84	\$32,397.44	\$18.08	\$32,833.28	\$19.17	\$34,812.72
5	\$18.53	\$33,650.48	\$18.78	\$34,104.48	\$19.91	\$36,156.56
6	\$19.24	\$34,939.84	\$19.50	\$35,412.00	\$20.67	\$37,536.72
7	\$19.99	\$36,301.84	\$20.26	\$36,792.16	\$21.48	\$39,007.68
8	\$20.94	\$38,027.04	\$21.22	\$38,535.52	\$22.50	\$40,860.00
9	\$21.42	\$38,898.72	\$21.71	\$39,425.36	\$23.02	\$41,804.32
10	\$21.99	\$39,933.84	\$22.29	\$40,478.64	\$23.63	\$42,912.08

Group B

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$15.35	\$27,875.60	\$15.56	\$28,256.96	\$16.50	\$29,964.00
2	\$15.91	\$28,892.56	\$16.13	\$29,292.08	\$17.10	\$31,053.60
3	\$16.55	\$30,054.80	\$16.77	\$30,454.32	\$17.78	\$32,288.48
4	\$17.14	\$31,126.24	\$17.37	\$31,543.92	\$18.42	\$33,450.72
5	\$17.82	\$32,361.12	\$18.06	\$32,796.96	\$19.15	\$34,776.40
6	\$18.48	\$33,559.68	\$18.73	\$34,013.68	\$19.86	\$36,065.76
7	\$19.21	\$34,885.36	\$19.47	\$35,357.52	\$20.64	\$37,482.24
8	\$20.15	\$36,592.40	\$20.42	\$37,082.72	\$21.65	\$39,316.40
9	\$20.62	\$37,445.92	\$20.90	\$37,954.40	\$22.16	\$40,242.56
10	\$21.08	\$38,281.28	\$21.36	\$38,789.76	\$22.65	\$41,132.40

TABLE D: SEP 226 Day – School Year Plus Positions

Group F

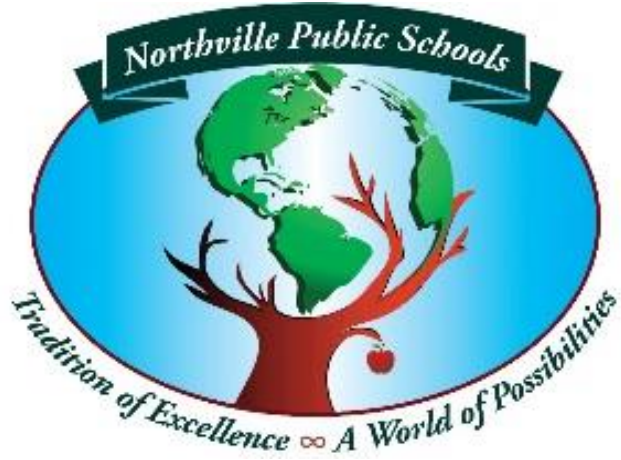
Admin Asst. - Center Program School (Cooke)

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$17.93	\$32,704.32	\$18.17	\$33,142.08	\$19.27	\$35,148.48
2	\$18.63	\$33,981.12	\$18.88	\$34,437.12	\$20.02	\$36,516.48
3	\$19.34	\$35,276.16	\$19.60	\$35,750.40	\$20.78	\$37,902.72
4	\$20.07	\$36,607.68	\$20.34	\$37,100.16	\$21.57	\$39,343.68
5	\$20.84	\$38,012.16	\$21.12	\$38,522.88	\$22.39	\$40,839.36
6	\$21.64	\$39,471.36	\$21.93	\$40,000.32	\$23.25	\$42,408.00
7	\$22.46	\$40,967.04	\$22.76	\$41,514.24	\$24.13	\$44,013.12
8	\$23.57	\$42,991.68	\$23.89	\$43,575.36	\$25.33	\$46,201.92
9	\$24.11	\$43,976.64	\$24.43	\$44,560.32	\$25.90	\$47,241.60
10	\$24.70	\$45,052.80	\$25.03	\$45,654.72	\$26.54	\$48,408.96

Group C

Admin Aide - Center Program School - Cooke

Step	Hourly	Salary Equiv	6th - 10th Yrs		11th Yr Longevity	
1	\$15.95	\$29,092.80	\$16.17	\$29,494.08	\$17.15	\$31,281.60
2	\$16.57	\$30,223.68	\$16.79	\$30,624.96	\$17.80	\$32,467.20
3	\$17.20	\$31,372.80	\$17.43	\$31,792.32	\$18.48	\$33,707.52
4	\$17.84	\$32,540.16	\$18.08	\$32,977.92	\$19.17	\$34,966.08
5	\$18.53	\$33,798.72	\$18.78	\$34,254.72	\$19.91	\$36,315.84
6	\$19.24	\$35,093.76	\$19.50	\$35,568.00	\$20.67	\$37,702.08
7	\$19.99	\$36,461.76	\$20.26	\$36,954.24	\$21.48	\$39,179.52
8	\$20.94	\$38,194.56	\$21.22	\$38,705.28	\$22.50	\$41,040.00
9	\$21.42	\$39,070.08	\$21.71	\$39,599.04	\$23.02	\$41,988.48
10	\$21.99	\$40,109.76	\$22.29	\$40,656.96	\$23.63	\$43,101.12



NORTHVILLE PUBLIC SCHOOLS

**EMPLOYMENT MANUAL
& SCHEDULE OF BENEFITS**

for

**TECHNOLOGY, OPERATIONS, FOOD SERVICE
& LICENSED PRACTICAL NURSE EMPLOYEES**

*Licensed Trades, General Maintenance, Parking-Hall Monitors,
Food Service and Educational Technology, Licensed Practical Nurses*

July 1, 2025 – June 30, 2026

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INTRODUCTION

The Northville Public Schools serves our students via a variety of educational programs, beginning with a nationally accredited Early Childhood Program, and then continuing with six elementary schools offering a rigorous culture and leadership through The Leader in Me, based on Stephen Covey's 7 Habits of Highly Effective People. In addition to providing a Special Education Center Program at Cooke School to students, preschool through age 26, Northville's secondary education program culminates in two middle schools and a high school that are fully authorized by the highly respected International Baccalaureate (IB) Organization.

Our employees are essential associates in maintaining the Tradition of Excellence the Northville Public Schools provides to our students and families through our school system. You represent our District in our classrooms, cafeterias, school buildings, on our grounds, and in the provision of important technology to adapt to individual learning styles, and strengthen career and college readiness. With your able assistance and support in our important work, Northville Public Schools give our students the opportunity to participate in a strong culture of learning and community service.

This Manual summarizes key components of your employment with the Northville Public Schools. It may be amended from time to time, as needed, in the District's discretion to adapt to changing circumstances. Any amendments will be published before they are in effect. In the meantime, if you have any questions about this Manual, or any other facet of your work with our District, please contact your supervisor or the Human Resources Office.

Thank you for your dedicated service to our District's students, families and staff.

DISTRICT RIGHTS

All management rights are solely and exclusively the function of the District, including but not limited to the establishment of wages and fringe benefits, the assignment of work to employees, the right to hire, promote, discharge, discipline, layoff and recall employees and to maintain discipline and efficiency, the scheduling of hours and shifts, the determination of the number and kinds of classifications to be established or continued and the number of employees in such classifications.

Employment status for all positions designated in this Manual is at-will. The District retains the sole right to establish, adopt, publish, change, amend and enforce District work rules for employees to follow.

DEPARTMENTS and CLASSIFICATIONS

The District designates the following Departments and classifications, and may be subject to change based on the needs of the District:

- A. Food Service
 - 1. Food Service Assistant
 - 2. Satellite Coordinator
 - 3. Kitchen Coordinator
 - 4. Cooke School Kitchen Coordinator
 - 5. Food Truck Driver

- B. Operations
 - 1. Licensed Trades (HVAC, Electrician)
 - 2. General Maintenance
 - 3. Maintenance Lead
 - 4. Auditorium Manager
 - 5. Parking Lot & Hall Monitor

- C. Educational Technology
 - 1. Technology Equipment Technician
 - 2. Technology Analyst

- D. Licensed Practical Nurse (LPN)

WORK YEAR

The work year is scheduled by the District based on the needs of the school system.

Licensed Trades – year-round, full-time positions unless otherwise designated by the administration, based on the needs of the District. Licensed trades include licensed or certified electricians, HVAC technicians (and plumbers if employed by the District.)

General Maintenance - year-round, full-time positions unless otherwise designated by the administration, based on the needs of the District. The administration periodically employs part-time and/or full-time temporary or seasonal employees in such positions.

Parking Lot / Hall Monitors – full-time positions working the school year calendar only, unless otherwise designated by the administration, based on the needs of the District. Subject to need, General Maintenance opportunities may exist during the summer months. These positions are not designated as full-time, year-round. However, a Monitor working the summer months shall be eligible for two additional Personal Business Days to be used in the summer.

Educational Technology Equipment Technicians and Analysts - year-round, full-time positions unless otherwise designated by the administration, based on the needs of the District.

Food Service Employees – Food Service employees, many of whom are part-time employees, work on student full days during the school year calendar, unless additional days are otherwise designated for preparation or training by the Food Service Manager. A limited number of Food Service employees are needed to support the summer programs. The Food Truck Driver(s) may be offered General Maintenance work during the summer, subject to need as determined by the administration.

Note: The District will generally strive to schedule one (1) Food Service assistant for each elementary school for a minimum of four (4) hours per day when student lunches are served.

Note: Should it be determined by the Manager of Food Service that Food Service employees need to work on non-lunch days, then said employees will be given reasonable notice and may be obligated to work on such days.

Licensed Practical Nurses – LPN's work during the school year calendar, including professional development days, unless additional days are otherwise designated by the supervisor. LPN's working in the Cooke School program are required to work the Extended Year Program (EYP) each summer.

WORK DAY / HOURS

The District schedules the hours of work of the employees according to the needs of the school system. The normal work week shall be Monday through Sunday. The term “day” as used herein shall be the twenty-four (24) hour period beginning at 12:01 A.M.

All work authorized by the District and performed by employees in excess of forty (40) hours in any one (1) work week or eight (8) hours in any one (1) day will be paid at the rate of one and one-half (1-1/2x) times their regular rate. Regular full time employees will be paid time and one half (1-1/2x) for all hours worked on Saturday and double time (2x) for all hours worked on Sunday, provided that the Saturday or Sunday work is not a part of their regular 40 hour schedule and provided that no unpaid days were taken by the employee during that work week.

In the event that unpaid time is approved and taken by the employee during the work week, he/she shall be paid at their regular hourly rate of pay for all hours (up to 40 hours in a week) worked on Saturday or Sunday, and shall not be paid overtime for hours over 8 in a day, except as otherwise specified in this Manual.

The administration will attempt to divide and rotate any available overtime work, as equally as reasonably possible among general maintenance and skilled trades employees. All decisions regarding overtime work are at the discretion of the department administrator; overtime may not be worked except with administrative approval. *The allowance of an overtime premium on any hour excludes that hour from consideration for overtime payment on any other basis, thus eliminating any double or pyramiding of overtime payments.*

An employee, unless otherwise notified by the administration, who reports for work on his/her regularly assigned shift and is informed by the District that work is not available for such employee, shall receive two (2) hours pay, provided, however, that such employee shall be required to do any work assigned to him/her during said period. Notification by the administration not to work may be verbal. Employees who are absent or unavailable at home so that proper notice cannot be given them, have as their own responsibility the checking of the necessity of reporting. Should they report for work in such circumstances, the Board shall not be obligated to compensate for such time.

Work Schedule & Lunch Break

Employees may not alter the hours of the work schedule established by his or her supervisor without pre-authorization. Likewise, employees may not work additional hours beyond the designated work schedule without pre-authorization from their District supervisor.

Full-time employees (excluding Licensed Practical Nurses) are allowed a thirty (30) minute unpaid lunch period. Licensed Practical Nurses are required to supervise their student(s) during their (30) minute paid lunch break. In instances, when an employee is required to work a shift that exceeds twelve (12) hours on a given day, the employee shall be entitled to a thirty (30) minute paid lunch break.

School Closures

In the event an Operations employee is required to work when schools are closed due to severe weather conditions, and cannot report to work due to the severe weather conditions, he/she may take a vacation day (where applicable) to be charged against his/her vacation bank.

Operations staff who are required to report to work for plowing / snow removal, or otherwise at the discretion of the supervisor, during a districtwide cancellation of school, will receive double-time on the first four districtwide school cancellations of the school year. Time and one-half shall apply to Operations staff required to work thereafter for any additional districtwide school cancellations beyond the fourth occurrence.

Educational Technology, Food Service and Licensed Practical Nurse employees, as well as those Operations employees who are not normally assigned to plow/remove snow, shall receive their regular pay for school closure days in the event that the school day is cancelled. Any employee in these classifications who is required to work by their supervisor will receive time and one-half.

LEAVES OF ABSENCE

Regular and consistent attendance is an essential function of each position addressed by this Manual. Punctuality and consistent attendance is expected. Patterns of absenteeism may be addressed through performance evaluation, and/or disciplinary action, up to and including dismissal.

Reporting Absences

When Operations, Licensed Practical Nurse and Educational Technology Equipment Technicians and Analyst employees are unable to be at work on a given day he/she shall notify the District as early as possible, but no later than sixty (60) minutes prior to the employees starting time by accurately entering the absences in the District absence management tool.

Food Service employees must follow the call-in protocol established by the administration.

Food Service Call-In Procedure

Food service employees must follow the call in protocol established by administration: All employees are required to submit their absence into the Red Rover absence management system one (1) hour prior to their shift starting.

In the event any employee subject to this Manual knows that he/she will be unable to return to work the next day, he/she shall enter the absence into the Red Rover absence management system.

Failure to follow protocol for timely absence reporting may result in denial of paid leave for such absence(s) and/or discipline, up to and including dismissal.

Failure to follow protocol for requesting time off in advance, may result in denial of the request, and/or denial of paid leave.

Except in unusual or extenuating circumstances that may be approved in advance at the discretion of Human Resources, in consultation with supervisors, employees should not expect to be granted leave time beyond that which is allocated under the terms of this Manual.

Attendance Incentive

Employees who, by June 30, have accrued and maintain a minimum of thirty (30) sick days in their sick leave bank shall be entitled to an incentive program recognizing good attendance. Each employee who does not use any sick days per year shall receive a stipend equivalent to three days of pay at their pay rate for that year. Days counted shall include Time Off Without Pay, Family Illness Days, Business Days after the first two (2) and Sick Days. Approved time off without pay between Christmas Day and New Year's Day will not be counted in such calculation.

Vacation Leave

The District reserves the right to schedule vacations and deny requests based on the operational need and interests of the District's school system.

Prorating

To be eligible for a full vacation allowance, the employee must have worked eighty percent (80%) of the regularly-scheduled working hours. In the event an employee does not meet this standard of working eighty percent (80%) of their regularly-scheduled working hours, their vacation will be prorated accordingly.

For employees who are hired on or after July 1st but prior to June 30th, vacation days will be prorated down to the nearest whole day. For example, an employee who is employed on September 1st will be eligible to earn up to seven (7) vacation days. Before having access to their vacation time, an employee must first complete their probationary period.

Educational Technology & Operations Employees

General Maintenance and Educational Technology

Full-time, year-round employees in their first 80 calendar days of work shall accumulate vacation time at the rate of one (1) day per month of work; however, it shall not be considered earned and credited to the employee's vacation bank until after the 80 calendar day period of work. Accrual of vacation with pay shall be in accordance with the following:

<u>Completed Years of Service as of June 30th</u>	<u>Vacation with Pay</u>
At least one (1) year but less than three (3)	12 days
At least three (3) years but less than ten (10) years	16 days
At least ten (10) years but less than twenty-two (22) years	20 days
At least twenty-two (22) years but less than twenty-five (25) years	21 days
At least twenty-five (25) years or more years of service	22 days

A Educational Technology or Operations employee who started working in the District prior to July 1, 2024, and experienced a one (1) year waiting period prior to having the ability to access their vacation time, will be entitled to a vacation payout upon separation from the District.

