

Novi Board of Education Regular Meeting

Thursday, January 11, 2024 6:00 PM

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. CELEBRATIONS

V. ELECTION OF OFFICERS

VI. COMMENTS FROM THE AUDIENCE

VII. CONSENT AGENDA

VII.a. Approval of Minutes

VII.b. Approval of Field Trip(s)

VIII. INFORMATION AND DISCUSSION

VIII.a. New Course Offerings at NHS

VIII.b. Meadows Playground Discussion

VIII.c. Kindergarten Programming Discussion

IX. ACTION ITEMS

IX.a. Personnel Report

IX.b. Board Meeting and Committee of the Whole
Schedule Approval

IX.c. Designate Depositories for School Funds

X. SUPERINTENDENT'S REPORT

XI. ADMINISTRATIVE REPORTS

XII. BOARD COMMUNICATION

XIII. ADJOURNMENT

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

BOARD OF EDUCATION

TOPIC: Election of School Board Officers

The Board of Education elects officers annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the first meeting in January.

Tonight the Board will recommend and vote on the officer positions of the Board.

Recommendation for President:

The Novi Board of Education elects _____ as the President of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

Recommendation for Vice President:

The Novi Board of Education elects _____ as the Vice-President of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

Recommendation for Secretary:

The Novi Board of Education elects _____ a as the Secretary of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

Recommendation for Treasurer:

The Novi Board of Education elects _____ as the Treasurer of the Novi Community School District Board of Education for the 2024 Calendar Year, so be it resolved by roll call vote:

Ayes:

Nays:

**APPROVED AND RECOMMENDED
FOR ELECTION OF OFFICERS**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: Consent Items

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.


CONSENT ITEMS

- A. Approval Minutes
 - a. Minutes of a Regular Board Meeting, December 21, 2023
- B. Approval of Field Trip(s)
 - a. DECA Trip in March 2023

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Consent Item(s) as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



Minutes of a Regular Board Meeting, December 21, 2023
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, December 21, 2023, beginning at 6:05 PM.

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

PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE AGENDA

Approve the Agenda

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0

MOTION CARRIED

STUDENT BOARD REPRESENTATIVE REPORT

Jennifer Rajesh, Student Representative to the Board, presented the following report.

Topic One- Meadows Advisory Board Meeting Summary Report

● **New Renovations to the Meadows School**

- New open space learning is helping students with their education
- Many windows give the classroom a nice open environment

● **Behavior Issues & New Competition**

- Unfortunately, there are a few complaints about the behavior of classmates in Meadows especially amongst the 5th grade students involving moving lunchboxes, gum on the bathroom wall, and Pokémon card trading to name a few.
- While there would be argument to simple add more hall monitors, we can't have one hall monitor per person and that's only a temporary solution to fix a student's behavior
- One solution that was proposed I would like to develop further is the idea of a "good behavior" competition where classes compete to see whose students have the best behavior. This is a raw idea and will be developed further with the help of the Novi Meadows Principal if we move forward with it but overall the intent is that incentivizing good behavior will help motivate students to see the good in being kind and after the competition is over, they continue to keep up their good behavior.

Topic Two- Middle School Advisory Board Meeting Summary Report

● **8th Grade DC Trip**

- Students enjoyed the DC Trip a lot!

- Thank you to teachers and all the DC staff that made the trip possible!
- **Novi Nature Learning Center**
 - Nature Learning Center will allow students to learn outside the classroom & as well as get to be closer to nature!
 - Open in the Spring
- **4.0 Grade Scale**
 - Based on the student voices- there are some pros and cons to the new 4.0 grading scale
 - Pros
 - Some tests in classes if you get a point off it's still 100%- overall allowing grades to be rounded higher than if they had the A-F grading system
 - Electives are better with the 4.0 scale as well since there isn't much going the gradebook for those classes
 - Easier to have a 4.0 grade scale in Math and ELA due to them being broken down into learning targets
 - Cons
 - Classes like history with the 4.0 grading scale gets a little tricky due to their unique nature of not having learning targets
 - Some debate over whether quizzes AND tests should have the 4.0 grading scale or just one or the other
 - Grades are getting rounded despite them earning a 3. Something- it's either a 3 or 4-rounded.
 - Even with the 4.0 scale, grades are also heavily determined by the category weighted so that it is something to consider when looking into
 - Overall, the grading scale, while it's still in it's trial phase does have a lot more to be looked into, there seems to be an argument that the system with some adjustments here and there could overall help benefit the students.
- **Social Drama & Cellphones**
 - With it being halfway through the year, some social drama has arise amongst students to which is affect some students' mental health
 - Many of the students argue that the use of social media has accelerated the issue
 - Potential Solutions
 - A20 conversation slides
 - Try encourage others to stand up for themselves and for those who can't
 - Promote how to respond to others that are spreading false rumors
 - Anonymous Cyberbullying Report System

Topic Three- High School Advisory Board Meeting Summary Report

- **Attendance Policy**
 - With COVID protocols slowly closing, the tighter attendance policy is coming at the high school.

- One contributor is the use of ehall passes which allows staff to keep track of where students are outside of the classroom until they arrive at their location
- **Work-Based Learning Opportunities**
 - Students are highly benefiting from the Work Based Learning Opportunities that the high school has to offer such as the Med Careers Class where students can go help out at the local hospital during their class period.
 - In the future, students hope to continue to have these opportunities and potentially have partnerships with companies where students can work there as interns

REPORTS TO THE BOARD

NCSD Fall Bond Update

The Plante Moran team, the District’s Owner’s Representative, presented an update on the NCSD Fall Bond Program.

CELEBRATIONS

The Board members celebrated the basketball team, the Awkward Pause Troup, and Lorali Mazano.

COMMENTS FROM THE AUDIENCE

There were not comments from the audience.

CONSENT AGENDA

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
 Nays: 0

MOTION CARRIED

DONATIONS

Athletic Boosters Donation

The District is in receipt of a generous donation from the Novi Athletic Boosters. This generous donation is in the amount of \$18,485.00.

It was moved by Mrs. Beaudoin and supported by Mr. Cook that the Novi Community School Board of Education accept the donation(s) as presented, with appreciation and thanks.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
 Nays: 0

MOTION CARRIED

VOICE PTO Donation

The District is in receipt of a generous donation from the Village Oaks (VOICE) PTO. This generous donation is in the amount of \$2,304.00 for the payment of charter buses for the 4th grade trip to Lansing.

It was moved by Mr. Cook and supported by Mr. Michener that the Novi Community School Board of Education accept the generous donation(s) as presented, with appreciation and thanks.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

ACTION ITEMS

Personnel Report A

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

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Thrun Policy Updates

The Governance and Policy Committee of the Whole met on October 30, 2023 to review and discuss Thrun Law's July policy updates. These policies come tonight for Board information and discussion.

- 2501
- 3118
- 3405
- 4104
- 4216
- 5411
- 5419
- 5510
- 5707

The Committee of the Whole also reviewed and discussed verbiage from their last Policy 1002 – Meetings of the Board of Education, Section – Rules of Order and adding it to 2501 – Meetings.

This came before the Board for information and discussion at the November 16, 2023 Regular Board meeting and comes tonight for approval.

It was moved by Mrs. Beaudoin and supported by Mr. Smith that the Novi Community School District Board of Education approve the Policy Updates and presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

2024 Ford Electric Van Purchase

The District is looking to purchase four (4) 2024 Ford Transit 250 high roof, electric, cargo vans through the State of Michigan MiDeal cooperative bid using Lunghamer Ford as the dealer. The

Food Service Department is in need of a vehicle to transport catering, food deliveries, and other in-

district food service orders. This purchase has been budgeted for in the 2023-2024 budget using funds from the Food Service budget.

The Transportation is also in need of vans to transport students to and from school.

They will also need approximately 16 weeks to receive this vehicle. We are working on acquiring the pricing for the vans and for outfitting of the vans for both departments.

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mr. Michener and supported by Mrs. Beaudoin the Novi Community School District Board of Education approve the purchase of one (1) 2024 Ford Transit 250 van and three (3) 2024 Ford Transit 350 vans for a total cost of \$322,342

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Maintenance Gator Purchase

The Novi Schools Maintenance Department is in need of (2) John Deere Gator utility vehicles. These are used year round for multiple purposes including grounds care, pesticide spraying, and snowplowing. Acquiring (2) new John Deere Gators will allow us to pass the older (2000 & 2003) vehicles along to the Meadows campus for winter plowing as the campus size and sidewalks continue to increase. This purchase is to be funded from the 2019 bond funds.

I recommend the purchase of (2) new John Deere Gators The purchase of the vehicles are available from a MiDeal state contract (#071B7700085) using Hutson Inc. from South Lyon, Michigan. The vehicles will be outfitted with 6'-6" V plows, enclosed cabs, all terrain tires, drawbars, and all safety lighting strobes/beacons. One Gator will have an electric winch.

The utility vehicles will be ready approximately **15 weeks** from the time of approval. The total cost of both vehicles completely outfitted is **\$71,623.56**.

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approve the purchase of two (2) John Deere Gators in the amount of \$71,623.56.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Lawn Mower Purchase

The Novi Schools Maintenance Department is in need of (3) Briggs & Stratton 60" Ferris Zero Turn lawn mowers model #5902080. This purchase is to be funded from the 2019 bond funds.

I recommend the purchase of (3) new Ferris mowers using BuyBoard cooperative contract # 611-20 through Saxtons Power Equipment from Livonia, Michigan vendor #3092.

The mowers will be ready approximately **12 weeks** from the time of approval. The total cost of the three mowers

is \$31,994.01.

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mrs. Roney and supported by Mr. Smith that the Novi Community School District Board of Education approve the purchase of three (3) Briggs & Stratton 60” Ferris Zero Turn lawn mowers in the amount of \$31,994.01.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

Band/Orchestra Disney Trip – February 2024

Mr. Matthew Diroff and Mr. Jim Van Eizenga, along with three other adult chaperones, would like to take 150 students, who are members of the Novi Instrumental Program, to Disney. This is the fourth year that Mr. Diroff and the Novi Instrumental Program have attended this educational experience. This trip will include one performance (if approved and available by Disney) and one clinic where students will learn how music is recorded. to movies and will do that process themselves. These activities will contribute significantly to the educational growth and self-esteem of the students participating.

The students in the Novi High School instrumental music program are some of the most dedicated, hard-working. Their commitment to excellence is demonstrated by the recognition they receive through consistent first division ratings at festivals, high placements at competitions and outstanding performances given throughout our community and at Novi High School. The Band Boosters organization and Orchestra Boosters organization fully supports this trip and is helping students to raise funds through many fund-raising programs. The Boosters are dedicated to providing every interested band and orchestra student the opportunity to participate in this trip.

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mrs. Beaudoin and supported by Mr. Smith that the Novi Community School District Board of Education approve the Band/Orchestra Trip to Disney in Orlando, Florida from February 15 to 20, 2024.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0

BPA Chicago Trip – May 2024

Mrs. Darcie Moss, along with Mrs. Hallie Smith, would like to take the twelve CTE Finance students who qualified to attend the 2024 BPA National Conference in Chicago. While this is the first year Mrs. Moss is exposing students to the BPA National Tournament, she has previously taken a group of students to the BPA State Tournament.

The purpose of the National Leadership Conference is to provide delegates the opportunity to participate in educational workshops, hear nationally prominent speakers, elect student officers, participate in the competitive events program, make recommendations regarding policies, conduct the business of the organization, and participate in leadership programs. During this experience, students will participate in

open test rounds where they will work to develop presentation and analytical skills, gain experience in Excel, PowerPoint and Microsoft Word Certification skills. They will also have exposure to the commodities trading process at the Chicago Board of Trade.

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mrs. Roney and supported by Mr. Mena that the Novi Community School District Board of Education approve the BPA National Tournament Trip to Chicago, Illinois from May 9 to 14, 2024.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

Spanish Trip to Peru – March 2025

Two of our Novi High School Spanish Teachers, Marci Abel and Kaitlyn West-Cardenas would like to take students from their Spanish classes on an 11-day trip to Peru for Spring Break 2025. They previously led a tour in Peru in 2016 and believe the experience was truly rewarding for all of the students involved. In light of the positive feedback from students, they would like to offer this marvelous opportunity again to immerse students in the language, culture and atmosphere.

Ms. Abel and Ms. West-Cardenas would like to give students the opportunity to see, hear and use Spanish in action, in a native setting, with all of the cultural components at work. Travel is an educational and exciting experience that allows students to practice and hone their language skills while building a concrete understanding of the Spanish-speaking world. They feel that the tour options offered on the itinerary will show our students what South America has to offer and let them feel immersed in the rich, vibrant Spanish-speaking culture and history.

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School District Board of Education approve the Spanish Trip to Peru from March 27 to April 6, 2025.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

Novi Police Officer SRO Agreement

On April 17, 2014, the Oakland County Board of Commissioners adopted a resolution to support increased state funding from the excess revenues for local school law enforcement officers. This resolution was created and adopted as a result of the 24 incidents of school shootings in 2013.

Copies of this signed resolution was sent to all Oakland County Superintendents from the Oakland County Clerk's office, on April 28, 2014. Shortly thereafter, the Novi Community School District signed an agreement for a School Liaison Officer with the City of Novi, to begin in the 2014-2015 school year and end in June of 2017.

On September 8, 2017, the U.S. Department of Education joined in and issued a letter concerning the

involvement of School Resource Officers (SRO).

The District has renewed this agreement every time it was ready to expire. Our SROs have served us very well through the years and we appreciate all that they do for our students, staff, and District.

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mr. Michener and supported by Mrs. Beaudoin that the Novi Community School District Board of Education approve the renewal of the School Liaison Agreement from the 2023-2024 School Year through the 2026-2027 School Year as presented.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0

K-4 Literacy Pilot Material Purchase Information

The Curriculum Committee was introduced to the K-4 Literacy program back in August and has been researching and discussing the various programs and options. At the August 17, 2023 Curriculum Committee meeting, a January – April 2024 timeline was presented for the pilot.

After visiting and interviewing a number of districts already utilizing different programs, the programs selected for this pilot include 95%, Great Minds, CKLA, and Really Great Reading. The Office of Teaching and Learning presented their K-4 Literacy pilot proposal to the Board at the December 14, 2023 work session and is presenting it tonight for approval in order to meet their timeline.

