

Regular Meeting of the Board of Education

Tuesday, July 15, 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 24, 2025 Board of Education meeting

5.b) Minutes of the June 24, 2025 Budget Hearing meeting of the Board of Education

5.c) Overnight and / or Out of State Field Trip requests

Presenter: Ms. Carin Meyer, Policy & HR Liaison

5.c)1) Hillside Middle School 7th grade trip to Cedar Point in Sandusky, OH on October 10, 2025

Presenter: Ms. Carin Meyer, Policy & HR Liaison

5.c)2) Northville Rowing Regatta in Chattanooga, TN from October 31 - November 3, 2025

5.c)3) Northville Varsity Dance Team building at Ohio State University in Columbus, OH from July 11-13, 2025

5.c)4) NHS Dance Team Camp in Mason, OH from July 13-16, 2025

5.c)5) NHS Girls Cross Country Invitational in Cadillac, MI from September 19-20, 2025

5.c)6) Northville Rowing Regatta in Columbus, OH on October 25, 2025

5.d) Second Reading and Adoption of Policy 3007 - Audits

5.e) Bill Warrants totaling \$5,017,080.59

Presenter: Ms. Carin Meyer, Policy & HR Liaison

6. Communications

6.a) npsboe@northvilleschools.org communications

7. Superintendent's Report/Update

8. Public Comments

9. New Hire: Teachers & Ancillary

Presenter: Ms. Carin Meyer, Policy & HR Liaison

10. Finance & Operations: Meads Mill Change Order

Presenter: Ms. Melissa Stuart, Board Treasurer

11. Board By-Laws & Board of Education Calendar

11.a) First Reading Board By-Laws

Presenter: Dr. Kim
Campbell-Voytal, Vice
President

11.b) Board of Education Calendar

Presenter: Dr. Kim
Campbell-Voytal, Vice
President

12. **2024-25 Mid-Year Superintendent Progress Report
and Goal Setting**

Presenter: Dr. Kim
Campbell-Voytal, Vice
President

13. **Added Agenda Items**

14. **Public Comments**

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

16. **Adjournment**

Minutes of Regular Meeting of the Board of Education

The Board of Trustees Northville Public Schools

A Regular Meeting of the Board of Education of the Board of Trustees of Northville Public Schools was held Tuesday, June 24, 2025, beginning at 6:30 PM in the Old Village School, 405 W. Main St, Northville, MI 48167.

1. Call to Order

Meeting called to order by Vice President Campbell-Voytal at 6:30 p.m.

2. Pledge of Allegiance

Vice President Campbell-Voytal led the Board in the Pledge of Allegiance.

3. Roll Call

4. Ms. Lisa McIntyre, President (absent, excused)	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	

5. Adoption of Agenda

Motion No. 24/25-122 by Secretary Meyer, supported by Trustee Riggan-Maurer, that the agenda be adopted as presented. Motion carried 6-0.

6. Consent Resolutions

Motion No. 24/25-123 by Secretary Meyer, supported by Trustee Frazier, that the Board accept the consent agenda items for approval as presented:

- a) Minutes of the June 17, 2025 Special Call Board of Education meeting
- b) Minutes of the June 17, 2025 Closed Session meeting of the Board of Education
- c) Silver Springs and Winchester Electrical Switchgear Bid Award totaling \$249,080
- d) Meads Mill Middle School Change Order for additional concrete work totaling \$41,305
- e) Lower Elementary Chromebook purchase from Inacom TSG totaling \$113,293
- f) Schedule a July 15, 2025 Board of Education meeting at Old Village School at 6:30 p.m.
- g) 2025-26 MASB Membership Dues totaling \$9,930.67
- h) 2025-26 MHSAA Membership Resolution
- i) 2025-26 MASA Membership Dues totaling \$2,092.62
- j) NEA Leave of Absence Request for the 2025-26 school year

Motion carried 6-0.

7. Communications

Secretary Meyer reported one communication:

- a) npsboe@northvilleschools.org communications

8. Superintendent's Report/Update

- a) Mr. Samulski and several coaches highlighted the achievements of our spring teams and presented athletes with the Spring Athletic Awards. The teams honored tonight include: Boys' & Girls' Track & Field; Rowing; Baseball; Softball; Boys Volleyball, Girls Soccer, Tennis.
- b) Mr. Samulski provided a KLAA Update. There are currently two divisions in the conference. He explained the current transition within the conference and the different conference options for mergers or other possibilities regarding joining other conferences. The athletic department predicts a decision will be reached by early October.
- c) A Cooke School visit occurred this week with State Representatives Koleszar and Breen.
- d) Mr. Baughman was awarded the Presidential Service Award by MASSE for his work with AI.

9. Public Comments

None.

10. New Hires: Teachers

Motion No. 24/25-124 by Secretary Meyer, supported by Trustee Riggan-Maurer, that the Board award one-year probationary NEA Teacher contracts to the following for the 2025/26 school year as presented.

- Megan Mazur
- Margaret Parks

Motion carried 6-0.

11. 2025/2026 Employee Manuals - Terms & Conditions

Motion No. 24/25-125 by Secretary Meyer, supported by Treasurer Stuart, that the Board authorize the administration to revise and update the respective employee manuals through the 2025-26 school year: a. Technology, Operations, and Food Service Employees, and b. Office Support Personnel, as presented. Motion carried 6-0.

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

Motion No. 24/25-126 by Secretary Meyer, supported by Trustee Frazier, that the Board authorize the administration to approve the Non-Affiliated Individual Employee and Central Office Leadership Team Contracts and wage scale as presented. Motion carried 6-0.

13. 2024/25 Final Budget Amendment

Motion No. 24/25-127 by Secretary Meyer, supported by Treasurer Stuart, that the Board approve the 2024/25 Final Budget Amendment as presented. Motion carried 6-0.