Licensed - Skilled Trades (HVAC – Electrician)

Full-time, year-round employees in their first 80 calendar days of work shall accumulate vacation time at the rate of 1.25 days per month of work; however, it shall not be considered earned and credited to the employee’s vacation bank until after the 80 calendar day period of work. Accrual of vacation with pay shall be in accordance with the following:

<u>Completed Years of Service as of June 30th</u>	<u>Vacation with Pay</u>
At least one (1) year but less than three (3) years	15 days
At least three (3) years but less than ten (10) years	20 days
At least ten (10) years but less than fifteen (15) years	21 days
At least fifteen (15) years or more years of service	22 days

Operations vacation time earned must be taken in the year in which it is allocated, with one exception: *Up to 5 days may be utilized in the month of July and August (13th and 14th months) following the allocation.* Unused vacation days do not roll over to a following year. Vacation may only be taken at times approved in advance by the Director of Operations and Human Resources.

Vacations will normally be scheduled during the summer months when school is not in session and for a period of consecutive days. Vacations may be scheduled at such other times during the year or split into one or more weeks as may be suitable, considering both the wishes of the employee and the efficient operation of the District, including the availability and costs for substitute personnel. The District reserves the right to limit the number of employees who can take vacation, including during the student December holiday recess period. Normally, vacation requests will not be honored the first two weeks prior to the start of, or the first week following the end of, the K-12 school program. Vacation days earned at a regular and consistent number of hours per day, shall be compensated as such when taken. Subject to prior approval, vacation days may be taken in increments of not less than a half-day. For Educational Technology, General Maintenance and Licensed Trades employees only, vacation days that are pre-approved shall count as days worked for the purpose of determining eligibility for any applicable holiday pay.

A Licensed – Skilled Trade employee who started working in the District prior to July 1, 2024, and experienced a one (1) year waiting period prior to having the ability to access their vacation time, will be entitled to a vacation payout upon separation from the District.

Food Service Employees

Full-time school year employees working the full SEP and Child Care calendars, including summer session, in their first 80 calendar days of work shall accumulate vacation time at the rate of one (1) day per every two (2) months of work; however, it shall not be considered earned and credited to the employee’s vacation bank until after the 80 calendar day period of work. Accrual of vacation with pay shall be in accordance with the following:

<u>Completed Years of Service as of June 30th</u>	<u>Vacation with Pay</u>
At least one (1) year but less than three (3) years	Five (5) Days
At least three (3) years or more of service	Ten (10) Days

The Food Truck Driver in their first 80 calendar days of work shall accumulate vacation time at the rate of one (1) day per every month of work; however, it shall not be considered earned and credited to the employee’s vacation bank until after the 80 calendar day period of work. As such, the Food Truck Driver shall be entitled to 10 days vacation with pay each year.

Any Food Service employee who was previously grandfathered at 15 Days of vacation, may be continued at that rate.

Vacation must be taken in the year in which it is allocated. It does not roll over to a following year. Vacation may only be taken at times approved in advance by the Food Services Manager and Human Resources.

A Food Service employee who started working in the District prior to July 1, 2024, and experienced a one (1) year waiting period prior to having the ability to access their vacation time, will be entitled to a vacation payout upon separation from the District.

Hall Monitors

Full-time, school year employees working in Operations during the summer months, in their first 80 calendar days of work shall accumulate vacation time at the rate of one (1) day per every two (2) months of work; however, it shall not be considered earned and credited to the employee’s vacation bank until after the 80 calendar day period of work. Accrual of vacation with pay shall be in accordance with the following:

<u>Completed Years of Service as of June 30th</u>	<u>Vacation with Pay</u>
At least one (1) year but less than three (3) years	Five (5) Days
At least three (3) years or more of service	Ten (10) Days

Hall Monitors may utilize vacation time during unpaid school breaks (i.e., Winter Break, Spring Break, etc.) or, with prior approval, during the summer months. Only during extenuating circumstances, and with prior approval, may vacation time be utilized during the normal school year.

Licensed Practical Nurse Vacation and Holiday Pay

Licensed Practical Nurse employees assigned to Cooke School are required to work the full SEP summer session and shall have ten (10) vacation days and 10 Holidays with pay built into the full year contract pay. The annual salary for full-time Licensed Practical Nurses equals the hourly rate times Teacher Contract Days times 7.5 hours per day. These 20 days represent 10 vacation days and 10 holidays.

Holiday Leave

Employees, excluding Licensed Practical Nurses, shall receive their regular straight-time rate, exclusive of any premiums, times the hours normally scheduled to work on the day in question (not to exceed eight (8) hours) for the following holidays.

Labor Day	January 1
Thanksgiving	Good Friday or Martin Luther King Jr. Day (whichever day is NOT a holiday)
Day after Thanksgiving	Memorial Day
December 24	Floating Holiday (applied during Holiday Break)
December 25	Independence Day – July 4th
December 31	Day before or after July 4 th (<i>TBD annually by administration</i>) – July 2024: July 5 th

When a holiday falls on a Saturday or Sunday, the Board shall have the right to observe the holiday on the preceding Thursday, Friday or the following Monday or pay the employee his/her normal holiday pay for same.

In order to receive holiday pay, the employee must have worked the last scheduled workday (in full) prior to the holiday and the next scheduled workday (in full) after the holiday, except when the employee works on the holiday. Less than year-round / 52-week employees must work the last scheduled student day before and the first scheduled student day after the holiday to receive holiday pay or be off on approved vacation time.

Employees required to work on any of the above-named holidays shall receive time and one-half for hours worked on such holiday in addition to his/her holiday pay. In no event shall the sum of an employee’s holiday pay and hourly compensation for hours actually worked on one of the above-named holidays exceed 2.5x the standard rate of pay.

Food Service employees who work the full summer SEP program or the full summer Early Childhood Program will receive Independence Day as a paid Holiday.

Note: All schools will be closed during the December holiday break.

Personal Business Leave

Employees will be entitled to two (2) business days per year to attend to business transactions which cannot be scheduled during non-working hours, provided that a proper request for such leave is completed twenty-four hours in advance which states the nature of the business. A business day for each employee is defined as being equivalent to the respective employee's normal work day hours.

Business days will not be granted before or after a holiday or vacation.

Business days not used during a given year will be accrued in the employee's sick leave bank at the end of the year, up to the designated limit.

The first two business days will not be counted when computing an employee's attendance.

Bereavement Leave

When death occurs in an employee's family, i.e., father, mother, step-parent, spouse, sister, brother, father-in-law, mother-in-law, child, step-child, grandchild, or grandparent upon written request to the chief Human Resources administrator or his/her designee, the employee will be excused for up to three (3) normally scheduled working days (excluding Saturdays and Sundays) following the death, provided that they attend the funeral. If the funeral is two hundred (200) miles or more from the employee's home, the employee will be granted one (1) additional day. The employee shall submit written documentation of attendance if requested to do so by the District.

When death occurs to the following employee's relatives, i.e., aunt, uncle, brother-in-law, sister-in-law, grandparent, niece or nephew, the employee will be excused for one day, the day of the funeral, provided he/she attends the funeral.

An employee excused from work for bereavement will, after making written application, receive the amount of wages he/she would have normally earned by working during straight time hours on such scheduled days of work for which he/she is excused, exclusive of premium pay.

Sick Leave

Notwithstanding anything to the contrary in this Manual, if the Michigan Earned Sick Time Act ("ESTA") is in effect, each ESTA year (i.e., each school year), employees may use their annual sick leave allocation for a permissible reason as defined by ESTA, including those reasons delineated in paragraph 3 below. However, sick leave days are not personal business days and are not approved for days off except for those absences that qualify under ESTA.

1. All regular, non-seasonal employees shall be entitled to sick leave accumulated at the rate of one (1) day per month of work and will be frontloaded to the employee's bank as of the beginning of their work year. Sick leave will be prorated for any employee who works less than a full year. A month of work is defined as working fifty percent (50%) or more of the workdays in the month. Unused sick leave may accumulate up to one hundred fifty (150) days. Employees in their first 80 calendar days of work shall accumulate sick leave at the rate of one (1) day per month of work; however, it shall not be considered earned and credited to the employee's sick bank until after the 80 calendar day period of active work. All requests for such sick leave must be submitted to and approved by the chief Human Resources administrator or his/her designee; proof of illness or disability may be required at any time. For purposes of this section, paid vacation shall count as a day of work.
2. Not more than ten (10) paid sick leave days per year may be used to care for an ill member of the immediate family when such care is necessary, provided that appropriate verification and information is given on a "Family Illness" form provided by the District. Immediate family for the purpose of "family illness" is defined as children, spouse, parents, grandparent or grandchildren or eligible employee's sibling. During the year an employee may incur extenuating circumstances which require additional family illness days. The employee may request up to two (2) additional days for the purpose of family illness. This request must be in writing to the chief Human Resources administrator. Written proof of illness may be required from an attending physician. Approval or denial shall be at the sole discretion of the District, after consideration of the requirements of Paid Medical Leave, MCL 408.962 et. seq.
3. Subject to Section A (1-2) above, paid leave may be used for (1) the employee's own physical or mental illness or health condition; an eligible family member's mental or physical illness or health condition; (2) if the eligible employee or family member is a victim of domestic violence or sexual assault paid leave may be used for medical care, counseling, to receive services from a victim service organization, to relocate or to attend court proceedings related to the domestic violence or sexual assault; or (3) to care for an eligible employee or family member whose health is under the jurisdiction of a public health official or to care for a child whose school has been closed by a public health order.
4. In the event of an absence of an employee due to personal illness or disability in excess of three (3) consecutive working days, the Superintendent, or his designee, may require the employee to provide a physician's statement setting forth the specific illness or disability and the expected length of the absence.

Compensation for sick days shall only be paid an employee if he/she would have been otherwise scheduled to work, but for the illness or disability.

5. If an employee reasonably expects that he/she will be unable to perform his/her normal daily duties and functions for more than fifteen (15) working days due to personal illness or disability, he/she shall immediately notify the Office of Human Resources of this fact, and shall provide the Office of Human Resources with a physician's statement setting

forth the specific illness or disability, the date the employee's disability will commence, and the expected length of the absence. In the case of disability due to pregnancy, it is requested that an employee will comply with this section at least six (6) months before the expected date of birth.

6. In all cases where the employee has been absent for more than fifteen (15) working days, the employee shall provide the Office of Human Resources, before returning to work, a physician's statement certifying that the employee has recovered from the illness or disability and is able to continue to perform the essential functions of his/her normal daily working duties or functions.
7. In order to protect the children of the District, upon the recommendation of the chief Human Resources administrator, the Superintendent may, at the District's expense, have an employee take a physical or mental examination to determine whether involuntary sick leave is warranted. Time lost for the purpose of such examination shall be without loss of pay or sick leave earned.
8. The chief Human Resources administrator, or his/her designee, may, at any time, require an employee, at the District's expense, to be examined by a District appointed physician to determine if the employee is disabled or ill to the extent he/she is unable to perform the essential functions of his/her normal daily duties and functions. In addition to the employee authorizing the District's appointed physician to conduct such physical or mental examinations as the physician deems necessary, the employee shall sign such documents and medical release forms which are necessary in order for the District's physician or Office of Human Resources to secure from the employee's physician copies of all his/her medical records pertinent to his/her ability to perform the essential functions of his or her assigned duties.

Family Medical Leave Act (FMLA)

The District shall grant, per year, unpaid leaves up to a total of twelve (12) work weeks under the terms and conditions as described herein.

Employees are eligible for up to twelve (12) work weeks of unpaid leave if they have been employed by the District for at least twelve (12) months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave. When unpaid leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. The notice will include the reason for the leave, the beginning date and expected ending date.

Eligible employees may take up to twelve (12) weeks of unpaid leave for one or more of the following reasons:

- A. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.

- B. Because of the placement of a son or daughter with the employee for adoption or foster care.
- C. In order to care for the spouse, son, daughter, step child, legal ward or parent, of the employee, of such spouse, son, daughter, step child, legal ward or parent has a serious health condition which requires inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
- D. The employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.
- E. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

The District may require medical certification of the serious health condition from the health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee either is needed to care for the person or is unable to perform the functions of his/her position. If the Certification is incomplete, the District may delay the leave until the Certification is completed.

The District, at its expense, may designate a second health care provider to provide a second opinion.

Upon return to work, the District may require a written notification from the health care provider certifying that the employee is able to resume work and perform the essential functions of his/her assigned duties.

When both spouses are employed by the Northville Public Schools, the combined amount of leave for birth, adoption, foster placement or illness of a parent will be limited to twelve (12) weeks in any 12 month period. Entitlement for child care ends after the child reaches age one (1) year or twelve (12) months after the adoption or placement.

In the event that an employee shall require intermittent or reduced leave under the terms of the Family and Medical Leave Act, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of Section 102b and Section 108c of the Family and Medical Leave Act of 1993. The decision of the District shall be final. An employee exercising intermittent leave is required to notify the District when doing so.

Upon the employee's return from leave, he/she will be restored either to the position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee shall be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed.

The District, at its sole option, may require the employee to use accrued paid sick leave concurrent with any unpaid leave under the Family and Medical Leave Act.

The District, at its sole option, may require the employee to use accrued paid leave concurrent with an unpaid leave under and pursuant to the Family and Medical Leave Act.

Unpaid Leave of Absence

Leaves of absence without pay or benefits may be granted to full time employees for reasonable periods not to exceed one (1) year at the sole discretion of the chief Human Resources administrator. Requests must be submitted to Human Resources in writing. Reinstatement for any such leave, if approved, is subject to an available position and verification of the employee's ability to fully perform the essential functions of the position.

Leaves of absence without pay or benefits may be granted full time employees for reasonable periods not to exceed one (1) year of time for training related to the employee's regular duties in an approved educational institution. Reinstatement is subject to an available position and verification of the employee's ability to fully perform the essential functions of the position.

The reinstatement rights of an employee who enters the military services of the United States by reason of an Act or Law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

COMPENSATION

Operations / Ed Tech Scales

	HVAC and Technology Analyst		Step	Educational Equipment Technicians	& Cert		Step	Electrician
1	\$26.78		1	\$23.18	\$24.21		1	\$22.66
2	\$27.89		2	\$23.77	\$24.80		2	\$23.45
3	\$29.02		3	\$24.37	\$25.40		3	\$24.25
4	\$30.13		4	\$24.97	\$26.00		4	\$25.04
5	\$31.24		5	\$25.55	\$26.58		5	\$25.83
6	\$32.36		6	\$26.15	\$27.18		6	\$26.63
7	\$33.48		7	\$26.75	\$27.78		7	\$27.42
8	\$34.59		8	\$27.35	\$28.38		8	\$28.21
9	\$35.71		9	\$27.94	\$28.97		9	\$29.00
10	\$36.82		10	\$28.54	\$29.57		10	\$29.80
11	\$37.93		11	\$29.14	\$30.17		11	\$30.59
12	\$39.06		12	\$29.73	\$30.76		12	\$31.38
13	\$40.17		13	\$30.32	\$31.35		13	\$32.18
14	\$41.18		14	\$30.87	\$31.90		14	\$32.98

Step	NHS Auditorium Manager	Step	General Maintenance	& Cert	Step	Parking Lot - Hall Monitor
1	\$17.46	1	\$18.54	\$19.06	1	\$13.91
2	\$17.97	2	\$19.09	\$19.60	2	\$14.35
3	\$18.50	3	\$19.63	\$20.15	3	\$14.79
4	\$19.03	4	\$20.22	\$20.73	4	\$15.22
5	\$19.54	5	\$20.81	\$21.32	5	\$15.67
6	\$20.06	6	\$21.39	\$21.91	6	\$16.11
7	\$20.59	7	\$21.99	\$22.51	7	\$16.55
8	\$21.12	8	\$22.58	\$23.09	8	\$16.98
9	\$21.63	9	\$23.16	\$23.68	9	\$17.43
10	\$22.17	10	\$23.75	\$24.27	10	\$17.87
11	\$22.68	11	\$24.34	\$24.85	11	\$18.31
12	\$23.27	12	\$24.93	\$25.44	12	\$18.75
13	\$23.92	13	\$25.57	\$26.09	13	\$19.19
14	\$24.41	14	\$26.16	\$26.68	14	\$19.67
		Step	Maintenance Lead	& Cert		
		1	\$21.85	\$22.51		
		2	\$22.42	\$23.09		
		3	\$22.99	\$23.68		
		4	\$23.56	\$24.27		
		5	\$24.13	\$24.85		
		6	\$24.70	\$25.44		
		7	\$25.33	\$26.09		
		8	\$25.90	\$26.68		
		9	\$26.55	\$27.35		
		10	\$27.21	\$28.03		
		11	\$27.89	\$28.73		
		12	\$28.59	\$29.45		
		13	\$29.30	\$30.18		
		14	\$30.04	\$30.94		

Step	Food Service Assistant	Step	Kitchen Coordinator	Step	Satellite Coordinator
1	\$14.05	1	\$16.58	1	\$15.02
2	\$14.38	2	\$16.97	2	\$15.32
3	\$14.79	3	\$17.47	3	\$15.74
4	\$15.23	4	\$17.82	4	\$16.17
5	\$15.67	5	\$18.33	5	\$16.61
6	\$16.13	6	\$18.86	6	\$17.05
7	\$16.60	7	\$19.25	7	\$17.51
8	\$17.07	8	\$19.81	8	\$17.99
9	\$17.57	9	\$20.38	9	\$18.48
10	\$18.08	10	\$20.97	10	\$18.97
11	\$18.60	11	\$21.39	11	\$19.49
12	\$19.15	12	\$22.01	12	\$20.22
13	\$19.70	13	\$22.65	13	\$20.66
14	\$20.27	14	\$23.31	14	\$21.11

Step	Cooke Kitchen Coordinator	Step	Food Truck Driver	Step	Licensed Practical Nurse
1	\$18.56	1	\$14.94	1	\$22.92
2	\$19.01	2	\$15.37	2	\$23.61
3	\$19.56	3	\$15.80	3	\$24.32
4	\$19.78	4	\$16.26	4	\$25.04
5	\$20.35	5	\$16.72	5	\$25.79
6	\$20.94	6	\$17.20	6	\$26.56
7	\$21.18	7	\$17.69	7	\$27.37
8	\$21.79	8	\$18.20	8	\$28.18
9	\$22.42	9	\$18.71	9	\$29.04
10	\$23.06	10	\$19.25	10	\$29.90
11	\$23.32	11	\$19.79	11	\$30.80
12	\$23.99	12	\$20.36	12	\$31.72
13	\$24.68	13	\$20.81	13	\$32.67
14	\$25.41	14	\$21.28	14	\$33.65

Temporary assignment to a Kitchen Coordinator position will include a \$0.50 hourly increase from the employee's current step while the assignment is being fulfilled. Example: A Food Service Assistant on Step 3 who is paid at \$14.50/hour would be paid at \$15.00/hour during their temporary assignment as Kitchen Coordinator.