The intent of the Teaching and Learning Department is to recommend a whole district pilot program for the 2024-2025 School Year. There will be a large number of our elementary school teachers participating in this pilot program

This came before the Board for information and discussion at the November 16, 2023 Regular Board Meeting and comes back tonight for approval.

It was moved by Mr. Cook and supported by Mr. Smith that the Novi Community School District Board of Education approve the purchase of 95%, Great Minds, CKLA, and Really Great Reading programs in the amount of \$102,725.19.

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0

SUPERINTENDENT'S REPORT

Mr. Mainka, Superintendent of Schools, reported that at the last meeting he mentioned bidding out our owner's representative for the construction and bond projects. He stated that is ongoing and bids are being received. Mr. Mainka said that in January we will have some recommendations and that will be a domino effect because these are our partners for the 2025 program. He mentioned that whoever the Board decides to work with in that capacity, will assist us in bidding out other contractors, so there will be a multitude of partners.

Mr. Mainka reported that he had the opportunity, this afternoon, to work with a group of kindergarten

teachers. He stated that we are looking at providing programming for our students that fall within the waiver window period, students who have birthdays between September first and December first. Mr. Mainka said that there is a lot we know about development at that age and some of the things we are seeing will crop up later. He mentioned that his own child attended an early fives program. Mr. Mainka reported that the kindergarten teachers are fantastic and were all in on it. He stated that they are the experts in that area and gave some great insights. Mr. Mainka said that we will continue to rely on our teachers to give us that insight. He mentioned that he was putting this out there on our radar and that he will be reporting back over the course of the next couple of months as they look at what is possible and what would be the best thing for our schools and our students.

Mr. Mainka reported that tomorrow is an exciting day and he is a little nervous. He stated that he will be setting foot in every classroom in the District to deliver some goodies. Mr. Mainka said that he is not in the best of shape, so wish him luck. He mentioned that the high school will be the toughest because he will have to do it during the lunches. Mr. Mainka reported that there is no way he can hit 124 rooms in one class period. He stated that he has a map and he is going to try to make it work.

Mr. Mainka expressed his hope that the staff, students, families, Board members, and everyone would use the next two (2) weeks to disengage a little and take time to be with family and just celebrate each other. He said that we will be coming back in January, ready to go. Mr. Mainka thanked everyone for their support and wished them a happy holiday and happy new year.

ADMINISTRATIVE REPORTS

Mr. Devin Kling, Assistant Superintendent of Business and Operations, reported that he wanted to put on everyone's radar that we are shooting for June for the third series of the Bond. He stated that the first step is PFM and Thrun will work on a Bond Authorization Resolution for the third and final series of the 2019 Bond resolution. Mr. Kling said that this resolution will come to the Board for adoption in either January or February and from there, there will be a timeline for a June sale.

Mr. Kling reported that he wanted to take this opportunity to promote the Novi Café. He stated that the District has a coffee shop, in the Novi Library, and it has everything you might want. Mr. Kling said that they have Starbuck's lattes and all of the proceeds go to Novi Schools. He mentioned that we have a great relationship with the library and they help us out with the café. Mr. Kling reported that Kim, our Director of Food Service, at that location and in addition, next semester, we will have one (1) maybe two (2) adult transition students working that on Mondays and Tuesdays from 10:00 AM to 2:00 PM. He stated that this is subject to change, but if you have the opportunity to go over there, get a coffee and relax with a book.

Mr. Kling reported that our Novi Unified Basketball Team had a game this past Tuesday. He stated that they played Dexter and won their game. Mr. Kling said that their next game is against Northville on January 12, at 7:00 PM, so put that great event on your calendar.

Mr. Kling expressed his hope that everyone has a relaxing long break because we need it.

Dr. Laura Carino, Assistant Superintendent of Talent Management and Development, welcomed and introduced the two (2) new hires here tonight, Mark Reddy, middle school French teacher, and Megan Piet, K-4 ELD Interventionist. She expressed her gratitude to our staff and all of their efforts, since

September. Dr. Carino reported that it has been a great fall and beginning of winter. She encouraged everyone to rest, relax, and take time for themselves and their families. Dr. Carino wished everyone a happy holiday and happy new year.

Mr. Mike Giromini, Assistant Superintendent of Teaching and Learning, reported that he is very excited about the K-4 Literacy trials that we are going to engage in over the next few months. He expressed his gratitude to the Board for their support. Mr. Giromini stated that the teachers are ecstatic and the team has worked really hard to get to this point and move it forward.

Mr. Giromini reported that the Pupil Accounting Manual for this school year, was just released this week and it has a new rule in it that allows districts up to 15 virtual days in order to accommodate emergency testing day and other limited reasons. He stated that he wanted to put this on the Board's radar because this is something that they will be coming in January to talk a bit more about. Mr. Giromini said that they will flesh out a plan because it has to be approved by the Board of Education. He mentioned that when we get back from break, they will work on that fast and furious to have something for the Board to approve.

Mr. Giromini wished everyone a very well-deserved, restful break filled with family, friends, and tons of happiness. He said that then when we get back, we will be ready to go.

BOARD COMMUNICATION

A Board member posed a question regarding the E-Transit proposal with regards to Food Service and a desire to have a regular outlet in the back of the van. He mentioned that it would be another \$470 to \$475 for that convenience.

The Board member reported that they participated with the Meadows PTO, who worked very hard on the Bridgepoint Program. He stated that he helped students pick gifts and package them and how enthusiastic they were while preparing the gift bags. The Board member said the students were in a very generous spirit and he loved their imagination as they picked out boxes and sized them up for the gift that was to go in them.

The Board member reported that he participated in fifth grade camp. He stated that it was great to see student put in a different environment because it totally changed the dynamics of how they interact with others and their teachers. The Board member said that it changed how they are receptive to learning and eye opening to see. He mentioned that three (3) days and two (2) night can make a big difference in classroom dynamics and how our learners are learning. The Board member reported that it is great that Novi does this and that it was a positive experience and Lisa and John do an incredible job engaging the whole program.

A Board member expressed his gratitude to the new hires and the seasoned veteran staff who showed up and sat through this whole meeting with the Board. He stated that it is nice to see faces that we sometimes only get names for, so thank you. for being here. The Board member expressed his appreciation.

A Board member complimented Kevin Donnelly and Greg VanKirk, from Plante Moran, for the work they did on the presentation tonight. He, also, complimented Stu Reich, from TMP, for his designs and changes that have happened since Justin Bott, of McCarthy-Smith, first walked them through the Meadows building. The Board member said that the public cannot truly appreciate the hours that these people sit through at the Board meetings for a five (5) minute presentation.

The Board member complimented Mr. Giromini and Mr. Comb for their presentation on the K-4 Literacy Program. He reported that it was the best presentation in the seven (7) years he has been sitting on the Board.

The Board member reported that Heather McKaig, who is the Director of the Awkward Pause and runs the Theater Department at the high school, sent out an email on December 11, 2023 summarizing the State Thespian Festival they had attended that weekend. He stated that a number of 14 student performers received awards and some received scholarships. The Board member said that these kids form lifelong friendships from these experiences. He mentioned that not only do we “rock it” with our academics, but also with our performing arts, which is going strong and is recognized at a state level. The Board member complimented Ms. McKaig, her team, and Justin Jarvis for their work in this area.

A Board member reported that the past couple of meetings we have had gifts and donations from some PTOs, but not all PTO organizations. She stated that maybe the Board should revisit Policy 3303, which states that anything over \$1,000 should come before the Board. The Board member said that maybe it should be a bit higher and that building administrators should be able to approve most of these things. She mentioned that if they are not sure about something, then they could run it by Superintendent Mainka. The Board member reported that she would not like to impede the work of our parent volunteers in any capacity.

The Board member wished everyone a Merry Christmas, Happy Holiday, and Happy New Year. She expressed her appreciation and gratitude for everyone hard work.

A Board member reported that at the Board’s work session, they had the opportunity to use their new Superintendent Evaluation Tool. She stated that there are six (6) categories and areas. The Board member said that Mr. Mainka shared his self-reflection that they were able to read through and share their feedback, which was 99% positive. She mentioned that they shared some things that he felt he needed to improve on, like all of us do in our lives.

The Board member reported that overall he received a Highly Effective which is the highest level that a person can receive. She stated that it was well-deserved and that they appreciate Mr. Mainka and that he is doing an exceptional job for the District, for our staff. The Board member said that he always has his door open for student voice and staff voice. She expressed the Board’s appreciation and gratitude for all of the work that he does.

The Board member mentioned that there will be another part to the superintendent evaluation that will come up a bit later. She reported that it is 40% correct and it is part of the Student Data that come in, so it will get attached just like it does for our teaching staff, and will come in later in the year. The Board member congratulated Mr. Mainka and expressed her appreciation and gratitude.

ADJOURNMENT

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

Ayes: 7 Dr. Ruskin, Mr. Smith, Mr. Mena, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0

MOTION CARRIED

The meeting adjourned at 7:37 p.m. The next regular meeting of the Board is scheduled for January 11, 2024 at 6:00 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: DECA State Career Development Overnight Conference in Detroit, Michigan
March 14-16, 2024

Novi High School Teacher and DECA sponsor, Jodi Forster, Rob Armstrong, Sarah Lephart Barb Clift, and Pete Pistolessi are requesting that the Novi DECA students participate in the DECA State Career Development, held in Detroit, Michigan.

52 students qualified for the opportunity to participate and compete against other students from around the state. Students will be asked to pay \$250.00 to cover the costs of registration fees and the hotel accommodations.

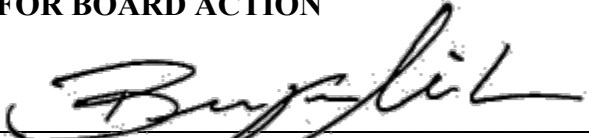
If students qualify, they will attend the National DECA Conference in Anaheim, California on April 27 through May 1, 2024.

Subsequent Trip:
National DECA Conference
Anaheim, California
April 27- May 1, 2024

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi High School DECA trip to the DECA State Career Development Conference in Detroit, Michigan, March 14 -16, 2024 and the subsequent trip for students qualifying for the International DECA Conference in Anaheim, California, April 27 – May 1, 2024.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: DECA State Career Development Conference

Dates of Trip: March 14th - 16th

Group: Novi DECA

Sponsor: Jodi Foster, Rob Armstrong, Sarah Lephart, Barb Clift

Summary:

Jodi Forster, Rob Armstrong, Sarah Lephart, Barb Clift and Pete Pistolessi would like to take the Novi DECA group to Huntington Place, in Detroit, Michigan, for the 23rd year in a row.

In December, at the DECA District 6 Competition, 66 members competed with over 900 DECA members from Oakland County in 38 different competitive events ranging from Apparel and Accessories, Marketing to Entrepreneurship. Novi DECA members who earned top honors in their event qualify to compete at the State Career Development Conference in Detroit MI. 52 qualifiers will advance to the State Career Development Conference in March where they will compete against 3,000 MI DECA members. DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for
Academic Services

May 4, 2023

March 14-16, 2024

Date of Request (at least 12 weeks prior to trip)

Date of Trip

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

Field Trip Coordinator: Forster Other Staff Members Attending: Armstrong, Clift, Forster Lephart

Have you coordinated this trip in previous years?: Yes If yes, when? 23 years

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

NA

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip NA

TRIP INFORMATION

Title of Field Trip: DECA State Career Development Conference

Organization/Club/Course Name: DECA

Date(s) of Trip: March 14-16, 2024

School Days Missed (by students): March 14, 15

Field Trip Destination: Huntington Place

City/State: Detroit, MI

Departure Time: March 14th @ 11:15 am

Departure Location: NHS

Arrival Time: March 14th @ 12:15 pm

Arrival Location: Huntington Place

Total Cost per Student: @ \$250.00

Items included in cost: Registration, Lodging

Trip Funded By: Student/CTE

LODGING

Lodging name: TBD-DECA Lottery in Feb. Contact Number: _____

Number of students attending: 53 Number of Chaperones: 6

Lodging Cost Per Student: @ \$80.00 Funded By (circle): Student Other: Student/CTE

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Teacher Chaperones: Armstrong, Forster, Lephart, Clift,

Names of Volunteer Chaperones: Pisolesi

TRANSPORTATION

Method of Transportation (select one): School Bus

School Bus: Tentative school bus confirmation made by Jodi Forster on 12/21
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the Volunteer Background Authorization Form for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: Student Funded By (select one): CTE

Address of Destination 1 Washington Boulevard / Detroit, MI 48226 Pickup Location NHS

Group NOVI DECA Pickup Building NHS

Of Adults 6 # Of Students 53 Parking Facilities NA

Departure Time 3/14 11:15 am Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time 3/14 12:15 pm Special Equipment Needed NHS

Time Leaving Destination 3/16 12:00 pm Does the Bus Need to Stay with the Group? No

Approx. Return Time 3/16 1:00 pm

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. Please get approval before purchasing non-refundable tickets.

FIELD TRIP FEES

(A) START TIME _____ END TIME _____ TOTAL # OF HOURS _____ x Hourly Rate Below = _____

(B) # OF MILES TO DESTINATION _____ x 2 = _____ TOTAL MILES x \$3.00 _____
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?
A variety of objectives in the business curriculum

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
A variety of activities/practices in the business curriculum

3. Why is the field trip the best way to achieve/reinforce the class objectives?
DECA Competitive Events

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

Summary of Trip to Present to the Board of Education for Approval:

APPROVAL

Jodi Forster

Sponsor's Signature

Michelle Cathorne

Administrator's Signature

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: DECA Nationals

Dates of Trip: April 27th - May 1st

Group: Novi DECA

Sponsor: Jodi Foster, Rob Armstrong, Sarah Lephart, Barb Clift

Summary:

Sponsors would like to take the Novi DECA group to Anaheim, California for the 23rd year in a row.

In December 2023, 66 Novi DECA members competed in the MI DECA District 6 Competition. Over 900 DECA members from Oakland County competed in 38 different competitive events ranging from Apparel and Accessories Marketing to Entrepreneurship. Novi DECA members who earn top honors in their event will qualify to compete at the State Career Development Conference in Detroit MI. This year, we have 52 qualifiers who will advance to the State Career Development Conference in March where they will compete against 3,000 MI DECA members. Novi DECA members who earn top honors will advance to the International Career Development Conference in Anaheim, CA in April.

At ICDC, students will compete against 14,000 DECA members from all over the world, network, and take in the sights of sunny California. DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.