14. 2025/26 Budget Adoption

Motion No. 24/25-128 by Treasurer Stuart, supported by Secretary Meyer, that the Board approve the 2025/26 Budget as presented. Motion carried 6-0.

15. 2025-2028 Superintendent Contract

Motion No. 24/25-129 by Secretary Meyer, supported by Trustee Frazier, that the Board approve the 2025/28 Superintendent Contract as presented. Motion carried 6-0.

16. First Reading: Policy 3007 Audits

Motion No. 24/25-130 by Secretary Meyer, supported by Treasurer Stuart, that the Board approve Policy 3007 - Audits for First Reading as presented. Motion carried 6-0.

17. Added Agenda Items

None.

18. Public Comments

None.

19. Questions/Comments from Board Members

Treasurer Stuart shared a Sinking Fund Millage Renewal update which is coming up on August 5, 2025. A mailer was sent to all Northville Residents with information on what the renewal funds for Northville Public Schools.

Secretary Meyer thanked the administration for the work they do and is looking forward to the 2025-26 school year.

Dr. Webber thanked Dr. Sandra Brock for the additional support she provided over the last six months in the Office of Instruction.

20. Adjournment

There being no further business the meeting adjourned at 8:10 p.m.

Carin Meyer, Secretary

Minutes of Budget Hearing Meeting of the Board of Education

The Board of Trustees Northville Public Schools

A Budget Hearing Meeting of the Board of Education of the Board of Trustees of Northville Public Schools was held Tuesday, June 24, 2025, beginning at 5:30 PM in the Old Village School, 405 W. Main St, Northville, MI 48167.

1. Call to Order

Meeting called to order by Vice President Campbell-Voytal at 5:30 p.m.

2. Pledge of Allegiance

Vice President Campbell-Voytal led the Board in the Pledge of Allegiance.

3. Roll Call

Ms. Lisa McIntyre, President (absent, excused)	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	
Ms. Meredith Riggan Maurer, Trustee	
Ms. Jena Mabrey, Trustee (arrived at 5:37 p.m.)	

4. Adoption of Agenda

Motion No. 24/25-121 by Secretary Meyer, supported by Trustee Frazier, that the agenda be adopted as presented. Motion carried 5-0.

5. 2025/26 Fiscal Year Initial Budget

Mr. Kling shared slides regarding the Initial Budget for the 2025-26 school year. The slides include: 2026 Tax Year – Property Tax Millage Rates; 2025-26 Debt Service (2025 Tax Year); Foundation Allowance \$ per Pupil; 2025-26 ORS Rate Changes; One Time Federal & State Funding; 2025-26 Enrollment Projections (Gen Ed); 2025-26 Blended Enrollment; Fall Enrollment Trend; 2025-26 Revenue Changes (General Fund); 2025-26 Salary & Benefit Changes (General Fund); 2025-26 Non-Personnel Changes (General Fund); 2025-26 General Fund Budget (by Object); 2025-26 General Fund Budget (by Function); Operating Cost Structure; 2025-26 Budget – Food Service, Early Childhood, Special Education (Act 18) Funds; 2025-26 Budget – Student Activities, Sinking Fund, Public Improvement Funds; 2025-26 Watch Points & Investment Income.

The Board has several questions throughout the presentation and Mr. Kling provided answers regarding same.

6. Public Hearing / Questions

None.

7. Added Agenda Items

None.

8. Public Comments

None.

9. Adjournment

There being no further business the meeting adjourned at 6:24 p.m.

Carin Meyer, Secretary

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

**Northville Public Schools
Northville, MI**

MEMORANDUM

DATE July 1, 2025

TO: Dr. R.J. Webber
Superintendent

FROM: Mr. Devin Kling
Assistant Superintendent of Finance and Operations

RE: June 2025 Warrants

Building & Site 2011	-
Building & Site 2020	92,674.85
Cafeteria	54,311.41
Debt	929.26
Early Childhood	10,789.97
General Fund	1,723,506.63
Grant Fund	-
Miscellaneous	500.00
Special Education	62,898.83
Student Activities	136,096.96
Public Improvement	-
Health Care Fund	3,823.94
2019 BOND SERIES II	-
2020 BOND SERIES III	-
2023 Bond Series I	2,931,548.74
TOTAL	5,017,080.59

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
Emily Pohlonski, Assistant Superintendent of Instruction

DATE: July 10, 2025

RE: Teacher Hires

Background:

Hiring continues for the 2025-2026 school year. With the recent internal transfer of Ridge Wood fourth grade teacher Maura Ehrlich to a Multi-Lingual Teaching position within the District, it created a vacancy in a Ridge Wood fourth grade classroom that we have recently interviewed to fill. Simultaneously, we have continued to interview for Cooke teaching positions to round out their staffing, while also working to fill a Speech & Language Pathologist position at Northville High School that resulted from a retirement at the end of this past school year. The following recommended hires are provided accordingly.

Elementary

Fourth Grade Teacher

Emma “Grace” Morgan comes to us from Ohio, where she has spent her first two years as a classroom teacher in fourth and fifth grade classrooms, respectively, while serving in Xenia Community Schools. Grace is a graduate of the University of Dayton, having completed her Bachelor of Science degree in Early Childhood Education. Despite a (once again) competitive field of candidates, our interview team, that included myself, elementary principals, and elementary teachers, viewed Grace as the unanimous choice for this position. Her understanding of literacy resonated during her interview, while a constant theme that emerged during the interview was her intentionality around Social Emotional Learning and its importance. Grace’s former colleagues in Xenia, which included her former principal, all indicated their disappointment that she was leaving Ohio and Xenia Schools. Her principal, in fact, shared how Grace had a group of challenging students when she taught fourth grade during her first year of teaching, but that Grace worked so well with those students that she had Grace loop up to fifth grade with this same group of students. She further shared how Grace’s students excelled academically with the data to support. We are excited

about Grace's potential addition to the Ridge Wood team and are recommending her for hire accordingly.