Food Service Assistants who permanently transfer into a Kitchen Coordinator position will be placed on a step that reflects a minimum of a \$1.50 hourly increase in comparison with their Food Service Assistant position. For example, a Food Service Assistant currently on Step 5 of the Food Service Assistant scale would be placed on Step 3 of the Kitchen Coordinator scale. A Kitchen Coordinator who permanently returns to a Food Service Assistant position will be placed on the Step consistent with their experience working in Food Service. Example: An employee who had been hired in at Step 3, and has worked in Food Service for three years, will be returned to Step 6 on the Food Service Assistant scale.

The wage scales above continue to incorporate some, not all, of the former add-on hourly stipends for respective classifications. Therefore, there are no longer any separate add-on hourly stipends, except as designated below and within the scale as “& Cert”:

General Maintenance: Certified Pool Operator, Pesticide Certification, National Playground Certification, Locksmith, Time/Fire system.

Technology Equipment Technicians: Cisco CCNA, Network and/or server certification. Any one of those will count for the higher “& Cert” hourly wage. Two or more do not increase the wage beyond the “& Cert” level.

Note: Food Service, Licensed Trades and Licensed Practical Nurse stipends were embedded in the new wage scale.

The District may require as a condition of continued employment any (one or more) employees, at the District’s expense, to acquire relevant certifications or credentials (i.e. Certified Pool Operator, Pesticide Certification, National Playground Certification, etc.) that are necessary or benefit the operation of the District. The Director of Operations and the Director of Technology shall determine which employees will be required to complete such certifications, in consultation with Human Resources.

Any annual wage adjustments determined by the District become effective on the beginning of the pay period after the effective date of the increase.

2025-26

In the event that Board of Education approves a budget for the 2025-26 school year that projects a General Fund Balance of 15% of the General Fund expenditures or higher (including the cost of the contingent increase in compensation detailed below), the following shall apply:

All regular, non-seasonal employees, who are step-eligible, will advance one (1) full step for 2025-26 school year.

In the event that the Board of Education approves a budget for the 2025-26 school year that projects a General Fund Balance of less than 15% of the General Fund expenditures but at least 11% (including the cost of the contingent increase in compensation detailed above), the following shall apply:

All regular, non-seasonal employees will be placed on the lifted scale and there will no numeric or incremental step advancement for 2025-26.

In the event that the Board of Education approves a budget for the 2025-26 school year that projects a General Fund Balance of less than 11% of the General Fund expenditures (including the cost of the contingent increase in compensation detailed above), the following shall apply:

All employees will remain at the 2024-25 wage levels – wage freeze.

In the event the NEA unit becomes eligible for the full 2025-26 bonus amount as defined in that collective bargaining agreement, unit employees shall receive a \$550 bonus to be paid not later than December 2026.

For any work year, an employee with a suspension without pay in the prior year may be denied eligibility for any increase in compensation. Such determination will be made by Human Resources in consultation with the employee's supervisor.

It is understood that the designation of a classification is not intended to designate job content or to restrict work assignments.

Nothing shall prevent the District from adjusting the wage scale based on the need to be responsive to budgetary considerations and/or attracting qualified applicants. The District would consult informally with employees before considering any potential decrease to the amounts designated in the wage scales.

The District may exercise its discretion to hire an employee into a position above the start rate, as deemed necessary and appropriate give the individual's experience and skills.

No Food Service workers shall earn an hourly wage that is less than the proportional equivalent of that of a Food Service substitute.

LONGEVITY

Employees who are covered under this Employee Manual will be paid longevity beginning with five (5) years of employment with the District. Longevity payments will be divided equally between the first pays in both January and June. Longevity shall be prorated for employees working less than full-time, but at least half time. Longevity will be paid as follows:

	<u>Nine-Month Employees</u> <u>(180 Workday Schedule)</u>	<u>Twelve-Month Employees</u> <u>(256 Workday Schedule)</u>
Start of 10 th year through 14 th year	\$800	\$1,300
Start of 15 th year through 19 th year	\$1,200	\$1,700
Start of 20 th year and any year thereafter	\$1,500	\$2,000

TUITION REIMBURSEMENT

Employees who have at least one year of employment shall be entitled to reimbursement to the extent of five hundred (\$500) dollars per semester for a total of five hundred (\$1000) dollars per year. Reimbursement shall be made only for actual tuition paid for courses taken that are directly related to the employee's area of work. Prior approval of the chief Human Resources administrator or his/her designee is required. The employee must earn a minimum of a "C" grade in order to be eligible for reimbursement. Additionally, entitlement to reimbursement will

require that the employee has worked ninety-five (95%) percent of the scheduled and required number of work days in the same one (1) year period immediately preceding the corresponding reimbursement deadline. Scheduled work days shall include sick days, family illness days, business days and unpaid leave (excluding FMLA leave) in calculating attendance for purposes of the article. To qualify for tuition reimbursement the employee must:

1. Submit a written pre-approval request to Human Resources.
2. Provide appropriate backup information, the nature of the course, the course content and the institution offering the course.
3. Provide appropriate verification showing satisfactory completion of the course.
4. Provide a copy of an appropriate tuition receipt within sixty (60) days following completion of the course(s).

Eligible tuition reimbursement for courses completed in accord with this Section shall be made to employees within thirty (30) days following receipt of the required paperwork as set forth in Paragraph 5 above.

If an employee does not make application within the specified deadline immediately following the completion of his/her course(s), he/she shall forfeit his/her right to tuition reimbursement for that course(s) only.

In the event that the District formally requests that an Educational Technician complete a specific Microsoft or Cisco certification specified in this agreement, the District shall provide reimbursement for such certifications once successfully completed. Any reimbursement per certification is not to exceed \$1,500 for the entire certification or 25% of the total cost, whichever is less.

UNIFORMS

Educational Technology, Operations & Hall Monitors

The employer shall provide uniforms to regular full time employees required to wear a uniform. Replacement of uniforms due to normal wear and tear will be provided to employees on a regular basis, but uniform costs for each eligible full time employee shall not exceed \$250 each year. Full-time Operations employees may also be reimbursed for up to \$175 once each year for steel-toed work boots.

Food Service

Food Service employees shall be provided with uniforms provided that the uniforms are worn exclusively for work in the District. Full-Time Food Service employees shall be provided with up to three (3) uniforms each year for a total not to exceed one hundred and fifty (\$150) dollars. Employees working less than full-time shall be reimbursed for three (3) uniforms not to exceed

one hundred and fifty (\$150) dollars total per year. In order to be eligible, the employee must submit appropriate receipts to the Supervisor of Food Service.

Food Service employees are required to wear non-slip shoes at work. The District will reimburse Food Service employees for up to \$80 once per school year for shoes that are non-slip designated by the manufacturer.

CDLs

The District may require as condition of continued employment that general maintenance and licensed skill trade employees obtain and maintain a CDL license. The District agrees to reimburse such employees for the costs (up to \$300 per year) for obtaining and renewing a CDL license. District employees holding the CDL may be directed to operate any District owned vehicles that require that license.

INSURANCE

Medical Insurance

Effective July 1, 2025, the Employer shall pay not more per month towards the medical plan than the following amounts: \$661.84 single; \$1,384.11 two person and \$1,805.02 family. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2025. There will be no employer contribution to the Health Savings Account. Any employee pre-payment from January through August 2025 will reduce the employee contribution September through December 2025.

Effective January 1, 2026 through December 31, 2026, and continuing for the 2026 plan year the employer's monthly cost shall increase not more than the PA 152 percent increase for the medical plan year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans:

The options are HDHPs and allow pre-tax employee contribution elections to an HSA.

Plan A – Simply Blue 1650/ 3300 PPO (HDHP – no employer HSA prefunding)

Plan B – Simply Blue 2000/4000 PPO (HDHP – no employer HSA prefunding)

Plan C – BCBS PPO 2000/4000 Co-Insurance (HDHP – no employer HSA prefunding)

Plan D – Blue Care Network 1650/3300 HMO (HDHP – no employer HSA prefunding)

Plan E – Blue Care Network 3300/6600 HMO (HDHP – no employer HSA prefunding)

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the illustrative rates, as well as any adjustments to the statutory Hard Cap amounts. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance. In the event that other medical plan options become available during the term of this agreement, the administration will share information regarding additional plans being considered. In any case, the District's contributions will not exceed the amounts outline above, consistent with the PA 152 hard cap limitations. In the event PA 152 is amended or revoked during the course of this contract, the Hard Cap amounts stipulated above will remain the same through the duration of this contract.

Prior to Open Enrollment for the 2026 plan year, the District will present up to multiple plan options for eligible employees to begin January 1, 2026. The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.

If during the life of this agreement the Federal Government issues new regulations under PPACA which would lead to the District paying any type of tax, penalty or fee, this contract shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA.

Each unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses and contributions.

In order to comply with the Affordable Care Act the district may make adjustments based on any future rulings, findings and government guidance on compliance.

All unit employees who are regularly employed for 30 or more hours a week shall be eligible for medical coverage subject to the required employee contributions immediately upon employment with the district. Employees less than full time, but at least half-time (20 hours / week) who elect medical coverage are responsible for all cost beyond the prorated employer contribution toward the total costs.

It is the responsibility of the employee to notify Human Resources of any change in coverage eligibility.

Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for any applicable District contribution to the HSA, if any. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.

Employee premium contributions shall be by payroll deduction which is authorized by acceptance of employment.

In the event an employee is eligible for the employer health insurance but elects not to take it because he/she is covered by another employer-paid group health plan, and subsequently loses his/her coverage under the other plan, then said employee shall be allowed to enroll in one of the employer paid plans and said coverage shall become effective at the beginning of the next billing period. Verification of coverage or loss thereof shall be required.

Employees who opt out shall also be eligible to enroll in the District's health insurance plan during the annual open enrollment.

Dental Insurance

Effective January 1, 2026, the Employer shall pay the premiums up to the level provided herein to provide Dental Insurance for eligible full-time employees who enroll in the plan.

1. The benefit level for Class I, II and III benefits shall be 75% with a benefit year number maximum of \$2,000.
2. The Dental Plan shall also include an orthodontic rider to cover dependent children through age 19 at 50% co-pay with a lifetime maximum of \$2,000 per eligible member.

Between the period of July 1, 2025, through December 31, 2026, the Employer shall continue to pay the premiums up to the levels provided in the 2024-2025 TOFS Manual.

Vision Care

Effective July 1, 2025, the Employer shall pay the premiums up to the level provided herein to provide vision care insurance for eligible full-time employees and enroll in the plan.

Term Life Insurance

Effective July 1, 2025 the Employer will pay the premiums for term life insurance in the amount of \$25,000 for regular, full-time employees.

Long-Term Disability Insurance

Effective July 1, 2025 the Employer will pay the premiums for full-time employees to provide long-term disability insurance.

Important Insurance Notifications

Upon commencement of employment with the District, an employee shall be eligible for enrollment in Plan C or Plan D, as delineated in the Medical Insurance Section, in addition to Vision and Dental insurance, long-term disability and life insurance. At the time of the District's next open enrollment period, following the employee's date of hire, the employee will be eligible to enroll in any of the medical insurance plan offerings as provided in the Medical Insurance section.

For Dental and Vision, the Employer will pay a prorated portion of the premium for eligible, part-time eligible employees who are regularly-scheduled to work four (4) or more hours per day, five (5) days a week, but less than 40 hours (and their eligible dependents) based on the following:

The employee's full-time equivalent (FTE examples: FTE = 1.0 for full-time, 0.5 for half-time, 0.6 for 24 hours / 3 days) will determine the proration, using the nearest tenth calculation. Once the payroll FTE reaches 0.8 or higher, the employee will be considered "full-time benefit eligible." There is no eligibility for those who work less than half-time.

The prorated portion is based on an eight (8) hour day. The number of hours regularly-scheduled are rounded to the nearest half-hour.

Part-time employees who are regularly-scheduled to work seven (7) or more hours a day, five (5) days per week, will be considered to be full-time employees for purposes of eligibility for premium payments for dental and vision.

In the event an employee retires, the insurance coverage listed above shall be discontinued on the last day of the last month in which the employee was employed and compensated. In the event an employee resigns, the insurance coverage will end on the last day worked.

The above periods are subject to applicable COBRA and FMLA regulations.

Coverage and benefits under the above plans are subject to the terms and conditions contained in the contracts between the District and the carrier(s). Any rebates or refunds on premiums shall accrue to the District. The District reserves the right to select carrier, change carrier, or to become self-insured, provided comparable level of benefits are obtained.

The failing of an insurance provider to provide any of the benefits which have been contracted for shall not result in any liability to the District.

Incentive Health Care Opt Out

Full-time, year-round (30 hours or more per/week) employees who decline the District medical coverage will receive payments totaling up to \$1,000 for a full plan year. Effective with the 2025 medical plan year, the health care opt out compensation, will be paid in approximately 10 monthly increments between January-June and September – December, prorated for less than

full year. It is also anticipated that eligibility for the health care opt out may be based on declining the medical coverage only.

Notification must be accompanied by proof of other insurance coverage for that period that provides minimal essential coverage (MEC), is compliant with the Affordable Care Act, and is not purchased from the marketplace. To start receiving the stipend prospectively, the employee must notify the District's Benefits Specialist.

In the event that the law requires that Health Care Opt Out or Cash in Lieu payments be subject to the District's PA 152 compliance calculations, this provision shall immediately become null and void.

DISCIPLINE AND DISCHARGE

While the District subscribes to the principle of progressive discipline, it is understood that based on the seriousness and nature of the offense and other applicable factors, disciplinary action, up to and including dismissal may be initiated at any level deemed appropriate by administration.

STAFFING AND ASSIGNMENTS

The District will determine the positions, schedules, hours and assignments necessary to meet the changing needs of the school district. Vacancies are posted via the NPS website as internal/external for interested qualified candidates to apply. The District will award the position to the most qualified candidate for the job based on skill, ability, experience and prior work record. The District has the sole discretion in determining who is most qualified.

DRUG AND ALCOHOL TESTING

It is the policy of the Northville Public Schools to comply with the provisions of the Omnibus Transportation Workers Testing Act of 1991 and the regulations promulgated under that Act.

The District implements pre-employment post-accident, reasonable suspicion, random, return-to-duty and follow-up alcohol and controlled substance testing on those employees required to have a Commercial Driver's License (CDL). This includes all employees who operate vehicles large enough to be designated as "commercial vehicles."