Principal



Assistant Superintendent for
Academic Services

May 4, 2023

April 27-May 1, 2024

Date of Request (at least 12 weeks prior to trip)

Date of Trip

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

Field Trip Coordinator: Forster Other Staff Members Attending: Armstrong, Cliff?, Forster? Lephart

Have you coordinated this trip in previous years?: Yes If yes, when? 23 years

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

NA

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip NA

TRIP INFORMATION

Title of Field Trip: DECA International Career Development Conference

Organization/Club/Course Name: DECA

Date(s) of Trip: April 27, May 1, 2024

School Days Missed (by students): April 29-May 1st

Field Trip Destination: Anaheim, CA

City/State: Anaheim, CA

Departure Time: April 27, 2024

Departure Location: DTW Airport

Arrival Time: May 1, 2024

Arrival Location: Anaheim

Total Cost per Student: @ \$1,600.00

Items included in cost: Registration, Lodging, Flight

Trip Funded By: Student/CTE?

LODGING

Lodging name: TBD Contact Number: _____

Number of students attending: @25 Number of Chaperones: 4-5

Lodging Cost Per Student: _____ Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Teacher Chaperones: Armstrong Lephart

Names of Volunteer Chaperones: TBD

TRANSPORTATION

Method of Transportation (select one): Other

School Bus: Tentative school bus confirmation made by _____ on _____
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: _____ Funded By (select one): _____

Address of Destination _____ Pickup Location _____

Group _____ Pickup Building _____

Of Adults _____ # Of Students _____ Parking Facilities _____

Departure Time _____ Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time _____ Special Equipment Needed _____

Time Leaving Destination _____ Does the Bus Need to Stay with the Group? No

Approx. Return Time _____

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME _____ END TIME _____ TOTAL # OF HOURS _____ x Hourly Rate Below = _____

(B) # OF MILES TO DESTINATION _____ x 2 = _____ TOTAL MILES x \$3.00 _____
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

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

3. Why is the field trip the best way to achieve/reinforce the class objectives?

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

Summary of Trip to Present to the Board of Education for Approval:

APPROVAL

Sponsor's Signature

Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: FRC Competition Field Trip, April 5 – 8, 2024

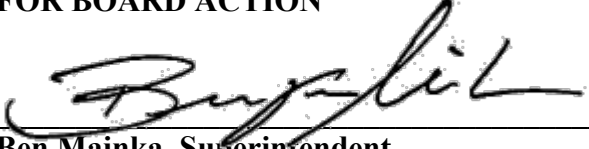
The FRC Robotics Team just qualified for the FRC Robotics Competition. This is an overnight event held at Saginaw Valley State University, in Saginaw, Michigan. This event will take place April 5 through April 8, 2024. There will be 50 students participating in this event and will be chaperoned by 4 adults. The cost per student is \$100. Students will travel by school bus to Saginaw.

Subsequent Trip:
FRC World Championship
Houston, TX
April 16 – 21, 2024

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the FRC Competition trip to Saginaw Valley State University, in Saginaw, Michigan, from April 5 - 8, 2024 and the subsequent trip to Houston, Texas, from April 16 – 21, 2021.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: FRC State Championship

Dates of Trip: April 5th - April 8th

Group: Robotics

Sponsor: Tom Pospeshil

Summary:

Mr. Tom Pospeshil along with two chaperones, would like to accompany the Robotics Team to compete at the FRC Robotics State Championship competition. The Robotics Team attended this competition in April of 2022.

The FRC is geared for high school students, the *FIRST* Robotics Competition combines the excitement of a varsity sport with the real world experience of building a robot. The robot is more than a science project. Teams produce a commercial product that is designed, machined, programmed, and marketed to win. Along the way, students sample a variety of STEM fields to see where their true passion lies. Working side by side with industry mentors, *FIRST* gives students on-the-job experience and the chance to build skills not possible in a traditional classroom setting.

The pit crew and drive team will leave Wednesday after school. Remainder of the team will join Thursday morning, stopping at the hotel to drop off luggage then proceeding to the venue. Team will stay at Hampton Inn & Suites Conference Center. Entire team will return at the conclusion of the tournament Saturday approx. 8pm, with one stop for dinner on the way home.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for
Academic Services

Date of Request (at least 12 weeks prior to trip)**Date of Trip****OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM**Field Trip Coordinator: Tom Pospeshil Other Staff Members Attending: Anu UdupaHave you coordinated this trip in previous years?: Yes If yes, when? 4/2022

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip _____

TRIP INFORMATION

Title of Field Trip:	<u>FRC State Championship</u>	Organization/Club/Course Name:	<u>Robotics</u>
Date(s) of Trip:	<u>4/5/22-4/8/22</u>	School Days Missed (by students):	<u>2</u>
Field Trip Destination:	<u>Saginaw Valley State University</u>	City/State:	<u>University Center, MI</u>
Departure Time:	<u>9:30am</u>	Departure Location:	<u>NHS</u>
Arrival Time:	<u>11:30am</u>	Arrival Location:	<u>Saginaw Valley State University</u>
Cost per Student:	<u>\$50/day</u>	Items included in cost:	<u>Meals, snacks, water</u>
Trip Funded By:	<u>Robotics</u>		

LODGING

Lodging name: Hampton Inn & Suites Saginaw Contact Number: 989-797-2220

Number of students attending: 50 Number of Chaperones: 4

Cost Per Student: 100 Funded By (circle): Student Other: Robotics

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. IBe sure to include enough chaperones to support your group size.

Names of Chaperones: Anu Udupa, Chris Huang

TRANSPORTATION

Method of Transportation (select one): School Bus

School Bus: Tentative school bus confirmation made by _____ on _____
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: 0 Funded By (select one): _____

Address of Destination Ryder Center 7400 Bay Road, University Center, MI _____ Pickup Location NHS

Group Robotics Pickup Building NHS

Of Adults 4 # Of Students 45 Parking Facilities _____

Departure Time 9:30am Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time 11:30am Special Equipment Needed _____

Time Leaving Destination 8:00pm Does the Bus Need to Stay with the Group? No

Approx. Return Time 10:00pm

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME _____ END TIME _____ TOTAL # OF HOURS _____ x Hourly Rate Below = _____

(B) # OF MILES TO DESTINATION _____ x 2 = _____ TOTAL MILES x \$3.00 _____
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
3. Why is the field trip the best way to achieve/reinforce the class objectives?
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Summary of Trip to Present to the Board of Education for Approval:

Team will compete at the FRC Robotics State Championship competition. Pit crew and drive team

APPROVAL

Tom Pospeshil

Sponsor's Signature

Michelle Eathorne

Administrator's Signature

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: FRC World Championship

Dates of Trip: April 16th - April 21st

Group: Robotics

Sponsor: Tom Pospeshil

Summary:

Mr. Tom Pospeshil along with two chaperones, would like to accompany the Robotics Team to compete at the FRC Robotics World Championship competition. This is the second year in a row that the team will attend this event.

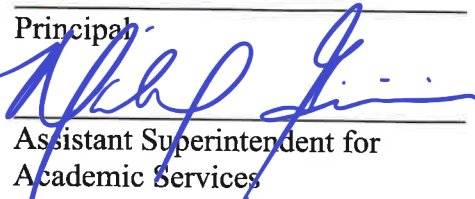
The FRC is geared for high school students, the *FIRST* Robotics Competition combines the excitement of a varsity sport with the real world experience of building a robot. The robot is more than a science project. Teams produce a commercial product that is designed, machined, programmed, and marketed to win. Along the way, students sample a variety of STEM fields to see where their true passion lies. Working side by side with industry mentors, *FIRST* gives students on-the-job experience and the chance to build skills not possible in a traditional classroom setting.

The robotics team will attend the FIRST Robotics Competition World Championship. Team will leave DTW at 6pm Tuesday, April 15th, 2024, arriving at Houston International Airport at 11:00pm. Local charter bus will transport the team to the hotel, and return them to the airport Sunday morning. Competition venue is within walking distance of the hotel.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for
Academic Services

Date of Request (at least 12 weeks prior to trip)

Date of Trip

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

Field Trip Coordinator: Tom Pospeshil Other Staff Members Attending: Anu Udupa

Have you coordinated this trip in previous years?: Yes If yes, when? April, 2023

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip _____

TRIP INFORMATION

Title of Field Trip:	<u>FRC World Championship</u>	Organization/Club/Course Name:	<u>Robotics</u>
Date(s) of Trip:	<u>4/16/24-4/21/24</u>	School Days Missed (by students):	<u>3</u>
Field Trip Destination:	<u>George R Brown Convention Center</u>	City/State:	<u>Houston, TX</u>
Departure Time:	<u>6:00pm</u>	Departure Location:	<u>Detroit Metro Airport</u>
Arrival Time:	<u>11:00pm</u>	Arrival Location:	<u>Houston International Airport</u>
Cost per Student:	<u>~\$800</u>	Items included in cost:	<u>Partial airfare, transportation, food</u>
Trip Funded By:	<u>Robotics</u>		

LODGING

Lodging name: n Houston Downtown/Convention Center Contact Number: 832 366 1000

Number of students attending: 36 Number of Chaperones: 4

Cost Per Student: 0 Funded By (circle): Student Other: Robotics

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. IBe sure to include enough chaperones to support your group size.

Names of Chaperones: Chris Huang, Anu Udupa

TRANSPORTATION

Method of Transportation (select one): Charter Bus

School Bus: Tentative school bus confirmation made by _____ on _____
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the Volunteer Background Authorization Form for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: _____ Funded By (select one): Robotics

Address of Destination _____ Pickup Location _____

Group _____ Pickup Building _____

Of Adults _____ # Of Students _____ Parking Facilities _____

Departure Time _____ Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time _____ Special Equipment Needed _____

Time Leaving Destination _____ Does the Bus Need to Stay with the Group? No

Approx. Return Time _____

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. Please get approval before purchasing non-refundable tickets.

FIELD TRIP FEES

(A) START TIME _____ END TIME _____ TOTAL # OF HOURS _____ x Hourly Rate Below = _____

(B) # OF MILES TO DESTINATION _____ x 2 = _____ TOTAL MILES x \$3.00 _____
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
3. Why is the field trip the best way to achieve/reinforce the class objectives?
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Summary of Trip to Present to the Board of Education for Approval:

The robotics team will attend the FIRST Robotics Competition World Championship. Team will le

APPROVAL

Tom Pospeshil

Sponsor's Signature

Michelle Cathorne

Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Winter Guard WGI Competition, Dayton Ohio, April 10 – 14, 2024

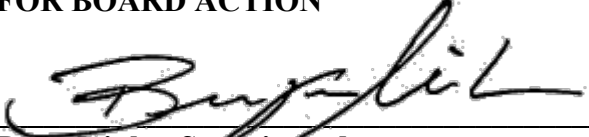
Lela Neal, Winter Guard Coach and Sponsor, is requesting that members of the Novi Winter Guard Varsity team compete in the Winter Guard World Championship held in Dayton Ohio. 12 students will travel with their respective parents/guardians to the competition and will stay at the Fairfield Inn and Suites Dayton South.

The cost to students will be \$500 to cover the cost of lodging, meals, instruction, and performance fees.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Winter Guard WGI Competition in Dayton, Ohio from April 10 – 14, 2024.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: Winter Guard World Championship

Dates of Trip: April 10th - 14th

Group: Varsity Color Guard

Sponsor: Lela Neal

Summary:

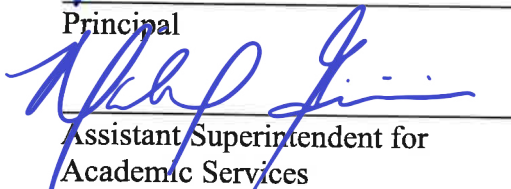
Ms. Lela Neal would like to take the Novi Varsity Color Guard to the Winter Guard World Championship, in Dayton, Ohio. This will be the 5th year that the Color Guard has made the trip to compete in this championship. Students will be charged \$500.00 to cover the cost of lodging, meals, instruction and competition fees. The group of 12 students will travel with their respective parents/guardians to the competition and will be staying with their parents, in addition to being supervised by color guard director, Lela Neal.

The team performs the preliminary round of competition on April 11th and , if qualified, will perform on April 12th and 13th. If the team does not qualify for Finals, they will watch Finals on the 13th. The competition will require students to miss 2.5 days of school, but there will be several opportunities for students to do homework while in Ohio. The trip will officially end on the morning of April 14th, at which time parents will transfer students back to Novi. The team hopes to have your support to compete at this exciting level of competition.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for
Academic Services

12/20/23

4/10-4/14/24

Date of Request (at least 12 weeks prior to trip)

Date of Trip

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

Field Trip Coordinator: Lela Neal Other Staff Members Attending: _____

Have you coordinated this trip in previous years?: Yes If yes, when? 2019, 2021, 2022, 2023

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip Kim McKnight will be on the trip and has coordinated with me multiple times, as well.

TRIP INFORMATION

Title of Field Trip:	<u>WGI World Championships</u>	Organization/Club/Course Name:	<u>Winter Guard</u>
Date(s) of Trip:	<u>4/10-4/14, 2024</u>	School Days Missed (by students):	<u>2-3 days (depending on performance time assignment)</u>
Field Trip Destination:	<u>Dayton Sports Complex</u>	City/State:	<u>Dayton, Ohio</u>
Departure Time:	<u>12 p.m.</u>	Departure Location:	<u>NHS</u>
Arrival Time:	<u>5:00 p.m.</u>	Arrival Location:	<u>Dayton Sports Complex</u>
Total Cost per Student:	<u>\$500</u>	Items included in cost:	<u>Lodging, meals, instruction, performances</u>
Trip Funded By:	<u>Parents and band boosters</u>		

LODGING

Lodging name: Fairfield Inn And Suites Dayton South Contact Number: 937-428-7736

Number of students attending: 12 Number of Chaperones: 3

Lodging Cost Per Student: \$200 Funded By (circle): Student Other: Parent

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Teacher Chaperones: Lela Neal

Names of Volunteer Chaperones: Amy Krupkin, Kim McKnight, Michelle Tarkanyi, Daphne Paulk, Jonquil Bertschi

TRANSPORTATION

Method of Transportation (select one): _____

School Bus: Tentative school bus confirmation made by _____ on _____
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: _____ **Funded By (select one):** _____

Address of Destination _____ Pickup Location _____

Group _____ Pickup Building _____

Of Adults _____ # Of Students _____ Parking Facilities _____

Departure Time _____ Are Drivers' Meals, Tickets, or Fees Included? _____

Approx. Arrival Time _____ Special Equipment Needed _____

Time Leaving Destination _____ Does the Bus Need to Stay with the Group? _____

Approx. Return Time _____

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME _____ END TIME _____ TOTAL # OF HOURS _____ x Hourly Rate Below = _____

(B) # OF MILES TO DESTINATION _____ x 2 = _____ TOTAL MILES x \$3.00 _____
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday = \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
3. Why is the field trip the best way to achieve/reinforce the class objectives?
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Summary of Trip to Present to the Board of Education for Approval:

Members of the Novi Varsity Winter Guard team are planning to compete at the Winter Guard International World Championships that will be held in Dayton, OH. Students will be charged \$500.00 to cover the cost of lodging, meals, instruction, and competition fees. The group of 12 students will travel with their respective parents/guardians to the competition and will be staying with their parents, in addition to being supervised by color guard director, Lela Neal. The team performs in the preliminary round of competition on April 11 and, if qualified, will perform on April 12 and 13. If the team does not qualify for Finals, they will watch Finals on the 13th. The competition will require students to miss 2 1/2 days of school, but there will be several opportunities for students to do homework while in Ohio. The trip will officially end on the morning of April 14, at which time parents will transport students back to Novi. The team hopes to have your support to compete at this exciting level of competition.