Cooke School

Morgan Horning possesses a clear mission to serve individuals with special needs, as evidenced not only through her resume and overall background, but when you listen to her talk. She has been serving in some capacity at the Living & Learning Enrichment Center since 2018 when she was in high school. Not surprisingly, her career trajectory has been in alignment with this mission, having completed her Bachelor of Education in Intervention Specialist at Bowling Green University, with completion of her Masters of Education in Applied Behavior Analysis pending for this September. Further supporting this trajectory are her certifications in Autism Spectrum Disorders, Cognitive Impairments, Emotional Impairments, and Learning Disabilities. In fact, I can't remember who said it, but someone on our interview committee suggested they had never seen that many certifications covering special services. Degrees and certifications are certainly important, but Morgan possesses a passion and heart for individuals with special needs – a passion that came through loud and clear during her interview process and was further supported by her references. As such, we believe Morgan would be a wonderful addition to our Cooke team and we thus bring her forward for hire this evening.

Nathaniel "Nate" Bryan is a graduate of the University of Nebraska at Kearney, where he played football and received his Bachelor of Arts in Political Science and International Studies. He has since secured teaching certifications in Cognitive Impairments, Emotional Impairments, Learning Disabilities and Social Studies. Nate is described by his references as calm and cool, someone who connects extremely well with students and manages behaviors exceptionally well. Despite some family in Michigan, Nate has spent the entirety of his teaching career in Texas, serving in two different districts – Katy Independent School District and then Senguin Independent School District. Between the two districts, he fulfilled a variety of teaching roles, including the role of Behavior Specialist and Credit Recovery teacher. In addition, he served as an Assistant Coach for Katy High School Varsity Football Team on teams that were state champions in both 2015 and 2020. Nate's experience would undoubtedly be an asset to Cooke School and its students, and we recommend him accordingly.

Ancillary

Northville High School Speech & Language Pathologist

Shanna "Shay" Morrison holds her Bachelor of Science degree in Neuroscience from the University of Michigan, where she graduated with Honors. While she started her career working in dentistry, she recognized at one point that while her passion was working with people and helping them, she desired a different career path. Shay reported her mother, who is a teacher and special educator, helped direct Shay's interests and passions toward speech and language pathology, and we're pleased that proved to be the case, as Shay just completed her Master of Arts at Eastern Michigan University in Communication Sciences & Disorders. In so doing, she completed her internships in both the clinical setting and the school setting, including The Lincoln Center that is part of Wyandotte Public Schools. Her references, who served as her supervisors in both of these respective settings, were both extremely complimentary of Shay – discussing her work with those she was serving, her growth, and the team player that she is. Our interview team was equally impressed and is pleased to recommend Shay Morrison for hire as a Speech & Language Pathologist this evening.

Recommendation:

On behalf of the central office administrative team, I recommend that the Board of Education approve a probationary contract for Emma "Grace" Morgan, Morgan Horning, Nathaniel Bryan, and Shay Morrison 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. Morgan Horning

<u>Degree</u>	<u>University</u>	<u>Year Earned</u>
<u>M.Ed.</u>	<u>Oakland University</u>	<u>Pending 2025</u>
<u>BS</u>	<u>University of Ohio</u>	<u>2023</u>

MAJOR(S): Special Education
Intervention Specialist

MINOR(S): Applied Behavior Analysis

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: Cooke School

 NEW STAFF

 X **REPLACEMENT**

DATE OF BOARD MEETING: July 15, 2025

NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan

HIRING INFORMATION – CERTIFIED PERSONNEL

CANDIDATE’S NAME: Ms. Emma “Grace” Morgan

<u>Degree</u>	<u>University</u>	<u>Year Earned</u>
<u>BS</u>	<u>University of Dayton</u>	<u>2023</u>

MAJOR(S): Early Childhood Education

MINOR(S): Psychology

CERTIFICATION/LICENSE: Temporary

EXPERIENCE: 2 Years

PREVIOUS TENURE IN MICHIGAN: No

SALARY STEP GRANTED: BA Step 3

SALARY INFORMATION: \$56,270.00

EFFECTIVE DATE OF ASSIGNMENT: 2025/2026

BUILDING ASSIGNMENT: Ridge Wood Elementary School

 NEW STAFF

 X **REPLACEMENT**

DATE OF BOARD MEETING: July 15, 2025

NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan

HIRING INFORMATION – CERTIFIED PERSONNEL

CANDIDATE’S NAME: Mr. Nathaniel Bryan

<u>Degree</u>	<u>University</u>	<u>Year Earned</u>
<u>BA</u>	<u>University of Nebraska</u>	<u>2013</u>

MAJOR(S): Political
Science/International Studies

MINOR(S):

CERTIFICATION/LICENSE: Standard Certificate

EXPERIENCE: 9 Years

PREVIOUS TENURE IN MICHIGAN: No

SALARY STEP GRANTED: BA Step 9

SALARY INFORMATION: \$72,265.00

EFFECTIVE DATE OF ASSIGNMENT: 2025/2026

BUILDING ASSIGNMENT: Cooke School

 NEW STAFF

 X **REPLACEMENT**

DATE OF BOARD MEETING: July 15, 2025

NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan

HIRING INFORMATION – CERTIFIED PERSONNEL

CANDIDATE’S NAME: Ms. Shanna “Shay” Morrison

<u>Degree</u>	<u>University</u>	<u>Year Earned</u>
<u>MA</u>	<u>Eastern Michigan University</u>	<u>2025</u>
<u>BS</u>	<u>University of Michigan</u>	<u>2016</u>