All employees covered by the Omnibus Transportation Workers Testing Act of 1991 will be provided the requisite educational materials regarding the implementation and application of this policy. Additionally, all required training will be provided.

The terms and conditions as contained in the Northville Public Schools Procedures for Implementation of Omnibus Transportation Workers Testing Act of 1991 apply to all employees when they are working and/or on District premises. This includes, but is not limited to, all

Northville Public School owned or controlled property, and convergence on any site where work is performed by employees on behalf of the District. Also included are any other locations or modes of transportation to and from those locations while in the course and scope of employment.

Failure to cooperate with a drug/alcohol test or altering a specimen is considered a positive test and subjects the employee to discipline up to and including dismissal.

GENERAL

The District may, at its discretion, require that employees submit to *physical and medical tests and examinations* by a District appointed doctor when such tests and examinations are considered to be of value to the District in maintaining a capable work force, employee health and safety, student health and safety, etc., provided, however, that the District will pay the cost of such tests and examinations.

Use of Tobacco or Vaporizers on District Property - Pursuant to Public Act 140 of 1993, the use of tobacco products in all school district buildings is prohibited. Additionally, the use of tobacco products shall be prohibited on all school district property. Employees are likewise prohibited from using vaporizers “vaping” on District property or anytime during the work day.

Employees may be subject to *written performance evaluation* approximately every three (3) years, or more often as deemed necessary by the administration.

BOARD POLICIES

Board of Education Policies can be found on the NPS website www.northvilleschools.org .
Some particular policies for employee awareness are listed below.

Alcohol and Drug Free Workplace
Substance Free Environment
Hazardous Chemical and Substances
Safety and Security
Discrimination and Harassment

In the event that an employee has a concern regarding any Policy, or wishes to submit a complaint, the employee should contact his or her supervisor, and/or the Office of Human Resources.

Administrative Procedures may be accessed via the secure employee [Intranet](#).

CONCLUSION

The Tradition of Excellence within the Northville Public Schools depends on each of our employees' continuing commitment to excellence in all that we do, to serve our students and families. The Northville Public Schools welcomes your input in maintaining our Tradition of Excellence and to that end, invites your comments and input through your supervisor and/or the Office of Human Resources.

APPENDIX

WORK RULES

In order to provide guidelines for the safe and orderly operation of the School District and to insure that all employees will have a clear understanding of their responsibilities the following work rules are provided.

All employees have the right to a work environment free from intimidation and harassment because of their sex, race, age, religion, marital status, handicap or ethnic origin. The School district prohibits any form of harassment. Employees are to report all complaints to their supervisor or designated administrator immediately.

Employees found to be in violation of these Work Rules will be subject to disciplinary action. The following are not intended to be either complete or comprehensive, but are only given as examples.

I. BASIC RULES

1. Employees are prohibited from unauthorized use of District property or resources for personal use and/or use for any other purpose, including outside of the work day.
2. Employees are to report for work at the beginning of their shift. If unable to do so the supervisor must be notified in a timely manner.
3. Employees will utilize the Red Rover system each day to enter the start and end times to their shift. No employee is to enter their time more than ten (10) minutes before their shift begins. Furthermore, employees may not ask another employee to enter time for them, nor should employees agree to enter the time of a fellow employee into Red Rover. Employees should enter the end time of their shift promptly after their shift is completed.
4. Each employee shall be at his/her designated work place ready for work at his/her scheduled starting time at the start of his/her shift and after lunch periods.
5. Employees are expected to leave for and return from lunch and break periods on time as scheduled and approved by the building leader or supervisor.
6. Employees are expected to work a full shift and must not leave their assigned job or clock out early without permission of their District supervisor.
7. Orderliness and cleanliness are important factors in preventing injuries, sickness and fires. Therefore, employees have a responsibility to practice good housekeeping in the work area.
8. Employees are expected to report any and all safety hazards or unsafe conditions to their immediate supervisor.
9. All accidents must be reported immediately to supervision. A "Employee Accident Report" must be completed each time an employee suffers a work-related injury.
10. Eat and drive only in approved areas.

11. Employees who are provided uniforms by the District will wear the uniform when on duty.

II. NEGLECT OF DUTY

1. Failure to be on duty during his/her regular work hours and to fulfill the responsibilities of their position.
2. Failure to notify supervisor if unable to report for work.
3. Leaving the job during work hours without permission.
4. Punching out early without permission. Misrepresenting time on timesheet/timecard.
5. Dishonesty or knowing misleading statements.
6. Overstaying or abuse of prescribed lunch or any other unauthorized period of absence from work.
7. Wasting time or loitering during work hours.
8. Sleeping during work hours.
9. Loss of School District property or misuse.

III. INSUBORDINATION

Although this runs the total continuum of behavior, it is basically the failure to follow a clear and reasonable request or directive.

1. Violation of posted safety rules or any common safety practices.
2. Failure to follow directions or instructions of supervision. Employees are expected to follow the instructions of leaders and/or supervisors without argument or prolonged discussion.
3. Employees are to dress appropriately for their job. Personal hygiene must be maintained.
4. Repeated violation of School District work rules including safety rules.

IV. IMPROPER CONDUCT

Written and unwritten expectations of conduct on the part of all employees exists. These may be in a professional code of ethics, in master agreements, policies or in other forms. When an employee violates these conduct expectations there is a need for corrective discipline.

1. Employees are required to enter their own time into Red Rover.
2. Engaging in practical jokes or horseplay.
3. Gambling during work hours on School District property.
4. Removing or defacing any notices, instructions, signs or any other School District property.

5. Abusive use of District telephones for personal business or using telephones during working hours without the express permission of the supervisor.
6. Falsification of any School District record.
7. Using abusive or profane language, threatening, intimidating, coercing or interfering with fellow employees or supervision.
8. Immoral or indecent conduct.
9. Contributing to unsanitary or poor housekeeping conditions.
10. Abuse or destruction of machines, tools, equipment or any other School District property or the property of other employees.
11. Possession of weapons on School District property at any time.
12. Theft from the School district or other employees.
13. Fighting, physically attacking or striking any person at any time while on duty on School District property.
14. Violation of Board Policy, including possession or use of illegal drugs or alcohol and the unlawful use of legal drugs while on duty or on the property of the School District.
Reporting for work or working while under the influence of alcohol, drugs or narcotics.
15. Sabotage.
16. Communicating, giving or discussing any confidential information with any unauthorized individual concerning the business of the School District.

V. TIME AND ATTENDANCE

Excessive absenteeism, excessive tardiness or unacceptable patterns of attendance may constitute abuse. Employees who abuse leave usage or are excessively tardy will be subject to progressive discipline up to a recommendation or discharge.

Memo

To: RJ Webber, Superintendent
From: Rebecca Pek, Assistant Superintendent of Human Resources and Development
CC: Devin Kling, Assistant Superintendent for Finance & Operations
Brian Sumner, Director of Human Resources and Employee Relations
Date: 6/24/2025
Re: 2025-26 Non-Affiliated Contracts

Background

The District is currently in negotiations with its largest employee group, the NEA, regarding a successor contract for the 2024–25 school year. Meanwhile, individual contracts for non-affiliated employees—including several district-level administrators—are scheduled for renewal effective July 1, 2025.

As a reminder, the District applies a Normal Salary Increase (NSI) scale to all non-affiliated employee groups. This scale is reviewed and approved annually by the Board of Education. For the 2025–26 contract year, no changes are proposed to the existing NSI scale, other than extending it through the upcoming year.

Recommendation

It is recommended that the Board authorize the administration to update and renew individual contracts for non-affiliated employees—including administrators, supervisors, managers, and other designated staff—for the 2025–26 school year, based on the following terms:

Non-Affiliated and Central Office Administrator Contracts

- **Salary Adjustment:** A full step increase on the District-Wide Administrators and Support Staff NSI scale, averaging a 3% increase to base salary.
- **Bonus Eligibility:** A formula-based bonus opportunity for 2025–26, equivalent to any NEA-negotiated bonus or a minimum of \$1,800, whichever is greater.

All other terms and conditions of the current contracts will remain unchanged unless otherwise specified.

District Wide Administrators and Support Staff

GROUP: Asst Supt		GROUP 1		GROUP 2		GROUP 3		GROUP 4		GROUP 5	
ASST. SUPERINTENDENTS (Function 1120)		Includes: Director of Curriculum, Director of Partnerships and Wellness, Director of Technology, Exec Director of Special Services, Director of HR, Director of Operations and Capital Improvements		Includes: Network Engineer, Controller, Special Education Supervisors, Instructional Specialist		Includes: ECC Director, Instructional Coach		Includes: ECC Supervisor, ECC Specialist, Exec. Assistant, Asst. Controller, Supervisor of Food Services, Tech and Facilities Coordinator, Human Resources Supervisor, Payroll and Benefits Supervisor		Includes: Pupil Accounting, Communications Specialist	
STEP	2024-26	STEP	2024-26	STEP	2024-26	STEP	2024-26	STEP	2024-26	STEP	2024-26
1	\$145,904	1	\$125,000	1	\$112,000	1	\$86,500	1	\$71,500	1	\$56,000
1.5	\$149,553	1.5	\$126,875	1.5	\$113,456	1.5	\$87,798	1.5	\$72,573	1.5	\$56,840
2	\$151,012	2	\$129,413	2	\$114,931	2	\$89,114	2	\$73,734	2	\$57,693
2.5	\$154,040	2.5	\$131,224	2.5	\$116,540	2.5	\$90,451	2.5	\$74,913	2.5	\$58,558
3	\$155,543	3	\$133,061	3	\$118,172	3	\$91,808	3	\$76,112	3	\$59,436
3.5	\$160,210	3.5	\$134,924	3.5	\$119,826	3.5	\$93,185	3.5	\$77,330	3.5	\$60,328
4	\$162,614	4	\$136,813	4	\$121,503	4	\$94,583	4	\$78,567	4	\$61,233
4.5	\$165,055	4.5	\$138,592	4.5	\$123,205	4.5	\$96,002	4.5	\$79,746	4.5	\$62,151
5	\$167,531	5	\$140,393	5	\$124,929	5	\$97,442	5	\$80,942	5	\$63,084
5.5	\$170,045	5.5	\$142,219	5.5	\$126,678	5.5	\$98,903	5.5	\$82,237	5.5	\$64,030
6	\$172,597	6	\$144,921	6	\$128,452	6	\$100,387	6	\$83,470	6	\$64,990
6.5	\$175,360	6.5	\$146,805	6.5	\$130,250	6.5	\$101,893	6.5	\$84,806	6.5	\$65,965
7	\$178,166	7	\$149,007	7	\$132,074	7	\$103,421	7	\$86,078	7	\$66,955
7.5	\$181,018	7.5	\$151,242	7.5	\$133,923	7.5	\$104,972	7.5	\$87,455	7.5	\$67,959
8	\$183,915	8	\$153,511	8	\$135,798	8	\$106,547	8	\$88,767	8	\$68,978
8.5	\$186,859	8.5	\$155,813	8.5	\$137,699	8.5	\$108,145	8.5	\$90,099	8.5	\$70,013
9	\$189,850	9	\$158,150	9	\$139,627	9	\$109,767	9	\$91,450	9	\$71,063
9.5	\$192,888	9.5	\$160,523	9.5	\$141,581	9.5	\$111,414	9.5	\$92,822	9.5	\$72,129
10	\$195,976	10	\$162,930	10	\$143,564	10	\$113,085	10	\$94,214	10	\$73,211

*Steps do not equate to years
Salary Schedules are subject to annual review and approval*



2024-25 Final Budget Amendment Northville Public Schools

**Board Meeting
June 24, 2025**

Key 'Take-Aways'



- **Foundation Allowance** – No Increase in State Aid Foundation -\$240/pupil vs. Initial Budgeted
- **Enrollment** – Increase of (138) FTE from Initial Budget. (47) FTE increase year over year.
- **One-Time Funding**
 - Includes \$932,812 (Section 11t) of COVID Relief Funding
- **New Categorical Allocations** – MPSERS Cost Offset UAAL 147a(4) and educator compensation 27l
- **Grants Expected to Sunset**– MPSERS Cost Offset 147f, Enrollment Stabilization, School Safety Sec 97 and Behavioral Intervention 97j
- **General Fund Balance** – Operating deficit reduced from \$(2,437,626) to \$(754,004)



2024-25 Final Budget Amendment Northville Public Schools

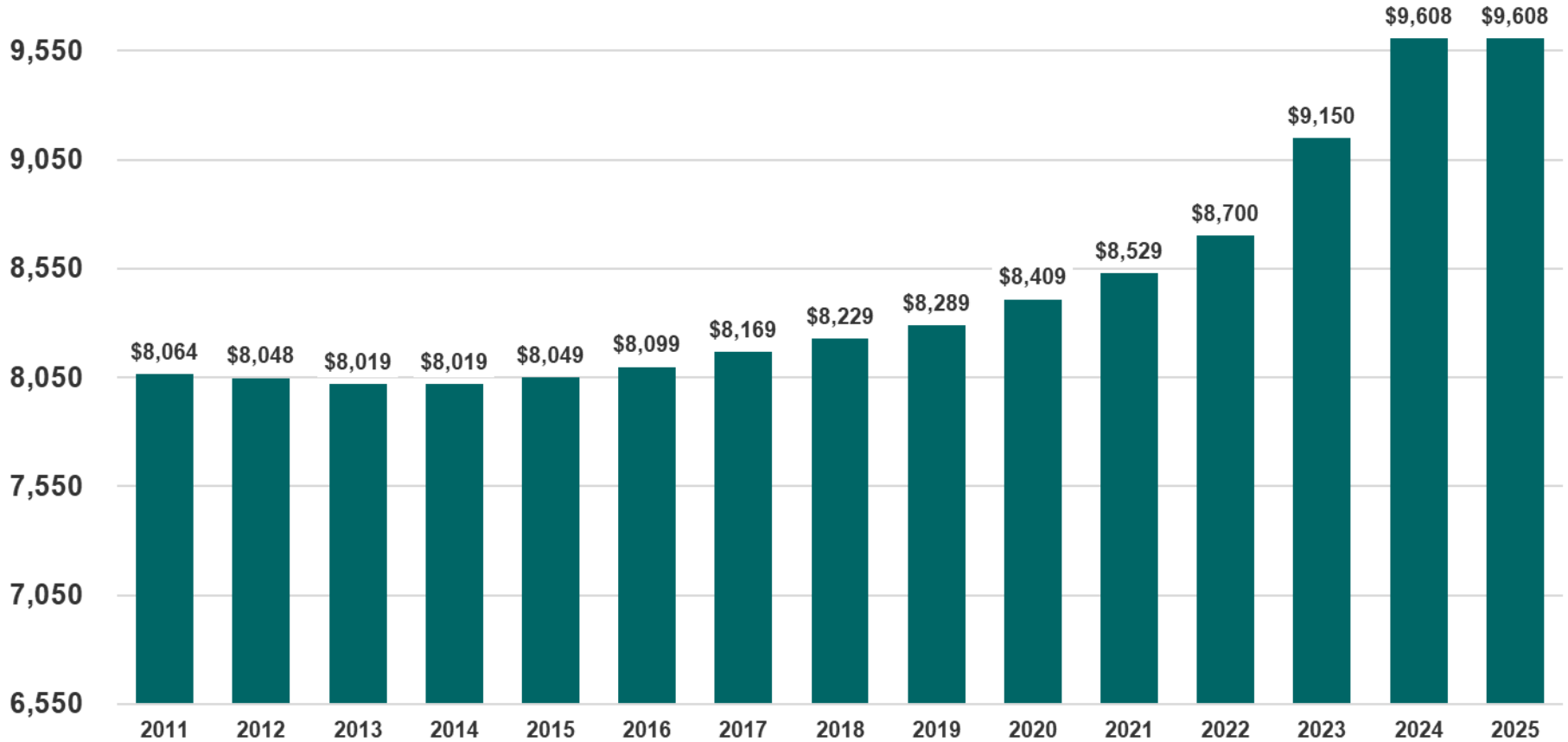
REVENUE

One Time Federal & State Revenue



	2021-22	2022-23	2023-24	2024-25	2025-26	Total
- State: SAF Equalization (11r(4))	\$ 2,529,572	\$ 286,750		\$ -	\$ -	\$ 2,816,322
- State: Innovative Summer Programs (sec. 23b(2)d)	29,544	38,024		-	-	67,568
- Federal: Coronavirus Relief Funds (sec. 11p)	-			-	-	-
- Federal: MAISA MiConnect	23,750			-	-	23,750
- Federal: District COVID Costs (sec. 103(2))	-			-	-	-
- Federal: ESSER I	32,545			-	-	32,545
- Federal: ESSER II	-	475,455		-	-	475,455
- Federal: Learning Loss (sec 98c / ESSER II)	-	341,449		-	-	341,449
- Federal: ESSER III	606,472	462,091		-	-	1,068,563
- Federal: ESSER III Equalization (sec. 11t)	332,204	2,312,047	3,349,734	932,811	- a/	6,926,796
- Federal: Summer School (sec. 23b(2a))	201,427	88,933		-	-	290,360
- Federal: Credit Recovery (23b(2b))	81,765	65,895		-	-	147,660
- Federal: Before/After School (23b(2c))	13,416	-	-	-	-	13,416
- Federal: Summer Bonus (23(c))	11,600			-	-	11,600
Total One-Time	3,862,295	\$ 4,070,644	\$ 3,349,734	\$ 932,811	\$ -	\$ 12,215,484