APPROVAL**Sponsor's Signature****Administrator's Signature**

OVERNIGHT FIELD TRIP RULES AND RESPONSIBILITIES

STUDENT RESPONSIBILITIES

GENERAL RULES AND REGULATIONS:

1. No smoking/vaping.
2. No drugs, including alcoholic beverages.

ANY INFRACTION OF THE ABOVE RULES WILL RESULT IN THE FOLLOWING ACTION: a call home requesting credit card number to pay for the student's IMMEDIATE trip home.

3. No excuse will be acceptable for entering the room of a member of the opposite sex.
4. Daily schedule and curfews will be announced and must be obeyed.
5. Students may not leave the hotel area at anytime with anyone other than our own group at authorized times.
6. Students must follow all directives from chaperones.
7. Each student will attend all group activities, including meals.

Minor violations of the rules will result in the loss of some privileges connected with the trip (i.e. confined to hotel room during free time). Major violations, such as the improper use of drugs (including alcohol), smoking/vaping, or refusal to cooperate with chaperones, will result in your son/daughter being sent home at your expense.

HOTEL INSTRUCTIONS:

1. At no time will you enter the room of a member of the opposite sex.
2. At curfew time, you are to be in your room. No one is to enter your room after curfew except your chaperone. You must stay in the room assigned to you and be there on time. You may not leave your room after curfew without permission from your chaperone. Permission will only be granted for emergencies. Contact your chaperone by phone.
3. Out of courtesy to others, do not make noise and disturb other guests at any time. No running in hallways, etc.
4. At the posted curfew time, you are to admit a chaperone for room check.
OTHERWISE, KEEP YOUR DOORS LOCKED AT ALL TIMES.
5. Keep rooms neat.
6. Do Not Take Towels or any other souvenirs from the rooms.

TELEPHONE CALLS:

Only use room phones to call room to room. However, NO PHONE CALLS MAY BE MADE AFTER CURFEW, unless there is an emergency! Any calls from rooms will be charged to the individual students. Please use your personal cell phone for all calls.

LUGGAGE:

Each student will be allowed and responsible for one suitcase, one carry-on bag, his or her instrument, and band uniform in good garment bag. Each bag must be clearly marked with the student's name and address. Suitcase size and weight should not exceed the student's ability to carry it. Remember - Save room in your suitcase to bring back souvenirs.

PUNCTUALITY:

We are frequently going to be on a tight schedule. It will be necessary to bring all members of the group together at the appointed time and place without delay. Promptness will be essential

BUS INSTRUCTIONS:

1. Ride the bus on which you are assigned.
2. Stay on the bus until you are told to depart.
3. Keep the bus clean
4. Behavior must be exemplary.

DRESS CODE:

Every day we will be representing ourselves, family, school, city, and state. We're sure that when we consider these implications we will have no problem concerning the dress code. School dress code requirements will be followed.

MONEY:

All essential elements of this trip will be covered by the student fee. This includes transportation, lodging, major meals, admission fees, taxes, and gratuities. Any incidental spending money the student may wish to take will be the responsibility of each individual student. It should be enough to buy snacks, souvenirs, and such other gifts or luxury items that students wish to purchase, but not so much that it becomes a major financial disaster should it become lost or stolen.

- We suggest that larger sums of money be given to your chaperone for safe keeping until you need it. (However, chaperones can not be held responsible for your money.)
- Travelers checks are highly suggested as a safeguard to theft and loss.

HEALTH:

The health and well-being of each person is of primary concern to us. An Emergency Medical Release and Authorization for Administering Over-the-Counter Medication must be completed prior to the trip. This will provide us with general health information as well as give us permission to take anyone to a doctor for emergency care after reasonable attempts to reach the parents have failed. If anyone has a special health problem, please let us know before we leave. List these (allergies, diabetes, etc.) on the medical information form. Students who have prescriptions that will accompany them on the trip must complete the additional necessary forms (see trip coordinator).

CHAPERONE RESPONSIBILITIES

Chaperones will be responsible for their group upon arrival at the bus departure site the morning of our departure. At this time you should:

1. Check to be sure that each of your group members is present.
2. Check to see that each student has their baggage.

You will remain responsible for your group until the buses are loaded. You may or may not be riding the same bus as your group. The chaperones on the bus will be responsible for the students on that vehicle once we are underway.

ON BUSES:

Chaperones will take roll on their bus and make necessary announcements before each departure. The responsibilities of the chaperones on each bus will be:

1. Keep student noise at a level that is comfortable for the driver.
2. See that students remain in their seats as much as possible and restrict their activities to that which ensures safety for all passengers.
3. Remind students to keep the bus neat and clean.
- 4.

AT THE HOTEL:

1. Pass out room keys to your group members when you receive them.
2. Check to see that your group members are situated properly and comfortably.
3. Check your group at curfew hours to make sure that everyone is in their rooms with the doors locked.
4. Patrol the hotel hallways according to the schedule (NO ONE is to leave their room unless there is a band director approved emergency situation). Remind students that there are other people staying at the hotel and that they need to be considerate of them. (No running and yelling in hallways!)
5. Remind students to keep their rooms neat and clean.
6. Be sure that at least two of you are present at the pool when students are swimming.
7. Check to see that your group is present for all meals. Students are not allowed to skip any meals.

MEDICAL INFORMATION:

Trip coordinator will have each student's medical form and emergency phone numbers. All prescription drugs must be carried by the chaperones unless the student has a Self-Administer/Possess Medication form completed by a parent/guardian and a physician. Do not give out any aspirin or over-the-counter drugs unless specifically approved by the parent. A first-aid kit with emergency supplies will be available on each bus, at the hotel and at each activity.

ACTIVITIES:

At various times, students will be asked to "check in" with their assigned chaperones. They are to be counted and kept together until further instructions are given by the director.

Discipline should not be a major problem. Rules and regulations are spelled out specifically, and students may need to be reminded of them occasionally.

Only male chaperones will be allowed in male students' rooms and only female chaperones will be allowed in female students' rooms at any time, unless the appropriate chaperone is unavailable.

We must make every effort to be responsible and reliable chaperones; consequently, do not drink or use any illegal drugs at any time. Smoking/vaping is not permitted on the buses, at meals, or when we are accompanying the group.

**2024
NOVI HIGH SCHOOL**



**VARSITY WINTER GUARD
TRIP
TO**

**Dayton, OH
4/10 - 4/14, 2024**

Details/Itinerary/Student and Parent Responsibilities

PRE-TRIP DETAILS

1. Student/Parent Trip Meeting - 6 p.m. - 4/01/24
2. Performance Dates and Times - 4/11, 4/12 (if qualified)
 - Transportation is via parent drivers/chaperones.
3. Chaperone Forms, Proof of Insurance and Background Checks
 - All Chaperones have approved Volunteer Background Checks.
 - Parent Drivers of students other than their own will submit copies of license, registration, and proof of insurance on April 01 (Monday rehearsal) to Lela.
4. Lodging/Meals - Fairfield Inn & Suites by Marriott Dayton South
 - Team members are staying in rooms of 3-4 students.
 - Meals for students during travel to and from & while in Dayton are the responsibility of the students/parents, as stated in the initial budget/handbook.
5. Responsibilities: Team members are representing Novi High School and will conduct themselves with appropriate behavior at all times, including while at performances and hotels. Please see attached NCSD Overnight Student/Chaperone Trip Responsibilities.
6. Student Wellness Guidelines/Responsibilities:
 - If on the trip, a participant exhibits multiple symptoms of Covid-19 or any other illness that may impact other students, a parent/guardian will be responsible for driving to pick them up ASAP.
 - Any student/chaperone who tests positive for Covid within the 5 day quarantine window will not make the trip.
 - Masks are no longer required as of the time of this printing
7. Medical Forms/Medications:
 - Medical forms for all students are on file and will be taken on the trip.
 - All medication policies for NCSD, as stated on forms, will be adhered to.
8. Field Trip Permission/Policy Understanding Form:
 - Students/Parents must fill out this [Permission Slip/Policy Understanding Form](#) by March 1, 2024.

TRIP ITINERARY

Wednesday, April 10

12 p.m. Depart from Novi HS for Dayton hotel (students may put their belongings in the guard closet during school or have a parent meet after school to drop belongings off.)

Eat dinner on the way

5 p.m. Arrive at Dayton Sports Complex

5:30 - 7:30 p.m. Rehearsal @ Dayton Sports Complex

8:00 p.m. Leave for Fairfield inn & suites by marriott dayton south
8035 Washington Village Dr, Dayton, OH 45458

11:30 p.m. Lights Out

Thursday, April 11 (official schedule TBD)

8:00 a.m. Wake-up, Breakfast, get ready, in uniform

10 a.m. Travel to Truist arena @ Northern Kentucky University

TBD PRELIMS PERFORMANCE

TBD Head back to the hotel, lunch around 11:30/12, homework and hang out time

TBD head to watch SO, IO, SW, and IW

TBD **team dinner**

11:00 p.m. Lights Out at the hotel after awards.

Friday, April 12 (official schedule TBD)

8:00 a.m. Wake-up, Breakfast, get ready, in uniform

10 a.m. Travel to Truist arena @ Northern Kentucky University

TBD SEMIS PERFORMANCE

TBD Head back to the hotel, lunch around 11:30/12, homework and hang out time

TBD head to watch SO, IO, SW, and IW

POTENTIAL CHANCE FOR FINALS

TBD **team dinner**

11:00 p.m. Lights Out at the hotel after awards.

SATURDAY, April 12 (official schedule TBD)

6:30am - breakfast opens

8:30am - leave for UD Arena to watch open class finals

9:00am - watch open class finals at UD Arena, lunch is concessions

1:45pm - open class concludes. Back to the hotel for down time and dinner

4:00pm - dinner at hotel provided

5:00pm - leave for world class finals

5:30pm - first group on at UD Arena for world class finals

11:30pm - world class finals awards - leave after finals retreat

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

January 11, 2024

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Youth in Government Spring Conference, Lansing Michigan, April 11 – 14, 2024

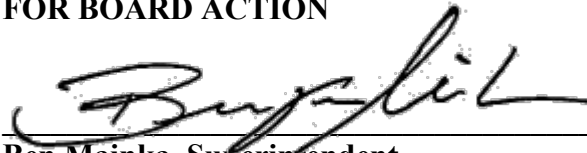
Mr. Tom Brenner, teacher and Student Council Sponsor, accompanied by Gail Zielinski, is requesting that the Novi High School Student Council participate in the 2024 Michigan Youth in Government Spring Conference, from April 11 through April 14, 2024. Students will convene a mock government complete with a governor, cabinet, legislators, lobbyists, a press corps, and a judiciary. These 21 students will be participating in this event. They will develop an understanding and appreciation of the diversity of others through this real life role play in the actual chambers of Michigan State Government.

Students will travel by school bus and stay at the Doubletree by Hilton Hotel. The cost for this trip is \$50 per student to cover the cost of lodging.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Michigan Youth in Government Spring Conference, April 11 – 14, 2024, in Lansing, Michigan.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: Youth Government Spring Conference

Dates of Trip: April 11th - 14th

Group: Youth Government


Sponsor: Tom Brenner

Summary:

Mr. Thomas Brenner, accompanied by Ms. Gail Zielnski, would like to take the Novi High School Youth Government to the Spring Conference in Lansing. This will be the third year in a row that Mr. Brenner and the Youth Government would take part in this conference.

Students who attend the Michigan Youth in Government Spring Conference develop and use skills in public discourse, decision making and civic participation. The conference itself will take place at the Doubletree by Hilton Hotel and the Michigan State Capitol building. Students will work through the lawmaking process, by writing and submitting bills for a mock legislature to consider. Students will also elect leaders for both the legislative and executive branches. Novi HS is currently running a candidate each for Speaker of the House and for Lieutenant Governor. This is an experience where students will be able to apply the knowledge and skills learned in Civics, AP US Government, and other Social Studies classes to the real world of state politics in a professional setting.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for
Academic Services

December 15, 2023

April 11-14, 2024

Date of Request (at least 12 weeks prior to trip)

Date of Trip

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

Field Trip Coordinator: Tom Brenner Other Staff Members Attending: Gail Zielinski

Have you coordinated this trip in previous years?: Yes If yes, when? 2022 & 2023

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip _____

TRIP INFORMATION

Title of Field Trip: Youth in Government Spring Conference Organization/Club/Course Name: Novi Youth in Government

Date(s) of Trip: April 11-14, 2024 School Days Missed (by students): 2 days

Field Trip Destination: Doubletree by Hilton City/State: Lansing, MI

Departure Time: 10:00 AM Departure Location: HS Bus Turnaround

Arrival Time: 11:30 AM Arrival Location: Hotel Front Entrance

Total Cost per Student: \$50 Items included in cost: All fees and Lodging

Trip Funded By: Student

LODGING

Lodging name: Doubletree by Hilton Lansing Contact Number: 517-482-0188

Number of students attending: 21 Number of Chaperones: 2

Lodging Cost Per Student: included Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Teacher Chaperones: Tom Brenner & Gal Zielinski

Names of Volunteer Chaperones:

TRANSPORTATION

Method of Transportation (select one): School Bus

School Bus: Tentative school bus confirmation made by Cindy Valentine on 12/12/23
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: \$0 Funded By (select one): _____

Address of Destination 111 N. Grand Ave. Lansing, MI Pickup Location HS Bus Turnaround

Group Novi Yout in Government Pickup Building High School

Of Adults 2 # Of Students 21 Parking Facilities on site

Departure Time 4/11/23 10:00 AM Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time 11:30 AM Special Equipment Needed N/A

Time Leaving Destination 4/14/23 12:00 PM Does the Bus Need to Stay with the Group? No

Approx. Return Time 1:30 PM

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME 9:45 AM END TIME 1:45 PM TOTAL # OF HOURS 4X2 x Hourly Rate Below = \$360

(B) # OF MILES TO DESTINATION 130 x 2 = 260 TOTAL MILES x \$3.00 \$780
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL \$1140

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?
N/A
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
N/A
3. Why is the field trip the best way to achieve/reinforce the class objectives?
N/A
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?
N/A

Summary of Trip to Present to the Board of Education for Approval:

Students who attend the Michigan Youth in Government Spring Conference develop and use skills in public discourse, decision making and civic participation. The conference itself will take place at the Doubletree by Hilton Hotel and the Michigan State Capitol building. Students will work through the lawmaking process, by writing and submitting bills for a mock legislature to consider. Students will also elect leaders for both the legislative and executive branches. Novi HS is currently running a candidate each for Speaker of the House and for Lieutenant Governor. This is an experience where students will be able to apply the knowledge and skills learned in Civics, AP US Government, and other Social Studies classes to the real world of state politics in a professional setting.