MAJOR(S): Communication Sciences & Disorders

MINOR(S): N/A

CERTIFICATION/LICENSE: Pending Clinical Fellowship Year

EXPERIENCE: 0 Years

PREVIOUS TENURE IN MICHIGAN: No

SALARY STEP GRANTED: MA Step 1

SALARY INFORMATION: \$56,598.00

EFFECTIVE DATE OF ASSIGNMENT: 2025/2026

BUILDING ASSIGNMENT: Northville High School

 NEW STAFF

 X **REPLACEMENT**

DATE OF BOARD MEETING: July 15, 2025



65 University Drive
Pontiac, Michigan 48342

July 11, 2025

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

**RE: Recommendation for Acceptance & Approval – Roofing Area J
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 roofing of Area J issued with Bulletin 6.

We are recommending that the Northville Public Schools Board of Education award approval for the total amount of \$42,914.

Enclosed are copies of the contractor's quote with backup documentation. 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



65 University Drive
Pontiac, Michigan 48342

July 11, 2025

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

**RE: Recommendation for Acceptance & Approval – Roofing Area J
Northville Public Schools
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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



10121 Colonial Industrial Drive
 South Lyon, MI 48178
 Phone 800-870-2082

DATE: March 14, 2025

BILL TO:
 Auch Construction
 65 University Drive
 Pontiac, MI 48342

FOR: Bulletin 6

SERVICE ADDRESS: Meads Mill M.S.
 16700 Franklin Rd
 Northville, MI 48168

Service Description/Notes:

Tear-off Existing Roof System Down to Deck
 Provide and Install 60 Mil Reinforced EPDM Adhered, 1/2" Coverboard adhered, Fully Tapered Insulation System Adhered,
 (2) Layers of 2.6" ISO - 1st Layer Fastened and 2nd Adhered, and Vapor Barrier

LABOR/MATERIALS	QTY:	RATE	AMOUNT
Service Technician Roofing (6m/2Day)	96.00	\$125.00	\$ 12,000.00
Service Technician Sheet Metal (2m/1Day)	16.00	\$125.00	2,000.00
MATERIAL:			
Membrane: (Per SQ/FT)	1000.00	\$1.21	1,211.60
Bonding Adhesive: (Per Pail)	4.00	\$152.78	611.12
1/2" HD Coverboard (Per SQ)	10.08	\$100.88	1,016.87
Tapered Insulation System	1.00	\$334.67	334.67
Insulation: (Per 2.6" - 4'x8' Board)	63.00	\$42.38	2,669.94
Seam Plates: (Per Pail)	1.00	\$270.00	270.00
Insulation Plates: (Per Pail)	1.00	\$226.87	226.87
Fasteners: (Per Pail)	1.00	\$450.00	450.00
Insulation Adhesive: (Per)	2.00	\$1,302.00	2,604.00
Primer: (Per Pail)	2.00	\$127.11	254.22
Cover Strip/Form Flash 6": (Per Roll)	2.00	\$379.60	759.20
Cover Strip/Form Flash 9": (Per Roll)	4.00	\$308.36	1,233.44
Seam Tape 3": (Per Roll)	4.00	\$98.80	395.20
Caulk/Lap Seal: (Per Tube)	10.00	\$10.14	101.40
Vapor Barrier: (Per Roll)	6.00	\$236.25	1,417.50
Vapor Barrier Primer: (Per Pail)	1.00	\$257.25	257.25
T-Patch: (Ea.)	10.00	\$9.61	96.10
Universal Corner: (Ea.)	20.00	\$9.36	187.20
Termination Bar	15.00	\$15.49	232.28
Term Bar Nail In	1.00	\$301.60	301.60
Waterblock: (Per Tube)	5.00	\$8.58	42.90
Brush: (Per Brush)	4.00	\$6.97	27.88
Rags: (Per 2 Rags)	4.00	\$1.00	4.00
Warranty:	1.00	\$250.00	250.00
Expansion Joint:	140.00	\$29.00	4,060.00
Fascia: (Per LF)	144.00	\$14.85	2,138.40
Miters: (Per)	5.00	\$73.14	365.70
Custom Color:	1.00	\$1,700.00	1,700.00
Delivery:	1.00	\$500.00	500.00
Dumpster:	1.00	\$650.00	650.00
Labor/Material Total:			37,719.34
Due to the volatile market, prices are subject to change at any time.			
		TAX (6%)	1,423.16
		PROFIT/OVER HEAD 10%	3,771.93
		TOTAL	\$ 42,914.43

Make all checks payable to Unlimited Construction
 Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!

Northville Public Schools
Northville, Michigan

Board By-Laws

Revised ***March-July*** 2025

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Bylaws *of* ***Northville Public Schools'*** ***Board of Education***

ARTICLE I - GENERAL PROVISIONS

Section 1: Legal Status

The official name of the school district shall be Northville Public Schools and the school district shall be organized and conducted as a general powers school district as provided in The School Code, Act 451, P.A. 1976 as amended.

Section 2: Purpose of Bylaws

The purpose of these bylaws is to set forth the internal rules which govern the operations and business of the Board of Education (hereinafter referred to as the "Board").

Section 3: Functions of the Board

The business of the school district shall be governed by the Board which has both direct and oversight responsibilities for the operations of the schools and the education of students. The Board's governance responsibilities shall include, among other things, policy development, oversight of curriculum, strategic educational planning and appraisal, employee staffing and evaluation, fiscal management/budgeting and strategic fiscal planning, school operations and functions, public communications and final authority on matters pertaining to judicial or binding legal decisions including waiver of rights or immunities.