Foundation Allowance - \$/Pupil



Enrollment – Budgeted FTE



2023-24 Actual							
		<u>Gen Ed</u>			<u>Spec Ed</u>		
Spring 2022	10%	6,902.64	690.3	10%	235.86	23.6	713.9
Fall 2022	90%	6,755.00	6,079.5	90%	224.79	202.3	6,281.8
2023-24 Actual			6,769.8			225.9	6,995.7
2024-25 April Amendment							
		<u>Gen Ed</u>			<u>Spec Ed</u>		
Spring 2023	10%	6,777.37	677.7	10%	226.05	22.6	700.3
Fall 2023	90%	6,822.33	6,140.1	90%	221.69	199.5	6,339.6
2024-25 April Budget			6,817.8			222.1	7,040.0
2024-25 Final Budget Amendment							
		<u>Gen Ed</u>			<u>Spec Ed</u>		
Spring 2023	10%	6,777.37	677.7	10%	226.05	22.6	700.3
Fall 2023	90%	6,822.33	6,140.1	90%	221.69	199.5	6,339.6
2024-25 Final Budget			6,817.8			222.1	7,040.0
2024-25 Final Amendment O/(U) 2024-25 April Budget			-			-	-

Enrollment – Fall FTE Trend



	<u>Fall 2017</u>	<u>Fall 2018</u>	<u>Fall 2019</u>	<u>Fall 2020</u>	<u>Fall 2021</u>	<u>Fall 2022</u>	<u>Fall 2023</u>	<u>Fall 2024</u>
Kindergarten	377	400	420	359	410	407	361	453
First Grade	471	400	431	420	410	432	430	394
Second Grade	478	490	422	435	452	449	452	456
Third Grade	508	469	502	433	472	491	468	478
Fourth Grade	565	522	481	496	460	493	496	487
Fifth Grade	537	582	542	480	517	478	508	517
Elementary School	2,936	2,863	2,798	2,624	2,721	2,750	2,716	2,785
Sixth Grade	601	551	622	560	507	545	494	536
Seventh Grade	625	614	553	618	582	525	558	509
Eighth Grade	631	615	632	554	625	604	537	573
Middle School	1,856	1,779	1,807	1,732	1,714	1,674	1,589	1,618
Ninth Grade	597	618	623	634	552	632	624	566
Tenth Grade	628	614	623	633	637	565	626	637
Eleventh Grade	605	637	623	610	632	646	568	633
Twelfth Grade	582	601	639	613	609	630	632	583
High School	2,411	2,470	2,508	2,490	2,430	2,473	2,450	2,419
Total Gen Ed	7,204	7,111	7,113	6,845	6,865	6,897	6,756	6,823
<u>Memo:</u>								
Special Ed	278	265	265	253	223	237	225	222
Total Membership	7,482	7,376	7,378	7,097	7,088	7,134	6,980	7,044

(438) x \$9608 = \$(4.2) million

2024-25 Revenue Changes v. April Amendment



2024-25 Final Amendment
Over / (Under)
2024-25 April Amendment

Revenue Changes

• Property Tax	\$	(700,825)	• May State Aid change
• Other Local Revenue		304,000	
• Foundation Revenue		2,100,000	• May State Aid change
• MPSERS Normal Cost Offset		(533,577)	• Expected Second Half payments
• MPSERS 3% 147g		981,548	• New grant to offset additional MPSERS cost
• Sec 20 f Hold Harmless		(402,083)	• State Aid Allocation change
• Sec 31n(6) Mental Health		(538,304)	• Grant Adjustment
• 31a At Risk		(6,000)	• State Aid Allocation change
• Wayne RESA ACT 18		455,820	
• Sale of Fixed Assets		42,622	
• Title IV		(20,108)	
• Medicaid		21,571	
Total Revenue Changes	\$	<u>1,704,664</u>	



2024-25 Final Budget Amendment Northville Public Schools

EXPENDITURES



2024-25 Salary & Benefit Changes v. April Amendment

	2024-25 Final Amendment Over / (Under) <u>2024-25 April Amendment</u>	
• Salary & Benefit Changes		
- Contractual Wages & Salary	\$ (37,081)	
- Other Benefit Changes:		
a) Medical/Dental	12,278	• Increased claims
b) Life Insurance	263	
c) MPSERS	(13,843)	
d) Workers Compensation	-	
- All Other	<u>5,872</u>	
	\$ (32,511)	
• Purchased Services		
- Substitute Costs	\$ 9,142	
- Contracted Transportation	80,000	
- Contracted Maintenance	247,479	
- Data Equipment	42,000	
- All Other	<u>(29,554)</u>	
	\$ 349,067	
• Supplies / Utilities		
- Supplies	\$ 4,487	
	<u>\$ 4,487</u>	
• Other		
- Capital Outlay	(300,000)	
Total Expenditure Changes	<u>\$ 21,043</u>	



2024-25 Final Budget Amendment Northville Public Schools

SUMMARY

2024-25 Final Budget Amendment (by Object)



General Fund Budget	2023-24	2024-25	2024-25	2024-25 Final Budget Amendment Over/(Under):	
	Actual	April Amendment	Final Budget Amendment	2023-24 Actual	2024-25 April Amendment
Total Revenues (Incl. Net Transfers)	\$ 101,520,689	\$ 98,703,428	\$ 100,408,092	\$ (1,112,597)	\$ 1,704,664
Expenditures					
Salaries & Wages	\$ 43,877,841	\$ 47,105,628	\$ 47,068,547	\$ 3,190,706	\$ (37,081)
Benefits	33,291,719	31,437,554	31,442,124	(1,849,595)	4,570
Purchased Services	12,723,466	14,501,745	14,850,812	2,127,346	349,067
Supplies & Materials	5,320,267	5,786,567	5,791,054	470,787	4,487
Capital Outlays	1,724,811	1,521,083	1,221,083	(503,728)	(300,000)
All Other Expenditures	534,110	788,476	788,476	254,366	-
Total Expenditures	\$ 97,472,215	\$ 101,141,053	\$ 101,162,096	\$ 3,689,881	\$ 21,043
Surplus / (Deficit)	\$ 4,048,475	\$ (2,437,625)	\$ (754,004)	\$ (4,802,479)	\$ 1,683,621
Fund Balance - Beginning of year	\$ 29,064,570	\$ 33,113,045	\$ 33,113,045		
Fund Balance - End of year	\$ 33,113,045	\$ 30,675,420	\$ 32,359,041		
Fund Balance - Pct. Of Revenue	33.97%	30.33%	32.23%		

2024-25 Amended General Fund Budget (by Function)



	Function Code	2023-24 Actual	2024-25 Final Amendment	% of Spending	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlays	All Other Expenditures
REVENUE										
LOCAL	1xx	\$ 13,662,792	\$ 14,363,474							
STATE	3xx	76,412,833	76,658,559							
FEDERAL	4xx	5,432,813	3,038,513							
INTERDISTRICT	5xx	5,702,252	5,642,546							
OPERATING TRANSFRS	6xx	310,000	705,000							
TOTAL REVENUE		\$ 101,520,690	\$ 100,408,092							
EXPENSE										
INSTRUCTION										
BASIC PROGRAMS	11x	\$ 51,959,698	\$ 51,763,785		\$29,186,896	\$19,130,484	\$1,805,249	\$1,295,597	\$52,334	\$293,225
ADDED NEEDS	12x	9,666,496	10,533,767		5,909,136	4,098,107	397,100	48,596	828	80,000
SUBTOTAL		\$ 61,626,194	\$ 62,297,552	61.6%	\$35,096,032	\$23,228,591	\$2,202,349	\$1,344,193	\$53,162	\$373,225
SUPPORT SERVICES										
PUPIL SERVICES	21x	6,859,367	7,543,189	7.5%	4,010,136	2,842,493	359,080	328,092	3,388	-
INSTRUCTIONAL SERVICES	22x	4,319,810	5,018,000	5.0%	1,497,233	987,452	1,746,934	743,879	11,695	30,807
GENERAL ADMINISTRATION	23x	1,013,207	1,058,430	1.0%	392,503	228,058	348,305	19,080	52,521	17,963
SCHOOL ADMINISTRATION	24x	5,021,763	4,985,257	4.9%	2,892,118	1,912,578	114,818	46,118	7,500	12,125
BUSINESS SERVICES	25x	933,835	1,155,465	1.1%	608,464	353,343	84,345	-	-	109,313
OPER & MAINTENANCE	26x	9,014,024	10,135,247	10.0%	819,844	558,429	5,500,440	2,867,300	186,734	202,500
TRANSPORTATION	27x	3,219,245	3,533,674	3.5%	35,000	3,518	3,205,054	239,709	42,440	7,953
CENTRAL SERVICES	28x	3,244,752	3,094,781	3.1%	1,199,075	869,715	729,590	72,303	223,708	390
ATHLETICS	29x	1,199,358	1,439,768	1.4%	353,606	367,604	534,329	119,619	30,410	34,200
COMMUNITY SERV	37x	242,618	281,208	0.3%	164,536	90,343	15,568	10,761	-	-
CAPITAL IMPROVEMENTS	45x	778,042	619,525	0.6%	-	-	10,000	-	609,525	-
TOTAL EXPENSES		\$ 97,472,214	\$ 101,162,096	100%	\$47,068,547	\$31,442,124	\$14,850,812	\$5,791,054	\$1,221,083	\$788,476
REVENUE OVER/(UNDER)		4,048,476	(754,004)							
BEGIN FUND BALANCE		29,064,569	33,113,045							
ENDING FUND BALANCE		\$ 33,113,045	\$ 32,359,041							
MILL RATES-ALL PROPERTY										
-NONHOMESTD		STATE 6.0	STATE 6.0							
		LOCAL 18.0	LOCAL 18.0							

Spending on Student Instruction = 74.0%



2024-25 Amended Budget – Other Funds



	FOOD SERVICE			EARLY CHILDHOOD			SPECIAL EDUCATION - CENTER		
	2023-24 Actual	2024-25 Initial Budget	2024-25 Final Budget	2023-24 Actual	2024-25 Initial Budget	2024-25 Final Budget	2023-24 Actual	2024-25 Initial Budget	2024-25 Final Budget
REVENUE									
LOCAL	\$932,863	\$ 840,000	\$ 840,000	\$ 4,240,355	\$ 4,512,730	\$ 4,620,000	\$ 148,006	\$ 120,000	\$ 148,000
STATE	2,738,058	2,630,000	2,630,000	-	-	-	5,749,346	5,905,787	5,761,743
FEDERAL	1,034,915	900,000	573,000	-	-	-	-	-	-
INTERDISTRICT	-	-	-	-	-	-	4,651,991	4,500,000	4,386,000
OPERATING TRANSFRS	(30,000)	(50,000)	(50,000)	(30,000)	(75,000)	(75,000)	(250,000)	(580,000)	(580,000)
TOTAL REVENUE	\$4,675,836	\$ 4,320,000	\$ 3,993,000	\$ 4,210,355	\$ 4,437,730	\$ 4,545,000	\$ 10,299,343	\$ 9,945,787	\$ 9,715,743
EXPENSE									
INSTRUCTION									
BASIC PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADDED NEEDS	-	-	-	-	-	-	7,602,211	7,976,800	7,770,000
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,602,211	\$ 7,976,800	\$ 7,770,000
SUPPORT SERVICES									
PUPIL SERVICES	-	-	-	-	-	-	2,166,544	2,463,679	2,368,922
INSTRUCTIONAL SERVICES	-	-	-	-	-	-	350,982	365,040	351,000
GENERAL ADMINISTRATION	-	-	-	-	-	-	-	-	-
SCHOOL ADMINISTRATION	-	-	-	-	-	-	469,160	499,200	480,000
BUSINESS SERVICES	-	-	-	-	-	-	-	-	-
OPER & MAINTENANCE	-	100,000	50,000	-	-	-	-	-	-
TRANSPORTATION	-	-	-	-	-	-	25,543	-	-
CENTRAL SERVICES	-	-	-	-	-	-	13,370	-	-
ATHLETICS	-	-	-	-	-	-	-	-	-
FOOD SERVICES	4,278,539	4,120,000	4,070,000						
SPECIAL EDUCATION									
OTHER									
COMMUNITY SERV	-	-	-	4,432,823	4,331,675	4,200,000	-	-	-
CAPITAL IMPROVEMENTS	55,866	75,000	75,000	7,066	-	-	43,637	-	-
TOTAL EXPENSES	\$4,334,405	\$ 4,295,000	\$ 4,195,000	\$ 4,439,889	\$ 4,331,675	\$ 4,200,000	\$ 10,671,447	\$ 11,304,719	\$ 10,969,922
REVENUE OVER/(UNDER)	341,431	25,000	(202,000)	\$ (229,534)	106,055	345,000	(372,104)	(1,358,932)	(1,254,179)
BEGIN FUND BALANCE	1,271,996	1,465,496	1,613,427	3,755,108	3,687,108	3,525,574	3,182,675	2,028,496	2,810,571
ENDING FUND BALANCE	\$1,613,427	\$ 1,490,496	\$ 1,411,427	\$ 3,525,574	\$ 3,793,163	\$ 3,870,574	\$ 2,810,571	\$ 669,564	\$ 1,556,392

2024-25 Amended Budget – Other Funds



	STUDENT ACTIVITIES		SINKING FUND (A Fund)		PUBLIC IMPROVEMENT	
	2024-25 Initial Budget	2024-25 Final Budget	2024-25 Initial Budget	2024-25 Final Budget	2024-25 Initial Budget	2024-25 Final Budget
REVENUE						
LOCAL	\$ 2,800,000	\$ 2,600,000	\$ 3,600,000	\$ 4,100,000	\$ -	\$ -
STATE	-	-	-	-	-	-
FEDERAL	-	-	-	-	-	-
INTERDISTRICT	-	-	-	-	-	-
OPERATING TRANSFRS	-	-	-	-	-	-
TOTAL REVENUE	\$ 2,800,000	\$ 2,600,000	\$ 3,600,000	\$ 4,100,000	\$ -	\$ -
EXPENSE						
INSTRUCTION						
BASIC PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADDED NEEDS	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORT SERVICES						
PUPIL SERVICES	-	-	-	-	-	-
INSTRUCTIONAL SERVICES	-	-	-	-	-	-
GENERAL ADMINISTRATION	-	-	-	-	-	-
SCHOOL ADMINISTRATION	-	-	-	-	-	-
BUSINESS SERVICES	-	-	-	-	-	-
OPER & MAINTENANCE	-	-	-	-	-	-
TRANSPORTATION	-	-	-	-	-	-
CENTRAL SERVICES	2,800,000	2,600,000	-	-	-	-
ATHLETICS	-	-	-	-	-	-
FOOD SERVICES	-	-	-	-	-	-
SPECIAL EDUCATION						
OTHER						
COMMUNITY SERV	-	-	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	4,000,000	3,700,000	-	-
TOTAL EXPENSES	\$ 2,800,000	\$ 2,600,000	\$ 4,000,000	\$ 3,700,000	\$ -	\$ -
REVENUE OVER/(UNDER)	-	-	(400,000)	400,000	-	-
BEGIN FUND BALANCE	1,766,410	1,760,630	5,200,532	6,141,319	1,061,545	1,061,545
ENDING FUND BALANCE	\$ 1,766,410	\$ 1,760,630	\$ 4,800,532	\$ 6,541,319	\$ 1,061,545	\$ 1,061,545