APPROVAL

Thomas W Brenner

Sponsor's Signature

Michelle Cathorne

Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Math Mentors Course Proposal

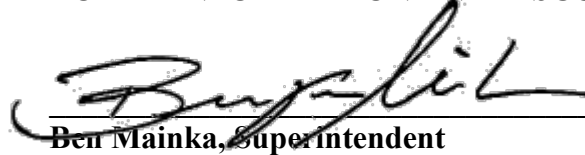
Gina Catrine, Lauren Russ, and Michael Kowalski, Math teachers and Novi High School, would like to propose the addition of the Math Mentors Course. This course will not replace any existing courses. It will be in addition to the courses that are already offered at Novi High School and is a yearlong course.

Staffed by students and supervised by MTSS Math Interventionists, student consultants would study intervention strategies and provide feedback to students. Performance of the mentors is based on the Standards of Mathematical Practices from the Common Core State Standards.

Math reaches into all areas and aspects of life, but is also a source of stress and anxiety for some students. Creating this non-threatening space will remove those emotional barriers and help students to seek support and create an inclusive culture.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

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



Ben Mainka, Superintendent

Novi Community Schools

New Course Proposal Form

Proposal Date: 11/8/23 **Building:** Novi High School

Course Offering and Textbook Proposal for: Math Mentors

Proposed by: Gina Catrine, Lauren Russ, and Michael Kowalski

***Subject / GPA Req:** Completed Algebra 2 with a grade of B or higher **Department:** Math

of Terms (typically 1): Year Long Course, 2 terms

of Periods: (typically 1): 1, class ideally would run all 6 periods

Effective date (typically start of school year or term): Fall 2024 **Grade level low to high:** 11 to 12

Course Classification: **Academic** **Elective** **Other**

Part I. Proposal:

The goal of any Math department is to produce logical thinkers, problem solvers, and communicators. Math is a subject that permeates multiple subject areas in both obvious and underlying ways. We would like to create a class, Math Mentors, staffed by students and supervised by the MTSS math interventionists in order to foster these skills and promote math as a lifelong, worthwhile endeavor.

Student consultants would enroll in a yearlong course where they would learn how to provide effective feedback to students, study intervention strategies and how to implement them with fidelity. Mentors will reflect on their intervention strategies, make improvements, and prepare for the next unit of study while mentees are assessing. Alongside the Math Interventionists, mentors will identify and focus on power standards from the CCSS for Algebra 1 and Geometry, design and publish memory aids for use on assessments, and develop relationship skills.

An ideal class size for Math Mentors would be between 4-6 students. That would allow for at least one mentor per Algebra 1 and Geometry class. Students will apply to be in the class. We will model the application after the current Writing Den application here, asking students about mentorship and support in math, as well as complete an Error Analysis Pre-Test.

Performance will be measured based on Standards of Mathematical Practices from the Common Core State Standards. Students will receive two sets of grades to be compiled by the MTSS Teacher and entered into Schoology/Power School.

1. Grade from Cooperating Teacher after each unit quiz/test/assessment on Mathematical Practices 1, 3, 4, and 5. Grades will be based on observations of mentor and mentee interactions.
 - a. MP1 - I can make sense of problems and persevere in problem solving.
 - b. MP3 - Construct viable arguments and critique the reasoning of others.
 - c. MP4 - I can model with mathematics.
 - d. MP5 - Use appropriate tools strategically.
2. Grade from MTSS Teacher on Mathematical Practices 2, 6, 7, and 8. Grades based on completion and correction of pre-unit assessment for each assessment given in mentee class. Mentor students will research necessary learning targets and power standards (common core state standards) for each assessment (MP6 MP7). Based on pre-assessment students will have the length of the unit/assessment to create a viable memory aid for their mentee(s) (MP2 MP8).

- a. MP2 - I can reason abstractly and quantitatively.
- b. MP6 - I can attend to precision
- c. MP7 - I can look for and make use of patterns and structure.
- d. MP8 - I can look for and express regularity in repeated reasoning.

Part II. Rationale:

Why does Novi High School need a Math Mentors class? If our goal is to create logical thinkers, problem solvers, and communicators, the first step is to promote and establish a culture of advocacy and support for all our students. Math Mentors would provide a valuable place where students can not only seek support, but where student mentors can also develop peer-to-peer relationships over content and subject matter.

Novi graduates also need an educational experience where they engage in discourse with a multitude of voices and perspectives. This cannot be accomplished when the audience students interact with is an audience of one: their teacher. The math mentors allow for a high level of engagement in math content where support is rich, dialogue is ongoing, and interventions are targeted.

Math is a subject that often brings about feelings of inadequacy and fear. This is why creating a non-threatening space will help students to manage the stress and anxiety around learning and doing mathematics. Mathematicians thrive when these emotional barriers are removed and they have healthy ways to manage this stress. Underperforming mathematicians are more likely to seek support when they see that support is normalized, creating a more inclusive culture.

Removing barriers will promote a feedback rich learning culture, which is at the core of student growth and achievement. The environment of the Math Mentors Program is one which fosters authenticity and high levels of student engagement for both the students and mentors.

Part III. Michigan Framework Implementation:

The course will align with CCSS for both Algebra 1 and Geometry, the two courses our Math Mentors would be working with. As a group, we would identify power standards within the curriculum to highlight as extreme areas of need. This course would satisfy the requirements for a senior year elective math credit.

Part IV. Staff Development Needs:

The course would be taught by current MTSS teachers. No additional FTE would be needed as MTSS intervention hours will become Math Mentor hours. Oakland schools training on intervention could be a possible training experience for new interventionists.

Part V. Review Process and Evaluation:

(include the Curriculum Instruction and/or Assessment Study Initiation Proposal Form, the Textbook Evaluation Instrument, and (if needed) the Software Evaluation Instrument)

There would be no required textbook, software, or assessment to be studied prior to implementation.

Part VI: In addition to the recommended textbook, the other textbooks that were reviewed are:

There would be no required textbook for this course.

Part VII. Cost Analysis:

There are no required costs associated with getting this course up and running, other than the planning time needed for Cooperating Mentor Teachers.

Part VIII. Additional Course Directory Set Up Questions:

1. Attendance Taking Course – YES or NO (circle one)

If NO, please explain rationale WHY _____

2. Assigning grades – YES or NO (circle one)
If NO, please explain rationale WHY _____
3. Post to History (do grades need to show on a Transcript) – YES or NO (circle one)
4. Conflict OK (is it OK to schedule this class w/ other classes @ same time) – YES or NO (circle one)
5. Grad Credits = 1 (typically 0.5 credits)
6. GPA Credits = 1 (typically 0.5 credits)
7. GPA Level = 0 (0 for traditional class, 1 for AP/IB class)
8. Mark Set (circle one):
- | | |
|---------------------------------|---------------------------|
| ELEMENTARY MARKS | HIGH SCHOOL SEMINAR MARKS |
| ELEMENTARY BEHAVIOR | HIGH SCHOOL STANDARDS |
| MIDDLE SCHOOL LETTER MARKS | SPECIAL ED BEHAVIOR |
| <u>HIGH SCHOOL LETTER MARKS</u> | SPECIAL ED STANDARDS |
9. Work Level (circle one):
- | | |
|-------------------|----------------------|
| <u>01 – reg</u> | 05 - IB |
| 02 – honors | 06 – not applicable |
| 03 – pre-advanced | 07 – Dual Enrollment |
| 04 – AP | 64B option Y or N |
10. CIP/SCED Code: TBD (to be reviewed by OOA) initial here _____

Principal/Director's Signature: _____

Date: _____

Assistant Superintendent for OAA Signature: _____

Date: _____

Date Board Reviewed: _____

Date Board Approved: _____

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

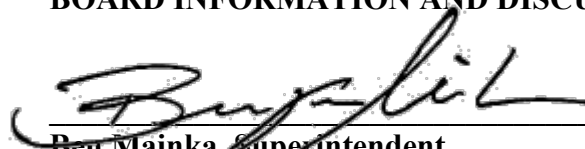
TOPIC: Mechatronics Course Proposal

Travis Balogh and Phil Scavo, CTE Engineering teachers at Novi High School, would like to propose the addition of an Elective Course, Mechatronics. This course is an exciting course designed introduce students to today's industry needs in the areas of robotics, manufacturing, automation, and computer added design.

We will partner with the leaders in the industry including, but not limited to, FANUC robotics, AutoDesk, and Stratasys. The Mechatronics foundation is essential for the expected growth in automation and manufacturing. This course is a full year, elective course.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

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



Ben Mainka, Superintendent

Novi Community Schools

New Course Proposal Form

Proposal Date: 12/18/2023 Building: Novi High School

Course Offering and Textbook Proposal for: Mechatronics

Proposed by: Travis Balogh and Phil Scavo

*Subject / GPA Req: TBD *Department: CTE Engineering

of Terms (typically 1): full year - 2 terms # of Periods: (typically 1): 1

Effective date (typically start of school year or term): Fall 2024

Grade level low to high: 9 to 12

Course Classification: Academic Elective Other

Part I. Proposal:

The proposed course will combine curricular content from the fields of robotics, manufacturing, computer aided design, and automation. It will also introduce students to the needs of today's industries by partnering with leaders in industry. Content covered but not limited to FANUC robotics, AutoDesk, Stratasys, and many others.

Part II. Rationale:

Mechatronics is an essential foundation for the expected growth in automation and manufacturing. Mechatronics is a multidisciplinary field that refers to the skill sets needed in the contemporary, advanced automated manufacturing industry. At the intersection of mechanics, electronics, and computing, mechatronics specialists create simpler, smarter systems.

Part III. Michigan Framework Implementation:

Michigan CTE CIP 14.4201 Mechatronics competencies

<https://www.michigan.gov/mde/services/octe/educators/cte-instructional-resources-for-all-programs/career-clusters/science-technology-engineering-and-mathematics>

- Demonstrate industrial and personal safety skills as recognized by the Manufacturing industry standards. A1
- Explain concepts and processes for the application of technology to engineering including information management, planning and time management techniques. A2
- Explain concepts of Manufacturing processes surrounding design, implementation, and execution of lean production. A3
- Explain principle operations of the mechatronic system and its subsystems, and the inter-relationships of components and modules within a system. A4
- Demonstrate the ability to interpret a variety of drawings utilized in mechatronics such as but not limited to: blueprints, schematics, and CAD documents. A5
- Analyze, explain, and demonstrate fundamental elements & components of electricity within a mechatronic system (including tools and equipment). B1

- Analyze, explain and demonstrate fundamentals elements of varying mechanical components & systems utilized in mechatronics (including tools and equipment). B2
- Analyze, explain and demonstrate various pneumatic and hydraulic systems in complex mechatronic systems and subsystems. C1
- Analyze, explain and demonstrate concepts associated with a variety of controls and sensors utilized in mechatronics. C2
- Create and operate various circuits using devices such as solenoid valves, relays, limit switches and cylinders. C3
- Demonstrate design, programming & maintenance of programmable logic controllers in complex mechatronic systems, modules and subsystems. C4
- Explain and demonstrate understanding of the concepts of Industrial Robotics including axis theory, point teaching, general programming, setup, and robotic safety principles. C5
- Use computer aided design software to create a variety of drawings/designs utilized in Mechatronics. D1
- Demonstrate the ability to set up and operate shop machinery: lathe, mill, drill press, and grinder to handbook specifications. D2
- Demonstrate the ability to utilize Basic & Precision Measurement devices. D3
- Demonstrate the ability to setup, program, troubleshoot, modify, and operate CNC equipment. D4
- Demonstrate the ability to develop and print 3D Parametric Models using software & 3D Printers, utilizing appropriate modeling & prototyping. D5

Part IV. Staff Development Needs:

See IST order pages 3 - 5

- FANUC CERT HandlingTool Operations & Programming Instructor Training
- HandlingPRO Intro PLUS (ROBOGUIDE) - Virtual Training
- FANUC 2D iRVision Operation and Programming CERT Instructor Training Program
- FANUC CNC Level 1 Training (Online)
- FANUC CNC Level 2 Training (Live)
- Laser cutter training

Part V. Review Process and Evaluation:

(include the Curriculum Instruction and/or Assessment Study Initiation Proposal Form, the Textbook Evaluation Instrument, and (if needed) the Software Evaluation Instrument)

Per order with IST a base curriculum of instruction and textbooks have been provided by the following: FANUC, Intelitek, IST, Stratasys, CompactLogix System, Rockwell Automation. Additional curriculum development to be completed in partnership with the *Teaching and Learning Department*.