Section 4: Indemnification

Without waiving governmental immunity, the School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies of the defense and indemnification of the Board and individual Board members.

ARTICLE II - BOARD MEMBERS

Section 1: Election of Board Members

The Board shall consist of seven (7) members elected at regular annual school elections by the qualified voters of the school district. The annual school election shall be held on the first Tuesday following the first Monday in November.

Section 2: Term of Office

Members of the Board shall be elected to serve a term of four (4) years on a rotation basis. The term shall commence on January 1 following the annual school election.

Section 3: Board Position Vacancies

Board member vacancies shall be filled within thirty (30) days from the effective date of a resignation or other event (except a vacancy occurring by a recall election) which causes a vacancy to exist. The vacancy shall be filled with a legally qualified person who is appointed by a majority vote of the remaining members of the Board at a regular or special meeting of the Board. The Board of Education will adopt a policy for recruiting and selecting candidates to fill a vacancy

Persons appointed to fill a vacancy shall file acceptance of the office, including an affidavit of eligibility, with the secretary of the Board, and shall take the oath of office prescribed by law. The appointee shall hold office until the next regular school election. If a majority of the positions are vacant at the same time, the remaining members shall immediately call a special election to fill the vacancies. Resignations are effective without acceptance or approval by the Board.

Section 4: Acceptance of Office and Oath

The Board secretary and/or district designee will notify each member elected of his/her election within five (5) calendar days after the election. Prior to assuming membership on the Board and within ten (10) calendar days of notification of election, each newly elected Board member shall file an acceptance of office, accompanied by an affidavit of eligibility, and shall take the oath of office. Notaries public, judges, clerks of courts, or members of the legislature shall administer the oath of office. Upon the request of the newly elected Board member, the oath may be re-administered, for ceremonial purposes, by the Board president or other officer.

Section 5: Board Officers

The officers of the Board shall consist of a president, vice president, secretary, and treasurer. The president, vice president, secretary, and treasurer shall be Board members. The term of office shall be for one (1) year.

Section 6: Election of Board Officers

Annually, the Board President will ask each Board Member if there are any offices he/she would wish to accept.

In January, the President and Vice President will share the list of offices with the full board. Elections will take place at the first meeting in January.

Section 7: Removal of a Board Officer

The Board may remove a member from a Board officer position, and, upon removal, shall fill the vacancy

Section 8: Duties of Officers

a) Duties of the President

To preside at all meetings of the Board, and to act as the decision maker on procedural issues, unless overruled by a majority of the Board;

To work cooperatively with the Superintendent in planning agendas for board meetings;

To sign correspondence as authorized by the Board or required by law;

To serve as the Board's spokesperson unless another person is designated by the Board;

To contact legal counsel on matters of interest to the Board;

To investigate, or to retain legal counsel or qualified investigators to investigate, concerns regarding the Superintendent or other Board members;

To establish all Board committees and appoint the members unless the committees and appointments have been made by the Board;

To appoint a temporary secretary, in the absence of the secretary. The temporary secretary shall sign the minutes of the public meeting;¹

To perform such duties as may be authorized by the Board, or required by law or appropriate to the duties of the office of president.

b) Duties of the Vice President

To preside at Board meetings when the president is not in attendance;²

To temporarily succeed to the office of president and perform all duties of the President when a vacancy in that office occurs or when the President is temporarily or permanently incapacitated or unable to perform the duties of the president until the President is able to resume the duties of the President or a successor is appointed by the Board;

To perform such duties as may be authorized by the Board, or required by law or appropriate to the duties of the office of vice president.

c) Duties of the Secretary

To act as the chief election officer of the district unless this duty has been delegated by the secretary to members of the district staff;

To notify, or assign a district designee to notify, each Board member elected of his/her election within five (5) days of the election;

To act as the clerk at meetings of the Board;

To sign the minutes of meetings, orders, resolutions and other proceedings of the Board in proper record books;

¹ See MCLA 380.1201(5)

² See MCLA 380.1201

To draw and sign orders upon the district's treasury for money to be disbursed by the district, in the event that the Treasurer is unable to perform such functions;

To perform such duties as may be authorized by the Board, or required by law or appropriate to the duties of the office of secretary.

d) Duties of the Treasurer

To perform such duties as may be authorized by the Board, or required by law or appropriate to the duties of the office of treasurer, unless these duties have been delegated by the Treasurer to members of the district staff;

To draw and sign orders upon the district's treasury for money to be disbursed by the district.

Section 9: Board Member Compensation and Reimbursement of Expenses

Board members shall not receive compensation. Reimbursement of expenses shall be in accordance with Board policy.

Section 10: New Board Member Orientation

The Board of Education shall offer an orientation which is available to newly elected members of the Board, on a date set by the Board President.

Section 11: Study Committees

The Board may establish study committees to consider issues of policy, instruction, finance, personnel and administrative services. The Board may establish other committees as needed. Membership shall be by appointment of the Board President. These committees may recommend action to the full Board.

ARTICLE III - BOARD MEETINGS

Section 1: Organizational Meeting

The Board shall hold organizational meetings at its first meeting in January and July. The Board shall elect officers at the January organizational meeting. At the July organizational meeting, the Board:

- a) Shall adopt a regular monthly meeting schedule setting forth the dates, times, and places of the meetings;
- b) May include additional action items, such as Board Bylaws, Student Code of Conduct, District Policies, or other appropriate items.

Section 2: Regular Meetings

The Board shall hold at least ~~two~~ one (12) regular meetings each ~~month with the exception of December and July~~. A notice of the regular meeting shall be posted at the entrance to the principal office of the Board, on the District's website and at other locations determined appropriate by the Board within ten (10) days of its organizational meeting. If there is a change in the schedule of regular meetings of

the Board, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 3: Special Meetings

Special meetings of the Board may be called by the Board President, or by two (2) Board members with approval of Superintendent or Board President, or by three (3) Board members. If a special meeting is called pursuant to this Section, all Board members will be provided a written notice of the date, time, and place of the special meeting.