2024-25 Expenditures as a Percent of Revenue



General Fund						
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Final Amendmnet
Total Revenues (Incl. Net Transfers)	\$ 79,397,718	\$ 83,676,622	\$ 87,575,227	\$ 98,596,781	\$ 101,520,689	\$ 100,408,092
Expenditures						
Salaries & Wages	\$ 39,858,352	\$ 41,252,881	\$ 41,890,748	\$ 43,003,637	\$ 43,877,841	\$ 47,068,547
Benefits	25,876,447	27,516,103	29,420,545	36,035,049	33,291,719	31,442,124
Purchased Services	8,091,630	9,164,895	10,256,025	11,453,590	12,723,466	14,850,812
Supplies & Materials	3,715,777	4,465,933	3,803,448	4,311,342	5,320,267	5,791,054
Capital Outlays	533,434	1,030,607	1,341,688	211,062	1,724,811	1,221,083
All Other Expenditures	460,688	423,443	588,358	704,694	534,110	788,476
Total Expenditures	\$ 78,536,328	\$ 83,853,862	\$ 87,300,812	\$ 95,719,374	\$ 97,472,215	\$ 101,162,096
Surplus / (Deficit)	\$ 861,390	\$ (177,240)	\$ 274,415	\$ 2,877,407	\$ 4,048,474	\$ (754,004)
Memo: % of Revenue a/						
Salaries & Wages	50.2%	49.3%	47.8%	43.6%	43.2%	46.9%
Benefits	32.6%	32.9%	33.6%	36.5%	32.8%	31.3%
Purchased Services	10.2%	11.0%	11.7%	11.6%	12.5%	14.8%
Supplies & Materials	4.7%	5.3%	4.3%	4.4%	5.2%	5.8%
Capital Outlays	0.7%	1.2%	1.5%	0.2%	1.7%	1.2%
All Other Expenditures	0.6%	0.5%	0.7%	0.7%	0.5%	0.8%
	98.9%	100.2%	99.7%	97.1%	96.0%	100.8%

a/ Structural balance at 100% of revenue



2025-26 Initial Budget Northville Public Schools

**Budget Hearing
June 24, 2025**



2025-26 Budget

Millage Rates & Local Operating Revenue



2026 Tax Year - Property Tax Millage Rates

Non-PRE (Non-Primary Residence Exemption*) – General Operating

- 18 mills assessed on non-PRE property
 - *Note: 2024 millage rate permanently reduced from 18.9961 mills in 2024 Tax Year to 18.4699 in 2025 Tax Year due to Headlee millage reduction fraction. Statutory maximum levy is 18 mills. (Note: Operating Millage expires on 12/31/2026)*
- 6 mills assessed on commercial personal property

All properties

- 6.00 mills for State Education Tax (SET)
- 1.9812 mills for Enhancement Millage
- **3.40 mills for Debt Fund (unchanged from the 2024 Tax Year)**
- 0.9240 mill for Sinking Fund (reduced from 0.9357 due to Headlee)

* Also known as non-homestead property



2025-26 Debt Service (2025 Tax Year)

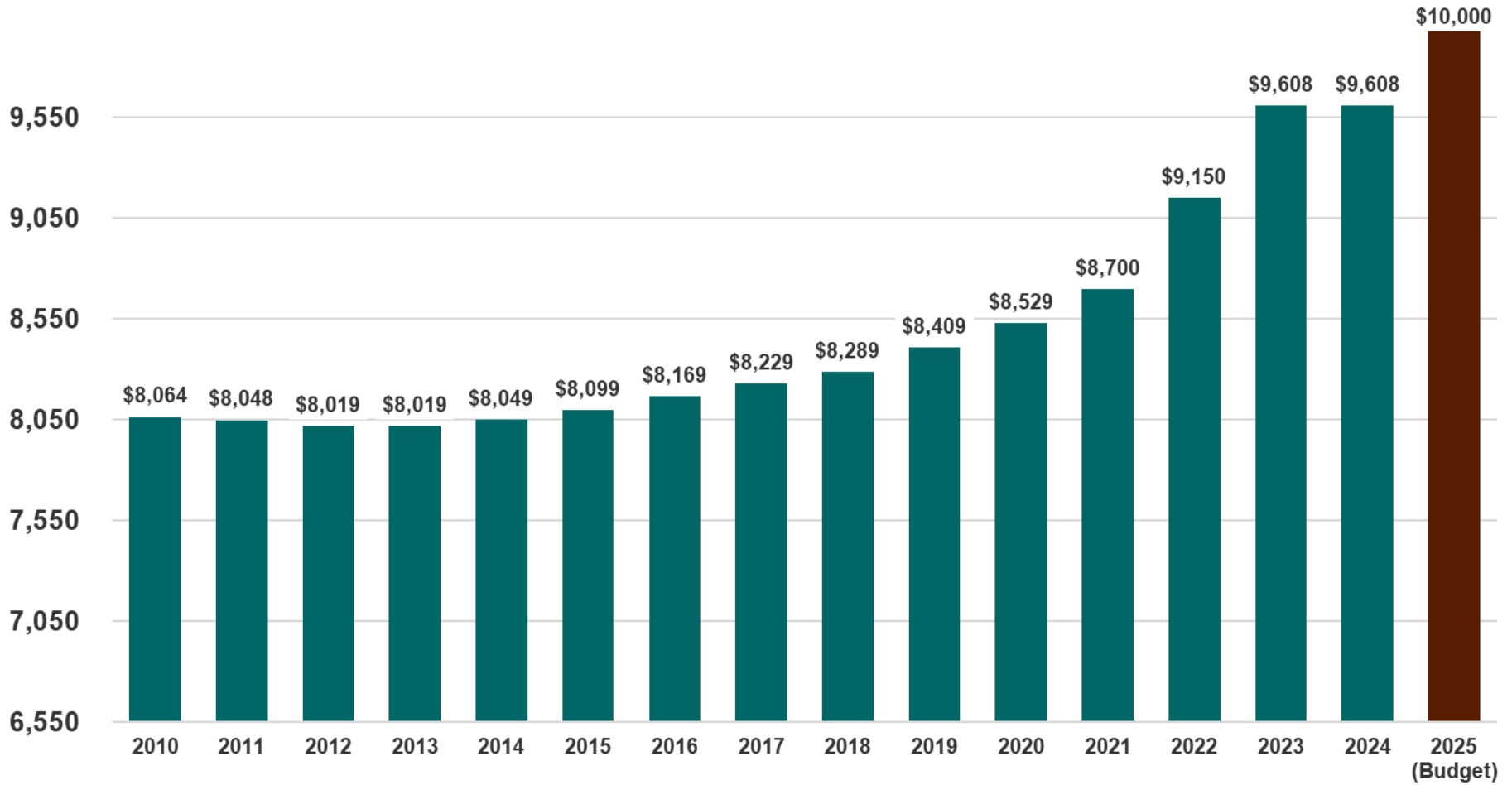
Debt	Debt Service FY2026		Expires after Tax Year:
	Principal	Interest	
2018 School Building and Site Bonds, Series I	\$2,550,000	\$255,000	2026
2019 School Building and Site Bonds, Series II	\$1,955,000	\$2,241,000	2042
2020 School Building and Site Bonds, Series III	\$1,060,000	\$819,800	2042
2023 School Building and Site Bonds, Series I	<u>\$2,575,000</u>	<u>\$2,777,450</u>	2044
TOTAL	<u>\$8,140,000</u>	<u>\$6,093,250</u>	



2025-26 Budget

State Aid & One-Time Supplemental Revenue

Foundation Allowance - \$/Pupil



2025-26 ORS Rate Changes



General Fund 25/26 ORS Rates	2024-25	2025-26	Change	
	Current	Proposed		
Pension Normal	9.15%	10.87%	1.72%	
Pension UAAL	20.96%	15.21%	-5.75%	
Health Normal	1.25%	3.83%	2.58%	
Health UAAL	0.00%	0.00%		
	31.36%	29.91%	-1.45%	
MPSERS 147a(4)	-5.75%	-	5.75%	
	25.61%	29.91%	4.30%	Budget Hit
Stabilization UAAL	10.58%	15.02%	4.44%	Budget Neutral

- The loss of 147a(7) revenue is a 4.3% hit even after accounting for ORS rate changes. (\$316 per pupil)

One Time Federal & State Revenue



	2021-22	2022-23	2023-24	2024-25	2025-26	Total
- State: SAF Equalization (11r(4))	\$ 2,529,572	\$ 286,750		\$ -	\$ -	\$ 2,816,322
- State: Innovative Summer Programs (sec. 23b(2)d)	29,544	38,024		-	-	67,568
- Federal: Coronavirus Relief Funds (sec. 11p)	-			-	-	-
- Federal: MAISA MiConnect	23,750			-	-	23,750
- Federal: District COVID Costs (sec. 103(2))	-			-	-	-
- Federal: ESSER I	32,545			-	-	32,545
- Federal: ESSER II	-	475,455		-	-	475,455
- Federal: Learning Loss (sec 98c / ESSER II)	-	341,449		-	-	341,449
- Federal: ESSER III	606,472	462,091		-	-	1,068,563
- Federal: ESSER III Equalization (sec. 11t)	332,204	2,312,047	3,349,734	932,811	- a/	6,926,796
- Federal: Summer School (sec. 23b(2a))	201,427	88,933		-	-	290,360
- Federal: Credit Recovery (23b(2b))	81,765	65,895		-	-	147,660
- Federal: Before/After School (23b(2c))	13,416	-	-	-	-	13,416
- Federal: Summer Bonus (23(c))	11,600			-	-	11,600
Total One-Time	3,862,295	\$ 4,070,644	\$ 3,349,734	\$ 932,811	\$ -	\$ 12,215,484



2025-26 Budget

Enrollment



2025-26 Enrollment Projections (Gen Ed) *

Level	Standard Deviation		
	1.00	1.50	2.00
High	6,932	6,944	6,952
Most Likely	6,847	6,844	6,847
Low	6,766	6,746	6,744

2024-25
Actual =
6,823

2025-26 Fall
Proposed
Budget =
6,844

* Prepared by: Stanfred Consultants

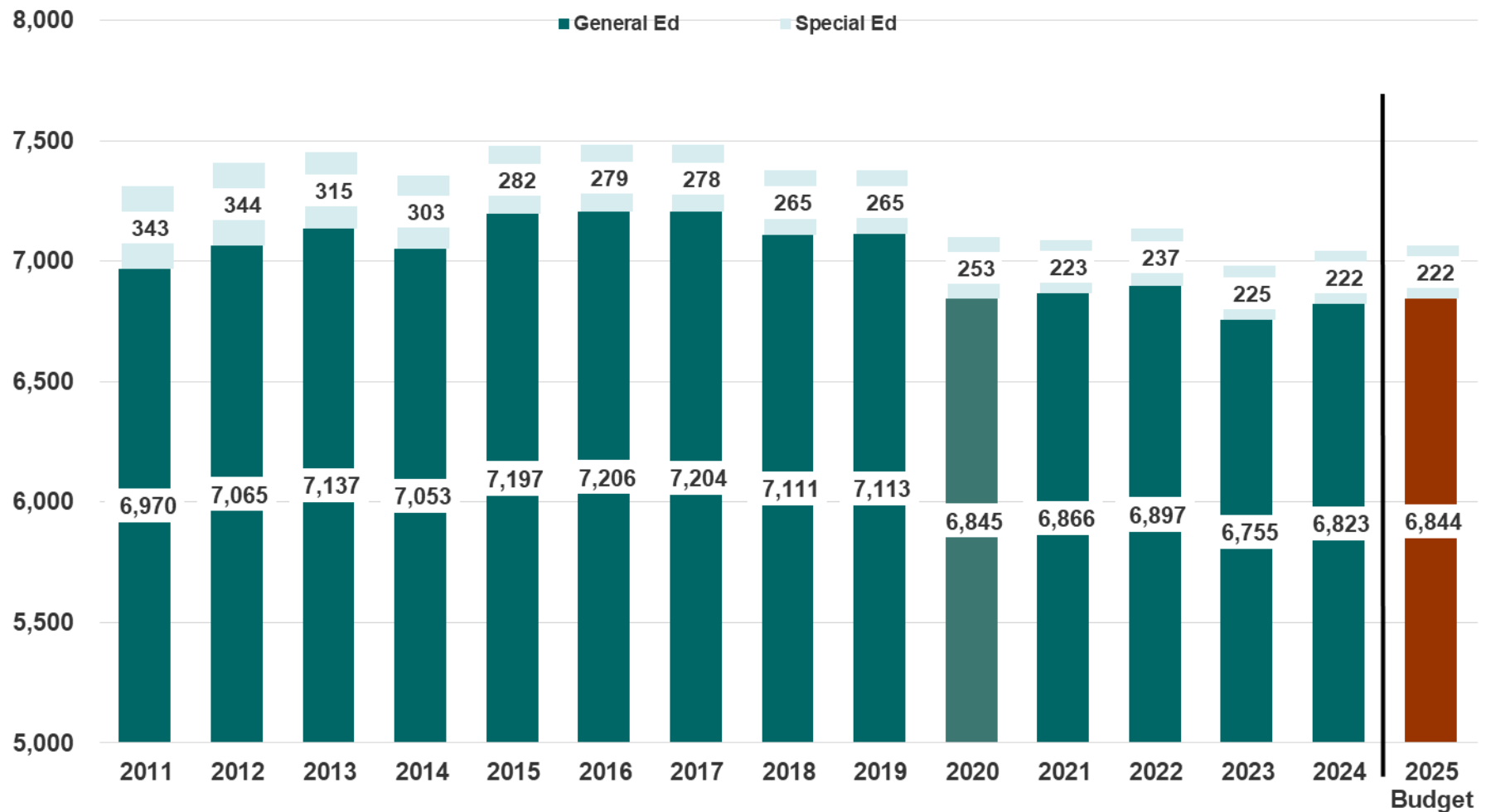
2025-26 Blended Enrollment



2023-24 Actual									
			<u>Gen Ed</u>			<u>Spec Ed</u>			
Spring 2023	10%		6,861.84	690.3	10%	235.86	23.6		713.9
Fall 2023	90%		6,897.34	6,079.5	90%	224.79	202.3		6,281.8
2023-24 Actual				6,769.8			225.9		6,995.7
2024-25 Final Budget Amendment									
			<u>Gen Ed</u>			<u>Spec Ed</u>			
Spring 2024	10%		6,902.64	677.7	10%	226.05	22.6		700.3
Fall 2024	90%		6,755.75	6,140.1	90%	221.69	199.5		6,339.6
2024-25 Final Budget				6,817.8			222.1		7,040.0
2025-26 Initial Budget Amendment									
			<u>Gen Ed</u>			<u>Spec Ed</u>			
Spring 2025	10%		6,902.64	690.3	10%	226.05	22.6		712.9
Fall 2025 (Budgeted)	90%		6,837.50	6,153.8	90%	221.69	199.5		6,353.3
2025-26 Initial Budget				6,844.0			222.1		7,066.1
2025-26 Initial Budget O/(U) 2023-24 Final Budget Amendment				26.2			-		26.2



Fall Enrollment Trend (FTE)





2025-26 Budget

General Fund

Explanation of Change from 2024-25 Final Budget Amendment

2025-26 Revenue Changes (General Fund)



2025-26 Initial Budget
Over / (Under)
2024-25 Final Amendment

Revenue Changes

• Property Taxes	\$ 580,000	• 5.4% increase in Property Tax Revenue
• Other Local Revenue	(340,000)	• Decrease in Investment Income
• Foundation Allowance	2,419,680	• Increase of \$392/pupil - from \$9,608 to \$10,000 Increase of (24) FTE - from 7040 to 7064
• MPSERS 147a(4)	(2,979,407)	• Loss of one time funding
• ESSER 3 11t	(932,812)	• End of COVI Funding
• Sale of Fixed Assets	<u>(50,000)</u>	
Total Revenue Changes	<u>\$ (1,302,539)</u>	

2025-26 Salary & Benefit Changes (General Fund)



2025-26 Initial Budget
Over / (Under)
2024-25 Final Amendment

- **Salary & Benefit Changes**

- Contractual Wages & Salary	\$	1,685,763	• Includes MPSERS and FICA
- Other Benefit Changes:			
a) Medical/Dental		224,649	• 3% 'Hard Cap' increase
b) Other Benefits		(42,438)	• Loss of 27K Grant
b) MPSERS Cost Savings		(938,713)	• 1.45% Rate Reduction
b) MPSERS		(14,804)	
		914,457	
	\$		