Part VI: In addition to the recommended textbook, the other textbooks that were reviewed are:

See IST order pages 3-5:

- FANUC Academy HandlingTool Operations & Programming Manual
- FANUC Academy 2D iRVision Operations & Programming R-30iB PLUS Controller Student Manual
- FANUC HandlingPRO (ROBOGUIDE Simulation) Manual
- Offline Machining center presentations disk (single user, 1 time purchase)
- Offline Turning Center presentations disk (single user, 1 time purchase)
- FANUC CNC (Offline) Curriculum Materials Milling/Turning
- Electric Motors Curriculum content and hardware to teach electric motors
- Variable Frequency Drives Curriculum content and hardware to teach Variable Frequency Drives

- Mechanical Training Level 1 Bundle (Double) - Training for Basic Machines, Machine Statics & Dynamics, Shafts & Keys, Bearings. Bundle includes Two (2) Base Working Surface (Benchtop), required hardware and eLearning Curriculum (4 modules),
- Mechanical Training Level 2 Bundle (Single Sided) - Training for Belt Drives, Chain Drives, and Machine Shaft Coupling. Bundle includes required hardware and eLearning Curriculum (3 modules)
- CompactLogix System Fundamentals & Troubleshooting Lab Book, Additional Micro850 Configuration, Programming, and Troubleshooting Student Kit, Pathway to CSM - PLC/HMI Student Curriculum

Part VII. Cost Analysis:

Initial costs for facilities and equipment that were part of the bond (see IST order)

- Tools - Approximately \$12,000* in storage, tools, and precision measuring equipment
- Materials - Approximately \$50-100* per student, recurring
- Learning Management System Subscription - Approximately \$5,000*, recurring

*Amounts subject to change due to curricula, student enrollment, supplier, state requirements, and would need to be reevaluated annually

Part VIII. Additional Course Directory Set Up Questions:

1. Attendance Taking Course – **YES** or NO (circle one)
If NO, please explain rationale WHY _____
2. Assigning grades – **YES** or NO (circle one)
If NO, please explain rationale WHY _____
3. Post to History (do grades need to show on a Transcript) – **YES** or NO (circle one)
4. Conflict OK (is it OK to schedule this class w/ other classes @ same time) – YES or **NO** (circle one)
5. Grad Credits = 0.5 per semester (typically 0.5 credits)
6. GPA Credits = 0.5 per semester (typically 0.5 credits)
7. GPA Level = 0 (0 for traditional class, 1 for AP/IB class)
8. Mark Set (circle one):

ELEMENTARY MARKS ELEMENTARY BEHAVIOR MIDDLE SCHOOL LETTER MARKS HIGH SCHOOL LETTER MARKS	HIGH SCHOOL SEMINAR MARKS HIGH SCHOOL STANDARDS SPECIAL ED BEHAVIOR SPECIAL ED STANDARDS
--	---
9. Work Level (circle one):

01 – reg 02 – honors 03 – pre-advanced 04 – AP	05 - IB 06 – not applicable 07 – Dual Enrollment <i>64B option Y or N</i>
--	--
10. CIP/SCED Code: 14.4202 (to be reviewed by OOA) initial here _____

Principal/Director's Signature: _____
 Date: _____

Assistant Superintendent for OAA Signature: _____
 Date: _____

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

January 11, 2024

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

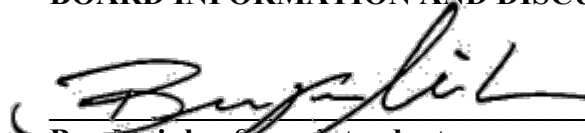
TOPIC: Writing for Publication Course Proposal

Ms. Hallie Smith, ELA teacher at Novi High School, would like to propose the addition of a Writing for Publications Course. This course will help students to develop their investigative and writing skills in various formats and lengths.

This course will satisfy a full year of ELA credit as required by the MMC and will allow students who have taken English 11 to focus on an author's craft.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

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



Ben Mainka, Superintendent

Novi Community Schools New Course Proposal Form

Proposal Date: 12/18/2023 Building: HS

Course Offering and Textbook Proposal for: Writing for Publications

Proposed by: Hallie Smith

*Subject / GPA Req: NA *Department: ELA

of Terms (typically 1): 2 # of Periods: (typically 1): 1

Effective date (typically start of school year or term): _____

Grade level low to high: _____ to _____

Course Classification: Academic Elective Other

Part I. Proposal:

This writing course is designed to enhance students' development of voice and craft. Through a combination of theory and practice, students will develop skills in researching, interviewing, and writing in a variety of formats and lengths. They will also learn about the ethical considerations and standards of journalism. By the end of the course, students will have a solid foundation in writing and will be able to produce well-crafted pieces suitable for publication and an authentic audience.

Course Objectives include:

- Understand the principles and ethics of journalism
- Craft interview questions
- Conduct effective research and interviews
- Enhance communication skills (oral and written)
- Write in a variety of formats and lengths (brief, feature, editorial, pro/con, long form)
- Write for various purposes (inform, educate, entertain)
- Edit and proofread written content
- Utilize multimedia tools for journalism (photography, video and audio)
- Publish and distribute content through print and digital media
- Analyze and critique fellow writers' work
- Examine and discuss mentor texts
- Develop critical thinking and problem-solving skills
- Understand the role of journalism in society and its impact on public opinion

Part II. Rationale:

This course would satisfy a full year of ELA credit (1.0) as required by the MMC because it is based on Michigan ELA standards, unlike the Journalism or Newspaper courses which do not satisfy this requirement. The course will utilize nonfiction texts for analysis, critiques and as mentor texts. Articles will be selected by the instructor as well as students on a whole class and individual basis. Lengths will vary from briefs to in-depth investigative articles to narrative nonfiction books. Narrative nonfiction books will be selected by students based on criteria provided by the instructor.

This class will provide an opportunity for students who took English 11 to continue focusing on author's craft, with an increased emphasis on nonfiction texts. This class also provides an option for those students who took either AP Language or AP Literature and are looking for a similar challenge but do not need more AP English credits. A class exclusively devoted to reading nonfiction "supports students' development as critically, visually, and informationally literate 21st century thinkers and creators" (National Council of Teachers of English). Students will also expand their media literacy skills and research skills, and further develop their communication skills through interviews with sources of varying age ranges, occupations and backgrounds.

Part III. Michigan Framework Implementation:

Reading:

- Determine two or more themes or central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to produce a complex account; provide an objective summary of the text.
- Determine the meaning of words and phrases as they are used in a text, including figurative, connotative, and technical meanings; analyze how an author uses and refines the meaning of a key term or terms over the course of a text (e.g., how Madison defines faction in Federalist No. 10).
- Analyze and evaluate the effectiveness of the structure an author uses in his or her exposition or argument, including whether the structure makes points clear, convincing, and engaging.
- Determine an author's point of view or purpose in a text in which the rhetoric is particularly effective, analyzing how style and content contribute to the power, persuasiveness, or beauty of the text.
- Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.
- Delineate and evaluate the reasoning in seminal U.S. texts, including the application of constitutional principles and use of legal reasoning (e.g., in U.S. Supreme Court majority opinions and dissents) and the premises, purposes, and arguments in works of public advocacy (e.g., The Federalist, presidential addresses).

Writing:

- Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
- Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.
- Write narratives to develop real experiences or events using effective technique, well-chosen details, and well-structured event sequences
- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.
- Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.
- Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.
- Draw evidence from literary or informational texts to support analysis, reflection, and research.
- Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes, and audiences.

Listening:

- Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 11–12 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
- Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source and noting any discrepancies among the data.
- Present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks.
- Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

Language:

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.
- Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

Part IV. Staff Development Needs:

none - can be taught by current certified teachers

Part V. Review Process and Evaluation:

(include the Curriculum Instruction and/or Assessment Study Initiation Proposal Form, the Textbook Evaluation Instrument, and (if needed) the Software Evaluation Instrument)

The concept of this course is to replace the journalism and newspaper courses with one course that could serve both needs while adapting instruction to a more modern flexible context. Students would learn writing skills applicable to a wide range of traditional and new media.

Part VI: In addition to the recommended textbook, the other textbooks that were reviewed are:

Rather than a textbook recommendation, what follows is a basic scope and sequence that could be used with current instructor content knowledge and available materials. Many of these are intertwined. For example, some journalistic writing knowledge is needed in the interviewing "unit"; students need to determine in an interview when they have sufficient quotes for the story. However, long form journalism would be later as students gain skills in the other forms. Additionally, research is needed any time a student conducts an interview for a story, but more in-depth research is needed as students write longer news and opinion pieces.

- Ethics and Standards
 - Role of Journalism in society
 - First Amendment
 - Code of Ethics - bias, objectivity, handling of information
 - Elements of news (timeliness, impact, prominence, etc.)
 - Overview of journalistic writing process and formats
 - AP Style
 - Potential Tasks and Assessments

- Research and present key First Amendment Cases
 - Read scenarios and use prior First Amendment Cases to guess rulings
 - Red, Yellow or Green - Read scenarios and determine potential ethical conflicts
 - Pitch and evaluate potential story ideas by aligning with news elements
 - AP style assessments
- Interviewing
 - Identifying sources
 - Research and Question Development
 - Conducting an Interview - do & don't, equipment, Michigan law, ethical considerations
 - Potential Tasks and Assessments
 - Critique sample interviews to determine effectiveness,
 - Research information needed for interviews
 - Develop interview questions based on interview/story needs
 - Conduct interviews on multiple levels - in class, peer-to-peer, panel, student-to-adult
 - Transcribe interviews and use in composing a story
- Research
 - Evaluating and verifying sources
 - Where/how to get information and sources
 - FOIA
 - Ethical considerations
 - Potential Tasks and Assessments
 - Conduct research of varying levels for the different formats (for example: article on fashion trends vs. impact of bus driver shortage on schools)
 - Red, Yellow or Green - Read scenarios and determine potential ethical conflicts
 - Fill out a FOIA request
- Writing
 - Leads, headlines and captions
 - News
 - Feature
 - Opinion - entertainment, editorial, pro/con
 - Long form -
 - Potential Tasks and Assessments
 - Writing throughout the semester on each of the different formats, looking for:
 - Incorporating elements appropriate to the format
 - Crafting engaging leads and narratives
 - Incorporating descriptive language and storytelling techniques
 - Using quotes effectively to move the article
 - Writing with the audience in mind
 - Use of research
 - Evaluating information needed for the article vs information to use for sidebar, infographic, etc.
 - Composing infographics, sidebars and other alternative articles to accompany main article
- Editing
 - Identifying components of various article formats
 - Knowing where, when and why to cut, edit and transform
 - AP style review
 - Potential Tasks and Assessments
 - Evaluate author's work and make recommendations

- Edit student's own articles
- Writer's conference with peers and make recommendations
- Finding and correcting AP errors in articles

Part VII. Cost Analysis:

There might be some resources that would enhance the course, but it could be currently implemented using existing resources.

Part VIII. Additional Course Directory Set Up Questions:

1. Attendance Taking Course – YES or NO (circle one)
If NO, please explain rationale WHY _____
2. Assigning grades – YES or NO (circle one)
If NO, please explain rationale WHY _____
3. Post to History (do grades need to show on a Transcript) – YES or NO (circle one)
4. Conflict OK (is it OK to schedule this class w/ other classes @ same time) – YES or NO (circle one)
5. Grad Credits = 0.5 (typically 0.5 credits)
6. GPA Credits = 0.5 (typically 0.5 credits)
7. GPA Level = 0 (0 for traditional class, 1 for AP/IB class)

8. Mark Set (circle one):

ELEMENTARY MARKS
ELEMENTARY BEHAVIOR
MIDDLE SCHOOL LETTER MARKS
HIGH SCHOOL LETTER MARKS

HIGH SCHOOL SEMINAR MARKS
HIGH SCHOOL STANDARDS
SPECIAL ED BEHAVIOR
SPECIAL ED STANDARDS

9. Work Level (circle one):
- | | |
|--|---|
| <p><u>01</u> – reg
02 – honors
03 – pre-advanced
04 – AP</p> | <p>05 - IB
06 – not applicable
07 – Dual Enrollment
64B option Y or N</p> |
|--|---|

10. CIP/SCED Code: TBD (to be reviewed by OOA) initial here _____

· **Principal/Director's Signature:** _____
Date: _____

· **Assistant Superintendent for OAA Signature:** _____
Date: _____

· **Date Board Reviewed:** _____ **4. Date Board Approved:** _____

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi Meadows Playground

The Project Team, consisting of the NCSD administration, PMR, TMP, and Penchura-Landscape Structures, met to select the playground equipment for Novi Meadows. Penchura-Landscape Structures, who replaced the aging structures at the other elementary buildings, will providing the equipment and installation for the playgrounds.

The team recommends awarding to Penchura-Landscape Structures for the following:

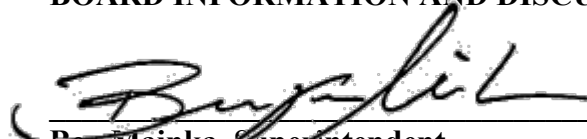
Meadows 5th and 6th Grade:

- Playground Equipment \$365,343.00
- Equipment Installation \$137,125.00
- Playground Surfacing \$485,287.00
- Agorespace Field \$146,026.00

PMR recommends awarding the equipment and installation for Novi Meadows totaling \$1,133,781.00. This award is only for the purchase and installation of the equipment and does not include the civil/site work. A contingency will be added to the project once the site work has been bid in early 2024.

This comes tonight for information and discussion and will come back for approval at the January 18, 2024 Board meeting.

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



Ben Mainka, Superintendent

December 21, 2023

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

RE: Novi Community Schools 2019 Bond Program
Contract Award Recommendation Playground Equipment and Surfacing
Meadows 5th and 6th Grade

Dear Mr. Mainka,

This letter transmits an update from Plante Moran Realpoint (PMR) as it relates to the assignment to assist and advise Novi Community School District (NCSD) in its selection of playground equipment / surfacing and procurement of consortium proposals for Meadows 5th and 6th Grade. This update represents the mutual efforts of the NCSD administration, PMR, TMP, and Penchura-Landscape Structures.

Attached for the Board's review and approval are consortium proposals (Sourcewell) for the above noted playground equipment which is scheduled for final completion Summer 2024. The team recommends awarding to Penchura-Landscape Structures for the following:

Meadows 5th and 6th Grade

- Playground Equipment \$365,343.00
- Equipment Installation \$137,125.00
- Playground Surfacing \$485,287.00
- Agospace Field \$146,026.00

PMR recommends awarding the equipment, surfacing, and installation for the Meadows 5th and 6th Grade totaling **\$1,133,781.00**. This award is only for the equipment purchase and installation and does not include the civil / site work related to the project. This is bidding early 2024 and will be a separate award recommendation, at that time a contingency will be added to the project.