Notice to Board members of such special meetings shall be served by delivering the notice to the Board members personally, or by leaving the notice at each member's residence with a person of the household, or by facsimile or e-mail at least eighteen (18) hours before the meeting is to take place. The notice may also be serviced by mail addressed to the member at the member's address on file in the district office, at least seventy-two (72) hours before the meeting is to take place. Service and notice may be made or performed by a Board member or by an employee of the district.

The notice to Board members and the public shall be consistent in manner and form with the requirements of the Open Meetings Act.

Section 4: Emergency Meetings

The Board may meet in emergency session in the event of severe and imminent threat to the health, safety, or welfare of the public, when five (5) of its members elected to and serving on the Board decide on a roll-call vote that delay would be detrimental to the efforts to lessen or respond to the threat. If the Board determines that there is such severe and imminent threat, the Board may meet in an emergency session without complying with the notice requirements to Board members and the public.

Section 5: Public Notice

A meeting of the Board, for which a quorum is present for the purpose of deliberating toward or making a decision on public policy, shall not be held unless public notice is given as follows: Public notice of meetings shall be posted in a conspicuous place in the principal office of the Board; such other places considered appropriate by the Board; and, for special and reconvened regular meetings, on the District's website. Each notice shall contain the name of the Board, the address of the Board, the telephone number of the Board, the time of the meeting, the date of the meeting, the location of the meeting, and a statement indicating where the official minutes of the school Board meetings are stored and available for inspection. A public notice of a rescheduled regular or special meeting shall be posted stating the date, time, and place of the meeting at least eighteen (18) hours before the meeting. If a meeting of the Board has been recessed for more than thirty-six (36) hours, the meeting shall not be reconvened, unless public notice is given at least eighteen (18) hours before the reconvening of the meeting.

Section 6: Closed Sessions

The Board may meet in closed session for the following purposes, provided that a roll-call vote of at least a majority of the members elected or appointed and serving shall be required to call a closed session.

- a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a Board member (elected or appointed), employee, staff member, or individual agent when this person requests a closed hearing.
- b) To consider the dismissal, suspension, or disciplining of a student when the student or the student's parent or guardian requests a closed hearing.
- c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

The Board may meet in closed session for the following additional purposes, provided that a roll-call vote of two thirds of the members elected or appointed and serving shall be required.

- a) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- b) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the Board.
- c) To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to these bylaws.
- d) To consider material exempt from discussion or disclosure from state or federal statute (e.g., the written legal opinion of counsel).
- e) To consider security planning to address existing threats or prevent potential threats to the safety of the students and staff.

The roll-call vote and the purpose or purposes of calling the closed session shall be entered into the minutes of the meeting at which the vote is made.

Closed session discussions and meetings must remain confidential and may only be disclosed as required by a valid court order.

Section 7: Minutes of Board Meetings

- a) Open Meetings

The Board shall keep minutes of each open meeting at which a Board quorum is present for the purpose of deliberating toward or rendering a decision on public policy. The minutes shall reflect at least all of the following: The date of the meeting; the time of the meeting; the place of the meeting; Board members present at the meeting; Board members absent from the meeting; all roll-call votes taken at the meeting; every decision made by the Board at the meeting; and the purpose or purposes for which a closed session is held.

Minutes of all open meetings shall be public records open to public inspection and shall be available at the Superintendent's office. Approved minutes are available on the District's website.

Proposed minutes of an open meeting will generally be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be made available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the Board. Corrected minutes shall be made available no later than the next subsequent meeting after the correction. All corrections in minutes shall be made not later than the next meeting after the meeting to which the minutes refer.

Minutes shall be presented for Board approval in an open meeting and copies shall be sent to all Board members prior to that meeting.

b) Closed Sessions

A separate set of minutes shall be taken by a person designated by the Board at each closed session. The minutes shall be provided to all Board members confidentially. The minutes shall be retained by the Superintendent, shall not be available to the public, and may be disclosed only as required by court order. Minutes of closed sessions shall be retained for one year and one day after approval of the minutes of the meeting at which the closed session was authorized. Minutes of closed sessions may be destroyed after the expiration of the retention period. The minutes of the closed session shall reflect at least all of the following: the date of the meeting; the time of the meeting; the place of the meeting; Board members present; Board members absent; and the purpose or purposes of the closed session.

Section 8: Meetings Open to Public

All meetings of the Board in which a quorum is present for the purpose of deliberating toward or rendering a decision on public policy shall be open to the public and shall be held in a place available to the general public.

Section 9: Public Attendance at Open Board Meetings

A person shall not be required, as a condition of attendance at an open meeting of the Board, to register or otherwise provide his/her name or other information or otherwise fulfill a condition of attendance

A person shall not be excluded from an open meeting of the Board except for a breach of peace actually committed at the meeting.

The right of attendance includes the right to tape record, to videotape, to broadcast live on radio and to telecast live on television, open meetings of the Board for which a quorum is present for the purpose of deliberating toward or rendering a decision on public policy. A person may exercise this right only in a manner which is not disruptive to the Board proceedings and that does not interfere with the ability of others to observe or participate in the meeting. The presiding officer may direct any person exercising this right to a different area of the meeting location.

A person may not display a sign in an open public meeting in a manner that is disruptive to the Board's proceedings or that interferes with the ability of others to observe or participate in the meeting. The presiding officer may direct any person displaying a sign to a different area of the meeting location.