2025-26 Non-Personnel Changes (General Fund)



	2025-26 Initial Budget Over / (Under) <u>2024-25 Final Amendment</u>		
• Purchased Services			
- Contracted Transportation		300,000	• Contract increase
- Contracted Transportation ACT 18		40,000	• Budget Adjustment Projection
- Contracted Custodial		150,000	• Contract increase
- All Other		(5,906)	
	\$	484,094	
• Supplies / Utilities			
- Utility Cost Increases	\$	64,000	
- All Other		16,307	
	\$	80,307	
• Other			
- Capital Outlay			
- All Other		200,000	• Cooke (RESA funded)
Total Expenditure Changes	\$	1,678,858	

2025-26 General Fund Budget (by Object)



General Fund Budget	2023-24 Actual	2024-25 Final Budget Amendment	2025-26 Initial Budget	2025-26 Initial Budget O/(U) :	
				2023-24 Actual	2024-25 Final Budget
				Total Revenues (Incl. Net Transfers)	\$ 101,520,689
Expenditures					
Salaries & Wages	\$ 43,877,841	\$ 47,068,547	\$ 48,754,310	\$ 4,876,469	\$ 1,685,763
Benefits	33,291,719	31,442,124	30,670,818	(2,620,901)	(771,306)
Purchased Services	12,723,466	14,850,812	15,334,906	2,611,440	484,094
Supplies & Materials	5,320,267	5,791,054	5,871,361	551,094	80,307
Capital Outlays	1,724,811	1,221,083	1,421,083	(303,728)	200,000
All Other Expenditures	534,110	788,476	788,476	254,366	-
Total Expenditures	\$ 97,472,215	\$ 101,162,096	\$ 102,840,954	\$ 5,368,739	\$ 1,678,858
Surplus / (Deficit)	\$ 4,048,475	\$ (754,004)	\$ (3,735,401)	\$ (7,783,876)	\$ (2,981,397)
Fund Balance - Beginning of year	\$ 29,064,570	\$ 33,113,045	\$ 29,064,570		
Fund Balance - End of year	\$ 33,113,045	\$ 32,359,041	\$ 25,329,169		
Fund Balance - Pct. Of Revenue	33.97%	31.99%	24.63%		

2025-26 General Fund Budget (by Function)



	Function Code	2024-25 Final Amendment	2025-26 Initial Budget	% of Spending	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlays	All Other Expenditures
REVENUE										
LOCAL	1xx	\$ 14,363,474	\$ 14,603,474							
STATE	3xx	76,658,559	76,098,832							
FEDERAL	4xx	3,038,513	2,105,701							
INTERDISTRICT	5xx	5,642,546	5,592,546							
OPERATING TRANSFRS	6xx	705,000	705,000							
TOTAL REVENUE		\$ 100,408,092	\$ 99,105,553							
EXPENSE										
INSTRUCTION										
BASIC PROGRAMS	11x	\$ 51,763,785	\$ 52,359,933		\$30,263,591	\$18,649,937	\$1,805,249	\$1,295,597	\$52,334	\$293,225
ADDED NEEDS	12x	10,533,767	10,625,602		6,089,117	4,009,961	397,100	48,596	828	80,000
SUBTOTAL		\$ 62,297,552	\$ 62,985,535	61.2%	\$36,352,708	\$22,659,898	\$2,202,349	\$1,344,193	\$53,162	\$373,225
SUPPORT SERVICES										
PUPIL SERVICES	21x	7,543,189	7,534,834	7.3%	4,086,739	2,757,535	359,080	328,092	3,388	-
INSTRUCTIONAL SERVICES	22x	5,018,000	5,094,471	5.0%	1,618,603	961,586	1,727,901	743,879	11,695	30,807
GENERAL ADMINISTRATION	23x	1,058,430	1,064,059	1.0%	405,965	220,225	348,305	19,080	52,521	17,963
SCHOOL ADMINISTRATION	24x	4,985,257	5,053,752	4.9%	3,003,261	1,869,930	114,818	46,118	7,500	12,125
BUSINESS SERVICES	25x	1,155,465	1,272,195	1.2%	631,244	347,293	84,345	-	100,000	109,313
OPER & MAINTENANCE	26x	10,135,247	10,465,520	10.2%	848,028	546,518	5,650,440	2,931,300	286,734	202,500
TRANSPORTATION	27x	3,533,674	3,873,630	3.8%	36,400	3,518	3,545,054	238,265	42,440	7,953
CENTRAL SERVICES	28x	3,094,781	3,120,725	3.0%	1,240,555	854,179	729,590	72,303	223,708	390
ATHLETICS	29x	1,439,768	1,482,164	1.4%	361,743	361,863	549,329	144,619	30,410	34,200
COMMUNITY SERV	37x	281,208	274,544	0.3%	169,064	88,273	13,695	3,512	-	-
CAPITAL IMPROVEMENTS	45x	619,525	619,525	0.6%	-	-	10,000	-	609,525	-
TOTAL EXPENSES		\$ 101,162,096	\$ 102,840,954	100.0%	\$48,754,310	\$30,670,818	\$15,334,906	\$5,871,361	\$1,421,083	\$788,476
REVENUE OVER/(UNDER)		(754,004)	(3,735,401)							
BEGIN FUND BALANCE		33,113,045	32,359,041							
ENDING FUND BALANCE		\$ 32,359,041	\$ 28,623,640							
MILL RATES-ALL PROPERTY										
-NONHOMESTD		STATE 6.0	STATE 6.0							
		LOCAL 18.0	LOCAL 18.0							

Spending on Student Instruction = 73.5%

61.2%

Operating Cost Structure



General Fund	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Final Amendmnet	2025-26 Initial Budget
Total Revenues (Incl. Net Transfers)	\$ 83,676,622	\$ 87,575,227	\$ 98,596,781	\$101,520,689	\$ 100,408,092	\$ 99,105,553
Expenditures						
Salaries & Wages	\$ 41,252,881	\$ 41,890,748	\$ 43,003,637	\$ 43,877,841	\$ 47,068,547	\$ 48,754,310
Benefits	27,516,103	29,420,545	36,035,049	33,291,719	31,442,124	30,670,818
Purchased Services	9,164,895	10,256,025	11,453,590	12,723,466	14,850,812	15,334,906
Supplies & Materials	4,465,933	3,803,448	4,311,342	5,320,267	5,791,054	5,871,361
Capital Outlays	1,030,607	1,341,688	211,062	1,724,811	1,221,083	1,421,083
All Other Expenditures	423,443	588,358	704,694	534,110	788,476	788,476
Total Expenditures	\$ 83,853,862	\$ 87,300,812	\$ 95,719,374	\$ 97,472,215	\$ 101,162,096	\$ 102,840,954
Surplus / (Deficit)	\$ (177,240)	\$ 274,415	\$ 2,877,407	\$ 4,048,474	\$ (754,004)	\$ (3,735,401)
Memo: % of Revenue a/						
Salaries & Wages	49.3%	47.8%	43.6%	43.2%	46.9%	49.2%
Benefits	32.9%	33.6%	36.5%	32.8%	31.3%	30.9%
Purchased Services	11.0%	11.7%	11.6%	12.5%	14.8%	15.5%
Supplies & Materials	5.3%	4.3%	4.4%	5.2%	5.8%	5.9%
Capital Outlays	1.2%	1.5%	0.2%	1.7%	1.2%	1.4%
All Other Expenditures	0.5%	0.7%	0.7%	0.5%	0.8%	0.8%
	100.2%	99.7%	97.1%	96.0%	100.8%	103.8%

a/ Structural balance at 100% of revenue

80.1%



2025-26 Budget

Other Funds

2025-26 Budget – Food Service, Early Childhood, Special Education (Act 18) Funds



	FOOD SERVICE			EARLY CHILDHOOD			SPECIAL EDUCATION - CENTER		
	2023-24 Actual	2024-25 Final Budget	20245-26 Initial Budget	2023-24 Actual	2024-25 Final Budget	2025-26 Initial Budget	2023-24 Actual	2024-25 Final Budget	2025-26 Initial Budget
REVENUE									
LOCAL	\$932,863	\$ 840,000	\$ 840,000	\$ 4,240,355	\$ 4,620,000	\$ 4,512,730	\$ 148,006	\$ 148,000	\$ 120,000
STATE	2,738,058	2,630,000	2,630,000	-	-	-	5,749,346	5,761,743	5,905,787
FEDERAL	1,034,915	573,000	900,000	-	-	-	-	-	-
INTERDISTRICT	-	-	-	-	-	-	4,651,991	4,386,000	4,500,000
OPERATING TRANSFRS	(30,000)	(50,000)	(50,000)	(30,000)	(75,000)	(75,000)	(250,000)	(580,000)	(580,000)
TOTAL REVENUE	\$4,675,836	\$ 3,993,000	\$ 4,320,000	\$ 4,210,355	\$ 4,545,000	\$ 4,437,730	\$ 10,299,343	\$ 9,715,743	\$ 9,945,787
EXPENSE									
INSTRUCTION									
BASIC PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADDED NEEDS	-	-	-	-	-	-	7,602,211	7,770,000	8,080,800
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,602,211	\$ 7,770,000	\$ 8,080,800
SUPPORT SERVICES									
PUPIL SERVICES	-	-	-	-	-	-	2,166,544	2,368,922	2,463,679
INSTRUCTIONAL SERVICES	-	-	-	-	-	-	350,982	351,000	365,040
GENERAL ADMINISTRATION	-	-	-	-	-	-	-	-	-
SCHOOL ADMINISTRATION	-	-	-	-	-	-	469,160	480,000	499,200
BUSINESS SERVICES	-	-	-	-	-	-	-	-	-
OPER & MAINTENANCE	-	50,000	100,000	-	-	-	-	-	-
TRANSPORTATION	-	-	-	-	-	-	25,543	-	-
CENTRAL SERVICES	-	-	-	-	-	-	13,370	-	-
ATHLETICS	-	-	-	-	-	-	-	-	-
FOOD SERVICES	4,278,539	4,070,000	4,192,100	-	-	-	-	-	-
SPECIAL EDUCATION	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-
COMMUNITY SERV	-	-	-	4,432,823	4,200,000	4,331,675	-	-	-
CAPITAL IMPROVEMENTS	55,866	75,000	75,000	7,066	-	-	43,637	-	-
TOTAL EXPENSES	\$4,334,405	\$ 4,195,000	\$ 4,367,100	\$ 4,439,889	\$ 4,200,000	\$ 4,331,675	\$ 10,671,447	\$ 10,969,922	\$ 11,408,719
REVENUE OVER/(UNDER)	341,431	(202,000)	(47,100)	\$ (229,534)	345,000	106,055	(372,104)	(1,254,179)	(1,462,932)
BEGIN FUND BALANCE	1,271,996	1,613,427	1,411,427	3,755,108	3,525,574	3,870,574	3,182,675	2,810,571	1,556,392
ENDING FUND BALANCE	\$1,613,427	\$ 1,411,427	\$ 1,364,327	\$ 3,525,574	\$ 3,870,574	\$ 3,976,629	\$ 2,810,571	\$ 1,556,392	\$ 93,460

2025-26 Budget – Student Activities, Sinking Fund, Public Improvement Funds



	STUDENT ACTIVITIES		SINKING FUND (A Fund)		PUBLIC IMPROVEMENT	
	2024-25 Final Budget	2025-26 Initial Budget	2024-25 Final Budget	2025-26 Initial Budget	2024-25 Final Budget	2025-26 Initial Budget
REVENUE						
LOCAL	\$ 2,600,000	\$ 2,600,000	\$ 4,100,000	\$ 4,100,000	\$ -	\$ -
STATE	-	-			-	-
FEDERAL	-	-			-	-
INTERDISTRICT	-	-			-	-
OPERATING TRANSFRS	-	-			-	-
TOTAL REVENUE	\$ 2,600,000	\$ 2,600,000	\$ 4,100,000	\$ 4,100,000	\$ -	\$ -
EXPENSE						
INSTRUCTION						
BASIC PROGRAMS	\$ -	\$ -			\$ -	\$ -
ADDED NEEDS	-	-			-	-
SUBTOTAL	\$ -	\$ -			\$ -	\$ -
SUPPORT SERVICES						
PUPIL SERVICES	-	-			-	-
INSTRUCTIONAL SERVICES	-	-			-	-
GENERAL ADMINISTRATION	-	-			-	-
SCHOOL ADMINISTRATION	-	-			-	-
BUSINESS SERVICES	-	-			-	-
OPER & MAINTENANCE	-	-			-	-
TRANSPORTATION	-	-			-	-
CENTRAL SERVICES	2,600,000	2,600,000			-	-
ATHLETICS	-	-			-	-
FOOD SERVICES	-	-			-	-
SPECIAL EDUCATION						
OTHER						
COMMUNITY SERV	-	-				
CAPITAL IMPROVEMENTS	-	-	3,700,000	4,100,000	-	-
TOTAL EXPENSES	\$ 2,600,000	\$ 2,600,000	\$ 3,700,000	\$ 4,100,000	\$ -	\$ -
REVENUE OVER/(UNDER)	-	-	400,000	-	-	-
BEGIN FUND BALANCE	1,760,360	1,760,360	6,141,319	6,541,319	1,061,545	1,061,545
ENDING FUND BALANCE	\$ 1,760,360	\$ 1,760,360	\$ 6,541,319	\$ 6,541,319	\$ 1,061,545	\$ 1,061,545

NORTHVILLE PUBLIC SCHOOLS SCHOOL DISTRICT
Northville, Michigan

SUPERINTENDENT- EMPLOYMENT CONTRACT

This Agreement, made and entered into this 24 day of June 2025, by and between the NORTHVILLE PUBLIC SCHOOLS SCHOOL DISTRICT, hereinafter called the "School District," and RONALD J WEBBER, hereinafter referred to as the "Superintendent"

WITNESSETH:

It is agreed by and between the parties hereto as follows:

- 1) The School District hereby hires the Superintendent and the Superintendent agrees to work for the School District for a three (3) year term commencing on July 1, 2025 and ending on June 30, 2028, subject to the further provisions of this Agreement.
- 2) The Superintendent agrees that he shall not be deemed to be granted continuing tenure in such capacity as the Superintendent of the School District, and in no event shall the failure of the School District to continue to employ him in any capacity be deemed a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.
- 3) The Superintendent agrees to maintain certification as a fully qualified administrator under the laws of the State of Michigan. If Superintendent fails to do so, this Agreement is voidable in the sole discretion of the Board.
- 4) The Superintendent shall serve the School District and perform his assigned duties, and abide by all policies, administrative procedures, and decisions as established by the School District's Board of Education (the "Board"). The Superintendent shall supply the Board with all information it requests in a timely fashion. The Superintendent shall keep the Board advised in a timely manner of all material information regarding all operations of the School District.
- 5) The Superintendent warrants, represents and affirms to the School District:
 - a. That he is competent to perform the duties for which he is hired and possesses the requisite skill and knowledge to enable him to do so;
 - b. That he will attend to and faithfully serve the interests of the School District during the term of this Agreement and will undertake no other employment without the express written permission of the Board;
 - c. That he shall perform the duties of the Superintendent of the School District, including the duties prescribed by Board policies and those set forth in the Michigan Revised School Code, as revised, together with such other assigned duties as may be established by the Board;
 - d. That he will perform all duties assigned to him, as well as any others necessary or

proper to fulfill assigned duties in accordance with law, and with such care and skill as is necessary to preserve the property, good will, and interests of the School District;

- e. That he will not acquire any interests adverse to that of the School District, and will disclose any financial interest in any entity that provides goods or services to schools, whether or not adverse to the School District.
- 6) As the Chief Administrative Officer, the Superintendent may, with the approval of the Board, organize, reorganize, or arrange the departments within the School District, including the assignments/reassignments of administrative and supervisory staff, which in his judgment, best serves the School District and/or provides increased efficiency of operation. The actions of the Superintendent, however, shall not contravene the policies or directives of the Board.
- 7) The School District shall provide the Superintendent with the following Annual Compensation:
- a. **Base Salary.** For the 2025-26 school year, the Superintendent shall receive a base salary of \$ 245,866. This salary represents a 3.0% increase from the 2024-25 base. Of this amount, 1% annually shall be withheld and donated to the Northville Education Foundation. In the event that non-affiliated contracts contain furlough days, the base salary will be reduced by two (2) unpaid furlough days each year. The Parties acknowledge that the Superintendent is currently at Step 3 of the Superintendent Salary Schedule attached as Appendix A. The Board will consider the Superintendent Salary Schedule at Appendix A in making future salary increase decisions. Nothing in this Paragraph or in Appendix A, however, in any way limits the Board's discretion to establish the Superintendent's salary either above or below the schedule referenced in Appendix A.
 - b. **Salary Increases.** Base salary for each succeeding year under this Agreement shall be established by the Board, after discussion with the Superintendent and after considering Appendix A and the Superintendent's evaluation, on or before June 30th preceding the beginning of each succeeding school year. Increases in compensation or additional pay shall be based in significant part upon job performance and job accomplishments. Subject to and in accordance with generally applicable limits and other restrictions imposed by law, the Superintendent, out of the compensation provided under this Paragraph, may arrange for elective pre-income tax salary reduction contributions to a tax sheltered annuity arrangement under Internal Revenue Code section 403(b) and/or a qualified state and local government deferred compensation plan under Internal Revenue Code section 457. The District will make such arrangements available to the Superintendent in accordance with applicable law.
 - c. **Tax-Deferred Annuity:** As additional remuneration for the Superintendent's services, the District shall make a contribution to a Section 403(b) tax-sheltered annuity on behalf of the Superintendent in the amount of five percent (5%) of the Superintendent's base annual salary, payable in equal installments at the same time the Superintendent's salary is paid.