PMR is available if anyone has any questions via email-phone and will be available at the December 21, 2023 Board Meeting.

Sincerely,

Plante Moran Cresa



Kevin Donnelly
Sr. Vice President

Enclosures:

- LSI / Sourcewell Equipment Proposal
- Equipment Installation Proposal
- Playground Surfacing Proposal
- Agorespace Field Proposal



Please make check payable to:
 Landscape Structures, Inc
 SDS 12-0395, PO Box 86
 Minneapolis, MN 55486-0395 USA

Proposal

Date	Proposal #
10/30/2023	23-1634

Bill To:
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
	Novi Meadows Playground Equipment using Sourcwell.				
307423A	Folio Balance Climber DB	1		28,830.00	28,830.00
307436A	Footprint Balance Beam DB	1		560.00	560.00
307433A	Footprint Stepper 16" DB	3		415.00	1,245.00
307434A	Footprint Stepper 24" DB	1		435.00	435.00
307432A	Footprint Stepper 8" DB	2		400.00	800.00
307425A	Forge Climber DB Only	1		24,945.00	24,945.00
307421A	Fortress™ Multi-Climber	1		50,080.00	50,080.00
307421A	Fortress™ Multi-Climber	1		2,305.00	2,305.00
307426A	Forma Sol Spinner DB Only	1		8,710.00	8,710.00
307426A	Forma Sol Spinner DB Only	1		19,890.00	19,890.00
307426A	Forma Sol Spinner DB Only	1		29,195.00	29,195.00
CP021047A	DTR IND Crab Trap w/SlideWinder2 and Transfer	1		98,730.00	98,730.00
247179A	Curva Spinner	1		2,395.00	2,395.00
185927A	Flywheel Spinner	1		4,270.00	4,270.00
295695A	ReviWheel Spinner DB Only	1		6,365.00	6,365.00
148638A	LSI Stand-Up Seesaw	1		3,235.00	3,235.00
194663B	ZipKrooz™ 50' Aluminum Posts	1		18,105.00	18,105.00
194663B	ZipKrooz™ 50' Aluminum Posts	1		17,290.00	17,290.00
182503C	Welcome Sign Ages 5-12 Direct Bury	1		0.00	0.00
244196A	FitCore Angled Balance Beam Single	1		2,050.00	2,050.00
244194A	Angled Overhead Ladder (5-12) DB1	1		7,680.00	7,680.00
246587A	FitCore Extreme Sign (5-12) DB	1		1,090.00	1,090.00
244201A	High Step (5-12) DB	1		5,425.00	5,425.00

Proposal Good For 30 Days
 Shipping Time: 10 weeks
 Ship Via: Common Carrier
 Please call 24 hours prior to delivery: _____

Customer signature below constitutes a purchase order.

Subtotal
Sales Tax (0.0%)
Total

Penchura, LLC, 889 S. Old US 23 Brighton, MI 48114
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Please make check payable to:
 Landscape Structures, Inc
 SDS 12-0395, PO Box 86
 Minneapolis, MN 55486-0395 USA

Proposal

Date	Proposal #
10/30/2023	23-1634

Bill To:
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
244198A	Over Under Bars One Pair (5-12) DB	1		880.00	880.00
244195A	Peg Bridge (5-12) DB	1		4,440.00	4,440.00
244199A	Rope Climb (5-12) DB1	1		3,575.00	3,575.00
244200A	Spiderwalk (5-12) DB1	1		17,335.00	17,335.00
244192A	Vertical Cargo Net (5-12) DB1	1		7,365.00	7,365.00
174018A	Belt Seat w/Chains ProGuard Chains for 8' Beam Height	9		160.00	1,440.00
237296A	Friendship Swing w/single Post swing frame 52" bury	1		3,590.00	3,590.00
177351A	Molded Bucket Seat w/Harness & ProGuard Chains for 8' Beam Height	1		1,090.00	1,090.00
173592A	Oodle Swing	1		7,015.00	7,015.00
177344A	Single Post Swings, 8' Beam Height	1		1,810.00	1,810.00
177345A	Single Post Swing Frame 52" Bury Additional Bay 8' Beam Height Only	4		1,290.00	5,160.00
Shipping	Shipping	1		9,000.00	9,000.00
discount	Special Discount for purchase using Sourcewell			-30,986.40	-30,986.40

Proposal Good For 30 Days
 Shipping Time: 10 weeks
 Ship Via: Common Carrier
 Please call 24 hours prior to delivery: _____

Customer signature below constitutes a purchase order.

Subtotal	\$365,343.60
Sales Tax (0.0%)	\$0.00
Total	\$365,343.60

Penchura, LLC, 889 S. Old US 23 Brighton, MI 48114
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
11/16/2023	23-1634-2

Bill To
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Installation	Meadows Installation Professional Certified Installation Install all of the play equipment and signs shown on the Penchura design drawing #: 1179608-01,	1		126,500.00	126,500.00
Stone Base	Provide 3,217 SF at a depth of 4" in the circular Crab Trap area	1		10,625.00	10,625.00

Proposal good for 30 days.
 Ship Via: common carrier
 Delivery contact name and number: _____

Customer signature below constitutes a purchase order.

Subtotal	\$137,125.00
Sales Tax (0.0%)	\$0.00
Total	\$137,125.00

Credit Card fee of 3% on all purchases over \$2,000.00

AMX fee of 5% on all purchases over \$2,000.00

889 S. Old US 23, Brighton, MI 48114
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
11/16/2023	23-1634-1

Bill To
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Forever Lawn	Meadows Surfacing Fitness Area Turf	1		160,283.00	160,283.00
Forever Lawn	Forever Lawn Playground Area	1		251,036.00	251,036.00
	*provide and install 100% plastic perimeter boards, provide and install 3-4 inches of limestone drainage base, provide and install 2" Safety Foam Pro for a max fall height of 8', provide and install 3" Safety Foam Pro for a max fall height of 10', provide and install 1" Safety Foam Pro combined with 4" of chunk rubber for a max fall height of 12', provide and install Playground Grass Ultra installed with micromechanical seam tape reinforced with a bead of urethane glue, trimmed and stapled with stainless steel staples, final groomed with .075 of rubber infill as needed. Note; sub base must be 7 inches below finish grade and 90% compacted.				
	*50% deposit required for turf upon acceptance. Price does not include prevailing wage or any backfilling or work outside the turf area.				
PIP - Safety Su...	PIP - Poured In Place Safety Surfacing	3,216		23.00	73,968.00

Proposal good for 30 days.
 Ship Via: common carrier
 Delivery contact name and number: _____

Customer signature below constitutes a purchase order.

Subtotal	\$485,287.00
Sales Tax (0.0%)	\$0.00
Total	\$485,287.00

Credit Card fee of 3% on all purchases over \$2,000.00

AMX fee of 5% on all purchases over \$2,000.00

889 S. Old US 23, Brighton, MI 48114
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
11/16/2023	23-1634-3

Bill To
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Misc	Meadows Multi-Sport Field Agorespace - STRUCTURE & SPORTS EQUIPMENT * Steel treated with Triplex process: galvanization + cataphoresis + thermo-lacquering with a self cleaning painting integrating Teflon * Posts and infill panel made of steel : 2 low fences + 2 First Sportswalls * Exclusive assembly system: - Most of weldings have been eliminated - Integration of vibration dampeners (thermoplastic elastomer) * Anodised aluminum large handrail allowing spectators to sit-down * Inox screws and bolts recessed and covered by anti-vandal plugs * 2 football-handball goals (3m x 2m) equipped with reinforced goal nets covering the back + half sides or galvanised steel bars covering the back of goal * Goal nets fixed with a high-resistance exclusive system (steel bars) * 2 height-adjustable basketball sets with hoops resisting to 640 kg load (3 heights: 2,65m, 2,85m and 3,05m) * Rules of the game display board * Start'up kit bag composed of 4 balls adapted to the use on a multisports pitch (futsal, soccer, basket) + 12 jumpers (2 different colours)	1		46,236.00	46,236.00
Misc	Agorespace - PAIR OF STEEL MINI GOALS (X2)	1		3,062.00	3,062.00
Misc	Anti-Cylce Bars	1		692.00	692.00

Proposal good for 30 days.
 Ship Via: common carrier
 Delivery contact name and number: _____

Customer signature below constitutes a purchase order.

Subtotal
Sales Tax (0.0%)
Total

Credit Card fee of 3% on all purchases over \$2,000.00
AMX fee of 5% on all purchases over \$2,000.00

889 S. Old US 23, Brighton, MI 48114
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
11/16/2023	23-1634-3

Bill To
Novi Schools - Admin Building Betsy 25345 Taft Rd. Novi, MI 48374

Ship To
MRC

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
John	248-255-1214	248-449-1249	Net 30		LAS

Item	Description	Qty	Weight	Price	Total
Misc	Agorespace - COORDINATION FOR INSTALLATION BY CHIEF AGORESPACE BUILDER * Workforce for 4 days * Travel from France to NOVI * Accomodation and food for the chief builder	1		9,000.00	9,000.00
Labor	Local installers * 3 local workers to work under the chief builder * Hiring for a skip for evacuation of refuse * Foundations digging and concrete supply * Forklift to unload the container			50,000.00	50,000.00
Misc	I - SYNTHETIC TURF WITH MULTISPORTS LAYOUT *Very dense curly Supersoft grass, not requiring sanding. UV stabilized fibrillated polyethylene yarn - Fiber height 10mm * Multisports line marking to be encrusted for the practice of 8 sports and more: Soccer, Basketball, Handball, Hockey II - TURF RETENTION PROFILE III - LINE CUTTER FOR TURF (one time purchase)			24,536.00	24,536.00
Shipping	Shipping - Estimated			12,500.00	12,500.00

Proposal good for 30 days.
 Ship Via: common carrier
 Delivery contact name and number: _____

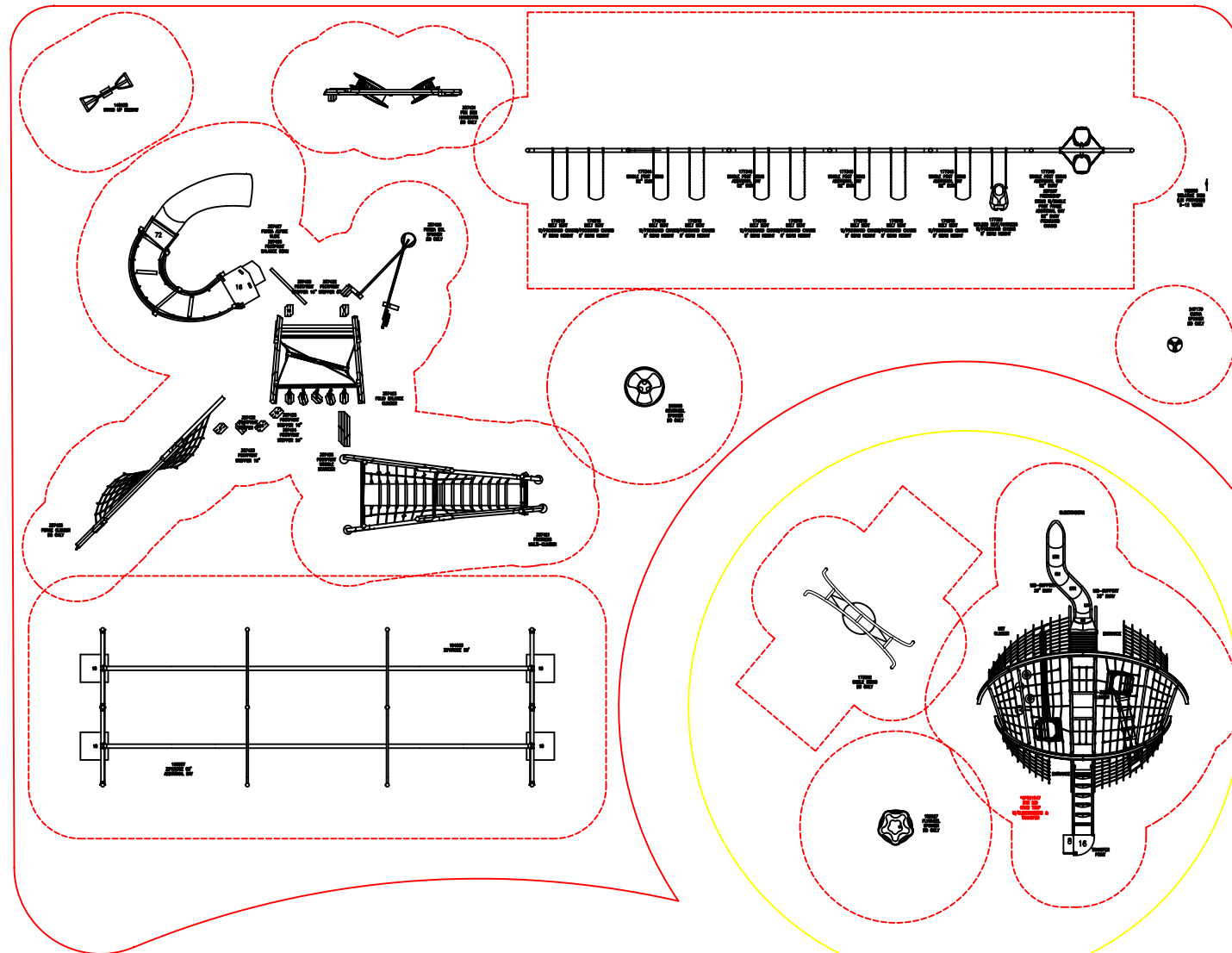
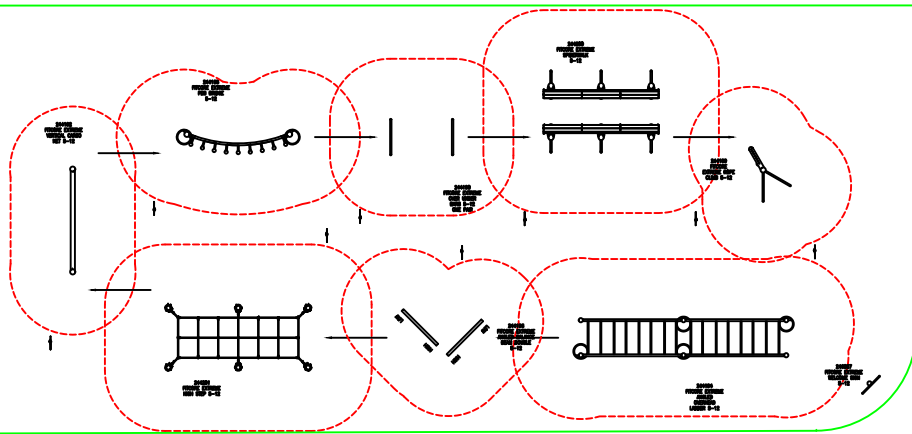
Customer signature below constitutes a purchase order.