Section 10: Public Participation at Open Board Meetings

A person may be permitted to address an open meeting of the Board at which a quorum is present for the purpose of deliberating toward or rendering a decision on public policy under the rules established and recorded in Board policy. These rules, which provide for the orderly conduct of Board Meetings and provide adequate and reasonable opportunity for individuals to offer their views and opinions regarding the school district, shall be available for public inspection at each open meeting.

The Board may allow at least two periods of opportunity for public comment at School Board meetings, with any individual having not more than one opportunity to comment per meeting unless the Board designates an exception at the beginning of a meeting. Committee of the Whole meetings and sub-committee meetings will generally provide one opportunity for public comment.

Individuals wishing to address the Board are requested to file a completed visitor's comment form with the Board Secretary. The presiding officer may then call on the individuals who have made a request to speak.

Individuals may be given a maximum of 3 minutes to address any agenda item or to express their views during either public comment period. The presiding officer may specify procedural adjustments, for example in cases where the number of individuals requesting the opportunity to make public comment may infringe upon the time necessary for the Board to proceed with the meeting agenda or its ability to adjourn at a reasonable time. The presiding officer will ensure that these rules are followed.

Section 11: Time Limit for Board Meetings

Board Meetings still in session at 11:00 p.m. may be adjourned by the presiding officer or a majority of the members present. Unfinished agenda items will be tabled to the next meeting.

ARTICLE IV - BOARD VOTING REQUIREMENTS

Section 1: Quorum and Voting Requirements

A majority of the Board members elected to or appointed and serving upon the Board shall constitute a quorum, except when state law overrides this quorum.

A majority of the members elected or appointed and serving upon the Board is required to approve a motion unless approval by two-thirds (2/3rds) of the Board's members is required by these bylaws or by law.

An act of the Board shall not be valid unless made in a public meeting held in compliance with the Open Meetings Act and a proper record is made of the vote.

Section 2: Voting Method

The Board shall take action by way of motions. No motion shall be acted upon until it has been duly supported or seconded by a member of the Board. The vote on all motions shall be by "yes" and "no" and will be taken by either voice vote or roll-call vote. A roll-call vote shall be taken when required by these bylaws or by law. Following each vote, the presiding officer shall announce that the motion passed or failed, and if not a unanimous vote, shall announce the number voting "yes" and the number voting "no". Each Board member may have the privilege of explaining in the public meeting any vote, be it affirmative or negative, at the discretion of the presiding officer.

Board of Education members must be present to vote, unless expressly authorized to participate remotely due to military duty or to accommodate a disability, as permitted and limited by law, and subject to the following conditions:

Any Board member physically absent must disclose the reason for the absence and the location from which participation occurs; the physically absent Board member must be able to hear and be heard by other Board members and those in attendance at the Board meeting; the physically absent Board member must notify the Board President and Superintendent of his or her anticipated absence at least three business days before the meeting so the Board President or Superintendent may make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and the Board President or Superintendent must take steps to ensure the general public is aware of the manner any physically absent Board member voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.

Section 3: Notice to Board Members

A meeting at which a quorum of Board members is present, with or without proper notice to the members of the Board, for which proper notice has been given the public in accordance with the Open meetings Act, shall be considered a legal meeting for the transaction of business.

Section 4: Agenda

The Superintendent shall distribute, at least three (3) days before a meeting, to each Board member prior to each meeting appropriate material and written matter concerning items on the agenda. The agenda shall contain the order of business.

The agenda shall be compiled by the Superintendent in cooperation with the Board President and shall include a period of time when the public may address the Board. Other Board members may request items to be placed on the agenda. If two or more Board members request that an item be placed on the agenda, the Superintendent or Board President will either place the item on the agenda or poll the Board in an open public meeting as to whether a majority of the Board wishes to add the item to a subsequent agenda. The Board, by majority vote, must adopt, or may amend, the agenda.

A request by the public to place an item on the Board agenda must be made to the Superintendent or Board President at least seven (7) days in advance of the meeting in which it is desired to have the item discussed. The request should include a brief statement of the matter to be brought before the Board along with any background information available which may be provided to the Board in advance of the meeting. The Superintendent, in consultation with the Board President, shall determine whether the matter is an appropriate agenda item for that meeting or for a future meeting. The Superintendent shall notify the person making the request whether the item will be placed on the agenda. If the item is placed on the agenda, the person making the request shall be allowed a reasonable amount of time to present or discuss the issue.

The agenda shall be sent to all Board members at least three (3) calendar days prior to any regular Board meeting. The agenda may include the following information: the agenda format, including items to be discussed and Board procedure; monthly reports to the Board; financial reports, including monthly listing of bills ready for payment; important correspondence; bid specifications; attendance reports; requests for hearing; and other such information.

ARTICLE V - RULES OF ORDER

The President (or Vice President in the absence of the President) shall be the presiding officer at all meetings. In the absence of both the President and the Vice President, the Secretary, followed by the Treasurer, will serve as the presiding officer only for that meeting or for that part of the meeting in which the President and Vice President are absent.

Board business shall be conducted by majority vote, with procedural issues being resolved by the presiding officer, unless overruled by a majority of the Board. Neither Robert's Rules of Order nor the Standard Code of Parliamentary Procedure shall govern Board meetings. The presiding officer shall act as the decision maker in parliamentary procedure, subject to reversal by a vote of the majority of the Board.

ARTICLE VI - AMENDMENT/SUSPENSION OF BYLAWS

The Board, by a majority vote of its members, may amend the bylaws or temporarily suspend the operation of the bylaws but such amendment or suspension shall not relieve the Board from complying with applicable law.

Revised: January 12, 1998
Revised: July 16, 2002
Revised: July 12, 2005
Revised: July 2007
Revised: September 2008
Reaffirmed: July 2009
Reaffirmed: July 2010
Reaffirmed: July 2011
Revised: January 2012
Revised: March 2012
Reaffirmed: January 2014
Revised: March 2018
Revised: June 2020
Revised: March 2021
Revised: December 2021
Revised: October 2023
Revised: March 2024
Revised: July, 2025

2025/26 BOARD OF EDUCATION AND COMMITTEE MEETINGS - Draft

Month	Board of Education	Committee of the Whole Meetings
	Tuesdays – 6:30 p.m. Unless otherwise noted.	Tuesdays – 6:30-8:45 p.m. Unless otherwise noted.
July	07/15/25 – Old Village School	
August	08/12/25 – Old Village School 08/26/25 – Old Village School (hold)	08/19/25 – Old Village School (MASB Governance Workshop)
September	09/16/25 – Old Village School	09/09/25 09/23/25 (+ BOE if needed)
October	10/21/25 – Old Village School 10/28/25– Elementary 1	10/14/25
November	11/18/25 – Elementary 2	11/11/25
December	12/09/25 – Old Village School (+Supt. Eval).	12/02/25
January	01/06/26 – Old Village School (Org Mtg) 01/13/26 – Northville High School	
February	02/10/26 –Elementary 3	02/03/26
March	03/10/26 – Middle School Presentations	03/03/26
April	04/21/26 – Old Village School (Winter Athletes + Coaches/Coordinators)	04/14/26
May	05/12/26 – Cooke/ECE Rotations	05/05/26
June	06/09/26 – Hillside Middle School (Retirement Recognition ⁶) 06/23/26 – Old Village School (Supt. Mid Year + Spring Athletics + Budget)	6/16/26

Month	Committee of the Whole	Topic		Board of Education	Topic		Location	25-26	24-25	8 building presentations	11 every year (3 at OVS)	
July	NO COW - Summer Recess			7/15/25 - BOE		1	OVS	1				1
August	8/19/2025	Board Governance Training -	1	8/12/25 - BOE		1	OVS	2				1
				8/26/25 - BOE (hold)		1	OVS	1				1
September	9/9/2025 9/23/2025 (+BOE if needed)	MICIP + Policy Strategic Planning + District Achievement Data	1 1	9/16/25 - BOE		1	OVS	3				1
									1	1	1	
October	10/14/2025		1	10/21/2025 - BOE	Strategic Planning/Audit Presentation	1	OVS	2				1
				10/28/25 - BOE	Elementary 1	1	Elementary 1	1	1	1	1	
November	11/11/2025	Board Self Eval	1	11/18/2025	Elem 2 + Strategic Plan	1	Elementary 2	2				1
									1	1	1	
December	12/2/2025		1	12/09/2025 - BOE	Supt Eval	1	OVS	1				1
				No Second Meeting								
January	NO COW			1/6/2026 - BOE	Org Meeting - Yr 2 (Discussion regarding board objectives)	1	Org Meeting - OVS + Discussion toward Goals	2				1
February	2/3/2026		1	2/10/2026 - BOE	High School Presentation+ Fall Athletics	1	NHS	1	1	1	1	1
					Elementary 3	1	Elementary 3	2	1	1	1	1
March	3/3/2026	Mid Year update on Goals	1	3/10/2026 - BOE	Middle School Presentation (Co-present)	1	Middle School (rotates)	2				1
April	4/14/2026		1	4/21/2026 - BOE	Winter Athletics + Coaches/Coordinators	1	OVS	2	1	1	1	
									1			
May	5/5/2026		1	5/12/2026 - BOE	Cooke & ECE Presentations alternating years	1	OVS	1	1	1	1	
June	6/16/2026	Superintendent Mid Year Eval, Budget Amendment plus 26-27 Budget	1	06/09/2026 - BOE	Retirement Celebration - Hillside	1	Hillside	2				1
				06/23/2026 - BOE	Spring Athletics + Budget Finalization + Supt Mid Year	1	OVS	1				
			11			16		26	11	8	11	1
									10	11	11	OVS/non building presentation Meetings scheduled
							Actual - 24-25		26	19	22	
									10	10	10	COW
									11			COW Actual
									37	29	32	Total Meetings



Superintendent Mid-year Progress Report

Name: _____ Evaluation Year: _____

The performance evaluation system must include a mid-year progress report for the superintendent for each year that the superintendent is evaluated. The mid-year progress report must be used as a supplemental tool to gauge the superintendent's improvement from the preceding evaluation and to assist the superintendent to improve if needed.

Before establishing specific performance goals for the remainder of the year, the board and superintendent should review the progress toward current goals.

The goals are generally derived from the district's current MICIP plan, district strategic plan, district goals, the superintendent evaluation tool or other agreed upon measures. Discussion of progress toward goals may occur in a CLOSED SESSION if requested by the superintendent. The following may be used to gauge mid-year progress.

Goal/Priority: _____

Progress:

Goal/Priority: _____

Progress:

Goal/Priority: _____

Progress:



Superintendent Mid-year Progress Report, continued

The board shall develop, in consultation with the superintendent, a written improvement plan that includes goals for the remainder of the year and recommended training. It is designed to assist the superintendent to improve their rating if needed.

Goals for the remainder of the year: After discussion of the progress toward goals, goals for the remainder of the year (second half of the evaluation cycle) may be discussed. This discussion must happen in OPEN SESSION.

The board and superintendent should consider what artifacts/data are going to be used to evaluate progress and if there is any additional training needed. The new goals or continued goals and training can be listed here.

Goal for the Remainder of the Year: (may be continuation of previous goals)

Artifacts of Evidence/Data That May Be Used to Assess Progress:

Additional Training: (if needed should be listed here)

Board President Signature: _____

Superintendent Signature: _____

Date: _____

Date: _____