In addition, the District may make an additional contribution to a Section 403(b) tax-sheltered annuity on behalf of the Superintendent in an amount of up to an additional five percent (5%) of the Superintendent's base annual salary, payable in equal installments at the same time the Superintendent's salary is paid. This amount shall be paid if and only if the Superintendent's most recent evaluation is effective or highly effective, and shall be further modified, if applicable, as follows:

- i) In the event that the final audit for the prior school year confirms a General Fund Balance of 11% or less (including the amount by which the Health Care Reserve Fund exceeds \$1,200,000, if any) - reduced to zero
- ii) In the event that the final audit for the prior school year confirms a General Fund Balance of above 11% but less than 15% (including the amount by which the Health Care Reserve Fund exceeds \$1,200,000, if any) - reduced by 3/4
- iii) In the event that the final audit for the prior school year confirms a General Fund Balance of above 15% but less than 20% (including the amount by which the Health Care Reserve Fund exceeds \$1,200,000, if any) - reduced by 1/4

There shall be no option to receive the annuity payments described in this Paragraph by payroll check as additional salary. The Superintendent shall be allowed to select the financial provider to which the contribution shall be paid from the approved list of providers maintained by the District for its 403(b) program. In no event shall the contributions be made in excess of any Internal Revenue Service limits as indexed.

- d. **Longevity Pay** In recognition of time served as Superintendent in the District, the Board agrees to pay as of July 1, 2024 (or as soon thereafter as practicable based on Audit and evaluation requirements below) 1% of the 2023-2024 base salary as a longevity payment. Longevity pay will increase annually by 1/2% every anniversary date thereafter. Longevity Pay shall be paid if and only if the Superintendent's most recent evaluation is effective or highly effective, and shall be further modified, if applicable, as follows:

- i) In the event that the final audit for the prior school year confirms a General Fund Balance of 11% or less (including the amount by which the Health Care Reserve Fund exceeds \$1,200,000, if any) - reduced to zero
- ii) In the event that the final audit for the prior school year confirms a General Fund Balance of above 11% but less than 15% (including the amount by which the Health Care Reserve Fund exceeds \$1,200,000, if any) - reduced by 3/4
- iii) In the event that the final audit for the prior school year confirms a General Fund Balance of above 15% but less than 20% (including the amount by which the Health Care Reserve Fund exceeds \$1,200,000, if any) - reduced by 1/4

- 8) The School District will provide the Superintendent with the following employment benefits during the term of this Agreement:
- a. The Superintendent shall be entitled to take up to twenty (20) days of Paid Time Off (PTO) per school year (July 1st through June 30th). PTO may be used for personal days or vacation days. Except as set forth below, the Superintendent shall not be compensated for unused PTO and no more than 10 unused PTO days may be carried over to the subsequent school year for a total not to exceed 30 days. Subject to annual approval of the Board President, this provision may be modified to permit up to five (5) days of unused PTO to be compensated annually at the Superintendent's per diem rate as of June 30. In circumstances that preclude compensation of up to five (5) days of unused PTO, up to 15 unused PTO days may be carried over to the subsequent school year, for a total not to exceed 35 days.
 - b. The Superintendent shall be entitled to have his salary continued during absences from work due to disability or sickness up until he becomes eligible to receive long-term disability benefits under the School District's long-term disability plan.
 - c. Paid holidays, including: New Year's Day, Good Friday, Memorial Day, the Friday before Labor Day, Labor Day, Fourth of July, Thanksgiving and the day after, the day before Christmas, Christmas Day, and the weekdays between Christmas and New Year's Day.
 - d. Medical, dental, term life insurance, disability insurances, and other fringe benefit programs at the same or similar levels as those provided beginning January of 2024 to other Central Office Administrators. The Board may substitute or modify these programs from time to time as applicable to the Superintendent and other Central Office Administrators at its sole discretion.
 - e. Payment of annual professional dues for membership in pertinent professional organizations. Payment of professional dues for professional organizations shall be subject to the approval of the Board President.
 - f. The Superintendent shall be reimbursed for reasonable and necessary expenditures, including for travel, meals, mileage, conferences, and workshops held in the State of Michigan and national conferences approved by the Board, which expenditures are incurred in acting on the business of the School District. Aside from registration/lodging expenses associated with approved conferences, reasonable and necessary expenses shall not exceed a total of \$4000 per year without approval of the Board President. Such expenditures will be reimbursed upon presentation by the Superintendent of an itemized and detailed accounting of such expenditures and receipts relating thereto in the form customarily required by the Board and in conformity with the applicable rules and regulations of the Internal Revenue Service.
- 9) The School District agrees to indemnify and hold the Superintendent harmless from and against all claims, suits, judgments, damages, liabilities, cost, and expenses arising from actions taken or decisions made within the scope of his employment while he

is/was the Superintendent, insofar as those actions are not criminal in nature. The Superintendent shall give the Board notice of the nature of any claim for indemnification hereunder promptly upon receipt of notice of any claim or action against him. The Board shall provide the Superintendent with legal representation with respect to such claims or actions against him. The Board shall have the right to conduct the defense and select legal representation for any such claim, and the Superintendent shall fully cooperate with the Board in the defense. This clause shall survive the expiration and termination of this employment agreement.

- 10) Except as otherwise stated below, annually, but no later than the last day of December of each year during the term of this Agreement, the Board shall evaluate the Superintendent in a manner consistent with Section 1249b of the Michigan Revised School Code using an evaluation rating tool that complies with the requirements of that Section as determined by the Board. If the Superintendent receives a highly effective or effective evaluation for three years in a row, the Board may, in its sole discretion, determine to evaluate the Superintendent biennially, with the applicable evaluation completed no later than the last day of December of the applicable year. After completing each formal evaluation, the Board of Education will consider whether to extend the Superintendent's contract for an additional one-year term, with such decision to be made at the same Board meeting during which the Superintendent's evaluation is formally approved. Absent express approval of the Board, this contract will not be extended for additional terms except as otherwise required by law. The Superintendent will notify the Board of the evaluation and extension deadlines in writing no later than November 1st of each year of this Agreement. The Superintendent's evaluation will include consideration of his compensation and fringe benefits for the following year of his employment as Superintendent of Schools unless such consideration is postponed as determined in the Board's sole discretion. The Board may also at any time, upon reasonable notice to the Superintendent, conduct an evaluation or assessment of the Superintendent's performance overall or with respect to particular duties, projects, or assignments.
- 11) If the Superintendent receives an evaluation rating of "needing support," he may appeal the evaluation process and rating to the Board of Education. The appeal must be submitted in writing to the Board President within 15 calendar days after the Superintendent is informed of the rating and must include the specific reason(s) for the appeal and the remedy sought. The Board of Education will consider the Superintendent's appeal at either a regular or special Board meeting, as determined by the Board President, within 30 calendar days of the Board President's receipt of the appeal. The Board will consider the appeal in either open or closed session, at the election of the Superintendent. The Superintendent may present witnesses, information, and evidence in support of his appeal. The Board's decision on appeal is final and is not subject to arbitration.
- 12) This Agreement may be extended by option of the Board of Education. In exercising this option, the Board of Education also may establish the annual salary, or parameters for that salary, to be paid to the Superintendent for the school year included in the extension, or the Board may decide that such determination regarding salary will be made prior to the start of the next contract year. Any determination regarding salary

shall not reduce the salary to lower than the annual salary at the time of extension. All other terms and conditions of this Agreement shall remain unchanged in such case, unless amended through mutual written agreement of the Parties. The Board of Education in its sole discretion and with or without cause, may decline to extend this Agreement. No party, person, or entity has authority to alter the terms or conditions of this Agreement.

The Superintendent agrees to submit to such comprehensive medical and/or mental examinations by a Board-approved physician, hospital, or clinic, when, in the Board's judgment, such examination is necessary to determine if the Superintendent can perform the essential job duties of his position, or to determine reasonable accommodations necessary to permit him to perform the essential job duties, or when such examination is otherwise job-related, consistent with business necessity and in accordance with the applicable law. The cost of the physical and/or mental examination shall be borne by the School District and the Superintendent shall, to the extent consistent with law, sign such medical release forms and other documents, which are necessary to permit the Board President to receive a report limited to the results of the examination(s) for the purposes provided for in this paragraph. The Board agrees that any such reports and their contents shall remain confidential and may not be disseminated unless a broader disclosure is permitted and required by applicable law.

- 13) The Superintendent shall devote the necessary time, attention, and energy to the business of the District. Participation in outside professional activities by the Superintendent shall be subject to approval by the Board in its discretion where the time requirement for such activities is anticipated to be substantial (e.g., conferences which require the Superintendent's absence from the District for two or more regular business days). In the event the Board, in its sole discretion, determines that any such outside activities interfere with the Superintendent's satisfactory performance or the time necessary for satisfactory performance of his duties, it may require the Superintendent to cease some or all of such activities. Superintendent shall use personal or vacation time to conduct professional activities for which he receives fees for services or he shall provide the fees to the District.
- 14) Any provision of this Agreement prohibited by the laws of the United States or the State of Michigan shall be ineffective to the extent of such provision only without invalidating the remaining provisions of this Agreement.
- 15) Separation from employment shall be handled as follows:
 - a. The Superintendent may not be discharged, nor this Agreement terminated, other than for Cause as defined herein.
 - b. Cause means:
 - i) Any intentional act involving moral turpitude;
 - ii) Any act of intentional malfeasance, dishonesty, fraud, or embezzlement;

- iii) Any willful violation or breach of a material term of this Agreement, any act of willful misconduct, or the intentional failure or refusal to satisfactorily perform duties of the job, which is not cured to the reasonable satisfaction of the Board of Education within a reasonable time after the Superintendent receives written notice of the conduct;
 - iv) Use of any illicit substance on District premises or being under the influence of any illicit substance while on District business;
 - v) Material, undisclosed acts of self-dealing;
 - vi) Intentional and unlawful abuse, harassment of, or retaliation or discrimination against any District staff or student; and
 - vii) Any material breach of Board policy.
- c. Notwithstanding anything to the contrary herein, if, at any time, the Superintendent fails to maintain the credentials and qualifications for the position of Superintendent as required by this Agreement, the Agreement shall automatically terminate. In such case, the Superintendent shall be paid out accrued, unused PTO notwithstanding anything to the contrary herein, upon his execution and non-revocation of a binding separation agreement and general release of claims in a form agreeable to the Board.
- d. The Superintendent may be separated by reason of physical or mental disability at any time, notwithstanding any other provision of this Agreement, if he is unable to perform the essential job duties and functions of his position with or without reasonable accommodation. In such case the Superintendent shall be paid out accrued, unused PTO notwithstanding anything to the contrary herein, upon his execution and non-revocation of a binding separation agreement and general release of claims in a form agreeable to the Board. Separation under this Paragraph shall not terminate the Superintendent's entitlement to continue to receive long term disability benefits, which shall be determined in accordance with the School District's long term disability plan.
- e. In the event that the Board undertakes to terminate and discharge Superintendent from employment during the term of this Agreement, he shall be entitled to written notice of the reasons, and on or after ten (10) days following that written notice at a date and time determined by the Board, an opportunity for a hearing before the Board. Said hearing shall be public or private at the option of the Superintendent. At such hearing, he may have legal counsel and present witnesses on his behalf at his own expense.
- f. Non-renewal at or after the end of any term of this Agreement shall be at the exclusive discretion of the Board of Education, at its will, with or without Cause. Non-renewal after the completion of the term shall not be a basis for a hearing referenced in subparagraph (e). The Board will provide written notice of its intention to non-renew, along with the reason(s) for nonrenewal, to the Superintendent at least 90 days before the end of any term. If the Board

determines not to renew this Agreement, Superintendent will make best efforts to assist in the transition to a successor. The parties may agree to a brief period of retention after any term ends and the Superintendent is not renewed. Such period shall not constitute or imply a renewal for another term.

g. In the event the Superintendent should die in office, his estate or heirs shall be entitled to payment of his accrued, unpaid PTO, as well as any death benefits then in place, in a manner permitted or required by applicable law.

16) As a condition of continued employment, the Superintendent agrees to file with the Office of Human Resources a statement that he has not been convicted of any crime identified within the Michigan Revised School Code as disqualifying to employment, and that there has been no unprofessional conduct pursuant to Section 1230b of the Michigan Revised School Code. The Superintendent agrees to report any pending criminal charges as required by the Michigan Revised School Code.

17) The School District's determination not to insist on strict construction of any provision of this Agreement, or any waiver of a breach of any provision of this Agreement, shall not operate or be construed as a waiver of any right or acceptance of any subsequent breach by the Superintendent. No waiver shall be valid unless in writing and approved by the Board.

This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified, renewed, or rescinded by any prior or contemporaneous statement or understanding of either such party, or any person on their behalf; this Agreement may be amended, modified, rescinded, renewed, or otherwise altered during its term only by an express written "Modification," denominated as such, and signed by each of the parties hereto and only after an official vote of the Board of Education.

18) This agreement shall be interpreted in accordance with Michigan law.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

NORTHVILLE PUBLIC SCHOOLS
SCHOOL DISTRICT

Ronald J. Webber

Date: _____

Witness

By: _____
Its: President, Board of Education

Date: _____

By: _____
Its: Secretary, Board of Education

Date: _____

Appendix A

Salary Schedule*

Superintendent		
GROUP: SUPT		
STEP*	2024-26**	
1	\$231,750	
2	\$238,704	3%
3	\$245,866	3%
4	\$253,243	3%
5	\$260,841	3%
6	\$268,667	3%
7	\$276,728	3%
8	\$285,031	3%
9	\$293,583	3%
10	\$302,391	3%

* Steps do not equate to years

** Salary Schedule is subject to annual review and approval

***The Salary Schedule is illustrative only and is not a guarantee of future compensation.

Memo

TO: RJ Webber, Superintendent

FROM: Rebecca Pek, Assistant Superintendent of Human Resources & Development

CC: COLT Administrators

DATE: June 17, 2025

RE: Board Policy 3007 Proposed Update

Policy Update:

- **Policy 3007 Audits:** This policy requires an update to the language to be consistent with our policy service's recommend policy language and district practice. Currently, Policy 3007 states that the District will appoint an auditor annually. However, this language is inconsistent with Administrative Regulation 3003, which governs the procurement of professional services and continuing contracts. Regulation 3003 acknowledges the benefits of maintaining continuity in service provision—specifically naming auditors—and therefore does not require annual re-bidding or selection. Instead, it allows the District to initiate a bidding process when the administration determines it is in the District's best interest, with the Board being notified accordingly. The proposed revision to Policy 3007 brings it into full alignment with our policy service's recommended language and resolves the inconsistency between the two policies.

**NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan**

BOARD POLICY

AUDITS

~~The Board will retain a firm or person to conduct The State of Michigan requires~~ an annual audit of the School District's financial statements to determine, through an independent review, whether the financial statements fairly present the financial position of the School District. ~~The auditor also examines,~~ whether the School District has followed generally accepted accounting principles and whether proper internal controls exist.

~~The Board will annually appoint an independent auditor to conduct the School District audit.~~ The audit report will be presented at a public meeting of the Board.

Adopted: March 2016
Updated: July 2025