Subtotal	\$146,026.00
Sales Tax (0.0%)	\$0.00
Total	\$146,026.00

Credit Card fee of 3% on all purchases over \$2,000.00

AMX fee of 5% on all purchases over \$2,000.00

889 S. Old US 23, Brighton, MI 48114
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Forms:
 0-12 years
 Max Fall Height: 105 inches
TOTAL SQUARE FOOTAGE
TURF: 17,338 SF

TOTAL ELEVATED PLAY COMPONENTS	4		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	4	REQUIRED	2
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	41	REQUIRED	1
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	20	REQUIRED	20

Estimated manufacturing time:
 6 weeks from the time of
 LSI order acceptance, or receipt of
 SkyWay's release of fabrication
 form if applicable.

The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

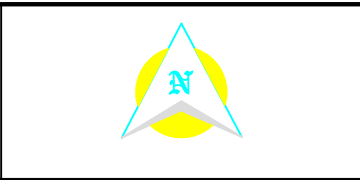
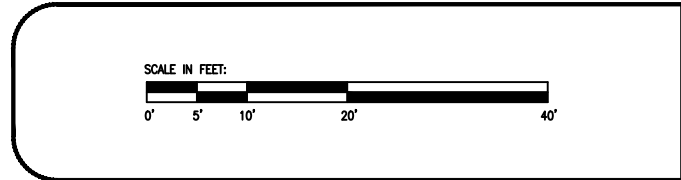
THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

AREA OF ACCESSIBLE/PROTECTIVE SURFACING (POURED-IN-PLACE SUGGESTED)
 3,217 SF

DESIGNED BY:
 AH
 COPYRIGHT: 10/5/2023
 LANDSCAPE STRUCTURES, INC.
 601 7th STREET SOUTH - P.O. BOX 198
 DELANO, MINNESOTA 55328
 PH: 1-800-328-0035 FAX: 1-763-972-6091

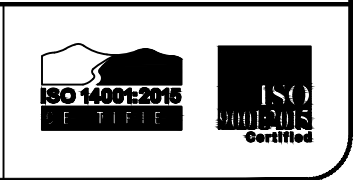
Date	Previous Drawing #	Initials



Novi Meadows Elementary
 Novi, MI

Penchura, LLC
 Lance Shipman

SYSTEM TYPE:
 Forma/FitCore
 DRAWING #:
 PEN1179608-01





Novi Meadows Elementary

Color Option 1 • 11.14.2023





Novi Meadows Elementary

Color Option 1 • 11.14.2023





Novi Meadows Elementary

Color Option 1 • 11.14.2023

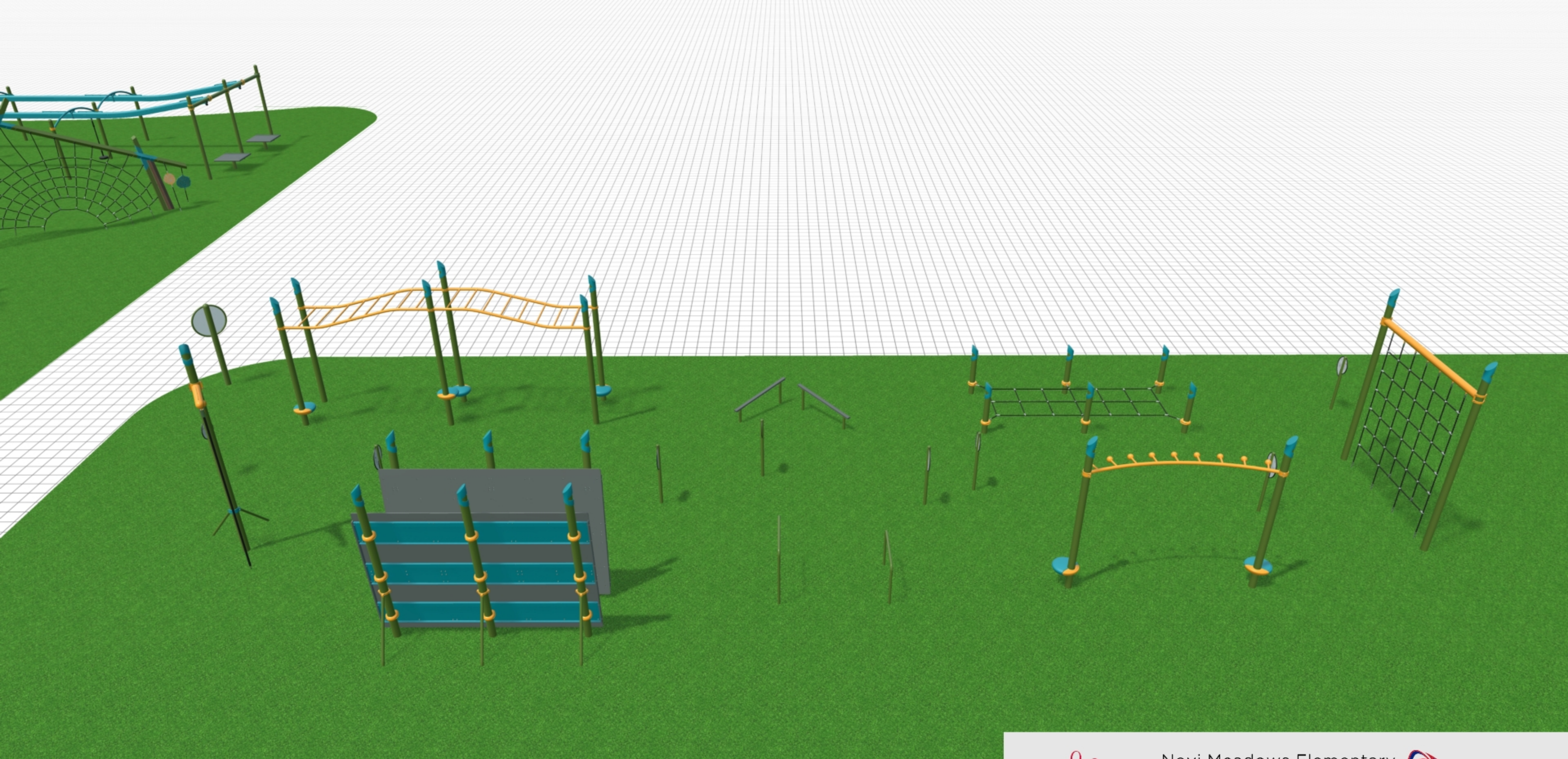




Novi Meadows Elementary

Color Option 1 • 11.14.2023





Novi Meadows Elementary

Color Option 1 • 11.14.2023



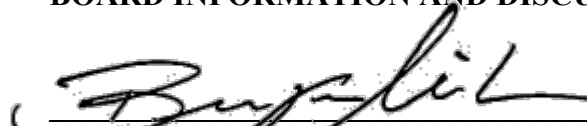
**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

TOPIC: Kindergarten Programming Discussion

Tonight the Board will engage in a discussion regarding the Michigan Kindergarten Age Waiver.

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



Ben Manka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

ASSISTANT SUPERINTENDENT OF TALENT MANAGEMENT AND DEVELOPMENT

TOPIC: Personnel Recommendations

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

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
A. New Hires					
NEA:					
Levitan, Samantha	PV	School Social Worker	New Hire	MA	01-16-24
McClintic, Lyndsey	K-4	ELD Interventionist	New Hire	MA	01-16-24
Noruk, Jessica	HS	Special Education Self-Contained Teacher	New Hire	BA	01-12-24
NESPA:					
Braggs, Starlit	NM	Special Education Resource Room Para	New Hire	Hourly	01-10-24
B. Retirements and Resignations					
NEA:					
Kaul, Meera	NATC	School Social Worker	Resign		01-18-24
Ponte, Colleen	MS	Speech/Language Path	Retire		06-07-24

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

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Benjamin Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

SUPERINTENDENT OF SCHOOLS

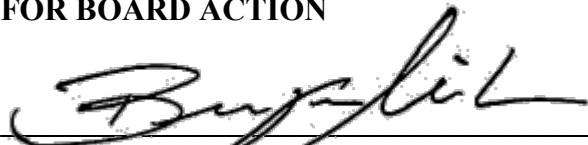
TOPIC: 2024-2025 Board of Education Meeting and Committee of the Whole Schedule

A tentative 2024-2025 Board of Education Meeting schedule is presented tonight for review and discussion with these meetings being held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374.

RECOMMENDATION:

That the Board of Education approve the 2024-2025 Board of Education Meeting calendar as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



Novi Community School District

25345 Taft Rd., Novi, MI 48374 Phone: (248) 449-1204

2024-2025 Board of Education Meetings

Meeting Location: Board Room - Educational Services Building (ESB)

January 11, 2024 (Organizational Meeting)	Thursday	6:00 p.m.	ESB
January 18, 2024	Thursday	6:00 p.m.	ESB
February 22, 2024	Thursday	6:00 p.m.	ESB
March 14, 2024	Thursday	6:00 p.m.	ESB
April 18, 2024	Thursday	6:00 p.m.	ESB
May 16, 2024	Thursday	6:00 p.m.	ESB
June 13, 2024 (Career Prep Graduation @ 6:00)	Thursday	7:30 p.m.	ESB
July 11, 2024 (Board Self-Assessment)	Thursday	6:00 p.m.	ESB
August 15, 2024	Thursday	6:00 p.m.	ESB
August 21, 2024 (Personnel Report Only)	Wednesday	6:00 p.m.	ESB
September 19, 2024	Thursday	6:00 p.m.	ESB
October 17, 2024	Thursday	6:00 p.m.	ESB
November 14, 2024	Thursday	6:00 p.m.	ESB
December 12, 2024 (Work Session)	Thursday	6:00 p.m.	ESB
December 19, 2024	Thursday	6:00 p.m.	ESB
January 9, 2025 (Organizational Meeting)	Thursday	6:00 p.m.	ESB
January 23, 2025	Thursday	6:00 p.m.	ESB
February 20, 2025	Thursday	6:00 p.m.	ESB
March 20, 2025	Thursday	6:00 p.m.	ESB
April 24, 2025	Thursday	6:00 p.m.	ESB
May 15, 2025	Thursday	6:00 p.m.	ESB
June 12, 2025 (Career Prep @ 6:00)	Thursday	7:30 p.m.	ESB
July 17, 2025 (Board Self-Assessment)	Thursday	6:00 p.m.	ESB



Novi Community School District

25345 Taft Rd., Novi, MI 48374 Phone: (248) 449-1204

2024-2025 Board of Education Committee of the Whole Meetings

<u>Committee Name</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Governance & Policy	February 1, 2024	Thursday	4:00 PM	ESB
Capital Projects Committee	February 1, 2024	Thursday	5:30 PM	ESB
DEI Committee	March 7, 2024	Thursday	4:00 PM	ESB
Curriculum Committee	March 7, 2024	Thursday	5:30 PM	ESB
Finance Committee	May 16, 2024	Thursday	4:30 PM	NW Media Center
Capital Projects Committee	August 8, 2024	Thursday	4:00 PM	ESB
DEI Committee	August 15, 2024	Thursday	4:30 PM	NW Media Center
Governance & Policy	September 19, 2024	Thursday	4:30 PM	NW Media Center
Finance	October 17, 2024	Thursday	4:30 PM	NW Media Center
Curriculum Committee	November 14, 2024	Thursday	4:30 PM	NW Media Center

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
January 11, 2024**

SUPERINTENDENT OF SCHOOLS

TOPIC: Designate Depositories for School Funds

The Board shall, at the organizational meeting:

A. Designate depositories for school funds:

The Novi Community School District currently has accounts and investments with the following banks:

<u>BANK</u>	<u>ACCOUNT</u>
Fifth Third Bank	General Fund Checking
MILAF/Fifth Third	2020 Bond Fund
	2022 Bond Fund
	Sinking Fund
	Debt Fund
	Money Market Account

The Novi Community School District currently uses the following banks for purchase of investments and the ability to wire money to and from the following banks:

Fifth Third Bank
MILAF
JP Morgan Chase Bank

B. Designate those persons authorized to sign checks, contracts, agreements, and purchase orders:

The Novi Community School District Board of Education currently authorizes the Assistant Superintendent of Business and Operations to sign checks; the Superintendent or designee to sign contracts, and agreements; and the Assistant Superintendent of Business and Operations to sign purchase orders.

C. Designate those persons authorized to use the safe deposit box:

The Novi Community School District Board of Education currently does not have a safe deposit box.

D. Determine fee charged to individuals who request notice of Board meetings:

The Novi Community School District Board of Education currently does not charge a fee.

E. Designate an administrator to assume the specified responsibilities of the Treasurer and/or of the Secretary:

The Novi Community School District Board of Education currently designates the Assistant Superintendent of Business and Operations to assume the specified responsibilities of the Treasurer.

The Novi Community School District Board of Education currently designates the

Executive Assistant to the Superintendent to assume the specified responsibilities of the Recording Secretary.

F. Designate the Electronic Transfer Officer (ETO):

The Novi Community School District Board of Education currently designates the Assistant Superintendent of Business and Operations as the Electronic Transfer Officer (ETO).

G. Designate a law firm to represent the School Board:

The Novi Community School District Board of Education designates Thrun Law Firm to represent the District.

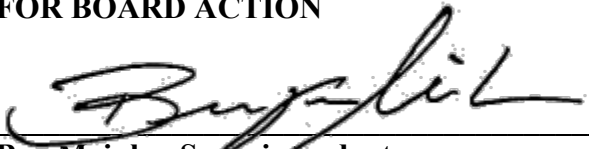
H. Designate a day, place and time for regular meetings which shall be held at least once every month:

The Novi Community School District Board of Education currently designates a minimum of one (1) Thursday a month for their regular meetings of the Board to be held at the Educational Services Building, located at 25345 Taft Road, Novi, Michigan 48374, at 7:00 PM. All dates and times are posted on the Novi Community School District website.

RECOMMENDATION:

That the Novi Community Schools Board of Education accept designate depositories for school funds as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent